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

Agenda
MPO CTAC
Wednesday, May 19th, 2021 @ 7:00 p.m.
Virtual Meeting via Zoom

https://us02web.zoom.us/j/81623462451?pwd=TnYzL2ZUTWRERjNwUDM2eEo1UDYzZz09
Password: 100374

Item	Time	Description
0	7:00-7:05	**Attendance and Emergency Statement**
1	7:05-7:07	**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 – limit three minutes per speaker*
2	7:07-7:10	**Approval of draft meeting minutes*** • See **March 2021 CTAC Minutes DRAFT**
3	7:10-7:20	**Future meeting topics and questions** *CTAC members can ask questions of staff; CTAC members can raise potential discussion topics for future agenda items*
4	7:20-7:35	**Unified Planning Work Program (UPWP) FY22– Sandy Shackelford (CAMPO)** *CTAC members will share feedback on the UPWP draft content following a presentation by Sandy; MPO staff will summarize feedback for MPO Policy Board, who will vote whether or not to approve the UPWP for the upcoming fiscal year.* • See **UPWP Memo** • See **UPWP FY22-DRAFT**
5	7:35-8:15	**Smart Scale Update and Discussion – Sandy Shackelford (CAMPO)** *Sandy will give an overview of the Smart Scale transportation funding process and the CAMPO project selection process; Sandy will also review the highlights of the public Smart Scale workshop from May 10th; CTAC members will share feedback and ask questions; MPO staff will summarize feedback for the MPO Policy Board, who will vote for a slate of four projects to be submitted by the MPO* • See **Smart Scale Slides**
6	8:15-8:25	**Staff Updates – Jessica Hersh-Ballering (TJPDC/CAMPO)** • Transit study updates • TIP adjustments vs. amendments
7	8:29-8:30	**Additional Matters form 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 – limit three minutes per speaker*

** A recommendation to the Policy Board and/or vote is expected for this item*

Upcoming Meetings:
MPO Tech Committee (3rd Tuesday): July 20th at 10am
MPO Policy Board (4th Wednesday): May 26th at 4pm
MPO CTAC (3rd Wednesday): July 21st at 7pm

Citizens Transportation Advisory Committee
7:00 PM Wednesday, May 19th, 2021

The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the CA-MPO Technical Committee to assemble in a single location. This meeting and the required public hearings will be held utilizing electronic virtual communication with the Zoom software application. In accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB 29), as effective April 24, 2020. The meeting will be recorded and made available to the public at www.tjpdc.org.

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Citizen Transportation Advisory Committee

Draft Meeting Minutes: March 17, 2021

Committee – Voting Members (Present)

Chair – Tristan Fessel (Albemarle County)
Vice Chair – Stuart Gardner (MPO)
Daniel Bailey (Albemarle County – Planning Commission)
Lucas Beane (City of Charlottesville)
Donna Chen (MPO)
Nicholas Garber (Albemarle County)
Patrick Healy (City of Charlottesville)
Joseph French (City of Charlottesville)
Ray Heron (City of Charlottesville)
Lee Kondor (Albemarle County)
Marty Meth (Albemarle County)
Travis Pietila (MPO)

Voting Members (Absent)

Gary Heaton (City of Charlottesville – Planning Commission)

Staff (Present)

Chuck Proctor – VDOT
Christine Jacobs – TJPDC/CAMPO
Jessica Hersh-Ballering – TJPDC/CAMPO
Lucinda Shannon – TJPDC/CAMPO
Sandy Shackelford – TJPDC/CAMPO

Call to Order

The virtual meeting (held on the Zoom platform) was called to order by Tristan Fessel at 7:06pm.

Approval of Changes to Meeting Agenda

Tristan Fessel described two additions to the meeting agenda: election of officers and an open discussion topic. Travis Pietila moved to approve the addition of these items to the agenda, and Nicholas Garber seconded the motion. The motion passed.

Matters from the Public

There were no matters from the public.

Approval of January 20th 2021 Meeting Minutes

Marty Meth moved to approve the January meeting minutes. Patrick Healy seconded the motion. The motion passed.

CA-MPO Leadership Transition – Christine Jacobs (TJPDC/CAMPO)
Interim Executive Director introduced herself and stated she was happy to work with CTAC.

Jessica asked newest CTAC member Daniel Bailey to introduce himself, as well.

Election of Officers – Jessica Hersh-Ballering (CAMPO)
Jessica described the roles of the elected officers and answered questions from CTAC members regarding these roles.

Nicholas Garber moved to retain the current chair and vice-chair for another year. Travis Pietila seconded the motion. The motion passed.

Public Participation Plan – Lucinda Shannon (CAMPO)
Lucinda Shannon described the purpose of the public engagement plan and led a detailed discussion of certain sections of the plan. This agenda item begins at 21:10.

Unified Planning Work Program (UPWP) FY2022 – Sandy Shackelford
Sandy Shackelford described the purpose of the MPO's Unified Planning Work Program and led a discussion on two project options. CTAC discussed both project options and determined which option they recommended that the MPO Policy Board support for inclusion in the FY22 UPWP.

Lee Kondor moved to state CTAC's support for option A (bicycle and pedestrian crash analysis). Stuart Gardner seconded the motion. Tristan, Stuart, Patrick, Ray, Lee, and Travis voted in favor of the motion. Lucas, Donna, and Marty voted against the motion. Daniel and Nicholas abstained. The motion passed with a majority of members in attendance voting in favor.

This agenda item begins at 57:05.

Smart Scale – Sandy Shackelford
Sandy Shackelford gave an overview of the MPO's new Smart Scale process with a detailed timeline. She also described the projects that have been identified as possible projects for which the MPO might apply.

This agenda item begins at 1:41:47.

Staff Updates – Jessica Hersh-Ballering (TJPDC/CAMPO)
Jessica explained that the results of the meeting frequency/duration poll did not indicate a clear direction for change and asked that the committee revisit this topic at a future meeting.

This agenda item begins at 1:51:07.

Future Meeting Topics and Questions – Tristan Fessell (CTAC Chair)
Marty Meth asked about the Albemarle County Transit Expansion feasibility study and implementation plan. Lee Kondor noted an offer to give a presentation regarding roundabout best practices. Lee Kondor also recommended another Hydraulic/29 project be considered for Smart Scale round 5. Responses can be viewed on the recording.

This agenda item begins at 1:52:40.

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

The meeting was adjourned at 9:01 PM.

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
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Memorandum

To: CTAC
From: Sandy Shackelford, Director of Planning & Transportation
Date: May 7, 2021
Reference: Draft FY22 Unified Planning Work Program

Purpose:

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

Background:

Based on the feedback MPO staff received regarding projects of interest to the MPO Policy Board, the final draft of the FY22 UPWP has been prepared for consideration and approval. The MPO Policy Board voted at their meeting on March 24, 2021 that in addition to the projects that had already been identified for inclusion in the FY22 UPWP, they would also like to program $30,000 for researching best practices and developing guidance to incorporate climate action initiatives into the MPO's long range transportation planning process. They also voted to leave $20,684 unprogrammed at the time.

These requests have been included in the draft of the FY22 UPWP that has been prepared. The $20,684 balance has been added to the On-call Services line item shown in Task 2.E. A summary of the programmed projects and expenses is shown on the table on the second page.

A public hearing on the UPWP has been advertised for the Policy Board meeting on May 26, 2021.

Recommendation:

Staff is not requesting any action from CTAC at this time, but will be happy to pass along any comments from CTAC members to the Policy Board for their consideration.

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

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FY22			
	PL	FTA	Total
Task 1: Administration	**$37,500**	**$21,500**	**$59,000**
Reporting and Compliance with Regulations	$14,000	$8,000	$22,000
Staffing Committees	$14,000	$8,000	$22,000
Information Sharing	$9,500	$5,500	$15,000
Task 2: Long Range Transportation Planning	**$102,684**	**$42,600**	**$145,284**
Rt. 29 North Corridor Study	$33,000	$18,000	$51,000
2050 LRTP Scope Development	$7,000	$3,000	$10,000
MPO Strategic Plan	$17,000	$11,600	$28,600
Climate Action Initiatives for Transportation Planning	$40,684	$10,000	$50,684
On-call Services	$5,000		$5,000
Task 3: Short Range Transportation Planning	**$71,000**	**$45,508**	**$116,508**
TIP	$5,000	$2,000	$7,000
SMART SCALE	$43,000	$18,400	$61,400
RTP, TDM, and Bike/Ped Support	$4,000	$8,500	$12,500
Performance Targets	$2,000	$1,000	$3,000
Regional Transit & Rail Planning		$5,000	$5,000
CTAC/Public Outreach	$17,000	$10,608	$27,608
TOTAL	**$211,184**	**$109,608**	**$320,792**











Unified Planning Work Program (UPWP)

Fiscal Year 2022
July 1, 2021 – June 30, 2022

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 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).

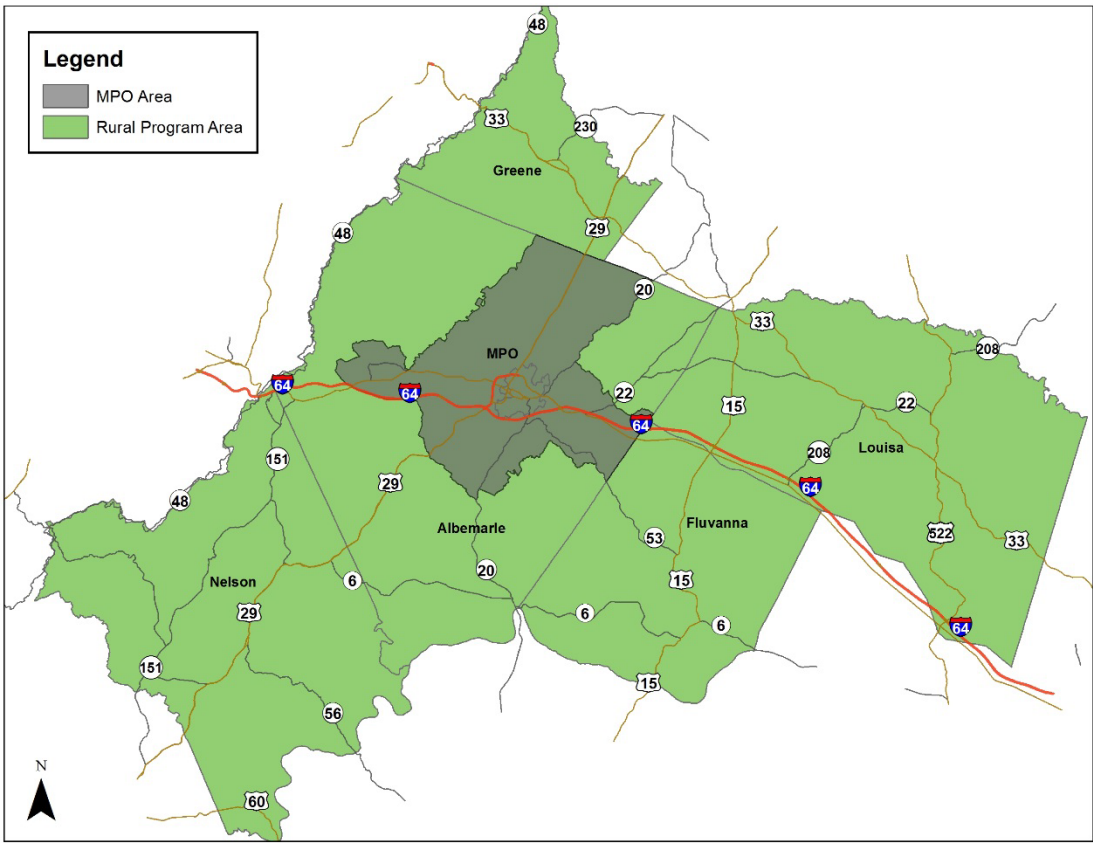
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City, County, UVA, JAUNT, CAT, DRPT and VDOT officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), JAUNT, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (Attachment B).

The MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding, and the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

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

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



Relationship of UPWP to Long Range Transportation Planning

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

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

MPO Transportation Infrastructure Issues and Priorities

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

The following issues call for a need to:

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

Public Participation/Title VI and Environmental Justice

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

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

Funding

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

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

The following tables provide information about the FY21 Work Program Budget. These tables outline the FY21 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.

FY22 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	*10%*	*10%*	*100%*
FY-22 PL Funding	$168,947	$21,118	$21,118	$211,184
FY-22 FTA Funding	$87,686	$10,961	$10,961	$109,608
PL+FTA Total	***$256,633***	***$32,079***	***$32,079***	***$320,792***
VDOT SPR	$136,000	$17,000	$17,000	$170,000
Total FY22 Work Program	***$392,633***	***$49,079***	***$49,079***	***$490,792***

FY22 Work Program: Funding by Task

Funding Source	Task 1	Task 2	Task 3	Total
	18.39%	*45.29%*	*36.32%*	*100%*
PL+FTA Total	***$59,000***	***$145,284***	***$116,508***	***$320,792***
FY-22 PL Funding	$37,500	$102,684	$71,000	$211,184
FY-22 FTA Funding	$21,500	$42,600	$45,508	$109,608
VDOT SPR	$50,000	$60,000	$60,000	$170,000
Total FY22 Work Program	***$109,000***	***$205,284***	***$176,508***	***$492,500***

Highlights of FY21 UPWP

The CA-MPO conducted several projects and initiatives in FY21. 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 FY21, CA-MPO staff worked with County, City, and VDOT staff to prepare to submit project applications for Round Four of SMART SCALE funding. The CTB approved two of the three SMART SCALE applications submitted by CA-MPO.

Bicycle and Pedestrian Planning
In FY21, MPO and PDC staff worked to continue moving bicycle and pedestrian facility planning forward. Staff efforts focused on coordinating two bike and pedestrian feasibility studies to determine construction opportunities for important regional bike and pedestrian connections throughout the MPO, conducting bike and pedestrian counts at intersections of interest to local City and County staff, and continue coordination of bicycle and pedestrian working group. Staff continues to work with the City, County, and UVA planning staff to develop OneMap, which is an integrated map of all of the bike and pedestrian facilities throughout the MPO region.

Regional Transit Planning
MPO staff has continued their involvement in overseeing the Regional Transit Partnership. In FY21, two DRPT grants to study transit service and operations within the MPO region were awarded. One to conduct a feasibility study and implementation plan to expand transit service in Albemarle County. The second is to develop a Charlottesville Area Regional Transit Vision Plan. These projects kicked off in FY21 and will continue into FY22.

MPO staff applied for a BUILD planning grant to evaluate opportunities to make improvements to the Charlottesville AMTRACK station to support anticipated service expansion.

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

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 FY21, the MPO

Policy Board voted to support the statewide performance targets, which are reviewed every two years, and the statewide safety targets, which are reviewed every year.

Regional Transportation Revenue Study
Work on the Regional Transportation Revenue study was completed in FY21 despite the disruption COVID caused. This study documents potential revenue streams that could be considered should the local region determine that more resources were needed to maintain and improve the local transportation infrastructure.

MPO 101 Primers
The CA-MPO hosted an intern over the summer of FY21 that supported the development of a series of primers explaining MPO purpose, process, and planning requirements. These primers have been formatted and placed on the MPO website for reference, and will be used for educational and informational purposes as MPO staff seeks public engagement in its planning processes.

Electric Vehicle Charging Station Needs Study
In FY21, CA-MPO staff completed a high level assessment of demand and availability of electric vehicle charging station needs.

FY22 UPWP Activities by Task

Task 1: Administration

Total Funding: $59,000
PL Funding: $37,500
FTA Funding: $21,500

A) Reporting and Compliance with Regulations
PL Funding: $14,000
FTA Funding: $8,000
There are several reports and documents that the MPO is required to prepare or maintain, including:

- FY22 Unified Planning Work Program Implementation;
- FY23 Unified Planning Work Program Development;
- Monthly progress reports and invoices; and,
- Other funding agreements.

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

End Products:

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

B) Staffing Committees
PL Funding: $14,000
FTA Funding: $8,000
TJPDC staff is responsible for staffing the MPO Policy Board and Committees. These efforts include preparation of agendas, minutes, and other materials for the committees listed below. The MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

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

End Products:

- Staff committees;
- Maintain memberships on committees;
- Issue public notices and mailings;
- 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: $9,500
FTA Funding: $5,500

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

End Products:

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

Task 2: Long Range Transportation Planning

Total Funding: $145,284
PL Funding: $102,684
FTA Funding: $42,600

A) North 29 Corridor Study with Rural Component

PL Funding: $33,000
FTA Funding: $18,000

Roadway improvements are complete or scheduled for construction along US Highway 29 North in Albemarle County and in Greene County. Traffic concerns continue in areas that are both urban and rural north of Airport Road in Albemarle County to the Cedar Grove Road area of Greene County. The MPO began working with the TJPDC Rural Transportation Program to initiate a study for safety & congestion along the unimproved areas of US 29. This project began in FY21 and continues into FY22.

End Products:

- Develop a vision for desired transportation performance through this portion of the US Highway 29 Corridor based on existing land use plans and projected system demand;
- Work with VDOT contracted consultants to identify corridor segments and intersections experiencing performance deficiencies;
- Conduct public engagement to determine community priorities for transportation improvements;
- Work with VDOT contracted consultants to develop alternative solutions to remedy identified transportation performance deficiencies;
- And develop recommended solutions based on robust community engagement for projects that could be submitted as SMART SCALE or other grant applications.

B) 2050 Long Range Transportation Plan Scope Development

PL Funding: $7,000
FTA Funding: $3,000

The CA-MPO will begin its five-year update of the 20-year Long Range Transportation Plan in FY23. CA-MPO will need to consider a number of factors before that plan update can begin, including whether the boundaries of the MPO will be adjusted, the extent that additional technical support from a consultant may be needed, and whether there is interest or value in approaching the long-range transportation plan jointly with the more rural portions of the region.

End Products:

- A project schedule for the update of the long-range transportation plan, which must be completed by May 2024;
- A summary of needs for additional technical assistance that may be needed to complete the update;
- Clarification of methodologies used to prioritize projects within the long-range transportation plan;
- Recommended public engagement schedule; and
- RFP's to retain any consulting services that may be determined as necessary.

C) CA-MPO Strategic Plan

PL Funding: $17,000
FTA Funding: $11,600

There was a Strategic Plan prepared for the CA-MPO to provide a framework for the work that the MPO would undertake during the time period of 2017 to 2019. Many of the elements of that strategic plan have been implemented, but there has been significant change in the operations of

the MPO, as well as staffing, since that strategic plan was developed, and an updated plan is necessary to continue to provide clear direction and effectiveness in carrying out the priorities of the MPO stakeholders.

End Products:

- An assessment of organizational strengths, weaknesses, opportunities, and threats;
- A clearly defined understanding of stakeholders;
- An agreed upon framework for selecting projects to include in the Unified Planning Work Program; and
- Opportunities to provide better collaboration with other planning efforts and partners.

D) Climate Action Initiatives for Transportation Planning

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

The City of Charlottesville and County of Albemarle have both identified climate action initiatives as priorities for their individual localities. An important factor in achieving the climate action goals involves incorporating these initiatives into transportation planning. This project will include reviewing planning documents and processes from other regional and MPO transportation plans to determine best practices for incorporating climate action goals into the MPO's transportation planning efforts. The focus of this work will be on incorporating climate action mitigation factors into the Long Range Transportation Plan, but through these efforts, MPO staff will also develop recommendations for additional data, studies, or plans that may be needed in order to support regional efforts.

End Products:

- A benchmarking report of best practices from other regional and MPO planning efforts to incorporate climate action initiatives into transportation planning processes including a summary of similarities and distinctions;
- A literature review of work that has been completed identifying the most effective strategies;
- Development of metrics that can be used to gauge progress in meeting goals;
- Recommendations for establishing and measuring goals and outcomes;
- Recommendations for incorporating climate action goals into project development and prioritization within the Long Range Transportation Plan; and
- Recommendations for additional data, studies, or planning efforts that may be needed to support the overall regional goals.

E) On-call Services

PL Funding: $25,684
FTA Funding: $0

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.

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 3: Short Range Planning

Total Funding: $116,508
PL Funding: $71,000
FTA Funding: $45,508

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.

Staff will be concentrating in FY 21 on transit operator short range planning financial needs to incorporate into the TIP. New leadership at the region's two transit providers have created an opportunity for revised procedures to short range financial planning.

The current TIP for FY21-FY24 was adopted by the Policy Board in FY20. MPO staff will continue to maintain and update the TIP as necessary.

End Products:

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

B) SMART SCALE Planning and Support

PL Funding: $43,000
FTA Funding: $18,400

MPO staff will continue to work with VDOT, DRPT, City and County staff to identify appropriate funding sources for regional priority projects. In FY22, the MPO Policy Board will identify up to two opportunities to conduct robust public engagement in order to develop SMART SCALE project applications.

End Products:

- Implement a selection process to identify potential SMART SCALE project applications early;
- Facilitate stakeholder meetings to develop project submission applications that incorporate robust public engagement and input opportunities;

- 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: $4,000
FTA Funding: $8,500

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

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in MPO;
- Staff Regional Transit Partnership meetings;
- Address immediate transit coordination needs;
- Formalize transit agreements;
- Improve communication between transit providers, localities and stakeholders;
- Explore shared facilities and operations for transit providers;
- Provide continued support to coordinating bike/ped planning activities between the City of Charlottesville and Albemarle County 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 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 performance targets; and
- Update the TIP when the FY22 safety performance targets are adopted.

E) Regional Transit and Rail Planning
PL Funding: $0
FTA Funding: $5,000
MPO, VDOT, and local staff will be available to conduct transportation studies and planning efforts as requested by our planning partners, including projects focusing on transportation system improvements to improve mobility, safety, and security for area pedestrians, bicyclists, and motorists. All studies will ensure a working partnership with the surrounding area's businesses and neighborhoods. Costs will be incurred to identify and initiate contractual arrangements.

End Products:
- Provide technical support and staffing to ensure the successful completion of two grants awarded by DRPT: Albemarle Feasibility Study and the Regional Transit Visioning Plan; and
- Prepare and submit a BUILD Planning grant application for the Charlottesville Amtrack Station.

F) CTAC – Community Outreach
PL Funding: $17,000
FTA Funding: $10,608
TJPDC staff will participate in and help develop community events and educational forums such as workshops, neighborhood meetings, local media, and the MPO web page. Staff will also participate in and act upon training efforts to improve outreach to underserved communities, such as low-income households, people with disabilities, minority groups, and limited English-speaking populations. The TJPDC will continue to staff the Citizens Transportation Advisory Committee, which is an important conduit for receiving feedback and input on the efficacy of public outreach and engagement efforts.

End Products:
- Utilize a broad range of public engagement strategies to disseminate information on transportation planning efforts and processes;
- 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;
- 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 Visioning Plan for the CAMPO and TJPDC region. A state grant in the amount of $175,000 was awarded by DRPT, matched by local contributes from Albemarle County and the City of Charlottesville of $175,000, with a contract signed on February 4, 2021. The work commenced in FY21 and will carry into FY22.
- Coordinate, manage, and implement the FY21 Feasibility and Business Plan for expanded transit service in Albemarle County. A state grant in the amount of $53,108 was awarded by DRPT, matched by a local contribution from Albemarle County of $53,107, with a contract signed on January 8, 2021. The work commenced in FY21 and will carry into FY22.

B) **Explore opportunities for contracted project and studies.**
Topical areas may include:

- Environmental impacts of the local transportation system and mitigation strategies.
- Creating an employee outreach program for Rideshare and other TDM programs.
- Implementing recommendations from the Albemarle Service Expansion Feasibility Study.

CA-MPO in FY22

Along with ongoing, required MPO tasks, staff anticipates work on the following efforts, some of which will carry-over from FY21.

Regional Transportation Revenue

- Assess the impacts of the COVID-19 pandemic on the transportation network and revenue generation
- Maintain awareness of opportunities to increase funding for regional transportation system improvements

Equity in Transportation Planning

- Continue to pursue opportunities to better integrate considerations for equity into the transportation planning processes and project selection

SMART SCALE

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

LRTP 2045

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

MPO Boundary Adjustment

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

Other Studies

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

Public Participation Process

Review and Approval of Tasks

MPO Policy Board:

- Initial Draft provided March 24th, 2021
- Final Approval May 26th, 2021

Online Posting

Posted as part of MPO meeting agenda for March 24th, 2021
Posted on TJPDC.org: May 10th, 2021

State Review

Draft submittal for VDOT review/comment: March 25th, 2021
Draft submittal for DRPT review/comment: March 25th, 2021

Review of Final FY22 UPWP

MPO Technical Committee: May 18th, 2021
Citizen Transportation Advisory Committee (CTAC): May 19th, 2021
MPO Policy Board: May 26th, 2021
**PUBLIC HEARING: May 26th, 2021

Note: Copy of public hearing notice in appendix D

Glossary of Acronyms

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

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BRT	Bus Rapid Transit
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 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)
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: Public Notice and Resolution

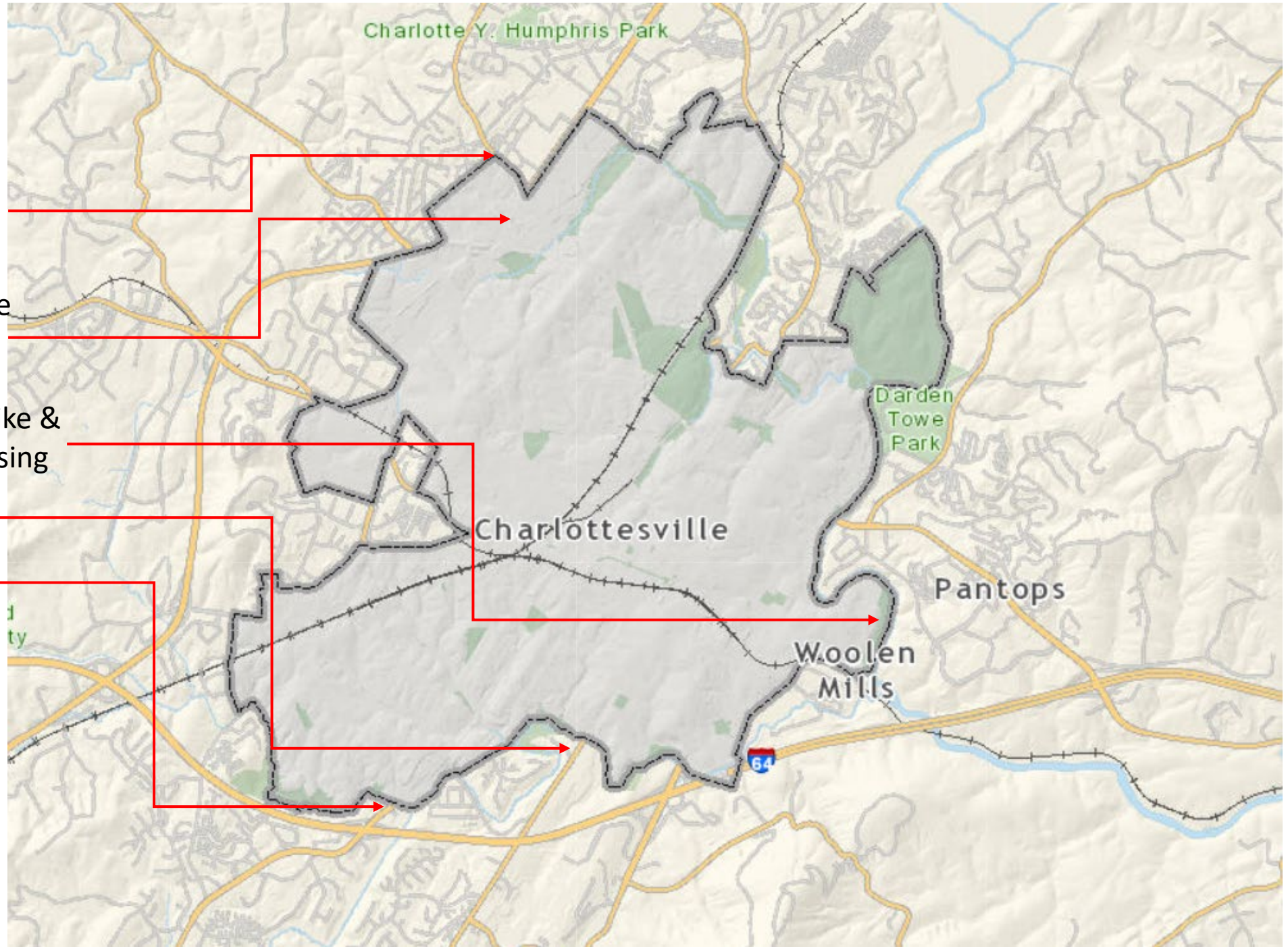
District Avenue Roundabout

Hillsdale Avenue Extension

Rivanna River Bike & Pedestrian Crossing

Avon Street

5th Street

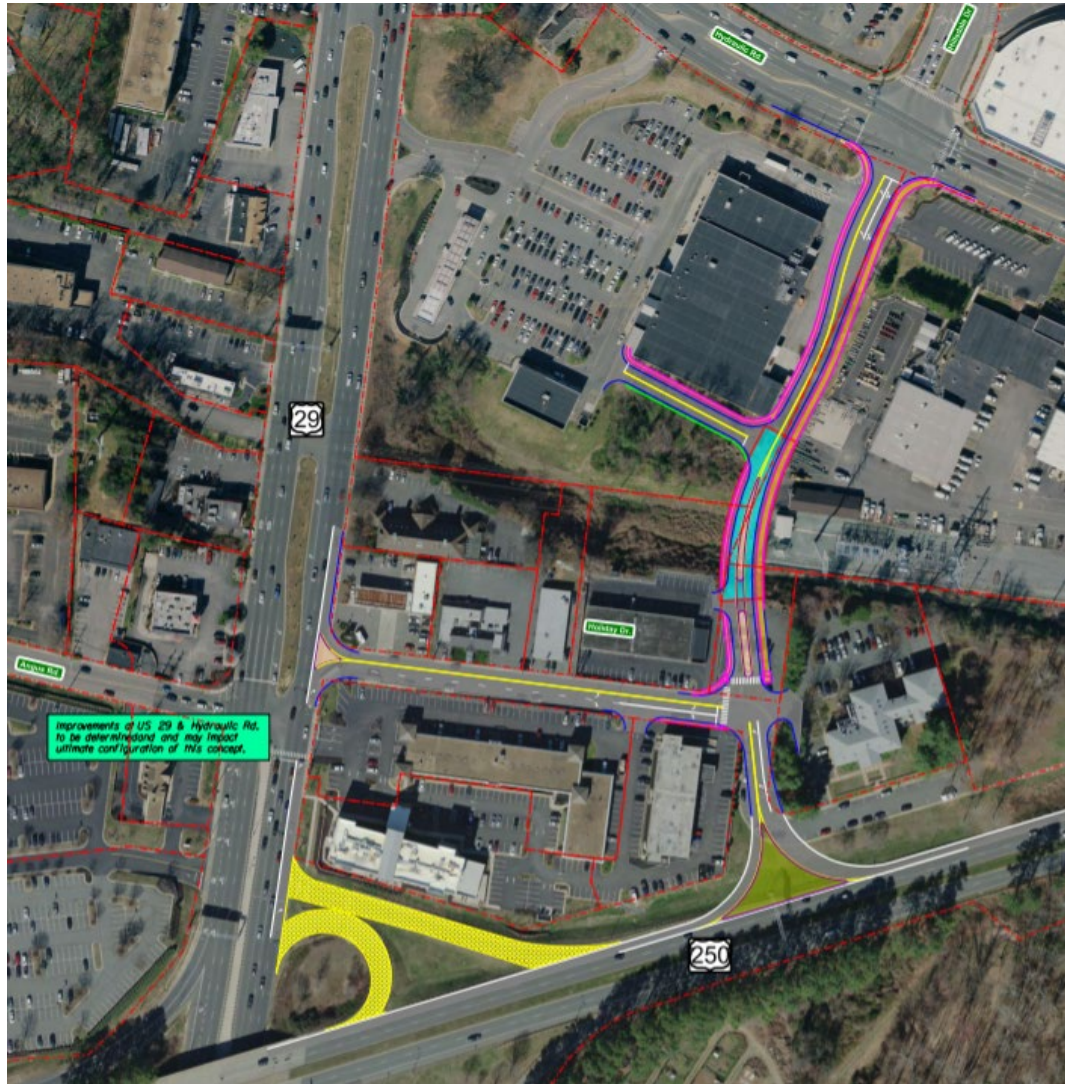


District Avenue Roundabout



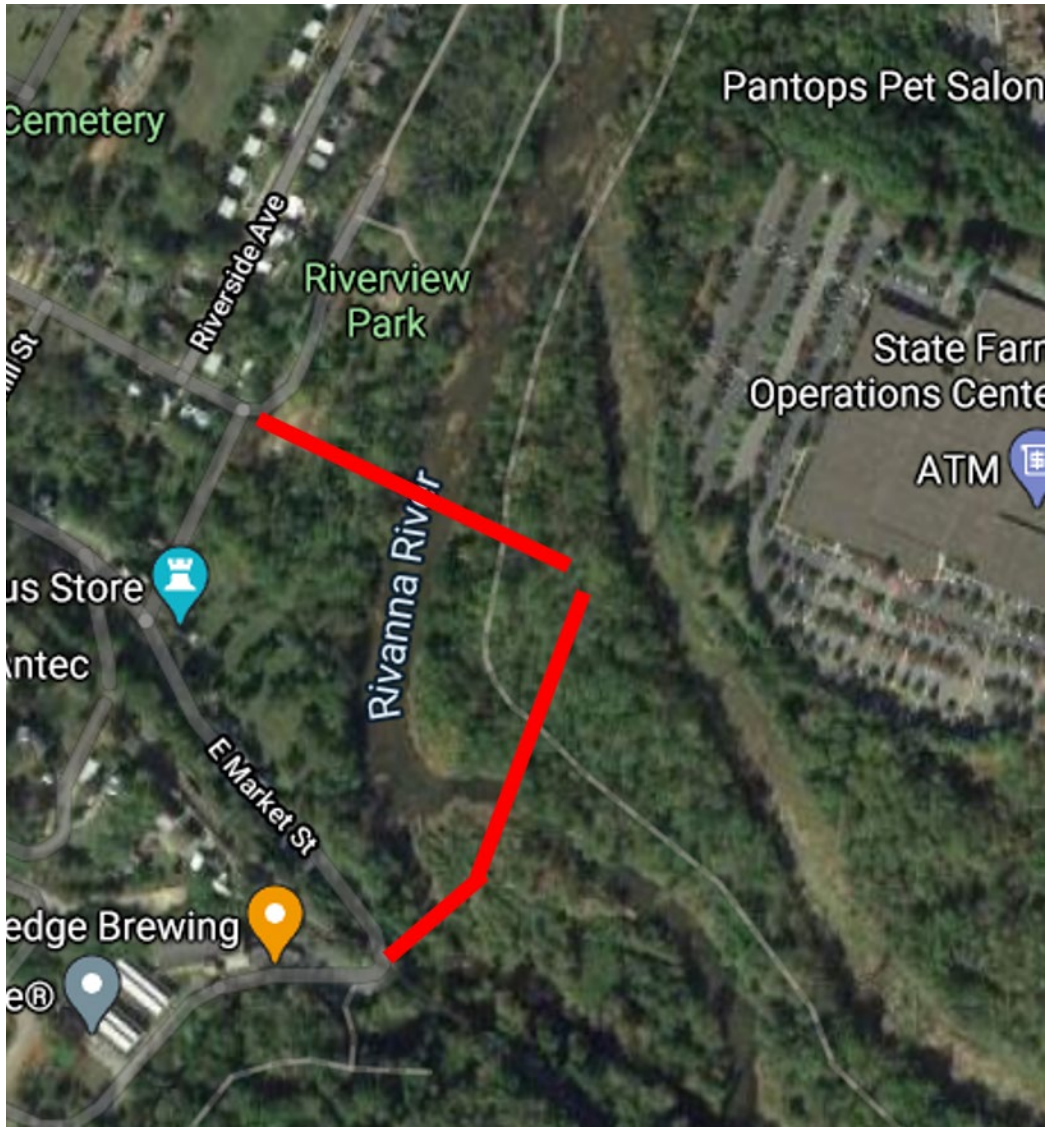
- Recommended as part of the Hydraulic/29 Small Area Plan
- Identified as a priority project in the CA-MPO's Long Range Transportation Plan
- Not submitted in the most recent round of SMART SCALE

Hillsdale Avenue Extension

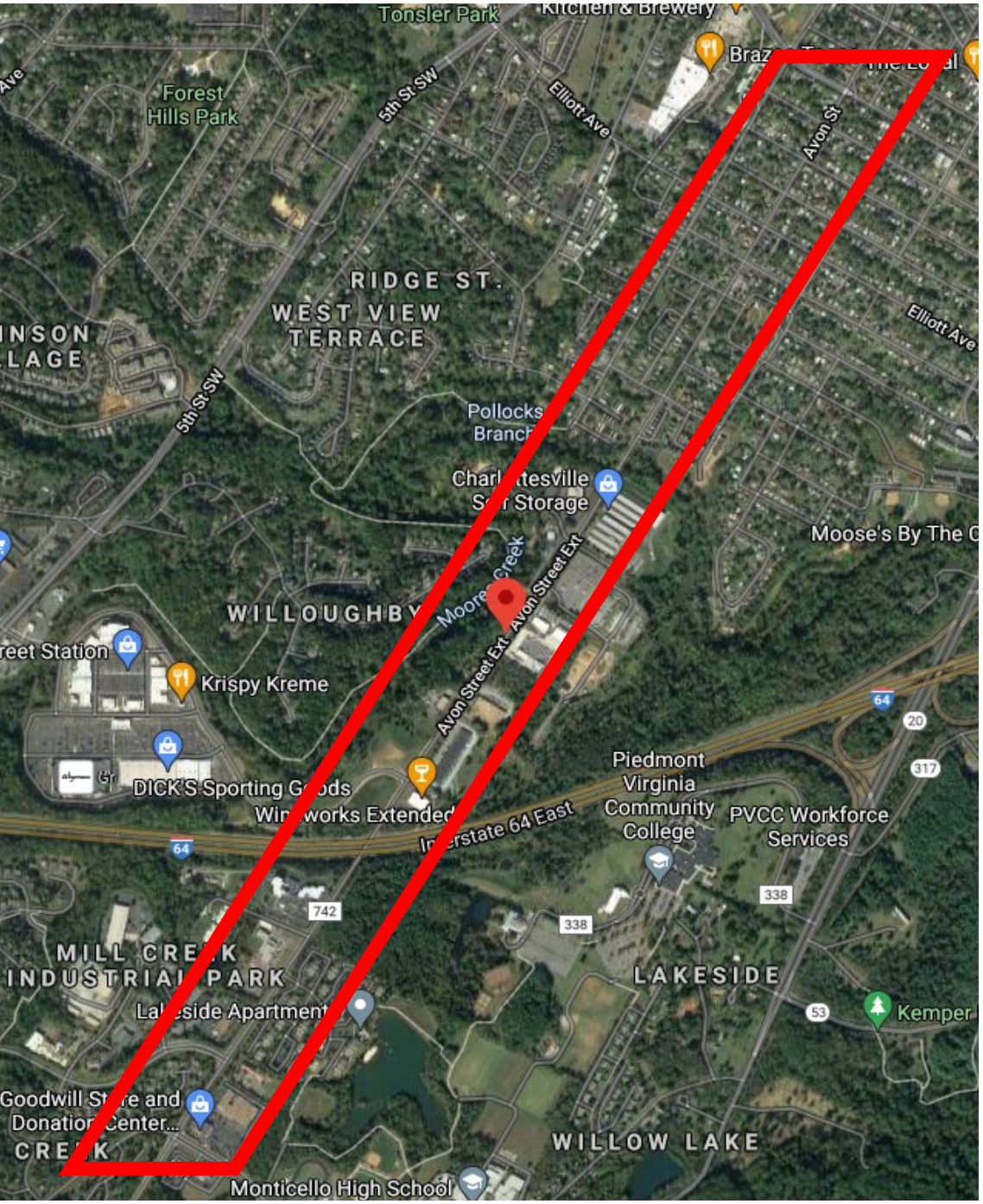


- Recommended as part of the Hydraulic/29 Small Area Plan
- Identified as a priority project in the CA-MPO's Long Range Transportation Plan
- Submitted in Smart Scale Round 4
- Highest scoring project not to be recommended to receive funding

Rivanna River Bike and Pedestrian Crossing



- Identified in the in the CA-MPO's Long Range Transportation Plan & Jefferson Area Bike & Pedestrian Plan
- Feasibility study completed by VHB in 2020
- Two potential design options were developed for consideration



Avon Street Multi-Modal Improvements

- Avon Street RE(Vision) study completed for Albemarle County in 2020
- Bike and pedestrian facility needs identified in the Charlottesville Bicycle and Pedestrian Master Plan
- Develop a package of multi-modal transportation improvements along Avon Street
- Consider portion of corridor between Mill Creek Drive (Albemarle) and Monticello Avenue (Charlottesville)

5th Street Multi-Modal Improvements



- Corridor study completed by VDOT in January 2021
- Develop a package of multi-modal transportation and intersection improvements along 5th Street
- Consider portion of corridor between Ambrose Commons Drive (Albemarle) and Harris Road (Charlottesville)