

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

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UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2014

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: March 28, 2013**

CVMPO ADOPTION: April 18, 2013

Funding provided by the Federal Highway Administration (FHWA) the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and Central Virginia Metropolitan Planning Organization (CVMPO) Local Funds

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Resolution

SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2014 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO. A year end work summary will also be provided.

Additionally, this activity provides for staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Funding for membership in the Virginia Association of Metropolitan Planning Organizations is also available.

Budget: \$42,000: staff

Completion date: June 30, 2014

1.02 Work Program Administration

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVMPO, in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), is responsible for the development of a UPWP. This UPWP describes all regional transportation planning activities anticipated in the CVMPO area, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2015 and amendments to the FY 2014 UPWP.

Budget: \$11,000; staff
Completion date: June 30, 2014

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the initiation of the update to Central Virginia Long Range Transportation Plan (Plan) as well as the review, explanation, and update of the current Plan. Consultant procurement is a element of this effort.

This task allows for staff transportation modeling development.

Additionally, this task allows for banking of funds to support the update to the Plan.

Products:

- Consultant procurement.
- Update initiation progress reporting.
- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Banking of funds for the update.
- Staff transportation modeling skills development

Budget: \$155,917; \$30,916 staff; \$125,001 consultant
Completion date: ongoing through FY '16

2.02 Transportation Improvement Program

Description: Maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects

Budget: \$4,000; staff
Completion date: June 30, 2014

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

Description: This task allows for assistance to localities on transportation related activities on an individual basis or CVMPO basis, as needed. This task includes, but is not limited to, providing transportation technical input and resources to the CVMPO's localities to improve the overall effectiveness and efficiency of the transportation network; promoting improved integration of the land use and transportation planning processes; and assisting with the update of local comprehensive plans to ensure land use and other elements are consistent with the statewide transportation plan and other planning documents; and other duties as requested by VDOT, FHWA, and the CVMPO.

This task allows for the development and provision of Geographic Information System (GIS) information for use with transportation projects and planning efforts. This task also provides for the enhancement and maintenance of the CVMPO transportation component of the Local Government Council's website as well as support to the City of Lynchburg Connectivity Study.

This task will provide staff support for transportation related grant writing by member jurisdictions, such as transportation enhancement program and safe routes to school program grants, and multimodal applications

And, finally, this task will provide for flexible staff time to assist with issues that arise during the fiscal year, as well as short term projects where a locality may need assistance.

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Council website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with SAFETEA-LU;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on other transportation related matters.

Budget: \$21,190; staff

Completion date: June 30, 2014

3.02 Region 2000 Alternative Transportation Initiative

The following is a continuation of LGC staff efforts to continue expansion of alternative transportation planning and implementation activities in Region 2000

LGC Bike/Ped component of LGC website

Description: Staff will maintain and contribute to the dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity. Staff will be responsible for ensuring this section reflects local activities, events, and articles related to SRTS, local rides, and links to additional regional alternative transportation links (GLTS, RIDE Solutions, bike shops, etc.).

Product: User friendly, maintained, updated component of the new Region 2000 LGC website completed in FY 2013.

Grant Submittal

Description: Apply for, or contribute to Region 2000 locality or organization, grants to contribute to and provide funding towards alternative transportation planning or implementation of direct facilities.

Product: Copy of application or summary of contribution/partnership efforts and full summary of results.

Bike Week

Description: Activities to host the annual Greater Lynchburg Bike Month (extended to the full month of May) and Clean Commute Challenge. The primary Lynchburg Area Greenway Alliance, Region 2000 LGC, RIDE Solutions event, in the 3rd year in 2014, is the premier event to promote the use and development of pedestrian and bicycle facilities and highlight all forms of alternative transportation in the Region 2000 area.

Product: Summary of Bike Month/Clean Commute Challenge which will include details on events, participants, sponsors, donated hours, volunteers, etc.

Facilitation of Bike/Pedestrian Fund Raising Partnership

Description: Host a local bicycle ride, possible fund-raising event, for purpose of assisting in facilitation of bike or pedestrian facilities. Potential generated funds or donated contribution from existing events (such as VA 10-miler) to be used to implement identified alternative transportation facility (sharrows, marked crosswalks, benches, etc.).

Product: A report that summarizes the activity, partnership development, stakeholders, anticipated or achieved funding.

Safe Routes to School

Description: Assist in the implementation of SRTS activities – per Lynchburg City Schools SRTS education and outreach program – in the 2013-14 school year.

Possible activity, depending on LCS and individual school interest, look to guide implementation of the first LCS Bike to School Day at one or two of the SRTS pilot elementary schools or at Linkhorne Middle in May, 2014.

Product: Summary report of activities.

Lynchburg Area Greenway Alliance

Description: Provide ½ staff support, in conjunction with the Rural Transportation Planning Assistance Program, to the Lynchburg Area Greenway Alliance. Support will be for those meeting activities, meeting summaries, and reporting as required to the TTC, CVMPO, LGC, VDOT in execution of bike/pedestrian activities.

Product: Summary report of activities.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000. The document will include a detailed account of public and private contribution during the year; will include a highlight story of a key business or individual that was instrumental in the bicycle/pedestrian/alternative transportation activities (education, outreach, development, transit).

Product: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

VDOT Bicycle Advisory Committee

Description: Serve as the liaison and participant to 1) the VDOT Bicycle Advisory Committee, managed by John Bolecek, VA Statewide Bicycle and Pedestrian Planner; and 2) VA Bicycle Federation, on request of Champe Burnley, President. Participation in these statewide bike/pedestrian committees ensures that Region 2000 is represented and abreast of key bicycling and pedestrian programs within VA.

Product: Summary of participation activities.

Alternative Transportation Webinar Series

Continue to host webinar series from bike/pedestrian leaders - such as APBP (Association of Pedestrian and Bicycle Professionals), League of American Bicyclists, PBIC (Pedestrian and Bicycle Information Center), and America Walks – to serve as a learning and information tool to local planners, locality staff, and

general public. Webinar series will continue to provide free and easily accessible CM and CEU credits for local planners and engineers.

Product: Summary of webinars held, participants, and CM/CEU credits dispersed as result of webinars.

Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000

Description: Through communication with each locality and VDOT office, obtain a summary of pedestrian and bicycle facility projects completed or planned in the following year. The yearly review cycle will be February to February to account for work that took place over the primary construction months.

Activities:

- Update existing GIS data and bike/pedestrian regional resources, to include sidewalks, crosswalks, trails, on-road bicycle facilities, to reflect changes in resources.
- All activities will be cross referenced with local planning documents to provide a gauge of success of these documents in guiding facility development.
- Summary report and GIS data format of updated resources, connection to planning documents, if available, and summary of funding used to fund past year's facilities will be included.

Product: Report that summarizes bike and pedestrian projects implemented in Region 2000 through February, 2014, will summarize anticipated projects as known, and will include a summary of funds used to facilitate resource development. A corresponding GIS data base and map will be provided.

Budget: \$20,000: staff

Completion date: June, 2014

3.03 Safety Improvement Study: Route 221 Corridor

Description: This effort will examine the Route 221 Corridor from Coover Hill Boulevard (eastern Bedford County) to Forest Brook Road (Lynchburg). Specifically, this task will identify and document opportunities for safety improvements, congestion reduction, multimodal accommodations, geometric improvements, and improved access management. The study will identify projects and potential funding sources for project implementation.

Project Foundation (previous work): Route 221 Corridor Management Study, VDOT, June 2002

Methodology:

1. **Define Issues:** Safety, congestion, multimodal, access management, others TBD.
2. **Mapping and Data Collection:** GIS base mapping, crash history, link and key intersection volumes, general travel patterns particularly as it relates to off-site factors influencing left-turn traffic issues onto Graves Mill Road.
3. **Examine land uses:** existing vs planned
4. **Analysis:** identify projected future volumes, examine intersection performance (Clover Hill Blvd, Enterprise Drive, Graves Mill, Cottontown Road, Breezewood, Forest Brook) and turn lane needs, examine arterial performance, access management, safety, bike/ped conditions, overall geometric conditions
5. **Identify deficiencies and improvement opportunities:** safety, traffic control devices, lighting, clear zone/geometric, capacity (intersection and arterial), multimodal accommodations, access management, congestion reduction
6. **Conduct two public meetings** (project kickoff and then recommendations)

Product: A draft plan documenting the items identified above.

Budget: \$50,000; Consultant

Completion date: June, 2014

3.04 Environmental Justice

Description: Ongoing public consultation and public participation to provide guidance in transportation planning. Our planning process should be inclusive and work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices and keep track of all Environmental Justice and Title VI issues for all projects in the UPWP.

Products: Documented Environmental Justice and Title VI response to VDOT's Civil Rights Division, as requested.

Budget: \$1,000; staff

Completion date: June, 2014

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2012 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2013 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting alternative transportation that can access transit.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2013 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$30,000

Completion Date: June, 2014

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. The CVMPO will be carrying out an ADA Bus Stop Accessibility Study in an effort to support GLTC's continued effort of serving the disabled population. This study will mark the first regional comprehensive ADA bus stop inventory and assessment. The

study will recognize the ongoing mobility challenges for the disabled community. The study will use analysis from the City of Lynchburg’s Connectivity Study and combine it with GLTC’s bus stop database in order to recognize ongoing mobility challenges for the disabled community. CVMPO staff will use inventoried features such as continuous sidewalks, curb cuts, and landing pad material to determine bus stops that are ADA accessible as well as bus stops that have the potential to become ADA accessible. Recommendations from the plan will result in prioritized improvements related to ADA accessibility and connectivity.

Budget: \$ 35,010

2. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop database current. Keeping a current inventory of bus stops will promote the overall efficiency of system operations and management. This item follows on the heels of the 2012 Bus Stop Inventory in which unique identifier number stickers were placed on every stop in the GLTC fixed route system. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. This item is essential in providing “Routematch”—the company that houses GLTC’s bus stop data in a real-time viewing mode—with accurate information which riders can use to determine when the next bus is approaching.

Budget: \$ 15,560

3. The arrival of the new GLTC transfer center—slated to open in 2014—will require the altering of several GLTC fixed routes. GLTC is hiring consultants to conduct technical studies on the impact certain changes will have on ridership numbers and trips. Region 2000 Staff will assist the consultants in gathering information at public meetings, analyzing data and responses, and providing GIS layers when necessary. Region 2000 Staff will also create re-alignment design reports on an as needed basis. The overall objective of this planning effort is to create an up to date routing system map that can be used in a Geographic Information system. Data from every bus stop in the GLTC fixed route system will be stored at the Region 2000 offices.

Budget: \$ 23,340

4. The Transit Development Plan (TDP) developed in FY2010 has goals and objectives listed for yearly increments that need to be monitored. Region 2000 Staff will evaluate these goals and measures to assure that goals are being met in their given time frames. The overall objective of this planning effort is to ensure that the Transit Development Plan is a document that is being followed by the MPO and the various transit agencies in the region. Region 2000 staff time will be used to research existing versus future ridership, route profiles, route alignment, and service frequency and

measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This is a task that has been carried out as part of the work program for the last three years.

Budget: \$ 3,890

Products:

- A document to support the ADA Bus Stop Accessibility Study.
- Quarterly reports to GLTC showing accurate fixed route system data that can be sent to “Routematch”.
- An up to date bus stop database to be maintained by Region 2000 staff.
- Consultant support for the fixed route realignment process.
- Produce short-range planning reports for GLTC as requested.

Budget Total: \$ 77,799

Completion Date: June, 2014

44.23.01 Long Range Transportation Plan Update

Description: Region 2000 Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2030 in the event that a project needs to be updated before the five year update. Keeping the plan up to date will support the economic vitality of the metropolitan area and will increase productivity and efficiency in the region. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. This task is justified because it keeps the LRTP current. The section of the LRTP depicting transit will also be monitored and updated as needed in order to give a current assessment of transit in the area. This task also helps support the economic vitality of the metropolitan area. This task also promotes consistency between transportation improvements and state and local planned growth and economic development patterns.

This task will carry over into FY2012 and will allow for the updates and maintenance necessary of the Year 2035 Plan.

Products:

- Public Assistance and information, as well as preparation for any updates that are necessary and continued development of the long range plan.
- Continued maintenance and updates to the Year 2035 Plan.

Budget: \$1,000

Completion date: June, 2014

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the FY 2009-12 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. Any TIP project that is transit related—including bicycle and pedestrian facilities leading to public transit—will be updated as needed. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

Products: Approved TIP, updated TIP maps, TIP amendments, and intergovernmental review of transportation projects.

Budget: \$1,000

Completion date: June, 2014

Proposed Expenditures		FHWA	State	Local	Total	FTA5303	State	Local	Total
1.00 Administration		\$ 42,400	\$ 5,300	\$ 5,300	\$ 53,000	\$ 24,000	\$ 3,000	\$ 3,000	\$ 30,000
1.01 General Admin. & Oper.		\$ 33,600	\$ 4,200	\$ 4,200	\$ 42,000				
1.02 Work Prog. Admin.		\$ 8,800	\$ 1,100	\$ 1,100	\$ 11,000				
2.00 Long Range Planning		\$ 127,934	\$ 15,992	\$ 15,992	\$ 159,917	\$ 1,600	\$ 200	\$ 200	\$ 2,000
2.01 Long Range Trans. Plan		\$ 124,734	\$ 15,592	\$ 15,592	\$ 155,917	\$ 800	\$ 100	\$ 100	\$ 1,000
2.02 Transportation Imp. Prog.		\$ 3,200	\$ 400	\$ 400	\$ 4,000	\$ 800	\$ 100	\$ 100	\$ 1,000
3.00 Short Range Planning		\$ 73,752	\$ 9,219	\$ 9,219	\$ 92,190	\$ 62,239	\$ 7,780	\$ 7,780	\$ 77,799
3.01 General Development and Comprehensive		\$ 16,000	\$ 2,000	\$ 2,000	\$ 20,000	\$ 62,239	\$ 7,780	\$ 7,780	\$ 77,799
3.02 Alternative Transportation		\$ 16,952	\$ 2,119	\$ 2,119	\$ 21,190				
3.03 Safety Improvement Study		\$ 40,000	\$ 5,000	\$ 5,000	\$ 50,000				
3.04 Environmental Justice		\$ 800	\$ 100	\$ 100	\$ 1,000				
		\$ -	\$ 0	\$ 0					
		\$ -	\$ 0	\$ 0					
Total	Subtotal			PL	\$ 305,107			DRPT	\$ 109,799
									\$ 414,906
The following notes relate to VDOT funding arrangements. These funds are not controlled by the CVMPO									
Surface Planning and Research (SPR) FUNDING FOR VDOT STAFF SUPPORT									
ACTIVITY									
Administration			Total	Federal	State				
State Transportation									
Planning			\$150,000	\$120,000	\$30,000				
VDOT's Transportation and Mobility Division (TMPD), located in the Central Office, will provide statewide oversight, guidance, and support for the federally mandated Metropolitan Transportation Planning and Programming Process. TMPD will provide technical assistance to VDOT Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.									
FY-13 Funding Available Statewide: \$150,000.									