

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

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Lynchburg, VA 24504
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UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2017

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: March 10, 2016**

CVMPO ADOPTION: April 14, 2016

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

The CVMPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights in regards to this project or special assistance for persons with disabilities or limited English proficiency, please contact the CVMPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting. Please contact the CVMPO at 434-845-5678 to request an interpreter no later than 14 days prior to meeting.

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**RESOLUTION APPROVING THE FISCAL YEAR 2017
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the staff of the Central Virginia Metropolitan Planning Organization (CVMPO) has prepared the annual Unified Planning Work Program (UPWP) for fiscal year 2017; and,

WHEREAS, the UPWP has been reviewed and recommended for approval by the Transportation Technical Committee; and,

WHEREAS, this UPWP is now before the CVMPO for approval.

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Metropolitan Planning Organization does hereby approve the UPWP for Fiscal Year 2017 and authorizes it to be submitted to the Virginia Department of Transportation, the Federal Highway Administration, the Virginia Department of Rails and Public Transportation, and the Federal Transit Administration.

ADOPTED this 14th day of **APRIL, 2016** upon motion by John Sharp,
duly seconded by Jack Hobbs.

ATTESTED BY:

Gary F. Christie, *Secretary*
Central Virginia Metropolitan
Planning Organization

CERTIFIED BY:

Turner Perrow, *Acting Chair*
Central Virginia Metropolitan
Planning Organization

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) 2017 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: \$44,000: staff

Completion Date: June 30, 2017

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 2018 and amendments to the FY 2017 UPWP.

Budget: \$11,000; staff
Completion Date: June 30, 2017

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the update to Central Virginia Long Range Transportation Plan (Plan) as well as its review and explanation.

And, this task will provide for the accomplishment of a Region 2000 Congestion Survey. This effort will be used to support ongoing planning efforts.

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

Further, this task allows for the response to FAST Act requirements and HB2 and its prioritization efforts.

Products:

- Contract management for the update
- Staff support to the update, FAST Act compliance, and HB2's prioritization efforts
- Plan amendments, as necessary
- Banking of funds for the update

Budget: \$14,000 staff; \$45,000 consultant carryover: CVLRTP2045 Update
Completion Date: ongoing through June 30, 2017

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: \$5,000; staff
Completion Date: June 30, 2017

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; assisting with the update of local comprehensive plans to address the transportation elements and 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.

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 FAST Act;
- 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 comprehensive plan transportation elements;
- Assistance on other transportation related matters.

Budget: \$26,373; staff

Completion Date: June 30, 2017

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, as necessary, update and contribute to this dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity. Staff will support LGC Administrative Program Coordinator in his role of managing and maintain the LGC website and pending social media outlets.

Deliverable Product: User friendly, maintained, updated component of the new Region 2000 LGC website and social media resources.

Grant Submittal

Description: Assist locality/organization partners in grant projects seeking funds towards alternative transportation initiatives including technical assistance, planning, or facility implementation. Grants such as past TAP application, DCR Recreational Trails), HSIP, and foundation applications – where the creation of an alternative transportation corridor/facility (where TAP funds would be eligible) are the focus – represent eligible grant assistance activity.

Deliverable: 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 and Clean Commute Challenge. Region 2000 and RIDE Solutions serve as the hosting entities, however, staff is expanding partnerships, activities, and events.

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

Assist City of Lynchburg in implement Mayor's Challenge for Safer People, Safer Streets
Coordinate an initiative to align the City of Lynchburg to complete the Mayor's Challenge for Safer People, Safer Streets by October, 2016. Staff, under City leadership, will coordinate the documentation of existing initiatives and guide new initiatives, such as education outreach, to complete at least one of the seven (7) challenge categories, as required in the Challenge.

Deliverable: Visual document that summarizes the City of Lynchburg's challenge-meeting initiatives. The task will also include, with coordination of Lynchburg EDA and Communication Department, a social media and public outreach campaign to highlight the value and opportunities for multi-modal transportation in the City

Assist in Creating a Complete Streets Rating Matrix for Lynchburg EDA

Lynchburg City's Office of Economic Development has developed a Strategic Planning Document. Staff will develop a Complete Street rating matrix that utilizes the Office of Sustainable Communities six livability practices and a component of the EDA's Strategic Plan to develop a rating format for the EDA to consider infrastructure funding request.

Coordinate the Work Healthy Sustainable Community Team

LGC will staff the development of a public/private/organization program- created from an off-shoot of Work Healthy Coalition – that will implement specific items developed as a result of the Mark Fenton – Economics of Place: How Quality of Place Impacts Corporate and Economic Strategy. Activities could include leading the development of temporary pedestrian/bicycle facility projects to guide design and community support.

Develop a Pedestrian and Bicycle Data Program for the Region 2000 Area

One of the greatest challenges facing the advancement to pedestrian and bicycle facility implementation is the lack of documentation on usage and demand. The lack of accurate demand and usage measurements, especially in contrast with traditional transportation data, it can be difficult to quantify the positive benefits and need for multimodal investments. The value of establishing baseline and measurable data is recognized by the Institute of Transportation Engineers (ITE) as vital step in program advancement and one of the challenge categories from the Mayor's Challenge for Safer People, Safer Streets.

Staff will lead a series of first pedestrian and bicycle data collection efforts that will specifically target areas within City of Lynchburg, and possibly additional MPO-targeted areas. Staff will undertake this effort utilizing the National Bicycle & Pedestrian Documentation Project methodology. Lynchburg College and Randolph College students will serve to assist in the organized data development area.

Staff will also to endeavor to establish an electronic data development program within the Region 2000 through the utilization of mobile detection counters. Mobile counter devices will allow data collection at multiple locations to develop trend data, partner with multiple partners, and ultimately, guide facility type and installation location decisions.

Deliverable: A pedestrian and bicycle data foundation that will be permanently maintained and updated, as a result of mobile counting devices and a bi-annual National Bicycle and Pedestrian Documentation Project implementation.

Amherst Town – Main Street and Downtown Pedestrian and Traffic-Calming Plan

Staff will serve as a team member of the consultant lead effort to evaluate traffic-calming measures in the Town and opportunities for facility installation as a component of the pending street repaving.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000.

Deliverable: 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.

Deliverable: Summary of participation activities, results, liaison activities as presented to TTC, CVMPO, Greenway Alliance, etc. Deliverable: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

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.

Deliverable: Summary of participation activities, results, liaison activities as presented to TTC, CVMPO, Greenway Alliance, etc. A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

Budget: \$21,000: staff

Completion Date: June, 2017

3.03 Consultant Support

Town of Amherst Walkability and Main Street Traffic Calming Study

Description: The Town of Amherst is interested in identifying improvements to create a more walkable downtown while creating a sense of “place” through streetscape and thematic elements. The vision for a walkable downtown may include expanding multimodal facilities, slowing traffic along Main Street via traffic calming techniques, and removing obstacles to walking, with the desired outcome of enhancing the vibrancy and economic activity in the Town.

The scope of work will address planning for improved walkability and conceptual street modifications to slow traffic and enhance the sense of “place” for the downtown environment. The work effort will include:

- Assessment of existing conditions in terms of walkability throughout the town travel conditions on Main Street, and the current aesthetic character along Main Street
- Identification of potential recommendations
- Public involvement
- Project coordination meetings, and
- Preparation of final documentation to include recommendations, planning level costs, and implementation strategies

Product: Draft report summarizing the above.

Response to MAP-21 and HB2 and Its Project Prioritization Initiative

Description: Consultant support may be needed to support CVMPO response to FAST Act and HB2 and its requirement to prioritize projects within the Commonwealth. This item allows for this support, if needed.

Product: Summary of support provided, if any.

Budget: \$50,000; Consultant
Completion Date: June, 2017

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.

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

Budget: \$3,000; staff
Completion Date: June, 2017

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 2017 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 2018 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 2018 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$34,475

Completion Date: June 30, 2017

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. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop and route database current. Keeping a current inventory of bus stops with their corresponding attributes will promote the overall efficiency of system operations and management. 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 data and associated attributes will periodically be uploaded to Google Transit to reflect current conditions. The data will also be transmitted and used by the City of Lynchburg's GIS department on a bi-annual basis.

2. CVMPO Staff will use the methodology from the "Bus Stop Consolidation Study" which was updated in FY2016 to determine if stops along time constrained routes could be consolidated. The overall objective of this planning effort is to provide a list of bus stops that could be consolidated on time constrained routes in order to improve overall transit efficiency. CVMPO staff will work with the newly formed Route Committee—made up of GLTC bus operators and operations staff—to determine routes that could benefit most from the process. All users of the transit system—motorized, non-motorized, and ADA users—will be considered in the planning and implementation of this task.

3. CVMPO Staff will work directly with the GLTC Route Advisory committee to recommend route adjustments and realignments that will improve the overall efficiency of the route system. The overall objective of this planning effort is to provide scenarios showing route alternatives based on input from the committee, GLTC operations staff, and CVMPO staff. All users of the transit system—motorized, non-motorized, and ADA users—will be considered in the planning and implementation of this task.

4. The Transit Development Plan (TDP) is scheduled to be updated in FY17. CVMPO Staff will aid GLTC with plan review, surveying, analysis and data requests required for the update process. This task will lead to the overall efficiency of systems operations and management of transit in the region.

Products:

- A current database of GLTC stops will be sent to the City of Lynchburg's GIS department on a bi-annual basis (March/September).
- Quarterly reports to GLTC showing accurate fixed route system data that can be sent to Google Transit.
- An up to date bus stop database to be maintained by CVMPO staff.
- A document with a proposed list of consolidated bus stops for time constrained routes.
- A document showing route alternative scenarios.
- Produce short-range planning reports for GLTC as requested.

Budget Total: \$78,201

Completion Date: June, 2017

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 2040 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. 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.

Products:

- Public Assistance and information, as well as preparation for any updates that are necessary

Budget: \$1,700

Completion Date: June 30, 2017

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the Central Virginia 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: \$1,700

Completion Date: June 30, 2017

Proposed Expenditures FY '17		FHWA PL	State	Local	Total	FTA5303	State	Local	Total
1.00 Administration		\$ 44,000	\$ 5,500	\$ 5,500	\$ 55,000	\$ 27,580	\$ 3,448	\$ 3,448	\$ 34,475
1.01 General Admin. & Oper.		\$ 35,200	\$ 4,400	\$ 4,400	\$ 44,000				
1.02 Work Prog. Admin.		\$ 8,800	\$ 1,100	\$ 1,100	\$ 11,000				
2.00 Long Range Planning		\$ 51,200	\$ 6,400	\$ 6,400	\$ 64,000	\$ 2,720	\$ 340	\$ 340	\$ 3,400
2.01 Long Range Trans. Plan		\$ 47,200	\$ 5,900	\$ 5,900	\$ 59,000	\$ 1,360	\$ 170	\$ 170	\$ 1,700
2.02 Transportation Imp. Prog.		\$ 4,000	\$ 500	\$ 500	\$ 5,000	\$ 1,360	\$ 170	\$ 170	\$ 1,700
3.00 Short Range Planning		\$ 80,298	\$ 10,037	\$ 10,037	\$ 100,373	\$ 62,561	\$ 7,820	\$ 7,820	\$ 78,201
3.01 General Development and Comprehensive		\$ 21,098	\$ 2,637	\$ 2,637	\$ 26,373	\$ 62,561	\$ 7,820	\$ 7,820	\$ 78,201
3.02 Alternative Transportation		\$ 16,800	\$ 2,100	\$ 2,100	\$ 21,000				
3.03 Consultant Support		\$ 40,000	\$ 5,000	\$ 5,000	\$ 50,000				
3.04 Environmental Justice		\$ 2,400	\$ 300	\$ 300	\$ 3,000				
		\$ 1	\$ 0	\$ 0	\$ 0				
		\$ -	\$ 0	\$ 0	\$ 0				
		\$ -	\$ 0	\$ 0	\$ 0				
Total	Subtotal			PL	\$ 219,373			DRPT	\$ 116,076
									\$ 335,449
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-17 Funding Available Statewide: \$150,000.									

EXPLANATORY NOTE REGARDING USDOT PLANNING EMPHASIS AREAS

The USDOT has identified three planning emphasis areas: FAST Act Implementation, Regional Models of Cooperation, and Ladders of Opportunities. The CVMPO's UPWP FY 2017 addresses these areas as follows.

FAST Act Implementation: The CVMPO is maintain its Central Virginia Long Range Transportation Plan Year 2040 (Plan). This plan prepares for FAST Act and its performance measures, i.e. making the Plan 'FAST Act' ready is a key element to this effort.

Regional Models of Cooperation: The CVMPO coordinates its planning efforts with the Greater Lynchburg Transit Company as well as the Region 2000 Local Government Council, the body responsible for rural transportation planning. GLTC operating practices are a factor in the development of the Plan's project prioritization efforts. Further, GLTC staff sit on the Transportation Technical Committee, ensuring coordination of activities. Additionally, the Region 2000 Long Range Transportation Plan (Rural Plan) is a background document used in the Plan's development, ensuring coordination between the two geographic areas.

Region 2000 Local Government Council staff will update the Rural Plan in Fiscal 2017. Council staff also staff the CVMPO. This arrangement further ensures coordination between our urban and rural areas on an ongoing basis.

Ladders of Opportunity: The CVMPO's UPWP directs significant resources to alternative transportation. This targeted effort promotes improving safe bicycle and pedestrian access throughout our community. Additionally, the UPWP directs funding to GLTC planning efforts (undertaken by CVMPO staff). All users of the transit system—motorized, non-motorized, and ADA users—are considered in the planning and implementation efforts.