



Central Virginia Transportation Planning Organization

Hybrid Meeting: Large Conference Room & GoToMeeting

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Access Code: 988-742-101

Thursday, April 15, 2021 at 4:00 p.m.

Agenda

1. **Call to Order** *Dwayne Tuggle, Chair*
2. **Board 2021-2022 Elections**..... *Ada Hunsberger, CVTPO*
3. **Approval of Minutes: January 21, 2021**..... *Dwayne Tuggle, Chair*
(Attachment 3)
4. **Proposed TIP Amendment (Public Hearing) & Adjustments**..... *Philipp Gabathuler, CVPDC*
(Attachment 4a) (Attachment 4b)
5. **Unified Planning Work Program (UPWP)**..... *Ada Hunsberger, CVTPO*
(Attachment 5)
6. **Matters from the Members** *Dwayne Tuggle, Chair*
7. **Adjournment**.....*Dwayne Tuggle, Chair*
8. **Informational Items:**
 - Staff Report (Attachment 8)
 - The next scheduled meeting of the CVTPO will be at **4:00 p.m. on Thursday, July 15, 2021.**
 - The Public Hearing for the 2022-2027 Six-Year Improvement Program (SYIP) will be held for the Lynchburg District on **April 29th at 4:00 pm.**
 - VDOT will also be holding a Revenue Sharing Applicant Workshop on Thursday, **April 29th from 10am-noon.**

The CVTPO 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 regarding this project or need special assistance for persons with disabilities or limited English proficiency, please contact the CVTPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting. Please contact the CVTPO at 434-845-3491 to request an interpreter.



Central Virginia Transportation Planning Organization

~ MINUTES~

January 21, 2021, 4:00 pm

MEMBERS PRESENT

Brian Booth.....	Greater Lynchburg Transit Company
Sarah Carter	Town of Amherst
Kenny Craig	Liberty University
Jennifer Moore.....	Amherst County
Dean Rodgers.....	Amherst County
Frank Rogers.....	Campbell County
John Sharp.....	Bedford County
Dwayne Tuggle.....	Town of Amherst
Charlie Watts	Campbell County
Chris Winstead.....	VDOT Lynchburg District
Beau Wright.....	City of Lynchburg

MEMBERS ABSENT

Jimmy Ayers	Amherst County
Robert Hiss.....	Bedford County
Daniel Sonenklar.....	Dept. of Rail and Public Transportation
Reid Wodicka.....	City of Lynchburg

OTHERS PRESENT

Kenny Brown.....	CVPDC
Gary Christie.....	CVPDC
Mallory Cook.....	CVPDC
Philipp Gabathuler	CVPDC
Ada Hunsberger	CVPDC/CVTPO
Kelly Hitchcock	CVPDC
Rick Youngblood.....	VDOT

1. Call to Order

Ada Hunsberger welcomed all participants and called the meeting to order at 4:00 pm via GoToMeeting. Ada welcomed Jennifer Moore from Amherst County Board of Supervisors and Charlie Watts from Campbell County Board of Supervisors as new and returning members of the Policy Board.

2. TPO Board Elections

Ada explained that a new Chair and Vice Chair need to be appointed after the elected officials serving these terms have both been replaced as TPO board members for their jurisdictions. Dwayne Tuggle and Beau Wright have both offered to serve as Chair and Vice Chair respectively.

Upon a motion made by Sara Carter, seconded by Frank Rogers, Dwayne Tuggle and Beau Wright were appointed as Chair and Vice Chair respectively for the remainder of FY 2021.

3. Approval of Minutes: August 20, 2020 and September 17, 2020

A motion was made by Chris Winstead, seconded by Dean Rodgers, to approve the minutes of the August 20, 2020 and September 17, 2020 meetings, and it was unanimously approved.

4. Connect Central Virginia 2045 Long-Range Transportation Plan

At the last meeting of the TPO, the Long-Range Transportation Plan was adopted, and a supporting dashboard was launched on December 1, 2020. The dashboard contains information on demographics, data, and other information that provides insight into both the urbanized and rural areas as it relates to the LRTP. Staff appreciate any comments and feedback to help make the resource more useful.

5. Review of TIP Adjustments

Ada Hunsberger explained that the Central Virginia Alliance for Community Living is going to be requesting fund allocations from DRPT and the Federal Transit Administration. If awarded the allocation, they will be purchasing two modified minivans with wheelchair ramps and one raised-roof van with a lift to help provide transportation for individuals with disabilities and senior clients. If these fund allocations are to be awarded, this will be incorporated into the TIP. The TPO will not be required to provide

any funding to this allocation, but support from the TPO to add this to the TIP is necessary.

A motion was made by Beau Wright, seconded by Frank Rogers, affirming support of the Central Virginia Alliance for Community Living's funding request as being in alignment with the objectives of the TIP and it was unanimously approved.

Additionally, some administrative adjustments have been made to the TIP at VDOT's request to better reflect the STIP. A narrative of the changes was provided.

Philipp Gabathuler provided an overview of DRPT's Public Transportation Agency Safety Plan (PTASP). The TIP adjustment proposed includes a variety of measurable targets to be included in support of this. GLTC has expressed support of these changes.

A motion was made by Sara Carter, seconded by Beau Wright, affirming support of the adjustment presented, and it was unanimously approved.

6. Current Project Updates & Future Project Ideas

VDOT just released the draft recommendation for funding of Smart Scale applications. At this time, public comments and staff recommendations are being considered. Regional projects include one in Amherst County, two in Campbell County, one in Bedford County, and two in Lynchburg.

The Commonwealth Transportation Board (CTB) also submitted a Smart Scale application for a second round-trip train between Washington DC and Roanoke, which would serve Lynchburg as well.

Staff has been working on the Town of Bedford Longwood Ave & Independence Blvd project since late 2019 and it is currently in its final stages. A survey was published for public comment and over 540 responses were received. Additionally, a corridor study is ongoing for Rustburg's Route 24. The first public meeting was conducted in November 2020. A survey was created using MetroQuest, which engaged over 100 participants with over 230 unique comments received.

In the next month, staff will begin working on the Unified Planning Work Program (UPWP).

Frank Rogers asked if it would be beneficial for the TPO to provide comments or pass a motion of support for the Smart Scale funding draft as presented. Chris Winstead stated

that it was up to the Policy Board and Rick Youngblood stated that it could be a good measure to do so.

By consensus of the board, an official letter in support of funding the Smart Scale projects identified in the draft funding scenario will be created to affirm the Board's position that the proposed projects support the regional goals of the TPO.

7. Matters from the Members

There were none.

- 8. Adjourn:** There being no further business, the meeting adjourned at 4:32 p.m.

Draft

Narrative of Proposed Changes to the 2021-2024 Transportation Improvement Program

The Department of Rail and Public Transportation (DRPT) has proposed the following adjustments to the Central Virginia Transportation Improvement Program (CVTIP). The following allocation of funding will allow the recipients (Central Virginia Alliance for Community Living and Lutheran Family Services of Virginia) to continue to provide paratransit services in the Central Virginia region.

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION FY2021 - FY2024 STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM TRANSIT COSTS (in \$1,000)

	Previous Funding	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024
CENTRAL VIRGINIA TRANSPORTATION PLANNING ORGANIZATION						
STIP ID:	CVACL01	Title: Paratransit Vehicles		Recipient: Central Va Alliance for Community Living (CVACL)		
FTA 5310		80	295			FTA 5310 375
State						State -
Local		20				Local 20
Year Total:	-	100	295	-	-	Total Funds: 395
Description:	Technical Correction - GLTC did not include STIP ID in draft TIP; new IDs identified in final TIP. Adjustment: Increase FY21 funding \$10K (increase FTA 5310 \$8K, local \$2K); add FY22 FTA5310 funding \$295K.					
STIP ID:	LFS0001	Title: Paratransit Vehicles		Recipient: Lutheran Family Services of Virginia		
FTA 5310			55			FTA 5310 55
State						State -
Local						Local -
Year Total:	-	-	55	-	-	Total Funds: 55
Description:	Amendment: Add new project and FTA 5310 funding \$55K for FY22.					

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State						State -
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STIP ID:	LFS0001	Title: Paratransit Vehicles		Recipient: Lutheran Family Services of Virginia		
FTA 5310			55			FTA 5310 55
State						State -
Local						Local -
Year Total:	-	-	55	-	-	Total Funds: 55
Description:	Amendment: Add new project and FTA 5310 funding \$55K for FY22.					

Existing TIP

New TIP with Administrative Adjustments

	Previous Funding	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024
CENTRAL VIRGINIA TRANSPORTATION PLANNING ORGANIZATION						
STIP ID:	GLTC001	Title: Operating Assistance			Recipient: Greater Lynchburg Transit Co.	
FTA 5307		2,037	2,132	2,212	2,297	FTA 5307 8,678
State		2,044	2,095	2,125	2,156	State 8,420
Local		3,041	3,268	3,469	3,680	Local 13,458
Revenues		1,367	1,389	1,411	1,438	Revenues 5,605
Year Total:		8,489	8,884	9,217	9,571	Total Funds: 36,161
STIP ID:	GLTC006	Title: Replacement Rolling Stock			Recipient: Greater Lynchburg Transit Co.	
Flexible STP		1,428	8,207	2,059	2,594	Flexible STP 14,288
State		286	1,641	412	519	State 2,858
Local		71	410	103	130	Local 714
Year Total:		1,785	10,258	2,574	3,243	Total Funds: 17,860
STIP ID:	GLTC010	Title: Expansion Rolling Stock			Recipient: Greater Lynchburg Transit Co.	
Flexible STP		-	990	-	-	Flexible STP 990
State		-	198	-	-	State 198
Local		-	49	-	-	Local 49
Year Total:		-	1,237	-	-	Total Funds: 1,237
STIP ID:	GLTC012	Title: Spare Parts			Recipient: Greater Lynchburg Transit Co.	
Flexible STP		240	-	-	-	Flexible STP 240
State		48	-	-	-	State 48
Local		12	-	-	-	Local 12
Year Total:		300	-	-	-	Total Funds: 300
STIP ID:	GLTC018	Title: Purchase Passenger Shelters			Recipient: Greater Lynchburg Transit Co.	
Flexible STP		-	133	102	-	Flexible STP 235
State		-	27	20	-	State 47
Local		-	7	5	-	Local 12
Year Total:		-	167	127	-	Total Funds: 294
STIP ID:	GLTC020	Title: ADP Hardware			Recipient: Greater Lynchburg Transit Co.	
Flexible STP		403	-	-	-	Flexible STP 403
State		81	-	-	-	State 81
Local		20	-	-	-	Local 20
Year Total:		504	-	-	-	Total Funds: 504
STIP ID:	GLTC021	Title: Purchase Support Vehicles			Recipient: Greater Lynchburg Transit Co.	
Flexible STP		-	-	312	144	Flexible STP 456
State		-	-	62	29	State 91
Local		-	-	16	7	Local 23
Year Total:		-	-	390	180	Total Funds: 570

	Previous Funding	FY 2021	FY 2022	FY 2023	FY 2024	Total FY 2021-2024
STIP ID:	GLTC 001	Title: Operating Assistance			Recipient: Greater Lynchburg Transit Co.	
FTA 5307		2,037	2,132	2,212	2,297	FTA 5307 8,678
State		2,044	2,095	2,125	2,156	State 8,420
Local		3,041	3,268	3,469	3,680	Local 13,458
Revenues		1,367	1,389	1,411	1,438	Revenues 5,605
Year Total:		8,489	8,884	9,217	9,571	Total Funds 36,161
STIP ID:	GLTC 006	Title: Replacement Rolling Stock			Recipient: Greater Lynchburg Transit Co.	
FTA 5339		714	8,207	2,059	2,594	FTA 5339 13,574
State		999	1,641	412	519	State 3,571
Local		71	410	103	130	Local 714
Year Total:		1,784	10,258	2,574	3,243	Total Funds 17,859
STIP ID:	GLTC 010	Title: Expansion Rolling Stock			Recipient: Greater Lynchburg Transit Co.	
FTA 5339		-	990	-	-	FTA 5339 990
State		-	198	-	-	State 198
Local		-	49	-	-	Local 49
Year Total:		-	1,237	-	-	Total Funds 1,237
STIP ID:	GLTC 012	Title: Spare Parts			Recipient: Greater Lynchburg Transit Co.	
FTA 5339		120	-	-	-	FTA 5339 120
State		168	-	-	-	State 168
Local		12	-	-	-	Local 12
Year Total:		300	-	-	-	Total Funds 300
STIP ID:	GLTC 018	Title: Transfer Location Improvements			Recipient: Greater Lynchburg Transit Co.	
FTA 5339		-	118	-	-	FTA 5339 118
State		-	24	-	-	State 24
Local		-	6	-	-	Local 6
Year Total:		-	148	-	-	Total Funds 148
STIP ID:	GLTC 018	Title: Purchase Passenger Shelters			Recipient: Greater Lynchburg Transit Co.	
FTA 5339		-	133	102	-	FTA 5339 235
State		-	27	20	-	State 47
Local		-	7	5	-	Local 12
Year Total:		-	167	127	-	Total Funds 294
STIP ID:	GLTC 020	Title: Vehicle Locator System			Recipient: Greater Lynchburg Transit Co.	
FTA 5339		202	-	-	-	FTA 5339 202
State		282	-	-	-	State 282
Local		20	-	-	-	Local 20
Year Total:		504	-	-	-	Total Funds 504
STIP ID:	GLTC 021	Title: Purchase Support Vehicle			Recipient: Greater Lynchburg Transit Co.	
FTA 5339		-	-	312	144	FTA 5339 456
State		-	-	62	29	State 91
Local		-	-	16	7	Local 23
Year Total:		-	-	390	180	Total Funds 570

The administrative adjustments made to the TIP on 3/29/2021 reflect changes to funding streams (FTA 5339 from Flexible STP) as well as the split of FY2021 funds between FTA5339 and State monies. All changes are reflected in the highlighted cells in the table above.

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2021-2022



Central Virginia Transportation
Planning Organization

CENTRAL VIRGINIA TRANSPORTATION PLANNING ORGANIZATION (CVTPO)

828 Main Street, 12th Floor
Lynchburg, VA 24504
434-845-3491
www.cvtpo.org

Transportation Technical Committee (TTC) Recommendation: April 8, 2021

CVTPO Policy Board Adoption: April 15, 2021

The Central Virginia Transportation Planning Organization (CVTPO) serves as the federally mandated Metropolitan Planning Organization (MPO) for the Central Virginia Urbanized Area. 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 Transportation Planning Organization (CVTPO) Local Funds. The CVTPO 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 regarding this project or special assistance for persons with disabilities or limited English proficiency, please contact the CVTPO.

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**RESOLUTION APPROVING THE FISCAL YEAR 2022
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the staff of the Central Virginia Transportation Planning Organization (CVTPO) has prepared the annual Unified Planning Work Program (UPWP) for fiscal year 2022; and,

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

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

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Transportation Planning Organization does hereby approve the UPWP for Fiscal Year 2022 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 15th day of April 2021 by the Central Virginia Transportation Planning Organization.

ATTESTED BY:

CERTIFIED BY:

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

Dwayne Tuggle, *Chair*
Central Virginia Transportation
Planning Organization



**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION
WITH THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
FOR GRANTS OF FEDERAL FUNDS UNDER
FEDERAL TRANSIT ADMINISTRATION SECTION 5303 PROGRAM
AND STATE MATCHING FUNDS**

WHEREAS, the contract for financial assistance will impose certain obligations upon this Body, including the provisions of the local funds to support project costs; and,

WHEREAS, a recipient of Federal Transit Administration Funding is required to provide certifications and assurances that all pertinent Federal statutes, regulations, executive orders and directives will be obeyed, and it is the intent of this Body to comply fully with all required certifications and assurances; and,

WHEREAS, it is the goal of this Body that minority business enterprises (disadvantaged business enterprise and women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services;

**NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL VIRGINIA
TRANSPORTATION PLANNING ORGANIZATION:**

1. That **Gary F. Christie, Secretary** is authorized to prepare and file an application on behalf of **Central Virginia Transportation Planning Organization** with the **Virginia Department of Rail and Public Transportation** for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.

2. That **Gary F. Christie, Secretary** is authorized to execute and file with such application all necessary certifications and assurances or any other documents or information required by **Virginia Department of Rail and Public Transportation** in connection with the application or the project.
3. That **Gary F. Christie, Secretary** is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with procurements under this project.
4. That **Gary F. Christie, Secretary** is authorized to execute a grant agreement on behalf of **Central Virginia Transportation Planning Organization** with the **Virginia Department of Rail and Public Transportation** to aid in the financing of the project.
5. That **Central Virginia Transportation Planning Organization** hereby certifies that the local share of the project costs identified in the application shall be made available to the project from resources available to this body.

The undersigned, **Gary F. Christie, Secretary**, certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the **Central Virginia Transportation Planning Organization** held on 15 April 2021.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Transportation
Planning Organization

Dwayne Tuggle, Chair
Central Virginia Transportation
Planning Organization

SECTION I

FHWA, VDOT, CVTPO 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) 2021 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 Transportation Planning Organization (CVTPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVTPO 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 CVTPO. 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 American Planning Association (APA) AND Virginia Chapter of the American Planning Association (APA VA) 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 (VAMPO) is also included in this item.

Budget: \$36,000

Completion Date: June 30, 2022

1.02 Work Program Administration

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVTPO, 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 CVTPO area, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2022 and amendments to the FY 2021 UPWP.

Budget: \$4,000

Completion Date: June 30, 2022

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 as well as its review and explanation. Additionally, this task allows for banking of funds to support the update.

Further, this task allows for the response to FAST Act requirements along with SMART SCALE and its prioritization efforts.

Products:

- Staff support to the update, FAST Act compliance, and SMART SCALE prioritization efforts
- Plan amendments, as necessary
- Maintain the new virtual LRTP dashboard
- Banking of funds for the update

\$5,000 staff; \$10,000 for Virtual LRTP Dashboard; \$50,000 carryover to FY 19-20.
Completion Date: ongoing through June 30, 2025

L RTP FUNDING PLAN

Due to the cost and scope of the LRTP, the CVTPO traditionally “banks,” or transfers a certain amount of funds from each fiscal year towards the next plan update to reduce fiscal strain on the TPO’s budget during plan update years. This process is described below:

	FISCAL YEAR	CONTRIBUTION	TOTAL BANKED	ACTIVITY
YEAR 1/5	20-21	\$115,000*	\$50,000 for LRTP 2050	2045 Plan completion by October 2020
YEAR 2	21-22	\$50,000	\$100,000	
YEAR 3	23-24	\$50,000	\$150,000	
YEAR 4	24-25	\$50,000	\$200,000	2050 Plan process begin July 2024
YEAR 1/5	25-26	\$100,000**	\$250,000 for LRTP 2050 \$50,000 for LRTP 2055	2050 Plan completion by October 2025
YEAR 2	27-28	\$50,000	\$100,000	
YEAR 3	28-29	\$50,000	\$150,000	
YEAR 4	29-30	\$50,000	\$200,000	2055 Plan process begin July 2029
YEAR 1/5	30-31	\$100,000***	\$250,000 for LRTP 2055 \$50,000 for LRTP 2060	2055 Plan completion by October 2030

*65,000 in FY 20-21 budgeted to complete LRTP 2045; \$50,000 banked toward LRTP 2050

**50,000 in FY 25-26 budgeted to complete LRTP 2050; \$50,000 banked toward LRTP 2055

***\$50,000 in FY 30-31 budgeted to complete LRTP 2055; \$50,000 banked toward LRTP 2060

Note: Dollar amounts are subject to change due to inflation, scope changes, etc. The above chart merely serves to guide TPO staff in planning for the banking of funds to complete the LRTP update every five years. There are two ways in which PL funds can be carried over into a future fiscal year: 1) **“Passive” carryovers** skip a year (for example, unexpended or “banked” funds from FY 21-22 will automatically [passively] skip FY 22-23 and will reappear in the TPO’s funding mix in FY 23-24); 2) **“Direct” carryovers** transfer directly into the next fiscal year. Direct carryovers must be requested through the VDOT District Planner each spring. As the next LRTP update approaches, it is important to manage passive or direct carryovers so that the funds to pay for the LRTP appear at the appropriate time (typically the fiscal year ending in a year divisible by 5 [19-20, 24-25, etc.] and the year after).

Budget: \$65,000
 \$5,000 for staff time
 \$10,000 for Virtual LRTP Dashboard
 \$50,000 banked for 2050 LRTP

Completion Date: ongoing through June 30, 2025

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

Completion Date: June 30, 2022

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 CVTPO basis, as needed. This task includes, but is not limited to, providing transportation technical input and resources to the CVTPO'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 CVTPO.

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 CVTPO transportation component of the Central Virginia Planning District Commission'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 CVPDC 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 federal regulations;

- Assistance to localities in the development of transportation priorities for the CVMTO 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.
- Provide leadership or support, as appropriate, to regional initiatives including the Lynchburg Area Connectivity Study, which serves as the transportation element of the regional Comprehensive Economic Development Strategy (CEDS) and is being merged into the Connect Central Virginia 2045 Long Range Transportation Plan. The TPO is the lead agency on the Local Bottlenecks and Access on Key Highway Corridors chapters of the Connectivity Study. The TPO may provide support, as requested, to other initiatives including Placemaking, Transit and Transportation Demand, Intercity Passenger Rail, Air Service Development, and Cargo-Oriented Development initiatives.

Budget: \$25,000

Completion Date: June 30, 2021

3.02 Central Virginia Active Transportation Initiative

The following is a continuation of CVTPO staff efforts to continue expansion of active transportation planning and implementation activities in the region.

Bike/Ped component of CVMPO/CVPDC website

Description: Staff will, as necessary, update and contribute to this dedicated section within the CVTPO/CVPDC website devoted to bicycle, pedestrian, and transit activity. Staff will manage and maintain the CVTPO/CVPDC website and social media channels.

Product: User friendly, maintained, updated component of the new CVTPO/CVPDC website and social media channels.

Grant Application Assistance

Description: Assist locality/organization partners in grant projects seeking funds towards active transportation initiatives including technical assistance, planning, or facility implementation. Grants such as Transportation Alternatives Program, DCR Recreational Trails, HSIP, and private or public foundation programs – where the creation of an alternative transportation corridor/facility are the focus – represent eligible grant assistance activity.

This activity includes staff support for development and expansion of the RiverEdge Park Trail (Amherst County), James River Heritage Trail (Amherst County & City of Lynchburg), Blackwater Creek Bikeway (City of Lynchburg) and related interconnections.

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 and Clean Commute Challenge. CVTPO/CVPDC and RIDE Solutions serve as the hosting entities, however, staff is expanding partnerships, activities, and events.

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

Continue Efforts to Coordinate the Work Healthy Sustainable Community Team

Activities include leading the development of temporary pedestrian/bicycle facility projects to guide design and community support. This also includes staffing the Lynchburg Pedestrian Advisory Committee.

Continue Development of a Pedestrian and Bicycle Data Program for the 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 TPO-targeted areas. Staff will undertake this effort utilizing the National Bicycle & Pedestrian Documentation Project methodology. University of Lynchburg and Randolph College students may serve to assist in the organized data development area.

Manage the CVPDC pedestrian/bicycle count program to facilitate active transportation data and inform pedestrian, bicycle, and transit planning and implementation decisions. 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.

Product: 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.

VDOT Bicycle Advisory Committee

Description: Serve as the liaison and participant to 1) the VDOT Bicycle Advisory Committee; and 2) VA Bicycle Federation. Participation in these statewide bike/pedestrian committees ensures that the region is represented and abreast of key bicycling and pedestrian programs within Virginia.

Product: Summary of participation activities, results, liaison activities as presented to TTC, CVTPO, Greenway Alliance, etc. as requested.

Active 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.

Product: Summary of participation activities, results, liaison activities presented to TTC, CVTPO, Greenway Alliance, etc. as requested.

Update to the Region 2000 Greenways, Blueways and Trails Plan

The Region 2000 Greenways, Blueways and Trails Plan was last updated in 2012 to guide the development of a linked series of trails, parks, and river connections.

Staff will begin an update of the plan, which will include data collection of new trails, community engagement to determine both needs and opportunities and the development of goals.

Product: Updated Plan Document; Virtual map of area trail, parks and river connections

Budget: \$26,266

Completion Date: June 30, 2023

3.03 Consultant Support

Regional Potential for Safety Improvement (PSI) Study

Description: The CVTPO will be undertaking a study of the top 10 unstudied and unfunded Potential for Safety Improvement (PSI) intersections. The study will evaluate current travel conditions and provide recommendations for safety improvements. PDC staff will assist the CVTPO-procured consultant in executing this project, including conducting research, participating in project management meetings, coordinating and participating in public meetings, and executing other public involvement activities related to the project.

Response to MAP-21 and SMART SCALE and its Project Prioritization Initiative

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

Product: Completed study.

Budget: \$75,000

Completion Date: June 30, 2022

3.04 Staff Support for the Regional Potential for Safety Improvement (PSI) Study

Description: TPO staff will assist the CVTPO-procured consultant in executing this project, including conducting research, participating in project management meetings, coordinating, and participating in public meetings, and executing other public involvement activities related to the project.

Product: Completed Study.

Budget: \$8,000

Completion Date: June 30, 2022

3.05 Diversity, Inclusion and 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 CVTPO will report as required to VDOT's Civil Rights Division regarding the CVTPO's activities and practices.

This fiscal year, TPO staff will work with local, state, and federal partners to complete an update of the Title VI Plan and make necessary changes to the Public Participation Plan.

Products: New Title VI and updated Public Participation Plan; Documented Environmental Justice and Title VI response to VDOT's Civil Rights Division, as requested.

Budget: \$6,000

Completion Date: June 30, 2022

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: CVTPO 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 2021 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 CVTPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVTPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2023 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting active transportation options 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 CVTPO; amendments to the UPWP; and preparation of the FY 2023 UPWP.

Budget: \$27,500

Completion Date: June 30, 2022

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVTPO. The CVTPO 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. Maintain a current database of GLTC stops and routes. Use the Trillium online platform to submit GTFS feeds so that current information is reflected on online mapping tools (Google Maps).
2. Continued implementation of GLTC's Transit Strategic Plan (FY2019-2028): Activities include supporting GLTC with any examinations of existing transit services, current funding sources and implementation of the plan's recommendations as well as continuing to engage stakeholders to implement the future vision for the GLTC's transit services. Activities may also include transit route analysis for modified or expanded transit services, changes in the route schedule or other assistance needed to implement the Strategic Plan recommendations.
3. GLTC recently submitted an idea to DRPT's Transit Ridership Incentive Program (TRIP)--a new statewide grant program dedicated to improving transit's regional connectivity in urban areas with a population in excess of 100,000 and reducing barriers to transit use by supporting low income and zero fare programming. CVTPO staff will aid in the development of initiatives to aid this effort if a grant is pursued and awarded.
4. Further the ADA (Americans with Disabilities Act) Bus Stop Accessibility Survey by proposing short-term, cost-effective solutions for making heavily used bus stops ADA accessible. CVTPO staff will work closely with bus stop boarding/alighting data to determine the most used stops that aren't fully ADA accessible.
5. CVTPO 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 CVTPO staff. All users of the transit system—motorized, non-motorized, and ADA users—will be considered in the planning and implementation of this task.
6. General Transit Planning: As needed, staff will incorporate transit components into other studies and plans identified in this Work Program and support any

coordination of urban transit service planning with the rural area or other intercity transit services.

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).
- An up-to-date bus stop database to be maintained by CVTPO staff.
- A document with a short-term recommendation for making the most heavily used stops in the GLTC System into ADA accessible stops.
- Produce short-range planning reports for GLTC as requested.

Budget: \$90,490

Completion Date: June 30, 2022

44.23.01 Long Range Transportation Plan Update

Description: CVTPO Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2045 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 CVTPO Board members and citizens. The section of the LRTP depicting transit will also be monitored and updated as needed 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: \$2,000

Completion Date: June 30, 2022

44.25.00 Transportation Improvement Program

Description: CVTPO 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: \$2,000

Completion Date: June 30, 2022

CVTPO Proposed Expenditures

CVTPO Proposed Expenditures	
SECTION I - FHWA, VDOT, & CVTPO ACTIVITIES	
1.00 Administration	
1.01 General Admin & Operations	\$ 36,000.00
1.02 Work Program Administration	\$ 4,000.00
SUBTOTAL	\$ 40,000.00
2.00 Long Range Planning	
2.01 Long Range Transportation Plan (CVLRP)	\$ 65,000.00
2.02 Transportation Improvement Program (CVTIP)	\$ 5,000.00
SUBTOTAL	\$ 70,000.00
3.00 Technical Assistance	
3.01 General Technical Assistance	\$ 25,000.00
3.02 Alternative Transportation	\$ 26,266.00
3.03 Consultant Support	\$ 75,000.00
3.04 Regional PSI Study (Staff)	\$ 8,000.00
3.05 Environmental Justice	\$ 6,000.00
SUBTOTAL	\$ 140,266.00
Section I Total	\$ 250,266.00
SECTION II - FTA, DRPT, & CVMPO ACTIVITIES	
44.21.00 Program Support & Administration	\$ 27,500.00
44.22.00 General Dev. & Comprehensive Planning	\$ 90,490.00
44.23.01 Long Range Transportation Plan (CVLRP)	\$ 2,000.00
44.25.00 Transportation Improvement Program (CVTIP)	\$ 2,000.00
Section II Total	\$ 121,990.00

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 CVTPO's UPWP FY 2022 addresses these areas as follows:

FAST Act Implementation: The CVTPO maintains its Central Virginia Long Range Transportation Plan(updated every five years). 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 CVTPO coordinates its planning efforts with the Greater Lynchburg Transit Company as well as the Central Virginia Planning District Commission, 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.

Ladders of Opportunity: The CVTPO's UPWP directs significant resources to active 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 CVTPO staff). All users of the transit system—motorized, non-motorized, and ADA users—are considered in the planning and implementation efforts.



Central Virginia Transportation Planning Organization (CVTPO)

April 15, 2021

Staff Report

1. Call to Order
2. Board FY 2021-2022 Elections
3. Approval of Minutes: January 21, 2021

The minutes of the January 21, 2021 meeting of the CVTPO are attached for your review and approval.

Recommendation: Staff recommends approval.

4. Proposed TIP Amendment (Public Hearing) & Adjustments

Proposed TIP Amendment: (See attachment 4a)

TIP Amendments require a 30-day public comment period and an official public hearing before adoption by the Board.

The Department of Rail and Public Transportation (DRPT) has proposed the following adjustments to the Central Virginia Transportation Improvement Program (CVTIP). The allocation of funding will allow the recipients (Central Virginia Alliance for Community Living and Lutheran Family Services of Virginia) to continue to provide paratransit services in the Central Virginia region.

For the Central Virginia Alliance for Community Living, these changes include a FY 21 increase in funding by \$10,000 and \$295,000 in funding for FY 22.

For Lutheran Family Services of Virginia, there will be \$55,000 allocated for FY 22.

Recommendation: Staff recommends approval.

Administrative TIP Adjustments: (See attachment 4b)

TPO policy allows for staff to adjust the TIP for minor changes without a public comment period or resolution by the policy board.

Greater Lynchburg Transit Company (GLTC) requested that the TPO make administrative adjustments to reflect changes in their funding streams. Flexible STP funding has been converted to either FTA 5339 funds or state money.

5. Unified Planning Work Program (UPWP)

The CVTPO's Work Program and Budget for FY 22 is presented for the members' consideration and approval. The UPWP is the document that will guide the staff activities for the coming year.

Projects of note in the UPWP include the completion of a Regional Potential for Safety Improvement (PSI) study, and updates to the Region 2000 Greenways, Blueways and Trails Plan, as well as a new Title VI Plan.

Other activities include working with localities on the SMART SCALE project submittal process, providing technical assistance to area localities, continued support for the Lynchburg Regional Connectivity Study and continuing efforts related to alternative transportation (bicycle and pedestrian opportunities).

CVTPO staff also provide support to several local committees, including the LRBA's Lynchburg Regional Transportation Advocacy Group (LRTAG) and the Lynchburg Pedestrian Advisory Committee.

Additionally, planning assistance is provided to the GLTC, including providing support in implementing GLTC's Transit Strategic Plan, prioritizing ADA improvements at bus stops, and working with GLTC to consolidate bus stops and make route adjustments, as needed.

The Transportation Technical Committee (TTC) has reviewed and recommends the UPWP and its two associated resolutions (located within the document) be adopted.

Recommendation: Staff recommends adoption of the UPWP and associated resolutions.