

Central Virginia Transportation Technical Committee

Via Electronic Meeting

Web (audio and video/presentations) access:

<https://global.gotomeeting.com/join/922458245>

Phone (audio only) access: [+1 \(646\) 749-3122](tel:+16467493122) Access Code: 922-458-245

The GoToMeeting app may be downloaded here:

<https://global.gotomeeting.com/install/922458245>

Wednesday, April 8, 2021 – 10:30 a.m.

Agenda

- | | |
|--------------------------------------------------------------------------------------------------|------------------------------|
| 1. Call to Order | Paul Harvey, <i>Chair</i> |
| 2. Roll Call | Mallory Cook, <i>CVPDC</i> |
| 3. Approval of Minutes: March 2021 | Paul Harvey, <i>Chair</i> |
| 4. 2022 Urban and Rural Work Programs | Ada Hunsberger, <i>CVTPO</i> |
| 5. Proposed TIP Amendment & Administrative Updates | Ada Hunsberger, <i>CVTPO</i> |
| 6. Census Proposed Changes | Ada Hunsberger, <i>CVTPO</i> |
| 7. Matters from the Committee | All |
| 8. Adjournment - Next meeting: May 13th at 10:30 a.m. (via GoToMeeting) | |

Informational Items:

- 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 be holding a Transportation Alternatives (TA) Applicant Workshop on Wednesday, April 14th from 10am-noon.
- VDOT will also be holding a Revenue Sharing Applicant Workshop on Thursday, April 29th from 10am-noon.

Central Virginia Transportation Technical Committee

828 Main Street, 12th Floor, March 11, 2021 at 10:30 a.m.

Electronic Meeting: GoToMeeting

MINUTES

PRESENT

Brian Booth (U) Greater Lynchburg Transit Company
Todd Carroll (U) Liberty University
Sara Carter(U) Town of Amherst
Mariel Fowler (U/R) Bedford County
Catherine Gamble (U/R) Amherst County Citizen Representative
Paul Harvey (U/R) Campbell County
Lee Newland (U) City of Lynchburg
Anne Nygaard (U) City of Lynchburg
Sharon Williams (R) Town of Altavista
Mary Zirkle (R) Town of Bedford

ABSENT

Jeremy Bryant (U/R) Amherst County
Kevin Jones (U/R) Federal Highway Administration
Andrew LaGala (U) Lynchburg Regional Airport
Johnnie Roark (R) Appomattox County
Gary Shanaberger (R) Town of Appomattox
Daniel Sonenklar (U/R) Virginia Dept. of Rail and Public Transportation
Russell Thurston (R) Town of Brookneal
Rick Youngblood (U/R) Virginia Department of Transportation

U- Members representing the urbanized area of the region

R- Members representing the rural area of the region

OTHERS PRESENT

David Cook Virginia Department of Transportation
Mallory Cook CVPDC
Philipp Gabathuler CVPDC
Ada Hunsberger CVPDC
Kelly Hitchcock CVPDC
Carol Moneymaker Virginia Department of Transportation
JP Morris Virginia Department of Transportation

1. Call to Order

Paul Harvey, Chair, called the meeting to order via GoToMeeting at 10:30 a.m.

2. Roll Call

Mallory Cook conducted a roll call of the TTC members and other participating individuals present at the meeting.

3. Approval of December 10, 2020 Meeting Minutes

A motion was made by Lee Newland, seconded by Mariel Fowler, to approve the December 10, 2020 meeting minutes, and it was unanimously approved.

4. 2021 Urban and Rural Work Programs

Ada Hunsberger presented information regarding the proposed rural and urban work programs for the coming year. Two primary projects were presented in more detail. The first is a regional safety study which considers safety improvements for the top ten "Potential for Safety Improvement (PSI) locations." The second project is an update to the Regional Greenways, Blueways, and Trails plan, which was last updated in 2012. The plan update will take place over an eighteen-month period beginning in the latter half of FY 2022. Members of the TTC expressed support of the mix of project types presented.

5. Matters from the Committee

There being no further business, the meeting adjourned at 11:01 a.m.

The next meeting will be on April 8, 2021 at 10:30 a.m.

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:

CVTPO Policy Board Adoption:

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.

TABLE OF CONTENTS

RESOLUTIONS

SECTION I: FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 Administration

1.01	General Administration & Operations	7
1.02	Work Program Administration	8

2.00 Long Range Planning

2.01	Long Range Transportation Plan Update	8
2.02	Transportation Improvement Program	10

3.00 Technical Assistance

3.01	General Technical Assistance (General Development and Comprehensive Planning)	11
3.02	Active Transportation Initiative	12
3.03	Consultant Support	15
3.04	Staff Support for the Regional PSI Study.....	15
3.05	Environmental Justice	16

SECTION II: FTA, VDRPT, CVTPO FUNDED ACTIVITIES

44.21.00	Program Support and Administration	17
44.22.00	General Development and Comprehensive Planning	17
44.23.01	Long Range Transportation Plan Update	19
44.25.00	Transportation Improvement Program	19

PROPOSED EXPENDITURES	21
EXPLANATORY NOTE REGARDING USDOT PLANNING EMPHASIS AREAS	22



Central Virginia Transportation Planning Organization

**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 2021 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 18th day of May 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 **18 June 2020**.

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

LRTP 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:

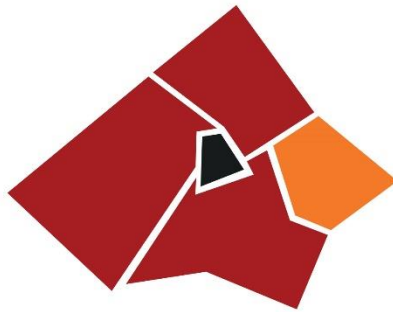
FAST Act Implementation: The CVTPO maintains its Central Virginia Long Range Transportation Plan(updated every five years). This plan prepares for FAST Act and its performance measures, i.e. making the Plan 'FAST Act' ready is a key element to this effort.

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 Planning District Commission

**FY-2022 Rural Transportation Planning Work Program
July 01, 2021 – June 30, 2022**



CVPDC

Central Virginia Planning District Commission

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2022 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2022 - Program Administration (\$28,000.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Rural Transportation Planning Management - \$25,000.00

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees
- Review proposed enhancement projects as requested
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed
- Respond to requests for intergovernmental reviews and coordination
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, APA VA conferences, NADO conferences, and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

2. Rural Transportation Planning Work Program - \$3,000.00

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2022-2023 Rural Transportation Planning Work Program, which documents the activities to be accomplished by the Central Virginia Planning District Commission staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

SPR Funds (80%)	\$22,400.00
PDC Funds (20%)	\$5,600.00
<hr/>	
Total Budgeted Expenditure for Program Administration	\$28,000.00

FY 2022 - Program Activities (\$44,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Committee and the Planning District Commission. Individual projects and work elements are described below:

1. General Technical Assistance- \$20,000.00

Description: This task allows for the assistance to localities and VDOT on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the PDC's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan; this item includes assisting in the development of comprehensive plan's transportation element.
Other duties as required by VDOT, FHWA, and the PDC
- Development and provision of GIS information for use with transportation projects and planning efforts
- Enhancement and maintenance of a website
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition, Lynchburg Regional Transportation Advocacy Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees
- Writing transportation planning grants, including Transportation Alternatives and Safe Routes to School grants. This task includes any research and plan development necessary to support grant application efforts
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed
- GIS training activities
- Complete any outstanding items from the FY 2021 Scope of Work.
- Assist the District Planner in the update/review of the Small Urban Area Plans in the PDC #11 region.
- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. Use the GIS tool to be provided by VDOT-TMPD to geo-reference local

transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state

- Participate in the Fall Transportation Meeting held in the region and provide a display to serve as outreach to the region's citizens.
- Participate in meetings and trainings conducted by the Virginia Rural Caucus, Virginia Chapter of the American Planning Association, American Planning Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and other similar organizations.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
- Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the PDC's web site transportation component.

2. Rural Flood Impact Project - \$12,000.00

Description: The CVTPO will be exploring the regional roadways which are susceptible to flooding, as identified by the Central Virginia Planning District Commission's Hazard Mitigation Plan. PDC staff will work with local officials, Virginia Department of Emergency Management (VDEM) and Virginia Department of

Transportation (VDOT) to evaluate potential need for rerouting of emergency vehicles and consideration of mitigation projects for the future.

Deliverable Product: Set of recommendations for localities to use as a basis for mitigation projects or rerouting.

3. Active Transportation Planning Activities - \$12,500.00

Description: The following items will be accomplished in support of active transportation planning efforts. These items coordinate with the CVTPO Active Transportation project activities. Activities include:

- Website updates
- Grant assistance
- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Active Transportation Webinar Series
- Locality assistance as appropriate
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile.
- Update to the Region 2000 Greenways, Blueways and Trails Plan

Deliverable Product: A summary report of above referenced activities.

SPR Funds (80%)	\$35,600.00
PDC Funds (20%)	\$8,900.00
<hr/>	
Total Budgeted Expenditure for Program Activities	\$44,500.00

<u>FY-2022 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$20,000.00	\$5,000.00	\$25,000.00
2. FY 22-23 Rural Transportation Planning Work Program Development	\$2,400.00	\$600.00	\$3,000.00
Total Budgeted Expenditure for Program Administration	\$22,400.00	\$5,600.00	\$28,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$16,000.00	\$4,000.00	\$20,000.00
2. Rural Flood Impact Project	\$9,600.00	\$2,400.00	\$12,000.00
3. Active Transportation Planning Activities	\$10,000.00	\$2,500.00	\$12,500.00
Total Budgeted Expenditure for Program Activities	\$35,600.00	\$8,900.00	\$44,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

Signed PDC Resolution

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.					