

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

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UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2011

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: April 15, 2010**

CVMPO ADOPTION: April 28, 2010

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

TABLE OF CONTENTS

RESOLUTION.....2

SECTION I: FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 Administration

1.01 General Administration & Operations3
1.02 Work Program Administration3

2.00 Long Range Planning

2.01 Long Range Transportation Plan Update.....4
2.02 Transportation Improvement Program.....4

3.00 Technical Assistance

3.01 General Technical Assistance (General Development and Comprehensive Planning).....5
3.02 General Technical Assistance (General Development and Comprehensive Planning): Safer Routes to School Program Support.....6
3.03 City of Lynchburg Transportation Planning Support.....7
3.04 Region 2000 Greenways, Blueways, and Trail Plan Update7
3.05 Region 2000 Greenways Alliance8
3.06 Timbrook Park Pedestrian Study9
3.07 Environmental Justice.....10

SECTION II: FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration11
44.22.00 General Development and Comprehensive Planning11
44.23.01 Long Range Transportation Plan Update.....13
44.25.00 Transportation Improvement Program.....14
44.27.00 Environmental Justice.....14

PROPOSED EXPENDITURES.....15

Resolution

SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2010 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO.

Additionally, staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified.

Budget: \$40,283 staff

Completion date: June 30, 2011

1.02 Work Program Administration

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

Products: UPWP for FY 2012 and amendments to the FY 2011 UPWP.

Budget: \$12,000 staff

Completion date: June 30, 2011

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2030 (Plan) in the event that a project needs to be updated before the five year update. This task addresses amendments to add or remove projects on the fiscally constrained portion of the Long Range Transportation Plan. This task will also provide for explanations of the Plan to interested parties such as CVMPO Board members or citizens.

Additionally, this task allows for the completion of the Year 2035 update to the Plan, including project management, consultant contract administration, and other activities as needed to ensure satisfactory project completion.

Further, this task allows for staff transportation model training.

Finally, this task allows for a review of the TAZ report.

Products:

- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Completion of the Year 2035 Plan update.
- Consultant contract management.
- Staff transportation modeling skills development
- Report summarizing the review of the TAZ report.

Budget: \$44,000; \$20,000 staff; \$24,000 consultant

Completion date: June 30, 2011

2.02 Transportation Improvement Program

Description: Maintenance of the FY 2009-2012 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

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

Budget: \$5,000; staff

Completion date: June 30, 2011

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

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

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

This task will provide for development of an educational component for promoting the CVMPO's identity and responsibilities within Central Virginia.

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

Additionally, staff will support VTrans (the statewide multimodal transportation plan) the Surface Transportation Plan, and Urban Development Area (UDA) study efforts.

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 Commission website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with SAFETEA-LU;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;

- Creation of GIS data and maps for transportation planning activities and grants, including the City of Lynchburg;
- Assistance on other transportation related matters;
- Assisting VDOT in the update of VTrans, the Surface Transportation Plan, and UDA efforts;
- A report summarizing the results of educational efforts for promoting the CVMPO's identity and responsibilities within Central Virginia.

Budget: \$40,000 staff

Completion date: June 30, 2011

3.02 General Technical Assistance (General Development and Comprehensive Planning): Safe Routes to School Program Support

Description: This task will provide staff the opportunity to prepare a Safe Routes to School (SRTS) Travel Plan for the Lynchburg City School (LCS) System Elementary Schools. The developed Travel Plan will incorporate the data and findings from the Safe Routes to School Feasibility Study. The city-wide travel plan will lay out a short and long-term action plan for initiating comprehensive SRTS initiatives, both programmatic and physical improvements, to be considered over a multi-year horizon. The LCS Travel Plan will be submitted to VDOT Multi-modal office for approval.

LGC staff will also assist the City of Lynchburg and LCS in preparing and submitting a SRTS Program Application to VDOT in December, 2010.

Development of both the Travel Plan and SRTS Application will be developed under the direction of the SRTS Team that developed the feasibility study.

This task also provides for consideration of other potential project areas within the MPO for safe routes to school program assistance.

Products:

- A Lynchburg City Safe Routes to School Travel Plan that highlights opportunities and strategies for implementing walking and bicycling to LCS Elementary Schools. The completed Plan will be submitted to VDOT for approval.
- At least one SRTS Application will be submitted on behalf of the City of Lynchburg and Lynchburg City Schools. If deemed appropriate and desirable by Lynchburg and LCS, two SRTS applications will be submitted, one for non-construction, programmatic funding and a second construction application to develop physical improvements identified from the Travel Plan.

Budget: \$20,000; staff

Completion Date: June, 2011

3.03 City of Lynchburg Transportation Planning Support-Old Forest Road Corridor Plan

Description: This task continues to build upon the previous transportation planning activities completed through June, 2010.

This task will allow for the development of a corridor access management plan for Old Forest Road. This corridor is going through significant changes at this time and further development and redevelopment of the corridor is expected. The transportation system is becoming stressed. A comprehensive review of the corridor, including the local policy and regulatory environment related to trip generation, access management, and safety will help insure the City maximizes the circulatory system's lifecycle. This is particularly important given the poor transportation funding environment we are currently in and can expect to continue for the foreseeable future.

The corridor to be examined generally begins at the Linkhorne Kroger property and will terminate at the intersection of Rt. 501 and Rt. 221. The corridor will generally extend beyond Old Forest Road to encompass streets feeding the corridor and the properties served by these streets.

The plan development process will include a public involvement effort.

Current and anticipated development within the corridor will be considered. Current City development policy and regulations will be examined, as well as the Capital Improvement Program, with suggestions for adjustments identified, as needed. Improvements to the circulatory system beyond Old Forest Road may also be considered.

The corridor access study will be presented by June, 2011. The FY 2012 UPWP may include staff technical assistance to assist the City staff with the City approval process.

Product: A draft Old Forest Road Corridor Access Management Plan, providing policy, regulatory, and capital recommendations, advancing the long term function of the Old Forest Road corridor.

Budget: \$25,000 staff

Completion date: June 30, 2011

3.04 Region 2000 Greenways, Blueways and Trails Plan Update

Description: Complete an update to the Region 2000 Greenways, Blueways, and Trails Plan, previously developed and adopted by the then Region 2000 Regional Commission in 2003. The updated Region 2000 Greenways, Blueways, and Trails Plan will expand

the conceptual connection corridor plan provided in the 2003 Plan by identifying more location specific connection opportunities, such as neighborhoods to schools or area parks, within the region. The updated plan will also incorporate the updated on-road bicycle connection corridors from the Region 2000 Bicycle Plan, sidewalk inventory data, updated master plans, and potential Safe Routes to School Travel Plan connections. With the incorporation of the numerous updated alternate transportation documents and corresponding GIS data, the updated alternative transportation document will present a more comprehensive development document to guide connection decision making within Region 2000.

This plan will be used as an integral component of long-range transportation planning and will complement the Virginia Department of Transportation Policy for Integrating Bicycle and Pedestrian Accommodations as adopted in 2004. As such, the plan will outline the process to partner with VDOT and local utility departments in development of bike/ped facilities.

The Plan will:

- Identify smaller, more route specific connection opportunities;
- Better coordinate the trail vision with current and planned infrastructure improvements such as sidewalks, transit, on-road bicycle facilities;
- Provide a GIS-based mapping inventory of the primary corridors and facility improvement suggestions;
- Provide a summary of funding and program opportunities to implement facility suggestions; and
- Facilitate the role of the Region 2000 Greenway Alliance and area stakeholders in development and promotion of connection corridors.

Product: A plan that will provide guidance on the development of off-road alternative transportation facilities that, when combined with the on-road alternative transportation facilities identified within Region 2000 Bicycle Plan and planned and existing sidewalk facilities, will create a comprehensive alternative transportation network that will meet transportation needs of multiple user types within the Region 2000 area.

Budget: \$40,000; staff

Completion date: June 30, 2011

3.05 Region 2000 Greenways Alliance

Description: Provide 50% matching staff support to the Region 2000 Greenways Alliance, the alternative transportation advisory committee to the CVMPO and the Local Government Council for activities within the CVMPO area.

The Alliance's mission is to facilitate the planning, education, and development of alternative transportation corridors within Region 2000. Within this fiscal year the Alliance, through staff support and member participation will:

Products:

1. Develop a two-year strategic plan of Alliance activities and measurable goals with which to gauge the committee's success in assisting with its mission. The Strategic Plan will be presented to the LGC and MPO.
2. Host a bicycle and walking event with area policy makers that will highlight some of the current alternative transportation resources in the region.
3. Develop, within the Region 2000 Partnership, a web link that will highlight alternative transportation initiatives within the region. This site will serve as a hub of information on where to get biking information, trail information, etc. and will provide linkages to other regional sites.
4. Develop a promotional/partnership package to present to area business, non-profits, and foundations for the purpose of promoting the development and value of alternative transportation corridors within the area.
5. Apply for at least one grant for the purpose of printing and developing branding material for the Alliance and Region 2000 Greenways.
6. As Alliance, participate in a National Safe Routes to School activity in October, 2010 in partnership with a Lynchburg City School and/or county schools within the CVMPO area.
7. Facilitate a series of articles in the local papers, including the News & Advance, Bedford Bulletin, New Era Progress, Altavista Journal, and Appomattox Times Virginian.

Budget: \$5,000; staff

Completion date: June 30, 2011

3.06 Timbrook Park Pedestrian Study

Description: This task will involve evaluating pedestrian access to Timbrook Park in Campbell County, making recommendations as appropriate to improve access to surrounding neighborhoods and businesses. Crosswalk locations and sidewalks are of particular interest.

Products: A report summarizing the results of this study.

Budget: \$15,000; staff

Completion date: June 30, 2011

3.07 Environmental Justice

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

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

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

Budget: \$2,000; staff

Completion date: June 30, 2011

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2011 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2012 UPWP.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2012 UPWP.

Budget: \$22,000

Completion Date: June, 2011

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. Provide assistance in creating a chapter about transit in the Long Range Transportation Plan. Assessing the current transit system, its effectiveness, and ridership trends are justified because they ensure an efficient future system operation. The overall objective of this planning effort is to create a document assessing transit in the MPO for placement into the Long Range Transportation Plan. Region 2000 staff will be equipped to carry out this task because of research completed on the subject in FY2010. In regards to technical capacity, Region 2000 staff—along with the administrative officials for the Greater Lynchburg Transit Company (GLTC)—

will use daily bus use data and research to complete this task. This effort will be measured by changes in GLTC policy and annual ridership trends. This task will be completed within FY2011.

Budget: \$17,043 Completion Date: June, 2011

2. Provide GLTC with assistance in the operational analysis required for all transit agencies receiving federal assistance. This operational analysis is used to make the overall system more efficient and effective. The overall objective of this effort is to analyze operational mileage, hours, and ridership and provide these numbers to the Federal Transit Administration. Region 2000 staff will evaluate the data from automatic passenger counters (APC) and provide a report to the FTA. This measurement process is an annual item.

Budget: \$9,037 Completion Date: June, 2011

3. Provide GLTC with the planning assistance associated with conducting a bus stop consolidation study. Assessing the bus stops for low use/unsafe bus stops will lead to the increased safety and security of non-motorized users as well as promoting the overall efficiency of system operations and management. The overall objective of this planning effort is to provide a document on bus stop policy that addresses distances between stops, usage thresholds for bench, trash can, and shelter placement, and route frequency for specified areas. Region 2000 staff will conduct a research effort on the subject and compile the policy report with the best practices found from MPOs of similar size. Region 2000 staff is equipped with the technical ability to assess daily bus data provided by the GLTC. This effort will be measured against goals set according to on-time and connection-time data also provided by GLTC. The bus stop policy document will be completed in FY2011. The measurement process will be an annual item.

Budget: \$15,237. Completion Date: June, 2011

4. The Transit Development Plan (TDP) developed in FY2010 will have goals and objectives listed for yearly increments. Region 2000 Staff will evaluate these goals and measures to assure that goals are being met in their given time frames. The overall objective of this planning effort is to ensure that the Transit Development Plan is a document that is being followed by the MPO and the various transit agencies in the region. Region 2000 staff time will be used to research current projects and measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This will be an ongoing task.

Budget: \$7,286 Completion Date: June, 2011

5. Provide assistance with investigating the Para-transit service provided within the MPO. This item is justified because it will increase the safety and accessibility of the service while making the overall system more efficient. The overall objective of this

planning effort is to encourage Para-transit customers that are able to ride the regular fixed routes to do so. Region 2000 staff will conduct research of best practices in the field of establishing Para-transit zones and other methods. This effort will produce a report with recommendations for increasing GLTC's Para-transit service efficiency.

Budget: \$11,237 Completion Date: June, 2011

Products:

- A document that can be used as a chapter describing transit in the Long Range Transportation Plan.
- Technical assistance, as requested, in support of a transit development plan;
- A bus stop policy document for GLTC to use as a tool for the bus consolidation process.
- A document describing best practices in the field of Para-transit services.
- An update to the TDP.

Budget Total: \$59,843

Completion Date: June, 2011

44.23.01 Long Range Transportation Plan Update

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

This task will carry over into FY2012 and will allow for the completed development of the Year 2035 Plan.

Products:

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

Budget: \$3,000

Completion Date: June, 2011

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the FY 2009-12 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. 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, 2011

44.27.00 Environmental Justice

Description: In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations, the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices. Region 2000 Staff will take the lead role as contact to VDOT's Civil Rights Division.

Products: Documented Environmental Justice and Title VI responses to VDOT's Civil Rights Division.

Budget: \$1,000

Completion Date: June, 2011