

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

828 Main Street, 12th Floor
Lynchburg, VA 24504
434-845-3491

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2012

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: April 14, 2011**

**CVMPO ADOPTION: April 21, 2011
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Resolution

SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2012 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

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

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

Budget: \$38,721: staff

Completion date: June 30, 2012

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 2013 and amendments to the FY 2012 UPWP.

Budget: \$10,000; staff
Completion date: June 30, 2012

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 2035 (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 banking of funds to support year 2040 update to the Plan.

Products:

- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Banking of funds for the Year 2040 update.
- Staff transportation modeling skills development

Budget: \$45,000; \$5,000 staff; \$40,000 consultant
Completion date: June 30, 2012

2.02 Transportation Improvement Program

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

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

Budget: \$4,000; staff
Completion date: June 30, 2012

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 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 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;

Budget: \$20,000; staff

Completion date: June 30, 2012

3.02 City Lynchburg Connectivity Study

Description: This task builds upon the City of Lynchburg Connectivity Study performed in previous project years. This study examined how various transportation facilities are connected to one another and other activity points in the City, such as schools and parks.

The study also identifies areas where the transportation network has deficiencies such as a park that is only accessible by car or a large neighborhood with only one access point.

The task focuses on integrating the methodology, the evaluation system and the information gathered and produced by the Connectivity Study, into the City's Geographic Information System, ensuring it is accessible by the Public Works Department's project information software. It also involves keeping the connectivity information up to date and current within the system, further developing the database, and establishing a process by which the information is passed along to anyone who is charged with keeping the system up to date.

Products: A document detailing the steps taken to integrate the connectivity study information with the City's GIS; a data concurrency plan to address the process by which the system will continue to be updated; and information about the additional development of the database. The document will describe the purpose and methodology behind the creation of the data, as well as describe how information is currently being used and will potentially be used in the future.

Budget: \$20,000; staff

Completion Date: June, 2012

3.03 City of Lynchburg Transportation Planning Support-Access Management

Description: This task continues to build upon the previous transportation planning activities completed through June, 2011.

The City of Lynchburg through its Comprehensive Plan's transportation element has identified access management as a critical tool to preserve and enhance its circulation system. Following through on this intent the City of Lynchburg Access Management Evaluation of Campbell Avenue, Lakeside Drive and Old Forest Road was accomplished. This effort provided an initial assessment of current levels of access, recommendations for changing access and possible city wide access management regulations. The City of Lynchburg Connectivity Study was also used to support this effort.

At the request of the City corridor specific studies were requested for Old Forest Road, Campbell Avenue, and Lakeside Drive to follow-on the above mentioned efforts. These studies are being performed to develop corridor plans that include policy, regulatory, and CIP recommendations, if needed; an education element; and a community outreach component.

The corridor to be examined is Campbell Avenue, stretching from the Route 460 entrance and exit ramps to Memorial Avenue. The corridor will generally extend beyond

Campbell Avenue to encompass streets feeding the corridor and the properties served by these streets.

This task will allow for the development of a corridor access management plan for Campbell Avenue. The City of Lynchburg's desire to preserve the nature of this corridor accompanied by the need to accommodate increasing traffic levels encourages consideration of access management principals the most viable way to maintain safe and efficient traffic flow, vehicular and non-vehicular, through this corridor. 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 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 Campbell Avenue may also be considered.

Product: A final draft Campbell Avenue Corridor Access Management Plan, providing policy, regulatory, and capital recommendations, if needed, advancing the long term function of the Campbell Avenue corridor.

Budget: \$25,000; staff

Completion date: June 30, 2012

3.04 Alternative Transportation Planning Activities

3.04.1 Region 2000 On-Road Bike Facilities Design Manual

Description: Develop the CVMPO On-Road Bicycle Facility Design Manual

Completion of this item represents implementation of a Program Recommendation from the recently completed and adopted Region 2000 Bicycle Plan. The Region 2000 Bicycle Plan outlines a bicycle accommodation network and further, presents specific facility accommodation opportunities and recommendations. However, in order to capitalize on the scope of AASHTO and MUTCD-approved on-road accommodation options, policies which guide facility appropriate use

options, such as when on-road parking can be reduced or in what instances might the City of Lynchburg utilize the use of pavement markings or “sharrows” should be established.

The pending CVMPO On-Road Bicycle Facility Design Standard Manual will serve as the uniform facility manual and decision-tool for implementing on-road bicycle facilities in Region 20000. The document will establish uniform signage, pavement markings, and other usage standards for the Region 2000 area. In addition, the manual will establish a decision-making matrix to aid policy decisions to accommodate on-road facilities. Road policy decisions to be considered include, but are not limited to:

- consideration of on-street parking removal to accommodate for bicycle facilities where existing pavements widths, average daily traffic volumes, designated percentage of commercial or residential dwellings, provide an opportunity to implement a bicycle lane.
- Adjustment in road widths where speed, sight distance, average daily traffic, and other road characteristics allow for travel width adjustment to accommodate for bicycle facility.
- Determine if a sharrow or pavement markings should be used within the City of Lynchburg and under what conditions.
- Suggesting an internal decision process for evaluating on-road facility determination decisions.

Deliverable Product: The CVMPO On-Road Bicycle Facility Design Manual that will serve as the uniform facility implementation manual for the City of Lynchburg and the CVMPO area.

Budget: \$29,000

Completion date: June 30, 2012

3.04.2 Safe Routes to School Program Support

Description: Assist the six City of Lynchburg elementary schools, Dearington, Linkhorne, Perrymont, R. S. Payne, T. C. Miller, and W. M. Bass, in continued maintenance and implementation of their Safe Routes to School Programs as developed in the Safe Routes to School Travel Plans.

Staff will assist schools in establishing a sustainable Safe Routes to School program by assisting with the planning, preparation, and implementation of the educational, encouragement, enforcement, and evaluation activities established in the SRTS Travel Plans.

Activities will include developing SRTS articles for school newsletters and websites, developing SRTS presentation tailored to the Region 2000 area, preparing school meetings, and assisting with public outreach dedicated to the preparation of the October National Walk to School Day in October, 2011. All activities will be coordinated in assisting local schools in implementing the educational, encouragement, enforcement, and evaluation activities necessary for developing a sustainable walking and biking program in the schools.

Product: Detailed SRTS program tool kit that will be utilized by each of the City of Lynchburg SRTS pilot schools and can be adapted by future schools within the City and entire Region 2000 area.

Budget: \$5,885

Completion date: June 30, 2012

3.04.3 Region 2000 Greenways, Blueways, and Trails Plan/Alliance Support

3.04.3.1 Region 2000 Greenways, Blueways, Trail Plan Update

Description: Complete the update to the Region 2000 Greenways, Blueways, and Trails Plan, an activity begun during the FY2011 PL Work Program. 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. 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 SRTS Travel Plan connections. With the incorporation of the numerous updated alternative transportation documents and corresponding GIS data, the updated planning document will present a more comprehensive document to guide connection decision making and implementation opportunities within Region 2000.

The plan will be used as an integral component of the 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/pedestrian 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.

Products:

- Completion of the connection corridors
- Identification of priority projects to include status, barriers and opportunities to implementation
- Completion of the full Greenways, Blueways, Trail Plan document
- Public Meetings, and locality presentation of Draft Plan

Budget: \$18,000

Completion Date: December 31, 2011

3.04.3.2 Region 2000 Greenway Alliance Support

Description: Complete final year of 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.

Product: 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:

- Host pedestrian recognition event in partnership with local business(s) – event will recognize participants who took the challenge to access community resources via alternative transportation
- Host the Region 2000 Bike to Work Challenge in May, 2012

- Established a mechanism to apply for small non-profit eligible funding sources for the purpose of printing and developing branding material for the Alliance and biking/walking facility implementation.

Budget: \$3,000; staff

Completion date: June 30, 2012

3.05 Supplemental Signage Program

Description: Many localities throughout Virginia and beyond use wayfinding signage systems to help direct visitors and residents alike to key destinations within town, including colleges & universities, hospitals, government facilities, museums, and sports venues. Properly designed and implemented wayfinding signage systems have the effect of letting visitors know that the locality is aware and appreciate of their presence. It can also reduce driver stress and help motorists make earlier and wiser decisions in traffic, leading to fewer crashes or near-crashes.

Successful wayfinding signage systems currently exist in many Virginia localities of all sizes, including Charlottesville, Richmond, Staunton, Harrisonburg, Roanoke, Culpeper, Blacksburg, Stafford County, Fairfax, Portsmouth, and the Historic Triangle (Williamsburg/Jamestown/Yorktown).

Currently, a wayfinding signage system exists in Downtown Lynchburg, but does not extend beyond the limits of the Central Business District. Wayfinding is achieved in other parts of the city through a combination of VDOT directional signage, “ad-hoc” city-installed signage, and privately-installed signage (both on public roadways and within large institutions and facilities). The Signage Program will not evaluate inter-facility signage (signage that is privately installed and serves the interior boundaries of a private institution such as a university, college, company, or hospital).

The proposed project would conduct an assessment for the potential need of a program to address Wayfinding (urban only streets) and Tourist Oriented Directional Signage (TODS) (VDOT-maintained roadways), and would include key stakeholders in the data-gathering process.

This project would not include the development of construction/fabrication documents, which would include actual graphic design of a signage system, intersection-by-intersection signage locations, text to be included on signs, a total sign count, etc. The Signage Program, however, would significantly aid in determining a scope of work for a future implementation phase, and would be created with the intent of serving as a tool by which funding (grant or otherwise)

for implementation could be justified (if the evaluation of need determined that a need exists.)

If a wayfinding system was determined to be feasible and desirable, a future implementation phase would be completed through a combination of city, Region 2000, and/or consultant staff.

Product: A report addressing the following:

- Evaluation of the need for a wayfinding system in Lynchburg and MPO area
- Evaluation of current community branding efforts
- Scope of a potential future wayfinding/TODS project
- Mapping of decision nodes/gateways/corridors/facilities
- Creation/updating of a signage inventory along certain entrance corridors
- Recommendations for removal of certain existing signage
- Design & implementation guidelines based on current regulations (MUTCD, VDOT, etc.) and industry practices. These guidelines would include recommendations for sign specifications (material, size, lettering height, etc.) as well as standards to help determine appropriate destinations to be included in the system.
- Recommendations for the scope of a system in the City of Lynchburg and MPO
- Estimated budget for implementation of a future system

Budget: \$24,000, staff

Completion date: May 31, 2012

3.06 Environmental Justice

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

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

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

Budget: \$1,000; staff

Completion date: June 30, 2012

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

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

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

Budget: \$25,000

Completion Date: June, 2012

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 the major public transit agency in our area—GLTC—with the planning assistance associated with creating a protocol for updating the bus stop database. Keeping a current inventory of bus stops will promote the overall efficiency of system operations and management. This effort will follow on the heels of the previous fiscal year's Bus

Stop Consolidation project. This item entails collecting coordinates for new bus stops and taking out old ones to keep an up to date system that will help overall system scheduling. As bus stops that are deemed unnecessary are taken out, a protocol must be in place to keep up with the changes. This item also covers the research and creation of this new policy document outlining the protocol of adding or removing stops. Mapping out the currency of customer complaints will also be an important item in surveying transit needs, frequencies, and reliability in the areas where bus stop consolidation has taken place. The overall objective of this planning effort is to provide a document outlining the protocol for keeping a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. A “currency of customer complaints” data layer will also be created to use in the Geographic Information System to analyze the effects of the bus stop consolidation project.

Budget: \$21,506 Completion Date: June, 2012

2. Provide assistance with geo-coding GLTC routes throughout the service area to improve the overall efficiency of transit in the area. GLTC’s “snow routes” are used in inclement weather and these routes will also be geo-coded. The Liberty University routes will also be geo-coded to provide their most current locations. This item is justified because it will increase the safety and accessibility of the service while making the overall transit system more efficient. The overall objective of this planning effort is to create an up to date routing system map that can be used in a Geographic Information system. A map that could be printed as a hard copy brochure for the Liberty University bus routes will also be provided by this planning effort.

Budget: \$21,000 Completion Date: June, 2012

3. Provide assistance with updating the Para-transit service passenger database for GLTC. This item is justified because it will increase the safety and accessibility of the service while making the overall system more efficient. The specific tasks in this item include mapping Para-transit customer locations as well as updating stop frequencies. The overall objective of this planning effort is to keep an up to date list of all Para-transit clients within the transit service area. Region 2000 staff will use information from GLTC as well as their Geographic Information System to provide this list.

Budget: \$10,193 Completion Date: June, 2012

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

the region. Region 2000 staff time will be used to research existing versus future ridership, route profiles, route alignment, and service frequency and measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This will be an ongoing task.

Budget: \$8,144 Completion Date: June, 2012

Products:

- A protocol document that can be used for keeping an up to date bus stop database.
- Technical assistance, as requested, in support of a transit development plan in addition to monitoring the plan to make sure it is being accurately followed.
- An up to date bus route map for the entire GLTC fixed route system.
- An up to date database of Para-transit clients in the GLTC service area.

Budget Total: \$60,843 Completion Date: June, 2012

44.23.01 Long Range Transportation Plan Update

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

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

Products:

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

Budget: \$1,000

44.25.00 Transportation Improvement Program

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

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

Budget: \$1,000