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) 2016

TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: March 5, 2015

CVMPO ADOPTION: April 16, 2015

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

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

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RESOLUTION APPROVING THE FISCAL YEAR 2016 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the staff of the Central Virginia Metropolitan Planning Organization (CVMPO) has prepared the annual Unified Planning Work Program (UPWP) for fiscal year 2016; and,

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

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

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Metropolitan Planning Organization does hereby approve the UPWP for Fiscal Year 2016 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 **16th** day of **April**, 2015 by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

Gary F. Christie, Secretary

Central Virginia Metropolitan

Planning Organization

CERTIFIED BY:

Stan Goldsmith, Chair

Central Virginia Metropolitan

Planning Organization

SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2016 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

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

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

Budget: \$44,000: staff

Completion Date: June 30, 2016

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 2017 and amendments to the FY 2016 UPWP.

Budget: \$11,000; staff

Completion Date: June 30, 2016

2.0 LONG RANGE TRANSPORTATON PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the continuation of the update to Central Virginia Long Range Transportation Plan (Plan) as well as the review, explanation, and update of the current Plan. Contract management is an element of this effort.

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

Further, this task allows for the response to MAP-21 requirements and HB2 and its prioritization efforts.

Products:

- Contract management for the update
- Staff support to the update, MAP-21 compliance, and HB2's prioritization efforts
- Plan amendments, as necessary
- Banking of funds for the update

Budget: \$56,000; \$16,000 staff; \$40,000 consultant Completion Date: ongoing through June 30, 2016

2.02 Transportation Improvement Program

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

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

Budget: \$5,000; staff

Completion Date: June 30, 2016

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

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

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

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

This task will allow for assistance to the Town of Amherst in creating a plan for wayfinding signage within the town and immediate vicinity. This activity will not include graphic design or development of construction/implementation specifications or documents.

And, finally, this task will provide for flexible staff time to assist with issues that arise during the fiscal year, as well as short term projects where a locality may need assistance.

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Council website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with MAP-21;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on comprehensive plan transportation elements;
- Amherst Town wayfinding signage plan;
- Assistance on other transportation related matters.

Budget: \$26,769; staff

Completion Date: June 30, 2016

3.02 Region 2000 Alternative Transportation Initiative

The following is a continuation of LGC staff efforts to continue the safe expansion of alternative transportation planning and implementation activities in Region 2000.

Bicycle and Pedestrian Program and Facility Support Initiatives

LGC Bike/Ped component of LGC website

Description: Staff will maintain and contribute to the dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity. Staff will be responsible for ensuring this section reflects local activities, events, and articles related to SRTS, local rides, and links to additional regional alternative transportation links (GLTC, RIDE Solutions, bike shops, etc.).

Product: User friendly, maintained, updated component of the new Region 2000 LGC website.

Grant Submittal

Description: Apply for on behalf of, or contribute to, Region 2000 locality or organization grants that seek funding towards alternative transportation initiatives including technical assistance, planning, or facility implementation. Potential grant assistance activities include: Assist Lynchburg City in TAP application(s), preliminary project considerations include Millrace and Nationwide Drives and assist with anticipated TIGER grant submittal for Downtown Complete Street application.

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 (extended to the full month of May) and Clean Commute Challenge. This is the premier event, with 2016 marking the 6th year, to promote the use and development of pedestrian and bicycle facilities and highlight all forms of alternative transportation in the Region 2000 area. Region 2000 and RIDE Solutions serve as the hosting entities for Bike Month activities.

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

<u>Lynchburg Area Greenway Alliance – name/appointment and role to be evaluated and formalized in early FY2016</u>

Description: Provide ½ staff support to the Lynchburg Area Greenway Alliance. Support will be for those meeting activities, meeting summaries, and reporting as required to the TTC, CVMPO, LGC, and VDOT in execution of bike/pedestrian activities.

Product: Summary of Activities

<u>Lynchburg City – Neighborhood Alternative Transportation Connection Plan</u>

Description: This project will establish neighborhood or community sector circulation, or loop, connection routes. It was noted that, given that the small section of repaving sections, that accommodation implementation could be spotty without this perspective. The City is requesting the identification of smaller circulation routes, within community sectors, be identified and prioritized to identify full implementation loops. These circulation routes could incorporate bicycle, pedestrian and transit and lead to a higher percentage of signage and on-the-ground implementation.

Product: New element to the Region 2000 Bicycle Plan titled Lynchburg City i.e. Neighborhood Alternative Transportation Connection Plan.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000. The document will include a detailed account of public and private contribution during the year; will include a highlight story of a key business or individual that was instrumental in the bicycle/pedestrian/alternative transportation activities (education, outreach, development, transit).

Product: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

VDOT Bicycle Advisory Committee

Description: Serve as the liaison and participant to 1) the VDOT Bicycle Advisory Committee, managed by John Bolecek, VA Statewide Bicycle and Pedestrian Planner; and 2) VA Bicycle Federation, on request of Champe Burnley, President. Participation in these statewide bike/pedestrian committees ensures that Region 2000 is represented and abreast of key bicycling and pedestrian programs within VA.

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

Alternative Transportation Webinar Series

Description: 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. Webinar series will continue to provide free and easily accessible CM and CEU credits for local planners and engineers.

Product: Summary of webinars held, participants, and CM/CEU credits dispersed as result of webinars.

Delivery Date: June, 2016

Town of Amherst – Main Street Bike Lane Feasibility Study

Description: The Town of Amherst completed and approved the *Town of Amherst Pedestrian and Bicycle Plan* in 2009. This plan was developed to identify opportunities to expand safe pedestrian travel and introduce safe bicycling options in the community. Establishing on-road bicycle accommodation along Main Street, the Town's primary transportation linkage, was a recognized goal and implementation opportunity given the width of the street.

This project will involve pulling together all of the appropriate stakeholders, VDOT and Town representatives, together to consider accommodation opportunities. Discussion will include considerations of speed limit along portion of South Main Street, currently 45 mph, and on-road accommodation options – bike lane, sharrows, share the road signs – given speed, road width, and on-street parking.

Product: Main Street Bicycle Accommodation Plan

Budget: \$21,000: staff

Completion Date: June, 2016

3.03 Consultant Support

Rt. 811 Corridor Study

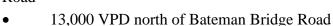
Description: The following describes the approach to the Rt. 811 Corridor Study. This effort is in support of the ongoing Bedford County community planning and development efforts.

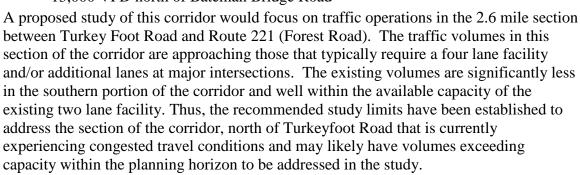
Route 811, Thomas Jefferson Road, is a major north/south roadway providing access to schools, recreational fields, and neighborhoods in eastern Bedford County. The road

provides an important connection between Route 460 and Route 221 in Forest.

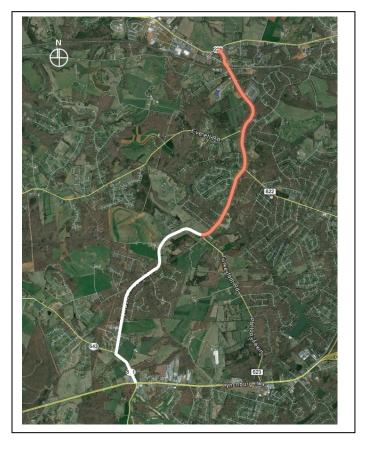
The corridor is largely a two lane rural typical section, though does have some three lane sections and most of the major intersections are improved to include left and/or right turn lanes. Per recent VDOT data, the traffic volumes on Route 811 between Route 460 and Route 221 range from approximately 6,000 vehicles per day (VPD) to 15,000 VPD. The highest volumes and majority of the congestion occurs north of Waterlick Road. A volume summary, per 2013 VDOT data, is as follows.

- 6,000 VPD north of Rt. 460
- 5,700 VPD north of Bellevue Road
- 14,000 VPD north of Waterlick Road
- 15,000 VPD north of Everett Road





The goal of the study would be to identify traffic operational and geometric needs as required to reduce congestion and provide necessary capacity for the next 20 years. Recommendations for improvements will address capacity needs, safety, and the community's vision for multimodal accommodations. In examining the future need for



increased travel capacity, the analysis will focus on improving the existing corridor. However, one possible finding of the analysis could be that an alternative, or complimenting, solution to providing needed travel capacity is via a new road on new alignment, or improved nearby corridor. The study will address the comparison of benefits at a high level, though a detailed alignment alternatives study will not be part of this study effort.

Along the corridor, the abutting land uses are largely non-commercial. Access management will be addressed as part of the study, though it is anticipated that the analysis will be more at a policy level relative to corridor capacity preservation. If the crash analyses indicates a direct concern due to site access conditions, then those concerns will be addressed in detail.

Study specifics include the following:

- Collection of existing turning movement counts and AM/PM Peak Hour Analyses for up to nine intersections, including Route 811 at:
- 1. Turkey Foot Road
- 2. Waterlick Road
- 3. Everett Road
- 4. Bateman Bridge Road
- 5. Jefferson Way
- 6. Patriot Place
- 7. Burnbridge Road
- 8. Route 221
- 9. TBD
- Crash analysis for the corridor, between Turkey Foot Road and Route 221
- Assessment of multimodal conditions and needs
- Assessment of access management concerns and policy considerations
- Identification and analysis of future horizon year traffic volumes
- Comparison of benefits of improving the existing corridor versus pursuing improvements on an alternate alignment
- Two public meetings
- Three presentations to the Board of Supervisors / Planning Commission
- Planning level costing of identified projects
- Benefit /Cost calculations per Highway Safety Improvement Program requirements
- Draft and Final reporting

Product: Draft plan documenting the effort.

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

Description: Consultant support may be needed to support CVMPO response to MAP-21 and HB2 and its requirement to prioritize projects within the Commonwealth. This item allows for this support, if needed.

Product: Summary of support provided, if any.

Budget: \$50,000; Consultant Completion Date: June, 2016

3.04 Environmental Justice

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

In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices.

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

Budget: \$1,000; staff

Completion Date: June, 2016

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITES

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

Budget: \$34,475

Completion Date: June 30, 2016

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting efficient system operation and management.

Tasks:

1. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop and route database current. Keeping a current inventory of bus stops with their corresponding attributes will promote

the overall efficiency of system operations and management. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. This item is essential in providing "Routematch"—the company that houses GLTC's bus stop data in a real-time viewing mode—with accurate information which riders can use to determine when the next bus is approaching. The data and associated attributes can also be uploaded to Google Transit to reflect current conditions. The data will also be used by the City of Lynchburg's GIS department.

- 2. The Greater Lynchburg Transit Company (GLTC) is required to do a comprehensive ridership survey at least once every 6-year TDP cycle. The purpose of this survey is to gather updated travel behavior data from transit users in the GLTC service area. The procedures of the survey are outlined by the FTA and take 1 year to complete. CVMPO staff will assist GLTC in the data collection and analysis of survey responses.
- 3. CVMPO Staff will use the methodology from the "Bus Stop Consolidation Study" (including ADA compliance) completed in FY2011 to determine if stops along time constrained routes could be consolidated. The overall objective of this planning effort is to provide a list of bus stops that could be consolidated on time constrained routes in order to improve overall transit efficiency.
- 4. The Transit Development Plan (TDP) is scheduled to be updated in FY16. CVMPO Staff will aid GLTC with plan review, analysis and data requests required throughout the update process. This task will lead to the overall efficiency of systems operations and management of transit in the region.

Products:

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

Budget Total: \$77,043

Completion Date: June 30, 2016

44.23.01 Long Range Transportation Plan Update

Description: This task allows for the update to the Central Virginia Long Range Transportation Plan, Year 2040. The Plan is scheduled to be updated by the fall of 2015.

Region 2000 Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2035 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. The section of the LRTP depicting transit will also be monitored and updated as needed in order to give a current assessment of transit in the area.

Products:

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

Budget: \$1,700

Completion Date: June 30, 2016

44.25.00 Transportation Improvement Program

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

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

Budget: \$1,700

Completion Date: June 30, 2016

Proposed Expenditures FY '16	FHWA		State	Local		Total		FTA5303		State		Local		Tota	al
4 00 A due le la facilita in	•	14.000	A 5.500		F F00	•	FF 000	•	07.500	•	0.440	•	0.440	•	04.475
1.00 Administration		14,000			5,500		55,000	\$	27,580	\$	3,448	\$	3,448	\$	34,475
1.01 General Admin. & Oper.		35,200			4,400		44,000								
1.02 Work Prog. Admin.	\$	8,800	\$ 1,100) \$	1,100	\$	11,000								
2.00 Long Range Planning	\$ 4	18,800	\$ 6,100	\$	6,100	\$	61,000	\$	2,720	\$	340	\$	340	\$	3,400
2.01 Long Range Trans. Plan	\$ 4	14,800	\$ 5,600	\$	5,600	\$	56,000	\$	1,360	\$	170	\$	170	\$	1,700
2.02 Transportation Imp. Prog.	\$	4,000	\$ 500	\$	500	\$	5,000	\$	1,360	\$	170	\$	170	\$	1,700
3.00 Short Range Planning		9,015			9,877		98,769		61,634		7,704		7,704		77,043
3.01 General Development and Comprehensive		21,415			2,677		26,769	\$	61,634	\$	7,704	\$	7,704	\$	77,043
3.02 Alternative Transportation		6,800			2,100		21,000	-							
3.03 Consultant Support		10,000			5,000		50,000	-							
3.04 Environmental Justice	\$	800		\$	100	\$	1,000	-							
	\$	1	\$ 0	-	0										
	\$	-	\$ 0	-	0										
Total Subtotal				PL	_	\$	214,769					DR	PT	\$	114,918
														\$	329,687
The following notes relate to VDOT funding	g arrangements. These	e funds	s are not con	trolle	ed by the	CVN	1PO								
Surface Planning and Research (SPR) FUN	DING FOR VDOT STAF	FF SUF	PPORT												
ACTIVITY															
Administration			Total		Federal		State								
State Transportation															
Planning			\$150,000	000 \$120,00		\$30,000									
VDOT's Transportation and Mobility Division (T															
federally mandated Metropolitan Transportation															
Managers, local jurisdictions, regional agencies			DOT, in the d	evelo	pment of t	rans	portation p	lann	ing docum	ents	tor				
the MPO areas. TMPD will participate in specia	al studies as requested.							-							
FY-16 Funding Available Statewide: \$150,000.															

EXPLANATORY NOTE REGARDING USDOT PLANNING EMPHASIS AREAS

The USDOT has identified three planning emphasis areas: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunities. The CVMPO's UPWP FY 2016 addresses these areas as follows.

MAP-21 Implementation: The CVMPO is currently updating its Central Virginia Long Range Transportation Plan Year 2040 (Plan). Preparing for MAP-21 and its performance measures, i.e. making the Plan 'MAP-21' ready, is a key element to this effort. The Plan will be updated in FY 2016.

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

Region 2000 Local Government Council staff will begin updating the Rural Plan in Fiscal 2016. Council staff also staff the CVMPO. This arrangement further ensures coordination between the our urban and rural areas on an ongoing basis.

Ladders of Opportunity: The CVMPO's UPWP directs significant resources to alternative transportation. This targeted effort promotes improving safe bicycle and pedestrian access throughout our community. Additionally, the UPWP directs funding to GLTC planning efforts (undertaken by CVMPO staff), including analysis of bus stops (ADA accessibility is a factor in this analysis) and undertaking a ridership survey to support ongoing system improvement efforts.