

# UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2020-2021



## CENTRAL VIRGINIA TRANSPORTATION PLANNING ORGANIZATION (CVTPO)

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Transportation Technical Committee (TTC) Recommendation: 14 May 2020

CVTPO Policy Board Adoption: 18 June 2020

**The Central Virginia Transportation Planning Organization (CVTPO) serves as the federally mandated Metropolitan Planning Organization (MPO) for the Central Virginia Urbanized Area.** Funding provided by the Federal Highway Administration (FHWA) the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and Central Virginia Transportation Planning Organization (CVTPO) Local Funds. The CVTPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights regarding this project or special assistance for persons with disabilities or limited English proficiency, please contact the CVTPO.

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**RESOLUTION APPROVING THE FISCAL YEAR 2021  
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 2021; 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 18<sup>th</sup> day of June 2020 by the Central Virginia Transportation Planning Organization.


**ATTESTED BY:**



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

**CERTIFIED BY:**



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**Edgar J. T. Perrow, Jr.**, *Chair*  
Central Virginia Transportation  
Planning Organization



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;

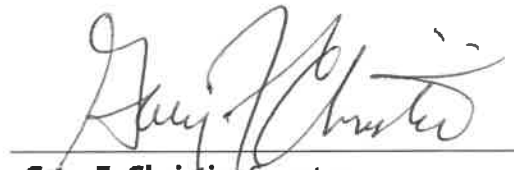
**NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL VIRGINIA  
TRANSPORTATION PLANNING ORGANIZATION:**

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:**



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

**CERTIFIED BY:**



**Edgar J. T. Perrow, Jr., 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:** \$30,000

**Completion Date:** June 30, 2021

##### 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:** \$3,000

**Completion Date:** June 30, 2021

## 2.0 LONG RANGE TRANSPORTATION PLANNING

### 2.01 Long Range Transportation Plan Update (Horizon Year 2045)

#### **Description:**

This transportation plan development effort is being undertaken to fully update the existing Central Virginia Long Range Transportation Plan to the new horizon year 2045. This plan must fulfill Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning requirements and the performance measures and management provisions of Moving Ahead for Progress in the 21st Century (MAP-21) and of 23 CFR 450.322.



#### **Study Approach:**

The scope of work shown below identifies the key tasks to be undertaken by this planning effort. The Lynchburg Regional Connectivity Study and Region 2000 Comprehensive Economic Development Strategy (CEDS) are considered to be foundational documents for this effort. As such these documents should be integrated into the conduct of this update, including development of goals, objectives, improvements, strategies, performance measures, and prioritization efforts. The Virginia Department of Transportation (VDOT) has developed the transportation demand forecasting model base layer for this area.

#### **Scope of Work:**

##### **Task I:** Data Collection

- Become familiar with the localities' comprehensive planning and related efforts to ensure an understanding of their vision, goals, and objectives as they may relate to this planning process;

- Identify existing safety needs within the study area, including obtaining motor vehicle crash data from VDOT and the City of Lynchburg for a three-year period, and analyze to identify potential safety conscious improvements or make safety conscious planning recommendations;
- Identify existing and future needs for the highway system as well as other modes of transportation, including collecting and summarizing data on existing conditions for freight, transit, air travel, passenger and freight rail, intercity bus, taxi, public service providers, and bicycle and pedestrian modes;
- Develop data for analysis of key problem locations within the study area, as suggested by the Transportation Technical Committee (TTC). Up to twenty machine counts may be requested, as needed;
- Perform preliminary consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies which shall develop the discussion for the draft plan on the types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The Central Virginia Transportation Planning Organization (TPO) may establish reasonable timeframes for performing this consultation;
- Receive and review internally and externally produced planning documents that need to be integrated into the updated plan in an appropriate manner. These documents include, but are not limited to, the following:
  - Central Virginia Long Range Transportation Plan Year 2040
  - Lynchburg Regional Connectivity Study
  - Region 2000 Comprehensive Economic Development Strategy
  - The most recent environmental consultation discussion materials
  - State Highway Safety Plan Summary
  - As appropriate, emergency relief and disaster preparedness plans and strategies and policies that support homeland security
  - Coordinated Human Services Mobility Plan
  - Statewide Freight Study Plan
  - Central Virginia's Regional Action Plan for Coordinated Land Use and Transportation Planning
  - Region 2000 Greenways/Blueways/Trails Plan
  - Central Virginia Metropolitan Planning Organization Bike Plan
  - Region 2000 Rural Long-Range Transportation Plan
  - Greater Lynchburg Transit Company planning documents
  - Rideshare, Commuter Services Study, and Central Virginia Park and Ride Lot Location Study, and related documents



- Establish regional MAP-21 performance targets no later than 180 days after the date on which the relevant State or provider of public transportation establishes their performance targets or as target data are modified by FHWA. Integrate into the metropolitan transportation planning process, directly or by reference, of the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under chapter 53 of title 49 USC by providers of public transportation, required as part of a performance-based program. To ensure consistency to the maximum extent practicable, selection of performance targets by an MPO shall be coordinated with the State as well as the providers of public transportation involved in transit asset management of 49 USC 5326(c) and/or transit safety plans of 49 USC 5329(d). The regional performance targets shall address those for the highway system described in section 23 USC 150(c), where applicable. The regional performance measures shall be used in tracking progress towards achieving critical outcomes for the metropolitan region.
- Ensure that an update to the long-range transportation plan shall describe the applicable performance measures and targets, and include a system performance report that assesses and evaluates the condition and performance of the regional transportation system per 23 USC 134(i)(2)(B) and (C). Nonperformance might trigger federal corrective actions, funding program penalties or withholdings.
- Bring forward the coordinated land use and transportation planning efforts previously undertaken by the TPO through past efforts such as the Central Virginia's Regional Action Plan for Coordinated Land Use and Transportation Planning, Central Virginia Long Range Transportation Plan Year 2040, and various corridor studies;
- Bring forward the TPO's (and its localities, as appropriate) multimodal planning efforts into the Update.
- Fulfill the TPO's planning responsibilities of Code of Virginia 33.1-223.2:25 and coordinate with the state to ensure consistency of the MPO constrained transportation long range plan with the state transportation plan and six-year improvement program. An inconsistency might trigger the corrective provisions of Code of Virginia 33.1-12(f).

**Task II: Public Involvement**

- Create a public involvement approach to accomplishing this planning effort, to include, but not limited to compliance with the Public Participation Plan for the Central Virginia Transportation Planning Organization, as well as Federal Title VI/Environmental Justice requirements;
- Consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation (including state and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum

extent practicable) with such planning activities. The metropolitan transportation plans and TIPs shall be developed with due consideration of these other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by others in the region.

- Prepare presentation materials to support the public involvement process. These materials should be available to the TPO staff for use throughout the planning process. The materials can include, but are not limited to, handouts, presentations boards, power point presentations, and web-based materials.
- The public involvement process and its documentation are considered key elements of this planning process. Compliance with the Public Participation Plan for the Central Virginia Transportation Planning Organization, compliance with Title VI as it relates to the TPO and its planning process, and compliance with Environmental Justice is essential. Detailed documentation of the public involvement process and its compliance to requisite requirements shall be included in the Update document.

#### **Task III: Goals and Objectives**

- Create an approach to developing/refining goals and objectives or guiding principles for this planning effort.

#### **Task IV: Constrained and Vision Transportation Plan Development**

- Undertake a long-range plan alternatives development and analysis effort. A set of transportation improvements will be developed using an analysis of the no-build network, projects in the current Year 2040 plan, and projects identified through the public involvement process. These will be organized into a discreet set of alternatives to be tested using the 2045 transportation model preparatory to the development of the review draft for the CLRP update. A volume-to-capacity ratio analysis will be completed.
- Develop a vision plan. Projects that meet identified transportation goals and objectives will be included in the vision plan. Planning level cost estimates of the costs for implementing these projects will be developed in accordance with current VDOT cost estimating methodology.
- Identify the transportation funding stream in cooperation with the CVTPO and VDOT. Based on historic trends in transportation funding, current funding outlooks, and anticipated changes in funding, a year-by-year year-of- expenditure estimate of transportation funding will be developed. Funding projections will be provided to the FHWA for review in draft form. The financial planning for the vision and the constrained long-range transportation plan shall include and reflect system-level estimates of costs

and of the revenue sources that are reasonably expected to be available to adequately support operation and maintenance to highways and public transportation. The SMART SCALE methodology should be fully integrated into the plan. (This is in addition to considerations of the MAP-21 financial estimates for the national highway system asset management plan and the transit asset management plan).

- Accomplish an environmental planning review. Projects in the vision and the constrained plan will be assessed in terms of potential environmental impacts. These impacts will be assessed at a broad level only to identify (red flag) potential fatal flaws or mitigation needs affecting project selection. The environmental overview should include potential locations of threatened and endangered species, socio/cultural/historic/public interests/resources, wetlands, land management areas, hazardous materials sites, and environmental justice communities.
- Develop a review draft and a final vision and financially constrained plan to that extent funds are or shall be reasonably available. In cooperation with the TTC, a prioritization methodology will be developed to assist in prioritizing transportation projects. Such a methodology could include, but is not limited to, the current VDOT prioritization matrix, due consideration of the Region 2000 Comprehensive Economic Development Strategy, consideration of cost estimates and cost benefit analysis, potential impacts, conformity with local and state plans or transportation policies, and performance targets.

The prioritization effort must be well documented and understandable.

The current vision plan projects should be reviewed as part of the effort to determine, which, if any, can be removed from the plan.

- Additionally, the Plan shall address the multimodal nature of the Central Virginia transportation system.
- Further, the Plan shall address operational and management strategies, especially access management as a means of extending the life cycle of the Central Virginia region's transportation system, including identification of corridors that will benefit from this management approach and suggested policies or guiding principles.
- As part of the 2045 plan update, CVTPO/CVPDC staff will be integrating the region's existing Rural Long-Range Plan with the TPO LRTP. Because of the geographic makeup of the region, only Appomattox County has no portion of its territory in the urbanized area. Thus, the stakeholder groups for the urban and rural plans are largely the same, and there is some confusion about having two separate long-range plans. This new document will be referred to as the region's "Unified Long Range Transportation Plan."

#### **Task VI: Document Production**

- Prepare a review draft and a final long-range transportation plan document.
- Prepare a technical report documenting working procedures and information, public involvement, analysis, decisions, and project results, with associated text, graphics, tables, and figures. The technical reports should be printed in 8 ½ "x11" format, with 11"x17" fold out graphics as necessary. Twenty (20) copies of the report are required.
- Prepare a bound executive summary (150 copies) is required in 8 ½"x11" format. Maps showing the recommended year 2045 improvements shall be shown on 22"x17" sheets.
- Prepare a graphic representation of the final plan/map will be reproduced in a blue lined format for review and comment.
- Upon approval, the final plan will be printed on a wall-map style format. The plan will include the selected improvements as adopted and will be displayed in a maximum of five colors. The reverse side of the map will contain a summary of information extracted from the technical documentation. It shall include the recommendations list.
- All final products will also be presented in electronic format as determined by the TPO.
- CVTPO staff will develop an online version of the LRTP with a target launch date of September 2020.

#### **Task VII: Project Management**

- The TPO is required by FHWA to update the current transportation plan by October 2020. It is the desire of the TPO to accomplish the update, including the adoption process, by August 2020.
- Collaboration with TTC and TPO: The project management plan should include significant involvement of the TTC throughout the course of the planning process, as well as the TPO Policy Board.
- Integration with VDOT: The project management plan should clearly indicate how this plan development process will be consistent with VDOT's latest VTM policy and procedures manual and coordinated with VDOT's transportation model update development process.
- Reporting: The project management plan should include reporting procedures.
- Understandable, meaningful communication: The transportation planning process often is confusing to non-transportation planning professionals. The proposer should suggest means to communicate the planning process and the pertinent information, analysis, decision-making, conclusions, and recommendations in an understandable, meaningful manner.

The anticipated audiences for this effort will include the TPO, TTC, public officials, economic development officials, and general public. Graphics, mapping, GIS

techniques, and web-based approaches are some possible communication avenues to be considered.

### **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:

	<b>FISCAL YEAR</b>	<b>CONTRIBUTION</b>	<b>TOTAL BANKED</b>	<b>ACTIVITY</b>
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:** \$130,000  
\$65,000 to complete 2045 LRTP  
\$10,000 for web-based LRTP  
\$50,000 banked for 2050 LRTP

**Completion Date:** ongoing through June 30, 2021

## **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, 2021

## **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:** \$64,000

**Completion Date:** June 30, 2021

### **3.02 Central Virginia Alternative Transportation Initiative**

The following is a continuation of CVTPO staff efforts to continue expansion of alternative 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 alternative 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. Lynchburg College 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.

### **Alternative 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.

**Budget:** \$26,000

**Completion Date:** June 30, 2021

### **3.03 Consultant Support**

#### **Village of Rustburg Corridor Study**

**Description:** The CVTPO will be undertaking a study of the VA Route 24 / US 501 Corridor (Village Highway) from Patricks Drive on the west to Rustburg High School on the east. The study will evaluate traffic flow and safety, especially as it relates to the elementary, middle, and high schools along the corridor. Bicycle and pedestrian improvements will also be explored. 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:** Summary of support provided, if any.

**Budget:** \$65,000

**Completion Date:** June 30, 2021

### **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 CVTPO will report as required to VDOT's Civil Rights Division regarding the CVTPO's activities and practices.

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

This fiscal year, TPO staff will continue its comprehensive review of its Title VI and Public Participation Plans and make changes based on the findings of the review and guidance from state and federal partners.

**Budget:** \$3,843

**Completion Date:** June 30, 2021

## SECTION II

### FTA, VDRPT, CVMPO FUNDED ACTIVITES

#### 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 2022 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 CVTPO; amendments to the UPWP; and preparation of the FY 2022 UPWP.

**Budget:** \$35,000

**Completion Date:** June 30, 2021

#### **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. Implementation of GLTC's Transit Development 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 TDP recommendations.
2. The Department of Rail and Public Transportation has chosen the Greater Lynchburg Transit Company as a pilot program for new Strategic Plans required for the Commonwealth's 16 largest transit agencies. The purpose of the state-mandated plan is to enhance transit services by identifying needs and resources required to meet those demands. The Strategic Plan will also examine fixed route service into underserved areas and how to address those issues. CVTPO staff will assist this effort by identifying, mapping, and providing additional information on underserved areas and assist with making recommendations on how to address identified concerns.
3. 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.
4. 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.

5. 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).
- Quarterly reports to GLTC showing accurate fixed route system data that can be sent to Google Transit.
- 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.
- Completed regional van pool study (if not completed in FY 19-20)

**Budget:** \$83,570

**Completion Date:** June 30, 2021

**44.23.01 Long Range Transportation Plan Update**

**Description:** CVTPO Staff will oversee the development of the 2045 Long Range Transportation Plan, which will be completed by October 2020.

**Products:**

- Public Assistance and information, as well as preparation for any updates that are necessary

**Budget:** \$7,000

**Completion Date:** June 30, 2021

**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, 2021

<b>CVMPO PROPOSED EXPENDITURES FY '21</b>							
<b>SECTION I - FHWA, VDOT, &amp; CVMPO ACTIVITIES*</b>				<b>FHWA PL</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
<b>1.00 Administration</b>							
1.01 General Admin & Operations				\$ 24,000.00	\$ 3,000.00	\$ 3,000.00	\$ 30,000.00
1.02 Work Program Administration				\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000.00
<b>SUBTOTAL</b>				<b>\$ 26,400.00</b>	<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>	<b>\$ 33,000.00</b>
<b>2.00 Long Range Planning</b>							
2.01 Long Range Transportation Plan (CVLRP)				\$104,000.00	\$13,000.00	\$13,000.00	\$130,000.00
2.02 Transportation Improvement Program (CVTIP)				\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 5,000.00
<b>SUBTOTAL</b>				<b>\$108,000.00</b>	<b>\$13,500.00</b>	<b>\$13,500.00</b>	<b>\$135,000.00</b>
<b>3.00 Technical Assistance</b>							
3.01 General Technical Assistance				\$ 51,200.00	\$ 6,400.00	\$ 6,400.00	\$ 64,000.00
3.02 Alternative Transportation				\$ 20,800.00	\$ 2,600.00	\$ 2,600.00	\$ 26,000.00
3.03 Consultant Support				\$ 52,000.00	\$ 6,500.00	\$ 6,500.00	\$ 65,000.00
3.04 Environmental Justice				\$ 3,074.40	\$ 384.30	\$ 384.30	\$ 3,843.00
<b>SUBTOTAL</b>				<b>\$127,074.40</b>	<b>\$15,884.30</b>	<b>\$15,884.30</b>	<b>\$158,843.00</b>
<b>SECTION I TOTAL</b>				<b>\$261,474.40</b>	<b>\$32,684.30</b>	<b>\$32,684.30</b>	<b>\$326,843.00</b>
<b>SECTION II - FTA, DRPT, &amp; CVMPO ACTIVITIES</b>				<b>FTA 5303</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
44.21.00 Program Support & Administration				\$ 28,000.00	\$ 3,500.00	\$ 3,500.00	\$ 35,000.00
44.22.00 General Dev. & Comprehensive Planning				\$ 66,856.00	\$ 8,357.00	\$ 8,357.00	\$ 83,570.00
44.23.01 Long Range Transportation Plan (CVLRP)				\$ 5,600.00	\$ 700.00	\$ 700.00	\$ 7,000.00
44.25.00 Transportation Improvement Program (CVTIP)				\$ 1,600.00	\$ 200.00	\$ 200.00	\$ 2,000.00
<b>SECTION II TOTAL</b>				<b>\$102,056.00</b>	<b>\$12,757.00</b>	<b>\$12,757.00</b>	<b>\$127,570.00</b>
<b>GRAND TOTAL</b>				<b>\$363,530.40</b>	<b>\$45,441.30</b>	<b>\$45,441.30</b>	<b>\$454,413.00</b>
<b>* Origin of PL Funding:</b>							
FY 21 PL Funding				\$197,474	\$24,684	\$24,684	\$246,843
FY 20 Direct Carryover				\$28,000	\$3,500	\$3,500	\$35,000
FY 19 Passive Carryove				\$36,000	\$4,500	\$4,500	\$45,000
							<b>\$326,843</b>

## **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 2018 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 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 CVTPO staff). All users of the transit system—motorized, non-motorized, and ADA users—are considered in the planning and implementation efforts.