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ABSTRACT

The Hampton Roads Transportation Planning Organization (HRTPO) is the Metropolitan Planning Organization (MPO) for the Hampton Roads Metropolitan Planning Area (MPA). The HRTPO Fiscal Year (FY) 2018 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2017 to June 30, 2018. The UPWP is developed by the HRTPO in coordination with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

ACKNOWLEDGMENTS

This document was prepared by the Hampton Roads Transportation Planning Organization (HRTPO) in cooperation with the U.S. Department of Transportation (USDOT), 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), Hampton Roads Transit (HRT) and the Williamsburg Area Transit Authority (WATA). The contents of this work program reflect the views of the HRTPO. The HRTPO staff is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT, or DRPT. This document does not constitute a standard, specification, or regulation. FHWA, FTA, VDOT, or DRPT acceptance of this document as evidence of fulfillment of the objectives of this work program does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

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Table of Contents

	PAGE
LIST OF REVISIONS	vi
I. INTRODUCTION	1
Planning Priorities	3
Planning Factors	4
Performance Management	5
Summary Funding and Budget Information	6
Comparison of UPWP Tasks – FY 2018 versus FY 2017	11
 II. ACTIVITIES AND TASKS	
 1.0 LONG-RANGE TRANSPORTATION PLAN	 13
Maintenance of the current Long-Range Transportation Plan	
Development of Next LRTP (2045)	
Update and Maintenance of the Transportation Project Prioritization tool	
Regional travel demand forecasting model	
 2.0 TRANSPORTATION PROJECT PROGRAMMING	 17
Maintenance of the current Transportation Improvement Program (TIP)	
Development of the Next TIP (FY 2018-2021)	
SMART SCALE Statewide Prioritization Process	
CMAQ/RSTP Project Selection Process	
Transportation Alternatives (TA) Set-Aside Project Selection Process	
Statewide and Regional Transportation Funding	
Annual Obligation Report	
 3.0 PERFORMANCE MANAGEMENT	 23
Monitoring Performance of the Regional System	
Annual state of Transportation Report	
Annual System Performance Measures	
Measuring Performance of the Roadway Network	
Congestion Management Process (CMP) Master Document	
Annual Volumes, Speeds, and Congestion Report	
Performance-Based Project Selection	
 4.0 PUBLIC PARTICIPATION	 29
Public Involvement	
Title VI and Environmental Justice	
Community Outreach Activities	
 5.0 UNIFIED PLANNING WORK PROGRAM	 37
 6.0 REGIONAL FREIGHT PLANNING	 39
Geography of Truck Movements in Hampton Roads	
Truck Delay Impacts of 2040 LRTP & Regional Projects	

Table of Contents
(Continued)

	PAGE
7.0 SAFETY, SECURITY, AND RESILIENCY PLANNING	43
Safety Planning	
Security Planning	
Resiliency Planning	
8.0 MULTIMODAL MOBILITY	47
Regional Public Transit Planning	
Transportation Connectivity Gap Analysis	
On-Demand Ride Services (Ridesourcing)	
Complete Streets	
9.0 TECHNICAL SUPPORT, RESEARCH, AND SPECIAL STUDIES	51
9.1 Technical Support, Research, and Coordination	51
9.2 Hampton Roads Active Transportation Plan.....	53
9.3 Hampton Roads Region – Joint Land Use Study Assistance	55
9.4 Route 58 Corridor Study	57
9.5 Regional and Local Planning Implications of Connected and Automated Vehicles ..	59
9.6 Hampton Roads Regional Bridge Study Update.....	61
9.7 Analyzing and Mitigating the Impact of Tolls on MTT and DDT - 2018 Update.....	63
9.8 Hampton Roads Crossing Study Components Analysis.....	65
9.9 Isle of Wight County Comprehensive Plan Update: Transportation Component....	67
9.10 Route 460 Safety Study	69
10.0 HRTPO ADMINISTRATION	71
Maintenance of HRTPO Administrative Processes	
Transportation Legislation and Policy	
Administration of HRTPO Board and Advisory Committees	
11.0 PLANNING BY TRANSIT AGENCIES	75
11.1 TDCHR Performance Monitoring and Evaluation	75
11.2 WATA Performance Monitoring and Evaluation.....	77
11.3 TDCHR Feasibility/Corridor Studies.....	83
11.4 HRT Disadvantaged Business Enterprise Planning.....	87
11.5 Regional Transportation Demand Management (TDM) Program (TRAFFIX).....	91
11.6 TDCHR Financial Planning	95
11.7 TDCHR Public Involvement/Public Information/Publications	97
11.8 TDCHR Transit Development Plan	99
12.0 VDOT REGIONAL PLANNING	103
13.0 HRTPO CONTINGENCY FUNDING	107
14.0 RURAL TRANSPORTATION PLANNING	109
15.0 HRTAC ADMINISTRATION	116

Table of Contents
(Continued)

PAGE

III. APPENDICES

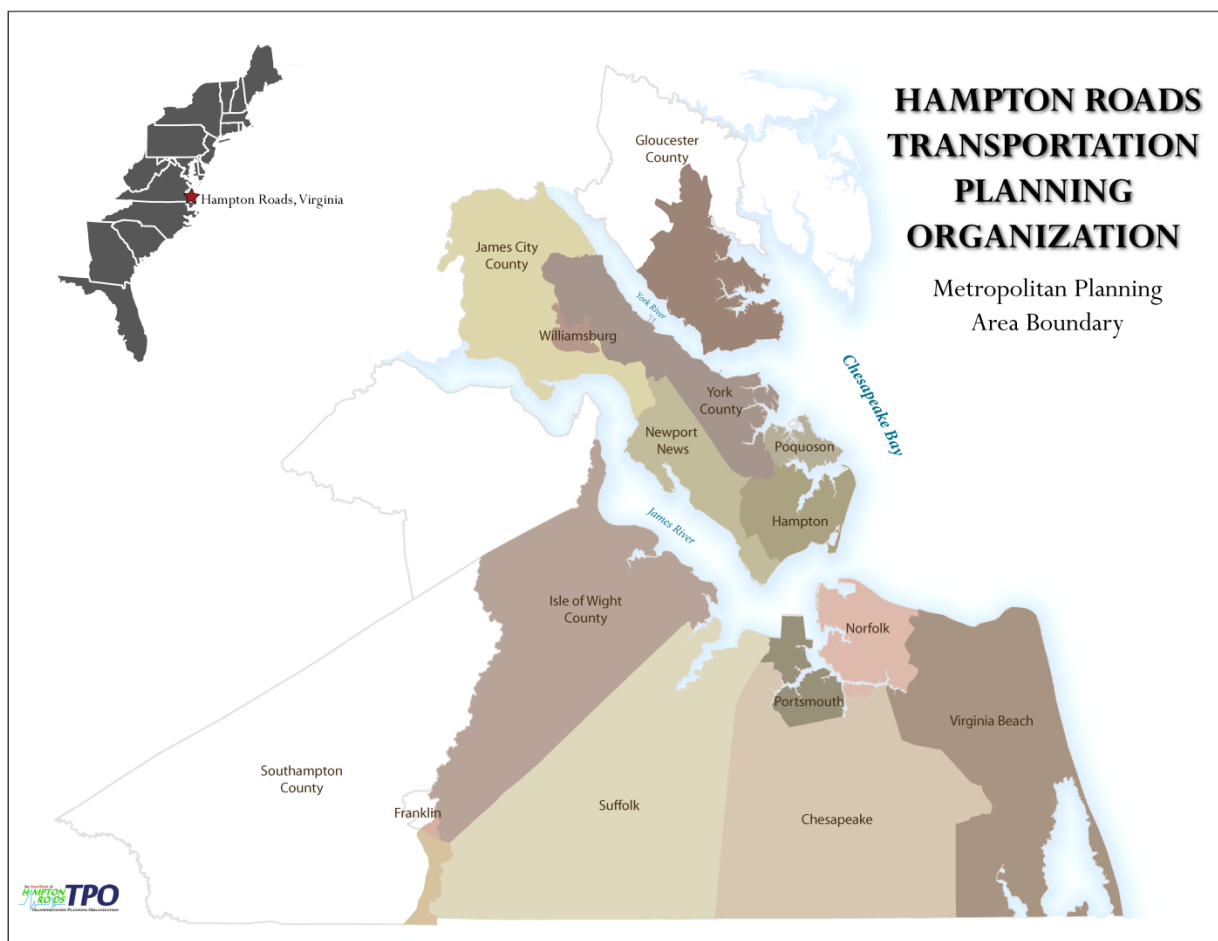
A HRTPO Board and Advisory Committees..... 119
B Definitions..... 123
C Frequently Used Abbreviations..... 129
D Applicable Federal Regulations..... 133
E Applicable State Code 163
F Public Comments on the FY 2018 UPWP..... 165

LIST OF REVISIONS

INTRODUCTION

The Hampton Roads Transportation Planning Organization (HRTPO) is the Metropolitan Planning Organization (MPO) for the Hampton Roads Metropolitan Planning Area (MPA). The HRTPO Fiscal Year (FY) 2018 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2017 to June 30, 2018. The UPWP is developed by the HRTPO in coordination with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT). Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds. Federal regulations applicable to MPOs have been included in **Appendix D**. State code applicable to MPOs is included in **Appendix E**. The Hampton Roads MPA is depicted in **Figure 1**.

FIGURE 1



The UPWP is required by the United States Department of Transportation (USDOT) to function as a basis and condition for all federal funding assistance for transportation planning to state, local, and regional agencies.

In addition to focusing on specific highway, transit and urban development issues, the activities in the UPWP take into consideration related issues, including land use, population and economic characteristics, climate change, Environmental Justice, and public participation and outreach. This document also includes a Rural Transportation Planning task, Task 14.0, which accounts for the work done by the HRTPO staff for Surry County and portions of the City of Franklin and the Counties of Southampton and Gloucester that lie outside of the MPA. The Rural Transportation Planning task is funded with State Planning and Research (SPR) funds.

Planning Priorities for Hampton Roads

In addition to detailing the work associated with HRTPO core functions – the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Congestion Management Process (CMP), and Public Participation – federal regulations state that the UPWP for MPOs designated as Transportation Management Areas (TMA) shall include a discussion of the planning priorities of the metropolitan planning area. It is in the determination of these planning priorities that the HRTPO Board ensures its vision and goals are carried forward in the UPWP. Establishing clear direction from the HRTPO Board regarding its priorities allows HRTPO staff to ensure that limited resources (manpower, funding) are properly allocated in the UPWP.

There are a number of emerging issues that will have a significant impact on metropolitan transportation planning, and the planning priorities for the Hampton Roads TMA will strive to address these issues. For FY 2018, the planning priorities for the HRTPO include better integrating the following issues into HRTPO planning and programming:

Scenario Planning

Scenario planning involves the development of various alternatives to meet the needs and goals of the region. Each alternative accounts for a number of issues (health, transportation, economic, environmental, land use, etc.) that affect growth. Comparing the alternatives and their trade-offs helps decision-makers select the scenario that best meets their goals and the selected scenario guides the development of the Long-Range Transportation Plan.

Resilience of the Transportation System

Resilience refers to the capacity of a system to survive, adapt, and grow in the face of significant changes or events. Such changes may be foreseen, such as the expected impacts of sea-level rise, or unforeseen, such as a catastrophic event. It is important that regional transportation planning take resilience into account to help ensure that the transportation system has the capacity to overcome disruptions and keep people and goods moving. The new Fixing America's Surface Transportation (FAST) Act added "take into consideration resilience needs" to the scope of the metropolitan planning process.

Active Transportation

Active transportation refers to any self-propelled, human-powered mode of transportation, such as walking and bicycling, and is an integral part of a multimodal transportation system. Improvements to the active transportation system – the network of sidewalks, crosswalks, and bicycle facilities; as well as its connectivity to other modes like public transit – can encourage people to use non-motorized options to reach their destinations.

Connected and Automated Vehicles (C/AV)

Connected vehicles use a variety of technologies to communicate with the driver, other vehicles, roadside infrastructure, and the internet. *Automated vehicles* are capable of navigating the roadway system without human input. Such vehicles detect the surroundings – obstacles, signage, other vehicles, appropriate navigation paths – and interpret that information to allow the vehicle to safely drive itself. Although many issues and questions will have to be resolved before connected and automated vehicles become commonplace, it is important to take the potential effects of these technologies into account in regional transportation planning.

Planning Factors

The **Fixing America's Surface Transportation (FAST) Act**, signed into law on December 4, 2015, continued the eight planning factors included under the section on Metropolitan Transportation Planning in previous legislation and added two more. Title 23 USC 134(h)(1) states that the metropolitan planning process shall provide for consideration and implementation of projects and strategies that will address the following planning factors (PF):

- PF 1 Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- PF 2 Increase the safety of the transportation system for motorized and non-motorized users;
- PF 3 Increase the security of the transportation system for motorized and non-motorized users;
- PF 4 Increase accessibility and mobility of people and freight;
- PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- PF 7 Promote efficient system management and operation;
- PF 8 Emphasize the preservation of the existing transportation system;
- PF 9 Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation, and
- PF 10 Enhance travel and tourism.

The HRTPO is committed to implementing these planning factors, as applicable, in all work tasks described in this document. All tasks included in the UPWP address at least one, and often several, of these planning factors.

Performance Management

The **FAST Act** specifies that the metropolitan transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decision-making to support the following national goals for highways (specified in 23 USC 150(b)) and general purposes for public transportation (specified in section 49 USC 5301):

National Goals

1. **Safety** – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition** – To maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion Reduction** – To achieve a significant reduction in congestion on the National Highway System.
4. **System Reliability** – To improve the efficiency of the surface transportation system.
5. **Freight Movement and Economic Vitality** – To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental Sustainability** – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced Project Delivery Delays** – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

General Purposes

1. Provide funding to support public transportation.
2. Improve the development and delivery of capital projects.
3. Establish standards for the state of good repair of public transportation infrastructure and vehicles.
4. Promote continuing, cooperative, and comprehensive planning that improves the performance of the transportation network.
5. Establish a technical assistance program to assist recipients under chapter 53 of Title 49 to more effectively and efficiently provide public transportation service.
6. Continue Federal support for public transportation providers to deliver high quality service to all users, including individuals with disabilities, seniors, and individuals who depend on public transportation.
7. Support research, development, demonstration, and deployment projects dedicated to assisting in the delivery of efficient and effective public transportation service.
8. Promote the development of the public transportation workforce.

The FAST Act requires the establishment of performance targets to use in tracking progress toward attainment of critical outcomes for the metropolitan planning area. In addition, the Act requires that metropolitan planning organizations integrate in the metropolitan transportation planning process, directly or by reference, 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 by providers of public transportation.

Summary Funding and Budget Information

The following tables summarize the funding and budget information associated with the FY 2018 UPWP. **Table A** provides an overview of the amount of funding provided by the federal and state governments for regional transportation planning and programming work in the Hampton Roads MPA, as well as the funds provided for this work by local governments and the transit agencies in the way of matching funds required to obtain the federal grants. **Table B** shows the amount of the FY 2018 UPWP budget attributable to the following entities: HRTPO, VDOT, HRT, WATA, and the Hampton Roads Transportation Accountability Commission (HRTAC).

TABLE A

FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY SOURCE OF FUNDS					
Federal	State	Regional (HRTF)	Local Match	Transit Agency Match	TOTAL
\$5,467,786	\$3,408,937	\$7,106,500	\$307,823	\$352,500	\$16,643,546
32.85%	20.48%	42.70%	1.85%	2.12%	100.00%

TABLE B

BUDGET FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY ENTITY					
HRTPO	HRTAC	VDOT	HRT	WATA	TOTAL
\$3,105,393 ¹	\$7,000,000 ²	\$896,650	\$5,441,503 ³	\$200,000	\$16,643,546
18.66%	42.06%	5.39%	32.69%	1.20%	100.00%

¹ Includes: \$2,512,013 Federal Highway Administration (FHWA) planning (PL) funds
\$346,049 Federal Transit Administration (FTA) Section 5303 planning funds
\$106,500 Hampton Roads Transportation Fund (HRTF) for HRTPO staff support to Hampton Roads
Transportation Accountability Commission (HRTAC)
\$72,500 State Planning and Research (SPR) funds
\$68,331 Department of Defense funds for work on Joint Land Use Study for Naval Installations

² The Hampton Roads Transportation Accountability Commission (HRTAC) approved up to \$7,000,000 HRTF for a study of the components of the Hampton Roads Crossing Study (HRCS) Supplemental Environmental Impact Statement (SEIS) that were not included in the selected alternative (Alternative A) – See Task 9.8

³ Includes: \$1,216,000 Regional Surface Transportation Program (RSTP) funds and \$2,704,000 in other State/Local funds for three Transit Extension Studies

Detailed information on the funding sources associated with each UPWP task is included in **Table C**, while **Table D** depicts the budget for each task by entity (HRTPO, VDOT, HRT, WATA, and HRTAC). The funding shown in Tables C and D comes from a number of sources and, as indicated previously in Table B, only a portion of the funds shown are expended by HRTPO staff. The remaining funding is either allotted to the transit agencies via pass-through agreements with the HRTPO, or allotted directly to the transit agencies via grant agreements with the Virginia Department of Rail and Public Transportation (DRPT). Descriptions of the funding sources associated with the FY 2018 UPWP are as follows:

FEDERAL HIGHWAY ADMINISTRATION (FHWA) FUNDS

Metropolitan Planning Funds (PL-Section 112):

The Federal Highway Administration (FHWA) annually apportions PL funding to urbanized areas for MPO planning-related activities. In Virginia, PL funding is administered by the Virginia Department of Transportation (VDOT) and is distributed to the MPOs through a population-based formula. These federal planning funds require matching funds of 20%, of which 10% is provided by the state and 10% is provided by local governments.

State Planning and Research Funds (SPR):

Funds allocated under FHWA's State Planning & Research Program are administered by VDOT. These funds are the primary source of funding for statewide long-range planning. SPR funds require matching funds of 20%. In the case of SPR funds shown in this UPWP, the state provides the match for the funds apportioned to VDOT, while the match for the funds apportioned to the HRTPO is provided by the local governments.

Congestion Mitigation and Air Quality Improvement Program (CMAQ) Funds:

The CMAQ program provides federal funding to states and localities for transportation projects and programs that help improve air quality and reduce traffic congestion. This funding is intended for areas not meeting the National Ambient Air Quality Standards (NAAQS), referred to as *nonattainment areas*, or for areas that did not meet the standards, but now do, referred to as *maintenance areas*. CMAQ funds may be *flexed* to FTA to pay for public transportation projects.

Regional Surface Transportation Program (RSTP) Funds:

The Surface Transportation Block Grant (STBG) program provides federal funding that may be used by states and localities for a wide variety of highway and transit projects. RSTP funds are STBG funds that are apportioned to specific regions within the state. RSTP funds may be *flexed* to FTA to pay for public transportation projects.

Transportation Alternatives (TA) Set-Aside Funds:

The TA Set-Aside within the Surface Transportation Block Grant (STBG) program provides funding for programs and projects defined as transportation alternatives, including on-road and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; Safe Routes to School projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDS

Section 5303:

Section 5303 funds are designated for transit planning and research activities. FTA apportions Section 5303 funds for Virginia to DRPT. Virginia MPOs receive their apportionment from DRPT based on an urbanized area population-based formula. These funds require 20% match which is typically divided between the state and the MPO or transit agency, each contributing 10%. As shown in Table B, the HRTPO retains a portion of Section 5303 funds and the remaining Section 5303 funds are allotted to Hampton Roads Transit (HRT) and the Williamsburg Area Transit Authority (WATA) via pass-through agreements.

Section 5307:

Section 5307 funds are available to urbanized areas for transit capital and operating assistance in urbanized areas and for transportation-related planning. These funds are distributed by FTA to transit operators based on service area population and other factors. Section 5307 funds require matching funds of 20%, which are typically divided between the state and the transit agency, each contributing 10%. The HRTPO UPWP only includes the portion of a transit agency's Section 5307 funds that have been allotted to planning activities.

Insert Table C: Funding Sources By Task

**UNDER
DEVELOPMENT**

Insert Table D: Budget By Recipient

**UNDER
DEVELOPMENT**

Comparison of UPWP Tasks – FY 2018 versus FY 2017

The following table provides a comparison of the FY 2018 and FY 2017 UPWP tasks and budgets associated with work performed by HRTPO staff.

Table E includes the following information:

- FY 2018 UPWP Task Number, Task Title, and Task Budget
- FY 2017 UPWP Task Budget
- Change in budget (FY 2018 budget – FY 2017 budget)
- Comments on Changes in Task Budgets

Insert Table E: Comparison of UPWP Tasks

**UNDER
DEVELOPMENT**

1.0 LONG-RANGE TRANSPORTATION PLAN

A. Background

Long-range transportation planning for the Hampton Roads transportation system can be thought of as having two broad components: long-range planning as an ongoing process and the development of a report that is the region's Long-Range Transportation Plan.

The Long-Range Transportation Plan (LRTP) is a multimodal transportation plan that is developed, adopted, and amended by the metropolitan planning organization (MPO) through the metropolitan transportation planning process. As a multimodal transportation plan, in addition to highway and transit projects, the LRTP also takes into consideration other transportation modes including passenger and freight rail, passenger and freight water transport, and bicycle and pedestrian facilities. In addition, due to the significant military presence in Hampton Roads, development of the LRTP takes into account the mobility needs of the military. The LRTP must address a planning horizon of at least 20 years and includes strategies and actions that lead to an integrated multimodal transportation system. The LRTP must be fiscally constrained, which means it must include sufficient financial information to demonstrate that projects in the LRTP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately maintained. All projects included in the LRTP have been and will be vetted through the HRTPO prioritization process.

In order for the LRTP to be compliant with Title VI, it is essential that the information that is collected and analyzed during the LRTP planning process reflect the metropolitan area and appropriately address community boundaries, racial and ethnic makeup, income levels, property taxes, etc., as well as community services, schools, hospitals and shopping areas. Data collection methods must be developed to obtain these statistics. Additionally, the LRTP must contain this data along with a narrative describing how the methodology used to obtain and consider the data was developed and implemented.

Since Hampton Roads is considered a region that is in 'air quality attainment,' the life of the regional metropolitan LRTP is currently limited to five years by federal regulation. The process for developing a new LRTP takes four to five years, so work is continually being done on the LRTP. This task includes maintenance of the current LRTP as well as development of the next LRTP.

While the LRTP is a required report for the region, the act of long-range planning is ongoing due to the dynamic nature and evolution of the cities, counties, and member organizations that the HRTPO represents. The primary products of these planning efforts are the LRTP documents, but many products are developed during the planning process. The main long-range planning efforts anticipated for FY 2018 are described under Work Elements below.

B. Work Elements (WE)

Work activities include the following:

1. Maintain and update the adopted 2040 LRTP. This includes documenting any amendments, updating the regional travel demand forecasting model network and associated inputs accordingly, and performing air quality conformity analyses as needed.
2. Produce product(s) for public and stakeholder engagement regarding the LRTP and its contents.
3. Development of the next LRTP with a horizon forecast year of 2045. Tasks to be completed during FY 2017 include:
 - a) Maintaining and updating a comprehensive schedule covering the development of the 2045 LRTP from beginning to end.
 - b) Conducting a survey(s) to help establish regional priorities for the LRTP.
 - c) Conduct scenario planning in regards to forecasted growth and visioning for the horizon year 2045.
 - d) Coordinating with localities and stakeholders regarding the allocation of socioeconomic data to Transportation Analysis Zones (TAZ).
 - e) Working with localities and other regional stakeholders to begin the collection and review of candidate projects for the LRTP.
 - f) Ongoing Public Outreach and marketing associated with the LRTP to obtain public input on the process as needed. Details regarding HRTPO's public participation strategies are included in Task 4.0 – Public Participation.
4. Continue review and improvement of the HRTPO Project Prioritization Tool – Re-evaluate the data, measures, and weighting factors, as necessary, to keep the tool current and ready for use. This includes incorporating new measures to evaluate social equity and environmental considerations – including climate change impacts such as sea level rise and recurrent flooding – as appropriate. This also includes looking at how the region Tool aligns with the State SMART SCALE prioritization methodology.
5. Maintain the region's Travel Demand Forecasting Model.
 - a) Provide support to VDOT, as needed, as improvements to the regional model are carried out.
 - b) Use the regional travel demand model in support of HRTPO tasks, as needed.
 - c) Provide modeling assistance, as necessary, to other agencies (HRT, localities, etc.).
6. Continue to improve the integration of multimodal transportation planning in the long-range transportation planning process. In addition to the specific multimodal mobility planning efforts outlined in Task 8.0 – Multimodal Mobility, the HRTPO Project Prioritization Tool will be reviewed and

improved, as necessary, with regard to evaluation criteria of multimodal and active transportation projects.

7. Continue to improve the integration of performance management in the long-range transportation planning process. Details are included in Task 3.0 – Performance Management. Typical tasks to be conducted in FY 2018 include:
 - a) Collaborating in the process of developing FAST Act performance measures
 - b) Aligning the LRTP with federal/statewide goals and performance measures
 - c) Assisting in gathering data, if necessary, to quantify performance measures
 - d) Making any necessary changes to the HRTPO Project Prioritization Tool
 - e) Studying performance trends and work with localities and agencies towards developing performance targets
8. Continue to improve the integration of the Title VI/Environmental Justice (EJ) methodology in the LRTP planning process. Efforts will include identifying and collecting relevant data and incorporating aspects of the methodology into the HRTPO Project Prioritization Tool, as appropriate.
9. HRTPO staff will continue to maintain a list of prioritized projects and coordinate as needed and/or directed by the HRTPO Board.

C. End Products

1. WE 1 – An up-to-date Long-Range Transportation Plan (LRTP) for the region.
 2. WE 2 – Products to support continued public and stakeholder engagement in the LRTP planning process.
 3. WE 3 –
 - a. An up-to-date multi-year schedule for the development of the 2045 LRTP.
 - b. Analysis of results from survey(s).
 - c. A Vision statement and accompanying Goals for the 2045 LRTP. Planning scenarios to accommodate forecasted growth for the plan horizon year 2045.
 - d. Year 2045 socioeconomic data estimates by TAZ.
 - e. Initial list of candidate projects.
 - f. Ongoing public participation efforts.
 4. WE 4 – A revised and maintained HRTPO Project Prioritization Tool.
 5. WE 5 – A maintained and up-to-date regional travel demand model.
 6. WE 6 – Updated HRTPO Project Prioritization Tool to account for multimodal and active transportation projects.
 7. WE 7 – Performance management methodology application to the long-range transportation planning process.
 8. WE 8 – EJ methodology application to the long-range transportation planning process.
-

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Ongoing
3. WE 3 –
 - a. Ongoing
 - b. Second Quarter
 - c. Third Quarter
 - d. Fourth Quarter
 - e. Fourth Quarter
 - f. Ongoing
4. WE 4 –Ongoing
5. WE 5 – Ongoing
6. WE 6 – Ongoing
7. WE 7 – Ongoing
8. WE 8 – Ongoing

E. Participants

HRTPO, VDOT, DRPT, VPA, FHWA, FTA, VPA, local governments, local transit agencies, and the public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$239,900	\$48,600		\$288,500

2.0 TRANSPORTATION PROJECT PROGRAMMING

A. Background

Transportation Improvement Program

The **Transportation Improvement Program (TIP)** is a four-year program for the implementation of surface transportation projects within the Hampton Roads metropolitan planning area (MPA). The TIP contains all federally-funded projects and/or regionally significant projects that require an action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). Before any federally-funded and/or regionally significant surface transportation project can be built in the Hampton Roads MPA, it must be included in the current TIP that has been approved by the HRTPO. The TIP, which must be consistent with the current long-range transportation plan, identifies the near-term programming of Federal, state and local transportation funds.

The HRTPO TIP has been designed to provide available programming information for Hampton Roads transportation projects in a clear and transparent format. The HRTPO TIP format includes project phase cost estimates and schedules, allocations, scheduled obligations, and expenditures. HRTPO staff uses this information to monitor the performance of the TIP.

As a federally designated metropolitan planning organization (MPO), the HRTPO is required to coordinate the transportation planning activities for the Hampton Roads MPA. This includes the planning and programming of Federal funds through the TIP. To ensure compliance, the HRTPO TIP is developed in accordance with all applicable Federal regulations associated with the current Federal transportation act, which require that the TIP cover a period of no less than four years and be updated at least every four years. The cycle for updating the TIP must be compatible with the Statewide Transportation Improvement Program (STIP) development and approval process. HRTPO, VDOT, and DRPT staffs coordinate to ensure that the TIP and STIP are developed on compatible schedules and that the documents are consistent with one another throughout the interim years. The HRTPO TIP may be considered to be a *living* document as it is continually maintained and regularly revised.

In 2015, in response to a joint FHWA-FTA recommendation to all Virginia MPOs, HRTPO staff led an effort by the Virginia Association of Metropolitan Planning Organizations (VAMPO) to develop a uniform set of clear guidelines for understanding and developing TIPs. The result was *Virginia TIP Preparation Guidance*, approved by VAMPO in October 2015. The VAMPO working group for the project included staff from three MPOs, VDOT, and DRPT, with Federal team coordination provided by staff of FHWA and FTA. *Virginia TIP Preparation Guidance* has been distributed to all Virginia MPOs as well as VDOT and DRPT.

The TIP must be financially constrained – meaning that the amount of funding programmed does not exceed the amount of funding reasonably expected to be available. Once the TIP is approved by the HRTPO Board, the approved TIP may be revised in order to add new projects, delete projects, and update or change other project

information. In order to add projects to the TIP, sufficient revenues must be available, other projects must be deferred, or new revenues must be identified.

In compliance with Title VI, the TIP takes into account the analysis of the benefits and impact distributions of transportation investments included in the Long-Range Transportation Plan.

The TIP development process may be summarized as follows:

1. The Long-Range Transportation Plan (LRTP) is approved by the HRTPO Board.
2. Drawing from projects included in the LRTP, the HRTPO, localities, and transit agencies coordinate with state agencies (VDOT & DRPT) on which projects should be implemented first. These projects will be submitted for inclusion in the Commonwealth Transportation Board Six-Year Improvement Program (SYIP).
3. HRTPO, VDOT, DRPT, and the transit agencies coordinate to develop the draft TIP project list, drawing projects from the approved SYIP. This helps ensure that the TIP and STIP project lists for Hampton Roads are consistent with one another. This step includes the formulation of a financial plan for the TIP that demonstrates how the proposed TIP can be implemented.
4. The draft TIP is tested for air quality conformity, if required.
5. The final TIP is approved by the HRTPO Board.
6. The final TIP is approved by the Governor.
7. The TIP is included in the Statewide Transportation Improvement Program (STIP).

The HRTPO provides all interested parties with opportunities to comment on the proposed TIP, as well as any subsequent amendments to the TIP. Opportunities for public involvement are provided during each of the steps summarized above.

Additional information on the TIP, including the current TIP document, TIP Revision Procedures, interactive project map, associated Annual Obligation Reports, and more may be accessed via the TIP website at: www.hrtpotip.org.

SMART SCALE (formerly House Bill 2 or HB2) Statewide Prioritization Process

House Bill 2 (HB2), signed into law in 2014, directed the Commonwealth Transportation Board (CTB) to develop and use a prioritization process to guide the selection of transportation projects to be funded in the Six-Year Improvement Program (SYIP). The legislation was intended to improve the transparency and accountability of project selection, as well as the stability of the SYIP. The prioritization process – now called SMART SCALE – evaluates and scores proposed projects based on a comparison of a project’s relative benefits to its cost.

Additional information regarding the SMART SCALE prioritization process may be accessed at: <http://vasmartscale.org/>.

CMAQ/RSTP Project Selection Process

As the metropolitan planning organization (MPO) for the Hampton Roads MPA, the HRTPO is directly responsible for project selection and allocation of funds for the Congestion Mitigation and Air Quality Improvement Program (CMAQ) and the Regional Surface Transportation Program (RSTP).

The CMAQ provides federal funding to States and localities for transportation projects and programs that help improve air quality and reduce traffic congestion. This funding is intended for areas not meeting the National Ambient Air Quality Standards (NAAQS), referred to as *nonattainment areas*, and for areas that previously did not meet the standards, but now do, referred to as *maintenance areas*. Hampton Roads was designated a maintenance area for the previous ozone NAAQS, but has been designated an attainment area for all current NAAQS.

The Surface Transportation Block Grant (STBG) program provides federal funding that may be used by States and localities for a wide variety of highway and transit projects. Regional Surface Transportation Program (RSTP) funds are STBG program funds that are apportioned to specific regions within the State.

The process for obtaining CMAQ or RSTP funding for transportation projects is competitive. The first step of the **CMAQ/RSTP Project Selection Process** is to solicit project ideas from the general public. Project ideas received from the public are forwarded to appropriate eligible applicants for consideration. Projects proposed by eligible applicants are analyzed by HRTPO staff using a specific set of criteria that have been approved by the HRTPO Board. The proposed projects are then ranked based on the results of the analyses. The CMAQ/RSTP Project Selection Process is a cooperative effort involving the HRTPO, local governments, local transit agencies, VDOT, DRPT, and the Virginia Port Authority, to prioritize and select projects to receive CMAQ or RSTP funding.

Since FY 2014, the HRTPO CMAQ/RSTP Project Selection Process has been conducted on an annual basis to ensure that funds expected to be available are properly allocated. HRTPO staff maintains “tracking tables” that identify all regional CMAQ or RSTP allocations per year associated with transportation projects. The Transportation Programming Subcommittee (TPS) of the TTAC holds quarterly meetings to monitor the status of CMAQ and RSTP projects and to make adjustments to project allocations to ensure the funds are used effectively.

Additional information on the HRTPO CMAQ/RSTP Project Selection Process, including the *Guide to the HRTPO CMAQ/RSTP Project Selection Process*, project application forms, and the schedule for the process, may be accessed via the HRTPO website at: <http://www.hrtpo.org/page/cmaq-and-rstp/>.

Transportation Alternatives (TA) Set-Aside Project Selection Process

MAP-21 established the Transportation Alternatives Program (TAP), which replaced funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs. The FAST Act, the current Federal transportation funding legislation, eliminated the TAP and replaced it with a set-aside of funding in the new Surface Transportation Block Grant (STBG) program. The STBG program, a conversion of the previous Surface Transportation Program (STP), was designed to maximize the flexibility of STP funding for local and state governments.

For urbanized areas with populations over 200,000, the MPO, through a competitive process, selects the TA Set-Aside projects in consultation with the state from proposed projects submitted by eligible entities. HRTPO staff coordinates with VDOT Local Assistance Division staff in carrying out the project selection process for Hampton Roads. Information on the HRTPO TA Set-Aside project selection procedures, including the *Guide to the HRTPO TA Set-Aside Project Selection Process*, may be accessed on the HRTPO website at:

[http://www.hrtpo.org/page/transportation-alternatives-\(ta\)-set_aside/](http://www.hrtpo.org/page/transportation-alternatives-(ta)-set_aside/).

Additional information on the TA Set-Aside may be accessed via the VDOT website at: <http://www.virginia-dot.org/business/prehancegrants.asp>.

Statewide and Regional Transportation Funding

In February 2013, the General Assembly approved the first comprehensive overhaul of the way Virginia pays for its transportation system since 1986. The 2013 transportation funding legislation, generally referred to as HB2313, generates hundreds of millions in transportation dollars annually statewide and includes regional components that have resulted in significant additional funding each year to be used specifically in Hampton Roads. The regional revenues are directed to the Hampton Roads Transportation Fund (HRTF), which is controlled by the Hampton Roads Transportation Accountability Commission (HRTAC).

House Bill 1887 (HB1887), signed into law in 2015, established a new construction funding formula to be in full effect in FY 2021. The HB1887 formula divides the funding available for construction as follows:

- 45% - State of Good Repair Program (SGR)
- 27.5% - High-Priority Projects Program (HPP)
- 27.5% - Highway Construction District Grant Program (DGP)

The HPP and DGP are subject to the SMART SCALE prioritization process. Projects submitted under the HPP compete with other HPP project proposals statewide. Projects submitted under the DGP compete with other projects proposed within the same construction district. The SGR program is to fund the rehabilitation of structurally-deficient bridges and deteriorating pavement. Project selection for the SGR program is needs-based using a separate prioritization process from that of SMART SCALE.

Annual Obligation Report

Federal regulations require that an annual listing of obligated projects be produced after the end of each federal fiscal year. This Annual Obligations Report (AOR) must include all federally funded projects authorized or revised to increase obligations in the preceding fiscal year and must identify, for each project, the amount of federal funds requested in the TIP, the federal funding that was obligated during the preceding year, and the federal funding remaining and available for subsequent years. The AOR must be published or otherwise made publicly available in accordance with the HRTPO Public Participation Plan.

B. Work Elements (WE)

Work activities include the following:

1. Maintain and update the current (FY 2015-2018) TIP.
2. Conduct public reviews of proposed amendments to the current TIP.
3. Maintain and enhance the TIP website, including the use of visualization techniques, to provide easy public access.
4. Coordinate the development of and conversion to the next full update of the TIP (2018-2021).
5. Coordinate with VDOT, DRPT, and the transit agencies to prepare a listing of projects for which federal funds were obligated during the preceding federal fiscal year. Post the Annual Obligation Report on the HRTPO website to make it available for public review.
6. Lead and coordinate the annual Project Selection Process for CMAQ and RSTP projects.
7. Monitor and update CMAQ/ RSTP Project Selection Process methodologies as deemed necessary.
8. Maintain electronic spreadsheets to keep track of CMAQ and RSTP allocations and transfers.
9. Monitor and evaluate the effects of any revisions to the SYIP during the fiscal year and formally report to the HRTPO Board on significant revisions to the SYIP.
10. Conduct a quarterly review of the status of projects in the Hampton Roads TIP.
11. Coordinate with VDOT Local Assistance Division staff in carrying out the Transportation Alternatives (TA) Set-Aside project selection process.

12. Coordinate with state agencies on the implementation of the SMART SCALE Statewide Prioritization Process.

C. End Products

1. WE 1 – A current and financially-constrained TIP.
2. WE 3 – HRTPO TIP website providing user-friendly access to all TIP-related documents.
3. WE 4 – A full TIP update in coordination with the full update of the STIP.
4. WE 5 – Annual Obligation Report.
5. WE 6 – A summary report on the annual CMAQ/RSTP project selection process.
6. WE 7 – An updated *Guide to the HRTPO CMAQ/RSTP Project Selection Process*, as necessary.
7. WE 9 – Presentation to HRTPO Board, as necessary.
8. WE 10 – Presentation to TTAC and HRTPO Board, as appropriate.
9. WE 11 – TA Set-Aside project selection and recommended allocations.
10. WE 12 – Presentation to TTAC and HRTPO Board, as necessary.

D. Schedule

1. WE 1-3 – Ongoing
2. WE 4 – New TIP to go into effect October 1, 2017
3. WE 5 – No later than 90 calendar days following the end of the federal fiscal year
4. WE 6 – July – December 2017
5. WE 7 – As necessary
6. WE 8 – Ongoing
7. WE 9 – As necessary
8. WE 10 - Quarterly
9. WE 11 – Third Quarter
10. WE 12 – As necessary

E. Participants

HRTPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other state and federal agencies, the general public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$176,100	\$43,900		\$220,000

3.0 PERFORMANCE MANAGEMENT

A. Background

The Federal Highway Administration (FHWA) defines *performance management* as a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. While the FHWA and federal legislation have emphasized performance management in recent years, the HRTPO has long based its planning and programming process on performance management. This section provides an overview of the HRTPO performance management process, including work to be completed under Task 3.0 and other UPWP tasks.

A key feature of MAP-21 – continued under the FAST Act – was the establishment of a performance- and outcome-based program. MAP-21 established national performance goals in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. The FAST Act requires the Secretary of Transportation, in consultation with states, metropolitan planning organizations (MPOs), and other stakeholders, to establish performance measures in the following areas:

- Pavement condition on the Interstate System and the remainder of the National Highway System (NHS)
- Performance of the Interstate System and the remainder of the NHS
- Bridge condition on the NHS
- Rate and number of fatalities and serious injuries on all public roads
- On-road mobile source emissions and traffic congestion for CMAQ Program
- Freight movement on the Interstate System

The HRTPO performance management process is comprised of the following efforts:

1. Maintaining Databases of Transportation Performance Data

HRTPO staff maintains a number of transportation performance databases on an ongoing basis for use in performance management planning efforts. These databases cover all aspects of the transportation system including roadway use, bridges, aviation, rail, public transportation, Census data, pavement conditions, fuel prices, etc. In addition, databases are maintained for other items covered in other UPWP tasks, such as freight movement and safety.

HRTPO staff also maintains a Congestion Management Process (CMP) database that includes data for over 1,700 roadway segments in the CMP Roadway Network, which covers all interstates, principal arterials, minor arterials, and key collectors. This database includes existing and historical traffic volumes, roadway characteristics, speeds, reliability, trucks, and congestion levels.

2. Annual System Performance Reports

a. Annual *State of Transportation in Hampton Roads* Report

Each year, HRTPO staff produces the *State of Transportation in Hampton Roads* report. The report details the current status and recent trends of all facets of the transportation system in Hampton Roads, including air, rail, water, and highways. Many aspects of the highway system are highlighted, including roadway usage, pavement condition, bridge conditions, congestion levels, commuting characteristics, roadway safety, transit usage, and active transportation (such as biking and walking). Comparisons are made between Hampton Roads and similar large metropolitan areas.

b. Annual *Volumes, speeds, and Congestion on Major Roadways in Hampton Roads* Reports

Each year, HRTPO staff produces a report documenting the volumes, speeds, and congestion levels of each segment of the CMP roadway network. Staff analyzes travel time data collected by INRIX to measure congestion levels of roadways where it is available, and uses volumes and roadway characteristics to estimate congestion levels on roadways where INRIX data is not available.

3. Congestion Management Process – System Performance and Mitigation Report

The Congestion Management Process (CMP) is an on-going systematic process for managing congestion that provides information and analysis on multimodal transportation system performance and on strategies to alleviate congestion and enhance the mobility of persons and goods region wide. During this process, HRTPO works with state and local agencies to develop these strategies and mobility options.

HRTPO staff has produced a comprehensive CMP document every few years since the HRTPO Board took action in October 1995 to adopt the region's Congestion Management System. HRTPO staff completed the latest version of the CMP - System Performance and Mitigation Report in October 2014, which included the following work:

- System monitoring, which included regional roadway travel levels and trends, an in-depth analysis of the trends at the region's bridges and tunnels, and a description of recent, planned, and programmed system improvements.
 - Calculated existing peak period speeds and congestion levels using travel time data collected by INRIX for roadways where it is available. For roadways where INRIX data is not available, congestion levels were estimated using volumes and roadway characteristics.
 - Determined a number of congestion measures, including congestion duration, travel time reliability, total delay, and the Potential for Intersection Congestion Alleviation (PICA), which reports the difference between the observed and the predicted congestion level.
-

- Identified the most congested corridors based on the congestion measures listed above and a variety of other criteria including freight, safety, and military or national significance.
- Identified and recommended congestion mitigation strategies for the most congested corridors.

HRTPO staff produces the CMP - System Performance and Mitigation Report in accordance with the regional Long-Range Transportation Plan (LRTP). With a five year cycle between LRTP cycles, the next CMP - System Performance and Mitigation Report will be produced in FY 2019.

4. Special Transportation Studies

HRTPO staff regularly prepares special studies that examine specific topics related to the Hampton Roads transportation system. Details for Special Transportation Studies to be completed in FY 2018 are included in Task 8.0 – Multimodal Mobility and Task 9.0 – Technical Support, Research, and Special Studies.

5. Performance-Based Project Selection

Selecting transportation improvements based on the expected performance impact is comprised of the following types of work:

a. LRTP Project Selection:

The FAST Act states that the Long-Range Transportation Plan (LRTP) developed by the MPOs will include a description of the performance measures and performance targets used in assessing the performance of the transportation system. The LRTP will also include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.

In addition, HRTPO uses a Project Prioritization Tool to evaluate the expected performance of each candidate LRTP project. Scores are determined based on a number of factors related to the utility, viability, and economic vitality of each project.

More details on this work are included in Task 1.0 – Long-Range Transportation Plan.

b. CMAQ and RSTP Project Selection:

Projects proposed by eligible recipients for CMAQ and/or RSTP funding are analyzed by HRTPO staff using a specific set of criteria that have been approved by the HRTPO Board. The proposed projects are then ranked based on the results of the analyses. The *Guide to the HRTPO CMAQ/RSTP Project Selection Process* includes the policies, procedures, and analysis methodologies used to score and rank project proposals.

More details on this work are provided in Task 2.0 – Transportation Project Programming.

c. TA Set-Aside Project Selection:

Projects proposed by eligible recipients for Transportation Alternatives (TA) Set-Aside funding are evaluated and ranked using a specific set of criteria that were developed by the VDOT Local Assistance Division in close coordination with Virginia metropolitan planning organizations. The *Guide to the HRTPO TAP Project Selection Process* includes the policies, procedures, and project selection methodology.

More details on this work are provided in Task 2.0 – Transportation Project Programming.

6. System Performance Measures

Starting in 2012, HRTPO staff has annually prepared a list of performance measures identified by state legislation and established by the state Office of Intermodal Planning and Investment (OIPI). This effort – titled *HRTPO Regional Performance Measures (RPMs)* – includes existing and historical data in a number of areas including congestion reduction, safety, transit usage, HOV usage, jobs and housing, air quality, freight movement, and maintenance.

As mentioned previously, MAP-21 and the FAST Act have established performance measures in the areas of safety, infrastructure condition, congestion reduction, system reliability, and freight movement. In FY 2018, HRTPO staff will begin calculating these measures and establishing regional targets for the measures.

B. Work Elements (WE)

Work activities include the following:

1. Maintaining Databases of Transportation Performance Data

HRTPO staff will continue to update its transportation databases on an ongoing basis.

2. Annual System Performance Reports

a. *State of Transportation in Hampton Roads Report*

HRTPO staff will produce an update to the State of Transportation in Hampton Roads report.

b. *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads Report*

HRTPO staff will produce an update to the *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads* report.

3. System Performance Measures

In FY 2018, HRTPO staff will begin calculating system performance measures and establishing performance targets using the measures established by MAP-21 and FAST Act legislation. As in previous years, HRTPO staff will also update the performance measures identified by state legislation.

C. End Products

1. WE 1 – Transportation databases
2. WE 2a – State of Transportation in Hampton Roads report
3. WE 2b – Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads report
4. WE 3 – System Performance Measures Report and databases.

D. Schedules

1. WE 1 - Ongoing
2. WE 2a – Fourth Quarter
3. WE 2b – Fourth Quarter
4. WE 3 – To be determined, based on Federal regulations

E. Participants

HRTPO, VDOT, DRPT, FHWA, FTA, and localities.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$89,900	\$23,000		\$112,900

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4.0 PUBLIC PARTICIPATION

A. Background

Public Involvement

The HRTPO is committed to involving interested parties of all walks of life and considering their ideas through professional initiatives and a transparent and accessible regional transportation planning and programming process. The importance of public involvement in the transportation planning and programming process was recognized in federal law in the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991 and that recognition continued in subsequent federal transportation legislation including the *Moving Ahead for Progress in the 21st Century (MAP-21) Act*. MAP-21 required meaningful public involvement and encouraged MPOs to use a variety of methods to inform and involve interested parties in transportation planning processes. The current *Fixing America's Surface Transportation Act (FAST Act)* further underlines the importance of public involvement in the transportation planning process. Specifically, federal regulations require the development of a participation plan. In FY 2016 the HRTPO further updated its Public Participation Plan (PPP) in coordination with current federal regulations and area jurisdictions. The updated PPP – released in November 2015 (with a minor modification in FY 2017) – outlines current HRTPO public involvement and outreach activities. New focus has been placed upon HRTPO efforts to engage the public, specifically on the diversity of Hampton Roads and the efforts made to engage and factor in the opinions of the diverse populations of the region. The PPP serves as a blueprint for public involvement, outreach and engagement and will be reviewed and updated every one to two years.

During FY 2017, a number of new initiatives were undertaken in order to illustrate the commitment of the HRTPO to innovative, engaging public outreach. Projects initiated during FY 2016 were evaluated and refined to further support the operations, policies, and procedures of the HRTPO. Accomplishments in FY 2017 related to public participation include:

- Expansion of the HRTPO Facebook Page
- Expansion of the HRTPO Twitter Campaign
- Expansion of the HRTPO Community Web Pages on the HRTPO Website
- Further Development of the HRTPO Title VI/EJ Methodology
- Expansion of the HRTPO Community Asset Mapping App
- Revamping of the HRPTO Citizen Transportation Advisory Committee

Title VI and Environmental Justice

Although they are separate, Title VI, Environmental Justice (EJ) and Public Involvement complement one another in ensuring fair and equitable distribution of transportation services and facilities. Effective public involvement not only provides transportation officials with new ideas, but it also alerts them to potential environmental justice concerns during the planning stage of a project. The HRTPO is committed to ensuring that Environmental Justice, as outlined by the 1994 Executive Order, is considered in our planning and outreach efforts, as well as our programs and initiatives, by assuring that all

residents of Hampton Roads are represented fairly and not discriminated against in the transportation planning and capital investment processes. In addition to adhering to the principles of Environmental Justice, the HRTPO will work to implement Title VI of the Civil Rights Act of 1964. HRTPO goals will be to:

- Comply with the public involvement and Title VI requirements of the Federal and State regulations.
- Provide specific opportunities for local citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects or policies of the HRTPO.
- Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
- Inform and educate citizens and other interested parties about ongoing HRTPO planning activities, and their potential role in those activities.
- Assess the region's transportation investments relative to the needs of disadvantaged populations, including but not limited to low income and minority populations.
- Investigate the state of accessibility and mobility for disadvantaged populations, with a focus on safety, transit, and alternative transportation modes.
- Refine mechanisms for the ongoing review of the TIP and LRTP.
- Continue to refine the Title VI/EJ Methodology in order to incorporate Title VI/EJ analysis into individual studies, programs and plans contained in the HRTPO Unified Planning Work Program (UPWP), such as corridor studies and long-range planning.
- Focus study and plan recommendations on investments that promote quality of life and mitigate adverse impacts for residents of Hampton Roads.
- Utilize Public Comment Opportunities presented by Partner Agencies (VDOT, DRPT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), and other state and federal agencies) to lend a Title VI/EJ perspective to their policies, reports and project documents.

Title VI Legislation and Guidance

Title VI of the Civil Rights Act of 1964 created a foundation for future environmental justice regulations. Since the establishment of Title VI, Environmental Justice has been considered in local, state, and federal transportation projects. Section 42.104 of Title VI and related statutes require Federal agencies to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion.

The National Environmental Policy Act of 1969 (NEPA) addresses both social and economic impacts of Environmental Justice. NEPA stresses the importance of providing for "all Americans safe, healthful, productive, and aesthetically pleasing surroundings", and provides a requirement for taking a "systematic, interdisciplinary approach" to aid in considering environmental and community factors in decision making.

The Civil Rights Restoration Act of 1987 further expanded Title VI to include all programs and activities of Federal aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

On February 11, 1994, President Clinton signed Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This piece of legislation directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing all programs, policies, and activities that affect human health or the environment so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations.

Rather than being reactive, Federal, State, local and tribal agencies must be proactive when it comes to determining better methods to serve the public who rely on transportation systems and services to increase their quality of life.

In April 1997, as a reinforcement to Executive Order 12898, the United States Department of Transportation (DOT) issued an Order on Environmental Justice (DOT Order 5610.2), which summarized and expanded upon the requirements of Executive Order 12898 to include all policies, programs, and other activities that are undertaken, funded, or approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), or other U.S. DOT components.

In December 1998, the FHWA issued the FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (DOT Order 6640.23) which mandated the FHWA and all its subsidiaries to implement the principles of Executive Order 12898 and U.S. DOT Order 5610.2 into all of its programs, policies, and activities (see Appendix A).

On October 7, 1999, the FHWA and the FTA issued a memorandum Implementing Title VI Requirements in Metropolitan and Statewide Planning. This memorandum provided clarification for field offices on how to ensure that Environmental Justice is considered during current and future planning certification reviews. The intent of this memorandum was for planning officials to understand that Environmental Justice is equally as important during the planning stages as it is during the project development stages.

Community Outreach Strategies

The HRTPO has incorporated various strategies to seek out and consider the transportation interests and needs of Hampton Roads residents, including those traditionally underserved by existing transportation systems. These groups are identified as:

- **Low Income** – a person whose household income (or in the case of a community or group, whose median household income) “is at or below the U.S. Department of Health and Human Services poverty guidelines.”

- **Federal Assistance Recipients** – people who receive grants or federal funds. The assistance might be in the form of public housing, food stamps, support services or persons receiving Temporary Assistance for Needy Families (TANF) funds.
- **Minority Populations** - Persons considered to be minorities are identified in the Census as people of African, Hispanic, Asian, American Indian, or Alaskan Native origin (U.S. Census, STF301/Tbl008 and Tbl011; 1990). Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons belonging to any of the following groups:
 - **Black** – a person having origins in any of the black racial groups of Africa
 - **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
 - **Asian American** – a person having origins in the Far East, Southeast Asia, or the Indian subcontinent
 - **American Indian and Alaskan Native** – a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition

The HRTPO has included various strategies, listed below, specifically to reach these populations. In addition, the HRTPO has substantially increased its efforts to partner with regional agencies to share ideas and incorporate a wide range of ideas into the transportation planning processes.

B. Work Elements (WE)

Work activities include the following:

1. Implement outreach strategies for the development of the 2045 Long-Range Transportation Plan (LRTP). This will include public forum(s) where the status of the LRTP can be reviewed and public feedback can be incorporated.
2. Develop surveys to be accessed via the HRTPO website, Facebook and libraries throughout the region.
3. Develop opportunities to inform the public by participating in community events and coordinating regional forums on transportation issues, initiatives, and projects. This includes coordination with VDOT, DRPT, FHWA, FTA, HRT, WATA, and HRTPO member jurisdictions.
4. Participate in public meetings, committee meetings and hearings held by the HRTPO, plus those held by local and state governments and the local transit agencies, as appropriate.
5. Use Social Media Platforms (Facebook, Twitter, etc.) to promote HRTPO, engage partner organizations, and increase awareness of the TPO by the public.
6. Respond to information requests from the general public.

7. Assist staff with their publications and their distribution throughout the region.
8. Support staff in public communications, engagement, and participation in HRTPO programs and projects, including the LRTP, the Transportation Improvement Program (TIP), and other studies, plans, and programs.
9. Prepare Newsletters and special features on timely issues.
10. Update the HRTPO website to enhance public participation and to highlight various events and publications.
11. Respond to and/or facilitate response to general comments received via www.hrtpo.org, or by other means of communication from the general public, members of governments, other MPOs, etc.
12. Review and evaluate public participation strategies, as necessary, to ensure effectiveness and outreach to a broad audience. Update public participation documents, such as the Public Participation Plan, as needed, to reflect federal mandates. Implement, review, and update the HRTPO Title VI Plan and the HRTPO LEP Plan which includes Title VI, Environmental Justice and related authorities.
13. Provide training for public involvement staff to build, enhance, and broaden public involvement techniques.
14. Develop and implement outreach activities tailored to engage low-income and/or minority communities or households. Key activities include partnering with regional agencies that advocate for and/or provide services for traditionally underserved persons and creating a community impact assessment tool.
15. Provide staff support for the Citizen Transportation Advisory Committee (CTAC). This includes providing information about MPO processes, coordinating and facilitating meetings, developing meeting materials, responding to questions as necessary.
16. Provide translation and/or interpreter services on an as-requested basis.
17. Meet with community groups from varied sectors and with varied interests to provide information about the HRTPO's primary purpose and functions and gather input on key issues, programs, and activities they feel are critical.
18. Provide and/or facilitate training for HRTPO staff and CTAC members to enhance public involvement efforts.
19. Revamp and refine the Citizen Transportation Advisory Committee.
20. Assess the region's transportation investments relative to the needs of disadvantaged populations, including but not limited to low income and minority populations.

21. Enhance and refine the current Title VI/Environmental Justice methodology used to identify Title VI/Environmental Justice communities as well as the benefit/burden analyses (including conducting a broad review of environmental justice methodologies by other agencies and investigating potential data sources).
22. Create an expanded Public Involvement Process aimed at addressing potential disparate impacts of transportation planning projects and policies.
23. Investigate the state of accessibility and mobility for disadvantaged populations, with a focus on safety, transit and alternative transportation modes.
24. Refine mechanisms for the ongoing Title VI/Environmental Justice review of the TIP and Long-Range Transportation Plan.
25. Refine mechanisms for the ongoing Title VI/Environmental Justice Methodology as it pertains to the LRTP and TIP. Incorporate Title VI/EJ analysis into individual studies, programs and plans contained in the HRTPO UPWP, such as corridor studies and long-range planning.
26. Revamp the HRTPO Website.
27. Produce a DBE Manual.

C. End Products

1. WE 1 – Citizen Feedback and survey results for development of the 2045 LRTP. Documentation of outreach activities.
2. WE 12 – Updated Title VI and LEP Plans. Response to Title VI complaints, as appropriate. Report to VDOT in accordance with their reporting procedures.
3. WE 14 – Updated Community Impact Assessment Guide.
4. WE 20-21 – Refined HRTPO Title VI/EJ Benefits and Burdens Methodology.
5. WE 26 – Redesigned HRTPO Website.
6. WE 27 – DBE Manual.

D. Schedule

1. WE 1-11 – Ongoing
 2. WE 12 – Third Quarter
 3. WE 13 – Ongoing
 4. WE 14 – Fourth Quarter
 5. WE 15-25 – Ongoing
 6. WE 26-27 – Fourth Quarter
-

E. Participants

HRTPO, HRT, WATA, VDOT, DRPT, FHWA, FTA, CNU, local governments, general public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$295,600	\$35,000		\$330,600

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5.0 Unified Planning Work Program (UPWP)

A. Background

The Unified Planning Work Program (UPWP) is developed each year by the HRTPO, in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), Hampton Roads Transit (HRT), and Williamsburg Area Transit Authority (WATA), to document the regional transportation planning work proposed to be carried out by the HRTPO, HRT, WATA, and VDOT over the next one or two year period. This task provides for the preparation and maintenance of the UPWP.

B. Work Elements (WE)

Work activities include the following:

1. Maintain the current UPWP. Post any revisions to the current UPWP on the HRTPO website, as necessary.
2. Produce the UPWP for the next fiscal year, as follows:
 - a. Review the latest federal and state information and requirements related to UPWP preparation.
 - b. Identify regional planning priorities.
 - c. Prepare work tasks, staff work assignments, schedules, direct costs, and budgets.
 - d. Secure commitments for local funds to match federal planning funds, as necessary.
 - e. Provide opportunities for public review and comment on the draft UPWP document.
 - f. Prepare the final UPWP document.
 - g. Post the final UPWP document on the HRTPO website.

C. End Products

1. WE 1 – Prepare and process amendments and administrative modifications, as necessary, to the approved FY 2018 UPWP.
2. WE 2 – Produce the FY 2019 UPWP document.

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Third or Fourth Quarter

E. Participants

HRTPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other stakeholders

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$39,200	\$13,000		\$52,200

6.0 REGIONAL FREIGHT PLANNING

A. Background

Freight transportation influences every aspect of our daily lives and keeps our industries competitive in the global economy. This is especially true in Hampton Roads, which is not only home to the third largest port on the East Coast but also the home of airports, rail, private trucking, shipping and warehouse distribution facilities, as well as a network of road and rail corridors for the delivery of freight, goods, and services.

There has been a federal emphasis on freight movement, particularly on the integration and connectivity of the transportation system across and between modes. However, in recent years the emphasis on freight planning on the federal level has increased. In 2015, the USDOT released the draft version of the National Strategic Freight Plan. This plan describes the freight transportation system, assesses the various barriers to improvement, and highlights strategies to help support the freight transportation system through improved planning, dedicated funding streams, and innovative technologies. The plan also includes a Multimodal Freight Network (MFN) that encompasses not only highways but also the local roads, railways, navigable waterways, pipelines, key seaports, airports, and intermodal facilities necessary for the efficient and safe movement of freight.

In addition, the FAST Act establishes both formula and discretionary grant programs to fund critical transportation projects that would benefit freight movements. This provides a dedicated source of Federal funding for freight projects for the first time.

Regional Freight Study

Due to the importance of freight movement in the regional transportation system, HRTPO staff prepares the *Hampton Roads Regional Freight Study* on a regular basis. The Regional Freight Study includes an analysis of foreign and domestic freight movement to, from, and within Hampton Roads for all transportation modes by weight and value for existing and future conditions. It also includes an analysis of the movement of trucks both within Hampton Roads as well as through the gateways of the region, and identifies locations with high truck delay levels. HRTPO staff prepared the first Intermodal Management System (IMS) report in 1996, with updates to the IMS/Regional Freight Study released in 2001, 2007, 2012, and 2017. The Regional Freight Study is generally updated in conjunction with the development of the Long-Range Transportation Plan.

Maintaining Databases of Freight Data

In order to support both the Regional Freight Study and other HRTPO freight planning and performance management efforts, HRTPO staff maintains a number of databases and shapefiles. These include regional truck volume data collected by VDOT, freight volumes and characteristics handled by the Port of Virginia, and freight levels at competing East Coast ports.

Prioritizing Projects that Improve Freight Movement

Freight movement is accounted for in the HRTPO Project Prioritization Tool, which is used in the selection of projects for inclusion in the Long-Range Transportation Plan.

Freight Transportation Advisory Committee (FTAC)

In 2009, the HRTPO created the Freight Transportation Advisory Committee (FTAC), a body comprised of freight experts from public agencies and private companies. According to HRTPO bylaws, the purpose of the FTAC is to 1) “advise the HRTPO Board on regional freight transportation requirements”, and 2) “conduct public outreach activities that help HRTPO efforts to explain and help raise awareness of the importance of freight transportation to the region and to collect region-wide public input on these matters.”

The FTAC has a number of accomplishments, including producing a video – “A Region United” – that presents the importance of freight, co-sponsoring the Virginia Freight Transportation Summit, and assisting HRTPO staff with the Regional Freight Study and freight aspects of the Project Prioritization Tool and the 2040 LRTP. The FTAC also requested and assisted with the *Economic Assessment of Tolls on Freight Transportation in the Hampton Roads Region* study that was completed in 2015.

B. Work Elements (WE)

Work activities include the following:

1. Freight Transportation Advisory Committee (FTAC)

Virginia Port Authority (VPA) staff will administer the day-to-day operations of the Freight Transportation Advisory Committee (FTAC), including preparation of agendas, note taking during meetings and preparation of minutes, etc.

HRTPO staff will advise VPA staff regarding HRTPO procedures; post FTAC documents to the HRTPO website; forward FTAC information and recommendations to the HRTPO Board; and prepare technical research and analysis for the FTAC, as necessary.

2. Measure freight performance by:

- Obtaining regional truck data collected by VDOT and update databases and shapefiles.
- Tracking freight volumes and characteristics handled by the Port of Virginia, and freight levels at competing East Coast ports.

3. Assist the Port of Virginia and other local, state, and federal agencies with their freight planning efforts.

4. Freight Performance Measures and Targets – Work related to FAST Act freight performance measures and targets is included under Task 3.0 – Performance Management.

5. Truck Delay Impacts of the 2040 Long-Range Transportation Plan and Regional Priority Projects

In September 2013, HRTPO staff completed the Existing and Future Truck Delay in Hampton Roads study, which used the new truck component and time-of-day capability of the regional travel demand model to forecast truck volumes and congestion to be faced by trucks in the next 20 years. In June 2015, HRTPO staff completed the Truck Delay Impacts of Key Planned Highway Projects in Hampton Roads study that expanded previous truck delay studies, measuring future truck delay impacts in the next 20 years for six key planned highway projects. Within this study, each key planned highway project was tested individually, but not as an entire system.

This study – which was initiated in FY 2017 – utilizes the truck component of the regional travel demand model to estimate system-wide truck delay impacts of all of planned highway projects anticipated to be in place in 20 years. It includes all transportation projects contained in the 2040 Long-Range Transportation Plan and Regional Priority Projects that are currently under the purview of the Hampton Roads Transportation Accountability Commission (HRTAC). These results will show both strengths and weaknesses of the future highway network, which will form a baseline for freight planning for the 2045 LRTP.

6. Geography of Truck Movements in Hampton Roads

Staff plans two related efforts toward identifying the location of truck movements in the region:

A. Origins and Destinations of Trucks Using Key Highway Facilities

As part of the long-range transportation planning process, HRTPO has produced maps showing the existing and projected origins and destinations of trips using the regional travel demand model. These maps, which reflect major facilities such as the bridges and tunnels throughout the region, have been used to graphically display origin-destination patterns and assist with the prioritization of regional projects.

In addition, staff has also recently obtained access to Streetlight data through VDOT's contract. Streetlight provides, among many other things, origin-destination information on trips, including those made by trucks.

This study will build on these maps by differentiating trips by trip mode and type at major facilities (such as the High Rise Bridge, HRBT, etc.) using the freight component of the regional travel demand model and/or Streetlight data. This will help HRTPO and the Port of Virginia with future freight planning efforts.

B. Highways Used by Port Trucks

HRTPO staff awards points—via the HRTPO Project Prioritization Tool—to those projects which “increase access to port facilities”. Not having data on the routes that port trucks take to and from port facilities, staff, to-date, has awarded these points using assumed impact of projects on access.

To remedy this situation, HRTPO staff has acquired GPS-based truck movement data for Hampton Roads gathered by the American Transportation Research Institute (ATRI), part of the American Trucking Associations Federation. Staff plans to use this data, along with Streetlight, to determine local highway segments frequented by trucks moving to and from the state ports in Hampton Roads. Following this analysis, HRTPO staff can base the awarding of points to those projects that “increase access to port facilities” on this actual truck movement data. As a result, the HRTPO Board will be able to better promote projects which help one of the three main economic engines of Hampton Roads – the Port.

C. End Products

1. WE 1 – FTAC – Documentation of technical research and analysis activities as requested
2. WE 2 – Updated freight databases and GIS shapefiles
3. WE 3 – Freight planning products, as requested
4. WE 5 – Truck Delay Impacts of the 2040 Long-Range Transportation Plan and Regional Priority Projects final report
5. WE 6 – Geography of Truck Movements in Hampton Roads final report

D. Schedule

1. WE 1 – As necessary
2. WE 2 – Ongoing
3. WE 3 – Ongoing
4. WE 5 – Second Quarter
5. WE 6 – Second Quarter

E. Participants

HRTPO, FTAC, VDOT, Localities, VPA, Navy, FHWA, Private Freight Stakeholders

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$99,700			\$99,700

7.0 SAFETY, SECURITY PLANNING, AND RESILIENCY PLANNING

A. Background

The FAST Act and Federal regulations state that the metropolitan planning process shall provide for consideration and implementation of projects, strategies, and services that will address the following factors related to safety and security:

- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users

In addition, a new planning factor was created under the FAST Act related to system resiliency and reliability.

Safety Planning

HRTPO staff maintains a database and GIS shapefile of crashes throughout the region to support regional safety planning efforts, including the *Regional Safety Study* and usage of the Project Prioritization Tool. This crash database and shapefile is updated by HRTPO staff annually using VDOT and DMV raw crash data.

HRTPO staff supports VDOT and DMV in their safety planning efforts. This includes participating on safety-related committees such as the Strategic Highway Safety Plan (SHSP) steering committee, safety emphasis area teams, and the Traffic Records Coordinating Committee (TRCC). HRTPO also participates on Road Safety Audits (RSAs) conducted by VDOT and the localities (and their consultants) as requested.

The first Hampton Roads *Regional Safety Study* was released in 2004, and an update was released in 2013/2014. The Regional Safety Study includes information on regional crash data and trends, a detailed analysis of the locations of crashes, and an analysis of high crash locations with crash countermeasures. The Regional Safety Study will be updated in future years in conjunction with the Long-Range Transportation Plan.

In FY 2016 and 2017, the HRTPO followed up on the *Regional Safety Study* by preparing the *Hampton Roads Active Transportation Safety Study*. This study examined safety issues related to walking and bicycling, including determining the location of active transportation crashes throughout the region.

Security Planning

The security planning aspect of this task primarily entails HRTPO staff analysis and recommendations associated with the transportation components of local, state, and federal hurricane evacuation studies and plans. Note that the bulk of the regional emergency preparedness planning is funded outside the HRTPO UPWP and conducted by Hampton Roads Planning District Commission (HRPDC) staff.

Resiliency Planning

The resiliency planning aspect of this task primarily includes HRTPO staff work associated with climate change/sea level rise planning. This planning largely began in FY 2015, when staff completed the *Hampton Roads Military Transportation Needs Study: Roadways Serving the Military and Sea Level Rise/Storm Surge* report. This report expanded upon work and methodologies developed by HRPDC and the Virginia Institute of Marine Science (VIMS) by identifying military roadway segments vulnerable to submergence. Additionally, submergence of other local roadways that provide access to and from the “Roadways Serving the Military” which may be vulnerable to flooding were identified.

HRTPO expanded on this effort in FY 2016 with the *Sea Level Rise and Storm Surge Impacts to Roadways in Hampton Roads* study. HRTPO staff partnered with HRPDC staff to conduct a vulnerability analysis for potential sea level rise/storm surge impacts to regional roadways by 2045 (next Long-Range Transportation Plan horizon year). This report includes a methodology for incorporating sea level rise and storm surge impacts to roadways into the HRTPO Long-Range Transportation Plan Project Prioritization Tool. Furthermore, it contains adaptation strategies, design considerations, best practices, and lessons learned from other coastal regions that are also vulnerable to sea level rise and storm surge.

HRTPO staff also participates on a number of committees related to planning for sea level rise and climate change. These committees currently include HRPDC’s Coastal Resiliency Committee, and the Joint Land Use Studies (see Task 9.3). HRTPO staff also provides assistance to other stakeholders in their climate change and sea level rise planning efforts, such as the USDOT Hampton Roads Climate Impact Quantification Initiative, local and statewide universities and VIMS.

B. Work Elements (WE)

Safety

1. Update crash databases and GIS shapefiles using the previous year’s VDOT and DMV raw crash data.
2. Assist VDOT with the implementation of the 2017 Strategic Highway Safety Plan (SHSP) update. This will include participating on the SHSP steering committee, attending SHSP workshops, and participating in safety emphasis area groups.
3. Participate on safety-related committees such as DMV’s Traffic Records Coordinating Committee (TRCC).
4. Assist VDOT and localities with Road Safety Audits (RSAs) as requested.
5. Safety Performance Measures and Targets – Work related to FAST Act safety performance measures and targets is included under Task 3.0 – Performance Management.

Security

6. Provide transportation/emergency management analysis for updates to VDOT's "Hurricane Lane Reversal Plan" as those updates occur.
7. Provide transportation/emergency management recommendations to VDEM for its work, including the Regional Catastrophic Planning Team (RCPT) effort.
8. Provide transportation recommendations to the Virginia Center for Transportation Innovation and Research (VCTIR) for its evacuation analyses, as those analyses occur.

Resiliency

9. Participate on committees related to planning for sea level rise and climate change. These committees currently include the Hampton Roads Sea Level Rise Intergovernmental Planning Pilot Project Infrastructure Working Group, HRPDC's Coastal Resiliency Committee, and the Joint Land Use Study (JLUS) for Joint Base Langley-Eustis (JBLE) Technical Advisory Group.
10. Provide assistance to other stakeholders in their climate change and sea level rise planning efforts, such as the USDOT Hampton Roads Climate Impact Quantification Initiative, local and statewide universities and VIMS.

C. End Products

1. WE 1 – Updated crash databases and GIS shapefiles
2. WE 4 – Road Safety Audit Project reports by VDOT, localities, or their consultants
3. WE 6 – Written analysis of and recommended improvements to VDOT's "Hurricane Lane Reversal Plan", as updates are issued.
4. WE 7 – Written transportation/emergency management recommendations to VDEM, e.g. for its RCPT effort.
5. WE 8 – Written transportation recommendations to VCTIR for its hurricane analyses, as draft documents are issued.

D. Schedule

1. WE 1 – Ongoing
 2. WE 2 – Ongoing
 3. WE 3 – Ongoing
 4. WE 4 – As needed
 5. WE 6 – As needed
 6. WE 7 – Ongoing
 7. WE 8 – As needed
 8. WE 9 – Ongoing
 9. WE 10 – Ongoing
-

E. Participants

HRTPO, HRPDC, local governments, VDOT, DMV, VDEM, and other interested parties.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$38,200			\$38,200

8.0 MULTIMODAL MOBILITY

A. Background

Multimodal transportation planning involves taking into account a variety of options (roads, public transportation, bicycle and pedestrian facilities, rail, etc.) for providing mobility (the movement of people and goods) and the ways these options are interconnected.

In FY 2018, the Multimodal Mobility task will focus on the following:

- **Regional Public Transit Planning**
 - Work with local transit providers and other stakeholders on strategies to related to public transit.
- **Transportation Connectivity Gap Analysis**
 - Conduct Phase 2 of the Transportation Connectivity Gaps Analysis initiated in FY 2016. Phase 1 focused on a review of planning practices, an assessment of unmet mobility needs and service gaps, and a mobility inventory of the region. Phase 2 will build upon these efforts.
- **On-Demand Ride Services (Ridesourcing)**
 - Complete any unfinished tasks related to On-Demand Ride Services Exploratory Study on the usage and impacts of ridesourcing options like Uber and Lyft initiated in FY 2016.
 - Future research will build on the exploratory study with a more detailed look at the impact of ridesourcing on labor, social equity, the environment, and public policy.
- **Complete Streets**
 - Identify underused vehicular lanes that could be repurposed to enable safe access and travel for users of all travel modes.

B. Work Elements (WE)

Work activities include the following:

1. Respond to research requests from HRTPO Rail and Public Transportation Task Force.
2. Regional Public Transit Planning – HRTPO staff, in coordination with a public transit working group, will determine the scope of the next study in the series as a follow-up to the *Hampton Roads Regional Transit Benchmarking* study completed in FY 2017.

3. Transportation Connectivity Gap Analysis – Phase 2
 - a. Identify connectivity issues and opportunities
 - b. Evaluate and prioritize identified gaps
 - c. Recommendations
4. On-Demand Ride Services (Ridesourcing) – Complete any unfinished tasks related to the On-Demand Ride Services Exploratory Study on the usage and impacts of ridesourcing options like Uber and Lyft initiated in FY 2016.
5. Complete Streets – The goal of Complete Streets is for pedestrians, bicyclists, motorists, transit users, and travelers of all ages and abilities to be able to move along the street network safely. One strategy for implementing complete streets is to repurpose underused vehicular lanes as dedicated or shared bike, transit, or parking lanes.

Proposed tasks for this project include:

- Identify streets in Hampton Roads with:
 - vehicular demand significantly below capacity
 - proximity to land use suited for active transportation and public transit trips
 - Create maps of candidate complete-streets' showing:
 - existing pedestrian, bike, and transit facilities, schools, parks, and land use
 - proposed repurposing
6. Support of Active Transportation (AT) in Hampton Roads:
 - Host monthly webinars of the Association of Pedestrian and Bicycle Professionals (APBP).
 - Maintain the Active Transportation portion of the HRTPO website.
 - Post AT updates on Facebook.
 - Assist VDOT and localities with bicycle and pedestrian planning efforts.

C. End Products

1. WE 1 – Research, as requested.
2. WE 2 – Standard HRTPO report
3. WE 3 – Standard HRTPO report
4. WE 4 – Standard HRTPO report
5. WE 5 – Standard HRTPO report
6. WE 6 – Webinars, website, posts, reports, and maps

D. Schedule

1. WE 1 – As requested.
2. WE 2 – Fourth Quarter.
3. WE 3 – Fourth Quarter.
4. WE 4 – Fourth Quarter.
5. WE 5 - Fourth Quarter
6. WE 6 – Ongoing.

E. Participants

HRTPO, VDOT, DRPT, VDEM, locality staffs, and other federal, state, and local agencies.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$88,100	\$76,000		\$164,100

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9.0 TECHNICAL SUPPORT, RESEARCH, AND SPECIAL STUDIES

9.1 Technical Support, Research, and Coordination

A. Background

Over the course of the fiscal years, event-driven topics often emerge to which HRTPO staff must respond by conducting research and analysis for the HRTPO board. Past examples of such topics have included:

- Unsolicited Public-Private Transportation Act (PPTA) proposals
- Passenger Rail (in response to new federal funding)
- Transit Vision Plan
- Fast Ferry service
- Value Pricing
- Regional Operations Planning

The Federal government has mandated that regional transportation planning be cooperative, continuing, and comprehensive. HRTPO staff regularly coordinates with other agencies in carrying out the metropolitan transportation planning process.

B. Work Elements (WE)

Work activities include the following:

1. Event-Driven Topics
 - a) Define the problem or question that has emerged.
 - b) Research the experience of others in responding to the problem/question.
 - c) Conduct research and analyses of local issues or event-driven topics such as federal and/or state transportation-related policy and legislation, federal, state, and regional transportation funding, and congestion/value pricing.
 - d) Prepare and analyze alternative solutions.
 - e) Recommend actions to the HRTPO board.
2. Assist federal, state, and local governments with projects, as requested. Typical work includes evaluation of PPTA proposals and preparing project level planning studies.
3. Serve on the Project Steering Team and assist the Hampton Roads Transportation Operations Subcommittee (HRTTO) with oversight of the preparation of the Operations Strategy for Hampton Roads.
4. Work with HRTTO, VDOT, and other stakeholders on any modifications or amendments to the Eastern Region ITS Architecture as necessary.

5. Administer Procedures for Closures at River Crossings – monitor usage of procedures established in FY 2014 for operators to follow when closing river crossings, maintain the email list used by operators to notify others of planned closures, update the volumes in the spreadsheet developed for estimating the impact of closures.
6. Regional Highway Projects and Fixed Guideway Evaluations - Evaluations of major regional projects and fixed-guideway transit are ongoing (feasibility studies, Environmental Impact Statement development, etc.). HRTPO staff will participate in these evaluations as needed.
7. Conduct a research scan on how public health outcomes are being incorporated into the transportation planning process.
8. Special Work for TTAC and HRTO – HRTPO staff will conduct analyses requested by TTAC and HRTO. When such analyses do not fall under any other UPWP sections, staff time will be charged to 9.1 Technical Support.

C. End Products

1. WE 1 – Documentation of event driven research and analysis, as necessary.
2. WE 2 – For federal, state, and locality-led initiatives, HRTPO staff will share data and provide written analyses, as requested.
3. WE 6 – For evaluations of major regional projects, HRTPO staff will prepare written comments.
4. WE 7 – Documentation of research scan.
5. WE 8 – For special work for TTAC and HRTO, documentation will be prepared as necessary.

D. Schedule

WE 1-8 – The emerging nature of this work precludes establishment of schedules.

E. Participants

HRTPO, VDOT, DRPT, VDEM, locality staffs, and other federal, state, and local agencies.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$164,800	\$33,000		\$197,800

9.2 Hampton Roads Active Transportation Plan

A. Background

The importance of active transportation to a complete multimodal transportation system has been recognized in federal, state, and local policies. Numerous policies, plans, codes, and regulations support increased focus on active transportation to provide health, low cost, and equitable transportation choices for all users of the regional transportation network.

The Regional Active Transportation Plan (ATP) will be a multi-year effort, culminating in the region's first stand-alone Active Transportation Plan. The project will identify the region's Principal Regional Active Transportation Network. The Network will enable regional active transportation travel, while benefiting local active transportation trips. The Principal Network will be comprised of regional pedestrian and bicycle parkways and paths and pedestrian activity districts. It will be the highest level classification for bicycling and walking facilities in regional transportation plans, and will include both on- and off-street bicycling and walking facilities. The Principal Network will encourage walking, bicycling, and taking transit by providing safe, comfortable, efficient, and environmentally-friendly ways to get around the region without a car.

B. Work Elements (WE)

Planned multi-year tasks include:

1. In collaboration with the Pedestrian and Bicycle Advisory Committee (PABAC), develop guiding principles and criteria for evaluating network alternatives that include equity, health, safety, economic vitality, accessibility, and mobility—consistent with the LRTP—using the principles in the existing AT component of the HRTPO Project Prioritization Tool as a starting point.
 2. Using the above criteria:
 - a. Identify the Principal Regional Active Transportation Network, integrating walking, bicycling, and public transportation and creating a contiguous network or on- and off-street regional pedestrian and bicycle parkways and paths connecting the region.
 - b. Recommend, as needed, adjustments to the AT component of the Prioritization Tool.
 3. Given the above development of a Principal Network, use best practices from other pedestrian, bicycle, and transit plans to develop regional Active Transportation Policies, Performance Targets, and Design Standards that will assist localities in updating existing local policies, performance targets, and design concepts.
 4. Use the AT component of the Project Prioritization Tool to prioritize projects. Develop an implementation plan (including a funding strategy) that clearly articulates state, regional, and local roles and responsibilities.
-

5. Compile reports produced under Work Elements 1-4 into a final report.

C. End Products

1. WE 1 – Standard HRTPO report
2. WE 2 – Standard HRTPO report
3. WE 3 – Standard HRTPO report
4. WE 4 – Standard HRTPO report and project list for the LRTP
5. WE 5 – Standard HRTPO report combining reports for WE 1-4 above

D. Schedule

1. WE 1 – FY 2017
2. WE 2 – FY 2017 or FY 2018
3. WE 3 – FY 2018
4. WE 4 – FY 2018 or FY 2019
5. FY 2019.

E. Participants

HRTPO, VDOT, locality staffs, transit agencies, and the public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$35,300	\$24,000		\$59,300

9.3 Hampton Roads Region – Joint Land Use Study Assistance

A. Background

The HRPDC has received a grant to work on a Joint Land Use Study (JLUS) for U.S. Navy installations located within the Cities of Portsmouth and northern Chesapeake. The JLUS will be a community-driven, cooperative, strategic planning process among the Cities of Portsmouth and Chesapeake, the Commonwealth of Virginia, and the seven naval facilities. The goal of the JLUS is to encourage local governments to implement measures that prevent the introduction of incompatible civilian development that may impair the continued operational utility of the military facilities, and to preserve and protect the public health, safety, and welfare of those living near an active military installation.

Navy facilities face several encroachments and other impacts from the surrounding area, including congestion and other transportation issues, noise, dust, and construction impacts. In addition, the Hampton Roads area is susceptible to frequent nuisance and storm flooding, which negatively impacts military operations by obstructing access and damaging local infrastructure on which military facilities rely. This JLUS will focus on identifying specific conditions, including congestion, incompatible land uses, recurrent flooding, coastal storms, and erosion, outside of the military footprint that have the potential to adversely impact Navy operations in Hampton Roads.

HRTPO staff plans to complete the transportation section of the Portsmouth/Chesapeake JLUS in coordination with the HRPDC staff, private consultants, local military, and other regional stakeholders. The proposed timeline for the JLUS is 24 months so work on this project will extend into FY2019.

In addition, HRTPO staff will provide assistance as requested with other JLUS studies that are ongoing or planned for the region. These JLUS efforts include Fort Eustis, Hampton/Langley, and Norfolk/Virginia Beach.

A. Work Elements (WE)

Work activities may include the following:

1. Portsmouth/Chesapeake JLUS
 - a. Coordinate with local military, HRPDC staff, private consultants, Chesapeake and Portsmouth staff, and other transportation stakeholders.
 - b. Determine existing and projected roadway congestion levels within the study area.
 - c. Highlight major transportation projects in the study area.
 - d. Evaluate access to military facilities.
 - e. Review rail operations and transit service.
 - f. Evaluate parking issues.
 - g. Evaluate military waterway utilization and/or conflicts.
 - h. Determine flooding impacts to roadways within the study area.

2. Other JLUS efforts (Fort Eustis, Hampton/Langley, and Norfolk/Virginia Beach)
 - a. Participate in meetings and provide technical support as needed.

B. End Products

1. WE1 – Final report documenting transportation section work elements for the Portsmouth/Chesapeake JLUS.

D. Schedule

1. WE 1 – Portsmouth/Chesapeake JLUS - FY2019
2. WE 2 – Other JLUS efforts – As needed

E. Participants

HRTPO, HRPDC, Portsmouth, Chesapeake, VDOT, FHWA, Private Consultants and Military Stakeholders.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	DOD	TOTAL
HRTPO	\$28,000		\$68,331	\$96,331

9.4 Route 58 Corridor Study

A. Background

In 2016, the Hampton Roads Metropolitan Planning Area (MPA) was expanded to include the portions of the City of Franklin and Southampton County that lie east of U.S. Route 258. Associated with the MPA expansion, the HRTPO committed to addressing concerns of Franklin and Southampton County regarding the ability of Route 58 to continue to serve as a major corridor for the movement of people and freight between the Hampton Roads region and Interstate 95 by conducting a corridor study along Route 58 from the eastern end of the Suffolk Bypass to I-95.

U.S. Route 58 is a Corridor of Statewide Significance – a major commercial corridor to and from Hampton Roads via I-95, I-85, and points west. It serves as a major truck route in and out of Hampton Roads, particularly from the Port of Virginia to western Virginia, North Carolina and points south.

The purpose of this corridor study is to serve as a planning level document that will include a review and analysis of traffic characteristics along the corridor – taking into account safety, access management, capacity, hurricane evacuation and freight movement. The study will examine existing conditions and forecast conditions for the year 2045. It is expected the study will develop a set of recommendations to address deficiencies along with planning level cost estimates.

This study will be conducted in coordination with VDOT and its on-call consultant.

B. Work Elements (WE)

1. Conduct kickoff meeting(s) to identify and engage stakeholders in the development of a study scope and the role and responsibilities of the study team.
2. Identify deficiencies and recommendations (including planning level cost estimates) for improvements covering, but not limited to: existing conditions, safety (crash rates, geometrics and level of service), capacity, land use, future conditions, access management, freight, hurricane evacuation, structures and other topics that require assessment to ensure the corridor continues to be a safe and efficient facility for the movement of people and goods into and out of the region.

C. End Products

1. WE 1 – Detailed study scope of work.
2. WE 2 – Report

D. Schedule

1. WE 1 – First Quarter, FY 2018
2. FY 2019

E. Participants

HRTPO, HRTAC, VPA, VDOT, Franklin, Southampton County, Suffolk, Isle of Wight County, VDOT Consultant.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	SPR	TOTAL
HRTPO	\$22,000		\$225,000	\$247,000

9.5 Regional and Local Planning Implications of Connected and Automated Vehicles

A. Background

One of the HRTPO core functions is producing a fiscally-constrained Long-Range Transportation Plan (LRTP). The 2040 LRTP was approved by the HRTPO Board in 2016, and staff has begun the planning process for the 2045 LRTP.

By 2045, transportation will likely be very different than it is today. One of the most significant changes will involve the use of connected and automated (or autonomous) vehicles. Connected vehicles are vehicles that use any of a number of communication technologies to communicate with the driver, other vehicles on the road (also known as vehicle-to-vehicle communication), roadside infrastructure (also known as vehicle-to-infrastructure communication), or the internet. Automated vehicles – which are also referred to as self-driving vehicles – are vehicles that transport people and goods without direct driver input to control the steering, acceleration, and braking and are designed so that the driver does not need to constantly monitor the roadway.

Connected and automated vehicles are expected to provide a number of benefits, including:

- increasing the capacity of the existing transportation system
- improving safety
- increasing mobility of non-drivers such as the elderly and the disabled, and
- allowing travelers to be more productive.

There are currently an number of several issues and unknowns regarding connected and automated vehicles, including:

- the security and privacy of the system,
- funding needed for new transportation infrastructure (especially on the local level)
- the operation of the transportation system when the vehicle fleet is a mix of non-automated, semi-automated, and fully-automated vehicles
- how they will impact vehicle ownership levels
- public transportation usage
- land use planning, and
- how they will impact important facets of the regional economy such as the shipping industry.

This study, which was initiated in FY 2017, will examine the regional and local planning implications of connected and automated vehicles in Hampton Roads, and address many of the benefits, issues, and unknowns addressed above.

B. Work Elements (WE)

Work activities may include the following:

1. Introduce the concept of connected and automated vehicles.

2. Describe the benefits, impacts, and unknowns related to connected and automated vehicles.
3. Detail national and statewide efforts to address connected and automated vehicles, and any efforts made by other MPOs throughout the country.
4. Model various scenarios, such as the impacts of increased capacity on the regional roadway network.
5. Develop recommendations for how the HRTPO and localities should account for connected and automated vehicles in the planning process.

C. End Products

Regional and Local Planning Implications of Connected and Automated Vehicles final report.

D. Schedule

First Quarter

E. Participants

HRTPO, VDOT, TTAC, Localities, HRTTO, VTRC.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL			TOTAL
HRTPO	\$49,300			\$49,300

9.6 Hampton Roads Regional Bridge Study Update

A. Background

Bridges are a prominent part of the Hampton Roads landscape. Because of the importance of bridges to the regional transportation system and concerns about the condition and funding of bridges, the Hampton Roads Transportation Planning Organization began analyzing regional bridges in 2007. The 2008 *Hampton Roads Regional Bridge Study* provided the first regional analysis of bridges and included bridge inspections and ratings, sufficiency ratings, deficient bridges, bridge funding and projects, and the impacts that the closure of major bridges would have on Hampton Roads travel patterns.

In 2012, HRTPO staff prepared an update of the *Hampton Roads Regional Bridge Study*. This 2012 study provided an updated analysis of bridge characteristics and conditions, and included an analysis of the anticipated cost of sustaining bridge connections in Hampton Roads through the year 2040 for the first time.

In FY 2018, HRTPO staff will prepare another update to the *Hampton Roads Regional Bridge Study* which will include similar work elements to those included in the 2012 study.

B. Work Elements (WE)

Work activities include the following:

1. Gathering bridge data from VDOT and FHWA.
2. Updating background information from the previous Regional Bridge Studies.
3. Analyzing bridge characteristics and conditions in Hampton Roads, and comparing bridges in Hampton Roads with those in other similar metropolitan areas.
4. Updating the analysis of the anticipated cost of sustaining bridge connections in Hampton Roads through the upcoming long-range transportation plan horizon period (2045).
5. Preparing a report documenting the analysis.

C. End Products

Hampton Roads Regional Bridge Study final report.

D. Schedule

Third Quarter

E. Participants

HRTPO, VDOT, localities, and other federal, state, and local agencies.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$60,000			\$60,000

9.7 Analyzing and Mitigating the Impact of Tolls at the Midtown and Downtown Tunnels – 2018 Update

A Background

The Midtown and Downtown Tunnels have been two of the most congested facilities in the Hampton Roads area of Virginia. Traffic queues nearly four miles long were daily occurrences at both facilities during the peak travel periods. To relieve this congestion, construction began in 2012 of an additional two-lane tube at the Midtown Tunnel, rehabilitation of the Downtown Tunnel and the original Midtown Tunnel, and an extension to Martin Luther King (MLK) Freeway. In order to finance the project – which is expected to be completed in 2017 – tolling began at the Midtown and Downtown Tunnels on February 1, 2014.

In relation to this construction project, HRTPO staff prepared the *Analyzing and Mitigating the Impact of Tolls at the Midtown and Downtown Tunnels* report. The goal of the study, approved by the HRTPO Board in June 2015, was to compare traffic and transit conditions before and after tolls were implemented at the Midtown and Downtown Tunnels to discover the impact of tolling these facilities on the regional transportation system. In order to achieve this goal, HRTPO staff analyzed:

- Projected traffic impacts (via the Hampton Roads Travel Demand Model)
- Traffic volume impacts
- Impacts on traffic queues and queue clearance times
- Impacts on segment travel times and speeds
- Public transportation impacts

The 2015 study included a post-tolling analysis of traffic conditions prior to the full completion of the construction project. The new Midtown Tunnel, MLK Extension and Downtown Tunnel Rehabilitation have been completed and the rehabilitation of the original Midtown Tunnel is anticipated to be completed in 2017.

The goal of the FY2018 study is to perform a similar analysis of travel conditions conducted in the FY2015 study to discover the post-construction travel impacts.

A. Work Elements (WE)

Work activities may include the following:

- Determine traffic volume impacts:
 - A. Weekday volumes
 - B. Peak and off-peak period volumes
 - C. Weekend volumes
 - D. Truck Volumes
- Determine Traffic Queues and Queue Clearance Times using in-vehicle travel runs.

- Collect photographs and videos of traffic conditions in the study area.
- Determine impacts on segment travel times and speeds using INRIX travel time/speed data.
- Determine public transportation impacts for key routes in the study area.

B. End Products

Analyzing and Mitigating the Impact of Tolls at the Midtown and Downtown Tunnels – 2018 Update final report.

C. Schedule

Fourth Quarter

D. Participants

HRTPO, Norfolk, Portsmouth, Chesapeake, VDOT, FHWA, ERC and the public.

E. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CMAQ	TOTAL
HRTPO	\$60,000			\$60,000

9.8 Hampton Roads Crossing Study Components Analysis

A. Background

During the HRTPO Board Meeting on October 20, 2016, the Board unanimously voted to recommend Alternative A of the alternatives presented in the draft Hampton Roads Crossing Study (HRCS) Supplemental Environmental Impact Statement (SEIS) to the Commonwealth Transportation Board (CTB) as the Region's Preferred Alternative. As part of the same action, the HRTPO Board also requested that the Hampton Roads Transportation Accountability Commission (HRTAC) allocate up to \$7 million toward the cost of further study of the HRCS-SEIS components not included the Preferred Alternative – specifically the I-564/I-664 Connectors, I-664 widening from the I-64/I-264/I-664 interchange at Bowers Hill to the I-64/I-664 interchange in Hampton, including the Monitor-Merrimac Memorial Bridge-Tunnel (MMMBT), and the Virginia Route 164/164 Connector, and to include these projects in the Hampton Roads 2040 Regional Transportation Vision Plan. The HRTAC, at its meeting on October 20, 2016, passed a resolution approving up to \$7 million from the Hampton Roads Transportation Fund (HRTF) for this study.

On December 7, 2016, the CTB passed a resolution that the location of the HRCS SEIS project be approved as presented under Alternative A in the Draft SEIS. The CTB further directed VDOT to work with the HRTPO, HRTAC, and other partners to advance separate studies resolving access issues around Craney Island for the I-564/I-664 Connectors, I-664/MMMBT, and VA-164/164 Connector.

As its meeting on January 19, 2017, the HRTPO Board authorized and directed HRTPO staff to initiate the study and work with VDOT, HRTAC, and other partners to develop a Memorandum of Understanding (MOU) supporting studies on how to move forward with the remaining segments of the SEIS and the Bowers Hill Interchange.

B. Work Elements (WE)

Specific work elements to be determined following development of the MOU.

C. End Products

To be determined.

D. Schedule

To be determined.

E. Participants

HRTPO, VDOT, HRTAC, impacted localities, US Army Corps of Engineers, US Navy, VAP, private consultants

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	HRTF	TOTAL
HRTAC			\$7,000,000	\$7,000,000

9.9 Isle of Wight County Comprehensive Plan Update: Transportation Component

1. Background

In 2017, Isle of Wight will start preparing an update to the County's comprehensive plan. State law dictates that each comprehensive plan must include a transportation element that identifies a system of transportation infrastructure needs and recommendations that support the planned development of the territory covered by the plan, including — as appropriate, but not be limited to — roadways, bicycle accommodations, pedestrian accommodations, railways, bridges, waterways, airports, ports, and public transportation facilities.

Isle of Wight County has requested that HRTPO staff provide assistance in preparing the transportation component of the plan in FY 2018.

2. Work Elements (WE)

Work activities include the following:

1. Analysis of existing traffic conditions.
2. Analysis of future (2040) traffic conditions.
3. Identification of current and future congestion levels.
4. Update of transportation needs analysis and prioritization for conformance with VTRANS 2040, as well as trip generation projections and associated materials for VDOT's review and approval of land use changes as needed, possibly including, but not limited to, a 527 study. Additionally, inclusion of Corridors of Statewide Significance and Six-Year Improvement Program (SYIP) information.
5. Review, prioritization, and inclusion of information from other local planning efforts, such as the Brewer's Neck Corridor Study, Countywide Transportation Master Plan, Route 17 Corridor Master Plan, Route 58 Master Plan, and the Pedestrian and Bicycle Master Plan.
6. Recommendations for any transportation improvements.

3. End Products

Isle of Wight Comprehensive Plan Update (Transportation section).

D. Schedule

Fourth Quarter

E. Participants

HRTPO, HRPDC, Isle of Wight County, and VDOT.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$60,000			\$60,000

9.10 Route 460 Safety Study

A. Background

The U.S. Route 460 corridor is one of the primary routes into and out of the Hampton Roads region and is a significant route for freight traffic. This study will evaluate existing and forecasted conditions along Route 460 between the City of Suffolk and the Town of Windsor to determine the corridor's ability to continue to function safely and efficiently. The study will identify operational issues at key locations along the corridor and, if applicable, provide implementable solutions including preliminary cost estimates.

B. Work Elements (WE)

Work activities include the following:

1. Establishment of a working group/task force consisting of participants from VDOT, HRTPO, Suffolk, Isle of Wight County, and others as needed.
2. Development of detailed scope of work.
3. Data collection, compilation, and forecasting. Synthesizing background information related to traffic operations, crash data, environmental concerns, bicycle and pedestrian accommodations, median separation, and access management.
4. Comprehensive assessment of the traffic operations in the corridor including safety, capacity, and freight movement.
5. Identification of operational problems at key locations along the corridor and recommendations on implementable solutions including preliminary cost estimates.

C. End Products

Detailed report produced in accordance with industry standards for corridor safety study development and the VDOT Traffic Operations and Safety Analysis Manual.

D. Schedule

Report to be completed by the Fourth Quarter.

E. Participants

HRTPO, VDOT, Isle of Wight County, Suffolk, VDOT Consultant

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	SPR	TOTAL
HRTPO	\$25,000			\$25,000
VDOT			\$125,000	\$125,000

10.0 HRTPO ADMINISTRATION

A. Background

This task accounts for the administrative support necessary for the maintenance of the Hampton Roads Transportation Planning Organization (HRTPO) processes.

Under the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991, the planning and programming responsibilities of metropolitan planning organizations were significantly increased – becoming broader and more comprehensive. Most of the new requirements were continued and others were added or expanded in the *Transportation Equity Act for the 21st Century (TEA-21)*, signed into law on June 9, 1998; as well as the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, signed into law on August 10, 2005; *Moving Ahead for Progress in the 21st Century (MAP-21)*, signed into law on July 6, 2012; and the current federal transportation act, *Fixing America's Surface Transportation (FAST) Act*, signed into law on December 4, 2015.

The FAST Act, like the previous federal transportation acts, charges the HRTPO with developing transportation plans and programs that provide for transportation facilities and services that function as an intermodal system. The process for developing these plans and programs is commonly referred to as the 3-C Process. The 3-C Process requires that a Continuing and Comprehensive transportation planning process be carried out Cooperatively by states and local governments.

The HRTPO Board has recognized the importance of proactively advising state and national legislators regarding developing legislation related to transportation. The Board created the Legislative Ad-hoc Committee in January 2010 to focus on legislative issues and advise the Board. HRTPO staff monitors developing legislation and works to keep the Board well-informed with regard to potential impacts of such legislation.

Work under this task includes preparation of agendas, minutes, and other materials associated with meetings of the HRTPO Board and its advisory committees, as well as staff participation in such meetings.

B. Work Elements (WE)

Work activities include the following:

1. Administration of PL, SPR, and Section 5303 grants.
2. Administration of pass-through agreements with Hampton Roads Transit (HRT) and Williamsburg Area Transit Authority (WATA.)
3. Monitoring and providing HRTPO Board briefings on developing and approved federal and state legislation related to transportation.
4. Preparation of an Annual Legislative agenda for submission to the General Assembly.

5. Preparation of a summary of pre-filed General Assembly legislation.
 6. Preparation of a summary of approved General Assembly legislation.
 7. Coordination of HRTPO attorney comments and recommendations on legislation.
 8. Preparation of quarterly and annual financial reports and summaries of progress during the fiscal year.
 9. Preparation of intergovernmental reviews, as necessary.
 10. HRTPO staff training – may include technical training as well as participation in workshops and conferences.
 11. HRTPO participation in statewide and national organizations including the Virginia Association of Metropolitan Planning Organizations (VAMPO) and the Transportation Research Board (TRB).
 12. HRTPO participation in meetings of the Commonwealth Transportation Board (CTB).
 13. Updating and revising the HRTPO Board Member Handbook, as necessary.
 14. Preparation of agendas, minutes, and associated materials for HRTPO Board meetings.
 15. Preparation of agendas, minutes, and associated materials for meetings of HRTPO advisory committees and subcommittees, including the following:
 - a) Transportation Technical Advisory Committee (TTAC)
 - b) Transportation Advisory Committee (TAC)
 - c) Citizen Transportation Advisory Committee (CTAC)
 - d) Freight Transportation Advisory Committee (FTAC) – administrative work to be performed by Virginia Port Authority and HRTPO staffs
 - e) Legislative Ad-Hoc Committee
 - f) Transportation Programming Subcommittee (TPS)
 - g) Hampton Roads Transportation Operations (HRTO) Subcommittee
 - h) Long-Range Transportation Plan (LRTP) Subcommittee
 - i) Passenger Rail and Public Transportation Task Force
 - j) TRAFFIX Oversight Subcommittee (TOS) – administrative work to be performed by TRAFFIX and HRTPO staffs
 16. Participation in technical committees led by federal, state, and local governments. These include, but are not limited to:
 - a) Transportation Research Board (TRB) committees
 - b) System Operations Research Advisory Committee (SORAC)
 - c) Transportation Planning Research Advisory Committee (TPRAC)
 - d) Regional Concept for Transportation Operations – Traffic Incident Management (RCTO-TIM) Committee
-

17. Participation on advisory committees, as appropriate.
18. Coordination of orientation and other training for HRTPO Board members and members of advisory committees.
19. Provision of interagency coordination and attending meetings of local governments, local transit operators, and state transportation departments, as well as other agencies, as appropriate.

C. End Products

1. WE 1 – Processed and signed PL, Section 5303, and SPR agreements
2. WE 2 – Processed and signed pass-through agreements
3. WE 3 – Presentation to HRTPO Board, as necessary
4. WE 4 – Annual Legislative Agenda
5. WE 5 – Summary of pre-filed General Assembly legislation
6. WE 6 – Summary of approved General Assembly legislation
7. WE 8 – Quarterly and annual financial and progress reports delivered to VDOT
8. WE 13 – Updates to the HRTPO Board Member Handbook, as necessary
9. WE 14 – Agendas, minutes, and associated materials for monthly HRTPO Board meetings
10. WE 15 – Agendas, minutes, and associated materials for meetings of advisory committees and subcommittees

D. Schedule

1. WE 1 – Grant agreements are generally processed one to two months prior to the beginning of the next state fiscal year
2. WE 2 – Pass-through agreements are generally processed one to two months prior to the beginning of the next federal fiscal year
3. WE 3 – Ongoing
4. WE 4 – Second Quarter
5. WE 5 – Third Quarter
6. WE 6 – Third Quarter
7. WE 7 - Ongoing
8. WE 8 – Quarterly
9. WE 9-13 – Ongoing
10. WE 14 – Monthly
11. WE 15 – As needed
12. WE 16-19 – Ongoing

E. Participants

HRTPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other state and federal agencies.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$675,815	\$49,549	\$	\$725,364

11.0 PLANNING BY TRANSIT AGENCIES

11.1 TDCHR Performance Monitoring and Evaluation

A. Background

The Transportation District Commission of Hampton Roads (TDCHR) is required to meet the demands for public transportation in an effective and efficient manner. The collection of information related to ridership and service efficiencies supports the evaluation of services that, in turn, supports the modification and improvement of existing services and supports the implementation of new services.

B. Work Elements (WE)

The Scope of Work for this project includes the following tasks.

1. **Service Consumption and Performance:** A year end performance report will be developed that monitor services, collect and assemble information on service characteristics, operating statistics, financial results, service quality, performance measures and ridership data for fixed route, commuter (Express and Work trips) ferry, special services, trolley services, light rail transit, and paratransit services, etc. Data will be used to make adjustments to existing services and to develop recommendations for future services. Data will include boarding and alighting counts, schedule adherence checks, electronic fare box readings, and field surveys.
2. **Recommendations and Documentation:** The annual Transportation Service Program (TSP) proposes specific service modifications and new services to each of our six member cities. Continued compliance with the Americans with Disabilities Act, and Title VI of the Civil Rights Act will also be monitored and evaluated.
3. **Monthly and Annual Reports:** These reports include the update to the monthly ridership reports, annual Transit Development Program, and the annual Transportation Improvement Program which contains a list of capital improvements and the use of flexible funding for innovative and experimental service implementation. The TDCHR staff will continue to coordinate with city and HRTPO staff to develop service and capital improvement plans through the TSP and TIP planning process.

C. End Products

1. WE 1 – Year-end Service Consumption and Performance Report
2. WE 2 – Annual Transportation Service Program
3. WE 3 – Monthly and Annual Reports

D. Schedule

1. WE 1 – Year-end Performance Report – 12/31/17
2. WE 2 - Annual Transportation Service Program (TSP): Draft 10/1/2017; Final 5/30/2018
3. WE 3 - Monitoring and Ridership report – Monthly

E. Participants

HRT and consultant staff as needed

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303		TOTAL
HRT	\$150,000		\$150,000

11.2 WATA Performance Monitoring and Evaluation

A. Background

The Williamsburg Area Transit Authority (WATA), comprised of the Counties of York and James City, the City of Williamsburg, and the Colonial Williamsburg Foundation, was created on August 28, 2008 to provide planning support for the vision for a seamless regional system.

Initiatives planned have resulted in over 2.6 million trips in fiscal year 2016 to citizens, guests and students of the City of Williamsburg, James City County, York County, Surry County, and the College of William and Mary, also connecting service to Hampton Roads Transit in Newport News. Planned initiatives include the following:

- Continued appropriate Trolley service connecting commercial/residential areas of Merchants Square (Colonial Williamsburg), High Street (City of Williamsburg) and New Town (James City County).
- Continue evaluation of labor movement strategies for connections between the City of Newport News and the Counties of Charles City, New Kent and Surry to Greater Williamsburg to address a shortage of future labor required for the food service, retail, warehousing, tourism, and hospitality industries. Evaluation to include transit bus options, active transportation and carpools/vanpools.
- Continue to develop the AVL/GPS; improving safety and security, customer service, communications, management and efficiency.
- Planning, environmental assessment, and development of a staging and financing plan for WATA Transit Facilities. WATA currently leases a facility.
- Continue evaluation of collaboration efforts with other complementary transportation providers in the area for greater mobility for the residents, visitors and tourists in the Greater Williamsburg area.
- Implement initiatives based on the Comprehensive Operational Analysis recommendations and the Transportation Development 6-year Plan completed in FY16.
- Actively planning with the Peninsula Agency on Aging and the Williamsburg Faith in Action for the establishment of a “one-call” center for the elderly and disabled.
- Continue to move forward on the administrative and maintenance facility with more project management and site development.
- Begin project management for the new transfer station located off Opportunity Way in the norther section of James City County.
- Conduct a locality cost allocation study.

The collection and analysis of information to ensure this unprecedented system growth meets the needs of the region and communicates the importance of our system’s programs to our local, regional, state and federal partners.

B. Work Elements (WE)

The scope of work that supports this need follows.

1. **Objectives and Measures-** Objectives, goals, and strategies are formulated and established as part of the Strategic Management Plan for the Williamsburg Area Transit Authority, as well as to meet planning requirements of our local, state and federal partners. Quantifiable measures and strategies to develop these objectives are established and monitored on a month-to-month basis and incorporated in monthly, quarterly, mid-year, and annual reports to Board, respective Advisory committees and State and Federal partners.
2. **Service Consumption and Performance -** Service monitoring and data collection on service characteristics (i.e. trip purpose, fares, revenue miles, passenger miles, etc.), service efficiency (cost per mile, revenue to expense ratio, etc.), service effectiveness (riders per mile and hour, etc.), and service quality (i.e. service disruptions and accidents, customer complaints, vehicle support, etc.) will increase our information database to help the Board shape policy and meet new State and Federal requirements. The utilization and administration of the Authority's Intelligent Transportation System (ITS) is collecting more data and information, which will support the Authority's performance efforts.

Attention to vehicle support will result in an emphasis on performance standards improving customer convenience and safety. Maintenance support standards for ramps/lifts, heating and air conditioning, passenger information and distance between in-service failures will be evaluated. Data is collected with the assistance of administrative and operations personnel on a daily, weekly, and monthly basis, and incorporated in monthly, quarterly, and annual reports. Data is used to adjust establish goals and objectives for the Regional Authority.

Plan to purchase an automated passenger counter (APC) system to be installed on the WATA fleet in FY 18.

3. **Evaluate Proposed and Existing Service -** Annual evaluation of the performance of existing services entails the computation of performance data and ratios to determine service effectiveness and efficiency, congestion mitigation, and air quality improvement measures. Performance data developed will be in line with accountability measures reported to the Virginia Department of Rail and Public Transportation and for the Federal Transit Administration's National Transit Database. These values are analyzed on a trend basis as needed.

Implementation of recommended service changes based on the Comprehensive Operational Analysis and Transit Development Plan completed in FY 16. Begin new demonstration route in July 2017 servicing Mounts Bay Road, Riverside Hospital and the Lackey Clinic.

4. **Bus Stop Improvements-** Safe, convenient stop locations conducive to customer needs require continued evaluation and partnerships with the localities, business community, and VDOT. Evaluation includes an annual review of the Authority's

assets' condition (bus stop poles, placards, benches, pull-offs, shelters, and bus signage) and the location of those assets, to be then used for a management and replacement plan. Other aspects of this annual review will include an assessment of amenities in and around stops and evaluating the need for pedestrian improvements such as crosswalks, lighting and bike racks. Such factors as engineering, environmental, usage, pedestrian safety and ADA accessibility will be analyzed. Additional resources for shelters through grants and VDOT shelter engineering standards require policy decisions on locations.

5. **System Revenue/Partnership Evaluation-** WATA initiated a fare structure increase in FY 17. WATA will continue to review of the fare structure, including, daily, weekly and monthly passes. Encouraging the use of the WATA Customer Service Center & Store should reduce the bus dwell time, driver cash handling, and reduce customer service incidents, while increasing total fare income. Quarterly review of WATA's current bus advertising and plans for private support, and revenue alternatives will be presented for Board approval to reduce the dependency on governmental support. Partnerships with local agencies and businesses will be maintained and developed in order to support ridership and increase revenue. Conducting a Locality Cost Allocation Study will better identify the formula needed to determine local funding requirements for WATA. WATA to start new demonstration route funded with CMAQ grant funds in July 2017 servicing the Mounts Bay Rd area and Lackey Clinic.
6. **Develop Organization Internal Support** – WATA has assumed functions once provided by local government including risk management, safety, and information technology. Special emphasis is placed on introducing technology to absorb components of these functions. The development of an updated staffing plan to meet future organizational needs will improve our customer's experience and coordination with James City County. WATA has hired staff that has the skills to begin to develop and implement a formal internal training structure. This expertise will afford WATA the ability to implement training and documentation for national mandates for safety, security, and emergency preparedness. This also includes formalizing and revising Employee Evaluations with supporting documentation accrued throughout the year. Evaluation of new processes is needed to ensure the most efficient and effective management of these functions.
7. **Federal Data Requirements-** The federal reporting system has transferred from the TEAM data system to the TrAMS data system in FY 2016. Reports developed in a number of formats to accommodate local, State, and Federal government needs are provided on a monthly, quarterly, and annual basis. These mandated reports are necessary to show resource usage to various levels of government that support transportation. Federal requirements for Limited English Proficiency, Disadvantaged Business Enterprise and Title VI will require continued attention. In FY 2017, WATA prepared documents for the Triennial Review.
8. **Facility Feasibility Study-** In FY 2016, WATA updated the 2010 Facility Feasibility Study which included updating the location and breadth of new or improved facilities and steps to move forward. A location has been determined and an environmental assessment, appraisal, the development of staging and finance

plan, land acquisition, project management and a draft schedule for facility design and engineering has begun. Inclusion in the Hampton Roads Transportation Planning Organization (TPO) Transportation Improvement Program (TIP), Hampton Roads Long Range Transportation Plan and State Transportation Improvement Program (STIP) remains necessary. In addition, WATA is to conduct a study to determine a Locality Cost Allocation formula to funding support levels.

C. End Products

1. WE 1 – FY 2016 WATA Transportation Development Plan and Comprehensive Operating analysis updated by staff and the Board of Directors. These reports will promote efficient management and operation of regional transit. Quarterly rider advisory committee meetings will ensure that the Authority is quantitatively and qualitatively meeting the performance requirements of the public and our riders.
2. WE 2 – Staff performance reports to help measure efficiency (i.e. cost per mile and per hour, revenue to expense ratio, etc.), service effectiveness (i.e. trips per mile and per hour), and service quality (i.e. revenue service interruptions and accidents) for the Authority to evaluate and plan for enhanced provisions of a regional network. Reports generated from data will demonstrate to the public, Board, and local, state, and federal partners the efforts to continue to promote efficient and effective management of transit services. Purchase APC system for all buses.
3. WE 3 – Annual Transportation Development Plan update coordinated with the COA in coordination with HRTPO funded projects support the implementation of phased improvements that will double service delivery over a two year period (FY 16-17), provide transit to underserved and areas without service, and provide transit oriented development alternatives and active transportation (i.e. Trolley service, connection between transit and bicyclist) decreasing the number of single occupancy vehicles on our roadways. Service plans include evaluation of additional connections to other transit systems (HRT) and adjoining regions, and supporting economic development to help meet the labor needs and increase the number of customers. In FY 17, WATA implemented system route changes and new fare structure.

WATA Transportation Development Plan annual update supports the following:

- a) Increase integration and connectivity between regions and transit properties to meet growth exceeding local, state and national trends
- b) Supports federal job initiatives policy and comprehensive plans of supporting local governments
- c) Protect environmental objectives for mixed use transit-oriented development
- d) Increase mobility of people across regions that may have limited auto access and/or transportation options.

Continued monitoring and utilization of the ITS system will enhance reporting capabilities. This will provide the Authority additional and “real time” information for its use in becoming more efficient and effective for our customers and localities. Additional service (Trolley, Sunday, Frequency) will be regularly monitored with data and statistics to ensure services are effective and they reduce road congestion in the region.

4. WE 4 – Annual inventory of all WATA assets (bus stops, shelters, facilities) with summary providing condition, security and safety assessment, replacement need and requirements for expanding public amenities. Summary report will aid resource planning for Federal, State and local entities and ensure that public transit assets are preserved and distributed equitably in accordance with Title VI. Quarterly meetings with the region’s government planning staffs will ensure key factors are initiated in a manner that best meets the growing demand of these assets for the region. Utilizing DRPT Transit Asset Management (TAM) system to comply with Federal regulations.
5. WE 5 – Monitoring and evaluation of WATA’s restructured pass program for riders. Monitoring of WATA’s Vehicle Advertising Program for interior and exterior vehicle advertisement. Products developed promote management efficiency by helping contain contribution requirements by local, state and federal partners. Continued work with major employers, including those in the tourism, entertainment, and hotel industries in order to increase economic development and revenue, share costs, and increase service awareness and usage. Begin new demonstration route in July 2017.
6. WE 6 – Staffing Plans for WATA have progressed. The purpose is to ensure that organization functions continue to be managed in an efficient and effective manner. WATA continues to operate with functions previously managed through the umbrella of local government. With the implementation of the ITS System, WATA will phase in the use of Dispatch personnel to regularly monitor and manage the system. The Authority updated its Procurement Manual to ensure its contents reflect the Virginia Public Procurement Act (VPPA) and the Federal Transit Authority (FTA) requirements and guidelines. Hired a Safety and Security Training Specialist in FY 17. Employee training development plans were implemented and continue to be updated.
7. WE 7 - DRPT performance reports and National Transit Database on-going monthly and annual reports. Updates of Limited English Program, Disadvantaged Business Program and Title VI. Title VI updates will include GIS mapping of services ensuring equitable distribution of service mobility to all populations.
8. WE 8 – WATA has hired a Project Manager or Firm to ensure FTA guidelines for building a facility are met in addition to Local and State regulations. RFP currently in development for Architectural and Engineering for facilities. WATA is developing the scope of work needed for the locality cost allocation study.

D. Schedule

1. WE 1 – Quarterly, mid-year, and annual reports.
2. WE 2 – Ongoing monthly, quarterly, mid-year, and annual reports/presentations to WATA Board
3. WE 3 – Ongoing quarterly, mid-year, and annual Transit Development Plan reports/presentations updates.
4. WE 4 – Bi-annual internal review of replacement/expansion needs in Capital Improvement Program and inclusion in twenty year update of operating/capital needs. Quarterly meeting with planning departments.
5. WE 5 – Continued updates of ITS System Implementation. Monitoring of the Authority’s Advertising Program. Start new demonstration route.
6. WE 6 – Ongoing review of staffing needs.
7. WE 7 – Ongoing activity
8. WE 8 – Hired Project Manager to oversee Facility Development. Project Manager reports to Executive Director and provides regular reports to WATA Board and as requested for public input. Scope to be finalized for the release of an RFP for the local cost allocation study. Final reports will be provided to the WATA Board of Directors and shared with all jurisdictions.

E. Participants

WATA Board, Advisory Committee, Consultant, General Public, regional stakeholders, HRTPO, DRPT, HRT, FTA, and other local, state, and federal agencies staff.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303		TOTAL
WATA	\$200,000		\$200,000

11.3 TDCHR Feasibility/Corridor Studies

A. Background

Feasibility and corridor studies will be conducted for the corridors specified under Work Elements. This will involve the HRTPO, VDOT, DRPT, HRT, local governments, FHWA, FTA and environmental, resource and permit agencies. The funding amounts reflect the total estimate to complete the respective studies, which may be multi-year tasks. There will also be a reasonable opportunity for citizen participation in this cooperative process.

Feasibility and Corridor Studies are continuing for the evaluation of transportation improvements within the TDCHR Service Area. Continued project development and planning are based on HRTPO and FTA approval, with the potential for project funding agreements between HRT, City and State Governments, and FTA for construction.

B. Work Elements (WE)

Work activities include the following:

1. **Peninsula Multi-Modal Development Corridor Study (PMDCS)** - Continue the pre-NEPA study for fixed guideway corridors on the Hampton Roads Peninsula. The corridor planning project will identify areas in need of high capacity, fixed guideway transit connectivity in Hampton and Newport News, Virginia. The study will define areas of planned high commercial and residential density as well as areas limited by increasing roadway congestion. Project is needed to solve mobility challenges for existing and future development on the peninsula as well as to provide better high performance transit connectivity to other cities in the Hampton Roads region possibly including the Third Crossing connection to the Southside and Commuter Rail connection to Williamsburg.

This planning work will develop the projects' Purpose and Need and will identify and recommend potential alignments and transit technologies in Hampton and Newport News with possible connections between Newport News Shipbuilding, Hampton Coliseum area, Downtown Hampton, Oyster Point Area of Newport News, the proposed new Amtrak Station in Newport News, and other areas as identified by stakeholders and data analysis. The study will include the numerous technical planning elements to directly support initiation of a Draft Environmental Impact Statement (DEIS) under the National Environmental Policy Act (NEPA) regulations and entry into FTA Project Development. These studies will also provide extensive information necessary to further advance planning of the project.

2. **West Corridor Alternatives Analysis (WCAA) for Naval Station Norfolk High Capacity Transit Extension Study** (Naval Station Norfolk Transit Extension Study (NSNTES))

Utilizing guidance from the FTA, HRT has initiated planning activities in order to conduct an Alternatives Analysis in the West Corridor of Norfolk. The final report of the Naval Station Norfolk Transit Extension Study (2015), regional and local studies related to the project, and stakeholder meetings were utilized for

project scoping and development. Related work will support HRT's efforts to identify a viable alternative in the West Corridor of the City of Norfolk that will result in the initiation of a Draft Environmental Impact Statement under the National Environmental Policy Act (NEPA). The DEIS within the selected corridor will continue analysis of reasonable alternatives for a fixed guideway transit extension between the TIDE light rail system and Naval Station Norfolk.

3. **Naval Station Norfolk Transit Extension Study (NSNTES) DEIS** - Activities include the initiation of work to develop a Draft Environmental Impact Statement under the National Environmental Policy Act (NEPA) regulations based on recommendations from the pre-NEPA corridor level studies. The DEIS will continue analysis of reasonable alternatives for a fixed guideway transit extension between the TIDE light rail system and Naval Station Norfolk. This work will advance the work identified in the NSNTES Study (2015) and the WCAA Study (2018), refine the alignment in the selected corridor, and identify the transit technology. The Draft Environmental Impact Statement under the National Environmental Policy Act regulations will support future work for potential entry into FTA Project Development. This work will also provide extensive information necessary to further advance planning and development of the project. Associated bus service improvements and park and ride facilities will be included in these analyses.

C. End Products

1. WE 1 – PMDCS Work Element end product is the Pre-NEPA Report on Potential Alternatives for Future Study. This work element is estimated for completion in late CY 2017. Future end products may include a DEIS, FEIS, and Engineering work elements.
2. WE 2 – WCAA Work Element includes the completion of a study that will evaluate and identify an alternative(s) to implement high capacity transit within the West Corridor that can be advanced as a Build Alternative in a future DEIS. This project is estimated for completion in late FY 2018.
3. WE 3 – NSNTES Work Element end product is the DEIS estimated for completion in mid CY 2019. Future end products may include a FEIS, and Engineering work elements.

D. Schedule

1. WE 1 – PMDCS Work Element end product Pre-NEPA Report on Potential Alternatives for Future Study is estimated for completion in fourth quarter CY 2017. Schedules for future end products including a DEIS, FEIS, and Engineering work elements are dependent on identification of funding sources and the results of the Pre-NEPA Report.

2. WE 2 – WCAA Work Element project initiation commencement scheduled for fourth quarter FY2017. Project is scheduled for completion in late FY2018.
3. WE 3 – NSNTES Work Element end Product DEIS is estimated for completion in mid CY 2019. Schedules for future end products including a DEIS, FEIS, and Engineering work elements are dependent on identification of funding sources and the results of the DEIS.

E. Participants

Participants for Work Elements 1-3 include HRT, associated consultants, DRPT, and/or FTA.

F. Budget, Staff, Funding

(Funding information includes applicable state and local matching funds)

ENTITY	ELEMENT	RSTP	STATE	LOCAL	TOTAL
HRT	PMDCS	\$336,000	\$84,000		\$420,000
HRT	NSNTES/ WCAA	\$880,000	\$220,000		\$1,100,000
HRT	NSNTES/ DEIS	\$0	\$2,400,000		\$2,400,000

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11.4 HRT Disadvantaged Business Enterprise Planning

A. Background

On a tri-annual basis, Hampton Roads Transit (HRT) is required to update its DBE Plan and Program for the Federal Transit Administration (FTA). As part of this recurring federal requirement, it is necessary for HRT to measure and identify the availability and utilization of DBEs in the external procurement practices of HRT. Procurement opportunities should also be reviewed and projected on an annual basis. There is also a need to review on a continuing basis HRT's compliance with the DBE Program requirements codified at 49 CFR Part 26. As part of the compliance monitoring process on an ongoing basis, HRT is required to review, measure, and evaluate actual performance/compliance with the DBE Program requirements in order to plan realistic DBE participation goals. DBE participation on relevant procurements must also be reviewed as a part of FTA compliance. The ongoing assessment/evaluation process is critical to full compliance with the federal requirements and continuation of funding from the FTA.

B. Work Elements (WE)

Work activities include the following:

1. Annually conduct an internal study of compliance with the DBE Program/Plan requirements. The study will include collaboration with the Virginia small Business and Supplier and Metropolitan Airport Authority to determine areas of improvement related to providing guidance to small businesses seeking to become certified as Virginia DBE firms. The study should identify any areas of non-compliance and recommend strategies to ensure Agency-wide implementation and compliance with the DBE Program requirements and procedures; it will be an ongoing effort with results measured in the increased number of DBE certified firms within the Virginia UCP database.
2. Identify DBE procurement opportunities and plan outreach initiatives to recruit local and specialty DBE firms to participate in HRT's procurement process. As procurements become available, the DBE office will work with area development centers to conduct workshops which focus on the opportunities available and how people are able to position themselves to do business with Hampton Roads Transit. This process will continue throughout the year and its frequency is based on HRT's need for contracted services at any given time or community requests for HRT's participation in minority business outreach initiatives. Plan outreach initiatives to ensure that there are ready, willing and capable DBEs available to participate in new economic initiatives for the Hampton Roads Transit Metropolitan Statistical Area.
3. Development and research into the determination of the agency's overall tri-annual goal and means by which to realize such an established goal. Due to changes made with the federal requirements, the annual overall goal should be submitted every three years; however, HRT will work continually to ensure that the goal remains feasible on a year to year basis.

4. Conduct a review of the procurement opportunities for DBE firms on the new procurements and set competitive and feasible individual contract goals.
5. Conduct periodic DBE Commercially Useful Function (CUF) reviews to make sure that DBEs are participating and performing the assigned tasks on procurement contracts.
6. Submit semi-annual reports via FTA TrAMS: June 1st and December 1st.

C. End Products

1. WE 1 – Assign additional tasks that support findings of Internal DBE study. Example: Evaluation of DBE Best Practices with subsequent push out to procurement and HRT.
2. WE 2 – Increase in the number of DBE certified firms in the Virginia UCP resulting in more opportunities for area businesses within both the Hampton Roads area and Virginia. Established relationships with area business development centers and increased awareness of are opportunities through Hampton Roads Transit. Additional certified DBEs as a result of outreach events based on HRT support and guidance.
3. WE 3 – Assurance that the agency’s overall goal matches federal requirements. While the goal is submitted tri-annually, the DBE goal is evaluated internally on a monthly and annual basis.
4. WE 4 – Improved tools, certified DBE vendor database, and attainable goals for use in procurement activities of the agency for use by HRT procurement.
5. WE 5 – Documented compliance for DBE participation on HRT procurements.
6. WE 6 – Accountability via Semi-Annual Reporting via FTA’s TrAMS.

D. Schedule

The completion of the items is scheduled as follows:

1. WE 1 – Internal DBE Study/Organizational Education: Ongoing
2. WE 2 – DBE Outreach Events: Quarterly (based on need): Mar, Jun, Sep, Dec
3. WE 3 – Continued evaluation of DBE goals
 - i. Monthly: 15th of each month.
 - ii. Annually: Aug 1
4. WE 4 – FTA TrAM DBE Report Submission: Semi-Annually: Jun 1 and Dec 1
5. WE 5 – DBE CUF Reviews: Ongoing
6. WE 6 – Overall Agency DBE Goal: Aug 1

E. Participants

HRT staff and consultants.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303	CO5303		TOTAL
HRT	\$10,000			\$10,000

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11.5 Regional Transportation Demand Management (TDM) Program (TRAFFIX)

A. Background

The transportation demand management program for Southeastern Virginia (TRAFFIX) is a coordinated regional approach to the mitigation of traffic and traffic congestion to maintain or improve the quality of life for residents by encouraging ridesharing (carpooling/vanpooling), transit and ferry usage, telecommuting, and working with city/regional comprehensive planning agencies for incorporation of TDM alternatives in land use in policy decisions.

This program covers an extensive geographic area to include Hampton Roads, James City County, Virginia's Eastern Shore, Isle of Wight County, and the northern counties of North Carolina. TRAFFIX has been functionally organized as follows:

- Sales/Outreach (to include GoPass365 and Vanpools)
- Marketing
- Research, Management, Planning, and Organization
- Administration

The Transportation District Commission of Hampton Roads administers TRAFFIX. It receives and administers program grants. A TRAFFIX Oversight Subcommittee (TOS) is comprised of staff members of HRT, FHWA, VDOT, DRPT, HRTPO, and the region's cities and counties. All are voting members of the TTAC. They provide policy guidance regarding program management. TRAFFIX Program management includes organizational development, strategic planning, program budget and funding, program development, program implementation, coordination, supervision, and special task-oriented discussions.

- The TOS reviews the annual work program, provides input, monitors budgets and implementation progress, evaluates program results and suggests changes for more efficient and/or effective operation.
- The TOS meets three times a year.
- The TOS consists of the aforementioned representation and oversees the administration of the TRAFFIX contract, which will be issued through DRPT.

Defined activities for the year include the development of detailed Forecast for GoPass365, Goals and Objectives including a description of work activities, associated staff requirements, budget and evaluation criteria for each activity. The Goals and Objectives are approved by the TOS. The Goals and Objectives are presented and approved by the HRTPO Transportation Technical Advisory Committee. The Goals and Objectives are presented and approved by HRT's Commissioners. Updates will be provided at each TOS meeting. The report will include the following: Activity Description, Progress Update, Budget, and percent complete, as well as periodic reports and program updates will be made to stakeholder groups through various social media components and newsletters.

B. Work Elements (WE)

Work activities include the following:

1. Sales (Outreach)

- a. Identify employers, public and private schools, and any other entity that can benefit from ridesharing (carpooling/van pooling), teleworking, using public transit, walking/biking to and from work or school in an overarching effort to reduce or mitigate congestion, reduce pollution, provide a more stress free ride to and from work, and enhance the overall quality of life in Southeastern Virginia.
- b. GoPass365: Originally this program was designed to teach young riders and choice riders how to use public transportation through a unique program designed to enhance ridership and remove significant numbers of SOV off the road, reduce pollution and provide a more stress free ride to work. This is done through an employer- or school-paid program that does not cost the rider a fare. This program continues to grow in membership with a very large potential customer base of over 100,000 GoPass365 riders. One of our largest members, Tidewater Community College, has entered into its third year membership with two more years to go before renewal. TCC and Newport News Shipyard together offers more than 50,000 potential users (students and employees) for ridership. These are two of our largest GoPass365 customers.
- c. In 2016, TRAFFIX has merged the job duties associated with finding new park and ride locations with the job description for the Commuter Outreach positions. The result has been one outreach staff member balancing a merged job description that encompasses both the Outreach Commuter position and a Park and Ride position.
- d. Vanpool Subsidies: TRAFFIX is collaborating with vanpool vendors vRide and Enterprise to solicit new vanpools in the area. Subsidies have been given to start and continue vanpools and increase ridership.

2. Marketing

The TRAFFIX Program Director will be looking at newer and more creative types of marketing with more emphasis on Millennials, Generation Y and X type as well as employers. TRAFFIX will create a “flight plan” for marketing and advertising by the end of February, 2017.

TRAFFIX will lead a Marketing effort to market and advertise, in conjunction with the Navy, a Transportation Incentive Program throughout the region. TRAFFIX will advertise the merits of the Transportation Incentive Program through newspapers, bus wraps, Light Rail articulated wraps, billboards, the Navy newspaper Flagship, and other creative methods.

3. Research, Management, Planning and Evaluation

Organization development must continue to be necessary for TRAFFIX. This will include staff recruitment (if necessary), training, and development of support materials. Coordination within HRT and with other transit and non-transit agencies, best practices, and feedback from on-the-job learning will present minor challenges.

C. End Products

1. Prepare report to the TRAFFIX Oversight Subcommittee a minimum of three times a year and to the TTAC once a year reflecting the identification of employers and schools who are participating in the TDM effort to include VMT's not traveled, pollution not going into the air, etc. GoPass365 - information about the GP365 is also reported. TRAFFIX also completes an Annual Report which is completed within the first quarter after the conclusion of the previous Fiscal Year.
2. To provide a report and information to the TOS and TTAC once a year on the advertising "flight plan" for advertising and the actual visuals to review. These include TV and Radio Commercials, creative brochures, billboards, flyers, WEB Banners and other media opportunities that brand the TRAFFIX name.
3. Develop a tracking report reflecting all alternatives used by employees through the outreach program. Daily reporting by staff will ensure Outreach goals and objectives are met. These reports filter into the overall TTAC and TOS reports as noted in "End Products" item 1 above.

D. Schedule

1. Report to TOS in the winter, summer and fall months. Report to TTAC once a year. Annual Report within four months of the conclusion of the previous year.
2. Marketing and Advertising "Flight Plan" begins in February and continues until October of any given year. The "flight plan" is a schedule of marketing and advertising activity to include radio and TV commercials, Internet banners, billboards advertising, flyers, brochures and a host of other media-type advertising.
3. This is an on-going mission with clear benchmarks along the way to assure compliance with Goals and Objectives of the Outreach Coordinators, TRAFFIX Administrator, and TRAFFIX Management.

Note: It is important to note that the activities of the TRAFFIX staff are very fluid with continuous motion designed to convince Single Occupancy drivers NOT to drive alone or to help them make decisions to work from home, to walk, ride a bike, or join the NuRide data base and be matched with other riders looking for ways to save money and reduce stress through carpooling, vanpooling, of teleworking.

E. Participants

Internal Participants:

- Three Outreach Coordinators
- One TRAFFIX Administrator
- One Van Pool Manager/Administration
- One Director of the TRAFFIX Program
- Marketing Staff
- Customer Service Staff

External Participants:

- Local Governments
- State Governments
- Colleges and Universities
- Private Colleges
- 176- major Hampton Roads Employers in FY 2016
- Contacted/contacting over 100,000 employees (employee base) annually (FY 2016) through radio, TV, billboards and/or flyers.
- Participants encompassing the Hampton Roads Metropolitan Planning Area, the Virginia Eastern Shore, and Northeastern North Carolina
- Institutes of higher learning (TCC, ODU, NSU, CNU, HU, TNCC, Everest College, Bryant and Stratton College, Centura College), Newport News Shipbuilding, and the area's military reservations.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	CMAQ		TOTAL
HRT	\$986,503		\$986,503

11.6 TDCHR Financial Planning

A. Background

This task provides the administrative support necessary for the management of capital programs, financial planning, and grant administration.

B. Work Elements (WE)

Work activities include the following:

1. Prepare budgets and financial documents for the various grants and program requests that HRT submits
2. Perform financial analysis and reviews affecting cost and revenue structures
3. Prepare financial documentation in connection with short and long-range service and capital plans
4. HRT is supposed to review its fare policy and pricing biennially (every other year). Staff will review its fare pricing structure and make recommendations to the TDCR at the conclusion of the fare analysis

C. End Products

1. WE 1 – Annual Budgets
2. WE 2 – Financial Analysis
3. WE 3 – Short and Long-range Capital Plans
4. WE 4 – Fare Change Analysis Report

D. Schedule

1. WE 1 – Annual Budgets: Adopted 5/30/18
2. WE 2 – Financial Analysis: Monthly
3. WE 3 – Short and Long-range Capital Plans: draft 1/31/18, final 5/30/18
4. WE 4 – Fare change analysis: As needed

E. Participants

HRT and Consultants

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	LOCAL		TOTAL
HRT	\$150,000		\$150,000

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11.7 TDCHR Public Involvement/Public Information/Publications

A. Background

The Transportation District Commission of Hampton Roads (TDCHR) will continue to develop, establish, and carry out a public involvement process as part of the metropolitan transportation planning process pursuant to the requirements of 23 CFR 450; 49 CFR 613, 635; and 49 U.S.C. Chapter 53, Section 5307.

B. Work Elements

1. Develop and execute public participation activities to inform, engage and involve the public in decision making processes related to the planning and delivery of public transportation services.
2. Disseminate information to the general public and local agencies regarding regional public transit, and assist in coordinated information dissemination through cooperation and collaboration with other stakeholders.
3. Develop and implement strategies, tools and tactics to provide information to HRT customers, specific communities of interest, and the public at large concerning public transit services and the processes and programs that support the development and delivery of those services.
4. Develop opportunities to educate the public on HRT and public transportation initiatives and projects (including daily operations; fare and service changes; transit development plans and corridor studies; capital projects; and human services transportation) through regular participation in public forums, workshops, special events, community activities, focus groups, and use of surveys, Web 2.0, and other means.
5. Create and maintain a computer database to facilitate the public involvement and information process.
6. Provide information based on requests from the general public.

C. End Products

WE 1-6 – Public communications materials, a computer database, and educational programs to be produced by HRT/TDCHR.

D. Schedule

WE 1-6 – Ongoing activities.

E. Participants

HRT, general public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	LOCAL		TOTAL
HRT	\$140,000		\$140,000

11.8 HRT Transit Development Plan

A. Background

The Virginia Department of Rail and Public Transportation (DRPT) has an emphasis on investing in transit systems that are meeting the existing demand for public transportation and desire to meet the growing demand for improved bus, rail, and ferry service through careful coordination of transit and land use planning. As such, DRPT requires that any public transit (bus, rail, ferry) operator receiving state funding prepare, adopt, and submit a six-year Transit Development Plan (TDP). As a result, HRT is performing work to update its six-year Transit Development Plan for FY 2017 – 2023 TDP with assistance from DRPT. This document is required to be updated annually.

B. Work Elements (WE)

Work activities include the following:

1. **Overview of Transit System:** Provide an overview of the following elements: History of transit property, Governance structure, Organizational structure, transit services provided and areas served, fare structure, description of revenue and non-revenue vehicle/vessel fleet, existing facilities, transit security program, public outreach, and Intelligent Transportation System program.
 2. **Describe Goals, Objectives and Standards:**
 - Describe the current goals, objectives and standards, and the process for establishing, reviewing, and updating these goals, objectives, and standards.
 - Discuss new or revised goals and related objectives and standards, and identify changes from prior TDPs.
 3. **Service and System Evaluation**
 - Describe the evaluation process and evaluate route-level and system-wide performance against current performance standards for each mode and/or type of service (e.g. local, express, or commuter service) for both fixed-route and demand-responsive services.
 - Evaluate the most recent year for which complete data is available.
 - Prepare a retrospective analysis of performance (e.g., prior five years) if appropriate for certain evaluation measures.
 - Include a peer review of at least three other Virginia transit systems with similar operating parameters where such data is available.
 - Conduct appropriate onboard ridership surveys (either passengers filling out a survey form or an on/off ride check) to assist in the existing service evaluation process.
 - Conduct User / Stakeholder / Public Input Process.
 - Conduct an Origin-Destination survey across the Hampton Roads Transit system to better understand customer travel patterns and demographics and use the results as part of service evaluation across the system.
 - Evaluate recent changes in patronage, operating costs, and operating revenue.
-

- Identify deviations from currently adopted service standards (if they exist for the system) and describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted. Describe specific solutions to any gaps or service deficiencies for fixed-route and demand-responsive services.
- Describe equipment and facility deficiencies, and describe proposed remedies. Provide a summary of the agency's most recent federal Title VI Report and FTA Triennial Review if available. Discuss any deficiencies found, and describe related remedial actions. If they are available, attach the most recent Title VI Report and the FTA Triennial Review to the TDP in the appendix.
- Discuss current transit supportive development land use activities or relevant changes in land use policy. Document existing and proposed Land Use Plans. Identify areas with transit supportive land use, map and compare the existing transit services and how well they serve these land uses (utilize DRPT's Transit Design Guidelines), identify special generators and destinations and identify community developments scheduled to be built within the TDP six-year timeframe.
- Document community bicycle and pedestrian plans (if plans are developed).
- Document and map existing and future population and employment densities (including existing transit service alignments).
- Discuss and document any current or planned ITS projects and programs.

4. Service Expansion Project Descriptions

- Describe each proposed service expansion project.
- Ridership estimation.
- Estimate each project's capital and operating cost, including: description of secured and/or programmed funds, the conditions imposed on the use of funds, and when the funds must be expended.
- Capital and operating cost estimates.
- Explain any changes in secured or anticipated funding from prior TDPs.
- Show project cash flow needs.
- Provide current schedule for projects.
- Provide anticipated operating expenses and revenue projections.
- Discuss any other current or anticipated policy, planning, funding or operating issues that may affect the operations of the existing transit system.
- Discuss whether the proposed service expansion project (s) is currently contained in the STIP, SYIP, TIP and/or CLRP, and if not, determine when the project is expected to be submitted for inclusion in these documents.
- Document the transit service expansion plans on the existing and future land use, population and employment density maps and identify how these transit services support transit support land uses.

5. Operations Plan

- Describe fixed-route and demand-response services the operator intends to provide over the TDP Period.

- From current base operations, the plan will incorporate changes that reflect the ongoing evaluation of services/systems with respect to adopted goals, objectives, standards, etc.
6. **Capital Improvement Program:** Evaluate the system's existing Capital Improvement Program (CIP) to ensure any major capital items are listed in the program document, including but not limited to the following:
 - Vehicle/Vessel replacement, rehabilitation, retrofit, expansion, and reduction policies.
 - Major system maintenance and operations facilities: replacement, upgrade, and expansion.
 - Passenger Amenities such as bus stop improvements or waiting shelters.
 - Tools and equipment: replacement and/or upgrade.
 - System expansion: Identify new systems (bus, streetcar, LRT, BRT) route service, operation /capital costs associated with new services.
 7. **Financial Plan**
 - Develop a financial plan consisting of the capital and operating budget forecasts; federal, state, regional, and local revenue projections; fare policies, etc.
 - Develop six-year operating and CIP budgets.
 - State all capital and operating expenses and revenues in year of expenditure dollars, as identified in DRPT's Six-Year Improvement Program.
 - Explain any major changes in service hours and miles due to deployment of new service or major service reductions; changes in fare revenue, etc.
 - Separately identify funding sources and amounts to support operating and capital budgets for fixed-route and demand-responsive services.
 8. **Long-Range Transportation Plan**
 - Develop a vision of integrated mobility options plan to connect the HRT TDP efforts (as discussed above) to the greater Hampton Roads region to match or exceed the Region's Long-Range Transportation Plan horizon year.
 - Determine economic benefit, economic viability, and fiscal constraint of plan elements based on a range of existing and future fiscal scenarios.
 9. **TDP Monitoring and Evaluation**
 - Describe the process that will be undertaken to periodically monitor and evaluate the progress that has been made towards successfully implementing the TDP and integrating it with other internal and external planning documents.

C. End Products

1. A full TDP for FY2017-2023 will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Development Plan Requirements document.
 2. Annual update to the TDP/CIP will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Development Plan Requirements document.
-

D. Schedule

1. The six-year TDP is to be completed in 12 months with an estimated completion date of December 2017.
2. The Annual update to the TDP will be completed and submitted in December 2018.

E. Participants

HRT, DRPT, and associated Consultants.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303	CO 5303	Local	TOTAL
HRT/Consultant	\$65,000		\$20,000	\$85,000

12.0 VDOT REGIONAL PLANNING

A. Background

The Transportation and Mobility Planning division (TMPD) is responsible for ensuring the development of long range transportation plans across the Commonwealth that promote a safe, efficient and effective transportation system. TMPD's planning focus is at the statewide level, addressing the accessibility and mobility needs of people and freight on the interstate and primary highway systems. However, with TMPD support, VDOT's Hampton Roads District Planning Office is responsible for maintaining the federal metropolitan planning process, conducting small urban area transportation studies, and conducting corridor-level planning studies that support the project development process. The Hampton Roads District Planning section carries out the charge of maintaining the federal metropolitan process through the review of, and assistance with, the development and execution of related work elements in the HRTPO's UPWP. Those specific required tasks are noted in the following work elements.

B. Work Elements (WE)

Work activities include the following:

1. Highway System Monitoring and Review

Maintain Highway Inventory, Provide Traffic Data, Check Highway Construction Plans for Conformance with approved HRTPO CLRP Plan and consistency with other HRTPO documents, Intergovernmental Review Process, Site Plan Reviews, Review Transportation Studies, work cooperatively with HRTPO on development of traffic forecast for existing and proposed facilities.

Develop and maintain a current inventory of the existing regional highway system. Provide traffic data for input to the transportation plan update process, corridor studies, highway projects and environmental impact studies. Review and comment relative to the conformance of highway construction plans with current transportation plan. Process Notices of Intent and Applications as required by the Intergovernmental Review Process. Address transportation impacts associated with site plan proposals. Review transportation studies and other documents developed as part of the transportation planning process. Review and monitor the data as this system is a data resource to various planning activities.

2. Vehicle Occupancy Counts Conducted at Selected Locations on the Major Highway Facilities Throughout the Region

These vehicle occupancy counts will provide a measure of the results the regional ride-sharing efforts are having on vehicle occupancy and help in planning HOV programs. Occupancy counts will be provided at various locations at different times to be used for auto occupancy factors to adjust the person trips in the long range planning process throughout the Hampton Roads Region as requested annually.

3. Monitor HOV Facilities and Congestion on the Virginia Beach-Norfolk Expressway (I-264) and I-64

Several data items will be collected to evaluate and monitor the HOV lanes on I-264 and I-64 for effectiveness. Since the HOV restrictions have returned on I-264, and the new HOV lanes have opened on I-64, this activity involves the following:

- Hold meetings of the TRAFFIX Oversight Subcommittee
- Conduct vehicle occupancy counts on I-264 and I-64, four locations on the Peninsula and eight locations on the Southside
- Conduct travel time and delay runs on I-264 and I-64, Southside and Peninsula
- Prepare reports containing comparative data items

4. Provide assistance to HRTPO, local jurisdictions, and other agencies, via technical support and coordination, concerning transportation (including bicycle and pedestrian issues) to support the HRTPO process.

- Monthly coordination meetings with local jurisdictions
- Hold quarterly Hampton Roads District Bicycle and Pedestrian Advisory committee meetings
- Prepare and present reports regarding VDOT-sponsored transportation activities as requested.

5. Provide Review, Assistance, Support, Processing or Coordination of:

- HRTPO Quarterly and Annual Financial Reports
- Function Classification Updates
- Congestion Management Process
- Regional/Freight Planning activities
- Project-level planning, environmental and alternatives assessment
- Long-Range Planning process
- Regional Long-Range Plan and State Plan consistency
- Transportation Improvement Program
- Unified Planning Work Program
- Transportation Air Quality and Planning activities
- Transportation Database management activities, including GIS data
- Transit Planning Activities
- Public participation program, including Title VI
- Bicycle and Pedestrian Activity
- Preparation of Annual Progress Report
- Support on various HRTPO committees and subcommittees

C. End Products

Effective and Efficient Hampton Roads TPO process that is fully certifiable by FHWA and FTA according to the federal regulations as outlined in the FAST Act.

D. Schedule

Ongoing Activity

E. Participants

HRTPO, VDOT, DRPT, HRT, WATA, FHWA, and local governments

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	SPR		TOTAL
VDOT	\$546,650		\$546,650

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13.0 HRTPO CONTINGENCY FUNDING

A. Background

The HRTPO Contingency Funding task has been included in the FY 2018 UPWP to provide a source of contingency funding for unforeseen activities related to public participation, potential filling of vacant staff positions during the year, or consultant contracts associated with UPWP tasks. This item may also be used as a source of funding for new UPWP tasks that may be approved by the HRTPO Board during the course of FY 2018.

B. Work Elements

Work elements associated with HRTPO contingency funding will be included under the appropriate UPWP task. New UPWP tasks may be created at the discretion of the HRTPO Board, in which case the associated work elements will be included under the new task.

C. End Products

End products associated with HRTPO contingency funding will be included under the appropriate UPWP task. New UPWP tasks may be created at the discretion of the HRTPO Board, in which case the associated end products will be included under the new task.

D. Schedule

Schedules associated with HRTPO contingency funding will be included under the appropriate UPWP task. New UPWP tasks may be created at the discretion of the HRTPO Board, in which case the associated schedules will be included under the new task.

E. Participants

Participants associated with HRTPO contingency funding will be included under the appropriate UPWP task. New UPWP tasks may be created at the discretion of the HRTPO Board, in which case the participants will be included under the new task.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL		TOTAL
HRTPO	\$396,000		\$396,000

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14.0 Rural Transportation Planning

A. Background

The HRTPO, in cooperation with VDOT, will continue to develop an ongoing transportation planning process for the rural areas of Hampton Roads, including Surry County and portions of the City of Franklin and the Counties of Gloucester and Southampton.

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

In FY 2018 each planning district commission or regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission or regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval, and other coordination in the VDOT Transportation Mobility and Planning Division (TMPD) administrative work programs.

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

During FY 2018, the HRTPO will carry out the following activities:

Program Administration

Rural Transportation Planning (RTP) Administration

The RTP program is designed to facilitate regional participation and build consensus on transportation-related issues through a continuing, comprehensive, and coordinated planning process. This task provides the administrative support necessary for the management and maintenance of the RTP program activities.

This task includes the training of staff as well as the maintenance of GIS software licenses, data, and equipment in order to maintain the technical capability necessary to carry out the activities described in this task.

Program Activities

1. Rural Long-Range Transportation Plan

The HRTPO, in cooperation with VDOT, will continue the statewide initiative begun in FY 2007 to develop and maintain regional long-range transportation plans in rural areas that complement those in the metropolitan areas of the State.

In January 2012, the HRTPO Board approved and adopted the Hampton Roads 2035 RL RTP. During FY 2017, HRTPO staff updated the RL RTP to the horizon year 2040. In FY 2018, HRTPO staff will continue to maintain the current 2040 RL RTP.

2. Performance Management

Based on VDOT's 2005 proposal to use the Rural Transportation Planning Assistance Program to achieve regional long-range planning for rural areas that complement efforts in the metropolitan areas of the State, the HRTPO will continue including its rural localities in its Performance Management efforts, including the regional Congestion Management Process (CMP).

An update to the *Congestion Management Process - System Performance and Mitigation* report was released in October 2014. This update included an analysis of traffic volumes and speeds, historical trends, congestion, travel time reliability, and related issues on the rural CMP network.

Since 2012, HRTPO has also prepared the *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads* report on an annual basis. This report includes average weekday traffic volumes, an analysis of roadway speed data collected by INRIX, and an analysis of peak period roadway congestion levels. This document also includes major roadways in the rural localities.

3. Regional Safety Planning

In October 2013, HRTPO released the *Hampton Roads Regional Safety Study: Crash Trends and Locations* report, which updated the trends in crashes at the jurisdictional and regional levels, and detailed the number and rate of crashes on Interstates and at intersections throughout the region. HRTPO followed in July 2014 with the *Hampton Roads Regional Safety Study: Crash Analysis and Countermeasures* report, which analyzed high-crash locations and recommended countermeasures to improve safety.

In FY 2016, HRTPO followed up on the Regional Safety Study by preparing the *Hampton Roads Active Transportation Safety Study*. This study examined safety issues related to walking and bicycling, including determining the location of active transportation crashes throughout the region.

All of these safety planning efforts included roadways in the rural localities.

4. Regional Freight Planning

In FY 2018, HRTPO released an update to the *Hampton Roads Regional Freight Study* report. The Regional Freight Study includes an analysis of the movement of freight to, from, and within Hampton Roads for all transportation modes, and the movement of trucks both within Hampton Roads as well as through the gateways of the region. Both of these components included the rural localities.

5. Regional Bridge Planning

In FY 2018, HRTPO will be preparing an update to the *Hampton Roads Regional Bridge Study* report. The Regional Bridge study will include an analysis of bridge characteristics and conditions, sufficiency ratings, deficient bridges, bridge funding and projects, and costs related to bridge maintenance and replacement. All of these components will include bridges within the rural localities.

6. Technical Assistance and Coordination

Upon request, and in coordination with VDOT and/or local governments, the HRTPO will provide technical assistance in transportation planning and analysis in accordance with needs identified by rural localities. This task will also include the cost to print any materials related to rural transportation planning.

7. Technical Assistance to the Multimodal Planning Office

In addition, HRTPO will provide support to the Office of Intermodal Planning and Investment, a division of the Office of the Secretary of Transportation.

8. Route 58 Corridor Study

In 2016, the Hampton Roads Metropolitan Planning Area (MPA) was expanded to include the portions of the City of Franklin and Southampton County that lie east of U.S. Route 258. Associated with the MPA expansion, the HRTPO committed to addressing concerns of Franklin and Southampton County regarding the ability of Route 58 to continue to serve as a major corridor for the movement of people and freight between the Hampton Roads region and Interstate 95 by conducting a corridor study along Route 58 from the eastern end of the Suffolk Bypass to I-95. This item is related to UPWP Task 9.4.

B. Work Elements

Work activities may include the following:

Program Administration

Rural Transportation Planning Administration

- Administer transportation planning work program activities.
- Complete necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Prepare agendas, minutes, and other materials associated with meetings related to Rural Transportation Planning, as well as staff participation in such meetings.
- Maintain GIS software licenses, data, and equipment.
- HRTPO staff will attend GIS and other technical training as it relates to rural transportation planning.

Program Activities

1. Rural Long-Range Transportation Plan

- Maintain and update the 2040 RL RTP as needed.
- Assist rural localities in conducting outreach in order to increase awareness of the transportation planning process.

2. Performance Management

- Update the CMP database with the most current traffic counts and roadway characteristics, including those roadways in the rural areas.
- Update the various transportation databases that cover all aspects of the transportation system including roadway use, bridges, aviation, rail, American Community Survey (ACS) data, etc.
- Update the *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads* report, which will include an analysis of rural roadways based on 2017 archived volume and speed data.

3. Regional Safety Planning

- HRTPO staff will continue to maintain and update crash databases and shapefiles for major roadways in the rural areas.
- HRTPO staff will participate in statewide and regional safety-related committees, including the steering committee for the Strategic Highway Safety Plan update.
- HRTPO staff will participate in roadway safety audits conducted by the State and its consultants as requested.

4. Regional Freight Planning

- a. HRTPO staff will continue to maintain and update a database of truck volumes and percentages for roadways in rural areas.

5. Regional Bridge Planning

- a. As part of the update to the Hampton Roads Regional Bridge Study, HRTPO staff will include those bridges in the rural areas.

6. Technical Assistance and Coordination

- Assist localities as needed in the development of detailed transportation plans as part of the local comprehensive plan update.
- Provide technical assistance as needed to rural localities in the areas of multimodal planning, transportation GIS planning, project prioritization, etc.
- Assist VDOT as needed in the development of transportation plans relating to the rural localities in Hampton Roads.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.

7. Technical Assistance to the Multimodal Planning Office

- Coordinate, as appropriate, with the Office of Intermodal Planning and Investment regarding rural transportation issues.

8. Route 58 Corridor Study

- Conduct kickoff meeting(s) to identify and engage stakeholders in the development of a study scope and the role and responsibilities of the study team.
- Identify deficiencies and recommendations (including planning level cost estimates) for improvements covering, but not limited to: existing conditions, safety (crash rates, geometrics and level of service), capacity, land use, future conditions, access management, freight, hurricane evacuation, structures and other topics that require assessment to ensure the corridor continues to be a safe and efficient facility for the movement of people and goods into and out of the region.

C. End Products

Program Administration

Rural Transportation Planning Administration

- Preparation of agendas, minutes, and associated materials for meetings of the Rural Transportation Technical Advisory Committee
- Purchase of materials, equipment, and services as needed to assist staff in work activities.

Program Activities

1. Rural Long-Range Transportation Plan

- An up-to-date Rural Long-Range Transportation Plan (RLRTP) for the region

2. Performance Management

- An updated CMP database
 - Updated transportation databases
-

- An updated *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads* report
- 3. Regional Safety Planning
 - An updated crash database/shapefile for the region
- 4. Regional Freight Planning
 - An updated truck volume database
- 5. Regional Bridge Planning
 - An updated bridge condition database and *Hampton Roads Regional Bridge Study* final report
- 6. Technical Assistance and Coordination
 - Complete any unfinished FY 2017 tasks related to rural transportation
 - Active Transportation Master Plan for Southampton County
 - Up-to-date transportation and land use components for Surry County Comprehensive Plan.
- 7. Route 58 Corridor Study
 - Detailed Scope of Work.
 - Final Report.

D. Schedule – Program Activities

1. Rural Long-Range Transportation Plan
 - Up-to-date RL RTP – Ongoing throughout FY 2018
 2. Performance Management
 - Updated CMP database – Ongoing throughout FY 2018
 - Updated transportation databases - Ongoing throughout FY 2018
 - Updated *Volumes, Speeds, and Congestion* report – Fourth Quarter
 3. Regional Safety Planning
 - Updated crash database/shapefile – Ongoing throughout FY 2018
 4. Regional Freight Planning
 - Updated truck volume database – Ongoing throughout FY 2018
 5. Regional Bridge Planning
 - Regional Bridge Study report – Third Quarter
 6. Technical Assistance and Coordination
 - Active Transportation Master Plan for Southampton County – Fourth Quarter
 - Transportation and land use components for Surry Comprehensive Plan – FY 2018
 - Other tasks as needed – Ongoing throughout FY 2018
 7. Technical Assistance to the Multimodal Planning Office – Ongoing throughout FY 2017
-

- 8. Route 58 Corridor Study
 - Detailed Scope of Work – First Quarter FY 2018
 - Final Report – FY 2019

E. Participants

HRTPO, VDOT, DRPT, FHWA, HRPDC, Consultants, local governments, local transit agencies, other state and local agencies, and the public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	SPR	TOTAL
HRTPO			\$72,500	\$72,500

15.0 HRTAC Administration and Support

A. Background

In February 2013, the General Assembly approved the first comprehensive overhaul of the way Virginia pays for its transportation system since 1986. The new transportation funding legislation, referred to as HB2313, is expected to generate hundreds of millions in new transportation dollars annually statewide and includes regional components that will result in significant new funding each year to be used specifically in Hampton Roads. These new regional transportation funds are being placed in the Hampton Roads Transportation Fund (HRTF).

On March 8, 2014, the General Assembly passed legislation included in House Bill 1253 (HB 1253) and related Senate Bill 513 (SB 513), thereby creating the Hampton Roads Transportation Accountability Commission (HRTAC). In accordance with this new legislation, the moneys deposited in the HRTF shall be used solely for new construction projects on new or existing highways, bridges, and tunnels in the localities comprising Planning District 23 as approved by the HRTAC. The legislation further states that the HRTAC shall give priority to those projects that are expected to provide the greatest impact on reducing congestion for the greatest number of citizens residing within Planning District 23 and shall ensure that the moneys shall be used for such construction projects.

The HRTAC consists of 23 members as follows:

- a. The chief elected officer of the governing body of each of the 14 counties and cities embraced by the HRTAC
- b. Three members of the House of Delegates who reside in different counties or cities embraced by the HRTAC, appointed by the Speaker of the House
- c. Two members of the Senate who reside in different counties or cities embraced by the HRTAC, appointed by the Senate Committee on Rules
- d. The following four nonvoting ex officio members:
 - i. A member of the Commonwealth Transportation Board who resides in a locality embraced by the HRTAC, appointed by the Governor
 - ii. The Director of the Virginia Department of Rail and Public Transportation or his designee
 - iii. The Commissioner of Highways or his designee
 - iv. The Executive Director of the Virginia Port Authority or his designee

In accordance with the legislation, the HRTAC has the authority to issue bonds and other evidences of debt. In addition, the HRTAC shall control and operate and may impose and collect tolls in amounts established by the HRTAC for the use of any new or improved highway, bridge, or tunnel, to increase capacity on such facility or to address congestion within Planning District 23. The HRTAC is also a responsible public entity under the Public-Private Transportation Act of 1995.

The passed legislation includes the following statement:

. . . the staff of the Hampton Roads Transportation Planning Organization and the Virginia Department of Transportation shall work cooperatively to assist the

proper formation and effective organization of the Hampton Roads Transportation Accountability Commission. Until such time as the Commission is fully established and functioning, the staff of the Hampton Roads Transportation Planning Organization shall serve as its staff, and the Hampton Roads Transportation Planning Organization shall provide the Commission with office space and administrative support. The Commission shall reimburse the Hampton Roads Transportation Planning Organization for the cost of such staff, office space, and administrative support as appropriate.

B. Work Elements (WE)

Work activities include the following:

1. Providing staff support to the Hampton Roads Transportation Accountability Commission (HRTAC), per the stipulation included in HB 1253 or SB 513. Staff support may include:
 - a) Technical support on transportation planning, prioritization, and programming.
 - b) Tracking of revenues and expenditures of funds for which the HRTAC is the responsible entity.
 - c) Administrative support – coordinating meetings, payroll, accounting, etc.

C. End Products

1. WE 1 – Reports of revenues and expenditures of funds for which HRTAC is responsible.

D. Schedule

1. WE 1 – Ongoing.

E. Participants

HRTAC, HRTPO, local governments, VDOT, DRPT, VPA, FHWA, other stakeholders

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	HRTF	TOTAL
HRTPO			\$106,500	\$106,500

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