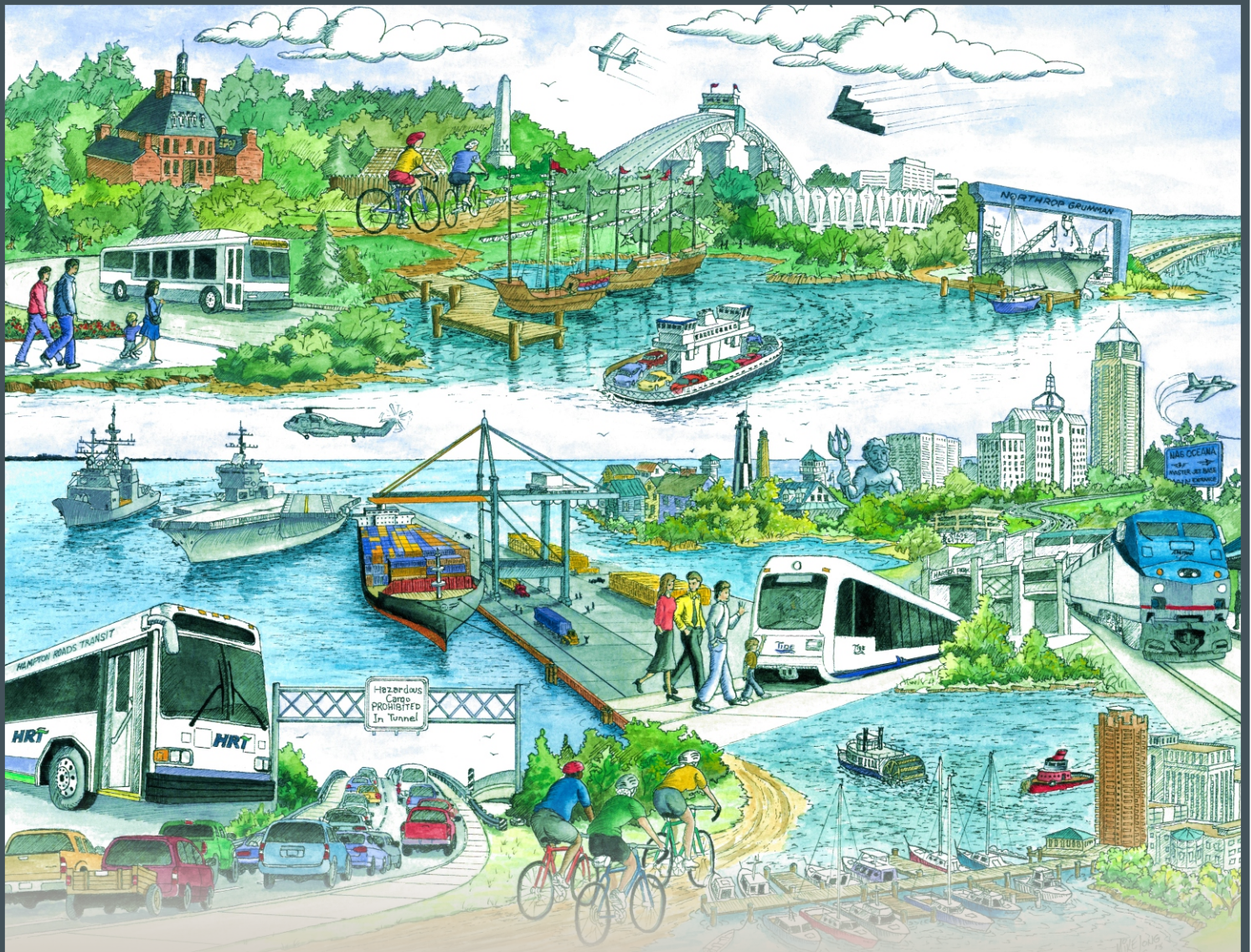


Hampton Roads  
Transportation Planning Organization  
**UNIFIED PLANNING  
WORK PROGRAM**  
FY 2016



T15-04



**HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION  
VOTING MEMBERS**

Camelia Ravanbakht, PhD  
Interim Executive Director

**CHESAPEAKE**

Alan P. Krasnoff

**GLOUCESTER COUNTY**

John C. Meyer, Jr

**HAMPTON**

George Wallace

**ISLE OF WIGHT COUNTY**

Delores Dee-Dee Darden

**JAMES CITY COUNTY**

Mary K. Jones

**NEWPORT NEWS**

McKinley Price

**NORFOLK**

Paul D. Fraim

**POQUOSON**

W. Eugene Hunt, Jr.

**PORTSMOUTH**

Kenneth I. Wright

**SUFFOLK**

Linda T. Johnson

**VIRGINIA BEACH**

William D. Sessoms, Jr.

**WILLIAMSBURG**

Clyde A. Haulman

**YORK COUNTY**

Thomas G. Shepperd, Jr.

**MEMBERS OF THE VIRGINIA SENATE**

The Honorable Thomas K. Norment, Jr.

The Honorable Frank W. Wagner

**MEMBERS OF THE VIRGINIA HOUSE OF DELEGATES**

The Honorable Christopher P. Stolle

The Honorable David Yancey

**TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS**

William A. Harrell, President/Chief Executive Officer

**WILLIAMSBURG AREA TRANSIT AUTHORITY**

Jamie Jackson, Acting Executive Director

**VIRGINIA DEPARTMENT OF TRANSPORTATION**

James Utterback, Hampton Roads District Administrator

**VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION**

Jennifer Mitchell, Director

**VIRGINIA PORT AUTHORITY**

John Reinhart, CEO/Executive Director

**HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION  
NON-VOTING MEMBERS**

**CHESAPEAKE**

James E. Baker

**GLOUCESTER COUNTY**

Brenda G. Garton

**HAMPTON**

Mary Bunting

**ISLE OF WIGHT COUNTY**

Anne Seward

**JAMES CITY COUNTY**

Bryan J. Hill

**NEWPORT NEWS**

James M. Bourey

**NORFOLK**

Marcus Jones

**POQUOSON**

J. Randall Wheeler

**PORTSMOUTH**

John Rowe

**SUFFOLK**

Selena Cuffee-Glenn

**VIRGINIA BEACH**

James K. Spore

**WILLIAMSBURG**

Jackson C. Tuttle

**YORK COUNTY**

J. Mark Carter

**FEDERAL HIGHWAY ADMINISTRATION**

Irene Rico, Division Administrator – Virginia Division

**FEDERAL TRANSIT ADMINISTRATION**

Terry Garcia Crews, Regional Administrator, Region 3

**FEDERAL AVIATION ADMINISTRATION**

Jeffrey W. Breeden, Airport Planner, Washington Airports District Office

**VIRGINIA DEPARTMENT OF AVIATION**

Randall P. Burdette, Director

**PENINSULA AIRPORT COMMISSION**

Ken Spirito, Executive Director

**NORFOLK AIRPORT AUTHORITY**

Wayne E. Shank, Executive Director

**CITIZEN TRANSPORTATION ADVISORY COMMITTEE**

Shepelle Watkins-White, Chair

**FREIGHT TRANSPORTATION ADVISORY COMMITTEE**

Arthur W. Moye, Jr., Co-Chair (Nonvoting Board Member)

Delegate Christopher P. Stolle, Co-Chair (Voting Board Member)

**MILITARY LIAISONS**

Robert E. Clark, Captain, U.S. Navy

Vacant, U.S. Coast Guard

John J. Allen, Jr. Colonel, U.S. Air Force

William S. Galbraith, Colonel, U.S. Army

**INVITED PARTICIPANT**

John Malbon, Commonwealth Transportation Board

## **PROJECT STAFF**

### **Hampton Roads Transportation Planning Organization**

Camelia Ravanbakht, PhD	Interim Executive Director
Robert B. Case, PhD, PE	Principal Transportation Engineer
Michael S. Kimbrel	Principal Transportation Engineer
Kendall L. Miller	Public Involvement and Title VI Administrator
Dale M. Stith, AICP	Principal Transportation Planner
Keith M. Nichols, PE	Principal Transportation Engineer
Joseph D. Paulus	Special Transportation Advisor
Samuel S. Belfield	Senior Transportation Engineer
Brian Miller	Senior Web and Graphics Designer
Theresa K. Jones	Transportation Engineer
James J. McNamara	Community Planner
John V. Mihaly	Transportation Analyst
Seth Schipinski	Transportation Engineer
Kathlene Grauberger	Senior Administrative Assistant
Michael R. Long	General Services Manager
Christopher Vaigneur	Assistant General Services Manager

### **Hampton Roads Transit**

William E. Harrell	President/Chief Executive Officer
Ray Amoruso	Chief Planning and Development Officer
Julie E. Timm, AICP	Transit Development Officer
Keisha L. Branch	Capital Programs and Grants Administration Officer
Ron Hodges	Director, Communications & Business Development

### **Williamsburg Area Transit Authority**

Jamie Jackson	Deputy Executive Director
Barbara Creel	Budget & Grants Administrator

### **Virginia Department of Transportation**

James Utterback	District Administrator – Hampton Roads District
Eric Stringfield	District Transportation and Land Use Director

### **Virginia Department of Rail and Public Transportation**

Amy Inman	Planning and Mobility Programs Administrator
Marie K. Berry	Financial Programming Manager

## REPORT DOCUMENTATION

**TITLE:**

Unified Planning Work Program: FY 2016

**REPORT DATE**

April 2015

**GRANT/SPONSORING AGENCY:**  
FHWA/FTA/VDOT/DRPT/LOCAL  
FUNDS

**PROJECT TEAM:**

Joseph D. Paulus  
Michael S. Kimbrel

**ORGANIZATION NAME,  
ADDRESS AND TELEPHONE**  
Hampton Roads Transportation  
Planning Organization  
723 Woodlake Drive  
Chesapeake, Virginia 23320  
(757) 420-8300  
<http://www.hrtpo.org>

**PROJECT MANAGER:**

Michael S. Kimbrel

**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) 2016 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2015 to June 30, 2016. 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.

## **NON-DISCRIMINATION**

The HRTPO assures that no person shall, on the ground of race, color, national origin, handicap, sex, age, or income status as provided by Title VI of the Civil Rights Act of 1964 and subsequent authorities, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity. The HRTPO Title VI Plan provides this assurance, information about HRTPO responsibilities, and a Discrimination Complaint Form.

<b>Table of Contents</b>		<b>PAGE</b>
<b>LIST OF REVISIONS</b>		v
<b>I. INTRODUCTION</b>		1
Planning Priorities		2
Planning Factors		5
Performance Management		5
Summary Funding and Budget Information		7
Comparison of UPWP Tasks – FY 2016 versus FY 2015		12
<b>II. ACTIVITIES AND TASKS</b>		
<b>1.0 LONG-RANGE TRANSPORTATION PLAN</b>		15
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		
<b>2.0 TRANSPORTATION PROJECT PROGRAMMING</b>		19
Transportation Improvement Program (TIP)		
House Bill 2 (HB2) Statewide Prioritization Process		
CMAQ/RSTP Project Selection Process		
Transportation Alternatives Program Project Selection Process		
Statewide and Regional Transportation Funding		
<b>3.0 PERFORMANCE MANAGEMENT</b>		27
Quantifying Detailed Performance and Proposing Improvements		
Congestion Management Process (CMP) Master Document		
Annual Volumes, Speeds, and Congestion Report		
Performance-Based Project Selection		
Monitoring Performance of the Regional System		
Annual state of Transportation Report		
Annual System Performance Measures		
<b>4.0 PUBLIC PARTICIPATION</b>		33
Public Involvement		
Title VI and Environmental Justice		
Community Outreach Activities		
<b>5.0 UNIFIED PLANNING WORK PROGRAM</b>		39
<b>6.0 REGIONAL FREIGHT PLANNING</b>		41
Regional Freight Study		
Other Freight Studies		
Prioritizing Projects that Improve Freight Movement		
Freight Transportation Advisory Committee (FTAC)		

Table of Contents (Continued)		PAGE
<b>7.0</b>	<b>SAFETY AND SECURITY PLANNING .....</b>	<b>45</b>
	Safety Planning	
	Security Planning	
<b>8.0</b>	<b>Multimodal Mobility .....</b>	<b>51</b>
	Active Transportation	
	Public Transportation Funding	
	Transportation Connectivity Gap Analysis	
	On-Demand Ride Services (Ridesourcing)	
<b>8.1</b>	<b>Economic Benefits of Building Multimodal Signature Paths in Hampton Roads ....</b>	<b>57</b>
<b>9.0</b>	<b>TECHNICAL SUPPORT, RESEARCH, AND SPECIAL STUDIES .....</b>	<b>59</b>
<b>9.1</b>	<b>Technical Support, Research, and Coordination .....</b>	<b>59</b>
<b>9.2</b>	<b>Costs and Benefits of Options for I-64 Integrated Corridor Management (ICM) ....</b>	<b>61</b>
<b>9.3</b>	<b>Regional Operations Planning .....</b>	<b>63</b>
<b>10.0</b>	<b>HRTPO ADMINISTRATION .....</b>	<b>67</b>
	Maintenance of HRTPO Administrative Processes	
	Transportation Legislation and Policy	
	Administration of HRTPO Board and Advisory Committees	
	Annual Report	
<b>11.0</b>	<b>PLANNING BY TRANSIT AGENCIES .....</b>	<b>71</b>
<b>11.1</b>	<b>TDCHR –Performance Monitoring and Evaluation .....</b>	<b>71</b>
<b>11.2</b>	<b>WATA – Performance Monitoring and Evaluation .....</b>	<b>73</b>
<b>11.3</b>	<b>Feasibility/Corridor Studies .....</b>	<b>79</b>
<b>11.4</b>	<b>Disadvantaged Business Enterprise Planning .....</b>	<b>83</b>
<b>11.5</b>	<b>Regional Transportation Demand Management (TDM) Program (TRAFFIX) .....</b>	<b>87</b>
<b>11.6</b>	<b>Financial Planning .....</b>	<b>91</b>
<b>11.7</b>	<b>WATA Transit Development Plan, Comprehensive Operations Analysis, Passenger Profile Study and Organizational Analysis .....</b>	<b>93</b>
<b>11.8</b>	<b>Environmental Management System and Sustainability Program .....</b>	<b>97</b>
<b>11.9</b>	<b>TDCHR Public Involvement/Public Information/Publications .....</b>	<b>99</b>
<b>11.10</b>	<b>TDCHR Transit Development Plan .....</b>	<b>101</b>
<b>12.0</b>	<b>VDOT REGIONAL PLANNING .....</b>	<b>105</b>
<b>13.0</b>	<b>HRTPO CONTINGENCY FUNDING .....</b>	<b>109</b>
<b>14.0</b>	<b>RURAL TRANSPORTATION PLANNING .....</b>	<b>111</b>
<b>15.0</b>	<b>HRTAC ADMINISTRATION .....</b>	<b>117</b>



**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 2015 UPWP.....	165

**LIST OF REVISIONS**

9/3/15	UPWP revised to reflect final carryover Section 5303 (CO5303) and/or DRPT funding. The budgets for the following tasks have been revised to account for the actual carryover funding. Task 10.0 HRTPO Administration: reduce the CO5303 budget by \$12,744 in FY 2015 5303 funds; Task 11.4 Disadvantaged Business Enterprise Planning: increase the CO5303 budget by \$10,783 in FY 2015 5303 funds; Task 11.7 WATA Transit Development Plan, Comprehensive Operational Analysis, Passenger Profile Study and an Organizational analysis: reduce the CO5303 budget by \$27,942 in FY 2014 5303 funds and reduce the DRPT budget by \$27,942; Task 11.10 TDCHR Transit Development Plan: add CO5303 funding of \$69,384 in FY 2015 5303 funds. This revision also included updates to Tables A-E to account for the change in funding.
9/29/15	UPWP revised to reflect additional carryover Section 5303 (CO5303) funding. The budget for the following task has been revised to account for the revised carryover funding. Task 10.0 HRTPO Administration: increase the CO5303 budget by \$53,759 in FY 2015 5303 funds.
10/8/15	UPWP Task 8.0 revised to provide more information on the Active Transportation and Public Transportation elements of the task.

This Page Intentionally Left Blank

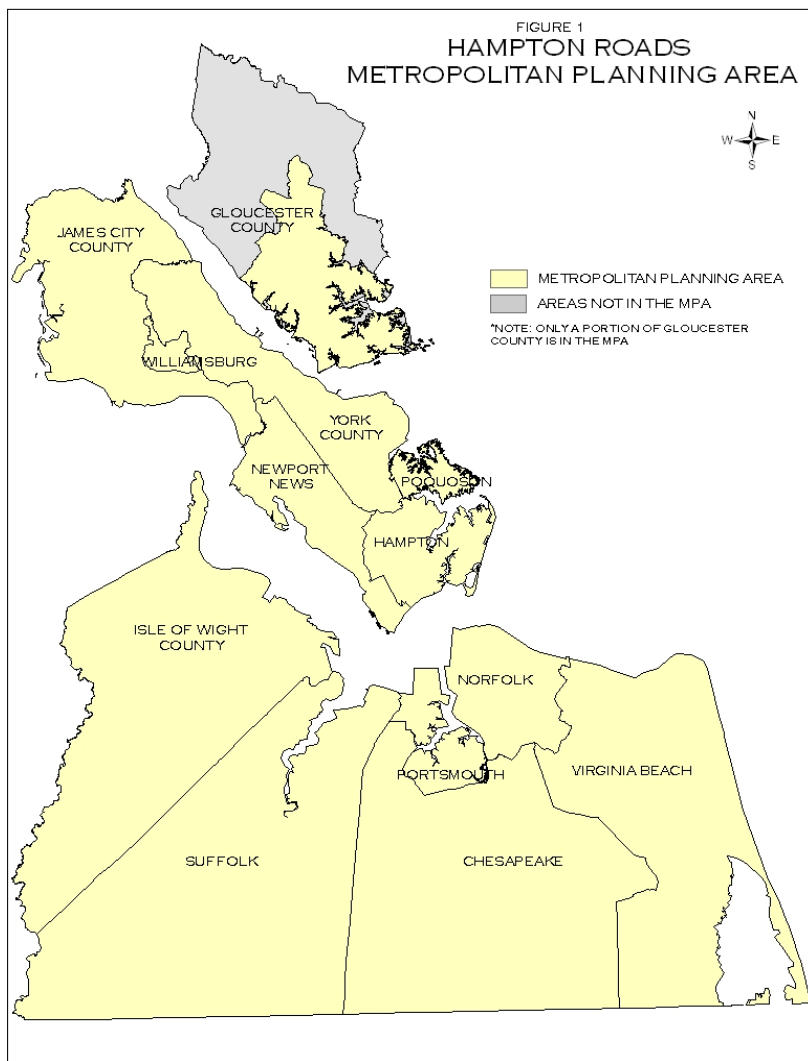
## INTRODUCTION

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) 2016 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2015 to June 30, 2016. 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**.

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 13.0, which accounts for the work done by the HRTPO staff for the City of Franklin, the Counties of Southampton and Surry, and the portion of Gloucester County that lies 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.

The FY 2016 planning priorities for the Hampton Roads TMA are as follows:

### *Transportation Programming*

Transportation programming involves tracking transportation funds coming to Hampton Roads, selecting projects on which to allocate those funds, and monitoring the status of projects to help ensure transportation dollars are being used efficiently and effectively. HRTPO transportation programming efforts include:

- Maintaining a transparent, accurate, and user-friendly Transportation Improvement Program (TIP).
- Participating in the development of the state's Six-Year Improvement Program (SYIP).
- Monitoring the performance of the TIP – including quarterly reviews of the progress on TIP projects to help ensure that funds are being used effectively.
- Using documented, competitive processes for selecting projects to be funded under the Congestion Mitigation and Air Quality Improvement Program (CMAQ), Regional Surface Transportation Program (RSTP) and Transportation Alternatives Program (TAP).
- Coordinating on the implementation of the House Bill 2 (HB2) Statewide Project Prioritization Process.
- Monitoring the actions of the Commonwealth Transportation Board (CTB).
- Working closely with the Hampton Roads Transportation Accountability Commission (HRTAC).

### *Strengthening Multimodal Planning*

Federal regulations require that metropolitan transportation planning include both long-range and short-range strategies and/or actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods. *Multimodal* refers to the variety of available transportation options – highways, transit, freight and passenger rail, waterways, pedestrian and bicycle facilities, etc. – and how those modes are interconnected.

HRTPO multimodal planning efforts include:

- Applying the methodology of the HRTPO Project Prioritization Tool.
- Including freight planning activities designed to promote safe, secure, fast, and efficient movement of goods.

- Integrating public transportation, passenger rail, and active transportation in the Long-Range Transportation Plan (LRTP)
- Investigating the use of scenario-based long-range planning.
- Instituting performance and outcome-based planning.

### ***Congestion Relief, Safety, and Security***

While adding capacity to the regional transportation system is important and necessary, to get the most out of the transportation funding that comes to Hampton Roads it is critical to seek out and implement cost effective strategies to relieve traffic congestion. In addition, beyond congestion relief, the metropolitan planning process must take into account the safety and security of users of the transportation system. All users of the transportation system – motorist, bicyclist, transit rider, freight hauler – are directly impacted by these factors. Even one who never leaves home is affected by problems in the transportation system because such problems impact the delivery of all goods and services, including emergency services.

HRTPO efforts related to congestion relief, safety, and security include:

- Encouraging the implementation of projects known to be particularly cost-effective at reducing congestion and improving safety, such as the synchronization of traffic signals.
- Encouraging strategies for clearing crashes and incidents faster.
- Evaluating operational solutions, including advanced-technologies.
- Evaluating performance pricing strategies for reducing congestion.
- Performing before and after safety studies in specific locations.
- Conducting a bicycle and pedestrian safety study.
- Using a tool for estimating the impacts of disruptions to the transportation system that would result from specific events, such as hurricanes.

### ***Public Transportation Funding***

Public transportation is an integral component of the transportation system for a metropolitan area like Hampton Roads. People depend upon public transportation daily to get to work, medical appointments, educational institutions, shopping, and recreational and other activities. Properly meeting the demand for public transportation requires a dependable source of funding for expanding and operating the system, as well as replacing and maintaining transit vehicles. A November 2014 presentation by the Virginia Department of Rail and Public Transportation showed that, under current funding conditions, revenues for transit capital will decline by 62 percent beginning in FY 2018.

HRTPO efforts related to public transportation include:

- Researching strategies for providing a dedicated funding stream for public transportation.
- Working with local transit providers to develop a business case for such a dedicated funding stream.

### ***Transportation Legislation and Policy***

The HRTPO Board recognizes the importance of proactively advising state and national legislators regarding the positions of the HRTPO on developing legislation associated with

transportation. The Board created the Legislative Ad-hoc Committee in January 2010 to focus on legislative issues and advise the Board.

HRTPO efforts related to Transportation Legislation and Policy include:

- Fostering knowledge among Board members about State and Federal legislative matters.
- Monitoring and providing briefings on developments in state and federal legislation related to transportation, particularly those that impact funding.
- Conducting research on federal and state legislation and transportation policy, particularly those that impact funding.
- Legislative liaison activities, including attendance at legislative sessions or committee hearings.
- Engaging in activities to educate and/or advocate legislative positions to local, state or federal officials on matters impacting the operation of the HRTPO.
- Submitting comments and/or resolutions on proposed legislation to members of the General Assembly and/or Congress.
- Producing an HRTPO Legislative agenda annually.



## **Planning Factors**

23 CFR Section 450.306(a) under Metropolitan Planning regulations states that the metropolitan 3-C (Continuing, Comprehensive, and Cooperative) process shall provide for consideration and implementation of projects, strategies, and services 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 all 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; and
- PF 8     Emphasize the preservation of the existing transportation system.

The HRTPO is strongly committed to implementing these planning factors 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 **Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)**, signed into law on July 6, 2012, is the current federal act authorizing funds for surface transportation programs. A key feature of MAP-21 is the establishment of a performance and outcome based program. The Act establishes 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.

MAP-21 requires the U.S. Secretary of Transportation, in consultation with States, MPOs, and other stakeholders, to establish performance measures for pavement conditions and performance for the Interstate and National Highway System, bridge conditions, injuries and fatalities, traffic condition, on-road mobile source emissions, and freight movement on the Interstate System. States (and MPOs, where applicable) will set performance targets in support of those measures, and State and metropolitan plans will describe how program and project selection will help achieve the targets.

MAP-21 requires the metropolitan transportation planning process to provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in the Act. The Long-Range Transportation Plan (LRTP) must describe the performance measures and targets used in assessing system performance of the transportation system. The State, MPOs, and public transportation providers are to coordinate on the setting of performance targets to ensure consistency. The LRTP is to contain a system performance report evaluating the condition and performance of the transportation system with respect to the established performance targets. The Transportation Improvement Program (TIP) shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets established in the LRTP, linking investment priorities to those performance targets. The U.S. Secretary of Transportation is required to establish criteria for the evaluation of the new performance-based planning processes. The process will consider whether States developed appropriate performance targets and made progress toward achieving targets.

## Summary Funding and Budget Information

The following tables summarize the funding and budget information associated with the FY 2016 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 2016 UPWP budget attributable to the following entities: HRTPO, VDOT, HRT, and WATA.

**TABLE A**

FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY SOURCE OF FUNDS				
Federal	State	Local Match	Transit Agency Match	TOTAL
\$15,090,051	\$5,485,951	\$305,469	\$210,151	\$21,091,622
71.54%	26.01%	1.45%	1.00%	100.00%

**TABLE B**

BUDGET FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY ENTITY				
HRTPO	VDOT	HRT	WATA	TOTAL
\$3,429,186 <sup>1</sup>	\$546,650	\$16,796,670 <sup>2</sup>	\$319,116	\$21,091,622
16.26%	2.59%	79.64%	1.51%	100.00%

<sup>1</sup> Includes: \$2,453,006 FHWA Planning (PL) funds received via Virginia Department of Transportation  
\$415,665 FTA Section 5303 funds received via Virginia Department of Rail and Public Transportation  
\$390,000 RSTP funds for the Transportation Operations Strategic Plan for Hampton Roads (Consultant Services)  
\$57,000 Hampton Roads Transportation Fund for HRTPO staff support to Hampton Roads Transportation  
Accountability Commission  
\$72,500 State Planning and Research (SPR) funds received via Virginia Department of Transportation

<sup>2</sup> Includes: \$12,950,000 RSTP funds and \$2,080,000 in other state/local funds associated with three Transit Extension Studies

Tables A and B last revised on 9/29/15. (See List of Revisions, Page v, for details)

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, and WATA). 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 2016 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 Program (STP) provides federal funding that may be used by states and localities for a wide variety of highway and transit projects. RSTP funds are STP 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 Program (TAP) Funds:**

The TAP 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.

**Table C : Funding Sources by Task**  
**Hampton Roads Transportation Planning Organization**  
**FY 2016 Unified Planning Work Program**  
**(Funding in Dollars)**

Task #	Task Title	FHWA SPR Funds			FHWA PL Funds			FTA Section 5303 Funds			FTA Section 5307 Funds			Other Federal Funds (See Footnotes)			FTA Section 5303 Carryover Funds			Total		
		Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal Match	State Match	Local Match
1.0	Long-Range Transportation Plan				235,600	29,450	29,450	49,200	6,150	6,150							284,800	35,600	35,600	35,600	35,600	356,000
2.0	Transportation Project Programming				150,720	18,840	18,840	45,040	5,630	5,630							195,760	24,470	24,470	24,470	24,470	244,700
3.0	Performance Management				65,280	8,160	8,160	12,000	1,500	1,500							77,280	9,660	9,660	9,660	9,660	96,600
4.0	Public Participation				308,400	38,550	38,550	38,480	4,810	4,810							346,880	43,360	43,360	43,360	43,360	433,600
5.0	Unified Planning Work Program				55,600	6,950	6,950	14,960	1,870	1,870							70,560	8,820	8,820	8,820	8,820	88,200
6.0	Regional Freight Planning				80,000	10,000	10,000										80,000	10,000	10,000	10,000	10,000	100,000
7.0	Safety & Security Planning				104,640	13,080	13,080										104,640	13,080	13,080	13,080	13,080	130,800
8.0	Multi-Modal Mobility				151,120	18,890	18,890	35,440	4,430	4,430							186,560	23,320	23,320	23,320	23,320	233,200
8.1	Economic Benefits of Building Multimodal Signature Paths in Hampton Roads				62,720	7,840	7,840	16,480	2,060	2,060							79,200	9,900	9,900	9,900	9,900	99,000
9.1	Technical Support, Research & Coordination				130,880	16,360	16,360	42,320	5,290	5,290							173,200	21,650	21,650	21,650	21,650	216,500
9.2	Costs & Benefits of Options for Integrated Corridor Management				38,240	4,780	4,780	27,200	3,400	3,400							65,440	8,180	8,180	8,180	8,180	81,800
9.3	Regional Operations Planning				2,240	280	280				(2)	312,000	78,000	0			314,240	78,280	78,280	280		392,800
10.0	HRTPO Administration				345,598	43,200	43,200	3,698	462	462							80,526	10,066	10,066	53,728	53,728	537,277
11.1	TDCHR - Performance Monitoring and Evaluation							120,000	15,000	15,000							120,000	15,000	15,000	15,000	15,000	150,000
11.2	WATA - Performance Monitoring and Evaluation							140,000	17,500	17,500							140,000	17,500	17,500	17,500	17,500	175,000
11.3	Feasibility/Corridor Studies										(2)	10,360,000	4,590,000	80,000			10,360,000	4,590,000	80,000	80,000	80,000	15,030,000
11.4	Disadvantaged Business Enterprise Planning						8,000	1,000	1,000								20,626	2,578	2,578	3,578	3,578	35,783
11.5	Regional Transportation Demand Management Program - TRAFIX										(1)	789,202	197,301	0			789,202	197,301	197,301	0		986,503
11.6	Financial Planning										(6)	120,000	21,000	9,000			120,000	21,000	21,000	9,000	9,000	150,000
11.7	WATA Transit Development Plan, Comprehensive Operations Analysis, Passenger Profile Study & Organizational Analysis										(4)	0	36,029	36,029	0		57,646	7,206	7,206	43,235	43,235	144,116
11.8	Environmental Management System and Sustainability Program										(1)	120,000	30,000	0			120,000	30,000	30,000	0	0	150,000
11.9	TDCHR Public Involvement/Public Information/Publications										(6)	112,000	19,600	8,400			55,507	6,938	6,938	13,438	13,438	140,000
11.10	TDCHR Transit Development Plan							52,000	6,500	26,500												154,384
12.0	VDOT Regional Planning			109,330	0															109,330	0	546,650
13.0	HRTPO Contingency Funding				231,367	28,921	28,921													231,367	28,921	289,209
14.0	Rural Transportation Planning																					72,500
15.0	HRTAC Administration			14,500							(5)		57,000	0						57,000	0	57,000
	<b>Total</b>	<b>495,320</b>	<b>109,330</b>	<b>14,500</b>	<b>1,962,405</b>	<b>245,301</b>	<b>245,301</b>	<b>604,818</b>	<b>75,602</b>	<b>95,602</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,813,202</b>	<b>5,029,930</b>	<b>133,429</b>	<b>214,306</b>	<b>26,788</b>	<b>26,788</b>	<b>15,060,051</b>	<b>5,485,951</b>	<b>515,620</b>

Local Match provided by Hampton Roads Planning District Commission, Hampton Roads Transit, and Williamsburg Area Transit Authority.

(n) = Footnote - See below:

- (1) = CMAQ Funds
- (2) = RSTP Funds
- (3) = State/Local Funds
- (4) = DRPT Technical Assistance Funds
- (5) = HRTF Funds
- (6) = Section 5307 Funds

Table C last revised 9/29/15 (See List of Revisions, Page v, for details)



**Table D: Budget by Recipient**  
**Hampton Roads Transportation Planning Organization**  
**FY 2016 Unified Planning Work Program**  
(Funding in Dollars)

Task #	Task Title	HRTPO				VDOT		HRT			WATA			TOTAL					GRAND TOTAL
		FHWA PL Funds	FTA Section 5303 Funds	Other Funds (See Footnote)	FHWA SPR Funds	FHWA SPR Funds	FTA Section 5303 Funds	Other Funds (See Footnote)	FTA Section 5303 Funds	Other Funds (See Footnote)	FHWA PL Funds	FHWA SPR Funds	FTA Section 5303 Funds	Other Funds (See Footnote)	FTA Section 5303 Funds	Other Funds (See Footnote)			
1.0	Long-Range Transportation Plan	294,500	61,500								294,500	0	61,500	0	0	356,000			
2.0	Transportation Project Programming	188,400	56,300								188,400	0	56,300	0	0	244,700			
3.0	Performance Management	81,600	15,000								81,600	0	15,000	0	0	96,600			
4.0	Public Participation	385,500	48,100								385,500	0	48,100	0	0	433,600			
5.0	Unified Planning Work Program	69,500	18,700								69,500	0	18,700	0	0	88,200			
6.0	Regional Freight Planning	100,000									100,000	0	0	0	0	100,000			
7.0	Safety & Security Planning	130,800	0								130,800	0	0	0	0	130,800			
8.0	Multi-Modal Mobility	188,900	44,300								188,900		44,300	0	0	233,200			
8.1	Economic Benefits of Building Multimodal Signature Paths in Hampton Roads	78,400	20,600								78,400	0	20,600	0	0	99,000			
9.1	Technical Support, Research & Coordination	163,600	52,900								163,600	0	52,900	0	0	216,500			
9.2	Costs & Benefits of Options for Integrated Corridor Management	47,800	34,000								47,800	0	34,000 (1)	0	0	81,800			
9.3	Regional Operations Planning	2,800	(2)	390,000							2,800	0	0	390,000	0	392,800			
10.0	HRTPO Administration	431,997	4,622 (5)	100,658							431,997	0	4,622	100,658	0	537,277			
11.1	TDCHR - Performance Monitoring and Evaluation						150,000				0	0	150,000 (5)	0	0	150,000			
11.2	WATA - Performance Monitoring and Evaluation										0	0	175,000	0	0	175,000			
11.3	Feasibility/Corridor Studies											0	0	0 (2,3)	15,030,000	0	15,030,000		
11.4	Disadvantaged Business Enterprise Planning										0	0	10,000 (5)	25,783	0	35,783			
11.5	Regional Transportation Demand Management Program - TRAFFIX										0	0	0	986,503	0	986,503			
11.6	Financial Planning										0	0	0	0 (1)	150,000	0	150,000		
11.7	WATA Transit Development Plan, Comprehensive Operations Analysis, Passenger Profile Study & Organizational Analysis										0	0	0 (4,5)	144,116	0	144,116			
11.8	Environmental Management System and Sustainability Program										0	0	0 (1)	150,000	0	150,000			
11.9	TDCHR Public Involvement/Public Information/Publications											0	0	0 (7)	140,000	0	140,000		
11.10	TDCHR Transit Development Plan											0	0	65,000 (3)	89,384	0	154,384		
12.0	VDOT Regional Planning					546,650					0	546,650	0	0	0	546,650			
13.0	HRTPO Contingency Funding	289,209									289,209	0	0	0	0	289,209			
14.0	Rural Transportation Planning										0	72,500	0	0	72,500	0	72,500		
15.0	HRTAC Administration										0	0	0	0	0	0	0	0	
	Total	2,453,006	356,022	547,658	72,500	546,650	225,000	16,571,670	0	175,000	144,116	2,453,006	619,150	756,022	17,263,444	0	21,091,622		

(fn) = Footnote - See below:  
(1) = CMAQ Funds  
(2) = RSTP Funds  
(3) = State/Local Funds  
(4) = DRPT Technical Assistance Funds  
(5) = Section 5303 Carryover Funds  
(6) = HRTF Funds

## **Comparison of UPWP Tasks – FY 2016 versus FY 2015**

The following table provides a comparison of the FY 2016 and FY 2015 UPWP tasks and budgets associated with work performed by HRTPO staff.

**Table E** includes the following information:

- FY 2016 UPWP Task Number, Task Title, and Task Budget
- FY 2015 UPWP Task Budget
- Change in budget (FY 2016 budget – FY 2015 budget)
- Comments on Changes in Task Budgets

**Table E: Comparison of UPWP Tasks - FY 2016 versus FY 2015**

<b>FY 2016 Task #</b>	<b>FY 2016 Task Title</b>	<b>FY 2016 Budget</b>	<b>FY 2015 Budget</b>	<b>Change in Task Budget</b>	<b>Comments on Changes in Task Budgets</b>
1.0	Long-Range Transportation Plan	\$356,000	\$342,100	\$13,900	Adjusted to reflect a change in the method of accounting for direct and indirect personnel costs.
2.0	Transportation Project Programming	\$244,700	\$227,700	\$17,000	Adjusted to reflect a change in the method of accounting for direct and indirect personnel costs.
3.0	Performance Management	\$96,600	\$105,900	-\$9,300	Adjusted to better reflect work anticipated under this task.
4.0	Public Participation	\$433,600	\$383,100	\$50,500	Adjusted to reflect a change in the method of accounting for direct and indirect personnel costs.
5.0	Unified Planning Work Program	\$88,200	\$66,700	\$21,500	Adjusted to reflect a change in the method of accounting for direct and indirect personnel costs.
6.0	Regional Freight Planning	\$100,000	\$58,100	\$41,900	Adjusted to better reflect work anticipated under this task.
7.0	Safety and Security Planning	\$130,800	\$35,200	\$95,600	Adjusted to better reflect work anticipated under this task.
8.0	Multi-Modal Mobility	\$233,200	\$0	\$233,200	New task in FY 2016.
8.1	Economic Benefits of Building Multimodal Signature Paths in Hampton Roads	\$99,000	\$0	\$99,000	New task in FY 2016.
9.1	Technical Support, Research, and Coordination	\$233,200	\$184,400	\$48,800	Adjusted to better reflect work anticipated under this task.
9.2	Costs & Benefits of Options for I-64 Integrated Corridor Management	\$81,800	\$0	\$81,800	New task in FY 2016.
9.3	Regional Operations Planning	\$392,800 <sup>1</sup>	\$402,800 <sup>2</sup>	-\$10,000	Expended during FY 2015.
10.0	HRTPO Administration	\$537,277	\$1,172,454	-\$635,177	Adjusted to reflect a change in the method of accounting for direct and indirect personnel costs.
12.0	HRTPO Contingency Funding	\$289,209	\$23,181	\$266,028	NA
13.0	Rural Transportation Planning	\$72,500	\$72,500	\$0	No Change.
14.0	HRTAC Administration	\$57,000	\$80,000	-\$23,000	Adjusted to reflect the anticipated hiring of personnel by HRTAC in FY 2016.
	<b>Total</b>	<b>\$3,445,886 <sup>1</sup></b>	<b>\$3,074,135 <sup>2</sup></b>		

<sup>1</sup> Includes \$380,000 Regional Surface Transportation Program (RSTP) funds that will be passed through to the consultant for development of the Transportation Operations Strategic Plan for Hampton Roads.

<sup>2</sup> Includes \$380,000 Regional Surface Transportation Program (RSTP) funds that will be passed through to the consultant for development of the Transportation Operations Strategic Plan for Hampton Roads.

Table E last revised on 9/29/15 (See List of Revisions, Page v, for details)

This Page Intentionally Left Blank

## **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.

The life of a metropolitan LRTP is currently limited to four years by federal regulation and the process for developing a new LRTP takes nearly four 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 product of the planning efforts is the LRTP documents, but many products are developed in the process. The main long-range planning efforts anticipated for FY 2016 are described below.

### **B. Work Elements (WE)**

Work activities include the following:

1. Maintain and update the adopted 2034 LRTP until the 2040 LRTP has been completed; maintain and update the 2040 LRTP following its completion. This

includes documenting any amendments, updating the regional travel demand forecasting model network accordingly, and performing needed air quality conformity analyses.

2. Complete development of the 2040 LRTP. The expected remaining tasks are completing documentation of the 2040 LRTP, generating materials for public engagement regarding the Plan and its contents, and completing any air quality conformity requirements as necessary.
3. Development of the next LRTP following the completion of the 2040 LRTP. It is expected that the next LRTP will be for the forecast year 2045. Tasks to be completed during FY 2016 include:
  - a) Development of a comprehensive schedule covering the development of the next LRTP from beginning to end.
  - b) Re-evaluate the Vision and Goals from the 2040 LRTP in the development of the 2045 LRTP.
  - c) HRTPO staff, in cooperation with staff from the Hampton Roads Planning District Commission, will begin the process of developing the 2045 Regional Socio-Economic Forecast to include a forecast for the region's population, households, employment, workers, and passenger vehicles. The forecast will consist of regional, sub-regional, and jurisdictional control totals for member localities. The socio-economic forecast will begin at the end of FY 2016 and be completed at the beginning of FY 2017. This work product will be conducted in concert with member jurisdictions and will comply with the regulations mandated by the FHWA.
  - d) Conduct scenario planning in regards to forecasted growth for the horizon year 2045.
  - e) 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. Upgrade 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 flooding and climate change – as appropriate.
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 2016 include:
  - a) Collaborate in the process of developing statewide performance measures
  - b) Align federal/statewide goals and performance measures with the long-range transportation plan
  - c) Assist in gathering data, if necessary, to quantify performance measures
  - d) Make any necessary changes to the HRTPO Project Prioritization Tool
  - e) Study 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 the 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 2d – Documents and materials describing the 2040 LRTP and the LRTP planning process.
3. WE 3 –
  - a. A four-year schedule for the development of the 2045 LRTP.
  - b. A Vision statement and accompanying Goals for the 2045 LRTP.
  - c. Year 2045 socioeconomic data estimates by locality.
  - d. Planning scenarios to accommodate forecasted growth for the plan horizon year 2045.
  - e. Ongoing public participation efforts.
4. WE 4 – A revised and maintained 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 long-range transportation planning process.

#### **D. Schedule**

1. WE 1 – Ongoing.
2. WE 2 – Second Quarter FY 2016

3. WE 3 –
  - a. First Quarter FY 2016
  - b. Fourth Quarter FY 2016
  - c. Fourth Quarter FY 2016
  - d. Fourth Quarter FY 2016
  - e. Ongoing
4. WE 4 – Ongoing
5. WE 5 – Ongoing
6. WE 6 – Ongoing
7. WE 7 – Ongoing
8. WE 8 – Ongoing
9. WE 9 – As needed or directed by the HRTPO Board.

**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	\$294,500	\$61,500		\$356,000

## 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.

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 adherence to the 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.

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, 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. The HRTPO Board submits its priority projects during the development of the SYIP each year.
4. 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.
5. The draft TIP is tested for air quality conformity, if required.
6. The final TIP is approved by the HRTPO Board.
7. The final TIP is approved by the Governor.
8. 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](http://www.hrtpotip.org).

### **House Bill 2 (HB2) Statewide Prioritization Process**

Legislation commonly referred to as House Bill 2, or HB2, was signed into law in 2014 and requires the Commonwealth Transportation Board (CTB) to develop a statewide prioritization process for capacity expansion projects based on a comparison of a project's relative benefits to its cost. Development of the new prioritization process is underway and state law requires that the prioritization process be used to develop the FY 2017-FY 2022 Six-Year Improvement Program (SYIP). The HB2 process will have a direct impact on Step 2 of the TIP Development Process outlined above.

The Office of the Virginia Secretary of Transportation is coordinating the development of the HB2 process, including stakeholder outreach and involvement. The HRTPO has been and will continue to be involved in the development and review of the new statewide prioritization process. Additional information regarding HB2 may be accessed on the website of the Secretary of Transportation at: <http://www.virginiahb2.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 under two

federal funding programs – the Congestion Mitigation and Air Quality (CMAQ) improvement program and the Regional Surface Transportation Program (RSTP).

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*, 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 and has been designated an attainment area for all current NAAQS.

The Surface Transportation Program (STP) provides federal funding that may be used by States and localities for a wide variety of highway and transit projects. Regional STP (RSTP) funds are STP 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. Any project ideas received from the public are forwarded to eligible applicants for consideration. Projects proposed by eligible recipients 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, and DRPT, along with input from advisory committees including the Transportation Technical Advisory Committee to prioritize and select projects to receive CMAQ or RSTP funding.

On February 16, 2011, the Commonwealth Transportation Board (CTB) passed a resolution that stated the following regarding the allocation of CMAQ funds:

- Beginning with the FY 2012-2017 Six-Year Improvement Program (SYIP), the district CTB member will work with appropriate MPOs and VDOT and DRPT staff to recommend to the CTB a list of CMAQ projects for inclusion in the SYIP in order to allocate all six years of CMAQ funds anticipated to be available to the MPOs.
- CMAQ funds will be programmed to facilitate maximization of the use of federal funds, including fully funding project phases according to current schedules and estimates.
- CMAQ allocations will be programmed centrally by VDOT and DRPT staff based on the recommended CMAQ projects according to CTB priorities and federal eligibility requirements.

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 the CMAQ or RSTP allocations per year associated with transportation projects and processes requests for additional funds to cover cost overruns on CMAQ and RSTP projects. In addition, the Transportation Programming Subcommittee (TPS) 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 Program (TAP) Project Selection Process**

MAP-21 established a new program to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs. The Transportation Alternatives Program (TAP) replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs. Half of a state's TAP apportionment is sub-allocated to areas based on their relative share of the total state population, while the other half is available for use in any area of the state.

For urbanized areas with populations over 200,000, the MPO, through a competitive process, selects the TAP 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.

Additional information on the TAP may be accessed via the VDOT website at: <http://www.virginiadot.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 new transportation funding legislation 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. The new regional revenues are being directed to the Hampton Roads Transportation Fund (HRTF). HRTPO staff will closely monitor the implementation of the legislation and keep the HRTPO Board well-informed on the status of the HRTF, including the status of projects selected by the Board to be funded with HRTF revenues.

The Six-Year Improvement Program (SYIP) is the Commonwealth Transportation Board's (CTB) program for allocating funding for rail, public transportation, commuter assistance, bicycle, pedestrian, interstate system, and primary system transportation projects. The SYIP allocates funds for transportation projects proposed for construction, development or study in the next six fiscal years. The program is updated annually. The SYIP focuses on the Interstate, Primary, Rail and Public Transit systems. Urban and Secondary systems are included in the SYIP; however, projects under these two systems are typically determined by localities.

VDOT and DRPT usually submit their proposed SYIPs for CTB approval during the fourth quarter of each fiscal year. In addition, the SYIPs may be revised during the year to address funding resources and State priorities.



While the SYIP shows funding *allocated* to projects, the Statewide Transportation Improvement Program (STIP) shows funding scheduled to be *obligated* on projects. Allocations indicate funding budgeted to projects by the CTB, while obligations indicate federal funds for which federal authority to expend the funds has been obtained.

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.

The HRTPO Transportation Improvement Program 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. This will also allow for the regular monitoring of the status of transportation projects in Hampton Roads.

## **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 update the web visualization for the TIP to provide easy public access.
4. 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.
5. Lead and coordinate the annual Project Selection Process for CMAQ and RSTP projects.
6. Monitor and update CMAQ/ RSTP Project Selection Process methodologies as deemed necessary.
7. Maintain electronic spreadsheets to keep track of CMAQ and RSTP allocations and transfers.
8. Prepare and submit a list of the Region's priority projects to VDOT and DRPT each year during the development and revision of the SYIP. Development of

the priority projects list takes into account the transportation needs of military installations and activities in Hampton Roads.

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. Endeavor to expeditiously analyze the draft SYIP in order to provide feedback to the CTB for their final approval of the SYIP.
11. Submit resolutions to the CTB prior to final action by the CTB on new or significantly revised SYIPs.
12. Conduct a quarterly review of expenditures on projects in the Hampton Roads TIP.
13. Coordinate with VDOT Local Assistance Division staff in carrying out the project selection process for the Transportation Alternatives Program.
14. Coordinate with state agencies on the development and implementation of the HB2 Statewide Prioritization Process.

#### C. End Products

1. WE 1 – A financially-constrained TIP.
2. WE 3 – A web visualization of the TIP.
3. WE 4 – Annual Obligation Report.
4. WE 5 – A summary report on the annual CMAQ/RSTP project selection process.
5. WE 6 – An updated *Guide to the HRTPO CMAQ/RSTP Project Selection Process*, as necessary.
6. WE 8 – Submission of a list of Regional Priority Projects to VDOT and DRPT.
7. WE 9 – Presentation to HRTPO Board, as necessary.
8. WE 11 – HRTPO Board Resolutions to CTB, as appropriate.
9. WE 12 – Presentation to TTAC and HRTPO Board, as appropriate.
10. WE 13 – TAP project selection and recommended allocations.

#### D. Schedule

1. WE 1-3 – Ongoing
2. WE 4 – No later than 90 calendar days following the end of the federal fiscal year
3. WE 5 – July – December 2015
4. WE 6 – As necessary
5. WE 7 – Ongoing
6. WE 8 – Second quarter FY 2016
7. WE 9-11 – As necessary
8. WE 12 – Quarterly
9. WE 13 – By Fourth Quarter FY 2016
10. WE 14 – Ongoing

**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	\$188,400	\$56,300		\$244,700

This Page Intentionally Left Blank

## 3.0 PERFORMANCE MANAGEMENT

### A. Background

The entire HRTPO planning and programming process is based on performance management. Performance management is the process of using performance measures to guide the planning and programming of transportation improvements. This description of Task 3.0 provides an overview of the HRTPO performance management process, including work to be completed under Task 3.0 as well as under other UPWP tasks.

A key feature of MAP-21 is the establishment of a performance- and outcome-based program. The Act establishes 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 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 National Highway System (NHS)
- Performance of the Interstate System and the remainder of the NHS
- Bridge condition on the NHS
- Fatalities and serious injuries—both number and VMT rate—on all public roads
- Traffic congestion
- On-road mobile source emissions
- Freight movement on the Interstate System

The HRTPO performance management process is comprised of the following *repeated* steps:

#### 1. Quantifying Detailed Performance and Proposing Improvements

This step involves maintaining databases of performance data prepared by others, and using that data — and data prepared by staff — to prepare reports quantifying detailed performance of the transportation system (e.g. at the highway segment level). Some of these reports propose measures designed to improve transportation performance:

- a. Congestion Management Plan (CMP) Master Document (every four years)
- b. Annual *Volumes, Speeds, and Congestion* Report
- c. Special Network Studies: details are included in Task 9.0 – Technical Support, Research, and Special Studies.

#### 2. Performance-Based Project Selection

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

- a. LRTP Project Selection: details are included in Task 1.0 – Long-Range Transportation Plan.
- b. CMAQ and RSTP Project Selection: details are included in Task 2.0 – Transportation Project Programming.
- c. TAP Project Selection: details are included in Task 2.0 – Transportation Project Programming.

### **3. Monitoring Performance of the Regional System**

Preparing Regional Summaries of the Performance of the Transportation System:

- a. Annual State of Transportation Report
- b. System Performance Measures Reports

#### **Background Details on Work Done Once Every Four Years**

In this section, background for work which is done only in certain years is described.

#### **CMP Master Document**

The Congestion Management Process (CMP) is a systematic method of addressing congestion “through the use of travel demand reduction and operational management strategies.” (Code of Federal Regulations [CFR]) The CMP “results in multimodal system performance measures and strategies that can be reflected in the metropolitan transportation plan and the TIP.” (CFR) The CMP covers the most important highway segments in the region: all interstates, all arterials, and key collectors.

To execute the Congestion Management Process, staff performs certain work elements annually—described in the “Work Elements” section below—and then prepares a CMP master document every four years.

The HRTPO staff has produced comprehensive CMP master documents every few years since the HRTPO Board took action in October 1995 to adopt the region’s Congestion Management System. The HRTPO staff completed the latest version of the CMP master document (2014 Update) in FY2014.

The CMP master report typically documents the following work:

- Calculate existing speeds using INRIX data for segments for which INRIX data is available.
- Calculate level-of-service (LOS) for these segments using these speeds.
- Calculate LOS for all arterial segments using Highway Capacity Manual (HCM) methods.
- For a certain number of arterial segments with INRIX data where INRIX-based LOS is significantly worse than HCM-based LOS, examine turn-lane configuration

at intersections and make (low cost) recommendations concerning improvements to turn lanes and/or signal re-timings.

- Identify “Critical Congested Corridors”
- Identify strategies for improving Critical Congested Corridors.

The CMP master report may document the following additional work:

- Examine bridge and tunnel volumes and queues over time.
- Examine planned improvements in the TIP.

In accordance with the four-year cycle of the Long-Range Transportation Plan (LRTP), the next CMP master document will be produced in FY 2018.

## **B. Work Elements (WE)**

Work activities include the following:

### **1. Quantifying Detailed Performance and Proposing Improvements**

Quantifying performance of transportation system and proposing transportation improvements designed to improve performance is comprised of the following types of work:

#### Maintaining Databases of Performance Data Prepared by Others

Each year, HRTPO staff maintains its transportation performance databases for use in performance management. These databases cover all aspects of the transportation system including roadway use, bridges, aviation, rail, public transportation, taxi, American Community Survey (ACS) data, fuel prices, etc. This task covers database maintenance not included in other UPWP tasks.

#### Preparing Detailed Performance Data and Proposing Improvements

##### **a. CMP Master Document (every four years)**

HRTPO staff produced a CMP master document in FY 2014 and will produce the next CMP master document in FY 2018.

##### **b. Annual Volumes, Speeds, and Congestion Report**

Each year, HRTPO staff produces a report documenting the volumes, speeds, and congestion of each segment of the CMP network. Staff plans to use actual travel time data collected by INRIX to measure congestion on the most important local roadways, and use volumes to estimate congestion on lesser roadways in the CMP network of significant roadways.

##### **c. Special Network Studies are described under Task 9.0 – Technical Support, Research, and Special Studies.**

## 2. Performance-Based Project Selection

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

### a. LRTP Project Selection (based on Prioritization Tool)

MAP-21 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 Plan 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.

As such, integrating a performance management process in to the HRTPO long-range transportation plan will require the developing, monitoring, and subsequent reporting of transportation system performance measures. The focus will be on developing a constrained long-range planning document that includes projects which work towards meeting set performance targets. Typical tasks to be conducted in FY 2016 are:

- i. Collaborate in the process of developing statewide performance measures
- ii. Align federal/statewide goals and performance measures with the long-range transportation plan
- iii. Gather data, if necessary, to quantify the performance measures
- iv. Make any necessary changes to the HRTPO Project Prioritization Tool
- v. Study performance trends and work with localities and agencies in developing performance targets

### b. CMAQ and RSTP Project Selection

Projects proposed for CMAQ and/or RSTP funding by eligible recipients 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. The Guide may be accessed on the HRTPO website at: [http://www.hrtpo.org/uploads/docs/HRTPO\\_CMAQ\\_RSTP\\_Guide.pdf](http://www.hrtpo.org/uploads/docs/HRTPO_CMAQ_RSTP_Guide.pdf). More details on this work are provided under Task 2.0.

### c. TAP Project Selection

Projects proposed for TAP funding by eligible recipients 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. The Guide may be accessed on



the HRTPO website at: <http://www.hrtpo.org/page/transportation-alternatives-program/>. More details on this work are provided under Task 2.0.

### **3. Monitoring Performance of the Regional System**

The following work will be conducted to monitor the performance of the regional transportation system, determining both the impact of projects selected by the HRTPO (and implemented by others) and remaining needs:

#### **a. Annual State of Transportation Report**

Each year, HRTPO staff produces a State of Transportation in Hampton Roads report detailing the current status of all modes of the regional transportation system including air, rail, water, public transit, and highways. The study reports usage, conditions, costs, flows, safety, and funding.

#### **b. Annual System Performance Measures Report**

In light of recent MAP-21 performance measurement requirements, in FY 2016 HRTPO staff plans to conduct its annual calculation of performance measures using measures established and/or proposed in recent Notices of Proposed Rule-Makings (NPRMs), or (as in FY 2012 through FY 2015) the performance measures identified by state legislation and established by the state Office of Intermodal Planning and Investment (OIPI),

### **C. End Products**

1. WE 1b – Volumes, Speeds, and Congestion Report
2. WE 2a – Performance measures, targets, prioritization tool
3. WE 2b – CMAQ & RSTP project selection (under Task 2.0)
4. WE 2c – TAP project selection (under Task 2.0)
5. WE 3a – State of Transportation Report
6. WE 3b – System Performance Measures Report

### **D. Schedules**

1. WE 1b – Fourth Quarter
2. WE 2a – Ongoing throughout FY 2016
3. WE 2b – Second Quarter
4. WE 2c – Third Quarter
5. WE 3a – Third Quarter
6. WE 3b – Fourth Quarter

### **E. Participants**

HRTPO, VDOT, DRPT, FHWA, and FTA.

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$81,600	\$15,000		\$96,600

## 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 continues to be recognized in the current federal transportation act, *Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)*. MAP-21 requires meaningful public involvement and encourages MPOs to use a variety of methods to inform and involve interested parties in transportation planning processes. Specifically, federal regulations require the development of a participation plan. In FY 2014 the HRTPO further updated its Public Participation Plan (PPP) in coordination with current federal regulations and area jurisdictions. The updated PPP, released in the fourth quarter of FY 2014, outlined the HRTPO public involvement and outreach activities during FYs 2013 – 2014. New focus was 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 2015, 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 2015 were evaluated and refined to further support the operations, policies, and procedures of the HRTPO. Accomplishments in FY 2015 related to public participation include:

- Redesign and update of a *Citizens Guide to Transportation Planning*, which HRTPO staff will use to inform and engage Hampton Roads residents about transportation planning and specific HRTPO programs
- 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
- Revamping of the HRTPO 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 process. 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 2040 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. Respond to information requests from the general public.
6. Implement, review, and update the HRTPO Title VI Plan and the HRTPO LEP Plan which includes Title VI, Environmental Justice and related authorities.
7. Provide training for public involvement staff to build, enhance, and broaden public involvement techniques.

8. 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.
9. Update the Public Participation Plan.
10. 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.
11. Provide translation and/or interpreter services on an as-requested basis.
12. 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.
13. Provide and/or facilitate training for HRTPO staff and CTAC members to enhance public involvement efforts.
14. Revamp and refine the Citizen Transportation Advisory Committee.
15. Assess the region's transportation investments relative to the needs of disadvantaged populations, including but not limited to low income and minority populations.
16. 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).
17. Create an expanded Public Involvement Process aimed at addressing potential disparate impacts of transportation planning projects and policies.
18. Investigate the state of accessibility and mobility for disadvantaged populations, with a focus on safety, transit and alternative transportation modes.
19. Refine mechanisms for the ongoing Title VI/Environmental Justice review of the TIP and Long-Range Transportation Plan.
20. 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.
21. Create an HRTPO Annual Report

**C. End Products**

1. WE 1 – Citizen Feedback and survey results for development of the 2040 LRTP. Documentation of outreach activities.
2. WE 6 – Updated Title VI and LEP Plans. Response to Title VI complaints, as appropriate. Report to VDOT in accordance with their reporting procedures.
3. WE 8 – Community Impact Assessment Guide.
4. WE 9 – Updated Public Participation Plan.
5. WE 16-20 – Refined HRTPO Title VI/EJ Benefits and Burdens Methodology.
6. WE 21 – HRTPO Annual Report

**D. Schedule**

1. WE 1 – Ongoing
2. WE 5 – Ongoing
3. WE 6 – Third Quarter FY 2016
4. WE 7 – Ongoing
5. WE 8 – Fourth Quarter FY 2016.
6. WE 9 – Fourth Quarter FY 2016.
7. WE 10-15 – Ongoing.
8. WE 16-20 – Fourth Quarter FY 2016.
9. WE 21 – First Quarter FY 2016

**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	\$385,500	\$48,100		\$433,600



## **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 2016 UPWP.
2. WE 2 – Produce the FY 2017 UPWP document.

### **D. Schedule**

1. WE 1 – Ongoing
2. WE 2 – Third or Fourth Quarter FY 2016.

### **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	\$69,500	\$18,700		\$88,200

## 6.0 REGIONAL FREIGHT PLANNING

### A. Background

#### Regional Freight Study

The efficient movement of freight being an important component of transportation, HRTPO staff periodically prepares a regional freight study. In FY 2002, HRTPO staff received the 1998 commodity flow data and performed a comprehensive analysis of freight movement into and out of the region. In addition, the staff collected truck data and vehicle classification counts for nearly 200 locations throughout the region. The results of the freight movement and truck circulation analyses were summarized in the Intermodal Management System (IMS) 2001 report. Six years later the HRTPO staff completed the IMS 2007 report, which included several new elements, such as a review of freight industry terminology, a list of public and private freight data sources, a military freight analysis, a commodity flow data analysis with existing (2004) and projected (2035) conditions and locations of freight bottlenecks within the region. In FY 2012 HRTPO staff produced an update to this IMS report. Bring one of four regional studies periodically updated (freight, Congestion Management Process, bridge, and safety), HRTPO staff plans to prepare a regional freight study every four years.

#### Other Freight Studies

In FY 2013 HRTPO staff used the new truck component and time-of-day capability of the regional travel demand model to forecast truck volumes and delays in the next 20 years.

In FY 2014, in order to position Hampton Roads to receive funding to improve freight transportation in the region, HRTPO staff responded to MAP-21's requirement (on the national level) of a *Freight Transportation Conditions and Performance Report* and a *National Freight Strategic Plan* by preparing *Positioning Hampton Roads for Freight Infrastructure Funding* which 1) documents the conditions and performance, 2) identifies freight bottlenecks, 3) forecasts truck volumes, and 4) identifies major trade gateways on Hampton Roads highways expected to receive National Freight Network designation. In FY 2015, HRTPO staff analyzed *Truck-Delay Impacts of Key Proposed Highway Projects*.

#### Prioritizing Projects that Improve Freight Movement

Given the importance of freight movement to the Hampton Roads region, the HRTPO included freight movements in its Prioritization Tool used for selecting projects for the LRTP and for recommending projects for VDOT's SYIP.

#### 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."

### Federal Planning Factors

The following federal planning factors (PF) guide HRTPO freight planning:

- PF 2 Increase the safety of the transportation system for all 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

### **B. Work Elements (WE)**

Work activities include the following:

#### Ongoing Work

In this section, work which is done each year is described.

#### **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. Freight Performance Measurement**

- Obtain regional truck data collected by VDOT and update databases.
- Track amount of cargo passing monthly through East Coast ports.
- Classify port cargo shipments by mode (rail, truck, and barge).
- Categorize barge shipments as intra-regional (i.e. running from one local port to another) or intra-state (i.e. running between Hampton Roads and Richmond).

#### **3. Review and comment on freight planning efforts conducted by local, state, and federal agencies. Share methodologies and performance metrics such that efforts by all parties are consistent and methodologies can be easily integrated at all levels.**

### Special Work

In this section, work which is to be done only in certain years is described.

4. For the FY 2016 regional freight study, three primary components are planned:
  - a. Determination of existing truck delay by highway segment (for the approximate 1,000 highway segments in the Congestion Management Process network). This data, first prepared in FY 2012, will inform FTAC of where trucking-related improvement projects are needed and will impact the scores of those candidate 2045 LRTP projects that improve truck mobility.
  - b. Regional Freight Analysis Desired by FTAC. In early FY 2016, HRTPO staff will review the state of the art of freight planning, prepare several candidate freight analyses for the regional freight study, and ask FTAC to choose or modify one. These candidates will include the mapping of truck trip ends (e.g. dot maps), both the Hampton Roads end and – for external trips – the trip end outside of the region.
  - c. Hampton Roads Portion of National Freight Network. HRTPO staff will prepare a recommended Hampton Roads portion of the National Freight Network using the Hampton Roads Base Network (*Positioning Hampton Roads for Freight Infrastructure Funding*, HRTPO, March 2014, page 13) as a starting point.

### **C. End Products**

1. WE 1 – FTAC – Documentation of minor technical research and analysis activities
2. WE 2 – Freight Performance Measurement – CMP freight performance reports
3. WE 3 – Freight Planning Efforts by Others – Written comments
4. WE 4 – Regional Freight Study – Standard HRTPO document

### **D. Schedule**

1. WE 1 – As necessary
2. WE 2 – Ongoing
3. WE 3 – Ongoing
4. WE 4 – Regional Freight Study – FY 2016

### **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	\$100,000			\$100,000

## 7.0 SAFETY AND SECURITY PLANNING

### A. Background

#### 1. Safety Planning

In accordance with federal regulations, the safety of the transportation system for all users (motorized and non-motorized) should be considered when selecting projects. HRTPO has a long history of regional safety planning.

In 2001 HRTPO staff began work on the *Regional Safety Study*. Completed in 2004, this study was one of the first studies in the country that examined regional safety issues in detail. The report included general crash data and trends, a detailed analysis of the locations of crashes throughout the region, and an analysis of high crash locations with crash countermeasures.

Since the first *Regional Safety Study* was released, HRTPO staff has updated the *General Crash Data and Trends* report on a biennial basis. Each of the *General Crash Data and Trends* reports includes information on crashes in Hampton Roads on a jurisdictional and regional level, and includes comparisons with other metropolitan areas.

In FY 2013, HRTPO staff began to update parts 2 and 3 of the *Regional Safety Study* conducted in the 2000's. In FY 2013, staff produced a *Crash Trends and Locations* report. In FY 2014, staff produced a *Crash Analysis and Countermeasures* report.

Being one of four regional studies periodically updated (freight, Congestion Management Process, bridge, and safety), HRTPO staff plans to prepare a regional safety study every four years. Given that both a CMP Master Document and Regional Safety Study were completed in FY 2014, the four-year cycle for the safety study will start in FY 2019.

#### Ongoing Safety Planning

HRTPO staff supports VDOT in its safety planning efforts. This includes participating on safety-related committees such as the statewide Surface Transportation Safety (STS) and Strategically Targeted Affordable Roadway Solutions (STARS) committees, and participating on Roadway Safety Audits (RSAs) conducted by VDOT and its consultants. HRTPO staff has also assisted VDOT and other state agencies with the creation and implementation of the Strategic Highway Safety Plan.

HRTPO maintains a database and GIS shape file of crashes throughout the region to support regional safety planning efforts, including the Regional Safety Study and usage of the Project Prioritization Tool for selecting projects for the LRTP and for recommending projects for VDOT's SYIP. This crash database is updated annually as VDOT releases the previous year's raw crash data.

## **2. Security Planning**

According to federal regulations, the metropolitan planning process shall address eight planning factors, including security. MPOs are directed to “support homeland security and to safeguard the personal security of all motorized and non-motorized users.” (23 CFR 450.306 (e))

This UPWP security task is the transportation planning component of a regional emergency preparedness planning program. Note that the bulk of this program is funded outside the UPWP and conducted by Hampton Roads Planning District Commission (HRPDC) staff.

### **Emergency Evacuation**

Since 1995, HRTPO staff has analyzed the transportation components of local, state, and federal hurricane evacuation studies and plans and recommended improvements to them.

- In 1996, the MPO published the “Hurricane Evacuation Plan Impact Study”, recommending 1) reserving highway evacuation capacity for the geographically disadvantaged cities of Virginia Beach and Norfolk, and 2) leaving the Monitor-Merrimac Memorial Bridge Tunnel (MMMBT) open during evacuation and reversing the Eastbound lanes of I-64 on the Peninsula. (VDOT subsequently added I-64 reversal to its evacuation traffic control plan.)
- In 2002, HRTPO staff prepared comments on the “Draft Interim Abbreviated Transportation Model” to be used for evacuation analyses.
- In 2004, HRTPO staff submitted comments to VDOT concerning two VDOT proposals for improving evacuation.
- In 2005 and 2006, HRTPO staff prepared comments on the draft “Hampton Roads Hurricane Evacuation Route Evaluation” by the Virginia Transportation Research Council (VTRC).
- In 2006, HRTPO staff prepared comments on draft VDOT evacuation-related bid solicitations.
- In 2006, HRTPO staff prepared comments for EMTASC, Inc. regarding modeling for the VERTEX evacuation exercise.
- In 2006, HRTPO staff conducted an analysis of VDOT’s hurricane traffic control plan and presented recommendations to the VDOT-led Hurricane Evacuation Committee including 1) removing interstate restrictions (tunnel closure, ramp closures, and ramp metering) from VDOT’s hurricane traffic control plan, 2) an annual citizen information campaign, and 3) using both HRBT tubes during lane reversal. (VDOT subsequently removed ramp metering from its plan, and provided for the use of both HRBT tubes during lane reversal.)
- In 2009, HRTPO staff prepared comments on VDOT’s Sept. 2008 “Hurricane Lane Reversal Plan”.
- In 2009 and 2010, as a member of the Transportation Working Group of the Regional Catastrophic Planning (RCP) Project, HRTPO staff prepared comments on the draft RCP products.
- In 2010, in response to a request from TTAC to its operations subcommittee (HRTTO), HRTPO staff developed a spreadsheet model which mirrors the Abbreviated Transportation Model developed for the 2008 “Virginia Hurricane Evacuation Study”



- by FEMA et al, and used the spreadsheet to test VDOT's hurricane evacuation traffic control plan, recommending 1) leaving the MMBT open during evacuation, and 2) reversing US-58 in Suffolk. TTAC endorsed the staff recommendations and the HRTPO allocated \$1 million in RSTP to the reversal of US-58.
- In 2011, HRTPO staff reviewed alternatives for reversing US-58 and provided comments.
  - From 2009 thru 2012, as a member of the technical review panel for Phase 3 of the hurricane evacuation research conducted by VTRC (now the Virginia Center for Transportation Innovation and Research, or VCTIR), HRTPO staff prepared comments on draft study products.
  - Since 2005, HRTPO staff has participated in monthly/quarterly regional evacuation meetings led by VDOT and the Virginia Department of Emergency Management (VDEM).
  - In FY 2014, HRTPO staff prepared *Prioritizing Highway Projects for Improvement of Hurricane Evacuation*.
  - In FY 2015, HRTPO staff provided comments to the state during its in-season review of evacuation plans and developed materials to aid the HRTPO in responding to that review.

## B. Work Elements (WE)

### Safety

#### Special Studies

##### 1. Regional Bike and Pedestrian Safety Study

- Using crash data from sources developed for the Regional Safety Studies conducted earlier, HRTPO staff will gather and analyze bike and pedestrian crashes and provide recommendations on cost-effective solutions.
- This effort will likely include an enhanced public involvement effort.

#### Ongoing Work

2. Assist VDOT, as requested, in implementation of its Strategic Highway Safety Plan, e.g. via participation in the Surface Transportation Safety (STS) committee and Traffic Records Coordinating Committee (TRCC).
3. Assist VDOT and localities with Roadway Safety Audits (RSAs). HRTPO staff participates in a team (including VDOT and its consultants) that goes to high crash locations, looks for the cause of the problem, and recommends projects that may improve safety. VDOT's consultant then prepares a report for each project and submits it to the VDOT Central Office as a candidate for Highway Safety Improvement Program (HSIP) or Strategically Targeted Affordable Roadway Solutions (STARS) funding.
4. Revise safety databases and GIS shape files with updated crash data.

## Security

### Special Studies

5. **Adapting to Sea-Level Rise – Incorporating Adaptation into HRTPO Planning and Programming Processes**
  - Review national/international philosophies and actions of sea-level rise (SLR) adaptation (e.g. raising existing transportation infrastructure, modifying standards for construction of new transportation infrastructure).
  - Review U.S. state DOT and MPO incorporation of SLR adaptation into planning and programming processes.
  - Develop a recommended method of incorporating SLR adaptation into the HRTPO planning and programming processes.
  - Review existing SLR data prepared by HRTPO and others to determine data needs.

### Ongoing Work

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.

## C. End Products

1. WE 1 – Regional Bike and Pedestrian Safety Study – Standard HRTPO document
2. WE 3 – RSAs, HSIP, STARS – Project reports by consultant
3. WE 4 – Updated safety database and GIS shape file
4. WE 5 – Adapting to Sea-Level Rise study – Standard HRTPO document
5. WE 6 – Written analysis of and recommended improvements to VDOT's "Hurricane Lane Reversal Plan", as updates are issued.
6. WE 7 – Written transportation/emergency management recommendations to VDEM, e.g. for its RCPT effort.
7. WE 8 – Written transportation recommendations to VCTIR for its hurricane analyses, as draft documents are issued.

**D. Schedule**

1. WE 1 – FY 2016
2. WE 2 – Ongoing
3. WE 3 – Ongoing
4. WE 4 – Ongoing
5. WE 5 – FY 2016
6. WE 6 – As needed
7. WE 7 – Ongoing
8. WE 8 – As needed

**E. Participants**

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

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$130,800			\$130,800

This Page Intentionally Left Blank

## 8.0 MULTIMODAL MOBILITY

### A. Background

#### Definition

**Multimodal** means having a number of ways or methods of accomplishing an action. **Mobility** refers to the movement of people and goods. So **Multimodal Mobility** means having a number of options for accomplishing the movement of people and goods. Multimodal transportation planning involves taking into account a variety of options for providing mobility – roads, public transportation, bicycle and pedestrian facilities, rail, etc. – and the ways these options are interconnected.

#### Active Transportation

A significant portion of multimodal mobility depends on human-powered modes of travel—called “Active Transportation”—comprised largely by biking and walking. The HRTPO has a long history of allocating its funds (RSTP and CMAQ) to Active Transportation (AT) projects, and of providing guidance to local governments concerning Active Transportation. Over recent decades, HRTPO staff has produced the following Active Transportation reports:

- A Cost Model for Bikeways, Vol. 1 Cost Model Development (HRTPO, March 1994)
- A Cost Model for Bikeways, Vol. 2 Application of Cost Model to Historic Triangle 2010 Regional Bikeway System (HRTPO, March 1994)
- Pedestrian Access Analysis (HRTPO, January 1995)
- Pedestrian Facilities Cost Model (HRTPO, July 1996)
- Defining Personal Mobility Needs of the Unserved in Hampton Roads (HRTPO, April 1998)
- Livable Streets Initiative (HRTPO, June 1998, Revised February 2004)
- Greenbrier Area Pedestrian Safety Study (HRTPO, May 2004)
- Improving Elderly Transportation Using the NHTS (HRTPO, June 2005)
- Improving the Mobility of Non-Drivers Age 18-64 Using the NHTS (HRTPO, November 2006)
- Improving the Mobility of Non-Drivers- Neighborhood Gaps Analysis (HRTPO, June 2007)
- Snapshot of Non-Drivers in Hampton Roads (HRTPO, June 2007)
- Improving the Mobility of Non-Drivers Using Proximity to Destinations and Bus Routes (HRTPO, June 2007)
- Non-Driver Opportunity Analysis- The Strategic Co-Positioning of Transportation, Activity Locations, and Housing to Improve Non-Driver Mobility in Hampton Roads (HRTPO, June 2009)
- Non-Driver Residential Locations at the Census Block Level (HRTPO, November 2009)
- Regional Active Transportation Research Scan (HRTPO, October 2012)

In addition, the HRTPO a) hosts APBP webinars for local planners and regional advocacy groups to promote awareness of AT issues in the region, and b) scores and includes Active Transportation projects in its Long-Range Transportation Plan (LRTP).

### Public Transportation

A significant portion of multimodal mobility depends on public transportation. The HRTPO has a long history of allocating its funds (RSTP and CMAQ) to transit projects, and of providing guidance to local governments concerning transit planning. In addition to incorporating public transportation in almost every study, over recent decades, HRTPO staff has produced the following transit-focused reports:

- Southeastern Virginia Regional Park and Ride Study - January 1981
- Downtown Norfolk Transit Study - January 1982
- Community Based Transit - March 1983
- Downtown Norfolk Transit Evaluation - June 1983
- Community Based Transit Demand Analysis - January 1984
- Portsmouth Transit System Evaluation - February 1984
- Norfolk Transit Alternatives Express Route Evaluation - June 1984
- Norfolk Transit Study - March 1986
- Analysis of Light Rail Transit Benefits - December 1988
- Public Transportation Funding & Allocation Process in Hampton Roads - June 1995
- Norfolk Transit Service Evaluation - June 1996
- Mobility Needs of Unserved (w/ appendix) - April 1998
- Midtown Tunnel Closure Traffic and Transit Analysis – July 2004
- Elderly & Handicapped Transportation in 2030 – June 2005
- Improving Mobility for Non-Drivers Ages 18-64 – November 2006
- Snapshot of Non-Drivers in Hampton Roads – June 2007
- Improving Mobility of Non-Drivers: Neighborhood Gaps Analysis – June 2007
- Improving the Mobility of Non-Drivers Using Proximity to Destinations and Bus Routes – June 2007
- (2030 LRTP) Highway and Transit Project List Only (includes maps) – December 2007
- Location of Non-Drivers in Hampton Roads – June 2008
- Transit Shuttle Projects: Literature Review and Best Practices – June 2008
- Non-Driver Opportunity Analysis – June 2009
- Non-Driver Residential Locations at the Census Block Level – November 2009
- Hampton Roads CMAQ/RSTP Project Selection Process – May 2010
- 2011 CMAQ/RSTP Project Selection Process – January 2012
- TRAFFIX Annual Report- FY2011 – July 2012
- Hampton Roads 2040 LRTP: Visioning Survey Report – September 2013
- Hampton Roads 2040 LRTP: Committed and Candidate Transportation Projects – September 2014
- Hampton Roads 2040 LRTP: Prioritization of Transportation Projects – April 2015
- CMAQ/RSTP Project Selection Process 2014 – March 2015

## FY16 Overview

In FY 2016, the Multimodal Mobility task will focus on the following:

- **Public Transportation Funding**
  - Research strategies for providing a dependable source of funding for expanding and operating the public transportation system, as well as replacing and maintaining transit vehicles.
  - Work with local transit providers to develop a business case for public transportation investment.
- **Transportation Connectivity Gap Analysis**
  - Identify transportation connectivity gaps in accessing essential services, including housing, employment, health care, education, and recreation.
  - This effort will include the assessment of unmet mobility needs and service gaps from a non-driver perspective.
- **On-Demand Ride Services (Ridesourcing)**
  - Exploratory study on the usage and impacts of ridesourcing options like Uber and Lyft.
  - 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.
- **Regional Bike and Pedestrian Safety Study**
  - This study is described in detail under Task 7.0.
- **Signature Paths for Hampton Roads**
  - This study is described in detail under Task 8.1.
- **Active Transportation**
  - In addition to the FY16 Active Transportation studies described above:
    - Transportation Connectivity Gap Analysis
    - Regional Bike and Pedestrian Safety Study
    - Signature Paths in Hampton RoadsHRTPO staff intends to start a multi-year process of developing an Active Transportation Plan for Hampton Roads.

## **B. Work Elements (WE)**

Work activities include the following:

1. **Transit Funding Options** – The HRTPO Legislative Ad-hoc Committee requested that HRTPO/HRPDC staff research and develop a series of potential revenue scenarios that might be considered to provide a dedicated source for funding the Region's public transit systems. Staff will develop several revenue generation scenarios at the direction of the Committee and present the resulting analysis to the Committee and the HRTPO Board for their consideration.

2. Developing a Business Case for Public Transportation Investment – This will be a coordinated effort between HRTPO staff and the staffs of Hampton Roads Transit and Williamsburg Area Transit Authority to provide a clearer explanation of the return on investment in the public transportation system.
3. Transportation Connectivity Gap Analysis:
  - a) Identify gaps in the connectivity between the regional active transportation and transit networks.
  - b) Consider the potential for connecting gaps between facilities and transportation modes.
  - c) Prioritize identified gaps.
4. On-Demand Ride Services (Ridesourcing) – Research the usage and impacts of ridesourcing on overall vehicle travel.
5. Supporting Active Transportation in Hampton Roads:
  - a) Hosting monthly webinars of the Association of Pedestrian and Bicycle Professionals (APBP).
  - b) Maintaining the Active Transportation portion of the HRTPO website.
  - c) Conducting the Active Transportation studies listed above:
    - Transportation Connectivity Gap Analysis
    - On-Demand Ride Services
  - d) Conducting the Active Transportation studies listed elsewhere:
    - Signature Paths for Hampton Roads (8.1)
    - Regional Bike and Pedestrian Safety Study (7.0)
  - e) Starting the multi-year process of developing an Active Transportation Plan for Hampton Roads.

#### **C. End Products**

1. WE 1 – White paper to Legislative Ad-hoc Committee and HRTPO Board
2. WE 2 – Standard HRTPO report
3. WE 3 – Standard HRTPO report
4. WE 4 – Standard HRTPO report
5. WE 5 – Website and reports

#### **D. Schedule**

1. WE 1 – Second Quarter FY 2016.
2. WE 2 – Fourth Quarter FY 2016.
3. WE 3 – Fourth Quarter FY 2016.
4. WE 4 – Fourth Quarter FY 2016.
5. WE 5 – Throughout FY 2016.



**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	\$188,900	\$44,300		\$233,200

This Page Intentionally Left Blank

## **8.1 Economic Benefits of Building Multimodal Signature Paths in Hampton Roads**

### **A. Background**

Although every large metro area in the U.S. has paths that are used by a variety of active transportation modes (bike, pedestrian, etc.), some metros have built individual paths that — although part of a larger network of paths — attract a large number of users. In addition to serving the traditional transportation function of improving the movement between origins and destinations, these paths have themselves become destinations — places to walk at lunch, take a bike ride after work, and in-line skate on the weekend. As a result of the success of these paths, the subject metro area has become associated with the subject path, making that path a “signature” of the region.

To attract users, signature paths must either 1) be located where people already are, i.e. where they live and work, or 2) be located in a beautiful place where people will come, e.g. a boardwalk along an ocean or a path along a river. An example of the former is the Monon Trail in the Indianapolis metro, running from downtown Indianapolis to exurban farm land, passing through inner, middle, and outer suburbs on the way. The Charlotte Trolley Trail and the River Walk in San Antonio are examples of the latter type of signature path.

In addition to the obvious health and pleasure benefits of these signature paths, they serve as the backbone to economic development. Shops, restaurants, and apartments have sprung up along the Monon Trail in Indianapolis, and the River Walk appears to be a key component of the tourism industry in San Antonio.

Because taking portions of many private properties to build a path is typically both economically and socially unacceptable, many multimodal paths are built on abandoned rail rights-of-way.

The purpose of this task is to examine the costs and economic benefits of building one or more signature paths in Hampton Roads.

### **B. Work Elements (WE)**

Work activities include the following:

1. Research costs and economic benefits of existing multimodal signature paths.
2. Research factors contributing to the success of such paths.
3. In collaboration with the regional Pedestrian and Bicycling Advisory Committee (PABAC), determine good locations in Hampton Roads for building a signature path, focusing on abandoned rail rights-of-way in developed areas.
4. Report findings.

**C. End Products**

Standard HRTPO report.

**D. Schedule**

FY 2016

**E. Participants**

HRTPO, TTAC, PABAC.

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$78,400	\$20,600		\$99,000

## **9.0 TECHNICAL SUPPORT, RESEARCH, AND SPECIAL STUDIES**

### **9.1 Technical Support, Research, and Coordination**

#### **A. Background**

At various points during previous fiscal years, event-driven topics have emerged to which staff responded by conducting research and analysis for the HRTPO board. Examples include:

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

Unlike UPWP tasks that are mandated in federal regulations, other topics may emerge as important issues during this fiscal year. Although the focus of these issues cannot be anticipated, the likelihood of their emergence can be anticipated.

The federal government intends that transportation planning — funded in part by federal funds — be cooperative, continuing, and comprehensive. To further cooperation, the HRTPO staff assists other agencies involved in transportation planning.

#### **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. Assist VDOT and localities with bicycle and pedestrian planning efforts.
4. Research the development of a regional bicycle and pedestrian plan.

5. 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.
6. Special Work for TTAC and HRTPO – HRTPO staff will conduct analyses requested by TTAC and HRTPO. When such analyses do not fall under any other UPWP sections, staff time will be charged to 8.1 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 3 – For bicycle and pedestrian planning, HRTPO staff will provide assistance to VDOT and the localities. End products may include mapping.
4. WE 5 – For evaluations of major regional projects, HRTPO staff will prepare written comments.
5. WE 6 – For special work for TTAC and HRTPO, documentation will be prepared as necessary.

#### D. Schedule

WE 1-6 – The emerging nature of this work precludes the establishment of a schedule.

#### 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	\$163,600	\$52,900		\$216,500

## **9.2 Costs and Benefits of Options for I-64 Integrated Corridor Management (ICM)**

### **A. Background**

I-64 between I-264 in Norfolk and I-664 in Hampton is one of the most heavily used and congested highway segments in Hampton Roads. The corridor includes the Hampton Roads Bridge-Tunnel (HRBT) and the reversible high occupancy vehicle (HOV) lanes between Wards Corner and the I-64/I-264 interchange. No capacity improvements have been made to this corridor since the reversible lanes were added more than 20 years ago.

Integrated Corridor Management (ICM) is “the coordination of individual network operations between adjacent facilities that creates an interconnected system capable of cross-network travel management.” According to USDOT, items in the ICM toolbox include:

- Policy among stakeholders responsible for operations in the corridor
- Concept of operations for corridor management
- Improving the efficiency of cross-network junctions and interfaces
- Mobility opportunities, including shifts to alternate routes and modes
- Real-time traffic and transit monitoring
- Real-time information distribution (including alternate networks)
- Congestion management (recurring and non-recurring)
- Incident management
- Travel demand management
- Public awareness programs
- Transportation pricing and payment

The purpose of this work task is to investigate the options, including high occupancy toll (HOT) lanes (via both conversion and construction), for improving travel along this corridor and to recommend the most promising options.

### **B. Work Elements (WE)**

Work activities include the following:

1. Divide the corridor into segments according to level of service (i.e. congested or not) and design (i.e. having parallel roadways [include reversible lanes] or not).
2. Determine a set of feasible candidate improvement options for each segment.
3. Determine the best improvement option for each segment.

### **C. End Products**

- Standard HRTPO report

### **D. Schedule**

- FY 2016

**E. Participants**

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

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CMAQ	TOTAL
HRTPO	\$47,800	\$34,000		\$81,800



## 9.3 Regional Operations Planning

### A. Background

As part of the Congestion Management Process, staff administers the Hampton Roads Transportation Operations (HRTTO) subcommittee, assists VDOT in updating the Intelligent Transportation Systems (ITS) architecture, and leads special operations efforts, as follows:

#### Hampton Roads Transportation Operations (HRTTO) Subcommittee

The Hampton Roads Transportation Operations (HRTTO) Subcommittee of the HRTPO Transportation Technical Advisory Committee (TTAC) is dedicated to improving transportation operations in the region. Staff administration of HRTTO is described under the “HRTPO Administration” section of this UPWP document.

#### Intelligent Transportation Systems (ITS) Architecture

As part of a statewide effort, VDOT and its consultants update the Eastern Region ITS Architecture on a recurring basis. This regional ITS architecture, which is a federal requirement, is a framework that guides the development and integration of ITS components and facilitates relationships among various agencies. It also helps establish a consensus concerning future ITS projects and how they will fit into the existing ITS system. In FY2013, VDOT and its on-call consultant began producing an update to the Eastern Region ITS Architecture, which was last updated in 2009.

#### Special Operations Efforts

In 1995 VDOT and the HRTPO developed, using the aid of a consultant, an Intelligent Transportation Systems (ITS) strategic plan for Hampton Roads, *COMPARE Hampton Roads, ITS Strategic Deployment Plan*. The MPO’s ITS Committee oversaw the development of an update to the strategic plan in 2000 and the development of a new strategic plan in 2004. (The ITS committee was renamed “HRTTO” in 2009.)

In FY 2013 and FY 2014 HRTPO staff led—via HRTTO—the operators of key river crossings in developing a method of preventing planned closures of river crossings (e.g. for maintenance) from causing unnecessary traffic delays. The products of this effort include:

- *Regional Procedures for Planned Closures at River Crossings* (HRTPO, Jan. 2014)
- Spreadsheet to Calculate River Crossing Closure Impact

### B. Work Elements (WE)

Work activities include the following:

#### 1. Hampton Roads Transportation Operations (HRTTO) Subcommittee

Staff support of HRTTO is described under the “HRTPO Administration” section of this UPWP document.

## **2. Intelligent Transportation Systems (ITS) Architecture**

HRTPO staff plans to assist VDOT and its consultant in any modifications of the Eastern Region ITS Architecture.

## **3. Transportation Operations Strategic Plan for Hampton Roads**

In FY 2015, HRTPO – under the leadership of its co-chairs and a project steering team (PST) of HRTPO members and with the assistance and advice of HRTPO staff – selected an on-call VDOT consultant to prepare a Transportation Operations Strategic Plan for Hampton Roads.

In FY 2016, HRTPO staff will continue to serve on the PST and assist and advise the HRTPO and its co-chairs as they oversee the consultant preparation of an operations strategic plan.

## **4. Administration of Procedures for Closures at River Crossings**

HRTPO staff monitors the usage of the procedures it helped establish in FY 2014 for operators to follow when closing river crossings (e.g. for maintenance). HRTPO staff also maintains the email list used by operators to notify others of planned closures and updates the volumes in the spreadsheet it developed for estimating the impact of closures.

## **C. End Products**

1. WE 2 – Revisions to Eastern Region ITS Architecture
2. WE 3 – Transportation Operations Strategic Plan for Hampton Roads – report by consultant
3. WE 4 – Updated notification email list and impact estimation spreadsheet

## **D. Schedule**

1. WE 1 – Ongoing
2. WE 2 – As needed
3. WE 3 – FY 2016
4. WE 4 – As needed

## **E. Participants**

HRTPO, VDOT, consultant, and local governments.

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	PL	SPR	RSTP	TOTAL
HRTPO	\$2,800		\$10,000	\$12,800
Consultant			\$380,000	\$380,000
TOTAL	\$2,800		\$390,000	\$392,800

This Page Intentionally Left Blank

## 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 21<sup>st</sup> 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; and the current federal transportation act, *Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)*, was signed into law on July 6, 2012.

MAP-21, 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.

This task includes the purchase of three replacement computers at an average cost of approximately \$2,500 each and two printers at an average cost of approximately \$2,000 each to maintain the technical capability necessary to carry out the activities described in the UPWP.

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 (HRTTO) Subcommittee
  - h) Long-Range Transportation Plan (LRTP) Subcommittee
  - i) Passenger Rail 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.
20. Preparation of an HRTPO Annual Report.
21. Preparation for and conducting the FY 2016 Quadrennial Certification Review.

#### **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
11. WE 20 – HRTPO Annual Report
12. WE 21 – Quadrennial Certification Review

#### **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
13. WE 20 – First Quarter
14. WE 21 – Second Quarter

**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	\$431,997	\$4,622	\$100,658	\$537,277

Budget revised on 9/29/15 (See List of Revisions, Page v, for details)



## **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 – 12/31/15

2. WE 2 - Annual Transportation Service Program (TSP): Draft 10/1/2015; Final 5/30/2016
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 will result in nearly 2.5 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 and the Historic Triangle. Initiatives include the following:

- Continued appropriate Trolley service connecting commercial and residential areas of Merchants Square (Colonial Williamsburg), High Street (City of Williamsburg) New Town (James City County), and the College of William and Mary.
- 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, carpools/vanpools., and paratransit.
- Implementation and continued execution of the Intelligent Transportation System, which includes 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.

The collection and analysis of information to ensure this unprecedented system growth is effective and efficient is important 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 has provided information to support the Authority's performance efforts. Data collection will also allow for the development of benchmarks and metrics based on information collected.

Attention to vehicle support will result in an emphasis on performance standards improving customer convenience and safety. Maintenance support standards for ramps and 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.

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.

WATA will be determining our current and future needs, via planning support, as a separate activity to conduct a Comprehensive Operational Analysis and Transit Development Plans.

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 condition of Authority assets (bus stop poles, placards, benches, ramps, 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, and pedestrian safety will be analyzed. Additional resources for shelters through grants and VDOT shelter engineering standards require policy decisions on locations.

Based on the previous year's assessment all WATA bus stop signs have been replaced with an updated design. As part of our future evaluations WATA will assess how those changes have been received by those that utilize our service.

5. **System Revenue/Partnership Evaluation-** Continued review and maintenance of Day, Weekly and Monthly passes, store fronts, and Automated Ticket Vending Machines encouraging use and sale of these fare types should reduce bus dwell time, driver cash handling, and reduce customer service incidents, while increasing total fare income. Plans for bus advertising, private support, and revenue alternatives will be presented for Board approval to reduce the dependency on governmental support. Partnerships with local agencies and businesses, such as Busch Gardens and Water Country USA, will be maintained and developed in order to support ridership and increase revenue.

In partnership with the Lead Historic Triangle & Community Leadership Services program with WATA, bus stop benches are projected to be installed throughout the service area to support transit ridership and offer additional amenities to our customers.

6. **Develop Organization Internal Support** – WATA has assumed functions once provided by local government including risk management, procurement, safety, document management and information technology. Special emphasis is placed on introducing technology to absorb components of these functions. For each function, WATA has and continues to develop, evaluate, and improve current standards and documentation for each previously referenced department. IT maintains and monitors its inventory and replacement plan to ensure that the Authority operates at optimal levels for its technological needs. Procurement's improvement and standardization of internal processes will allow for efficient and effective service to its internal and external customers. WATA has worked with consultants to develop documentation and procedures as it pertains to training and documentation for national mandates for safety, security, and emergency preparedness. Continued evaluation of new processes is needed to ensure the most efficient and effective management of these functions.
7. **Federal Data Requirements-** 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.
8. **Facility Feasibility Study-** Staff will update the HRTPO assigned facility grant for the facility to ensure the project title and scope is inclusive of all our current needs including a new transfer facility following elimination of the facility at the Williamsburg Outlet Mall.

### **C. End Products**

1. WE 1 – FY 2016 WATA Strategic Plan Summary and FY 2015 WATA Strategic Plan updates for mid-year and annual review 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. Utilization of the data collected from the ITS system through the fiscal year will help to measure and monitor trend data.

Marketing and Branding campaign will also require information from our customer base which will also allow us to interpret and evaluate qualitative measures about our system and performance.

3. WE 3 – Annual Transportation Development Plan update coordinated with the COA and Passenger Profile Study in coordination with HRTPO funded projects support the implementation of phased improvements that will double service delivery over a two year period (FY 15-16), 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 bicycles) 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.

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) 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 internal and customer utilization of the ITS system will continue to enhance reporting capabilities, providing the Authority additional and “real time” information for its use in becoming the most efficient and effective for our customers and localities. Additional service (Trolley,

Sunday service, and increased frequency) will be regularly monitored with data and statistics to ensure services are effective and reduce road congestion in the region.

4. WE 4 – Annual inventory of all WATA assets (signage, 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 and that many of the improvements are considered in future growth patterns and the Comprehensive plans.
5. WE 5 – Continued Monitoring and evaluation of WATA's restructured pass program for riders. Execution 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 theme park, entertainment, and hotel industries in order to increase economic development and revenue, share costs, and increase service awareness and usage.
6. WE 6 – Staffing Plans for WATA have been implemented and WATA is evaluating positions that were created in FY 2015, including Lead Drivers and Dispatchers, and how those roles support the Authority's mission and vision. WATA continues to evaluate the need of additional positions that will support the Authority's Administrative and Maintenance functions. The purpose of the examination of additional roles is to ensure that organization functions continue to be managed in an efficient and effective manner. WATA continues to operate with functions previously managed under the umbrella of local government. With the implementation of the ITS system, the Authority will update its Procurement Manual to ensure its contents reflect the Virginia Public Procurement Act (VPPA) and the Federal Transit Authority (FTA) requirements and guidelines.
7. WE 7 - DRPT performance reports and National Transit Database ongoing 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 - Hiring of Project Manager or Firm to ensure FTA guidelines for Building a Facility are met in addition to Local and State regulations.

**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 – Completion of ITS System Implementation with new buses, December 2015. Implementation of Authority's Advertising Plan February 2016.
6. WE 6 - Completion date June 2015.
7. WE 7 – Ongoing activity
8. WE 8 – Hire Project Manager to oversee Facility Development by July 2015. Project Manager reports to the Executive Director and provides ongoing information to WATA Board and as requested and for public input.

**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	\$175,000		\$175,000



### 11.3 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, WATA, 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. **Virginia Beach Transit Extension Study (VBTES)** – Activities include the beginning of the Preliminary Engineering (PE) and Final EIS (FEIS) of the VBTES Locally Preferred Alternative based on the results of the VBTES DEIS. This planning and engineering work will update the designs of the alignment based on the LPA decision, develop mitigation strategies as appropriate to identified impacts and regulatory agreements, and advance designs to an average of 30% engineering. This activity will also include the completion of a Record of Decision, and may include development of bridging documents for advancement of the designs into a Design Build project, if applicable based on the Record of Decision.
2. **Naval Station Norfolk Transit Extension Study (NSNTES)** – Activities include the initiation of a Draft Environmental Impact Statement under the National Environmental Policy Act (NEPA) regulations based on recommendations from the pre-NEPA corridor level study. 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 planning work will advance the previously identified Purpose and Need and will refine corridors into study alignments with reasonable transit technologies. The study will include the numerous technical planning elements to directly support the Draft Environmental Impact Statement under the National Environmental Policy Act (NEPA) regulations and potential entry into FTA Project Development. These studies will also provide extensive information necessary to further advance planning of the project. Associated bus service improvements and park-and-ride facilities will be included in these analyses.
3. **Peninsula Multimodal Development Corridor Study (PMDCS)** – Begin the initial pre-NEPA study for fixed guideway corridors on the Hampton Roads Peninsula. The corridor planning project will define identify areas in need of high capacity, fixed guideway transit connectivity in Hampton and Newport News. The study will define areas of high commercial and residential growth and density as well as

areas limited by increasing roadway congestion. Project is needed to solve mobility connectivity 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, and the proposed new Amtrak station in Newport News. The study will include the numerous technical planning elements to directly support initiation of a Draft Environmental Impact Statement 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. Associated bus service improvements and park-and-ride facilities will be included in these analyses.

#### **C. End Products**

1. WE 1 – Final Environmental Impact Statement (FEIS) estimated for completion in mid CY 2016 and the ROD and 30% designs estimated for late CY 2016.
2. WE 2 – Draft Environmental Impact Statement (DEIS) estimated for completion in mid CY 2018. Future end products may include a FEIS, and Engineering work elements.
3. WE 3 – 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.

#### **D. Schedule**

1. WE 1 – PE-FEIS-ROD is estimated for completion in fourth quarter CY 2016.
2. WE 2 – DEIS is estimated for completion in mid CY 2018. Schedules for future end products including a FEIS, and Engineering work elements are dependent on identification of funding sources and the results of the DEIS.
3. WE 3 – 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.

#### **E. Participants**

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	VBTES	\$9,600,000	\$2,400,000		\$12,000,000
HRT	NSNTES	\$0	\$2,000,000	\$80,000	\$2,080,000
HRT	PMDCS	\$760,000	\$190,000		\$950,000

This Page Intentionally Left Blank

## **11.4 Disadvantaged Business Enterprise Planning**

### **A. Background**

On a tri-annual basis, Hampton Roads Transit (HRT) is required to update its Disadvantaged Business Enterprise (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 continual 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 Department of Minority Business Enterprise 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 HRT. 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. Outreach initiatives will be planned to ensure that there are ready, willing and capable DBEs available to participate in new economic initiatives for the Hampton Roads 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 an annual basis.

4. Quarterly, conduct an informal study of the real availability of certifiable/certified DBEs, MBEs and WBEs in the Hampton Roads Metropolitan Statistical Area for use by the HRT Procurement Department in soliciting potential vendors.
5. Conduct a review of the procurement opportunities for DBE firms on the new procurements and set competitive and feasible individual contract goals.
6. Conduct periodic DBE Commercially Useful Function (CUF) reviews to make sure that DBEs are participating and performing the assigned tasks on procurement contracts.
7. Submit semi-annual reports via FTA Team: June 1<sup>st</sup> and December 1<sup>st</sup>.

#### **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 – Conducting an informal study of certifiable/certified DBEs, MBEs, and WBEs in the Hampton Roads MSA will assure a current database for use by HRT procurement and will aide in soliciting potential vendors.
5. WE 5 – Improved tools, certified DBE vendor database, and attainable goals for use in procurement activities of the agency for use by HRT procurement to include Virginia Beach Transit Extension Study project.
6. WE 6 – Documented compliance for DBE participation on HRT procurements.
7. WE 7 – Accountability via Semi-Annual Reporting via FTA’s TEAM.

#### **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: 15<sup>th</sup> of each month.
  - ii. Annually: Aug 1
4. WE 4 – Update DBE, MBE, WBE database: Quarterly (Jan, Apr, Jul, Oct)
5. WE 5 – FTA TEAM DBE Report Submission: Semi-Annually: Jun 1 and Dec 1

6. WE 6 – DBE CUF Reviews: Ongoing
7. WE 7 – 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	\$25,783		\$35,783

Budget revised on 9/3/15 (See List of Revisions, Page v, for details)

This Page Intentionally Left Blank



## **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, transit 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 that includes Hampton Roads, Virginia's Eastern Shore, and the northern counties of North Carolina. TRAFFIX has been functionally organized as follows:

- Sales (to include GoPass365)
- 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 at least 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 carpooling, van pooling, teleworking, walking/biking to and from work or school in an overarching effort to reduce or mitigate congestion, reduce pollution, provide a more stress free commute, and enhance the overall quality of life in Hampton Roads.
- 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 “future proofs” ridership with a non-dependent (users not depending on public transportation) group of users. This program has grown to include a customer base of over 100,000 potential GoPass365 riders with the recent inclusion of Tidewater Community College as the most recent member with over 25,000 full- and part-time students as potential riders.
- c. A new Outreach employee was proposed to the TOS in 2014. This person would be the agency’s key person for new Park-and-Ride locations that are in logical positions to HRT’s bus routing system. It would also be used for carpoolers and vanpools. TOS approved this position on November 5, 2014.

### **2. Marketing**

A comprehensive program of advertising, public relations and information is developed to induce and maintain use of TDM programs and services as an ongoing process.

### **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 twice 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 four months of 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, 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 drivers not to drive alone or to help them make decisions to work from home, 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.

#### **E. Participants**

##### Internal Participants:

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

##### External Participants:

- Local Governments
- State Governments
- Public and Private Colleges and Universities
- 421 major Hampton Roads Employers in FY 2012

- Contacted/contacting over 100,000 employees annually (FY 2013) through radio, TV, billboards and/or flyers.
- Participants encompassing the Hampton Roads Metropolitan Planning Area, the Virginia Eastern Shore, and Northeastern North Carolina
- Newport News Shipbuilding
- Military installations

**F. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

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

## 11.6 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 5/30/16
2. WE 2 – Financial Analysis: Monthly
3. WE 3 – Short and Long-range Capital Plans: draft 1/31/16, final 5/30/16
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	5307		TOTAL
HRT	\$150,000		\$150,000

This Page Intentionally Left Blank

## **11.7 WATA Transit Development Plan, Comprehensive Operational Analysis, Passenger Profile study and an Organizational analysis**

### **A. Background**

Williamsburg Area Transit Authority provides fixed route and ADA demand response service to the Counties of James City, York and Surry, the City of Williamsburg, the College of William and Mary, and the Colonial Williamsburg Foundation. The population of these jurisdictions in 2000 was 123,000, according to the U.S. Census American FactFinder. From 2007 to 2034, these jurisdictions are projected to grow by over 60% to 226,000 with employment of 121,000.

In March 2006, the General Assembly granted permission to form a Regional Transit Authority between the Counties of James City and York, the City of Williamsburg, the College of William and Mary, and the Colonial Williamsburg Foundation. The Authority was established in August 2008. The Counties of James City and York, the City of Williamsburg and The Colonial Williamsburg Foundation are members.

In response to community need, increased frequency and Sundays were added to the Regional Transit network through Congestion Mitigation Air Quality Demonstration Grant revenues beginning April 2009. In preparation of these funds being exhausted, along with limited local, state and federal support, WATA is requesting support for a Comprehensive Operations Analysis (COA) in shaping a financial plan and operational plan for the future.

Along with conducting the COA, the Transportation Development Plan (TDP) is also due to be renewed in FY 2015. The TDP update includes the passenger profile study and an organizational analysis. All of these projects will be focused on collecting the necessary data and updating the forecasting model used by the Board of Directors; especially the mode choice component, through the use of an on-board transit survey. The survey data will be used to update the travel-forecasting model to ensure that the model produces accurate patronage and reflects observed travel patterns for all market segments. The overall goal of the survey and model update efforts is to recalibrate and validate the travel demand model and enhance the region's ability to produce robust and reliable travel forecasts. Throughout the project, the survey team and the model update team will be working in concert to ensure that the data collected by the survey will be sufficient for a full and thorough update of the regional travel demand model's mode choice component, consistent with the Federal Transit Administration ("FTA") requirements. Based on MAP-21 and Williamsburg's status change to small urban, it is vital each of these studies be updated.

In FY 2013, WATA began the installation of a state-of-the-art Computer Aided Dispatch (CAD)/Automatic Vehicle Location (AVL) system that includes schedule adherence, route adherence, and traveler information output. The new ITS System will change how data is being collected, improving WATA operations with efficient scheduling and decision making through analysis of real time data reports.

## B. Work Elements (WE)

Work activities include the following:

1. **Overview of Transit System Service** – Provide an overview of fixed route, trolley and demand response service to meet the Americans with Disabilities Act. Include a description of areas served and areas not served where future service is under evaluation. Provide an overview of public fleet equipment both directly operated and lease purchased to determine potential efficiencies and effectiveness in their application.
2. **Service and System Evaluation** - Evaluate route-level and system wide performance against current average (passengers per miles or hour) and transit system standards of similar systems identified in WATA Transit Development Plan for fixed route, trolley and demand response services. Evaluation will include performance by route, by day and time of day.

Prepare a retrospective analysis of performance prior to the April 9, 2009 introduction of CMAQ demonstration improvements (i.e. increased frequency, Sunday Service, Trolley service) and to present.

Evaluate changes in patronage, operating costs (i.e. operator overtime) and revenue as a result of these improvements. Identify operational changes, service delivery (i.e. contractual) and other strategies that can meet the challenges of a growing regional transit network while limiting financial reliance on local, state and federal resources.

Document and map existing and future population, land use favorable to transit oriented development and employment densities with an overlay of existing and proposed service alignments.

Participate in key corridor studies and planning efforts where transit operates in order to evaluate efficiencies, opportunities for growth, or system adjustments.

3. **Service Expansion Project Descriptions** – Describe and discuss proposed service expansion in WATA Transit Development Plan and State Transit Improvement Plan. Evaluate whether current direction and priorities need re-evaluation, including existing, increased or contracted service levels.

Evaluation of extending service at the current boundaries of WATA's service area to meet the demand and/or request of riders in those areas, including extended service in James City County and the Lee Hall area.

4. **Operations Plan** – Describe fixed route and demand response services the operator intends to provide over the next three to five years. In evaluation, identify alternative resources (i.e. advertising revenues, student support) other than limited local, state and federal support that can help offset resource needs.



The Authority will continue to assess its services for fixed route and demand response based on the needs of the region. This may include extended service throughout the year. The final determination of any additional services will be determined by information from the COA and Passenger Profile study and/or TDP.

5. **Capital Improvement Program** – Evaluate the systems Capital Improvement Program over the next six years and its impact on operational costs. The evaluation is not limited to vehicle replacement or expansion, but includes passenger amenities such as bus stop improvements and shelters and Intelligent Transportation Improvements (i.e. AVL/GPS).

The Authority has a critical need to replace many capital items, primarily our fleet. As it relates to our fleet, we have several vehicles that are beyond their useful life and are scheduled for replacement. Those scheduled for replacement are identified in our vehicle replacement plan that projects both replacement and expansion through 2028. The aged fleet has shown to increase maintenance cost, service disruptions, and staff time spent on responding to issues related to this fleet. Therefore, the need will be to replace these items according to the scheduled plan or as soon as funds are available.

WATA has a significant need to add bus shelters and amenities. The demand for these assets far exceed the funding currently allocated. Therefore, the Authority plans to continue to construct the shelters as shown in our current plan for expansion. With the increase in shelters, WATA also plans to increase the bike racks at these locations to meet the demand of those who request and require a seamless multi-modal option that includes pedestrian, bike, and transit.

The Authority's significant investment in our ITS system will support our requests for additional capital items. The system will also require additional staff support and annual maintenance and the associated costs. The features of the system continue to provide our customers real-time information that supports how they make decisions on when and how they utilize transit services.

6. **Financial Plan** – Develop a financial plan consisting of budget forecasts for federal, state, regional, local funding, as well as fares based on Cost Operational Analysis findings. Develop an operating and capital budget for Fiscal Year 2016 – Fiscal Year 2021. Compare recommendations to WATA current Six Year Plan for the Department of Rail and Public Transportation and TDP. Explain any changes in service hours and miles due to incorporation of CMAQ service demonstration or service reduction.
7. **Comprehensive Operations Monitoring and Evaluation** – Describe the process that will be undertaken periodically to monitor (i.e. development of service standards, labor usage) and evaluate findings and strategies of this Comprehensive Operational Analysis Plan. WATA will use the data and information collected in the COA to properly respond to this work element.

**C. End Products**

The Cost Operational Analysis (COA) Plan will reflect the work elements above and be presented as a formal report for the WATA Board of Directors review and for public input by regional, state federal stakeholders and our citizens. A new Transportation Development Plan will be completed as well as passenger profile survey data and an overall organizational analysis.

**D. Schedule**

The above activities are anticipated to be completed in the Third Quarter of FY 2016.

**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	CO 5303	DRPT	TOTAL
WATA/ CONSULTANT	\$72,058	\$72,058	\$144,116

Budget revised on 9/3/15 (See List of Revisions, Page v, for details)

## **11.8 Environmental Management System and Sustainability Program**

### **A. Background**

In 2009 HRT developed and implemented an Environmental Management System and Sustainability Program based on the ISO 14001:2004 Standard. HRT is also one of the founding signatories of the APTA Sustainability Commitment, and was awarded with the Gold Recognition Level in 2013 – an accomplishment only achieved by six other public transit agencies (at the time) in the United States.

This program has helped HRT to achieve a greater than 10% improvement in four key sustainability metrics that are measured and tracked for the APTA Sustainability Commitment. Since the baseline year of 2008, these include reducing water usage by 30%, cutting criteria air pollutant emissions by 59%, and lowering waste by 32%. HRT has also achieved a significant increase in its waste diverted from landfills through recycling by over 200%.

In addition, HRT has reduced vehicle energy use by 9.7% per transit vehicle mile traveled from 2008 to 2011. It was during this time that HRT purchased multiple hybrid buses, while constructing and opening its first light rail line and LEED designed facility.

In its efforts to lower its impact on the regional environment, HRT also was recognized for:

- Achieving a greater than 5 percent improvement in two sustainability metrics from its baseline year (2008) with reductions in greenhouse gas emissions (6%) and vehicle energy use (10%).
- HRT also has achieved 32 significant action items, including but not limited to the development and implementation of the Environmental Management System and Sustainability Program; the establishment of an agency-wide recycling program, which includes scrap metal, used oil, and single-stream recycling in all occupied HRT facilities; and recognition as a "Model Level River Star" (the highest level of recognition) by the Elizabeth River Project for exhibiting exceptional accomplishments in pollution prevention and wildlife habitat enhancement, and as a community leader in environmental stewardship.

### **B. Work Elements**

1. EMS policies and procedures will be developed and regularly updated by the EMS Project Manager as needed for approval by HRT Senior Management.
2. EMS evaluation of environmental compliance and ISO 14001:2004 conformance auditing – HRT's EMS records and documentation will be evaluated against applicable environmental regulations and compared against the requirements of the ISO 14001:2004 Standard (if ISO Certification is sought). Corrective Action Reports will be completed to identify and address non-compliances and/or non-conformances.

3. Track and monitor APTA Sustainability Commitment required indicator metrics: water usage, criteria air pollutant emissions, water pollutant discharge, Greenhouse Gas emissions and savings, energy use (facilities and vehicles), recycling/waste levels, operating expenses per unlinked passenger trip and vehicle revenue mile, unlinked passenger trips per capita in service area of operation, and vehicle miles traveled per capita in service area of operation.

#### C. End Products

1. WE 1 – EMS documents will be compiled into an Environmental Management Policies & Procedures Manual, updated regularly or as needed, and reviewed and approved by Management when significant changes are made. These documents shall include EMS Policies and Procedures, as well as all environmental plans, permits, and regulatory compliance documentation.
2. WE 2 – Internal and Third Party Audit Reports and Corrective & Preventive Action (CPA) Reports will be completed to verify and document compliances/non-compliances and conformances/non-conformances, along with any applicable corrective actions.
3. WE 3 - Sustainability metrics will be inputted regularly into a tracking spreadsheet, which will track and quantify reductions/improvements for each metric from both the previous year and the baseline year (2008).

#### D. Schedule

1. WE 1 – The Environmental Management Policies & Procedures Manual will be updated regularly or as needed, and approved by management when significant changes are made.
2. WE 2 – Environmental management documents will be updated regularly and internal audits will be conducted at least annually for applicable environmental permit compliance. In addition, third party EMS conformance audits will be conducted every three years if and when HRT decides to pursue ISO 14001 Certification.
3. WE 3 – The Sustainability Metrics spreadsheet will be updated every year to create an Annual Sustainability Progress Report, required for the APTA Sustainability Commitment.

#### E. Participants

HRT staff with consultant

#### F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303	CO 5303	CMAQ	TOTAL
HRT/Consultant			\$150,000	\$150,000

## **11.9 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	5307		TOTAL
HRT	\$140,000		\$140,000

## 11.10 TDCHR Transit Development Plan

### A. Background

The Virginia Department of Rail and Public Transportation (DRPT) has emphasized investing in transit systems that are meeting the existing demand for public transportation and desires 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) which is to be updated annually. As a result, HRT will complete a TDP with assistance from DRPT. This is an annual requirement.

### 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.
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) 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 Quadrennial 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 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 and estimate ridership.
- Estimate each project's capital and operating costs, including a description of secured and/or programmed funds, the conditions imposed on the use of funds, and when the funds must be expended.
- 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 projects are 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.
- 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 bus shelters.
- Replacements or upgrades of tools and equipment.
- 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.
- Identify funding sources and amounts to support operating and capital budgets for fixed-route and demand-responsive services.

**8. Connect Hampton Roads**

- 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. An update to the TDP 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. A full TDP 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 Annual update to the TDP is anticipated to be completed in 6 months with an estimated completion date of December 2015.
2. The Full TDP is anticipated to be completed in 12 months with an estimated completion date of December 2016.

**E. Participants**

HRT, DRPT, and associated Consultants.

**G. Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	5303	CO 5303	Local	TOTAL
HRT/Consultant	\$65,000	\$69,384	\$20,000	\$154,384

Budget revised on 9/3/15 (See List of Revisions, Page v, for details)

## **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 MAP-21.

**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

This Page Intentionally Left Blank

## 13.0 HRTPO CONTINGENCY FUNDING

### A. Background

The HRTPO Contingency Funding task has been included in the FY 2016 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 2016.

### 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	\$289,209		\$289,209

This Page Intentionally Left Blank



## 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 the City of Franklin and the Counties of Southampton and Surry.

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 2016 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 2016, 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. HRTPO staff will maintain the current RL RTP as well initiate development of the next RL RTP.

### 2. Congestion Management Process

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 the regional Congestion Management Process (CMP).

In FY 2014, an update to the CMP technical report was released. This update included an analysis of traffic volumes and speeds, historical trends, congestion, and related issues on the rural CMP network.

In FY 2012, HRTPO prepared an analysis of 2010 archived travel time and speed data on the CMP network provided by Inrix. HRTPO followed this up in FY 2013 and FY 2015 with an analysis of congestion levels based on 2012 and 2014 archived travel time and speed data, respectively, as well as an analysis of the reliability of travel times on the regional roadway network. All of these efforts included roadways in the rural localities.

### 3. Regional Safety Planning

In FY 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 FY 2014 with the *Hampton Roads Regional Safety Study: Crash Analysis and Countermeasures* report, which analyzed high-crash locations and recommended countermeasures to improve safety. These efforts included roadways in the rural localities.

### 4. Regional Freight Planning

In FY 2012, HRTPO released the *Hampton Roads Regional Freight Study* report, which 1) analyzed the movement of freight to, from, and within Hampton Roads for all transportation modes, and 2) analyzed the movement of trucks both within Hampton Roads as well as through the gateways of the region, and identified locations with high truck delay. Both of these components included the rural localities.

5. 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.

6. 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.

**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 2035 RL RTP as needed.
- Submit a list of prioritized projects for evaluation under the HB2 Statewide Prioritization Process and for consideration for the Virginia Multimodal Transportation Plan to the VDOT District Planner by Quarter 2 of FY 2016.
- Assist rural localities in conducting outreach in order to increase awareness of the transportation planning process.

2. Congestion Management Process

- Update the CMP database with the most current traffic counts and roadway characteristics.
- 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 traffic volumes, congestion and reliability on rural roadways based on 2015 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.
  - HRTPO staff will participate in roadway safety audits conducted by the State and its consultants as requested.
4. Regional Freight Planning
- HRTPO staff will update the *Hampton Roads Regional Freight Study*, which will include an analysis of freight and truck movement in and through rural areas.
  - HRTPO staff will continue to maintain and update a database of truck volumes and percentages for roadways in rural areas.
5. Technical Assistance and Coordination
- Compile all available current and future land use GIS layers and attribute data from local comprehensive plans from rural localities within the HRPDC boundary. As part of this task, VDOT has requested that the GIS tool provided by VDOT TMPD be utilized to geo-reference local transportation plan recommendations (VDOT TMPD will provide technical assistance as-needed to accomplish this task). Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers or attribute data for current and future land use plans, VDOT requests staff to develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT TMPD will provide detailed instructions and templates to be used to provide consistency across the state.
  - 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.
6. Technical Assistance to the Multimodal Planning Office
- Coordinate, as appropriate, with the Office of Intermodal Planning and Investment regarding rural transportation issues.
-

## C. End Products

### Program Administration

#### Rural Transportation Planning Administration

- Preparation of agendas, minutes, and associated materials for meetings of the Rural Transportation Technical 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
  - A list of prioritized projects for evaluation under the HB2 Statewide Prioritization Process and for consideration for the Virginia Multimodal Transportation Plan
2. Congestion Management Process
  - An updated CMP database
  - Updated transportation databases
  - An updated *Volumes, Speeds, and Congestion* report
3. Regional Safety Planning – an updated crash database for the region.
  - An updated crash database/shapefile for the region
4. Regional Freight Planning
  - An updated *Regional Freight Study* report
  - An updated truck movement database
5. Technical Assistance and Coordination
  - Complete any unfinished FY 2015 tasks related to rural transportation
  - Current and future land use GIS data

## D. Schedule – Program Activities

1. Rural Long-Range Transportation Plan
  - Up-to-date RLRTP – Ongoing throughout FY 2016
  - List of prioritized projects – Quarter 2
2. Congestion Management Process
  - Updated CMP database – Ongoing throughout FY 2016
  - Updated transportation databases - Ongoing throughout FY 2016
  - Updated *Volumes, Speeds, and Congestion* report – Quarter 4
3. Regional Safety Planning
  - Updated crash database/shapefile – Ongoing throughout FY 2016
4. Regional Freight Planning
  - Updated *Regional Freight Study* report – Quarter 4
  - Updated truck movement database – Ongoing throughout FY 2016

5. Technical Assistance and Coordination
  - Current and future land use GIS data – Quarter 4
  - Other tasks as needed – Ongoing throughout FY 2016
6. Technical Assistance to the Multimodal Planning Office – Ongoing throughout FY 2016

**E. Participants**

HRTPO, VDOT, DRPT, FHWA, HRPDC, Consultant, 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:

- The chief elected officer of the governing body of each of the 14 counties and cities embraced by the HRTAC
- 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
- Two members of the Senate who reside in different counties or cities embraced by the HRTAC, appointed by the Senate Committee on Rules
- The following four nonvoting ex officio members:
  - A member of the Commonwealth Transportation Board who resides in a locality embraced by the HRTAC, appointed by the Governor
  - The Director of the Virginia Department of Rail and Public Transportation or his designee
  - The Commissioner of Highways or his designee
  - 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, agendas, minutes, correspondence, 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			\$57,000	\$57,000



APPENDIX A  
HRTPO ADVISORY COMMITTEES

## **HRTPO BOARD AND ADVISORY COMMITTEES**

### **HRTPO Board**

The Hampton Roads Transportation Planning Organization (HRTPO) is the metropolitan planning organization (MPO) for the Hampton Roads metropolitan planning area. As such, the HRTPO Board is a federally-mandated transportation policy-making organization comprised of representatives from local, state, and federal governments; transit agencies; and other stakeholders. The voting and non-voting members of the HRTPO Board are listed inside the front cover of this document and on the HRTPO website at [www.hrtpo.org](http://www.hrtpo.org).

### **Transportation Advisory Committee**

The Transportation Advisory Committee (TAC) is composed of the chief administrative officer of each HRTPO member locality and local transit agency, plus representatives from VDOT, the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), FHWA, FTA, and other stakeholders. The TAC meets from time to time to act upon matters referred to it by the HRTPO Board.

### **Transportation Technical Advisory Committee**

The Transportation Technical Advisory Committee (TTAC) is composed of transportation engineers and planners from each HRTPO member locality, plus representatives from the local transit agencies, VDOT, DRPT, VPA, FHWA, FTA, and other stakeholders. The TTAC reviews virtually all items that are to come before the HRTPO Board and provides recommendations on actions to be considered by the HRTPO Board.

### **Citizen Transportation Advisory Committee**

The Citizen Transportation Advisory Committee (CTAC) is composed of residents of HRTPO-member localities. CTAC members are appointed by the HRTPO Board. The CTAC serves as an advisory committee to the HRTPO Board.

### **Freight Transportation Advisory Committee**

The Freight Transportation Advisory Committee (FTAC) is composed of people involved in the freight transportation industry. FTAC members are appointed by the HRTPO Board. The FTAC serves as an advisory committee to the HRTPO Board.

### **Legislative Ad-Hoc Committee**

The Legislative Ad-Hoc Committee is composed of appointed HRTPO Board members, including representatives from the Virginia General Assembly and elected officials from Hampton Roads localities, plus local legislative liaisons. The mission of the Committee is: to pursue legislative items that have overwhelming support from the HRTPO Board, to educate the General Assembly and other regions of the State regarding the challenges that face a water area such as Hampton Roads, and to optimize the strengths of the region.

### **Passenger Rail Task Force**

The Passenger Rail Task Force is composed of appointed members of the Transportation Technical Advisory Committee, plus representatives from the local transit agencies, railroads, the Virginia Department of Rail and Public Transportation and other stakeholders. The Task Force meetings are scheduled at key decision making points to ensure that the HRTPO staff, the HRTPO Board, and Task Force fully understand and approve the work underway before the consultant specializing in passenger rail planning proceeds to the next task in the assessment of the potential of higher speed rail as determined by the October 30, 2009 HRTPO Board resolution.

This Page Intentionally Left Blank

**APPENDIX B**  
**DEFINITIONS**

## DEFINITIONS

### **Metropolitan Planning Organization (MPO)**

A Metropolitan Planning Organization (MPO) is planning and programming body required by federal law for urbanized areas with populations of 50,000 or greater. The MPO Board is a policy board designated by the Governor and, together with the State and local public transit agencies, is responsible for carrying out the continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning process. Any highway or transit project or program to be constructed or conducted within the Metropolitan Planning Area (MPA) and to be paid for with federal funds must received approval by the MPO Board before any federal funds can be expended. In addition, any highway or transit project deemed to be regionally-significant, regardless of the source(s) of funding, must receive MPO approval to proceed.

MPOs have five core functions:

1. Establish and manage a fair and impartial setting for effective regional decision-making with regard to metropolitan transportation planning and programming;
2. Evaluate transportation alternatives appropriate to the region in terms of its unique needs, issues, and realistically available options;
3. Develop and maintain a fiscally-constrained, Long-Range (at least 20 years) Transportation Plan for the metropolitan planning area ;
4. Develop and maintain a fiscally-constrained Transportation Improvement Program;
5. Involve the public in the four functions listed above.

The Hampton Roads Transportation Planning Organization (HRTPO) is one of fourteen MPOs in the Commonwealth of Virginia. Voting membership of the HRTPO includes elected officials from each of the cities and counties within the metropolitan planning area (MPA), two members of the Virginia Senate and two members of the Virginia House of Delegates, plus one representative from each of the following: the Transportation District Commission of Hampton Roads (TDCHR), the Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), and the Virginia Port Authority (VPA). Non-voting membership of the HRTPO includes the chairs of the Citizen Transportation Advisory Committee (CTAC) and the Freight Transportation Advisory Committee (FTAC), the chief administrative officers (CAOs) from each of the cities and counties within the MPA, and one representative from each of the following: the Virginia Department of Aviation (VDOA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), the Peninsula Airport Commission, and the Norfolk Airport Authority.

### **Metropolitan Planning Area (MPA)**

The Metropolitan Planning Area (MPA) is the geographic area determined by agreement between the MPO for the area and the Governor. The MPA is the area for which the metropolitan transportation planning and programming process is carried out. The Hampton Roads MPA includes the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the counties of Isle of Wight, James City, and York, and a portion of Gloucester County.

### **Transportation Management Area (TMA)**

A Transportation Management Area (TMA) is an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation. In addition to meeting all the federal requirements for MPOs, TMAs are responsible for developing a Congestion Management Process (CMP) and are subject to a joint federal certification review of the planning process at least every four years. The Hampton Roads MPA is also a TMA.

### **Hampton Roads Planning District Commission (HRPDC)**

The Hampton Roads Planning District Commission (HRPDC) is one of 21 planning district commissions (PDCs) in the Commonwealth of Virginia. PDCs were created in 1969 pursuant to the Virginia Area Development Act and a regionally executed charter agreement. According to Section 15.2-4207 of the Code of Virginia, the purpose of PDCs is “. . . to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance.”

The Hampton Roads Planning District includes the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg and the counties of Gloucester, Isle of Wight, James City, Southampton, Surry, and York.

The Executive Director/Secretary of the HRPDC manages the daily operations of the HRPDC's professional staff. The HRPDC staff serves as a resource of technical expertise to its member jurisdictions on issues pertaining to economics, physical and environmental planning, and transportation.

The HRPDC provides staff to the HRTPO, pursuant to a memorandum of understanding between the two organizations and the federally-required Metropolitan Planning Agreement. The Executive Director of the HRPDC serves as the Executive Director of the HRTPO. In this role, the Executive Director provides staff support to the HRTPO Board and its committees and plans, organizes, and directs the activities of staff in support of the mission and directions of the HRTPO Board.

### **Metropolitan Transportation Plan**

The metropolitan transportation plan, also called the long-range transportation plan (LRTP), is the official multimodal transportation plan addressing a planning horizon of at least 20 years. Any transportation project that is regionally significant and/or utilizes federal funding must be included in the LRTP. In addition, the LRTP must be financially constrained – meaning it must be shown that there will be sufficient funds to complete the projects included in the plan.

The LRTP is developed and adopted by the HRTPO through a multi-step process every four years.

### **Transportation Improvement Program (TIP)**

The Transportation Improvement Program (TIP) is a short-range fiscal programming document that covers a period of no less than four years. The TIP must 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. Projects that are included in the TIP must be selected from or be consistent with an approved Long-Range Transportation Plan (LRTP). After approval by the MPO and the Governor, the TIP must be included without change, directly or by reference, in the STIP.

### **Air Quality Conformity Analysis (Conformity)**

Conformity is a requirement of the Clean Air Act that ensures that federal funding and approval are given to transportation plans, programs, and projects that are consistent with the air quality goals established by the State Implementation Plan (SIP). Before the LRTP and TIP can receive final approval by the HRTPO Board, they must be tested for conformity. With respect to the SIP (State Implementation Plan), conformity means that transportation activities will not cause new air quality violations or delay timely attainment of the National Ambient Air Quality Standards (NAAQS).

### **Other frequently used terms include:**

<b>Allocation</b>	The distribution by the Commonwealth Transportation Board (CTB) of federal and state transportation funds to the projects contained in the SYIP. Also, the distribution of Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Regional Surface Transportation Program (RSTP) funds by the MPO.
<b>Attainment</b>	A term that means an area is in compliance with the National Ambient Air Quality Standards (NAAQS) and/or the Clean Air Act (CAA). If an area has been a Nonattainment Area for a particular pollutant and then achieves Attainment, it is usually classified as a Maintenance Area for that pollutant. There are six atmospheric pollutants covered under the CAA. The Hampton Roads area is currently designated as a maintenance area for ozone, the only pollutant for which the region has been in nonattainment in the past.
<b>CMAQ</b>	Congestion Mitigation and Air Quality program - federal funding program created under ISTEA (1991) and continued through the current federal transportation act, SAFETEA-LU. The program directs funds to projects that contribute to meeting the National Ambient Air Quality Standards. CMAQ funds generally may not be used for projects that result in the construction of new highway capacity for single occupant vehicles. CMAQ funds may be available for eligible planning activities that lead to and result in project implementation.



---

<b>Fiscal Year</b>	Fiscal Year (FY) is a term used to differentiate a budget or financial year from the calendar year. The HRTPO uses the fiscal year used by the Commonwealth of Virginia, which begins on July 1 of one year and ends on June 30 of the following year. The federal fiscal year begins on October 1 of one year and ends on September 30 of the following year. The fiscal year designator typically indicates the year in which the fiscal year ends, for example FY 2010 is usually used to identify the fiscal year that begins in 2009 and ends in 2010.
<b>Local Match</b>	Funds typically required to be provided by recipients of federal or state grant funds in order to obtain such grants. For example (FTA) Section 5303 and (FHWA) PL funds require a 10 percent local match (to be provided by a locality, MPO, or transit agency), plus a 10 percent state match (provided by VDOT or DRPT) in order to match the remaining 80 percent provided by the federal source.
<b>NOx</b>	Nitrogen Oxides – ground level ozone is produced by a chemical reaction between NOx and Volatile Organic Compounds in the presence of sunlight.
<b>Obligations</b>	Commitments made by USDOT agencies to pay out money for federal-aid transportation projects. The TIP serves as the MPO's program of transportation projects for which federal funds have been obligated.
<b>PL</b>	Planning funds available from FHWA for MPO program activities.
<b>Regionally Significant</b>	A transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation) that is on a facility that serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the transportation network for the metropolitan planning area. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.
<b>Section 5303</b>	Planning funds available from the FTA for MPO program activities.
<b>SIP</b>	State Implementation Plan - Identifies control measures and processes for achieving and maintaining the NAAQS.
<b>SPR</b>	State Planning and Research - federal funds allocated to VDOT and sub-allocated to the HRTPO in support of regional transportation planning activities.
<b>STIP</b>	Statewide Transportation Improvement Program – covers all areas of the State. For each metropolitan area of the State, the STIP shall be developed in cooperation with the MPO designated for the metropolitan area. Each

	metropolitan TIP shall be included without change in the STIP, directly or by reference, after approval of the TIP by the MPO and the Governor.
<b>Study Area</b>	Also known as the Metropolitan Planning Area (MPA), this is the area projected to become urbanized within the next 20 years. The MPA defines the area for MPO plans, programs, and studies.
<b>SYIP</b>	Six Year Improvement Program - an annual document approved by the CTB that provides the state's list of federal and state funded transportation projects and programs administered by VDOT and DRPT.
<b>"3-C" Process</b>	Refers to the Continuing, Cooperative and Comprehensive language from the federal legislation that established MPOs; used in reference to the regional transportation planning and programming process.
<b>TCM</b>	Transportation Control Measures used to improve air quality.
<b>TDM</b>	Transportation Demand Management; various transportation control strategies and measures used in managing highway demand.
<b>TAZ</b>	Transportation Analysis Zone - Generally defined as areas of homogeneous activity served by one or two major highways. TAZs serve as the base unit for socioeconomic data characteristics used in various plans, models, and studies.
<b>Urbanized Area</b>	Term used by the U.S. Census Bureau to designate urban areas. These areas generally contain population densities of at least 1,000 persons per square mile in a continuously built-up area of at least 50,000 persons. Factors such as commercial and industrial development, and other types and forms of urban activity centers are also considered.
<b>UPWP</b>	Unified Planning Work Program – a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
<b>VOC</b>	Volatile Organic Compounds – ground level ozone is produced by a chemical reaction between VOCs and nitrogen oxides (NOx) in the presence of sunlight.

**APPENDIX C**  
**FREQUENTLY USED ABBREVIATIONS**

## FREQUENTLY USED ABBREVIATIONS

5303	Section 5303 (Transit) Planning Funds
5307	Section 5307 (Transit) Capital/Operating Funds
AA	Alternatives Analysis
ACS	American Community Survey
BRT	Bus Rapid Transit
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMP	Congestion Management Process
COE	U.S. Army Corps of Engineers
COMPARE	Congestion Management Plan: A Regional Effort
CTAC	Citizen Transportation Advisory Committee
CTB	Commonwealth Transportation Board
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprises
DEIS	Draft Environmental Impact Statement
DRPT	Virginia Department of Rail and Public Transportation
EJ	Environmental Justice
EMS	Environmental Management System
EPA	Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTAC	Freight Transportation Advisory Committee
FY	Fiscal Year (July 1 – June 30)
FFY	Federal Fiscal Year (October 1 – September 30)
GIS	Geographic Information System
HOV	High-Occupancy Vehicle
HRHIM	Hampton Roads Incident Management Committee
HRPDC	Hampton Roads Planning District Commission
HRT	Hampton Roads Transit
HRTF	Hampton Roads Transportation Fund
HRTAC	Hampton Roads Transportation Accountability Commission
HRT0	Hampton Roads Transportation Operations Subcommittee
HRTPO	Hampton Roads Transportation Planning Organization
ISTEA	Intermodal Surface Transportation Efficiency Act (1991)
ITS	Intelligent Transportation System
ITSOP	Intelligent Transportation System and Operations Planning Committee
JARC	Job Access and Reverse Commute Program
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan

---

LRT	Light Rail Transit
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century (2012)
MBE	Minority Business Enterprises
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NHS	National Highway System
NHTS	National Household Travel Survey
PL	Planning Funds ( FHWA)
PPP	Public Participation Plan
RCTO	Regional Concept of Transportation Operations
RLRTP	Rural Long-Range Transportation Plan
RSTP	Regional Surface Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
SIP	State Implementation Plan
SPR	State Planning and Research Funds
STIP	Statewide Transportation Improvement Program
SYIP	Six-Year Improvement Program
TAC	Transportation Advisory Committee
TAZ	Transportation Analysis Zone
TDCHR	Transportation District Commission of Hampton Roads (HRT)
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century (1998)
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPO	Transportation Planning Organization
TTAC	Transportation Technical Advisory Committee
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
VDEM	Virginia Department of Emergency Management
VDEQ	Virginia Department of Environmental Quality
VDOA	Virginia Department of Aviation
VDOT	Virginia Department of Transportation
VFAC	Virginia Freight Advisory Committee
VGIN	Virginia Geographic Information Network
VPA	Virginia Port Authority
VTRANS2025/2035	Virginia Statewide Multimodal Transportation Plan
WATA	Williamsburg Area Transit Authority
WBE	Women Business Enterprises

This Page Intentionally Left Blank

**APPENDIX D**  
**FEDERAL REGULATIONS APPLICABLE TO MPOS**

## Subpart A—Transportation Planning and Programming Definitions

### § 450.100 Purpose.

The purpose of this subpart is to provide definitions for terms used in this part.

### § 450.102 Applicability.

The definitions in this subpart are applicable to this part, except as otherwise provided.

### § 450.104 Definitions.

Unless otherwise specified, the definitions in 23 U.S.C. 101(a) and 49 U.S.C. 5302 are applicable to this part.

*Administrative modification* means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/ project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/ project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

*Alternatives analysis (AA)* means a study required for eligibility of funding under the Federal Transit Administration's (FTA's) Capital Investment Grant program (49 U.S.C. 5309), which includes an assessment of a range of alternatives designed to address a transportation problem in a corridor or subarea, resulting in sufficient information to support selection by State and local officials of a locally preferred alternative for adoption into a metropolitan transportation plan, and for the Secretary to make decisions to advance the locally preferred alternative through the project development process, as set forth in 49 CFR part 611 (Major Capital Investment Projects).

*Amendment* means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

*Attainment area* means any geographic area in which levels of given criteria air pollutant (e.g., ozone, carbon monoxide, PM10, PM2.5, and nitrogen dioxide) meet the health-based National Ambient Air Quality Standards (NAAQS) for that pollutant. An area may be an attainment area for one pollutant and a nonattainment area for others. A "maintenance area" (see definition below) is not considered an attainment area for transportation planning purposes.

*Available funds* means funds derived from an existing source dedicated to or historically used for transportation purposes. For Federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered "available." A similar approach may be used for State and local funds that are dedicated to or historically used for transportation purposes.

*Committed funds* means funds that have been dedicated or obligated for transportation purposes. For State funds that are not dedicated to transportation purposes, only those funds over which the Governor has control may be considered "committed." Approval of a TIP by the Governor is considered a commitment of those funds over which the Governor has control. For local or private sources of funds not



dedicated to or historically used for transportation purposes (including donations of property), a commitment in writing (e.g., letter of intent) by the responsible official or body having control of the funds may be considered a commitment. For projects involving 49 U.S.C. 5309 funding, execution of a Full Funding Grant Agreement (or equivalent) or a Project Construction Grant Agreement with the USDOT shall be considered a multi-year commitment of Federal funds.

*Conformity* means a Clean Air Act (42 U.S.C. 7506(c)) requirement that ensures that Federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Conformity, to the purpose of the SIP, means that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the NAAQS. The transportation conformity rule (40 CFR part 93) sets forth policy, criteria, and procedures for demonstrating and assuring conformity of transportation activities.

*Conformity lapse* means, pursuant to section 176(c) of the Clean Air Act (42 U.S.C. 7506(c)), as amended, that the conformity determination for a metropolitan transportation plan or TIP has expired and thus there is no currently conforming metropolitan transportation plan or TIP.

*Congestion management process* means a systematic approach required in transportation management areas (TMAs) that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C., and title 49 U.S.C., through the use of operational management strategies.

*Consideration* means that one or more parties takes into account the opinions, action, and relevant information from other parties in making a decision or determining a course of action.

*Consultation* means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the “consultation” performed by the States and the MPOs in comparing the long-range statewide transportation plan and the metropolitan transportation plan, respectively, to State and Tribal conservation plans or maps or inventories of natural or historic resources (see § 450.214(i) and § 450.322(g)(1) and (g)(2)).

*Cooperation* means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

*Coordinated public transit-human services transportation plan* means a locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

*Coordination* means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

*Design concept* means the type of facility identified for a transportation improvement project (e.g., freeway, expressway, arterial highway, grade-separated highway, toll road, reserved right-of-way rail transit, mixed-traffic rail transit, or busway).

*Design scope* means the aspects that will affect the proposed facility’s impact on the region, usually as they relate to vehicle or person carrying capacity and control (e.g., number of lanes or tracks to be constructed or added, length of project, signalization, safety features, access control including approximate number and location of interchanges, or preferential treatment for high-occupancy vehicles).

*Designated recipient* means an entity designated, in accordance with the planning process under 49 U.S.C. 5303, 5304, and 5306, by the chief executive officer of a State, responsible local officials, and publicly-owned operators of public transportation, to receive and apportion amounts under 49 U.S.C. 5336 that are attributable to transportation management areas (TMAs) identified under 49 U.S.C. 5303, or a State regional authority if the authority is responsible under the laws of a State for a capital project and for financing and directly providing public transportation.

*Environmental mitigation activities* means strategies, policies, programs, actions, and activities that, over time, will serve to avoid, minimize, or compensate for (by replacing or providing substitute resources) the impacts to or disruption of elements of the human and natural environment associated with the implementation of a long-range statewide transportation plan or metropolitan transportation plan. The human and natural environment includes, for example, neighborhoods and communities, homes and businesses, cultural resources, parks and recreation areas, wetlands and water sources, forested and other natural areas, agricultural areas, endangered and threatened species, and the ambient air. The environmental mitigation strategies and activities are intended to be regional in scope, and may not necessarily address potential project-level impacts.

*Federal land management agency* means units of the Federal Government currently responsible for the administration of public lands (e.g., U.S. Forest Service, U.S. Fish and Wildlife Service, Bureau of Land Management, and the National Park Service).

*Federally funded non-emergency transportation services* means transportation services provided to the general public, including those with special transport needs, by public transit, private non-profit service providers, and private third-party contractors to public agencies.

*Financial plan* means documentation required to be included with a metropolitan transportation plan and TIP (and optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency projected sources of Federal, State, local, and private revenues and the costs of implementing proposed transportation system improvements.

*Financially constrained or Fiscal constraint* means that the metropolitan transportation plan, TIP, and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are “available” or “committed.”

*Freight shippers* means any business that routinely transports its products from one location to another by providers of freight transportation services or by its own vehicle fleet.

*Full funding grant agreement* means an instrument that defines the scope of a project, the Federal financial contribution, and other terms and conditions for funding New Starts projects as required by 49 U.S.C. 5309(d)(1).

*Governor* means the Governor of any of the 50 States or the Commonwealth of Puerto Rico or the Mayor of the District of Columbia.

*Illustrative project* means an additional transportation project that may (but is not required to) be included in a financial plan for a metropolitan transportation plan, TIP, or STIP if reasonable additional resources were to become available.

*Indian Tribal government* means a duly formed governing body for an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, Public Law 103–454.

*Intelligent transportation system (ITS)* means electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system.

*Interim metropolitan transportation plan* means a transportation plan composed of projects eligible to proceed under a conformity lapse and otherwise meeting all other applicable provisions of this part, including approval by the MPO.

*Interim transportation improvement program (TIP)* means a TIP composed of projects eligible to proceed under a conformity lapse and otherwise meeting all other applicable provisions of this part, including approval by the MPO and the Governor.

*Long-range statewide transportation plan* means the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

*Maintenance area* means any geographic region of the United States that the EPA previously designated as a nonattainment area for one or more pollutants pursuant to the Clean Air Act Amendments of 1990, and subsequently redesignated as an attainment area subject to the requirement to develop a maintenance plan under section 175A of the Clean Air Act, as amended.

*Management system* means a systematic process, designed to assist decision-makers in selecting cost effective strategies/actions to improve the efficiency or safety of, and protect the investment in the nation's infrastructure. A management system can include: Identification of performance measures; data collection and analysis; determination of needs; evaluation and selection of appropriate strategies/actions to address the needs; and evaluation of the effectiveness of the implemented strategies/actions.

*Metropolitan planning area (MPA)* means the geographic area determined by agreement between the metropolitan planning organization (MPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.

*Metropolitan planning organization (MPO)* means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

*Metropolitan transportation plan* means the official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process.

*National ambient air quality standard (NAAQS)* means those standards established pursuant to section 109 of the Clean Air Act.

*Nonattainment area* means any geographic region of the United States that has been designated by the EPA as a nonattainment area under section 107 of the Clean Air Act for any pollutants for which an NAAQS exists.

*Non-metropolitan area* means a geographic area outside a designated metropolitan planning area.

*Non-metropolitan local officials* means elected and appointed officials of general purpose local government in a non-metropolitan area with responsibility for transportation.

*Obligated projects* means strategies and projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 for which the supporting Federal funds were authorized and committed by the State or designated recipient in the preceding program year, and authorized by the FHWA or awarded as a grant by the FTA.

*Operational and management strategies* means actions and strategies aimed at improving the performance of existing and planned transportation facilities to relieve congestion and maximizing the safety and mobility of people and goods.

*Project construction grant agreement* means an instrument that defines the scope of a project, the Federal financial contribution, and other terms and conditions for funding Small Starts projects as required by 49 U.S.C. 5309(e)(7).

*Project selection* means the procedures followed by MPOs, States, and public transportation operators to advance projects from the first four years of an approved TIP and/or STIP to implementation, in accordance with agreed upon procedures.

*Provider of freight transportation services* means any entity that transports or otherwise facilitates the movement of goods from one location to another for others or for itself.

*Public transportation operator* means the public entity which participates in the continuing, cooperative, and comprehensive transportation planning process in accordance with 23 U.S.C. 134 and 135 and 49 U.S.C. 5303 and 5304, and is the designated recipient of Federal funds under title 49 U.S.C. Chapter 53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by Amtrak.

*Regional ITS architecture* means a regional framework for ensuring institutional agreement and technical integration for the implementation of ITS projects or groups of projects.

*Regionally significant project* means a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guide-way transit facilities that offer a significant alternative to regional highway travel.

*Revision* means a change to a long-range statewide or metropolitan transportation plan, TIP, or STIP that occurs between scheduled periodic updates. A major revision is an "amendment," while a minor revision is an "administrative modification."

*State* means any one of the fifty States, the District of Columbia, or Puerto Rico.

*State implementation plan (SIP)* means, as defined in section 302(q) of the Clean Air Act (CAA), the portion (or portions) of the implementation plan, or most recent revision thereof, which has been approved under section 110 of the CAA, or promulgated under section 110(c) of the CAA, or promulgated or approved pursuant to regulations promulgated under section 301(d) of the CAA and which implements the relevant requirements of the CAA.

*Statewide transportation improvement program (STIP)* means a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

*Strategic highway safety plan* means a plan developed by the State DOT in accordance with the requirements of 23 U.S.C. 148(a)(6).

*Transportation control measure (TCM)* means any measure that is specifically identified and committed to in the applicable SIP that is either one of the types listed in section 108 of the Clean Air Act or any other measure for the purpose of reducing emissions or concentrations of air pollutants from transportation sources by reducing vehicle use or changing traffic flow or congestion conditions. Notwithstanding the above, vehicle technology-based, fuel-based, and maintenance-based measures that control the emissions from vehicles under fixed traffic conditions are not TCMs.

*Transportation improvement program (TIP)* means a prioritized listing/ program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

*Transportation management area (TMA)* means an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation.

*Unified planning work program (UPWP)* means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

*Update* means making current a long-range statewide transportation plan, metropolitan transportation plan, TIP, or STIP through a comprehensive review. Updates require public review and comment, a 20-year horizon year for metropolitan transportation plans and long-range statewide transportation plans, a four-year program period for TIPs and STIPs, demonstration of fiscal constraint (except for long-range statewide transportation plans), and a conformity determination (for metropolitan transportation plans and TIPs in nonattainment and maintenance areas).

*Urbanized area* means a geographic area with a population of 50,000 or more, as designated by the Bureau of the Census.

*Users of public transportation* means any person, or groups representing such persons, who use transportation open to the general public, other than taxis and other privately funded and operated vehicles.

*Visualization techniques* means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as maps, pictures, and/or displays, to promote improved understanding of existing or proposed transportation plans and programs.

## **Subpart C – Metropolitan Transportation Planning and Programming**

### **§ 450.300 Purpose.**

The purposes of this subpart are to implement the provisions of 23 U.S.C. 134 and 49 U.S.C. 5303, as amended, which:

(a) Sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution; and

(b) Encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

### **§ 450.302 Applicability.**

The provisions of this subpart are applicable to organizations and entities responsible for the transportation planning and programming processes in metropolitan planning areas.

### **§ 450.304 Definitions.**

Except as otherwise provided in subpart A of this part, terms defined in 23 U.S.C. 101(a) and 49 U.S.C. 5302 are used in this subpart as so defined.

### **§ 450.306 Scope of the metropolitan transportation planning process.**

(a) The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;
- (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;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation; and
- (8) Emphasize the preservation of the existing transportation system.

(b) Consideration of the planning factors in paragraph (a) of this section shall be reflected, as appropriate, in the metropolitan transportation planning process. The degree of consideration and analysis of the factors should be based on the scale and complexity of many issues, including transportation system development, land use, employment, economic development, human and natural environment, and housing and community development.

(c) The failure to consider any factor specified in paragraph (a) of this section shall not be reviewable by any court under title 23 U.S.C., 49 U.S.C. Chapter 53, subchapter II of title 5, U.S.C. Chapter 5, or title 5 U.S.C. Chapter 7 in any matter affecting a metropolitan transportation plan, TIP, a project or strategy, or the certification of a metropolitan transportation planning process.

(d) The metropolitan transportation planning process shall be carried out in coordination with the statewide transportation planning process required by 23 U.S.C. 135 and 49 U.S.C. 5304.

(e) In carrying out the metropolitan transportation planning process, MPOs, States, and public transportation operators may apply asset management principles and techniques in establishing planning goals, defining TIP priorities, and assessing transportation investment decisions, including transportation system safety, operations, preservation, and maintenance, as well as strategies and policies to support homeland security and to safeguard the personal security of all motorized and non-motorized users.

(f) The metropolitan transportation planning process shall (to the maximum extent practicable) be consistent with the development of applicable regional intelligent transportation systems (ITS) architectures, as defined in 23 CFR part 940.

(g) Preparation of the coordinated public transit-human services transportation plan, as required by 49 U.S.C. 5310, 5316, and 5317, should be coordinated and consistent with the metropolitan transportation planning process.

(h) The metropolitan transportation planning process should be consistent with the Strategic Highway Safety Plan, as specified in 23 U.S.C. 148, and other transit safety and security planning and review processes, plans, and programs, as appropriate.

(i) The FHWA and the FTA shall designate as a transportation management area (TMA) each urbanized area with a population of over 200,000 individuals, as defined by the Bureau of the Census. The FHWA and the FTA shall also designate any additional urbanized area as a TMA on the request of the Governor and the MPO designated for that area.

(j) In an urbanized area not designated as a TMA that is an air quality attainment area, the MPO(s) may propose and submit to the FHWA and the FTA for approval a procedure for developing an abbreviated metropolitan transportation plan and TIP. In developing proposed simplified planning procedures, consideration shall be given to whether the abbreviated metropolitan transportation plan and TIP will achieve the purposes of 23 U.S.C. 134, 49 U.S.C. 5303, and these regulations, taking into account the complexity of the transportation problems in the area. The simplified procedures shall be developed by the MPO in cooperation with the State(s) and public transportation operator(s).

**§ 450.308 Funding for transportation planning and unified planning work programs.**

(a) Funds provided under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), 49 U.S.C. 5307, and 49 U.S.C. 5339 are available to MPOs to accomplish activities in this subpart. At the State's option, funds provided under 23 U.S.C. 104(b)(1) and (b)(3) and 23 U.S.C. 105 may also be provided to MPOs for metropolitan transportation planning. In addition, an MPO serving an urbanized area with a population over 200,000, as designated by the Bureau of the Census, may at its discretion use

funds sub-allocated under 23 U.S.C. 133(d)(3)(E) for metropolitan transportation planning activities.

(b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.

(c) Except as provided in paragraph (d) of this section, each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next one- or two-year period by major activity and task (including activities that address the planning factors in § 450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.

(d) With the prior approval of the State and the FHWA and the FTA, an MPO in an area not designated as a TMA may prepare a simplified statement of work, in cooperation with the State(s) and the public transportation operator(s), in lieu of a UPWP. A simplified statement of work would include a description of the major activities to be performed during the next one- or two-year period, who (e.g., State, MPO, public transportation operator, local government, or consultant) will perform the work, the resulting products, and a summary of the total amounts and sources of Federal and matching funds. If a simplified statement of work is used, it may be submitted as part of the State's planning work program, in accordance with 23 CFR part 420.

(e) Arrangements may be made with the FHWA and the FTA to combine the UPWP or simplified statement of work with the work program(s) for other Federal planning funds.

(f) Administrative requirements for UPWPs and simplified statements of work are contained in 23 CFR part 420 and FTA Circular C8100.1B (Program Guidance and Application Instructions for Metropolitan Planning Grants).

**§ 450.310 Metropolitan planning organization designation and redesignation.**

(a) To carry out the metropolitan transportation planning process under this subpart, a metropolitan planning organization (MPO) shall be designated for each urbanized area with a population of more than 50,000 individuals (as determined by the Bureau of the Census).

(b) MPO designation shall be made by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable State or local law.

(c) Each Governor with responsibility for a portion of a multistate metropolitan area and the appropriate MPOs shall, to the extent practicable, provide coordinated transportation planning for the entire MPA. The consent of Congress is granted to any two or more States to:

(1) Enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities authorized under 23 U.S.C. 134 and 49 U.S.C. 5303 as the activities pertain to interstate areas and localities within the States; and

(2) Establish such agencies, joint or otherwise, as the States may determine desirable for making the agreements and compacts effective.



(d) Each MPO that serves a TMA, when designated or redesignated under this section, shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, and appropriate State transportation officials. Where appropriate, MPOs may increase the representation of local elected officials, public transportation agencies, or appropriate State officials on their policy boards and other committees as a means for encouraging greater involvement in the metropolitan transportation planning process, subject to the requirements of paragraph (k) of this section.

(e) To the extent possible, only one MPO shall be designated for each urbanized area or group of contiguous urbanized areas. More than one MPO may be designated to serve an urbanized area only if the Governor(s) and the existing MPO, if applicable, determine that the size and complexity of the urbanized area make designation of more than one MPO appropriate. In those cases where two or more MPOs serve the same urbanized area, the MPOs shall establish official, written agreements that clearly identify areas of coordination and the division of transportation planning responsibilities among the MPOs.

(f) Nothing in this subpart shall be deemed to prohibit an MPO from using the staff resources of other agencies, non-profit organizations, or contractors to carry out selected elements of the metropolitan transportation planning process.

(g) An MPO designation shall remain in effect until an official redesignation has been made in accordance with this section.

(h) An existing MPO may be redesignated only by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(i) Redesignation of an MPO serving a multistate metropolitan planning area requires agreement between the  
Governors of each State served by the existing MPO and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(j) For the purposes of redesignation, units of general purpose local government may be defined as elected officials from each unit of general purpose local government located within the metropolitan planning area served by the existing MPO.

(k) Redesignation of an MPO (in accordance with the provisions of this section) is required whenever the existing MPO proposes to make:

(1) A substantial change in the proportion of voting members on the existing MPO representing the largest incorporated city, other units of general purpose local government served by the MPO, and the State(s); or

(2) A substantial change in the decision-making authority or decision-making procedures established under MPO by-laws.

(l) The following changes to an MPO do not require a redesignation (as long as they do not trigger a substantial change as described in paragraph (k) of the section):

- (1) The identification of a new urbanized area (as determined by the Bureau of the Census) within an existing metropolitan planning area;
- (2) Adding members to the MPO that represent new units of general purpose local government resulting from expansion of the metropolitan planning area;
- (3) Adding members to satisfy the specific membership requirements for an MPO that serves a TMA; or
- (4) Periodic rotation of members representing units of general-purpose local government, as established under MPO by-laws.

**§ 450.312 Metropolitan planning area boundaries.**

- (a) The boundaries of a metropolitan planning area (MPA) shall be determined by agreement between the MPO and the Governor. At a minimum, the MPA boundaries shall encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The MPA boundaries may be further expanded to encompass the entire metropolitan statistical area or combined statistical area, as defined by the Office of Management and Budget.
- (b) An MPO that serves an urbanized area designated as a nonattainment area for ozone or carbon monoxide under the Clean Air Act (42 U.S.C. 7401 *et seq.*) as of August 10, 2005, shall retain the MPA boundary that existed on August 10, 2005. The MPA boundaries for such MPOs may only be adjusted by agreement of the Governor and the affected MPO in accordance with the redesignation procedures described in § 450.310(h). The MPA boundary for an MPO that serves an urbanized area designated as a nonattainment area for ozone or carbon monoxide under the Clean Air Act (42 U.S.C. 7401 *et seq.*) after August 10, 2005 may be established to coincide with the designated boundaries of the ozone and/ or carbon monoxide nonattainment area, in accordance with the requirements in § 450.310(b).
- (c) An MPA boundary may encompass more than one urbanized area.
- (d) MPA boundaries may be established to coincide with the geography of regional economic development and growth forecasting areas.
- (e) Identification of new urbanized areas within an existing metropolitan planning area by the Bureau of the Census shall not require redesignation of the existing MPO.
- (f) Where the boundaries of the urbanized area or MPA extend across two or more States, the Governors with responsibility for a portion of the multistate area, MPO(s), and the public transportation operator(s) are strongly encouraged to coordinate transportation planning for the entire multistate area.
- (g) The MPA boundaries shall not overlap with each other.
- (h) Where part of an urbanized area served by one MPO extends into an adjacent MPA, the MPOs shall, at a minimum, establish written agreements that clearly identify areas of coordination and the division of transportation planning responsibilities among and between the MPOs. Alternatively, the MPOs may adjust their existing boundaries so that the entire urbanized area lies within only one MPA. Boundary adjustments that change the composition of the MPO may require redesignation of one or more such MPOs.

(i) The MPA boundaries shall be reviewed after each Census by the MPO (in cooperation with the State and public transportation operator(s)) to determine if existing MPA boundaries meet the minimum statutory requirements for new and updated urbanized area(s), and shall be adjusted as necessary. As appropriate, additional adjustments should be made to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, reduces access disadvantages experienced by modal systems, and promotes efficient overall transportation investment strategies.

(j) Following MPA boundary approval by the MPO and the Governor, the MPA boundary descriptions shall be provided for informational purposes to the FHWA and the FTA. The MPA boundary descriptions shall be submitted either as a geo-spatial database or described in sufficient detail to enable the boundaries to be accurately delineated on a map.

**§ 450.314 Metropolitan planning agreements.**

(a) The MPO, the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the public transportation operator(s) serving the MPA. To the extent possible, a single agreement between all responsible parties should be developed. The written agreement(s) shall include specific provisions for cooperatively developing and sharing information related to the development of financial plans that support the metropolitan transportation plan (see § 450.322) and the metropolitan TIP (see § 450.324) and development of the annual listing of obligated projects (see § 450.332).

(b) If the MPA does not include the entire nonattainment or maintenance area, there shall be a written agreement among the State department of transportation, State air quality agency, affected local agencies, and the MPO describing the process for cooperative planning and analysis of all projects outside the MPA within the nonattainment or maintenance area. The agreement must also indicate how the total transportation-related emissions for the nonattainment or maintenance area, including areas outside the MPA, will be treated for the purposes of determining conformity in accordance with the EPA's transportation conformity rule (40 CFR part 93). The agreement shall address policy mechanisms for resolving conflicts concerning transportation-related emissions that may arise between the MPA and the portion of the nonattainment or maintenance area outside the MPA.

(c) In nonattainment or maintenance areas, if the MPO is not the designated agency for air quality planning under section 174 of the Clean Air Act (42 U.S.C. 7504), there shall be a written agreement between the MPO and the designated air quality planning agency describing their respective roles and responsibilities for air quality related transportation planning.

(d) If more than one MPO has been designated to serve an urbanized area, there shall be a written agreement among the MPOs, the State(s), and the public transportation operator(s) describing how the metropolitan transportation planning processes will be coordinated to assure the development of consistent metropolitan transportation plans and TIPs across the MPA boundaries, particularly in cases in which a proposed transportation investment extends across the boundaries of more than one MPA. If any part of the urbanized area is a nonattainment or maintenance area, the agreement also shall include State and local air quality agencies. The metropolitan transportation planning processes for affected MPOs should, to the maximum extent possible, reflect coordinated data collection, analysis, and planning assumptions across the MPAs. Alternatively, a single metropolitan transportation plan and/or TIP for the entire urbanized area may be developed jointly by the MPOs in cooperation with their respective planning partners. Coordination efforts and outcomes shall be documented in subsequent transmittals of the UPWP and other planning products, including the metropolitan transportation plan and TIP, to the State(s), the FHWA, and the FTA.

(e) Where the boundaries of the urbanized area or MPA extend across two or more States, the Governors with responsibility for a portion of the multistate area, the appropriate MPO(s), and the public transportation operator(s) shall coordinate transportation planning for the entire multistate area. States involved in such multistate transportation planning may:

(1) Enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities authorized under this section as the activities pertain to interstate areas and localities within the States; and

(2) Establish such agencies, joint or otherwise, as the States may determine desirable for making the agreements and compacts effective.

(f) If part of an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not designated as a TMA, the adjacent urbanized area shall not be treated as a TMA. However, a written agreement shall be established between the MPOs with MPA boundaries including a portion of the TMA, which clearly identifies the roles and responsibilities of each MPO in meeting specific TMA requirements (e.g., congestion management process, Surface Transportation Program funds sub-allocated to the urbanized area over 200,000 population, and project selection).

**§ 450.316 Interested parties, participation, and consultation.**

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as

defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

**§ 450.318 Transportation planning studies and project development.**

(a) Pursuant to section 1308 of the Transportation Equity Act for the 21<sup>st</sup> Century, TEA-21 (Pub. L. 105-178), an MPO(s), State(s), or public transportation operator(s) may undertake a multimodal, systems-level corridor or subarea planning study as part of the metropolitan transportation planning process. To the extent practicable, development of these transportation planning studies shall involve consultation with, or joint efforts among, the MPO(s), State(s), and/ or public transportation operator(s). The results or decisions of these transportation planning studies may be used as part of the overall project development process consistent with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 *et seq.*) and associated implementing regulations (23 CFR part 771 and 40 CFR parts 1500-1508). Specifically, these corridor or subarea studies may result in producing any of the following for a proposed transportation project:

- (1) Purpose and need or goals and objective statement(s);
- (2) General travel corridor and/or general mode(s) definition (e.g., highway, transit, or a highway/transit combination);
- (3) Preliminary screening of alternatives and elimination of unreasonable alternatives;
- (4) Basic description of the environmental setting; and/or
- (5) Preliminary identification of environmental impacts and environmental mitigation.

(b) Publicly available documents or other source material produced by, or in support of, the transportation planning process described in this subpart may be incorporated directly or by reference into subsequent NEPA documents, in accordance with 40 CFR 1502.21, if:

- (1) The NEPA lead agencies agree that such incorporation will aid in establishing or evaluating the purpose and need for the Federal action, reasonable alternatives, cumulative or other impacts on the human and natural environment, or mitigation of these impacts; and
- (2) The systems-level, corridor, or subarea planning study is conducted with:
  - (i) Involvement of interested State, local, Tribal, and Federal agencies;
  - (ii) Public review;
  - (iii) Reasonable opportunity to comment during the metropolitan transportation planning process and development of the corridor or subarea planning study;
  - (iv) Documentation of relevant decisions in a form that is identifiable and available for review during the NEPA scoping process and can be appended to or referenced in the NEPA document; and
  - (v) The review of the FHWA and the FTA, as appropriate.

(c) By agreement of the NEPA lead agencies, the above integration may be accomplished through tiering (as described in 40 CFR 1502.20), incorporating the subarea or corridor planning study into the draft Environmental Impact Statement (EIS) or Environmental Assessment, or other means that the NEPA lead agencies deem appropriate.

(d) For transit fixed guideway projects requiring an Alternatives Analysis (49 U.S.C. 5309(d) and (e)), the Alternatives Analysis described in 49 CFR part 611 constitutes the planning required by section 1308 of the TEA–21. The Alternatives Analysis may or may not be combined with the preparation of a NEPA document (e.g., a draft EIS). When an Alternatives Analysis is separate from the preparation of a NEPA document, the results of the Alternatives Analysis may be used during a subsequent environmental review process as described in paragraph (a).

(e) Additional information to further explain the linkages between the transportation planning and project development/NEPA processes is contained in Appendix A to this part, including an explanation that it is nonbinding guidance material.

**§ 450.320 Congestion management process in transportation management areas.**

(a) The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction and operational management strategies.

(b) The development of a congestion management process should result in multimodal system performance measures and strategies that can be reflected in the metropolitan transportation plan and the TIP. The level of system performance deemed acceptable by State and local transportation officials may vary by type of transportation facility, geographic location (metropolitan area or subarea), and/or time of day. In addition, consideration should be given to strategies that manage demand, reduce single occupant vehicle (SOV) travel, and improve transportation system management and operations. Where the addition of general purpose lanes is determined to be an appropriate congestion management strategy, explicit consideration is to be given to the incorporation of appropriate features into the SOV project to facilitate future demand management strategies and operational improvements that will maintain the functional integrity and safety of those lanes.

(c) The congestion management process shall be developed, established, and implemented as part of the metropolitan transportation planning process that includes coordination with transportation system management and operations activities. The congestion management process shall include:

(1) Methods to monitor and evaluate the performance of the multimodal transportation system, identify the causes of recurring and non-recurring congestion, identify and evaluate alternative strategies, provide information supporting the implementation of actions, and evaluate the effectiveness of implemented actions;

(2) Definition of congestion management objectives and appropriate performance measures to assess the extent of congestion and support the evaluation of the effectiveness of congestion reduction and mobility enhancement strategies for the movement of people and goods. Since levels of acceptable system performance may vary among local communities, performance measures should be tailored to the specific needs of the area and established cooperatively by the State(s), affected MPO(s), and local officials in consultation with the operators of major modes of transportation in the coverage area;

(3) Establishment of a coordinated program for data collection and system performance monitoring to define the extent and duration of congestion, to contribute in determining the causes of congestion, and evaluate the efficiency and effectiveness of implemented actions. To the extent possible, this data collection program should be coordinated with

existing data sources (including archived operational/ITS data) and coordinated with operations managers in the metropolitan area;

(4) Identification and evaluation of the anticipated performance and expected benefits of appropriate congestion management strategies that will contribute to the more effective use and improved safety of existing and future transportation systems based on the established performance measures. The following categories of strategies, or combinations of strategies, are some examples of what should be appropriately considered for each area:

(i) Demand management measures, including growth management and congestion pricing;

(ii) Traffic operational improvements;

(iii) Public transportation improvements;

(iv) ITS technologies as related to the regional ITS architecture; and

(v) Where necessary, additional system capacity;

(5) Identification of an implementation schedule, implementation responsibilities, and possible funding sources for each strategy (or combination of strategies) proposed for implementation; and

(6) Implementation of a process for periodic assessment of the effectiveness of implemented strategies, in terms of the area's established performance measures. The results of this evaluation shall be provided to decision-makers and the public to provide guidance on selection of effective strategies for future implementation.

(d) In a TMA designated as nonattainment area for ozone or carbon monoxide pursuant to the Clean Air Act, Federal funds may not be programmed for any project that will result in a significant increase in the carrying capacity for SOVs (i.e., a new general purpose highway on a new location or adding general purpose lanes, with the exception of safety improvements or the elimination of bottlenecks), unless the project is addressed through a congestion management process meeting the requirements of this section.

(e) In TMAs designated as nonattainment for ozone or carbon monoxide, the congestion management process shall provide an appropriate analysis of reasonable (including multimodal) travel demand reduction and operational management strategies for the corridor in which a project that will result in a significant increase in capacity for SOVs (as described in paragraph (d) of this section) is proposed to be advanced with Federal funds. If the analysis demonstrates that travel demand reduction and operational management strategies cannot fully satisfy the need for additional capacity in the corridor and additional SOV capacity is warranted, then the congestion management process shall identify all reasonable strategies to manage the SOV facility safely and effectively (or to facilitate its management in the future). Other travel demand reduction and operational management strategies appropriate for the corridor, but not appropriate for incorporation into the SOV facility itself, shall also be identified through the congestion management process. All identified reasonable travel demand reduction and operational management strategies shall be incorporated into the SOV project or committed to by the State and MPO for implementation.

(f) State laws, rules, or regulations pertaining to congestion management systems or programs may constitute the congestion management process, if the FHWA and the FTA find that the State laws,



rules, or regulations are consistent with, and fulfill the intent of, the purposes of 23 U.S.C. 134 and 49 U.S.C. 5303.

**§ 450.322 Development and content of the metropolitan transportation plan.**

(a) The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. In nonattainment and maintenance areas, the effective date of the transportation plan shall be the date of a conformity determination issued by the FHWA and the FTA. In attainment areas, the effective date of the transportation plan shall be its date of adoption by the MPO.

(b) The transportation plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

(c) The MPO shall review and update the transportation plan at least every four years in air quality nonattainment and maintenance areas and at least every five years in attainment areas to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. In addition, the MPO may revise the transportation plan at any time using the procedures in this section without a requirement to extend the horizon year. The transportation plan (and any revisions) shall be approved by the MPO and submitted for information purposes to the Governor. Copies of any updated or revised transportation plans must be provided to the FHWA and the FTA.

(d) In metropolitan areas that are in nonattainment for ozone or carbon monoxide, the MPO shall coordinate the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP).

(e) The MPO, the State(s), and the public transportation operator(s) shall validate data utilized in preparing other existing modal plans for providing input to the transportation plan. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MPO shall approve transportation plan contents and supporting analyses produced by a transportation plan update.

(f) The metropolitan transportation plan shall, at a minimum, include:

(1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;

(2) Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan. In addition, the locally preferred alternative selected from an Alternatives Analysis under the FTA's Capital Investment Grant program (49 U.S.C. 5309 and 49 CFR part 611) needs to be adopted as part of the metropolitan transportation plan as a condition for funding under 49 U.S.C. 5309;

- (3) Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
- (4) Consideration of the results of the congestion management process in TMAs that meet the requirements of this subpart, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide;
- (5) Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area's transportation system;
- (6) Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, in nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity rule (40 CFR part 93). In all areas (regardless of air quality designation), all proposed improvements shall be described in sufficient detail to develop cost estimates;
- (7) A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;
- (8) Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g);
- (9) Transportation and transit enhancement activities, as appropriate; and
- (10) A financial plan that demonstrates how the adopted transportation plan can be implemented.
  - (i) For purposes of transportation system operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53).
  - (ii) For the purpose of developing the metropolitan transportation plan, the MPO, public transportation operator(s), and State shall cooperatively develop estimates of funds that will be available to support metropolitan transportation plan implementation, as required under § 450.314(a). All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified.
  - (iii) The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan

transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified.

(iv) In developing the financial plan, the MPO shall take into account all projects and strategies proposed for funding under title 23 U.S.C., title 49 U.S.C. Chapter 53 or with other Federal funds; State assistance; local sources; and private participation. Starting December 11, 2007, revenue and cost estimates that support the metropolitan transportation plan must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(v) For the outer years of the metropolitan transportation plan (i.e., beyond the first 10 years), the financial plan may reflect aggregate cost ranges/ cost bands, as long as the future funding source(s) is reasonably expected to be available to support the projected cost ranges/cost bands.

(vi) For nonattainment and maintenance areas, the financial plan shall address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP.

(vii) For illustrative purposes, the financial plan may (but is not required to) include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available.

(viii) In cases that the FHWA and the FTA find a metropolitan transportation plan to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint; however, in such cases, the FHWA and the FTA will not act on an updated or amended metropolitan transportation plan that does not reflect the changed revenue situation.

(g) The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the transportation plan. The consultation shall involve, as appropriate:

(1) Comparison of transportation plans with State conservation plans or maps, if available; or

(2) Comparison of transportation plans to inventories of natural or historic resources, if available.

(h) The metropolitan transportation plan should include a safety element that incorporates or summarizes the priorities, goals, countermeasures, or projects for the MPA contained in the Strategic Highway Safety Plan required under 23 U.S.C. 148, as well as (as appropriate) emergency relief and disaster preparedness plans and strategies and policies that support homeland security (as appropriate) and safeguard the personal security of all motorized and non-motorized users.

(i) The MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of

users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under § 450.316(a).

(j) The metropolitan transportation plan shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

(k) A State or MPO shall not be required to select any project from the illustrative list of additional projects included in the financial plan under paragraph (f)(10) of this section.

(l) In nonattainment and maintenance areas for transportation-related pollutants, the MPO, as well as the FHWA and the FTA, must make a conformity determination on any updated or amended transportation plan in accordance with the Clean Air Act and the EPA transportation conformity regulations (40 CFR part 93). During a conformity lapse, MPOs can prepare an interim metropolitan transportation plan as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim metropolitan transportation plan consisting of eligible projects from, or consistent with, the most recent conforming transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93. An interim metropolitan transportation plan containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.

**§ 450.324 Development and content of the transportation improvement program (TIP).**

(a) The MPO, in cooperation with the State(s) and any affected public transportation operator(s), shall develop a TIP for the metropolitan planning area. The TIP shall cover a period of no less than four years, be updated at least every four years, and be approved by the MPO and the Governor. However, if the TIP covers more than four years, the FHWA and the FTA will consider the projects in the additional years as informational. The TIP may be updated more frequently, but the cycle for updating the TIP must be compatible with the STIP development and approval process. The TIP expires when the FHWA/FTA approval of the STIP expires. Copies of any updated or revised TIPs must be provided to the FHWA and the FTA. In nonattainment and maintenance areas subject to transportation conformity requirements, the FHWA and the FTA, as well as the MPO, must make a conformity determination on any updated or amended TIP, in accordance with the Clean Air Act requirements and the EPA's transportation conformity regulations (40 CFR part 93).

(b) The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by § 450.316(a). In addition, in nonattainment area TMAs, the MPO shall provide at least one formal public meeting during the TIP development process, which should be addressed through the participation plan described in § 450.316(a). In addition, the TIP shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in § 450.316(a).

(c) The TIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53 (including transportation enhancements; Federal Lands Highway program projects; safety projects included in the State's Strategic Highway Safety Plan; trails projects; pedestrian walkways; and bicycle facilities), except the following that may (but are not required to) be included:

(1) Safety projects funded under 23 U.S.C. 402 and 49 U.S.C. 31102;

- (2) Metropolitan planning projects funded under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), and 49 U.S.C. 5339;
  - (3) State planning and research projects funded under 23 U.S.C. 505 and 49 U.S.C. 5305(e);
  - (4) At the discretion of the State and MPO, State planning and research projects funded with National Highway System, Surface Transportation Program, and/or Equity Bonus funds;
  - (5) Emergency relief projects (except those involving substantial functional, locational, or capacity changes);
  - (6) National planning and research projects funded under 49 U.S.C. 5314; and
  - (7) Project management oversight projects funded under 49 U.S.C. 5327.
- (d) The TIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds and congressionally designated projects not funded under 23 U.S.C. or 49 U.S.C. Chapter 53). For public information and conformity purposes, the TIP shall include all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.
- (e) The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:
- (1) Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;
  - (2) Estimated total project cost, which may extend beyond the four years of the TIP;
  - (3) The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
  - (4) Identification of the agencies responsible for carrying out the project or phase;
  - (5) In nonattainment and maintenance areas, identification of those projects which are identified as TCMs in the applicable SIP;
  - (6) In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity regulation (40 CFR part 93); and
  - (7) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans.
- (f) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the

applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the “exempt project” classifications contained in the EPA transportation conformity regulation (40 CFR part 93). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the TIP.

(g) Each project or project phase included in the TIP shall be consistent with the approved metropolitan transportation plan.

(h) The TIP shall include a financial plan that demonstrates how the approved TIP can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the TIP, and recommends any additional financing strategies for needed projects and programs. In developing the TIP, the MPO, State(s), and public transportation operator(s) shall cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation, in accordance with § 450.314(a). Only projects for which construction or operating funds can reasonably be expected to be available may be included. In the case of new funding sources, strategies for ensuring their availability shall be identified. In developing the financial plan, the MPO shall take into account all projects and strategies funded under title 23 U.S.C., title 49 U.S.C. Chapter 53 and other Federal funds; and regionally significant projects that are not federally funded.

For purposes of transportation operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53). In addition, for illustrative purposes, the financial plan may (but is not required to) include additional projects that would be included in the TIP if reasonable additional resources beyond those identified in the financial plan were to become available. Starting [Insert date 270 days after effective date], revenue and cost estimates for the TIP must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(i) The TIP shall include a project, or a phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project. In nonattainment and maintenance areas, projects included in the first two years of the TIP shall be limited to those for which funds are available or committed. For the TIP, financial constraint shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan consistent with paragraph (h) of this section. In nonattainment and maintenance areas, the TIP shall give priority to eligible TCMs identified in the approved SIP in accordance with the EPA transportation conformity regulation (40 CFR part 93) and shall provide for their timely implementation.

(j) Procedures or agreements that distribute sub-allocated Surface Transportation Program funds or funds under 49 U.S.C. 5307 to individual jurisdictions or modes within the MPA by pre-determined percentages or formulas are inconsistent with the legislative provisions that require the MPO, in cooperation with the State and the public transportation operator, to develop a prioritized and financially constrained TIP and shall not be used unless they can be clearly shown to be based on considerations required to be addressed as part of the metropolitan transportation planning process.

(k) For the purpose of including projects funded under 49 U.S.C. 5309 in a TIP, the following approach shall be followed:

(1) The total Federal share of projects included in the first year of the TIP shall not exceed levels of funding committed to the MPA; and

(2) The total Federal share of projects included in the second, third, fourth, and/or subsequent years of the TIP may not exceed levels of funding committed, or reasonably expected to be available, to the MPA.

(l) As a management tool for monitoring progress in implementing the transportation plan, the TIP should:

(1) Identify the criteria and process for prioritizing implementation of transportation plan elements (including multimodal trade-offs) for inclusion in the TIP and any changes in priorities from previous TIPs;

(2) List major projects from the previous TIP that were implemented and identify any significant delays in the planned implementation of major projects; and

(3) In nonattainment and maintenance areas, describe the progress in implementing any required TCMs, in accordance with 40 CFR part 93.

(m) During a conformity lapse, MPOs may prepare an interim TIP as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim TIP consisting of eligible projects from, or consistent with, the most recent conforming metropolitan transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93. An interim TIP containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.

(n) Projects in any of the first four years of the TIP may be advanced in place of another project in the first four years of the TIP, subject to the project selection requirements of § 450.330. In addition, the TIP may be revised at any time under procedures agreed to by the State, MPO(s), and public transportation operator(s) consistent with the TIP development procedures established in this section, as well as the procedures for the MPO participation plan (see § 450.316(a)) and FHWA/FTA actions on the TIP (see § 450.328).

(o) In cases that the FHWA and the FTA find a TIP to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint. However, in such cases, the FHWA and the FTA will not act on an updated or amended TIP that does not reflect the changed revenue situation.

#### **§ 450.326 TIP revisions and relationship to the STIP.**

(a) An MPO may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. Public participation procedures consistent with § 450.316(a) shall be utilized in revising the TIP, except that these procedures are not required for administrative modifications.

(b) After approval by the MPO and the Governor, the TIP shall be included without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, a conformity finding on the TIP must be made by the FHWA and the FTA before it is included in the STIP. A copy of the approved TIP shall be provided to the FHWA and the FTA.

(c) The State shall notify the MPO and Federal land management agencies when a TIP including projects under the jurisdiction of these agencies has been included in the STIP.

**§ 450.328 TIP action by the FHWA and the FTA.**

(a) The FHWA and the FTA shall jointly find that each metropolitan TIP is consistent with the metropolitan transportation plan produced by the continuing and comprehensive transportation process carried on cooperatively by the MPO(s), the State(s), and the public transportation operator(s) in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303. This finding shall be based on the self-certification statement submitted by the State and MPO under § 450.334, a review of the metropolitan transportation plan by the FHWA and the FTA, and upon other reviews as deemed necessary by the FHWA and the FTA.

(b) In nonattainment and maintenance areas, the MPO, as well as the FHWA and the FTA, shall determine conformity of any updated or amended TIP, in accordance with 40 CFR part 93. After the FHWA and the FTA issue a conformity determination on the TIP, the TIP shall be incorporated, without change, into the STIP, directly or by reference.

(c) If the metropolitan transportation plan has not been updated in accordance with the cycles defined in § 450.322(c), projects may only be advanced from a TIP that was approved and found to conform (in nonattainment and maintenance areas) prior to expiration of the metropolitan transportation plan and meets the TIP update requirements of § 450.324(a). Until the MPO approves (in attainment areas) or the FHWA/FTA issues a conformity determination on (in nonattainment and maintenance areas) the updated metropolitan transportation plan, the TIP may not be amended.

(d) In the case of extenuating circumstances, the FHWA and the FTA will consider and take appropriate action on requests to extend the STIP approval period for all or part of the TIP in accordance with § 450.218(c).

(e) If an illustrative project is included in the TIP, no Federal action may be taken on that project by the FHWA and the FTA until it is formally included in the financially constrained and conforming metropolitan transportation plan and TIP.

(f) Where necessary in order to maintain or establish operations, the FHWA and the FTA may approve highway and transit operating assistance for specific projects or programs, even though the projects or programs may not be included in an approved TIP.

**§ 450.330 Project selection from the TIP.**

(a) Once a TIP that meets the requirements of 23 U.S.C. 134(j), 49 U.S.C. 5303(j), and § 450.324 has been developed and approved, the first year of the TIP shall constitute an “agreed to” list of projects for project selection purposes and no further project selection action is required for the implementing agency to proceed with projects, except where the appropriated Federal funds available to the metropolitan planning area are significantly less than the authorized amounts or where there are significant shifting of projects between years. In this case, a revised “agreed to” list of projects shall be jointly developed by the MPO, the State, and the public transportation operator(s) if requested by the MPO, the State, or the public transportation operator(s). If the State or public transportation operator(s) wishes to proceed with a project in the second, third, or fourth year of the TIP, the specific project selection procedures stated in paragraphs (b) and (c) of



this section must be used unless the MPO, the State, and the public transportation operator(s) jointly develop expedited project selection procedures to provide for the advancement of projects from the second, third, or fourth years of the TIP.

(b) In metropolitan areas not designated as TMAs, projects to be implemented using title 23 U.S.C. funds (other than Federal Lands Highway program projects) or funds under title 49 U.S.C. Chapter 53, shall be selected by the State and/or the public transportation operator(s), in cooperation with the MPO from the approved metropolitan TIP. Federal Lands Highway program projects shall be selected in accordance with procedures developed pursuant to 23 U.S.C. 204.

(c) In areas designated as TMAs, all 23 U.S.C. and 49 U.S.C. Chapter 53 funded projects (excluding projects on the National Highway System (NHS) and projects funded under the Bridge, Interstate Maintenance, and Federal Lands Highway programs) shall be selected by the MPO in consultation with the State and public transportation operator(s) from the approved TIP and in accordance with the priorities in the approved TIP. Projects on the NHS and projects funded under the Bridge and Interstate Maintenance programs shall be selected by the State in cooperation with the MPO, from the approved TIP. Federal Lands Highway program projects shall be selected in accordance with procedures developed pursuant to 23 U.S.C. 204.

(d) Except as provided in § 450.324(c) and § 450.328(f), projects not included in the federally approved STIP shall not be eligible for funding with funds under title 23 U.S.C. or 49 U.S.C. Chapter 53.

(e) In nonattainment and maintenance areas, priority shall be given to the timely implementation of TCMs contained in the applicable SIP in accordance with the EPA transportation conformity regulations (40 CFR part 93).

**§ 450.332 Annual listing of obligated projects.**

(a) In metropolitan planning areas, on an annual basis, no later than 90 calendar days following the end of the program year, the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year.

(b) The listing shall be prepared in accordance with § 450.314(a) and shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and shall at a minimum include the TIP information under § 450.324(e)(1) and (4) and 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.

(c) The listing shall be published or otherwise made available in accordance with the MPO's public participation criteria for the TIP.

**§ 450.334 Self-certifications and Federal certifications.**

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;

(2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;

- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
  - (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
  - (5) Section 1101(b) of the SAFETEA- LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
  - (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
  - (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
  - (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
  - (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
  - (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.
- (b) In TMAs, the FHWA and the FTA jointly shall review and evaluate the transportation planning process for each TMA no less than once every four years to determine if the process meets the requirements of applicable provisions of Federal law and this subpart.
- (1) After review and evaluation of the TMA planning process, the FHWA and FTA shall take one of the following actions:
    - (i) If the process meets the requirements of this part and a TIP has been approved by the MPO and the Governor, jointly certify the transportation planning process;
    - (ii) If the process substantially meets the requirements of this part and a TIP has been approved by the MPO and the Governor, jointly certify the transportation planning process subject to certain specified corrective actions being taken; or
    - (iii) If the process does not meet the requirements of this part, jointly certify the planning process as the basis for approval of only those categories of programs or projects that the FHWA and the FTA jointly determine, subject to certain specified corrective actions being taken.
  - (2) If, upon the review and evaluation conducted under paragraph (b)(1)(iii) of this section, the FHWA and the FTA do not certify the transportation planning process in a TMA, the Secretary may withhold up to 20 percent of the funds attributable to the metropolitan planning area of the MPO for projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in addition to corrective actions and funding restrictions. The withheld funds shall be restored to the MPA when the metropolitan transportation planning process is certified by the FHWA and FTA, unless the funds have lapsed.

(3) A certification of the TMA planning process will remain in effect for four years unless a new certification determination is made sooner by the FHWA and the FTA or a shorter term is specified in the certification report.

(4) In conducting a certification review, the FHWA and the FTA shall provide opportunities for public involvement within the metropolitan planning area under review. The FHWA and the FTA shall consider the public input received in arriving at a decision on a certification action.

(5) The MPO(s), the State(s), and public transportation operator(s) shall be notified of the actions taken under paragraphs (b)(1) and (b)(2) of this section. The FHWA and the FTA will update the certification status of the TMA when evidence of satisfactory completion of a corrective action(s) is provided to the FHWA and the FTA.

**§ 450.336 Applicability of NEPA to metropolitan transportation plans and programs.**

Any decision by the Secretary concerning a metropolitan transportation plan or TIP developed through the processes provided for in 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart shall not be considered to be a Federal action subject to review under NEPA.

**§ 450.338 Phase-in of new requirements.**

(a) Metropolitan transportation plans and TIPs adopted or approved prior to July 1, 2007 may be developed using the TEA–21 requirements or the provisions and requirements of this part.

(b) For metropolitan transportation plans and TIPs that are developed under TEA–21 requirements prior to July 1, 2007, the FHWA/FTA action (i.e., conformity determinations and STIP approvals) must be completed no later than June 30, 2007. For metropolitan transportation plans in attainment areas that are developed under TEA–21 requirements prior to July 1, 2007, the MPO adoption action must be completed no later than June 30, 2007. If these actions are completed on or after July 1, 2007, the provisions and requirements of this part shall take effect, regardless of when the metropolitan transportation plan or TIP were developed.

(c) On and after July 1, 2007, the FHWA and the FTA will take action on a new TIP developed under the provisions of this part, even if the MPO has not yet adopted a new metropolitan transportation plan under the provisions of this part, as long as the underlying transportation planning process is consistent with the requirements in the SAFETEA–LU.

(d) The applicable action (see paragraph (b) of this section) on any amendments or updates to metropolitan transportation plans and TIPs on or after July 1, 2007, shall be based on the provisions and requirements of this part. However, administrative modifications may be made to the metropolitan transportation plan or TIP on or after July 1, 2007 in the absence of meeting the provisions and requirements of this part.

(e) For new TMAs, the congestion management process described in § 450.320 shall be implemented within 18 months of the designation of a new TMA.

This Page Intentionally Left Blank

**APPENDIX E**  
**STATE CODE APPLICABLE TO MPOS**

Below is the state code applicable to MPOs:

CHAPTER 554

An Act to amend and reenact § 33.1-23.03:01 of the Code of Virginia and to amend the Code of Virginia by adding in Article 15 of Chapter 1 of Title 33.1 a section numbered 33.1-223.2:25, relating to duties and responsibilities of Metropolitan Planning Organizations.

[§ 1112]

Approved March 25, 2011

Be it enacted by the General Assembly of Virginia:

1. That § 33.1-23.03:01 of the Code of Virginia is amended and reenacted and that the Code of Virginia is amended by adding in Article 15 of Chapter 1 of Title 33.1 a section numbered 33.1-223.2:25 as follows:

§ 33.1-23.03:01. Distribution of certain federal funds.

Metropolitan Planning Organizations (MPOs) as defined under Title 23 U.S.C. 134 and Section 8 of the Federal Transit Act shall be authorized to issue contracts for studies and to develop and approve transportation plans and improvement programs to the full extent permitted by federal law.

The Commonwealth Transportation Board (CTB), Virginia Department of Transportation, and Department of Rail and Public Transportation are directed to develop and implement a decision-making process that provides MPOs and regional transportation planning bodies a meaningful opportunity for input into transportation decisions that impact the transportation system within their boundaries. Such a process shall provide the MPOs and regional transportation planning bodies with the CTB priorities for development of the Six-Year Improvement Program and an opportunity for them to identify their regional priorities for consideration.

§ 33.1-223.2:25. Transportation planning duties and responsibilities of Metropolitan Planning Organizations.

The Metropolitan Planning Organizations (MPOs) of Virginia shall be responsible for the development of regional long-range transportation plans for the regions they represent in accordance with federal regulation. Each such long-range plan shall include a fiscally constrained list of all multimodal transportation projects, including those managed at the statewide level either by the Virginia Department of Transportation or the Virginia Department of Rail and Public Transportation. The purpose of the plan is to comply with federal regulations and provide the MPOs and the region a source of candidate projects for the MPOs' use in developing regional Transportation Improvement Programs (TIPs) and serving as an input to assist the Commonwealth with the development of the statewide Long-Range Plan (VTrans).

The MPOs shall develop amendments for their regional TIPs in accordance with federal regulations. The MPOs shall be required to coordinate planning and programming actions with those of the Commonwealth and duly established public transit agencies in accordance with federal regulations.

The MPOs shall examine the structure and cost of transit operations within the regions they represent and incorporate the results of these inquiries in their plans and shall endorse long-range plans for assuring maximum utilization and integration of mass transportation facilities throughout the Commonwealth.

The MPOs shall conduct a public involvement process focused on projects and topics that will best enable them to develop and approve Long Range Transportation Plans (LRTPs) that shall be submitted for approval by their board and forwarded to the Commonwealth Transportation Board and updated as required by federal regulations.

**APPENDIX F**  
**PUBLIC COMMENTS ON FY 2016 UPWP**

No comments were received.