

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM

Adopted _____, 2017 for Fiscal Year 2018

DRAFT

Disclaimer

This document reflects the views of the Tri-Cities Area Metropolitan Planning Organization. The staff of the Crater Planning District Commission is responsible for the facts and the accuracy of the data presented herein. The contents may not reflect the views or policies of the Federal Highway Administration, the Federal Transit Administration, or the Commonwealth Transportation Board. This report is not a standard, specification, or regulation. Acceptance of this document by the Federal Highway Administration and the Federal Transit Administration, is evidence of fulfillment of the objectives of this planning document, does not constitute approval for the location and design or commitment to fund improvements. Additional environmental assessments and/or studies of alternatives may be necessary.

Acknowledgement

The staff of the Crater Planning District Commission prepared this work plan for the Tri-Cities Metropolitan Planning Organization in cooperation with the U. S. Department of Transportation, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (VDR&PT).

Title VI Non

Non-Discrimination

The Tri-Cities Metropolitan Planning Organization (MPO) complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, see http://www.craterpdc.org/transportation/title_vi.htm

NO DISCRIMINACIÓN

La Organización Tri-Cities Area Metropolitana de Planificación (TCAMPO) Cumple totalmente con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y los reglamentos relacionados con toda programas y actividades. El TCAMPO se esforzará para proporcionar ajustes razonables y servicios para personas que requieran asistencia especial para participar en este público oportunidad de participación. Para obtener más información sobre el cumplimiento de la accesibilidad, o para obtener una Formulario de Queja Título VI, ver http://www.craterpdc.org/transportation/title_vi.htm o llame al Título VI Coordinador en el 804-861-1666.

Table 1: Tri-Cities MPO Policy Board Members

Jurisdiction	Representative
Chesterfield County Mr. Steve Elswick	
Colonial Heights Mr. John Wood	
Crater Planning District Commission Mr. Dennis Morris	
Dinwiddie County Mr. William Chavis (Chair)	
City of Hopewell Ms. Brenda S. Pelham	
City of Petersburg Mr. Samuel Parham	
Petersburg Area Transit	
For the Secretary of Transportation Mr. Bart Thrasher, P. E.	

Table 2: Self Certification Checklist

Federal Title/Requirement	Summary	Compliance Status
23 U. S. C. 134	Encourages safe, efficient, surface transportation systems.	Complies
49 U. S. C. 5303	Encourages safe, efficient transportation systems to meet mobility needs in urbanized areas.	Complies
42 U. S. C. 7504, 7506(c), 7506(d) ; 40 CFR § 93	General Conformity and Transportation Conformity	Not Applicable
Title VI of the Civil Rights Act of 1964 (as Amended) (42 U. S. C 2000d 01) (49CFR § 21)	Prohibits discrimination based on race, color, or national origin in programs receiving federal financial assistance	Complies
49 U. S. C. 5332	Prohibits discrimination based upon race, color creed, national origin, sex, or age in employment or business opportunity.	Complies

Self-Certification Resolution

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION 2018 SELF-CERTIFICATION RESOLUTION

The Tri-Cities Metropolitan Planning Organization and the Commonwealth of Virginia hereby certify that the transportation planning process for the southern portion of the Richmond, Virginia Urbanized Area is addressing transportation needs in the metropolitan planning area and is being conducted in accordance with applicable requirements including:

WHEREAS, The MPO Encourages safe, efficient surface transportation as required by 23 U.S.C 134, and 49 U.S.C 5303 and 5304; and

WHEREAS, The MPO is an attainment area and neither General Conformity nor Transportation Conformity Applies; and

WHEREAS, the MPO complies with Title VI of the Civil Rights Act of 1964 as Amended; and

WHEREAS, the MPO complies with 49 U.S.C 5332 (prohibiting discrimination based upon race, color, creed, national origin, sex, or age in employment or business opportunity); and

WHEREAS, the MPO encourages the use of disadvantaged business enterprises on USDOT funded projects as required by Section 1101(b) of the FAST ACT (Pub. L. 114-357) and 49CFR § 26; and

WHEREAS, the MPO complies with 23 CFR §230 regarding equal opportunity in Federal and Federal Aid Highway Construction projects; and

WHEREAS, the MPO complies with the Americans with Disabilities Act (42 U.S.C. 6101); and

WHEREAS the MPO complies with the Older Americans Act (42 U.S.C. 6101); and

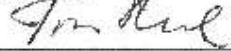
WHEREAS the MPO complies with Title 23 U.S.C. § 324; and

WHEREAS the MPO complies with Section 504 of the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that the Tri-Cities Area MPO Planning Process meets Federal Transportation Planning Requirements.

Upon a motion by John Wood, seconded by Mark Miller and carried by a voice vote, a motion was adopted on April 13th, 2017 with 5 of the 5 Tri-Cities Area MPO Policy Committee members present certifying that the transportation planning process in the Tri-Cities Area is being conducted in accordance with the above legislative provisions.

Tri-Cities Metropolitan Planning
Organization


The Honorable John Wood
Vice-Chair, Tri-Cities Metropolitan
Planning Organization

Date: April 13 2017

Virginia Department of Transportation


District Planner

Date: May 1, 2017

Adoption Resolution

WHEREAS, the U. S. Department of Transportation provides financial assistance to public agencies for transportation technical studies; and

WHEREAS, the U. S. Department of Transportation requires approval of regional transportation plans and programs by the Metropolitan Planning Organization (MPO) in accordance with 23 U. S. C. Part 450; and

WHEREAS, the Tri-Cities Area Transportation Policy Committee is the duly designated Metropolitan Planning Organization for the Tri-Cities Area; and

WHEREAS, the Tri-Cities Area Metropolitan Planning Organization, pursuant to its adopted participation process, has considered public comments received on the 2040 Transportation Plan.

NOW, THEREFORE BE IT RESOLVED, the Policy Committee of the Tri-Cities Area Metropolitan Planning Organization hereby endorses the Tri-Cities Area 2018 Unified Planning Work Program.

Upon a motion by _____ seconded by _____ and carried, a motion was adopted to endorse the 2018 Unified Planning Work Program presented on _____ with _____ of the 9 voting members present.

Chair, Tri-Cities Area Metropolitan
Planning Organization

Date: _____

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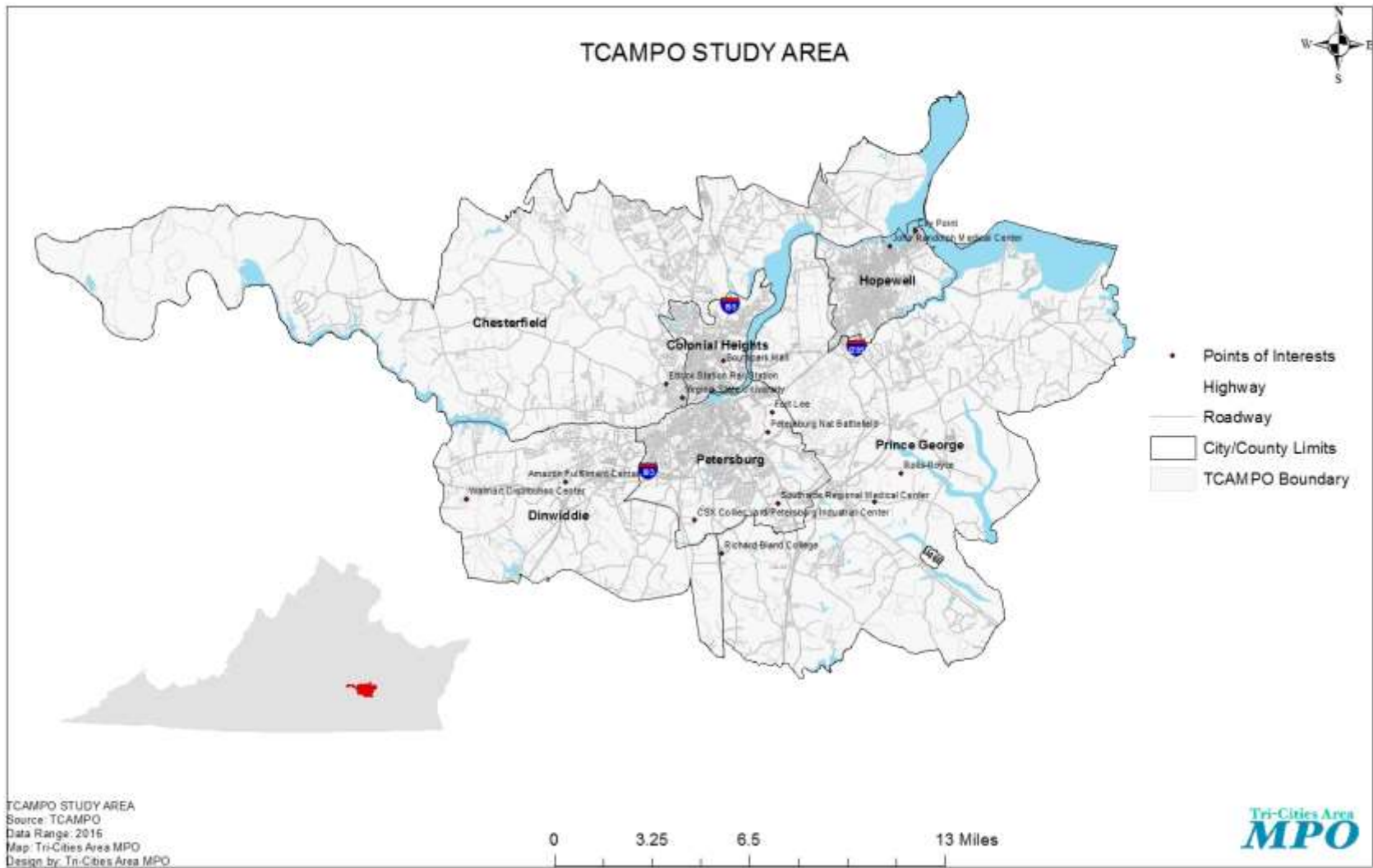


Figure 1: Tri-Cities MPO Area

Introduction

Congress intends that the Metropolitan Planning Process be:

- Continuous,
- Cooperative,
- Comprehensive
- Performance Based and
- Multimodal (USDOT, 2016).

The Tri-Cities Metropolitan Planning Organization was created on March 21, 1974, under Title 23 of the United States Code, by cooperative agreement between the Crater Planning District Commission and the Virginia Department of Highways. The Cities of Colonial Heights, Hopewell, Petersburg and the Counties of Chesterfield, Dinwiddie and Prince George entered into subsequent agreements in support of a continuing transportation planning process for the metropolitan area. On November 7, 1979 Virginia's Secretary of Transportation designated the Tri-Cities Area Policy Committee as the Metropolitan Planning Organization for the Tri-Cities Area.

Organization and Structure

The MPO consists of a Policy Committee, and a Technical Committee. The Policy Committee is responsible for transportation planning for the region including:

- the Unified Planning Work Program (UPWP);
- the Metropolitan Transportation Plan (MTP);
- the Transportation Improvement Program (TIP);
- the Congestion Management Process (CMP);
- the Stakeholder Participation Plan;
- the Title VI Compliance Plan; and
- Ensuring that plans meet federal requirements.

Elected representatives from the six study area jurisdictions, appointed representatives from the Office of the Virginia Secretary of Transportation, the Crater Planning District Commission (CPDC) and Petersburg Area Transit (PAT) are the voting membership of the MPO – Policy Committee. Representatives from the Federal Transit Administration, the Federal Highway Administration and the Virginia Department of Rail and Public Transportation (VDR&PT) also participate on the MPO – Policy Committee as nonvoting members. Table 1 lists the current members of the MPO's Policy Committee and the agency or jurisdiction that they represent.

The Technical Advisory Committee is composed of representatives from public works, engineering, planning, or traffic engineering staffs of the six local jurisdictions, VDR&PT, VDOT, PAT and the CPDC. It provides technical support to Policy Committee. Representatives of Fort Lee and the National Park Service at Petersburg National

Battlefield serve on the Technical Committee as advisory members because of their importance to the Tri-Cities area.

The Tri-Cities Area Unified Transportation Planning Work Program includes a management section and a work program section. The management section describes the metropolitan transportation planning process. The technical work program section describes each work element, estimated cost, funding sources, and identifies the responsible agency or agencies. *The purpose of the UPWP is to ensure that the MPO successfully produces all of its required products and complies with Federal and Commonwealth requirements.*

Agreements for the continuing, comprehensive and cooperative transportation planning process in the Tri-Cities Area have been executed between regional and State transportation and air quality planning agencies pursuant to 23 CFR Part 450. 310. These agreements define the roles and responsibilities of each participating agency. The agreements and consultation procedures for transportation and air quality planning have been developed to comply with metropolitan transportation and air quality planning requirements. These planning agreements are proposed to be updated during FY17 under Task 1. 0 to reflect changes in Federal and State transportation planning regulations since January 2009.

The job of the Metropolitan Planning Organization includes:

- 1) establish policy for the continuing, cooperative, and comprehensive transportation planning process;
- 2) determine when a re-evaluation of metropolitan plans and programs are necessary;
- 3) review the results of the re-evaluation;
- 4) determine the influence of current data upon the metropolitan plans and programs in relation to previous data and projected trends;
- 5) cooperate in the re-assignment of traffic;
- 6) cooperate in the analysis of alternate transportation facilities, and other work on the metropolitan transportation study, and review the design and location of projects and programs;
- 7) monitor the development of the State Implementation Plan, including the mobile source emission budget for the metropolitan area;
- 8) monitor development of any Transportation Control Measures that may be required for the metropolitan area;
- 9) approve conformity findings required for the long range plan and the transportation improvement program for the metropolitan area;
- 10) Approve those transportation plans and programs required by the U. S. Department of Transportation.

Transportation Planning Products

Table 3 shows the products the MPO must produce and the status of each of the required products. All but one of, our required products are up to date. The exception is the Transit Development Plan (a joint effort of the MPO and the Transit provider).

Table 3: MPO Planning Products

Planning Product	Status	Comments or Notes
Boundary Review	Current	Performed after each decennial census
Congestion Management Process (CMP)	Current	The MPO revised its CMP in 2016 using a consulting engineer to perform the work.
Metropolitan Transportation Plan (MTP)	In Progress	The 2040 MTP will replace the 2035 MTP when the MPO adopts it in FY17
Metropolitan Transportation Improvement Program (TIP)	Locally Adopted	Awaiting VDOT Adoption
Obligation Report	Current	
Performance Measures Report	In process	
Quadrennial Certification Review	Current	Anticipated in September 2017
Special Projects		
Planning Agreements	Current	The MPO maintains several agreements and other documents that form the legal basis of the planning process. These documents are typically reviewed when the MPO Boundary is reviewed after the decennial census.
Coordinated Human Services 2014 Transportation Plan		
Update Functional Classification	Current	Updated after the decennial, census
Update National Highway System	Current	Updated after the decennial, census
Lower Appomattox River Trail Feasibility Study	Pending	
Multimodal Rail Station NEPA Study	EA/FONSI Released	This Study is complete pending final public involvement
Transit Development Plan	2010	Due for Revision/Update. VDRPT requires that a TDP be fully updated every six years and evaluated or amended each year
Stakeholder Participation Plan	Current	The Stakeholder Plan was

Planning Product	Status	Comments or Notes
		revised as required in the 2013 Certification Review.
Title VI Compliance Plan	Current	The Title VI Plan was revised as required in the 2013 Certification Review.
Unified Planning Work Program (UPWP)	Current	This UPWP replaces the UPWP adopted on March 10, 2016.
VA Six Year Improvement Program	Current	Revised each Year Under CTB Guidance

Transportation Planning Priorities

Table 4 shows the MPO's long term plan for meeting the federal transportation planning requirements. Table 4 shows ten federal fiscal years, beginning in fiscal 2016 and the planning products that need to be completed each year. Solid boxes (■) show recently completed products. Empty boxes (□) show work that needs to be done in a year. Red empty boxes (□) show any products that have lapsed.

The product schedules are based upon the timelines set out in the Federal Register or agency policy.

Table 4: Long Term Work Schedule

Product/Task	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Boundary Review						□				
Congestion Management Process		■	□	□	□	□	□	□	□	□
Metropolitan Transportation Improvement Program		■		□		□		□		□
Metropolitan Transportation Plan		■				□				□
Obligation Report		■	□	□	□	□	□	□	□	□
Performance Report		■	□	□	□	□	□	□	□	□
Self-Certification		□	□	□	□	□	□	□	□	□
Quadrennial Certification Review		□				□				□
Special Projects		□	□	□	□	□	□	□	□	□
Planning Agreements										

Product/Task	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Coordinated Human Services Transportation Plan				<input type="checkbox"/>						
Update Functional Classification						<input type="checkbox"/>				
Update Functional Classification							<input type="checkbox"/>			
Lower Appomattox River Trail Feasibility Study		<input type="checkbox"/>	<input type="checkbox"/>							
Multimodal Rail Station NEPA Study	<input type="checkbox"/>	■								
Transit Development Plan	<input type="checkbox"/>						<input type="checkbox"/>			
Stakeholder Participation Plan		■	<input type="checkbox"/>				<input type="checkbox"/>			
Title VI Compliance Plan		■	<input type="checkbox"/>				<input type="checkbox"/>			
Transit Development Plan	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>		
UPWP	■	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VA Six Year Improvement Program	■	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Breakdown Structure

Figure 2 show the work breakdown structure used to develop the remainder to the work program. The work breakdown structure ensures that each product can be budgeted and that staff time, expenses, or contractor invoices can be properly allocated to the funds. The Work Breakdown Structure divides the MPO's work into five categories: administration, programming, long range planning, monitoring and special projects. Not all work tasks will be done each year; however, it is helpful in evaluating work and budget development to use a consistent work breakdown structure.

The work breakdown structure used in the UPWP is a compromise between completeness and efficiency. Therefore some tasks in Administration, Programming and Long Range Planning are collapsed into similar tasks.

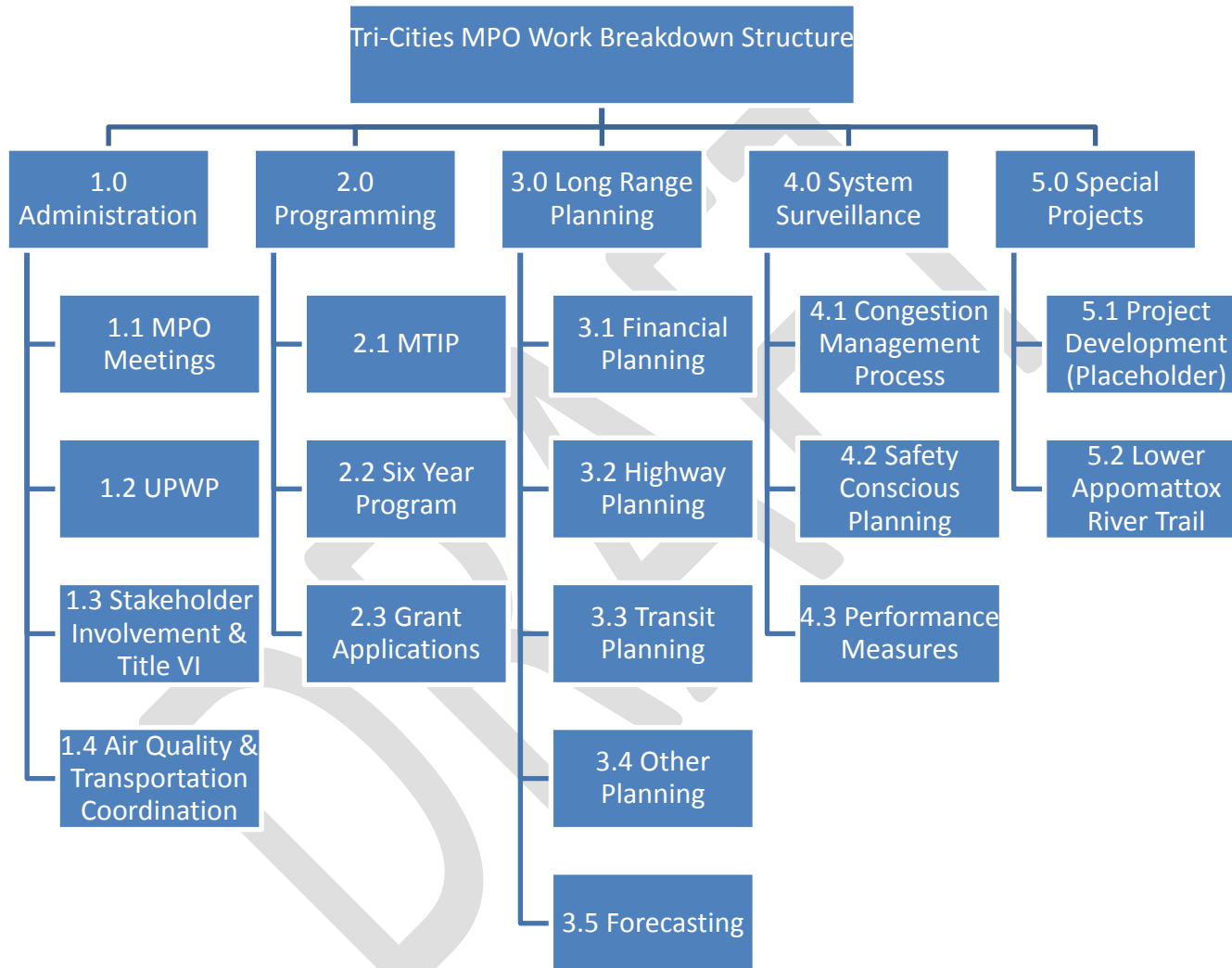


Figure 2: The MPO's Work Breakdown Structure

Work Program

The long term work schedule in Table 4 lays out the schedule of work for the MPO on a year by year basis. The intent of the work program is to deliver all of the products in Table 4 on schedule. The work program is the key element of the Unified Planning work program. It describes the work the MPO staff intends to perform during the upcoming year and the products that the MPO will produce as evidence that the work has been completed. In some cases there is also a discussion of work done earlier and how the new work fits into our earlier efforts. Figure

1. Administration of the Transportation Planning Process

Administration is broken down into four subtasks as described below. The MPO has allocated \$139,777 from all sources to administration as shown in Table 5.

Table 5: Administrative Tasks and Budget

Task and Work Breakdown	Funding Source							Grand Total
	FTA 5303	PL	RSTP	SPH	Local-Match	State-VDOT	State-VDRPT	
Administration	\$ 14,146	\$ 38,100	\$ -	\$ 60,000	\$ 6,530	\$ 19,233	\$ 1,768	\$ 139,777
1.1.0 MPO Meetings(44,21.00)	\$ 4,674	\$ 12,700	\$ -	\$ 30,000	\$ 2,172	\$ 8,562	\$ 584	\$ 58,692
1.2.0 UPWP, Invoicing, Progress Rpt, Certification(44,21.00)	\$ 4,672	\$ 12,700	\$ -	\$ 30,000	\$ 2,171	\$ 9,086	\$ 584	\$ 59,213
1.3.0 Stakeholder Involvement & Title VII(44,21.00)	\$ 4,800	\$ 12,700	\$ -	\$ -	\$ 2,187	\$ 1,585	\$ 600	\$ 21,872
1.4.0 Air Quality & Transportation Coordination(44,21.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 14,146	\$ 38,100	\$ -	\$ 60,000	\$ 6,530	\$ 19,233	\$ 1,768	\$ 139,777

1.1. MPO Meetings

This task includes the time needed to prepare for, and attend, Policy Board Meetings and Technical Advisory Committee Meetings including preparation of agendas, draft and final meeting minutes, and attending the meetings. Typically, the MPO schedules monthly meetings for both committees except for April, July and December.

1.2. The Unified Planning Work Program, Invoicing, Progress Reporting and Certification

Task 1. 2 includes developing the Unified Planning Work Program (UPWP), monitoring completion of the tasks in the UPWP, reporting progress to the policy committee, VDOT, VDRPT, FHWA and FTA reviewing PL, RSTP, and Section 5310 invoices and submitting those invoices and progress reports to the listed agencies. It also covers certification that the planning process meets federal requirements. All MPOs self-certify their compliance annually. Our compliance with each federal requirement is included as Table 2. A copy of the most recent self-certification resolution is included on page 3 of the UPWP.

As a Transportation Management Area (TMA) the Tri-Cities MPO is subject to a certification audit every four years. USDOT performed an audit in September 2013. The next scheduled audit is September of 2017. We expect this audit to be in conjunction with their audit of the Richmond Transportation Planning Organization.

Objective	WBS and Task Description	Schedule												Task Owner					
	1.0 Administration																		
	1.1.0 MPO Meetings		o	o	o	o		o	o	o		o	o						
	1.2.0 UPWP, Invoicing, Progress Rpt, Certification	o		o	o		o				o								
	1.3.0 Stakeholder Involvement & Title VI(44.21.00)		o	o	o														
	1.4.0 Air Quality & Transportation Coordination																		
	2.0 Programming																		
	2.1.0 Metropolitan Transportation Improvement Program			o				o					o						
	2.2.0 Six Year Improvement Program			o				o					o						
	2.3.0 Project Ranking, Selection, & Grant			o				o					o						
	3.0 Planning																		
	3.1.0 Financial Planning																		
	3.2.0 Highway Planning	o	o	o	o	o	o	o	o	o	o	o	o						
	3.3.0 Transit Planning	o	o	o	o	o	o	o	o	o	o	o	o						
	3.4.0 Planning for Other Modes (Bicycle, Freight, Pedestrian, Port)	o	o	o															
	3.5.0 Forecasting	o	o	o	o	o	o	o	o	o	o	o	o						
	4.0 System Surveillance																		
	4.1.0 Congestion Management Process	o	o	o	o	o	o	o	o	o	o	o	o						
	4.2.0 Safety Conscious Planning				o	o	o	o	o	o	o	o	o						
	4.3.0 Performance Measures/Monitoring					o	o	o	o					A	B	B	B		
	5.0 Special Projects																		
	5.1.1 Project Development (Placeholder)																		
	5.2.0 Lower Appomattox River Trail		o	o	o	o	o	o	o	o	o			B		B			A
			August	September	October	November	December	January	February	March	April			CPDC	PAT	VDOT	VDRPT	Consultant	

Figure 3: Tentative Schedule

1.3. Stakeholder Involvement and Title VI Compliance

Because the MPO is allocating public money, 23 CFR Part 450.316 requires that MPOs consult with interested parties. As a recipient of federal funds we are also subject to the requirements of Title VI of the Civil Rights Act of 1964. Our stakeholder involvement plan and Title VI plan are in a combined document updated most recently in 2013. The MPO is allocating FTA 5303, PL, and local money to stakeholder involvement and Title VI compliance.

1.4. Air Quality and Transportation Planning Coordination

The MPO is in attainment for all of the National Ambient Air Quality Standards. Staff expects no work on this task item during the upcoming year. We are keeping it in the UPWP for future use.

2. Programming

Programming is the process of prioritizing, selecting, funding and scheduling projects. Programming is divided into three subtasks discussed below and shown in Table 6. Because the Grant Cycle and TIP Cycle are in at a low point we have allocated a total of \$43,750 from all sources for programming.

Table 6: Programming Tasks and Budget

Task and Work Breakdown	Funding Source							
	FTA 5303	PL	RSTP	SPR	Local-Match	State-VDOT	State-VDRPT	Grand Total
Programming	\$ 5,000	\$ 30,000	\$ -	\$ -	\$ 4,375	\$ 3,750	\$ 625	\$ 43,750
2.1.0 Metropolitan Transportation Improvement Program(44,25,00)	\$ 5,000	\$ 10,000	\$ -	\$ -	\$ 1,875	\$ 1,250	\$ 625	\$ 18,750
2.2.0 Six Year Improvement Program(44,25,00)	\$ -	\$ 10,000	\$ -	\$ -	\$ 1,250	\$ 1,250		\$ 12,500
2.3.0 Project Ranking, Selection, & Grant Applications(44,25,00)	\$ -	\$ 10,000	\$ -	\$ -	\$ 1,250	\$ 1,250		\$ 12,500
Grand Total	\$ 5,000	\$ 30,000	\$ -	\$ -	\$ 4,375	\$ 3,750	\$ 625	\$ 43,750

2.1. The Metropolitan Transportation Improvement Program

The MPO adopted its 2018 to 2011 Transportation Improvement program on April 13th 2017. This MTIP is valid for four years. However, the adopted TIP is a snapshot of the planning, funding, operations, and construction conditions that existed when the draft TIP was prepared. Therefore the MPO is allocating PL funds and FTA 5303 funds to allow amendments to the MTIP during its lifetime. These funds will be used by the MPO staff to administer the TIP amendment process.

2.2. The Six Year Improvement Program

The CPDC staff will coordinate with VDOT and local agencies administering CMAQ and RSTP prioritized projects regarding the scheduling and the allocation of funding for the next six year improvement program update.

2.3. Prioritization and Grant Processes

Each year there are opportunities to submit requests for competitive grants. Some of these funding sources are controlled by the MPO. Others are controlled by the Commonwealth of Virginia or the Federal Government. These grants include TIGER, RSTP, CMAQ,

3. Long Range Planning

Task 3 includes the tasks needed to develop and maintain the Metropolitan Transportation Plan required in 23 CFR Part 450.324. Task 3 is also at a low point in the cycle. The money programmed represents maintenance of the plan.

Table 7: Long Range Planning Tasks and Budget

Task and Work Breakdown	Funding Source							
	FTA 5303	PL	RSTP	SPR	Local-Match	State-VDOT	State-VDRPT	Grand Total
Long Range Planning	\$ 18,000	\$ 86,900	\$ 20,000	\$ -	\$ 15,612	\$ 13,362	\$ 2,250	\$ 156,124
3.1.0 Financial Planning(NA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.2.0 Highway Planning(NA)	\$ -	\$ -	\$ 20,000	\$ -	\$ 2,500	\$ 2,500		\$ 25,000
3.3.0 Transit Planning(44.24.00)	\$ 18,000	\$ -	\$ -	\$ -	\$ 2,250		\$ 2,250	\$ 22,500
3.4.0 Planning for Other Modes (Bicycle, Freight, Pedestrian, Port)(NA)	\$ -	\$ 50,000	\$ -	\$ -	\$ 6,250	\$ 6,250		\$ 62,500
3.5.0 Forecasting(NA)	\$ -	\$ 36,900	\$ -	\$ -	\$ 4,612	\$ 4,612		\$ 46,124
Grand Total	\$ 18,000	\$ 86,900	\$ 20,000	\$ -	\$ 15,612	\$ 13,362	\$ 2,250	\$ 156,124

3.1. Financial Planning

The financial plan was completed as part of the 2040 Update of the Metropolitan Transportation Plan. Staff expects no work on this task until the next update of the Metropolitan Transportation Improvement Program.

3.2. Highway Planning

The highway element of the Metropolitan Transportation Plan was completed as part of the 2040 Update of the Metropolitan Transportation Plan. Staff expects only incidental work in refining parts of the MTP during the coming fiscal year.

3.3. Transit Planning

As discussed above the only outdated planning document in the MPO is the Transit Development Plan. This product is jointly developed by the MPO and the transit provider (PAT).

3.4. Other Planning

Other planning includes all planning not included under financial planning, highway planning, transit planning or forecasting. This includes planning for freight, ports bicycles and pedestrians and systems level environmental planning. This UPWP includes funding to complete a revision of the MPO's bicycle and pedestrian plan that was under way in 2017.

3.5. Forecasting

Forecasting is an important part of transportation planning. By law the MPO's transportation plan must have at least a twenty year time horizon when the policy board approves it.

4. System Surveillance

System surveillance, monitoring the system, helps the MPO monitor trends in the physical condition of the system, demand on the system and the safety of the system. It provides vital feedback to let us know if the policies, programs, and projects we are implementing are having the desired impact.

Table 8: System Surveillance Tasks and Budget

Task and Work Breakdown	Funding Source							
	FTA 5303	PL	RSTP	SPR	Local-Match	State-VDOT	State-VDRPT	Grand Total
System Surveillance	\$ 17,169	\$ 45,000	\$ -	\$ -	\$ 7,770	\$ 6,705	\$ 2,145	\$ 78,789
4.1.0 Congestion Management Process(44.26.07)	\$ 5,723	\$ 15,000	\$ -	\$ -	\$ 2,590	\$ 2,235	\$ 715	\$ 26,263
4.2.0 Safety Conscious Planning(44.26.00)	\$ 5,723	\$ 15,000	\$ -	\$ -	\$ 2,590	\$ 2,235	\$ 715	\$ 26,263
4.3.0 Performance Measures/Monitoring(44.23.00)	\$ 5,723	\$ 15,000	\$ -	\$ -	\$ 2,590	\$ 2,235	\$ 715	\$ 26,263
Grand Total	\$ 17,169	\$ 45,000	\$ -	\$ -	\$ 7,770	\$ 6,705	\$ 2,145	\$ 78,789

4.1. Congestion Management Process

The MPO's completely updated its congestion management process in 2016. The report of that study is available on the MPO's website. In addition information from that study was included in the draft 2040 Metropolitan Transportation Plan. The MPO intends to devote some staff time to incorporating more recent VDOT information into the congestion management database.

4.2. Safety Conscious Planning

The product of this task will include a review of available information on hazardous traffic locations and accident information within the transportation study area. This information will be profiled and reviewed by the MPO committees and considered as a factor in evaluating RSTP candidate projects and for the prioritization of candidate projects for the Metropolitan Transportation Improvement Plans and Metropolitan Transportation Plans.

4.3. Performance Measures

The MPO is required by federal and state law to maintain and report performance measures each year. The MPO tracks approximately thirty performance measures at the moment and uses them to refine its goals and objectives and inform its maintenance and construction priorities.

The annual obligation report, for federal funds, required by 23 CFR Part 4560.334 is included in this task.

5. Special Projects

The MPO feels that it is useful to maintain a separate task item for special projects. These projects are outside the normal scope of the MPO's work, but are important for advancing projects to funding or construction. These projects are hard to integrate into the MPO's routine work because of complexity, staff availability or schedule conflicts. Because of this special projects are often managed by the MPO, funded by others, and performed by the consulting industry. The recently completed NEPA location study for the Petersburg High Speed rail station is an example of this kind of work.

Table 9: Special Projects Tasks and Budget

Task and Work Breakdown	Funding Source						
	FTA 5303	PL	RSTP	SPR	Local-Match	State-VDOT	Grand Total
Special Projects	\$ -	\$ 16,000	\$ -	\$ 80,000	\$ 4,000	\$ 20,000	\$ 120,000
5.1.1 Project Development (Placeholder)(NA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5.2.0 Lower Appomattox River Trail (NA)	\$ -	\$ 16,000	\$ -	\$ 80,000	\$ 4,000	\$ 20,000	\$ 120,000
Grand Total	\$ -	\$ 16,000	\$ -	\$ 80,000	\$ 4,000	\$ 20,000	\$ 120,000

5.1. Project Development

The project development work item allows the MPO to participate in developing planning studies, NEPA documents and plan reviews for large projects. At this time there are no known large studies outstanding. Therefore the MPO anticipates devoting no staff time to this task.

5.2. Lower Appomattox River Trail

A number of plans (FOLAR's Lower Appomattox River Trail Plan, The James River Heritage Trail Plan and the draft Tri-Cities MPO 2040 Transportation Plan have discussed the desire to connect the Lower Appomattox River Trail, along Route 106, on the South Side of the James River to the Virginia Capital Trail along Route 5. VDOT's Richmond District has requested a planning study to assess the project. The MPO will participate by providing mapping, reviews, and facilitating stakeholder involvement. The MPO is including \$20,000 to accommodate any work performed by our staff.

Table 10: Funding Table

Summary Budget Tasks and Work Breakdown	Funding Source							
	FTA 5303	PL	RSTP	SPR	Local-Match	State-VDOT	State-VDRPT	Grand Total
Administration	\$ 14,146	\$ 38,100	\$ -	\$ 60,000	\$ 6,530	\$ 19,233	\$ 1,768	\$ 139,777
1.1.0 MPO Meetings(44.21.00)	\$ 4,674	\$ 12,700	\$ -	\$ 30,000	\$ 2,172	\$ 8,562	\$ 584	\$ 58,692
1.2.0 UPWP, Invoicing, Progress Rpt, Certification(44.21.00)	\$ 4,672	\$ 12,700	\$ -	\$ 30,000	\$ 2,171	\$ 9,086	\$ 584	\$ 59,213
1.3.0 Stakeholder Involvement & Title VI(44.21.00)	\$ 4,800	\$ 12,700	\$ -	\$ -	\$ 2,187	\$ 1,585	\$ 600	\$ 21,872
1.4.0 Air Quality & Transportation Coordination(44.21.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Programing	\$ 5,000	\$ 30,000	\$ -	\$ -	\$ 4,375	\$ 3,750	\$ 625	\$ 43,750
2.1.0 Metropolitan Transportation Improvement Program(44.25.00)	\$ 5,000	\$ 10,000	\$ -	\$ -	\$ 1,875	\$ 1,250	\$ 625	\$ 18,750
2.2.0 Six Year Improvement Program(44.25.00)	\$ -	\$ 10,000	\$ -	\$ -	\$ 1,250	\$ 1,250		\$ 12,500
2.3.0 Project Ranking, Selection, & Grant Applications(44.25.00)	\$ -	\$ 10,000	\$ -	\$ -	\$ 1,250	\$ 1,250		\$ 12,500
Long Range Planning	\$ 18,000	\$ 86,900	\$ 20,000	\$ -	\$ 15,612	\$ 13,362	\$ 2,250	\$ 156,124
3.1.0 Financial Planning(NA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
3.2.0 Highway Planning(NA)	\$ -	\$ -	\$ 20,000	\$ -	\$ 2,500	\$ 2,500		\$ 25,000
3.3.0 Transit Planning(44.24.00)	\$ 18,000	\$ -	\$ -	\$ -	\$ 2,250		\$ 2,250	\$ 22,500
3.4.0 Planning for Other Modes (Bicycle, Freight, Pedestrian, Port)(NA)	\$ -	\$ 50,000	\$ -	\$ -	\$ 6,250	\$ 6,250		\$ 62,500
3.5.0 Forecasting(NA)	\$ -	\$ 36,900	\$ -	\$ -	\$ 4,612	\$ 4,612		\$ 46,124
System Surveillance	\$ 17,169	\$ 45,000	\$ -	\$ -	\$ 7,770	\$ 6,705	\$ 2,145	\$ 78,789
4.1.0 Congestion Management Process(44.26.07)	\$ 5,723	\$ 15,000	\$ -	\$ -	\$ 2,590	\$ 2,235	\$ 715	\$ 26,263
4.2.0 Safety Conscious Planning(44.26.00)	\$ 5,723	\$ 15,000	\$ -	\$ -	\$ 2,590	\$ 2,235	\$ 715	\$ 26,263
4.3.0 Performance Measures/Monitoring(44.23.00)	\$ 5,723	\$ 15,000	\$ -	\$ -	\$ 2,590	\$ 2,235	\$ 715	\$ 26,263
Special Projects	\$ -	\$ 16,000	\$ -	\$ 80,000	\$ 4,000	\$ 20,000		\$ 120,000
5.1.1 Project Development (Placeholder)(NA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
5.2.0 Lower Appomattox River Trail (NA)	\$ -	\$ 16,000	\$ -	\$ 80,000	\$ 4,000	\$ 20,000		\$ 120,000
Grand Total	\$ 54,315	\$ 216,000	\$ 20,000	\$ 140,000	\$ 38,287	\$ 63,050	\$ 6,788	\$ 538,440

FTA Fiscal Certifications and Assurances

DRAFT

PL Authorization Letter

To be added upon receipt.

DRAFT

Glossary of Terms

Acronym	Definition
AADT	Average Annual Daily Traffic
AASHTO	American Association of State Highway and Transportation Officials
AC	Advanced construction funding (fund type TBD)
ADA	The Americans with Disabilities Act
ARRA	The American Recovery and Reinvestment Act (Economic Stimulus Act) Signed on February 17, 2009.
BAU	Business as Usual
BOM	State bond match
BR	Bridge funds (BR/BROS)
BRAC	Base Realignment and Closing Commission
BROS	Off-system bridge
BST	State bonds
BTP	Bicycle Transit Pedestrian Plan
BTU	The British thermal unit (Btu or BTU) is a traditional unit of work equal to about 1055 joules. It is the amount of work needed to raise the temperature of one pound of water by one degree Fahrenheit.
CAFÉ	Corporate Average Fuel Economy Standards
CENTERLINE MILE(S)	A centerline mile is a measure of the total length (in miles) of highway facility in-place or proposed, as measured along the highway centerline
CCALS	Commonwealth Center for Advanced Logistics Systems
CCAM	Commonwealth Center for Advanced Manufacturing
CH ₄	Methane
CLASS I RAILROAD	A railroad with annual operating revenue greater than \$250,000,000
CLASS II RAILROAD	A railroad with revenues between those of a Class I and a Class III Railroad.
CLASS III RAILROAD	A railroad with annual operating revenue less than \$20,000,000
CM	CMAQ funds
CM AC CONVERSION	CMAQ planned to be converted
CMAQ	Congestion Mitigation Air Quality
CMP	Congestion Management Process
CNG	Compressed Natural Gas
CPDC	Crater Planning District Commission
CSX	CSX Transportation a Class I Railroad serving the TriCities Area
CTB	Commonwealth Transportation Board
DEMO	Demonstration Project Funds
DRPT	The Virginia Department of Rail and Public Transportation

Acronym	Definition
EB	Equity Bonus (Minimum Guarantee) Funds
EIA	Energy Information Administration
EJ	Environmental Justice as described in Executive Order 12898 and federal guidance derived from that executive order
EN	Enhancement
EPA	The US Environmental Protection Agency
EQMG	Equity Bonus (Minimum Guarantee)
EV	Electric Vehicle
FALL LINE	The edge of the Piedmont/Coastal Plain, where various rivers cross from hard bedrock to soft sediments, is marked by a line of rapids and waterfalls called the Fall Line
FARE	The money a passenger on public transportation has to pay
FARE BOX	The total revenue derived from passenger fares
FAST ACT	Fixing America's Surface Transportation Act- The Transportation Authorization Bill signed into law on December 4, 2015
FEMA	Federal Emergency Management Administration
FHWA	Federal Highway Administration
FOLAR	Friends of the Lower Appomattox River
FRA	Federal Rail Administration
FSM	GARVEE Soft Match
FTA	Federal Transit Administration
FY	Fiscal Year
GARVEE	Grant Anticipation Revenue Vehicle – Bonds secured by the expected federal transportation funds in future years.
GHG	Greenhouse Gas
GRV	GARVEE Bonds- Grant Anticipation Revenue Vehicle Bonds secured with future federal aid revenues.
GTRC	Greater Richmond Transit System
HABITAT BUFFER	
HPD	High Priority Demo funds
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Program
ICG	Interagency Consultation Group
IM	Interstate Maintenance
IM AC CONVERSION	Interstate Maintenance planned to be converted
INT	Interest Income
ISTEA	The Intermodal Surface Transportation Efficiency Act of 1991. The Federal Transportation Authorization Bill signed on December 18, 1991.
ITS	Intelligent Transportation Systems-Transportation Management System and Technologies intended to improve the performance of the transportation system.
LANE MILE(S)	Lane-mile is a measure of the total length of traveled

Acronym	Definition
	pavement surface. Lane-miles is the centerline length (in miles) multiplied by the number of lanes.
LCB	Lower Control Bound – In statistical process control the upper control bound represents a highest level of variance from the average that is expected. 99% of measured values should be below the UCB. (See UCB)
LEP	Limited English Proficiency
LOAD FACTOR	The number of passengers divided by the number of seats
LOC	Local funds
LOM	Local match
LOS	Level of Service: A qualitative measure of service
PAT	Petersburg Area Transit
LPG	Liquefied Propane Gas
LPO	Lead Planning Organization
LRP	Long Range Plan
LTO	Landing/Take Off Operations
MAP 21	Moving Ahead for Progress in the 21st Century. The Federal Transportation Authorization Bill signed on June 29, 2012
MG/EB AC CONVERSION	Equity Bonus (Minimum Guarantee) planned to be converted
MGEB	Equity Bonus (Minimum Guarantee)
MIX	Mix of federal (STP/MG/BR/BROS) and state funds
MM	Mile Marker
MPO	Metropolitan Planning Organization
MRAQC	Metropolitan Richmond Air Quality Committee
NEPA	The National Environmental Policy Act of 1970.
NH	National Highway funds
NH AC CONVERSION	National Highway planned to be converted
NHPP	The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.
NHS	The National Highway System
NHTS	National Household Travel Survey
NOVA	Northern Virginia
NO _x	Oxides of Nitrogen – a chemical compound that contributes to the formation of ground level ozone. NO _x is usually a product of high temperature high pressure combustion (for example jet engines or diesel engines)
NPS	National Park Service

Acronym	Definition
OC	Open Container
OPR	Operating Revenue
OTHER	Other funds (state, local, etc.)
PE	Preliminary Engineering - Preliminary engineering is the location, design, and related work needed to advance a project to physical construction. Preliminary engineering includes preliminary and final design; both defined in 23 CFR 636. 103, and other project-related work leading to physical construction. This includes costs to perform studies needed to address requirements of the National Environmental Policy Act (NEPA) and other environmental laws. It may include advertising and other pre-award work such as bid analysis, although it is also acceptable to include this work as construction engineering costs.
PPT	TIFIA (Public/Private Partnership)
RSTP	The portion of STP funds allocated to urban areas over 200,000 in population See STP
RSTP AC CONVERSION	Regional STP planned to be converted
RTE.	Route
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users: The Federal Transportation Authorization Bill Signed into law on August 10, 2005. In some contexts it indicates Congressionally earmarked funding.
SEHSR	Southeast High Speed Rail
SRS	Safe Routes to School funds
STF	State funds
STM	State match
STP	The Surface Transportation Program (STP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.
STP AC CONVERSION	STP planned to be converted
STP/EN	Enhancement funds
STP/HES	Highway Safety funds
STP/RR	Rail Safety funds
STP/SRS	Safe Routes to School funds
TBD	Fund source to be determined
TEA 21	Transportation Equity Act for the 21 st Century the Federal Transportation Authorization Bill Enacted on June 9, 1998.

Acronym	Definition
TEU	Twenty Foot Equivalent Unit (the basic measure of shipping containers) is an inexact unit of cargo capacity describing the capacity of container ships and container terminals. It is based on the volume of a 20-foot-long (6.1 m) intermodal container, a standard-sized metal box which can be easily transferred between different modes of transportation, such as ships, trains and trucks. The container is defined by its length though the height can be between 4 feet 3 inches (1.30 m) and 9 feet 6 inches (2.90 m), with the most common height being 8 feet 6 inches (2.59 m). By volume a TEU is approximately 1,360 cubic feet or 39 cubic meters.
TIGER GRANT	Transportation Investment Generating Economic Recovery (TIGER) grant program
TIP	Transportation Improvement Program
TITLE VI	Title VI of the Civil Rights Act of 1964
TOL	Tolls
TOLL	Tolls
TON	Long – 2240 pounds Metric or tonne- 1000 kilograms/2204 pounds Short – 2000 pounds Approximately 60 cubic feet by volume
TRAN	DRPT Equity Bonus
TSM	Transportation Systems Management
UCB	Upper Control Bound – In statistical process control the upper control bound represents a highest level of variance from the average that is expected. 99% of measured values should be below the UCB. (See LCB)
UPWP	Unified Planning Work Program- The Metropolitan Planning Organization's Annual Work Plan
USC	United States Code
VDEQ	The Virginia Department of Environmental Quality
VDOT	The Virginia Department of Transportation
VDRPT	See DRPT
VMT	Vehicle Miles of Travel (1 car driving 1 mile is 1 VMT. 20 cars driving 10 miles each is 200 VMT.
VOC	Volatile Organic Compound – a chemical compound that contributes to the formation of ground level ozone. These may be naturally occurring or the result of industrial processes.
WTP	Well to Pump
WTW	Well to Wheel