HAMPTON ROADS

TPO

UNIFIED PLANNING WORK PROGRAM

FY 2025

May 2024 (Revised November 2024 and February 2025)

T24-03

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REPORT DOCUMENTATION

TITLE:
Unified Planning Work Program: FY 2025

REPORT DATE
May 2024

GRANT/SPONSORING AGENCY:
FHWA/FTA/VDOT/DRPT/LOCAL Funds

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ABSTRACT

The Hampton Roads Transportation Planning Organization (HRTPO) is the Metropolitan Planning Organization (MPO) for the Hampton Roads Metropolitan Planning Area (MPA). The HRTPO Fiscal Year (FY) 2025 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2024 to June 30, 2025. The UPWP is developed by the HRTPO in coordination with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), Suffolk Transit, the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

ACKNOWLEDGMENTS & DISCLAIMER

Prepared in cooperation with the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), and VDOT. The contents of this report reflect the views of the Hampton Roads Transportation Planning Organization. The HRTPO 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, VDOT or Hampton Roads Planning District Commission. This report does not constitute a standard, specification, or regulation. FHWA or VDOT acceptance of this report as evidence of fulfillment of the objectives of this planning study 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.

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LIST OF REVISIONS

11/21/2024 UPWP revised to reflect final carryover Federal Transit Administration (FTA) Section 5303 (CO5303) funding as follows: (a) The budget for Task 10.2 – TDCHR Performance Monitoring and Evaluation has been increased by $43,526 in FY 2024 Section 5303 funds, and (b) The budget for Task 10.9 – HRT Transit Strategic Plan has been increased by $49,757 in FY 2024 Section 5303 funds.

The budget for Task 3.0 – Performance Management has been increased by $20,000 to fund the acquisition of a software platform to support the ongoing scenario planning activities currently advancing as part of the region's Long Range Transportation Plan (LRTP) update process. The budget for Task 12.0 – HRTPO Contingency Funding has been reduced by $20,000.

The budget for Task 9.0 – HRTPO Administration has been increased by $10,000 to support legal services costs related to an update of the agency's Disadvantaged Business Enterprise (DBE) Plan. The budget for Task 12.0 – HRTPO Contingency Funding has been reduced by $10,000.

UPWP revised to support the ongoing multi-year implementation efforts for upgrades and enhancements to the agency's Geographic Information Systems (GIS) platforms incorporating certain activities originally scheduled for the prior fiscal year but not yet completed as follows: (a) The budget for Task 3.0 – Performance Management has been increased by $15,951 for consultant services under the existing approved contract and also by $2,940 for software purchases, and (b) The budget for Task 9.0 – HRTPO Administration has been increased by $4,560 for associated staff training and development activities. The budget for Task 12.0 – HRTPO Contingency Funding has been reduced by $23,451.

The budget for Task 9.0 – HRTPO Administration has been increased by $3,600 to support advanced conference registration fees for approved staff training and development activities. The budget for Task 12.0 – HRTPO Contingency Funding, has been reduced by $3,600.

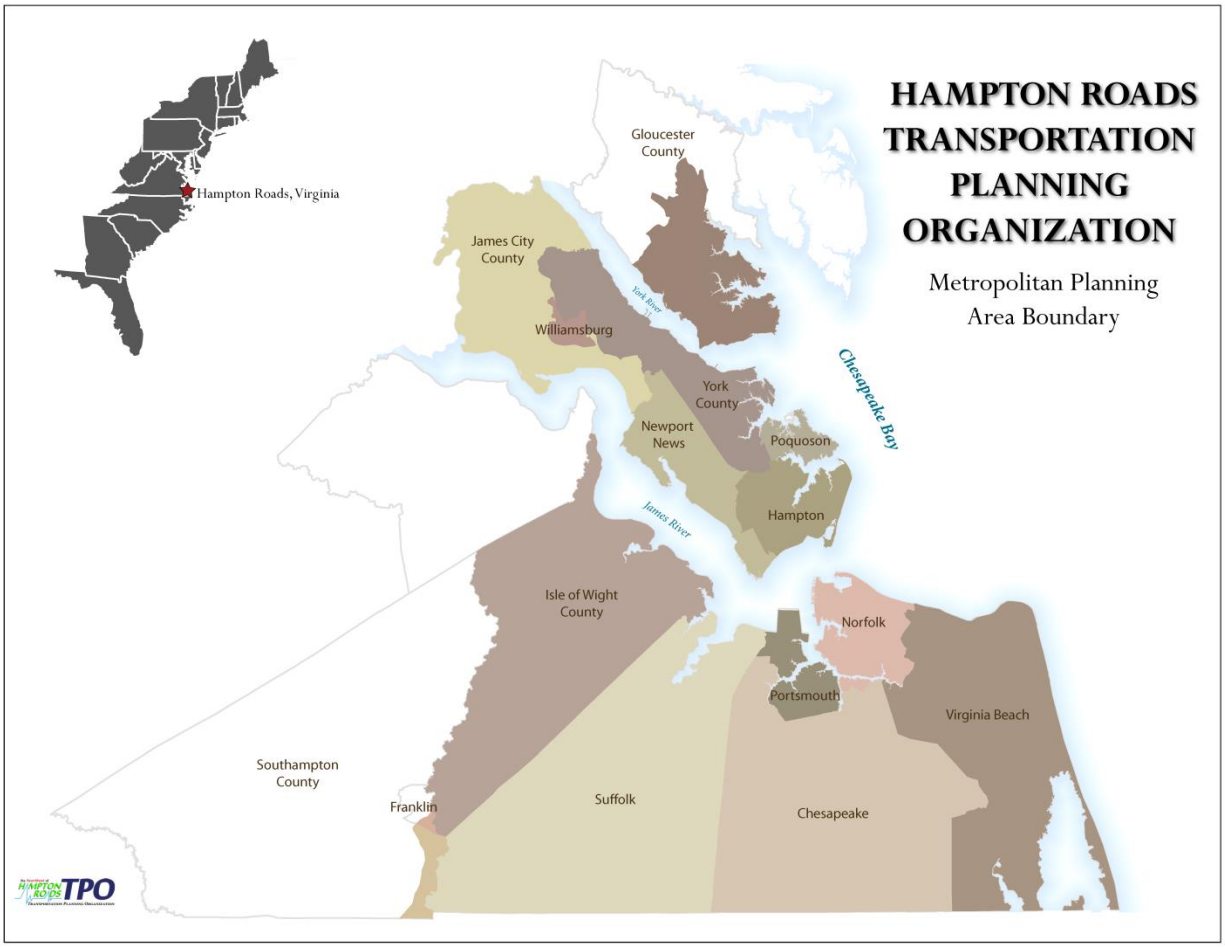
The text for Task 4.0 – Public Participation has been amended to update End Product information for the region's Public Engagement Plan update process.

02/28/2025 The text for Task 4.0 – Public Participation has been amended to remove citations and references to Federal Executive Orders 13985 (2021) and 14008 (2021) which have been rescinded and add a new Work Element and associated End Product and Schedule information related updating the Annual Title VI Goals and Accomplishments Report to reflect updates during the fiscal year.

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) 2025 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2024 to June 30, 2025. The UPWP is developed by the HRTPO in coordination with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), Suffolk Transit, the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT). Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds. Federal regulations applicable to MPOs have been included in **Appendix D**. State code applicable to MPOs is included in **Appendix E**. The Hampton Roads MPA is depicted in **Figure 1**.

FIGURE 1



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

In addition to focusing on specific highway, transit, active transportation, 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 Surry County and portions of the City of Franklin and the Counties of Southampton and Gloucester that lie outside of the MPA. The Rural Transportation Planning task is funded with State Planning and Research (SPR) funds.

Planning Priorities for Hampton Roads

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

There are a number of emerging and ongoing issues that will have a significant impact on metropolitan transportation planning and the planning priorities for the Hampton Roads TMA will strive to address these issues. For FY 2025, the planning priorities for the HRTPO include better integrating the following issues into HRTPO planning and programming:

Scenario Planning

Scenario planning provides a framework for stakeholders to make decisions that help achieve a shared vision for the future by analyzing various factors that can impact the way in which a region develops. Much like the region's current 2045 Long-Range Transportation Plan (LRTP), the 2050 LRTP, currently being developed, will employ exploratory scenario planning to consider plausible alternate futures and their potential impacts on the transportation system. Each alternative scenario, developed through a collaborative regional stakeholder process, is comprised of various regional trends and drivers of change (transportation technology, economic, community, environmental, land use, etc.) that have the potential to affect growth, connectivity, mobility, resiliency, and other factors. Comparing alternatives and their trade-offs helps decision-makers identify projects that provide the most benefit to the region regardless of which future assumption is analyzed thereby highlighting smart investments for Hampton Roads.

Resilience of the Transportation System

Resilience refers to the capacity of a system to survive, adapt, and grow in the face of significant changes or events. Such changes may be foreseen, such as the expected impacts of sea-level rise, or unforeseen, such as a catastrophic event. It is important that regional transportation planning take resilience into account to help ensure that the transportation system has the capacity to overcome disruptions and keep people and goods moving. The *Fixing America's Surface Transportation (FAST) Act* added "take into consideration resilience needs" to the scope of the metropolitan planning process and the recently passed *Infrastructure Investment and Jobs Act (IIJA)* continues to promote sustainable and resilient transportation infrastructure. For the significant issues of climate change and sustainability, the focus is on building a transportation system that mitigates the greenhouse gas emissions that cause climate change, is resilient to the impacts of climate change, and advances climate and environmental justice. Multiple federal grant programs have been created supporting this goal related to programs such as electric vehicles and charging and zero emissions transit fleets.

Multimodal Transportation

Planning to ensure that all transportation options are integrated in a seamless and efficient manner to provide true **multimodal transportation** connectivity and access for users to reach their destinations is at the forefront of the region's planning efforts. A key element in this area is the promotion and

improvement of self-propelled, human-powered active transportation modes, such as walking and bicycling.

Increasing Safe and Accessible Transportation Options

Transportation planners incorporate ***increasing safe and accessible transportation options*** by identifying high-incident locations and the most effective strategies for reducing crashes at these locations. These strategies typically fall into the areas of engineering, enforcement, education, and emergency medical services. Crash data helps identify which focus areas should receive funding priority for improving safety in the region. A key role of State DOTs, transit operators, and MPO planners is to coordinate any planned safety-related transportation efforts with their safety partners.

Under the IIJA, MPOs are required to use 2.5% of their PL funds to carry out activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities, including the adoption of Complete Streets Standards or policies, development of Complete Streets prioritization plans, development of active transportation plans, regional planning to consider alternatives to new highway capacity including ridesharing and expanded transit and passenger rail services, or development of plans and policies to support transit-oriented development. Also, in cooperation with all regional planning partners, the dissemination and promotion of complete streets alternatives analysis and prioritization during project planning is supported, including the completion of Vulnerable Road User Safety Assessments where appropriate.

Emerging Transportation Technologies

The IIJA includes a number of provisions that provide incentives for emerging technologies with the potential to transform the future of transportation. Planning for ***Emerging Transportation Technologies*** is supported in the IIJA through the expansion of existing grant programs and the creation of new grant programs such as the Strengthening Mobility and Revolutionizing Transportation (SMART) Grant Program. The SMART Grant program has been designed to build upon the success of the Smart City Challenge "to conduct demonstration projects focused on advanced smart city or community technologies and systems in a variety of communities to improve transportation efficiency and safety." Eligible efforts under the SMART Program include coordinated automation, connected vehicles, intelligent sensor-based infrastructure, systems integration, commerce delivery and logistics, leveraging the use of innovative aviation technology, smart grid, and smart technology traffic signals.

Equity

Transportation ***equity*** refers to the way in which the needs of all transportation system users are reflected in the transportation planning and decision-making process. In particular, transportation equity focuses on the needs of disadvantaged communities and those traditionally underserved by existing transportation systems, such as low-income and minority households, older adults, and individuals with disabilities. The application of transportation equity in the planning process will help ensure transportation decisions deliver equitable benefits to a variety of users and that any associated burdens are avoided, minimized, or mitigated so as not to disproportionately impact disadvantaged populations.

Planning Factors

The **Infrastructure Investment and Jobs Act (IIJA)**, commonly referred to as the **Bipartisan Infrastructure Law**, signed into law on November 15, 2021, continued the ten planning factors included under the section on Metropolitan Transportation Planning in previous legislation. Title 23 USC 134(h)(1) states that the metropolitan planning process shall provide for consideration and implementation of projects and strategies that will address the following planning factors (PF):

PF 1 Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;

PF 2 Increase the safety of the transportation system for motorized and non-motorized users;

PF 3 Increase the security of the transportation system for motorized and non-motorized users;

PF 4 Increase accessibility and mobility of people and freight;

PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

PF 7 Promote efficient system management and operation;

PF 8 Emphasize the preservation of the existing transportation system;

PF 9 Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation, and

PF 10 Enhance travel and tourism.

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

Performance Management

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

National Goals

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

General Purposes

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

The IIJA requires the establishment of performance targets to use in tracking progress toward the attainment of critical outcomes for the metropolitan planning area. In addition, the Act requires that metropolitan planning organizations integrate into the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under chapter 53 of title 49 by providers of public transportation.

Summary Funding and Budget Information

The following tables summarize the funding and budget information associated with the FY 2024 UPWP. **Table A** provides an overview of the amount of funding provided by federal, state, and regional sources including the Hampton Roads Transportation Fund (HRTF) and the Hampton Roads Regional Transit Fund (HRRTF) 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 2025 UPWP budget attributable to the following entities: HRTPO, VDOT, HRT, WATA, and Suffolk Transit.

TABLE A

FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY SOURCE OF FUNDS					
Federal	State	Regional (HRTF and HRRTF)	Local Match	Transit Agency Match	TOTAL
$9,716,309	$9,440,226	$301,645	$636,024	$415,782	$20,509,986
47.37%	46.03%	1.47%	3.10%	2.03%	100%

(Last Revised 11/21/24 (See List of Revisions, Page vi, for details)

TABLE B

FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY FUNDED ENTITY					
HRTPO	VDOT	HRT	WATA	SUFFOLK TRANSIT	TOTAL
$6,589,382[1]	$329,367	$13,381,237[2]	$200,000	$10,000	$20,509,986
32.13%	1.61%	65.24%	0.98%	0.05%	100%

Last Revised 11/21/24 (See List of Revisions, Page vi, for details)

[1] Includes: $5,398,229 Federal Highway Administration (FHWA) planning (PL) funds
$817,008 Federal Transit Administration (FTA) Section 5303 planning funds
$270,084 Hampton Roads Transportation Fund (HRTF) for HRTPO staff support to Hampton Roads Transportation Accountability Commission (HRTAC) – See Task 14.0
$72,500 State Planning and Research (SPR) funds
$31,561 Hampton Roads Regional Transit Fund (HRRTF) for HRTPO staff support to the Regional Transit Advisory Panel – See Task 15.0

[2] Includes: $1,000,000 Regional Surface Transportation Program (RSTP) funds for TRAFFIX – See Task 10.6
$4,000,000 RSTP and Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds and $7,700,000 in other State/Local funds for two Transit Extension Studies – See Task 10.10

Detailed information on the funding sources associated with each UPWP task is included in **Table C**, while **Table D** depicts the budget for each task by entity (HRTPO, VDOT, HRT, WATA, and Suffolk Transit). The funding shown in Tables C and D is derived 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 2025 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 (SPR) 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 (CMAQ) Improvement Program Funds:

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

Regional Surface Transportation Program (RSTP) Funds:

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

Transportation Alternatives (TA) Set-Aside Funds:

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

Carbon Reduction Program (CRP) Funds:

The purpose of the Carbon Reduction Program (CRP) is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce

transportation emissions (See 23 U.S.C. 175 as established by the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the "Bipartisan Infrastructure Law" (BIL)) (BIL § 11403).

FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDS

Section 5303:

Section 5303 funds are designated for transit planning and research activities. The 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 a 20% match which is typically divided equally 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), Williamsburg Area Transit Authority (WATA), and Suffolk Transit 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 the 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.

HAMPTON ROADS TRANSPORTATION FUND

The Hampton Roads Transportation Fund (HRTF) is a trust fund established by the Virginia General Assembly in 2013 for the purpose of funding transportation projects in the Hampton Roads region. HRTF revenues are generated by a 0.7% increase in the state sales and use tax and a 2.1% increase in the fuel tax paid regionwide. The HRTF is managed and administered by the Hampton Roads Transportation Accountability Commission (HRTAC) with additional staff support provided by the HRTPO.

HAMPTON ROADS REGIONAL TRANSIT FUND

The Hampton Roads Regional Transit Fund (HRRTF) is a trust fund established by the Virginia General Assembly in 2020 to develop, maintain, and improve a regional network of transit routes and related infrastructure, rolling stock, and support facilities. The program is funded by an additional (i) regional grantor's tax at a rate of $0.06 per $100 of the consideration for the conveyance and (ii) regional transient occupancy tax at a rate of one percent of the charge for the occupancy, both imposed in localities in the Hampton Roads Transportation District (Hampton Roads Transit – HRT). The bill also dedicates $20 million of revenues from existing recordation taxes to fund the program. The funds are deposited into the HRRTF, created by the bill. Use of the funds would require a two-thirds vote of the localities in which the new taxes were imposed. The bill also includes a local maintenance of effort of public transportation funding, whereby the new funding allocations cannot be used to supplant or replace the current levels of local support for regional transit services. The HRRTF is administered by the Hampton Roads Transportation Accountability Commission (HRTAC).

Table C : Funding Sources by Task
Hampton Roads Transportation Planning Organization
FY 2025 Unified Planning Work Program
(Funding in Dollars)

		FHWA SPR Funds			FHWA PL Funds			FTA Section 5303 Funds			Regional (HRTAC and HRRTF) Funds	Other Federal Funds (See Footnotes)				FTA Section 5303 Carryover Funds			Total				
Task #	Task Title	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	State Match	Local Match		(fn)	Federal	State Match	Local Match	Federal	State Match	Local Match	Federal	HRTF/ HRTTF	State Match	Local Match	Grand Total
1.0	Long-Range Transportation Plan				446,530	55,816	55,816	78,624	9,828	9,828									525,154		65,644	65,644	656,442
2.0	Transportation Project Programming				170,406	21,301	21,301	101,097	12,637	12,637									271,503		33,938	33,938	339,379
3.0	Performance Management				208,487	26,061	26,061												208,487		26,061	26,061	260,609
4.0	Public Participation				269,093	33,637	33,637	53,903	6,738	6,738									322,996		40,375	40,375	403,745
5.0	Unified Planning Work Program				55,039	6,880	6,880	18,943	2,368	2,368									73,982		9,248	9,248	92,478
6.0	Regional Freight Planning							75,030	9,379	9,379									75,030		9,379	9,379	93,788
7.0	Safety, Security, & Resiliency Planning							60,122	7,515	7,515									60,122		7,515	7,515	75,153
8.1	Technical Support, Research & Special Studies				278,509	34,814	34,814	34,168	4,271	4,271									312,677		39,085	39,085	390,846
8.2	Active Transportation Planning				86,575	10,822	10,822	44,376	5,547	5,547									130,951		16,369	16,369	163,689
8.3	Regional Procedures for Planned Closures at River Crossings Update				8,517	1,065	1,065												8,517		1,065	1,065	10,646
8.4	Hampton Roads Regional Bridge Study				37,565	4,696	4,696												37,565		4,696	4,696	46,956
8.5	Passenger Rail Planning							48,933	6,117	6,117									48,933		6,117	6,117	61,166
8.6	Special Studies				93,231	11,654	11,654												93,231		11,654	11,654	116,539
8.7	Hampton Roads Rail Crossing Study				36,607	4,576	4,576												36,607		4,576	4,576	45,759
9.0	HRTPO Administration				774,170	96,771	96,771	111,185	13,898	13,898									885,354		110,669	110,669	1,106,693
10.1	HRTPO Coordination of Regional Transit Planning Process							27,225	3,403	3,403									27,225		3,403	3,403	34,031
10.2	TDCHR - Performance Monitoring and Evaluation							120,000	15,000	15,000						34,821	4,353	4,353	154,821		19,353	19,353	193,526
10.3	WATA - Performance Monitoring and Evaluation							160,000	20,000	20,000									160,000		20,000	20,000	200,000
10.4	Suffolk Transit Performance Monitoring							8,000	1,000	1,000									8,000		1,000	1,000	10,000
10.5	HRT Disadvantaged Business Enterprise Planning							8,000	1,000	1,000									8,000		1,000	1,000	10,000
10.6	Regional Transportation Demand Management Program - TRAFFIX											(2)	800,000	200,000					800,000		200,000	0	1,000,000
10.7	TDCHR Financial Planning											(3)			150,000				0		0	150,000	150,000
10.8	TDCHR Public Involvement/Public Information/Publications											(3)			140,000				0		0	140,000	140,000
10.9	HRT Transit Strategic Plan							52,000	6,500	6,500		(3)			72,954	39,806	4,976	4,976	91,806		11,476	84,430	187,711
10.10	TDCHR Feasibility/Corridor Studies											(1, 2,3)	3,200,000	8,500,000					3,200,000		8,500,000	0	11,700,000
11.0	VDOT Regional Planning	263,494	65,873	0															263,494		65,873	0	329,367
12.0	HRTPO Contingency Funding				1,853,854	231,732	231,732												1,853,854		231,732	231,732	2,317,318
13.0	Rural Transportation Planning	58,000	0	14,500															58,000		0	14,500	72,500
14.0	HRTAC Administration										270,084									270,084			270,084
15.0	HRRTF Administration										31,561								0	31,561	0	0	31,561
	TOTAL	321,494	65,873	14,500	4,318,583	539,823	539,823	1,001,606	125,201	125,201	301,645		4,000,000	8,700,000	362,954	74,626	9,328	9,328	9,716,310	301,645	9,440,225	1,051,806	20,509,986

Local Match provided by Hampton Roads Planning District Commission, Hampton Roads Transit, Williamsburg Area Transit Authority, and Suffolk Transit.
(fn) = Footnote - See below:
(1) = CMAQ Funds (3) = State/Local Funds
(2) = RSTP Funds

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Table D: Budget by Recipient
Hampton Roads Transportation Planning Organization FY 2025 Unified Planning Work Program
(Funding in Dollars)

		HRTPO					VDOT		HRT			WATA			SUFFOLK TRANSIT			TOTAL						
Task #	Task Title	FHWA PL Funds	FTA Section 5303 Funds	(fn)	Other Funds (See Footnote)	FHWA SPR Funds	FHWA SPR Funds	HRTF Funds	FTA Section 5303 Funds	(fn)	Other Funds (See Footnote)	FTA Section 5303 Funds	(fn)	Other Funds (See Footnote)	FTA Section 5303 Funds	(fn)	Other Funds (See Footnote)	FHWA PL Funds	FHWA SPR Funds	FTA Section 5303 Funds	HRTF Funds	(fn)	Other Funds (See Footnote)	GRAND TOTAL
1.0	Long-Range Transportation Plan	558,162	98,280															558,162		98,280				656,442
2.0	Transportation Project Programming	213,008	126,371															213,008		126,371				339,379
3.0	Performance Management	260,609																260,609		0				260,609
4.0	Public Participation	336,366	67,379															336,366		67,379				403,745
5.0	Unified Planning Work Program	68,799	23,679															68,799		23,679				92,478
6.0	Regional Freight Planning		93,788															0		93,788				93,788
7.0	Safety, Security, & Resiliency Planning		75,153															0		75,153				75,153
8.1	Technical Support, Research & Special Studies	348,136	42,710															348,136		42,710				390,846
8.2	Active Transportation Planning	108,219	55,470															108,219		55,470				163,689
8.3	Regional Procedures for Planned Closures at River Crossings Update	10,646																10,646		0				10,646
8.4	Hampton Roads Regional Bridge Study	46,956																46,956		0				46,956
8.5	Passenger Rail Planning		61,166															0		61,166				61,166
8.6	Special Studies	116,539																116,539		0				116,539
8.7	Hampton Roads Rail Crossing Study	45,759																45,759		0				45,759
9.0	HRTPO Administration	967,712	138,981															967,712		138,981				1,106,693
10.1	HRTPO Coordination of Regional Transit Planning Process		34,031															0		34,031				34,031
10.2	TDCHR - Performance Monitoring and Evaluation								150,000	(5)	43,526									150,000		(5)	43,526	193,526
10.3	WATA - Performance Monitoring and Evaluation											200,000								200,000				200,000
10.4	Suffolk Transit Performance Monitoring														10,000					10,000				10,000
10.5	HRT Disadvantaged Business Enterprise Planning								10,000											10,000				10,000
10.6	Regional Transportation Demand Management Program - TRAFFIX									(2)	1,000,000									0		(1)	1,000,000	1,000,000
10.7	TDCHR Financial Planning									(3)	150,000									0		(3)	150,000	150,000
10.8	TDCHR Public Involvement/Public Information/Publications									(3)	140,000									0		(3)	140,000	140,000
10.9	HRT Transit Strategic Plan								65,000	(3, 5)	122,711									65,000		(3)	122,711	187,711
10.10	TDCHR Feasibility/Corridor Studies									(1,2,3)	11,700,000									0		(1,2,3)	11,700,000	11,700,000
11.0	VDOT Regional Planning						329,367												329,367	0				329,367
12.0	HRTPO Contingency Funding	2,317,318																2,317,318		0				2,317,318
13.0	Rural Transportation Planning					72,500													72,500	0				72,500
14.0	HRTAC Administration			(4)	270,084																270,084			270,084
15.0	HRRTF Administration			(6)	31,561															0	31,561			31,561
	TOTAL	5,398,229	817,008		301,645	72,500	329,367	0	225,000		13,156,237	200,000		0	10,000		0	5,398,229	401,867	1,252,008	301,645		13,156,237	20,509,986

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

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Comparison of UPWP Tasks – FY 2025 versus FY 2024

The following table provides a comparison of the FY 2025 and FY 2024 UPWP tasks and budgets associated with work performed by HRTPO staff.

Table E includes the following information:

- FY 2025 UPWP Task Number, Task Title, and Task Budget
- FY 2024 UPWP Task Budget
- Change in budget (FY 2025 budget vs. FY 2024 budget)
- Comments on Changes in Task Budgets (for Changes >10%)

Table E: Comparison of UPWP Tasks - FY 2025 versus FY 2024

FY 2025 Task #	FY 2025 Task Title	FY 2025 Budget	FY 2024 Budget	Change in Task Budget	Comments on Changes in Task Budgets
1.0	Long-Range Transportation Plan	$656,442	$475,690	$180,752	Supports consultant assistance for scenario planning effort
2.0	Transportation Project Programming	$339,379	$249,096	$90,283	Adjusted to better reflect work anticipated under this task.
3.0	Performance Management	$260,609	$131,552	$129,057	Adjusted to better reflect work anticipated under this task.
4.0	Public Participation	$403,745	$393,662	$10,083	
5.0	Unified Planning Work Program	$92,478	$89,283	$3,195	
6.0	Regional Freight Planning	$93,788	$99,589	-$5,801	
7.0	Safety, Security, and Resiliency Planning	$75,153	$128,246	-$53,093	Adjusted to better reflect work anticipated under this task.
8.1	Technical Support, Research, and Coordination	$390,846	$371,824	$19,022	
8.2	Hampton Roads Active Transportation Planning	$163,689	$180,779	-$17,090	
8.3	Regional Procedures for Planned Closures at River Crossings Update	$10,646	$10,238	$408	
8.4	Hampton Roads Regional Bridge Study	$46,956	$89,301	-$42,345	Adjusted to better reflect work anticipated under this task.
8.5	Passenger Rail Planning	$61,166	$31,356	$29,810	Adjusted to better reflect work anticipated under this task.
8.6	Special Studies	$116,539	$165,498	-$48,959	Adjusted to better reflect work anticipated under this task.
8.7	Hampton Roads Rail Crossing Study	$45,759	$39,290	$6,469	Adjusted to better reflect work anticipated under this task.
9.0	HRTPO Administration	$1,106,693	$911,730	$194,963	Adjusted to better reflect work anticipated under this task.
10.1	Coordination of Regional Transit Planning Process	$34,031	$30,022	$4,009	Adjusted to better reflect work anticipated under this task.
12.0	HRTPO Contingency Funding	$2,317,318	$1,859,243	$458,075	N/A
13.0	Rural Transportation Planning	$72,500	$72,500	$0	
14.0	HRTAC Administration	$270,084	$257,700	$12,384	
15.0	HRRTF Administration	$31,561	$32,485	-$924	
	Total	**$6,589,382**	**$5,619,084**		

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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: the development of a series of reports that comprise the region's Long-Range Transportation Plan (LRTP) and long-range planning as an ongoing process. The LRTP is developed, adopted, and amended by the HRTPO through the continuing, cooperative, and comprehensive regional transportation planning process. 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. 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, the development of the LRTP considers the mobility needs of the military. 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 or reasonably available revenue sources, with the assurance that the federally supported transportation system is being adequately maintained. Projects included in the LRTP are vetted through the HRTPO project prioritization process.

For the LRTP to be compliant with Title VI, it is essential that information collected and analyzed reflects the metropolitan area and appropriately captures community boundaries, racial and ethnic makeup, income levels, etc., as well as community services, schools, hospitals, and shopping areas. Additionally, the LRTP must contain this data along with a narrative describing how the methodology used to obtain and consider the data was developed and implemented.

Since the Hampton Roads region is in air quality attainment, the life of the regional LRTP is five years by federal regulation. The process for developing a new LRTP takes four to five years, so work is continually being done on the LRTP. In Hampton Roads, the act of long-range planning is ongoing due to the dynamic nature and evolution of localities and member organizations the HRTPO represents. To address this dynamic nature and to help prepare for future uncertainty, the HRTPO employs exploratory scenario planning in the development of the LRTP. The primary products of these planning efforts are the LRTP documents, but many products are developed during the planning process. This task includes maintenance of the current LRTP as well as development of the next LRTP. The main long-range planning efforts anticipated for FY 2025 are described under Work Elements below.

B. Work Elements (WE)

Work activities include the following:

1. Maintain the 2045 LRTP (adopted by the HRTPO Board in June 2021) and amend as needed. This includes documenting any amendments, updating the regional travel demand forecasting model network and associated inputs accordingly, and performing air quality regional conformity assessments/reporting as needed.

2. Produce materials for public and stakeholder engagement regarding the LRTP and its contents.

3. Continue the development of the 2050 LRTP. Tasks to be completed during FY 2025 include:

    a. Maintaining a comprehensive schedule covering the development of the 2050 LRTP.
    b. Continue the collection and review of candidate projects with regional stakeholders, conducting analyses as needed to identify transportation needs. This includes conducting environmental consultation of candidate projects.
    c. Conduct an equity/transportation vulnerability analysis of candidate projects using the HRTPO/HRPDC Title VI/Environmental Justice Framework.
    d. Coordinate efforts to obtain and review cost estimates for candidate projects.
    e. Evaluate candidate projects using scenario planning and the HRTPO Project Prioritization Tool, collecting/producing data as needed.
    f. In collaboration with regional stakeholders, develop fiscal constraint guidelines for the 2050 LRTP.
    g. Coordinate efforts to obtain long-range revenue forecast for the 2050 LRTP.
    h. Ongoing public outreach and marketing associated with the LRTP to obtain public input on the process as needed. Details regarding HRTPO public participation strategies are included in Task 4.0 – Public Participation.
    i. Any uncompleted FY24 tasks related to the development of the 2050 LRTP.

4. Maintain the HRTPO Project Prioritization Tool.

    a. Tool measures and project data will be updated, as necessary, to keep the Tool current and ready for use.
    b. HRTPO staff will continue to investigate methods to streamline the data collection process.

5. Maintain the region's Travel Demand Forecasting Model.

    a. Provide support in the update of the regional travel demand model. In the latter part of 2024, VDOT modeling staff will initiate the update to the Hampton Roads Travel Demand Model. HRTPO staff will support this effort by providing input and data, reviewing data, participating in meetings, etc.
    b. Continue to maintain the current travel demand model as the updated one is developed.
    c. Use the regional travel demand model in support of HRTPO tasks, as needed.
    d. Provide modeling assistance to localities/agencies (localities, HRT, etc.), as needed.

6. Continue to improve the integration of multimodal transportation planning in the long-range transportation planning process, incorporating findings/data from the multimodal mobility planning efforts outlined in Task 8.0 – Technical Support, Research, and Special Studies.

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 2025 include:

    a. Collaborating in the process of developing federal performance measures and targets.
    b. Aligning the LRTP with federal/statewide goals and performance measures.
    c. Assisting in gathering data, if necessary, to quantify performance measures.
    d. Making any necessary changes to the HRTPO Project Prioritization Tool.
    e. Studying performance trends and work with localities and agencies towards developing performance targets.

8. Continue to improve the integration of Equity and Title VI/Environmental Justice (EJ) analyses in the LRTP planning process. Efforts in FY 2025 will include maintaining relevant Title VI/EJ project data for use in the HRTPO Project Prioritization Tool and Title VI/EJ Framework, including continuing to explore additional data sources and variables to analyze transportation vulnerability.

9. Continue to improve the integration of transportation resilience in the LRTP planning process and HRTPO Project Prioritization Tool. Staff will continue to coordinate with HRPDC staff on resilience planning efforts and continue to apply tools, such as the U.S. DOT Volpe Center Resilience and Disaster Recovery Metamodel in the evaluation of projects as applicable in coordination with Task 7.0 – Safety, Security Planning and Resiliency Planning. Staff will also continue to investigate ways to incorporate equity with resilience planning (an effort started in 2022).

10. HRTPO staff will continue to maintain a list of prioritized projects and coordinate as needed and/or directed by the HRTPO Board.

C. End Products

1. WE 1 – An up-to-date Long-Range Transportation Plan (LRTP) for the region.

2. WE 2 – Products to support continued public and stakeholder engagement in the LRTP planning process.

3. WE 3 –
    a. An up-to-date multi-year schedule for the development of the 2050 LRTP.
    b. A vetted list of candidate projects to consider for the 2050 LRTP.
    c. Candidate project Transportation Vulnerability impact scores.
    d. Cost estimates for candidate projects.
    e. Candidate project prioritization scores.
    f. 2050 LRTP fiscal constraint guidelines.
    g. Long-range transportation revenue forecast.
    h. Ongoing public participation efforts.
    i. Completion of unfinished FY 2024 tasks, as appropriate.

4. WE 5 – A maintained and up to date HRTPO Project Prioritization Tool.

5. WE 6 – A maintained and up-to-date regional travel demand model.

6. WE 7 – Integrated multimodal considerations in the long-range transportation planning process.

7. WE 8 – Performance management application to the long-range transportation planning process.

8. WE 9 – Integrated Title VI/EJ equity considerations in the long-range transportation planning process.

9. WE 10 – Integrated transportation resilience considerations in the long-range transportation planning/prioritization process.

10. WE 11 – An up-to-date list of prioritized projects.

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Ongoing
3. WE 3 –
   a. Ongoing
   b. First Quarter
   c. Second Quarter
   d. Third Quarter
   e. Fourth Quarter
   f. Fourth Quarter
   g. Fourth Quarter
   h. Ongoing
   i. Fourth Quarter
4. WE 4 – Ongoing
5. WE 5 – Ongoing
6. WE 6 – Ongoing
7. WE 7 – Ongoing
8. WE 8 – Ongoing
9. WE 9 – Ongoing
10. WE 10 - Ongoing

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$558,162	$98,280		$656,442

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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 Board. The TIP, which must be consistent with the current long-range transportation plan, identifies the near-term programming of Federal, state, and local transportation funds.

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

As a federally designated metropolitan planning organization (MPO), the HRTPO is required to coordinate the transportation planning activities for the Hampton Roads MPA. This includes the planning and programming of Federal funds through the TIP. To ensure compliance, the HRTPO TIP is developed in accordance with all applicable Federal regulations associated with the current Federal transportation act, which require that the TIP cover a period of no less than four years and be updated at least every four years. The cycle for updating the TIP must be compatible with the Statewide Transportation Improvement Program (STIP) development and approval process.

HRTPO, VDOT, and DRPT staff 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 TIP is also prepared in line with what is recommended in the *Virginia TIP Preparation Guidance*, adopted by the Virginia Association of Metropolitan Planning Organizations (VAMPO) in October 2015 and updated in December 2022. The HRTPO TIP is 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 other project information. In order to add projects to the TIP, sufficient revenues must be available by deferring other projects or by identifying new revenues.

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

The TIP development process may be summarized as follows:

1. The Long-Range Transportation Plan (LRTP) is approved by the HRTPO Board.
2. Drawing from projects included in the LRTP, the HRTPO, localities, transit agencies, and other agencies coordinate with state agencies (VDOT and DRPT) on which projects should be implemented first. These projects will be submitted for inclusion in the Commonwealth Transportation Board (CTB) Six-Year Improvement Program (SYIP).
3. HRTPO, VDOT, DRPT, and the transit agencies coordinate to develop the draft TIP project list, drawing projects from the approved SYIP. This helps ensure that the TIP and STIP project lists for Hampton Roads are consistent with one another. This step includes the formulation of a financial plan for the TIP that demonstrates how the proposed TIP can be implemented.
4. HRTPO staff demonstrates that the draft TIP is consistent with the latest conformity guidelines, as required.
5. The final TIP is approved by the HRTPO Board.
6. The final TIP is approved by the Governor.
7. The TIP is incorporated into the Statewide Transportation Improvement Program (STIP).
8. The approved TIP must be posted to the HRTPO website per federal guidance no later than October 1 of the new TIP year (the TIP is a 4-year document, and the next TIP will be the 2027-2030 version).

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

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

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

House Bill 2 (HB2), signed into law in 2014, directed the CTB to develop and use a prioritization process to guide the selection of transportation projects to be funded in the SYIP. The legislation was intended to improve the transparency and accountability of project selection, as well as the stability of the SYIP. The prioritization process – now called SMART SCALE (SMART SCALE stands for System for the Management and Allocation of Resources for Transportation, and the key factors used in evaluating a project's merits: improvements to safety, congestion reduction, accessibility, economic development and the environment.) – evaluates and scores proposed projects based on a comparison of a project's relative benefits to its cost. SMART SCALE was initially an annual process and has been changed to a biennial cycle.

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

CMAQ/RSTP Project Selection Process

As the metropolitan planning organization (MPO) for the Hampton Roads MPA, the HRTPO is directly responsible for project selection and allocation of funds for the Congestion Mitigation and

Air Quality (CMAQ) Improvement Program and the Regional Surface Transportation Program (RSTP).

The CMAQ Improvement 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 previously designated a maintenance area for the 1997 ozone NAAQS but has been designated an attainment area for all current NAAQS.

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

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

Since FY 2014, the HRTPO CMAQ/RSTP Project Selection Process has been conducted on an annual basis to ensure that funds expected to be available are properly allocated. The HRTPO staff maintains "tracking tables" that identify all regional CMAQ or RSTP allocations per year associated with transportation projects. The tracking tables are revised as needed and can be viewed at: https://www.hrtpo.org/264/Congestion-Mitigation-Air-Quality-Improv.

The Transportation Programming Subcommittee (TPS) of the TTAC holds quarterly meetings to monitor the status of CMAQ and RSTP projects and to make adjustments to project allocations to ensure the funds are used effectively.

Additional information on the HRTPO CMAQ/RSTP Project Selection Process, including the *Guide to the HRTPO CMAQ/RSTP Project Selection Process*, project application forms, and the schedule for the process, may be accessed via the HRTPO website at: https://www.hrtpo.org/264/Congestion-Mitigation-Air-Quality-Improv.

Carbon Reduction Program

The Bipartisan Infrastructure Law (BIL) authorizes a new Carbon Reduction Program (CRP) to reduce transportation emissions. The purpose of the Carbon Reduction Program is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions. CRP will help states develop carbon reduction strategies with required input from Metropolitan Planning Organizations (MPOs). States and MPOs must create their CRP strategy by November 15, 2023. Additional information

on the CRP project selection process may be accessed via the HRTPO website at: www.hrtpo.org/717/Carbon-Reduction-Program-CRP.

Transportation Alternatives (TA) Set-Aside Project Selection Process

MAP-21 established the Transportation Alternatives Program (TAP), which replaced funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs. The FAST Act eliminated TAP and replaced it with a set-aside of funding from the Surface Transportation Block Grant (STBG) program. This program is continued under the current Infrastructure Investment and Jobs Act [IIJA] signed into law in November 2021). The STBG program, a conversion of the previous Surface Transportation Program (STP), was designed to maximize the flexibility of STP funding for local and state governments. The TA Set-Aside Project Selection Process was initially an annual process and has since been changed to a biennial cycle.

For urbanized areas with populations over 200,000, the MPO, through a competitive process, selects the TA Set-Aside projects in consultation with the State from proposed projects submitted by eligible entities. HRTPO staff coordinates with VDOT Local Assistance Division staff in carrying out the project selection process for Hampton Roads whereby VDOT scores the project submittals and HRTPO staff coordinate with VDOT, CTB, and locality staff in using the scores and available funding totals to select projects. Information on the HRTPO TA Set-Aside project selection procedures, including the *Guide to the HRTPO TA Set-Aside Project Selection Process*, may be accessed on the HRTPO website at: https://www.hrtpo.org/255/Transportation-Alternatives-TA-Set-Aside

Additional information on the TA Set-Aside may be accessed via the VDOT website at: https://www.hrtpo.org/255/Transportation-Alternatives-TA-Set-Aside

Statewide and Regional Transportation Funding

In February 2013, the General Assembly approved the first comprehensive overhaul of the way Virginia pays for its transportation system since 1986. The 2013 transportation funding legislation, generally referred to as HB 2313, generates hundreds of millions in transportation dollars annually statewide and includes regional components that have resulted in significant additional funding each year to be used specifically in Hampton Roads. The regional revenues are directed to the Hampton Roads Transportation Fund (HRTF), which is controlled by the Hampton Roads Transportation Accountability Commission (HRTAC).

House Bill HB 768 (HB 768) was approved by the General Assembly and signed into law in 2018. HB 768 established a floor on the 2.1% sales tax imposed on motor vehicles sold in Northern Virginia and Hampton Roads. The legislation set the average distributor price upon which the tax is based be no less than what the statewide average distributor price would have been on February 20, 2013.

House Bill 1726 (HB 1726) and Senate Bill 1038 (SB 1038) were approved by the General Assembly and signed into law in 2020, creating the Hampton Roads Regional Transit Fund (HRRTF). The HRRTF was established to develop, maintain, and improve a regional network of transit routes and related infrastructure, rolling stock, and support facilities. The program is funded by an

additional (i) regional grantor's tax at a rate of $0.06 per $100 of the consideration for the conveyance and (ii) regional transient occupancy tax at a rate of one percent of the charge for the occupancy, both imposed in localities in the Hampton Roads Transportation District. The bill also dedicates $20 million of revenues from existing recordation taxes to fund the program.

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

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

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

Annual Obligation Report

Federal regulations require that an annual listing of obligated projects be produced after the end of each federal fiscal year. The Annual Obligation 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 by the end of each calendar year.

Information on the HRTPO Annual Obligation Report can be accessed at: https://www.hrtpo.org/244/Annual-Obligation-Report

B. Work Elements (WE)

Work activities include the following:

1. Maintain and update the current FY 2024-2027 TIP as appropriate related to project descriptions, schedules, costs and expenditures, allocations, and scheduled obligations.

2. Conduct public reviews of proposed amendments to the current TIP.

3. Conduct public reviews of the 2024-2027 TIP document, draft TIP list, and TIP conformity list.

4. Maintain and enhance the TIP website, including the use of visualization techniques, to provide easy public access.

5. Maintain TIP website to ensure the inclusion of all active transportation projects and enhanced search features for DRPT transit projects.

6. 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.

7. Lead and coordinate the annual Project Selection Process for CMAQ and RSTP projects.

8. Lead and coordinate a triennial Project Selection Process for CRP projects.

9. Monitor and update CRP Project Selection Process methodologies as deemed necessary.

10. Maintain electronic spreadsheets to keep track of CRP allocations and transfers.

11. Monitor and update CMAQ/RSTP Project Selection Process methodologies as deemed necessary.

12. Maintain electronic spreadsheets to keep track of CMAQ and RSTP allocations and transfers.

13. 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.

14. Conduct a biannual review of the status of projects in the Hampton Roads TIP.

15. Coordinate with VDOT Local Assistance Division staff in carrying out the Transportation Alternatives (TA) Set-Aside project selection process.

16. Maintain and update the HRTPO TA Set-Aside Project Selection Process Guide.

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

18. Coordinate a biennial Project Selection Process for TA Set-Aside projects.

C. End Products

1. WE 1 – A current and financially-constrained TIP.
2. WE 2-3 – Public notices posted to the HRTPO website.
3. WE 4-5 – HRTPO TIP website providing user-friendly access to all TIP-related documents.
4. WE 6 – Annual Obligation Report.
5. WE 7 – A summary report on the annual CMAQ/RSTP project selection process.
6. WE 8 – A summary report on the triennial CRP Project Selection Process.

7. WE 11 – An updated *Guide to the HRTPO CMAQ/RSTP Project Selection Process*, as necessary.
8. WE 13 – Presentation to HRTPO Board, as necessary.
9. WE 13 – Presentation to TTAC and HRTPO Board, as appropriate.
10. WE 15 – TA Set-Aside project selection and recommended allocations. Presentation to TTAC and HRTPO Board, as appropriate.
11. WE 16 – An updated guide to the TA Set-Aside Project Selection Process
12. WE 17 – Presentation to TTAC and HRTPO Board, as necessary.'
13. WE 18 – Summary of the biennial Project Selection Process for TA Set-Aside projects.

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Second Quarter
3. WE 3-4 – Ongoing
4. WE 6 – Second Quarter
5. WE 7 – Second and Third Quarter
6. WE 8 – Third and Fourth Quarter
7. WE 9 – As necessary
8. WE 11 – Ongoing
9. WE 12 – Ongoing
10. WE 13 - Ongoing
11. WE 14 – As necessary
12. WE 15 – Second and Third Quarter
13. WE 16 – Ongoing
14. WE 17 – As necessary
15. WE 18 – As necessary

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$213,008	$126,371		$339,379

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3.0 PERFORMANCE MANAGEMENT

A. Background

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

A key feature of MAP-21 – continued under the FAST Act and the Infrastructure Investment and Jobs Act (IIJA) – was the establishment of a performance – and outcome-based program. The legislation established national performance goals in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. Federal legislation also requires states and Metropolitan Planning Organizations (MPOs) to establish performance measures and set targets in the following areas:

- Roadway safety
- Pavement condition on the Interstate System and the remainder of the National Highway System (NHS)
- Bridge condition on the NHS
- Performance of the Interstate System and the remainder of the NHS
- Reliability of freight movement on the Interstate System
- Transit Asset Management and Safety
- Greenhouse Gasses based on tailpipe carbon dioxide emissions

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

1. Maintaining Databases of Transportation Performance Data

HRTPO staff maintains a number of transportation performance databases on an ongoing basis for use in performance management planning efforts. These databases cover all aspects of the transportation system including roadway use, bridges, aviation, rail, public transportation, Census data, pavement condition, fuel prices, etc. In addition, databases are maintained for items covered in other UPWP tasks, such as freight movement and safety. The data included in these transportation performance databases is collected from a number of regional, statewide, and national sources and is shared by the HRTPO with regional stakeholders.

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

2. Annual System Performance Reports

3.0.1.1.1.1 Annual *State of Transportation in Hampton Roads* Report

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

3.0.1.1.1.2 Annual *HRTPO Roadway Performance Report*

Each year, HRTPO staff produces a report documenting the performance of the Hampton Roads roadway network. This document includes the volumes, speeds, and congestion levels of each segment of the CMP roadway network, a regional summary of congestion levels, and further analysis of travel times on major congested corridors. Staff analyzes travel time data collected by the private company INRIX to measure congestion levels of roadways where it is available and uses volumes and roadway characteristics to estimate congestion levels on roadways where INRIX data is not available.

3.0.1.1.1.3 Annual *HRTPO System Performance Report*

This report is described below in the Federal and State Performance Measures section.

3. Federal and State Performance Measures

As mentioned previously, federal legislation established performance measures in the areas of roadway safety, pavement condition, bridge condition, roadway performance, freight movement, transit asset management and safety, and greenhouse gasses. In FY 2018, HRTPO staff calculated measures and established initial regional targets for roadway safety. In FY 2019, HRTPO staff calculated measures and established initial regional targets in most of the other areas. Regional targets have been updated in various areas each year and will be updated again in FY 2025. In addition, initial regional targets for greenhouse gasses based on tailpipe carbon dioxide emissions will be prepared in FY 2025.

HRTPO staff also produced the initial annual *HRTPO System Performance Report* in FY 2019. This document details the performance management process, the methodology for calculating federal performance measures, current and historical conditions, statewide targets, how regional targets were set, and progress towards meeting these

targets. Updates to the System Performance Report have been prepared by HRTPO staff each year since FY 2019 and another update will be prepared in FY 2025.

In addition, since 2012, HRTPO staff has annually prepared a list of performance measures identified by state legislation and established by the state Office of Intermodal Planning and Investment (OIPI). This effort includes existing and historical data in a number of areas including congestion reduction, safety, transit usage, HOV usage, jobs and housing, air quality, freight movement, and maintenance. As of 2019, this information has been incorporated into the annual System Performance Report.

4. Congestion Management Process Report

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

HRTPO staff has regularly produced a comprehensive CMP document since the HRTPO Board took action in 1995 to adopt the region's Congestion Management System. This document, now referred to as the *Hampton Roads Congestion Management Process Report,* includes the following work:

- Introduction and System Monitoring – The Introduction contains information on Performance Management and Performance-Based Planning and Programming, the elements of a CMP, CMP goals and objectives, and how the CMP is incorporated into the regional transportation planning process. The System Monitoring section contains information on HRTPO efforts including the State of Transportation report, Annual Roadway Performance report, and regional performance measures and target setting. System Monitoring also includes information on regional roadway travel and trends, traffic volumes and characteristics at major bridges and tunnels, recently completed roadway projects, and the benefits of selected projects.

- System Performance – Includes a description of the CMP roadway network and the data used in the study, the roadway congestion analysis, a ranking of congested corridors throughout the region, and a description of the criteria used to produce the rankings.

- Congestion Mitigation – Describes ongoing and upcoming planned and programmed projects included in both short-term and long-term planning documents, lists the tools and methods that have been and can be implemented to improve congested roadways, and identifies causes of congestion and recommends improvements for the highest ranked congested freeways and arterial roadways.

HRTPO staff produces the Congestion Management Process Report in accordance with the regional Long-Range Transportation Plan (LRTP). The most recent update to the CMP Report was completed in FY 2023. An update to the CMP Report will be initiated by HRTPO staff in FY 2025.

5. Special Transportation Studies

HRTPO staff regularly prepare special studies that examine specific topics related to the Hampton Roads transportation system. Details for Special Transportation Studies to be completed in FY 2025 are included in Task 8.1 – Technical Support, Research, and Special Studies.

6. Performance-Based Project Selection

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

a. LRTP Project Selection:

Federal legislation states that the Long-Range Transportation Plan (LRTP) developed by MPOs will include a description of the performance measures and performance targets used in assessing the performance of the transportation system. The LRTP must also include a system performance report (which is included in the Federal and State Performance Measures bullet listed above) that evaluates the condition and performance of the transportation system including progress achieved by the MPO towards meeting the performance targets. MPOs that elect to conduct scenario planning shall also describe how the preferred scenario will improve the performance of the system.

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

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

b. Transportation Improvement Program:

Federal legislation states that MPOs shall include a description of the anticipated effect of the Transportation Improvement Program (TIP) toward achieving the performance targets identified by the MPO. MPOs shall also link investment priorities in the TIP to the achievement of performance targets in the LRTP.

In addition, projects proposed by eligible recipients for CMAQ funding are analyzed by HRTPO staff using a specific set of criteria that have been approved by the HRTPO Board, and candidate projects for RSTP funding are scored using the Project Prioritization Tool.

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

B. Work Elements (WE)

Work activities include the following:

1. Maintaining Databases of Transportation Performance Data

   HRTPO staff will continue to update its transportation databases on an ongoing basis and share this data with regional stakeholders.

2. Annual System Performance Reports

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

   b. *HRTPO Annual Roadway Performance Report* – HRTPO staff will produce an update to the Annual Roadway Performance report.

3. Federal and State Performance Measures

   In FY 2025, HRTPO staff will continue calculating and monitoring performance measures in the areas of roadway safety, pavement condition, bridge condition, roadway performance, freight movement, transit asset management, and transit safety. In addition, HRTPO staff will set initial greenhouse gas emissions targets in FY 2025. HRTPO staff will also update the roadway safety, transit asset management, and transit safety targets that were approved in FY 2024.

   In addition, HRTPO staff will produce an update to the annual Regional Performance Measures – System Performance Report. The performance measures identified by state legislation will also be updated as part of this report.

4. Congestion Management Process Report

   HRTPO staff will initiate an update to the Congestion Management Process report in FY 2025. The report will continue to include sections related to System Monitoring, System Performance, and Congestion Mitigation. Work on the CMP update is expected to continue into FY 2026.

C. End Products

1. WE 1 – Transportation databases
2. WE 2a – State of Transportation in Hampton Roads report
3. WE 2b – HRTPO Annual Roadway Performance report

4. WE 3 – Regional System Performance Measures database and annual Regional Performance Measures – System Performance Report.
5. WE 4 – Congestion Management Process Report.

D. Schedules

1. WE 1 – Ongoing
2. WE 2a – Second Quarter
3. WE 2b – Second Quarter
4. WE 3 – Ongoing
5. WE 4 – FY 2026

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$260,609			$260,609

Last Revised 11/21/24 (See List of Revisions, Page vi, for details)

4.0 PUBLIC PARTICIPATION

A. Background

Public Involvement

The HRTPO is committed to involving interested parties of all walks of life and considering their ideas through professional initiatives and a transparent and accessible regional transportation planning and programming process. The importance of public involvement in the transportation planning and programming process was recognized in federal law in the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991 and that recognition continued in subsequent federal transportation legislation including the *Moving Ahead for Progress in the 21st Century (MAP-21) Act*. The Infrastructure Investment and Jobs Act (IIJA) maintains the emphasis on public involvement and encourages MPOs to use social media and other web-based tools to encourage public participation in the transportation planning process.

Specifically, federal regulations require the development of a Public Participation Plan (PPP). In FY 2022, HRTPO staff made administrative updates to its current Public Participation Plan. The PPP outlines HRTPO public involvement and outreach activities. New focus has been placed upon HRTPO efforts to engage the public, specifically on the diversity of Hampton Roads and the efforts made to engage and factor in the opinions of the varying populations of the region. This includes our desire to intentionally inform and engage with populations who have been marginalized or otherwise faced obstacles. The PPP serves as a blueprint for public involvement, outreach, and engagement and will be reviewed and updated as needed.

The HRTPO is committed to innovative and engaging public outreach. Projects are evaluated and refined to further support the operations, policies, and procedures of the HRTPO.

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 stages of a project. The HRTPO is committed to ensuring that Environmental Justice, as outlined by the 1994 Executive Order, is considered in its planning and outreach efforts, as well as its programs and initiatives, by assuring that all residents of Hampton Roads are represented fairly and not discriminated against in the transportation planning and capital investment processes. In addition to adhering to the principles of Environmental Justice, the HRTPO will work to implement Title VI of the Civil Rights Act of 1964. The HRTPO goals will be to:

- Comply with the public involvement and Title VI requirements of the Federal and State regulations.
- Provide specific and accessible opportunities for local community members and community-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, especially those who are at elevated risk of experiencing environmental injustice or inequities.
- 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.
- 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.
- Create materials that effectively inform the public of the HRTPO's obligations and commitments under Title VI of the Civil Rights Act of 1964.

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.

August 11, 2000, President Clinton issued Executive Order 13166: Improving access to Services for Persons with Limited English Proficiency (LEP), requires each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal agency is also directed to work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

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 to Moderate 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.
- **Carless Households –** households with no vehicles
- **Female Head of Households –** Households where females are the heads of households with children present and no male partner present.
- **Elderly Populations –** People who are aged 65 and older
- **Historically marginalized and underserved populations**
    - **People with disabilities** – defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment.

  - **LGBTQ+** - an inclusive term for lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more. These terms are used to describe a person's sexual orientation or gender identity.
- **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**.**
- **Limited English Proficiency Populations –** Population of 5 years or over who speak English less than "very well"

  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 and opportunities for public input and involvement in both the FY 2024 – 2027 Transportation Improvement Program (TIP) and the 2050 Long-Range Transportation Plan (LRTP), where the status of the documents 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 events 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 governments and state agencies, and the local transit agencies, and their stakeholders, as appropriate.

5. Use social media platforms to promote the HRTPO, engage partner organizations, and increase awareness of the HRTPO by the public.

6. Respond to information requests from the general public.

7. Create publications that highlight efforts of the HRTPO.

8. Support staff in public communications, engagement, and participation in HRTPO programs and projects, including the LRTP, TIP, and other studies, plans, and programs.

9. Prepare newsletters and special features on timely issues.

10. Update the HRTPO website to enhance public participation and to highlight various events and publications.

11. Respond to and/or facilitate response to general comments received via www.hrtpo.org, or by other means of communication from the general public, members of localities, agencies, other MPOs, etc.

12. Review and evaluate public participation strategies, as necessary, to ensure effectiveness and outreach to a broad audience. Update public participation documents, such as the Public Participation Plan, as needed, to reflect federal mandates. Implement the HRTPO Title VI Plan and the HRTPO LEP Plan which includes Title VI, Environmental Justice, and related authorities.

13. Provide training for the public involvement staff to build, enhance, and broaden public involvement techniques.

14. Provide staff support for the Community Advisory Committee (CAC). This includes providing information about MPO ongoing efforts, coordinating and facilitating meetings, developing meeting materials, providing and/or facilitate training for HRTPO staff and CAC members, refine the CAC, and responding to questions as necessary.

15. Provide translation and/or interpreter services on an as-requested basis.

16. 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.

17. Assess the region's transportation investments relative to the needs of disadvantaged and transportation vulnerable populations, including but not limited to low to moderate income and minority populations.

18. Continue to seek input and engagement from transportation vulnerable communities as part of HRTPO's public involvement efforts.

19. Maintain and update the HRTPO website.

20. Leverage the HRTPO's Regional Connection YouTube channel to establish a videography archive to highlight and communicate HRTPO initiatives.

21. Update the Annual Title VI Goals and Accomplishments Report to incorporate updates over the fiscal year.

C. **End Products**

1. WE 1 – Community feedback and survey results for development of the 2050 LRTP and FY24-27 TIP, with documentation of outreach activities.
2. WE 2 – Innovative and engaging surveys and survey methodologies.
3. WE 3 – Publications and HRTPO outreach material.
4. WE 12 – Updated HRTPO Public Engagement Plan
5. WE 19 – Updated HRTPO website.
6. WE 20 – HRTPO Videos
7. WE 21 – Updated Annual Title VI Goals and Accomplishment Report

D. **Schedule**

1. WE 1-11 – Ongoing
2. WE 12 – Fourth Quarter
3. WE 13 – Ongoing
4. WE 14 – Ongoing
5. WE 15 – 18 – Ongoing
6. WE 19 – Ongoing
7. WE 20 – Ongoing
8. WE 21 – Fourth Quarter

E. **Participants**

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

F. **Budget, Staff, Funding**

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$336,336	$67,379		$403,745

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), Williamsburg Area Transit Authority (WATA), and Suffolk Transit to document the regional transportation planning work proposed to be carried out by the HRTPO, HRT, WATA, Suffolk Transit 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. Develop 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.

3. Monitor the progress and expenditures of UPWP tasks.

4. Produce the Annual UPWP Performance and Expenditure Report summarizing the HRTPO's work and accomplishments for the previous fiscal year.

C. End Products

1. WE 1 – Prepare and process amendments and administrative modifications, as necessary, to the approved FY 2025 UPWP.
2. WE 2 – Produce the FY 2026 UPWP document.
3. WE 3 – Produce quarterly UPWP progress reports.
4. WE 4 – Produce the required Annual UPWP Performance and Expenditure Report for the previous fiscal year in the mandated template and submit the final document to federal and state officials.

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Third and Fourth Quarter
3. WE 3 – Quarterly
4. WE 4 – First Quarter

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$68,799	$23,679		$92,478

6.0 REGIONAL FREIGHT PLANNING

A. Background

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

There has always been a federal emphasis on freight movement, particularly on the integration and connectivity of the transportation system across and between modes. However, in recent years the emphasis on freight planning on the federal level has increased. In 2015, the USDOT released the National Strategic Freight Plan. This plan, which was updated in 2020, describes the freight transportation system, assesses the various barriers to improvement, and highlights strategies to help support the freight transportation system through improved planning, dedicated funding streams, and innovative technologies. The plan also includes a Multimodal Freight Network (MFN) that encompasses not only highways but also the local roads, railways, navigable waterways, pipelines, key seaports, airports, and intermodal facilities necessary for the efficient and safe movement of freight.

Regional Freight Study

Due to the importance of freight movement in the regional transportation system, HRTPO staff prepares the *Hampton Roads Regional Freight Study* on a regular basis. The Regional Freight Study includes an analysis of foreign and domestic freight movement to, from, and within Hampton Roads for all transportation modes by weight and value for existing and future conditions. It also includes an analysis of the movement of trucks both within Hampton Roads as well as through the gateways of the region and identifies bottleneck locations with high levels of truck delay. HRTPO staff prepared the first Intermodal Management System (IMS) report in 1996, with updates to the IMS/Regional Freight Study released in 2001, 2007, 2012, and 2017. The Regional Freight Study is generally updated every five years in conjunction with the development of the regional Long-Range Transportation Plan, and an update was initiated in FY 2024 that will continue into FY 2025.

Regional Freight Facilities Inventory

The Hampton Roads region is home not only to the third largest port on the East Coast but also to a number of other freight generators such as private marine terminals, airports, distribution centers, manufacturing facilities, and military bases. These freight generators are connected by an extensive network of waterways, railroads, and highways.

The Regional Freight Facilities Inventory is a detailed data and mapping inventory of freight facilities in Hampton Roads. This inventory includes the types of freight-generating facilities described above as well as other critical freight generators. The inventory also includes waterways, railroads, and highways that are critical to moving freight into, out of, and throughout the region. Information on truck bottlenecks and intermodal conflict points (such as highway-rail crossings and movable bridges) is also included.

The Hampton Roads Freight Facilities Inventory is Geographic Information System (GIS) based and interactive, which allows users to obtain detailed information on each freight facility. The initial version of the Hampton Roads Freight Facilities Inventory was completed in FY 2023, and this tool will continue to be maintained and enhanced.

Maintaining Databases of Freight Data

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

Prioritizing Projects that Improve Freight Movement

Freight movement is accounted for in the HRTPO Project Prioritization Tool, which is used in the selection of projects for Regional Surface Transportation Program (RSTP) funding and for inclusion in the Long-Range Transportation Plan.

Freight Transportation Advisory Committee (FTAC)

In 2009, the HRTPO created the Freight Transportation Advisory Committee (FTAC), a body comprised of freight experts from public agencies and private companies. The mission of the FTAC is to "advocate on behalf of the systematic needs for the transport and movement of freight in the region. The FTAC will act as an advocate for freight issues and bring awareness of those issues to the public, key stakeholders, and policy makers."

The FTAC assists HRTPO staff with numerous regional transportation planning efforts including the Hampton Roads Regional Freight Study and freight aspects of the Project Prioritization Tool and the LRTP.

B. Work Elements (WE)

Work activities include the following:

1. Regional Freight Study

   As described previously, HRTPO staff prepares the *Hampton Roads Regional Freight Study* on a regular basis. An update to the Regional Freight Study was initiated in FY 2024 and will be completed in FY 2025.

2. Freight Transportation Advisory Committee (FTAC)

   - The HRTPO, in coordination with Virginia Port Authority (VPA) staff, will administer the day-to-day operations of the Freight Transportation Advisory Committee (FTAC).

- HRTPO staff will forward FTAC information and recommendations to the HRTPO Board and prepare technical research and analysis for the FTAC, as necessary.

3. Measure freight performance by:

    - Obtaining and analyzing vehicle classification data collected by VDOT and updating truck databases and shapefiles.
    - Tracking freight volumes and characteristics handled by the Port of Virginia and at competing East Coast ports.

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

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

6. Incorporate updates to the Hampton Roads Freight Facilities Inventory as necessary.

C. End Products

1. WE 1 – Regional Freight Study
2. WE 2 – FTAC – Technical research and analysis activities as requested
3. WE 3 – Updated freight databases and GIS shapefiles
4. WE 4 – Freight planning products, as requested
5. WE 5 – Freight Performance Measures and Targets included under Task 3.0 - Performance Management
6. WE 6 – Updated Hampton Roads Freight Facilities Inventory and documentation

D. Schedule

1. WE 1 – Second quarter
2. WE 2 – Ongoing
3. WE 3 – Ongoing
4. WE 4 – Ongoing
5. WE 5 – See Task 3.0 – Performance Management
6. WE 6 – Ongoing

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		$93,788		$93,788

7.0 SAFETY, SECURITY PLANNING, AND RESILIENCY PLANNING

A. Background

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

- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation

Safety Planning

The HRTPO has made roadway safety a priority in the transportation planning process due to the impact it has on both the transportation system and quality of life for Hampton Roads citizens.

The HRTPO prepares the *Hampton Roads Regional Safety Study* on a recurring basis. The Regional Safety Study includes information on regional crash data and trends, a detailed analysis of the locations of crashes, an inventory of general crash countermeasures, and an analysis of high crash locations with crash countermeasures. The first *Hampton Roads Regional Safety Study* was released in 2004, and updates were completed in 2014 and 2024. In addition, a focused analysis of potential crash factors related to recent recorded increases in accidents and fatalities in the Hampton Roads region was conducted in FY 2024.

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

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

Security Planning

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

Resiliency Planning

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

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

The HRTPO completed an update to the Hampton Roads Military Transportation Needs Study (2018 Update) in FY 2018 that included a flooding vulnerability analysis for "Roadways Serving the Military" by 2045. Regional and subarea maps were created to show roadways to/from military and supporting sites that may be vulnerable to flooding.

In FY 2025, HRTPO staff will continue to provide data assistance and participate in ongoing resiliency planning activities and meetings. HRTPO staff participates on a number of committees related to planning for sea level rise and climate change such as the HRPDC's Coastal Resiliency Committee and Coastal Resiliency Working Group. HRTPO staff will participate in EPA (U.S. Environmental Protection Agency) Region 3 bi-monthly conference calls and emails on emerging federal policy, regulations, and related proposals, and would allow for Commonwealth of Virginia staff to share experiences, questions, or problems related to their own climate mitigation-related activities. HRTPO staff also provides assistance to other stakeholders in their climate change and sea level rise planning efforts, such as the Volpe Center/USDOT Resilience and Disaster Recovery Tool Suite, VDOT/Virginia Institute of Marine Science, local and statewide universities, and consultants working on resiliency efforts.

In FY 2025, HRTPO staff plans to update the Sea Level Rise and Storm Surge Impacts to Roadways in Hampton Roads study that was completed in FY 2016. HRTPO staff plans to partner with HRPDC staff to conduct a GIS-based flooding vulnerability analysis for potential scenarios resulting from sea level rise, storm surge, and rainfall/recurrent flooding and their impacts to regional roadways by 2050 (next Long-Range Transportation Plan horizon year). The updated study will be called "Flooding and Sea Level Rise Impacts to Roadways in Hampton Roads". The results of this analysis will be incorporated into the HRTPO Long-Range Transportation Plan Project Prioritization Tool and will be made available for future Resiliency planning efforts in the region as requested by localities and stakeholders.

B. Work Elements (WE)

Safety

1. Update crash databases and GIS shapefiles using VDOT and DMV raw crash data.

2. Assist with the implementation of the Virginia Strategic Highway Safety Plan (SHSP). This will include continuing to participate on the SHSP Steering Committee, attending SHSP workshops, and participating in safety emphasis area group meetings.

3. Participate on safety-related committees such as DMV's Traffic Records Coordinating Committee (TRCC).

4. Assist VDOT and localities with Road Safety Audits (RSAs) and Safety Action Plans as requested.

5. Safety Performance Measures and Targets – Work related to federal safety performance measures and targets is included under Task 3.0 – Performance Management.

Security

6. Provide transportation/emergency management analysis for updates to VDOT's evacuation documents, e.g., Hurricane Lane Reversal Plan, as those updates occur.

7. Provide transportation/emergency management recommendations to the Virginia Department of Emergency Management (VDEM) for its work, including participation in VDEM's Hurricane Evacuation Coordination Workgroup (HECW).

8. Provide transportation recommendations to others conducting evacuation planning and research [e.g., Virginia Transportation Research Council (VTRC)], as those analyses occur.

Resiliency

9. Participate on committees related to planning for sea level rise and climate change. These committees currently include the HRPDC Coastal Resiliency Committee, HRPDC Coastal Resiliency Working Group, and EPA Region 3.

10. Provide assistance to other stakeholders in their climate change and sea level rise planning efforts, such as the Volpe Center/USDOT Resilience and Disaster Recovery Tool Suite, VDOT/Virginia Institute of Marine Science, and local and statewide universities.

11. Continue to improve the integration of transportation resilience in the LRTP planning process/HRTPO Project Prioritization Tool by coordinating with HRPDC staff resilience planning efforts and continuing to apply the Volpe Center/USDOT Resilience and Disaster

Recovery Tool Suite in the evaluation of projects as applicable in coordination with Task 1.0 Long-Range Transportation Plan.

12. Update the Sea Level Rise and Storm Surge Impacts to Roadways in Hampton Roads study that was completed in FY 2016. HRTPO staff plans to partner with HRPDC staff to conduct a GIS-based flooding vulnerability analysis for potential scenarios resulting from sea level rise, storm surge, and rainfall/recurrent flooding and their impacts to regional roadways by 2050 (next Long-Range Transportation Plan horizon year). The updated study will be called "Flooding and Sea Level Rise Impacts to Roadways in Hampton Roads".

C. End Products

1. WE 1 – Updated crash databases and GIS shapefiles
2. WE 5 – Safety Performance Measures and Targets included under Task 3.0 - Performance Management
3. WE 6 – Written analysis of and recommended improvements to VDOT's documents, as updates are issued.
4. WE 7 – Written transportation/emergency management recommendations concerning VDEM documents, as issued.
5. WE 8 – Written transportation recommendations to others for hurricane analyses, as draft documents are issued.
6. WE 12 - Flooding and Sea Level Rise Impacts to Roadways in Hampton Roads study.

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Ongoing
3. WE 3 – Ongoing
4. WE 4 – As requested
5. WE 5 – See Task 3.0 – Performance Management
6. WE 6 – As needed
7. WE 7 – As needed
8. WE 8 – As needed
9. WE 9 – Ongoing
10. WE 10 – Ongoing
11. WE 11 – Ongoing
12. WE 12 – Fourth quarter

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO		$75,153		$75,153

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8.0 TECHNICAL SUPPORT, RESEARCH, AND SPECIAL STUDIES

8.1 Technical Support, Research, and Coordination

A. Background

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

Past examples of event-driven and on-going topics which HRTPO staff address – in coordination with other agencies – by conducting research and analysis for the HRTPO Board have included:

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

(For HRTPO support of VDOT's VRTC, see section 9.0)

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 preparing project level planning studies.

3. Assist the Hampton Roads Transportation Operations Subcommittee (HRTO) with oversight of the preparation of the Operations Strategy for Hampton Roads.

4. Work with the HRTO, VDOT, and other stakeholders on any modifications or amendments to the Eastern Region ITS Architecture as necessary.

5. Administer Procedures for Closures at River Crossings – monitor usage of procedures established in FY 2014 for operators to follow when closing river crossings, maintain the email list used by operators to notify others of planned closures, and update the volumes in the spreadsheet developed for estimating the impact of closures. More details on this work in FY 2024 are provided in Task 8.3 – Procedures for Closures at River Crossings.

6. Regional Highway and Fixed Guideway Studies – Studies/Environmental Reviews of major regional projects and fixed-guideway transit (feasibility studies, Environmental Impact Statement development, etc.) are being conducted by other organizations: VDOT, HRT, etc. HRTPO staff assists its sister agencies with these studies by participating in stakeholder meetings, collaborating with stakeholder agencies on relevant data and analysis to inform the study process, and providing written reviews of interim work.

7. Special Work for the TTAC and HRTO – HRTPO staff will conduct analyses requested by stakeholders. When such analyses do not fall under any other UPWP sections, staff time will be charged to 8.1 Technical Support.

8. Coordinate with military stakeholders and continue planning efforts that build upon the Hampton Roads Military Transportation Needs Study: 2018 Update. This includes coordinating infrastructure and connectivity needs for Strategic Highway Network (STRAHNET) routes and other public roads that connect to Department of Defense facilities.

9. Support James City County staff with travel demand model (TDM) and scenario planning tools, running the County TDM (one to two times a year) and assisting County staff in interpreting results when possible.

10. Support discussions with regional stakeholders on regional air travel plans, services, and opportunities.

11. Support Planning District Commission efforts related to the regional Climate Pollution Reduction grant implementation process.

C. End Products

1. WE 1 – Documentation of event driven research and analysis, as necessary.
2. WE 2 – For federal, state, and locality-led initiatives, HRTPO staff will share data and provide written analyses, as requested.
3. WE 6 – For evaluations of major regional projects, HRTPO staff will prepare written comments.
4. WE 7 – For special work for the TTAC and HRTO, documentation will be prepared as necessary.
5. WE 8 – Documentation of coordination efforts, as necessary.
6. WE 9 – Run County TDM, providing outputs and documentation of assistance, as necessary.
7. WE 10 – Documentation of coordination efforts, as necessary.

8. WE 11 – Documentation of support efforts, as necessary.

D. Schedule

1. WE 1-11 – As needed.

E. Participants

HRTPO, HRPDC, 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		TOTAL
HRTPO	$348,136	$42,710		$390,846

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8.2 Active Transportation Planning

A. Background

The importance of Active Transportation (AT) to a complete multimodal transportation system has been recognized in federal, state, and local policies. Numerous policies, plans, codes, and regulations support increased focus on active transportation to provide healthy, pleasant, low-cost transportation choices for all users of the regional transportation network.

Building on the *Regional Trails in Hampton Roads* report (HRTPO, 2022), HRTPO staff will continue to achieve a more robust regional active transportation system by 1) staffing the Active Transportation Subcommittee, and 2) conducting studies for improving aspects of the AT system.

B. Work Elements (WE)

Planned tasks include:

1. Maintain regional active transportation GIS data.

2. Under guidance from the Active Transportation Subcommittee (ATS), help localities implement and/or improve aspects of the AT system.

3. Prepare newsletter articles highlighting trails in the region on an ongoing basis.

4. Coordinate with localities and other stakeholders on efforts to advance sections of the Birthplace of America Trail (BoAT).

5. Coordinate with localities and other stakeholders on efforts to advance sections of the South Hampton Roads Trail (SHRT).

6. Support Chesapeake's efforts in linking its Dismal Swamp Canal Trail to North Carolina's Dismal Swamp Trail.

C. End Products

1. WE 1 – Up-to-date regional active transportation GIS data.
2. WE 2 – Newsletter articles.

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Ongoing

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$108,219	$55,470		$163,689

8.3 Regional Procedures for Planned Closures at River Crossings Update

A. Background

In response to traffic disruptions resulting from the simultaneous closing of multiple river crossings, and in light of the fact that many different organizations operate river crossings in the region, HRTPO staff prepared a regional procedures document to help operators prevent or minimize these delays in 2013. As part of this effort, HRTPO staff developed *A Method of Estimating the Impact of Crossing Closures in Hampton Roads*, which included a spreadsheet to calculate river crossing closure impacts.

Since these procedures were developed, a number of improvements have been made to the regional transportation network, including the widening of the Midtown Tunnel, widening of the High Rise Bridge, replacement of the Gilmerton Bridge, and widening of the Veterans (Steel) Bridge. A number of improvements to river crossings are also ongoing, including widening the Hampton Roads Bridge-Tunnel.

In addition, a new regional travel demand model has been developed since the previous study. This new travel demand model includes new base year volume and socioeconomic data for the year 2017, after many of the recent improvements were completed.

This study will revisit the *Regional Procedures for Planned Closures at River Crossings* report to see if any changes are needed and update the Method of Estimating the Impact of Crossing Closures in Hampton Roads document and supporting spreadsheet to account for the recent and ongoing roadway improvements and updated travel demand model.

Work on an update to the *Regional Procedures for Planned Closures at River Crossings* began in FY 2023 and will continue into FY 2025.

B. Work Elements (WE)

1. HRTPO staff will work with the Hampton Roads Transportation Operations (HRTO) Subcommittee to determine if any changes should be made to the Regional Procedures for Planned Closures at River Crossings.
2. HRTPO staff will use the regional travel demand model and traffic volume data provided by VDOT and other operators of river crossings to update the Method of Estimating the Impact of Crossing Closures in Hampton Roads document.
3. HRTPO staff will use the model output and data from the Method of Estimating the Impact of Crossing Closures in Hampton Roads document to update the spreadsheet to Calculate River Crossing Closure Impacts.

C. End Products

1. WE 1 – Updated *Regional Procedures for Planned Closures at River Crossings* (if necessary).
2. WE 2 – Updated method of *Estimating the Impact of Crossing Closures in Hampton Roads* document.
3. WE 3 – Updated spreadsheet to *Calculate River Crossing Closure Impacts*.

D. Schedule

1. WE 1 – Fourth quarter
2. WE 2 – Fourth quarter
3. WE 3 – Fourth quarter

E. Participants

HRTPO, VDOT, HRTO Subcommittee, operators of river crossings, impacted localities

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$10,646			$10,646

8.4 Hampton Roads Regional Bridge Study

A. Background

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

HRTPO staff prepared updates to the Hampton Roads Regional Bridge Study in both 2012 and 2018. Both studies provided an updated analysis of bridge characteristics and conditions and included an analysis of the anticipated cost of sustaining bridge connections in Hampton Roads through the horizon of the Long-Range Transportation Plan.

HRTPO staff initiated an update to the Hampton Roads Regional Bridge Study in FY 2024 which includes similar work elements to those included in the 2018 study. Work on this study will be completed in FY 2025.

B. Work Elements (WE)

Work activities will include the following:

1. Gathering updated bridge inventory and condition data from VDOT and FHWA.
2. Updating background information from previous versions of the Regional Bridge Study.
3. Analyzing bridge characteristics and conditions in Hampton Roads and comparing bridges in Hampton Roads with those in other similar metropolitan areas.
4. Updating the analysis of the anticipated cost of sustaining bridge connections in Hampton Roads through the upcoming long-range transportation plan horizon period (2050).
5. Preparing a report documenting the analysis.

C. End Products

1. WE 1 – An updated regional bridge inventory spreadsheet.
2. WE 5 – Hampton Roads Regional Bridge Study.

D. Schedule

Third quarter

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$46,759			$46,759

8.5 Passenger Rail Planning

A. Background

The HRTPO has worked to improve passenger rail services to and from the Hampton Roads Region. Recently completed passenger rail planning efforts for Hampton Roads over the recent decade include:

Vision Plan

- Hampton Roads High-Speed and Intercity Passenger Rail, Preliminary Vision Plan (July 2010)
- Hampton Roads Strategic Long-Term High-Speed and Intercity Passenger Rail Plan- Phase 1B (Dec. 2010)
- Hampton Roads Passenger Rail Study, Data Collection- Phase 2A, Norfolk-Richmond Corridor (March 2013)
- Hampton Roads Passenger Rail Vision Plan Alternatives Analysis, Norfolk-Richmond-Washington (March 2014)
- Hampton Roads High Speed Passenger Rail Vision Plan (Nov. 2014)

Near-term Planning

- Review of two DRPT alternatives for Norfolk train #2 (technical review)
- Development and measurement of eleven alternatives for Norfolk train #3 (submitted to Norfolk and DRPT 15 Nov. 2019, addenda submitted 6 Jan 2020 and 11 Feb 2020)
- Preparation of "The Cost of Amtrak Tickets: How Virginia Compares to Other States" (FY21)
- Preparation of "Demographics of Hampton Roads Amtrak Passengers" (FY21).
- Preparation of "Improving Hampton Roads Passenger Rail Service" (FY24).

B. Work Elements (WE)

1. As an invited member of the Southeast Stakeholder Group, collaborate with members from the Virginia Department of Rail and Public Transportation (DRPT) and the Virginia Passenger Rail Authority (VPRA) to help steer the current "**Amtrak Long-Distance Service Study**" of the Federal Railroad Administration (FRA).
2. Continue participating in the **RVA757 Connects** 501(c)(3) organization to improve passenger rail service in and between the Richmond and Hampton Roads regions.
3. Meet regularly with the staffs of the **Virginia Department of Rail and Public Transportation (DRPT) and the Virginia Passenger Rail Authority (VPRA)** to discuss planned and potential passenger rail service enhancements for Hampton Roads.
4. Continue to monitor system **performance measures** (e.g. ridership, on-time performance, etc.).
5. In collaboration with DRPT and VPRA, **pursue improvements** to passenger rail service:
   - identified by the state:
     - A third train for the Peninsula (planned for 2026)
     - Three more trains for Norfolk ("2040 Alternative 2", *2022 Virginia Statewide Rail Plan*, DRPT)
   - identified in "Improving Hampton Roads Passenger Rail Service" (HRTPO, 2024):

- shuttle trains [or buses] connecting Hampton Roads with existing trains serving the South at Richmond/Petersburg [and Charlottesville]
- reducing delay—as feasible—on tracks between Chesapeake and Norfolk

6. Seeking input from DRPT and VPRA, aggregate relevant current planning efforts needed to conduct preliminary analysis for selecting a geographically feasible **site for the proposed Suffolk rail station**:
   - Consider current DRPT and VPRA planning for the Commonwealth Corridor as regards the proposed Suffolk rail station.
   - The city of Suffolk intends to begin the FRA required Feasibility study for location and Cost Analysis and the required Ridership and Revenue Study in the FY 28-29 city budget year.
   - Consider downtown and the adjoining local area as candidates.
   - Consider physical constraints, e.g. existing grade crossings which would have to be closed to accommodate the station siding.

C. End Products

1. WE 1 – oral and written comments aligned with regional advocacy priorities
2. WE 2 – as appropriate
3. WE 3 – as appropriate
4. WE 4 – newsletter articles
5. WE 5 – as appropriate
6. WE 6 – HRTPO report

D. Schedule

1. WE 1 – ongoing
2. WE 2 – ongoing
3. WE 3 – ongoing
4. WE 4 – ongoing
5. WE 5 – ongoing
6. WE 6 – FY25

E. Participants

VPRA, DRPT, Richmond, Charlottesville, Suffolk, the public

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO		$61,166		$61,166

8.6 Special Studies

A. Background

Beyond the required areas of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Congestion Management Program (CMP), and public involvement, each year HRTPO staff conducts special research and analysis. In recent years, these efforts have addressed the following topics:

- Tolling
- Military
- Bike and Ped
- Economics
- Freight
- Public Transit
- Traffic Engineering
- Demographics
- Rail
- Evacuation

Some of these special studies are placed under this task.

B. Work Elements

Best Practices for Reserving Right-of-Way for Future Roadway Improvements

Given the high cost of obtaining right-of-way once a highway project has begun, some localities have successfully reserved right-of-way—at no expense to the locality—along the highway frontage of developments during the development review process. Gloucester County has asked HRTPO staff to document these best practices so that it may consider adopting them.

Some key questions:

- Which localities are doing this?
- How is the needed amount of right-of-way (ROW) determined?
- Is ROW dedicated during the site or subdivision approval process?
- At what level of project development does a roadway improvement project need to be (i.e. fully engineered, funded, or just planned), to obtain right-of-way from adjacent parcels when they go through a site plan or subdivision approval process?
- Are any localities requiring that easements be granted for utilities adjacent to the roadway?

Development of Tool for Finding Underperforming Signalized Intersections

When looking for underperforming signalized intersections, because intersections with higher traffic volumes typically have higher delays per vehicle, the appropriate question is not “Which intersections have higher delays?”, but “Which intersections have higher delays *than expected given their traffic volume*?” This unexpected delay could be calculated as follows:

unexpected delay (UD) = actual delay (AD) – expected delay (ED)

Unfortunately, local traffic engineers do not have good data on either AD or ED. Concerning delay at signalized intersections, traffic engineers currently have the following data:

- Actual congestion of the four *road segments adjacent* to a typical signalized intersection (e.g. red, yellow, and green segments)- this does not provide summary information on the intersection itself

- *Modeled congestion* of signalized intersections (i.e. control-delay-per-vehicle, e.g. from Synchro)- this is a calculation of what may be occurring in the field, as opposed to actual field data.

Fortunately, transportation data company INRIX recently started gathering control-delay-per-vehicle (by movement) at signalized intersections from actual ("connected") vehicles in the field and providing this actual delay (AD) data—i.e. half of the data needed to calculate unexpected delay (UD) according to the above equation—to subscribers for a fee. Concerning the other half of the data needed—expected delay (ED)—HRTPO staff proposes to use a set of this INRIX-supplied AD data to develop a model that will calculate ED by:

> Regressing the AD data from a sufficient number of intersections (say 50, the minimum size of data sets sold by INRIX) against their traffic volumes (in this case, the "overall critical volume", i.e. the sum of a] the largest opposing thru-plus-left volumes for the north-south legs, plus b] that of the east-west legs).

Although the cost of a year's worth of AD data for 50 signals from INRIX—$25,000—is beyond the HRTPO data budget, VDOT is reportedly considering purchasing AD data for VDOT signals in the Salem and Hampton Roads districts. The subject HRTPO modeling is **contingent on VDOT purchasing INRIX signalized intersection data**.

Regardless of the location of the purchased data—Hampton Roads District or otherwise—the preparation of an HRTPO unexpected delay (ED) model could be used by any traffic engineer who has AD data—be they working in Hampton Roads, in Virginia, or in the US—to identify underperforming intersections. If the location of the purchased data includes the Hampton Roads District, HRTPO staff could apply the HRTPO ED model (once developed) to that data to identify underperforming signals in the Hampton Roads District, and then inspect these intersections (e.g. via Google Maps) to determine what might need fixing (e.g. timing, detectors, turn lanes, etc.).

Micro-transit Research for WATA

In the interest of reducing operational costs, WATA wishes to pursue the feasibility and acceptability of micro-transit service in portions of its service area, possibly to replace some of its routes with lower ridership. Questions include:
- What are the start-up and operating costs associated with micro-transit?
- Is a hybrid option feasible, e.g., micro-transit for portions of the day and fixed route other portions of the day?
- Will it meet the needs of a particular route, i.e. is it feasible?
- Will it result in cost savings, i.e. is it acceptable?
- When might WATA see a return on investment?

- What other agencies have implemented micro-transit and what were the successes, failures, and challenges?
- How might WATA implement micro-transit if both are feasible and acceptable?

C. End Products

Standard HRTPO reports

D. Schedule

FY 2025

E. Participants

USDOT; VDOT; HRTPO members including Gloucester County; and other federal, state, and local agencies.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$116,539			$116,539

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8.7 Hampton Roads Rail Crossing Study

A. Background

The Port of Virginia is one of the most important drivers of the Hampton Roads economy. However, the waterways and railroads that support the Port of Virginia also create a number of intermodal conflict points, which are locations in the transportation system where one mode crosses – and impedes – the flow of another mode.

The most common intermodal conflict point is where roadways and railroads intersect. These highway-rail crossings – where they occur at the same level or grade – can cause not only extensive delays for roadway travelers but also contribute to a number of collisions between trains and vehicles each year.

There are over 600 highway-rail crossings on public roadways in Hampton Roads. Of these, 146 crossings are grade-separated, meaning the roadway traverses over or under the railroad without any conflict. The remaining crossings are at-grade, resulting in conflicts between users of the roadways and railroad. Over 1.6 million vehicles cross these at-grade crossings each day.

The Infrastructure Investment and Jobs Act (IIJA) created a number of new funding programs. One of these programs – the Railroad Crossing Elimination Program – provides $3 billion in funding nationally over five years to eliminate or separate at-grade rail crossings. This is in addition to providing additional funding for the existing Railway-Highway Crossings Program (RHCP), which was created to enhance safety at rail crossings.

Based on this new funding and the importance of freight movement to the Hampton Roads economy, the HRTPO Freight Transportation Advisory Committee (FTAC) recommended that HRTPO staff prepare a regional Rail Crossing Study to prepare and better position the region for the new federal funding sources.

Work on the Hampton Roads Rail Crossing Study was initiated in FY 2023 and largely conducted throughout FY 2024 and will be completed during FY 2025.

B. Work Elements (WE)

Work activities will include the following:

1. HRTPO staff updated the inventory of at-grade crossings in the region. This includes the location of the crossing, the number of vehicles and trains using the crossing each day, and other pertinent information.
2. HRTPO staff will research federal funding programs that improve at-grade crossings including the Railroad Crossing Elimination Grant and Railway-Highway Crossings Programs.
3. HRTPO staff will coordinate with localities, particularly those significantly impacted by at-grade crossings.
4. HRTPO staff, in coordination with the TTAC, FTAC and other stakeholders, will prioritize at-grade crossings throughout the region for replacement with grade-separated

crossings. This prioritization will be based on federal guidance, stakeholder input, coordination with DRPT efforts, and HRTPO research of other areas.

5. HRTPO staff will analyze these prioritized at-grade crossings to evaluate candidate projects and document the data that would be required for producing applications for grant programs for these projects.
6. HRTPO staff will prepare a final report documenting these work elements.

C. End Products

1. WE 1 – An updated regional rail crossing inventory spreadsheet.
2. WE 6 – Hampton Roads Rail Crossing Study.

D. Schedule

1. WE 1 – First quarter
2. WE 6 – First quarter

E. Participants

HRTPO, VDOT, DRPT, FTAC, Localities

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$45,759			$45,759

9.0 HRTPO ADMINISTRATION

A. Background

This task accounts for the administrative support necessary for the maintenance of the Hampton Roads Transportation Planning Organization (HRTPO) processes, including participation in technical committees led by federal, state, and local governments.

Under the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991, the planning and programming responsibilities of metropolitan planning organizations were significantly increased – becoming broader and more comprehensive. Most of the new requirements were continued and others were added or expanded in the *Transportation Equity Act for the 21st Century (TEA-21)*, signed into law on June 9, 1998; as well as the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, signed into law on August 10, 2005; *Moving Ahead for Progress in the 21st Century* (MAP-21), signed into law on July 6, 2012; *Fixing America's Surface Transportation (FAST) Act,* signed into law on December 4, 2015; and the current federal transportation act, *Infrastructure Investment and Jobs Act (IIJA)*, commonly referred to as the *Bipartisan Infrastructure Law* (BIL), signed into law on November 15, 2021.

The IIJA, 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 *C*ontinuing and *C*omprehensive transportation planning process be carried out *C*ooperatively by states and local governments.

HRTPO staff monitors developing legislation and works to keep the Board well-informed with regard to potential impacts of such legislation.

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

B. Work Elements (WE)

Work activities include the following:

1. Administration of PL, SPR, and Section 5303 grants.

2. Administration of pass-through agreements with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and Suffolk Transit.

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. Coordination of HRTPO attorney comments and recommendations on legislation.

6. Preparation of quarterly and annual financial reports and summaries of progress during the fiscal year.

7. Preparation of intergovernmental reviews, as necessary.

8. HRTPO staff training – may include technical training as well as participation in workshops and conferences.

9. HRTPO staff participation in statewide and national organizations including the Virginia Association of Metropolitan Planning Organizations (VAMPO) and the Transportation Research Board (TRB).

10. HRTPO participation in meetings of the Commonwealth Transportation Board (CTB).

11. Updating and revising the HRTPO Board Member Handbook, as necessary.

12. Preparation of agendas, minutes, and associated materials for HRTPO Board meetings.

13. 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. Community Advisory Committee (CAC)
    d. Freight Transportation Advisory Committee (FTAC) – administrative work to be performed by Virginia Port Authority and HRTPO staff
    e. Hampton Roads Regional Legislative Committee
    f. Transportation Programming Subcommittee (TPS)
    g. Hampton Roads Transportation Operations (HRTO) Subcommittee
    h. Long-Range Transportation Plan (LRTP) Subcommittee
    i. Active Transportation Subcommittee (ATS)
    j. TRAFFIX Subcommittee (TS)
       HRTPO staff will provide support to the TS as it oversees TRAFFIX annual budget and work, format and content of TRAFFIX annual report, budget and work revision requests, etc.

14. 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. VTRC's System Operations Research Advisory Committee (SORAC)
    c. VTRC's Transportation Planning Research Advisory Committee (TPRAC)
    d. Regional Concept for Transportation Operations – Traffic Incident Management (RCTO-TIM) Working Group

15. Support of and participation in informal work groups and advisory committees, as appropriate.

16. Coordination of orientation and other training for HRTPO Board members and members of advisory committees.

17. Provision of interagency coordination and attending meetings of local governments, local transit operators, and state transportation departments, as well as other agencies, as appropriate.

18. Preparation of grant applications for Federal and State funding of transportation infrastructure in the Hampton Roads region.

19. Maintenance of IIJA and other funding resources spreadsheets.

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 the HRTPO Board, as necessary
4. WE 4 – Annual Legislative Agenda
5. WE 6 – Quarterly and annual financial and progress reports delivered to VDOT
6. WE 11 – Updates to the HRTPO Board Member Handbook, as necessary
7. WE 12 – Agendas, minutes, and associated materials for monthly HRTPO Board meetings
8. WE 13 – Agendas, minutes, and associated materials for meetings of advisory committees and subcommittees
9. WE 18 – Completed and submitted State and Federal grant applications for RAISE, MEGA, INFRA, and other funding programs from the IIJA as information becomes available.
10. WE 19 – Periodic updates to funding spreadsheet.

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 – Ongoing
6. WE 6 – Quarterly
7. WE 7-11 – Ongoing
8. WE 12 – Monthly
9. WE 13 – As needed
10. WE 14-17 – Ongoing
11. WE 18 – Ongoing
12. WE 19 – Ongoing

D. Participants

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

E. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	$967,712	$138,981		$1,106,693

Last Revised 11/21/24 (See List of Revisions, Page vi, for details)

10.0 TRANSIT PLANNING

10.1 HRTPO Coordination of Regional Transit Planning Process

A. Background

This work task concerns two components of public transit planning with which the HRTPO has been charged:

a. Coordinating the regional transit planning process, and
b. Providing staff support to the Regional Transit Advisory Panel (RTAP).

1. Chapter 856 of the Virginia Acts of Assembly approved May 18, 2018 (and Code of Virginia §33.2-286 Urban transit agency strategic plans) charges the HRTPO with **coordinating the regional transit planning process**:

   "In addition to developing and updating a strategic plan pursuant to this section, in all planning districts with transit systems collectively serving population areas of not less than 1.5 million nor more than 2 million, such transit systems shall develop a regional **transit planning process coordinated by the federally designated Metropolitan Planning Organization**. Such planning process shall include the identification and prioritization of projects, the establishment of performance benchmarks that incorporate state and federal requirements, the development and implementation of a regional subsidy allocation model, and the distribution of funds solely designated for transit and rail and that are administered by a regional body authorized by this Code to enter into agreements for the operation and maintenance of transit and rail facilities."

2. Chapter 1241 of the Virginia Acts of Assembly approved April 22, 2020 charges the HRTPO with **establishing a Regional Transit Advisory Panel (RTAP)**:

   "3. That the Hampton Roads Transportation Planning Organization shall **establish a regional transit advisory panel** composed of representatives of major business and industry groups, employers, shopping destinations, institutions of higher education, military installations, hospitals and health care centers, public transit entities, and any other groups identified as necessary to provide ongoing advice to the regional planning process required pursuant to ɜ 33.2-286 of the Code of Virginia on the long-term vision for a multimodal regional public transit network in Hampton Roads."

B. Work Elements (WE)

HRTPO staff will conduct transit planning in response to the two charges:

1. In response to Chapter 856, HRTPO staff **coordinates the regional transit planning process** by:

   a. Administering the Regional Transit Cooperation Working Group (RTCWG) comprised of the local transit agencies (HRT, WATA, Suffolk Transit). The RTCWG provides a forum for the exchange and sharing of all current planning efforts and other major issues for the three transit providers in the region. HRTPO staff will

prepare RTCWG agendas, send invitations, and prepare minutes for meetings convened on a quarterly basis, enabling the agencies to:

i. Ensure sound connections between their systems
ii. Share common problems and solutions

2. In response to Chapter 1241, HRTPO administers and provides staff support to the RTAP as described under Task 15.0.
3. Provide technical assistance to the regional transit agencies through participation in committees and also on individual projects and special studies as requested.

C. End Products

1. WE-1 – Meeting minutes
2. WE-2 – As needed
3. WE-3 – As needed

D. Schedule

1. WE-1 – Quarterly
2. WE-2 – FY24
3. WE-4 -- Monthly

E. Participants

HRTPO, HRTAC, RTAP, HRT, WATA, Suffolk Transit, DRPT, localities, and the public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	TOTAL
HRTPO		$34,031	$34,031

10.2 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 details services, collected and assembled information on service characteristics, operating statistics, financial results, service quality, performance measures and ridership data for fixed routes, 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 the six-member cities. Continued compliance with the Americans with Disabilities Act, and Title VI of the Civil Rights Act will 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 capital improvement and the use of flexible funding for innovative and experimental service implementation. The TDCHR staff will continue to coordinate with locality and HRTPO staff to develop service and capital improvement plans through the TSP and TIP planning processes.

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 – Annual Transportation Service Program (TSP) Draft (10/1/2024) and Final (5/27/2025)
2. WE 2 – Year End Performance Report – 12/31/24

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	CO5303	TOTAL
HRT	$150,000	$43,526	$193,526

(Last Revised 11/21/24 (See List of Revisions, Page vi, for details)

10.3 WATA Performance Monitoring and Evaluation

A. Background

The Williamsburg Area Transit Authority is organized under Chapter 33 of Title 33.2 of the Code of Virginia. The Authority was created as a political subdivision of the Commonwealth of Virginia with its main purpose being to prepare and implement a regional transit plan for all or a portion of the areas located within the jurisdictional boundaries of each member locality.

The Authority currently provides public transportation services to James City County, the City of Williamsburg, the Bruton District of York County, the College of William & Mary, and the Colonial Williamsburg Foundation. Service extends to Newport News (Lee Hall) to provide connections with Hampton Roads Transit (HRT) and a route to Surry County via the Jamestown-Scotland Ferry.

The Authority's mission is "To provide safe, efficient, and accessible public transit to residents and visitors in the Williamsburg area." As public transportation faces disruption in the industry, WATA is committed to the planning necessary to provide a transit system that meets the needs of citizens and visitors.

B. Work Elements (WE)

The scope of work that supports Authority activities is as follows:

1. **Service Planning –** WATA engages in continuous evaluation of its services and makes changes as needed. The most recent service changes of note were implemented in November 2022 which created Route 12 and Route 12A. This Work Element includes fixed-route service and ADA complementary paratransit service. WATA is experiencing growth in its ADA service of over twenty percent (20%) per year. The Authority has begun work on its new Transit Strategic Plan (TSP), with completion scheduled for FY2024. This Work Element also includes the planning and evaluation of WATA's physical stop locations (sign replacement, shelter repairs, and stop upgrades/enhancements).

2. **Performance Monitoring -** WATA monitors service performance to ensure that resources are being used to provide effective and efficient service. On-time performance, accidents/incidents, revenue hours, and revenue miles are some of the common measures. These measures are used to inform service planning and potential improvements. Data is compiled and reported to DRPT on a monthly basis and to National Transit Database (NTD) on an annual basis. The Public Transportation Agency Safety Plan (PTASP) is a recent requirement that requires the annual updating of performance data.

3. **Financial Planning and Programming –** WATA applies for and administers awards from FTA and DRPT to support both operational and capital expenses. This funding requires preparation and updating of the Transportation Improvement Program (TIP) and coordination with local partners to provide matching funds. Awards from FTA and DRPT are managed to ensure consistency with approved programs and compliance with award requirements and eligibility criteria.

4. **Procurement Planning and Programming -** WATA must coordinate its procurement plans to ensure that funding of the goods and services necessary for operation is done in compliance with all applicable laws and regulations. It is also critical that capital expenditures are programmed in a timely manner according to funding availability and operational needs. As a recipient of federal funding, WATA also sets goals and plans for participation in projects by Disadvantaged Business Enterprises (DBEs).

5. **Public Participation –** WATA performs a variety of public outreach as a recipient of state and federal funding. This outreach includes engaging with the public to ensure that WATA service is not operating in a discriminatory manner as prohibited

C. End Products

1. WE 1 – Annual Service Plan, Annual Fleet Plan; Transit Development Plan Update; Service Schedules/Alerts; Transit Asset Management (TAMS) Updates
2. WE 2 – Public Transportation Agency Safety Plan Update; NTD Reports; DRPT (OLGA) Reports
3. WE 3 – TIP Updates; Annual Operating and Capital Budgets; Monthly and Quarterly Reports; Five-Year Capital Improvement Program
4. WE 4 – Annual Capital Budget, Five-Year Capital Improvement Program; Monthly and Annual Procurement Plan; Semiannual DBE Reports; Solicitations (i.e., Requests For Proposals, Invitations For Bids)
5. WE 5 – Public Notices, Public Hearings; Advisory Committee Meetings; Title VI Plan Triennial Update; DBE Program and Triennial Participation Goal Updates

D. Schedule

1. WE 1 – Quarterly, Semiannual, and Annual Reports
2. WE 2 – Monthly, Quarterly, Semiannual, and Annual Reports
3. WE 3 – Monthly, Quarterly, Semiannual, and Annual Plans and Reports; TIP Updates as needed
4. WE 4 – Monthly, Semiannual, and Annual Plans and Reports; Solicitations as needed
5. WE 5 – Monthly and Quarterly Meetings; Notices and public hearing as needed; Monthly Board of Directors' Meetings; Ongoing online outreach through social media and Authority website

E. Participants

WATA Board of Directors, WATA Advisory Committee, James City County Purchasing, General Public, HRTPO, DRPT, HRT, Suffolk Transit, FTA, and other local, state, and federal agency staff.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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10.4 Suffolk Transit Performance Monitoring

A. Background

Suffolk, Virginia is a mixed-use community of approximately 429 square miles and a population of approximately 90,400. The City is comprised of a downtown central district (comprised of commercial, industrial and residential areas), a predominately suburban, commercial and tech district in the northeast and agricultural areas in the south and west. The City is experiencing significant growth and has a strong, vibrant economy.

The City of Suffolk currently operates a transit system (Suffolk Transit) in the downtown and northeastern parts of the City with connecting service between. Suffolk Transit (ST) is a division of the Department of Public Works and provides public transit service and paratransit service for its citizens. The City owns the buses but utilizes a service contractor as the service provider for operations.

Suffolk Transit's system currently operates six (6) routes identified as Green, Orange, Red, Yellow, Purple, and Pink on the weekdays. Beginning in July of 2018 Suffolk Transit extended weekday hours on the Yellow Route, the Red Route, and the Pink Route. Suffolk Transit also began operating five (5) routes identified as Green, Orange, Yellow, Purple, and Pink on Saturdays. Weekday service runs from 6:30 am to 8:30 pm and Saturday service runs from 7:30 am to 4:30 pm.

The City maintains a fleet of two (2) Champion Challenger 19 passenger body-on-chassis buses and six (6) Starcraft Allstar 19 passenger body-on-chassis buses and three (3) Starcraft Allstar XL 24 passenger body-on-chassis buses. The vehicles are equipped with an Intelligent Transportation System (ITS) that is contracted through ETA Transit. This system provides vehicle tracking and Automated Passenger Counters (APCs).

The current service contractor works closely with City staff to provide the best transit service possible. Suffolk Transit reported 75,266 unlinked passenger trips and logged over 399,914 revenue miles for FY 2022 and 75,077 unlinked passenger trips with over 420,137 revenue miles for FY 2023.

Funding sources include Federal and State transit grants, local contributions, vehicle advertisement revenue, and fare box recovery.

B. Work Elements (WE)

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

1. **Objectives and Measures –** Objectives, goals, and strategies are formulated and established as part of the *Transit Strategic Plan* for Suffolk Transit 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 annual reports to City Council, State, and Federal partners.

2. **Routine Service Consumption and Performance Monitoring** – Service monitoring and data collection on service characteristics (i.e., trip purpose, fares, revenue miles, etc.), service efficiency (cost per mile), service effectiveness (riders per mile and hour, etc.), and service quality (i.e., service disruptions and accidents, customer complaints, etc.). The information gathered will allow staff to identify developing issues and increase our ability to help Suffolk Transit shape policy, improve customer service and meet State and Federal requirements. Through the utilization of Suffolk Transit's Intelligent Transportation System (ITS) and Automated Passenger Counters (APCs) more data is being collected, which will support the Agency's performance efforts.

3. **Annual financial and performance reporting** – Information collected from performance monitoring, financial system information, and the annual Comprehensive Annual Financial Report (CAFR) will be used to compile reports required by state and federal agencies. Annual financial audit for NTD. In FY2022, Suffolk Transit prepared and submitted several documents for the Department of Rail and Public Transportation compliance review and for the FTA COVID-19 Relief ECHO Review.

4. **Evaluation of Existing, Proposed, and Potential Service** – Annual evaluation of the performance of existing service entails computation of performance data and ratios to determine service effectiveness and efficiency. Coordination with the most recent Transit Strategic Plan completed in FY20 for implementation of service recommendations. 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 (NTD).

5. **Federal Data Requirements** – The federal reporting system continues in the TrAMS data system. Reports are developed in a number of formats to accommodate local, state, and federal government needs. The reports 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.

C. End Products

1. WE 1 – During FY 2020 Suffolk Transit completed the agency's Transit Strategic Plan (TSP). The TSP will receive a minor update in FY 2025. These reports will promote efficient management and operation of Suffolk Transit.
2. WE 2 – Internal performance reports to help measure service efficiency, service effectiveness, and service quality which will allow Suffolk Transit to monitor ongoing system and financial performance and compile reports as requested for other departments or outside agencies. APCs will also be evaluated through these performance reports.
3. WE 3 – Compliance with annual State audit and National Transit Database reporting to demonstrate compliance, financial condition, and performance metrics to state, and federal partners.

4. WE 4 – Suffolk Transit continues to implement the recommendations from the Transit Strategic Plan completed in FY 2020. As changes to service are made and additional service areas are added as a result of the TSP, Suffolk Transit will regularly be monitoring the data to ensure these changes and service additions are effective and increase efficiency. There will also be annual updates made to the TSP to meet the requirements of DRPT. Additionally, continued monitoring of the ITS system will enhance reporting capabilities.
5. WE 5 – DRPT performance reports and National Transit Database on-going monthly and annual reports. Updates of Limited English Program, Disadvantaged Business Program, and Title VI.

D. Schedule

1. WE 1 – Ongoing departmental monthly reports and annual reports/presentation to City Council and outside organizations upon request.
2. WE 2 – Ongoing monthly, quarterly, and annual reports.
3. WE 3 – The State Audit and NTD have monthly, quarterly, and annual reporting requirements. Additional requirements upon request.
4. WE 4 – Ongoing monthly, quarterly, and annual Transit Strategic Plan reports/presentations updates.
5. WE 5 – Ongoing activity.

E. Participants

City of Suffolk, HRTPO, DRPT, FTA and other local, state, and federal agencies staff.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303		TOTAL
SUFFOLK TRANSIT	$10,000		$10,000

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10.5 HRT Disadvantaged Business Enterprise (DBE) Planning

A. Background

As a recipient of over $250,000 in Federal Transit Administration (FTA) grant funds, Hampton Roads Transit (HRT) is required to have a DBE program in place and submit any significant changes in the program for approval. As a result, it is necessary for HRT to measure and identify the availability and utilization of DBEs in the external procurement practices of HRT. Procurement opportunities should also be reviewed and projected on an annual basis. There is also a need to review, on a continuing basis, HRT's compliance with the DBE program requirements codified in 49 CFR Part 26. In particular, HRT is required to establish a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently is actually performed by the DBEs to which the work was committed. DBE participation on relevant procurements must also be reviewed to determine if the DBE is performing a commercially useful function as a part of DBE program compliance. The ongoing assessment/evaluation process is critical to ensure full compliance with the federal requirements and continuation of funding from the FTA.

B. Work Elements (WE)

Work activities include the following:

1. 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 business community partners to conduct workshops which focus on the opportunities available and how one is able to position themselves to do business with Hampton Roads Transit. This process will continue throughout the year and its frequency is based on HRT's need for contracted services at any given time or community requests for HRT's participation in minority business outreach initiatives.

2. Development and research into the determination of the agency's overall triennial goal and means by which to realize such an established goal. Although the goal should be submitted once every three years, HRT will work continuously to ensure that the goal remains feasible on a year-to-year basis.

3. Conduct a review of the subcontracting opportunities for DBE firms on new procurements and set feasible individual contract goals.

4. Conduct periodic DBE Commercially Useful Function (CUF) reviews to make sure that DBEs are participating and performing the assigned tasks on procurements with established DBE goals.

5. Conduct a review of payments to ensure that prime contractors promptly pay DBE subcontractors for satisfactory performance of their contracts no later than 10 days from receipt of each payment HRT makes to the prime contractor.

6. Submit semi-annual reports via FTA TrAMS: June 1, 2024 and December 1, 2024.

C. End Products

1. WE 1 – Increase in the number of DBE certified firms in the Virginia UCP resulting in more contracting opportunities for small businesses within both the Hampton Roads region and the Commonwealth of Virginia.
2. WE 2 – Established relationships with area business development centers and increased awareness of DBE opportunities at Hampton Roads Transit.
3. WE 3 – Assurance that the agency's overall goal satisfies federal requirements.
4. WE 4 – Documented compliance for DBE participation on HRT procurements.
5. WE 5 – Documented compliance for DBE prompt payment on HRT procurements with DBE goals.
6. WE 6 – Accountability via Semi-Annual Reporting via FTA's TrAMS.

D. Schedule

The completion of the items detailed is as follows:

1. WE 1 – Ongoing
2. WE 2 – Ongoing
3. WE 3 – Semi-Annually (June 1 and Dec. 1)
4. WE 4 – Ongoing
5. WE 5 – Ongoing
6. WE 6 – Annual Evaluation: Dec. 1

7. Participants

HRT staff.

E. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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

A. Background

The Transportation Demand Management (TDM) program, which is also referred to as the commuter assistance program, for Hampton Roads (TRAFFIX) is a coordinated regional approach to the mitigation of traffic and traffic congestion and to maintain and/or improve the quality of life for residents. This can be accomplished by encouraging ridesharing (carpooling/vanpooling), transit usage, including bus, light rail and ferry, walking/biking, working remotely, and working with city/regional comprehensive planning agencies for incorporation of TDM alternatives in land use in policy decisions.

The TRAFFIX program covers an extensive geographic area, serving the entire Hampton Roads Planning region. TRAFFIX has been functionally organized as follows:

- Marketing and Outreach
- Multimodal Ride Matching
- Research, Management, Planning, and Organization
- Administration

The Hampton Roads Transportation Planning Organization (HRTPO) allocates funding for and has oversight of the TRAFFIX program. The Transportation District Commission of Hampton Roads (Hampton Roads Transit) operates the TRAFFIX program. HRT manages TRAFFIX operations and coordinates the annual HRTPO funding application and Transportation Improvement Program (TIP) process for funding of the TRAFFIX program. After the HRTPO's approval of funding allocation in the TIP, the funding is administered by DRPT, which executes a project agreement between HRT and DRPT for the operation of the TRAFFIX program. HRT submits a reimbursement request to DRPT for TRAFFIX operational expenses.

The HRTPO administers the TRAFFIX Subcommittee (TS), which is comprised of staff members from HRT, FHWA, VDOT, DRPT, HRTPO, and the region's cities and counties, all of whom are voting members of the HRTPO Transportation Technical Advisory Committee (TTAC). The TS provides policy guidance regarding program management and operations. TRAFFIX program management includes the organizational development, staffing, strategic planning, program budget/funding, program development, program implementation, coordination, supervision, and special task-oriented discussions.

- The TS 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 TS meets three times a year.
    i. Feb/March meeting: Ideas for upcoming fiscal year (FY) Work Programs
    ii. June/July meeting: Work Program and budget for approval
    iii. Oct/Nov meeting: Annual Report for approval
- The TS 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 goals and objectives including a description of work activities, associated staff requirements, and budget and evaluation criteria for each activity. The Work Program is approved by the TS and then presented to and approved by the HRTPO Transportation Technical Advisory Committee and the HRTPO Board. Updates to the Work Program will be provided at each TS meeting, and include the following: Activity description, progress update, budget, and percent complete, as well as periodic reports and program updates that will be made to stakeholder groups through various social media components and newsletters.

B. Work Elements (WE)

Work activities include the following:

1. **Outreach**

   a. Identify and outreach to employers, colleges and universities, and any other entity that can benefit from ridesharing (carpooling/vanpooling), working remotely, using public transit, walking/biking to and/or from work or school in an overarching effort to reduce or mitigate congestion, reduce pollution, reduce commuter stress, and enhance the overall quality of life for residents in Hampton Roads.

   b. GoPass365: Increase the number of participants – employers and employees. This program was created 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 SOVs off the road, reduce pollution and provide a more stress-free ride to work. This is done through an employee or school paid program that does not cost the rider a fare.

   c. Park and Ride Lot Use: TRAFFIX staff will encourage the use of park and ride lots for carpooling, vanpooling, and transit users and suggest potential locations for new park and ride lots to the TS. TRAFFIX will also report maintenance and safety issues to the VDOT, or other lot owners, as they arise.

   d. Vanpool Stipends and Incentives: Collaborate with vanpool providers to solicit new vanpools in the area while managing existing vanpools. Stipends have been provided to start and continue vanpools, as well as offer monthly stipends to increase ridership.

   e. ConnectingVA Ride Home Rewards/Guaranteed Ride Program – TRAFFIX offers commuters who use carpool, vanpool, and transit a guaranteed ride home during the workday if an emergency or illness arises.

2. **Marketing**

   The TRAFFIX Program Management (Director/Manager) is responsible for implementing creative types of marketing to encourage commuters to rideshare (carpooling/vanpooling, transit, including bus, light rail and ferry), walk/bike, and work

remotely, log their trips and earn rewards in the ConnectingVA mobile app, the state approved ride matching and rewards system. TRAFFIX will create a plan for marketing and advertising proposals and advertise the merits of the TRAFFIX program through newspapers, transit advertising, social media and internet advertising, billboards, and other creative methods. Furthermore, TRAFFIX will advertise and market all special events and campaigns throughout the year to include:

- Vanuary
- Rideshare The Love
- DRPT
- Earth Day
- Bike Month/Day
- Discover Transit
- Rideshare Month
- Transportation Fairs
- HRT Free-Fare Days
- Other local and regional events

3. **Administration**

Organizational development has been and must continue to be prioritized for TRAFFIX to be successful in achieving program goals. This includes staff recruitment, training, and development of support materials. TRAFFIX will coordinate within the TS for additional staffing requests as long as they are grant funded. Once approved by the TS, HRT will provide final staff hiring and human resource management of new hires. All parties will seek guidance from DRPT and follow best practices from other transit and non-transit agencies.

C. End Products

1. Prepare report to the TRAFFIX Subcommittee a minimum of three times a year and to the TTAC once a year reflecting the identification of employers and schools who are participating in the TDM effort to include trips reduced, VMT's not traveled, pollution not going into the air, etc. GoPass365 ridership and participation information is also reported. TRAFFIX also completes an Annual Report after the conclusion of the previous Fiscal Year.

2. Provide a report and information to the TS and TTAC once a year on the advertising plan and the actual visuals to review. These include TV and radio advertisements, creative brochures, billboards, flyers, internet and social media advertising, and other media opportunities that brand the TRAFFIX name.

3. Provide regular tracking of all non-drive alone modes used by Hampton Roads employees through the outreach program. Regular recording by staff will ensure Outreach goals and objectives are met. These reports filter into the overall TTAC and TS reports as noted in "End Products" item 1 above.

D. Schedule

1. Report to TS 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 efforts are conducted throughout the year with specific campaigns to promote transportation options, ride matching services, and special promotional events. The advertising plan is a schedule of marketing and advertising activity to include internet advertising, web banners, billboards advertising, flyers, brochures and a host of other media type advertising.

3. Staff performance oversight includes clear benchmarks throughout the year to assure compliance with Goals and Objectives of the Outreach Specialists TRAFFIX Administrators, and TRAFFIX Management.

Note: It is important to know that the activities of the TRAFFIX staff are very fluid with continuous motion designed to convince Single Occupancy drivers NOT to drive alone or to help them make decisions why it's best to work remotely, walk, ride a bike, carpool, vanpool and join the ConnectingVA ride matching and rewards app to be matched with other like riders looking for ways to save money and reduce stress through carpooling and vanpooling.

E. Participants

Internal Participants:

- Three Outreach Coordinators
- One TRAFFIX Vanpool Coordinator
- One TRAFFIX Program Specialist
- One TRAFFIX Program Manager
- One TRAFFIX Program Director
- One TRAFFIX Graphic Artist
- Customer Service Staff

External Participants:

- Local Governments
- State Government agencies
- Area Colleges, Universities, and Institutes of Higher Learning
- Employees of private sector, government, and military employers
- Commuters traveling to the Hampton Roads Metropolitan Planning Area from the Virginia Eastern Shore, and Northeastern North Carolina
- Employers in Hampton Roads, with emphasis on the largest employers and military installations

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	RSTP		TOTAL
HRT	$1,000,000		$1,000,000

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10.7 TDCHR Financial Planning

A. Background

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

B. Work Elements (WE)

Work activities include the following:

1. Prepare budgets and financial documents for the various grants and program requests that HRT submits.

2. Perform financial analyses and reviews affecting cost and revenue structures.

3. Prepare financial documentation in connection with short and long-range Transit Strategic Plans and capital improvement plans.

4. The HRT policy stipulates that financial staff are to review its fare policy and pricing on a biennial (every other year) basis. 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 Transit Strategic and Capital Improvement Plans
4. WE 4 – Fare change analysis report

D. Schedule

1. WE 1 – Annual Budgets – Adopt by 5/30/25
2. WE 2 – Financial Analysis – monthly analysis
3. WE 3 – Short and Long-range Transit Strategic and Capital Improvement Plans – draft November 30, 2024, final December 31, 2024
4. WE 4 – Fare change analysis – As needed

E. Participants

HRT and Consultants

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

10.8 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 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 database, and educational programs to be produced by HRT/TDCHR.

D. Schedule

WE 1-6 – Ongoing activities.

E. Participants

HRT, general public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

10.9 HRT Transit Strategic Plan (TSP)

A. Background

The main goal of the ten-year TSP is to create a strategic blueprint outlining desired changes that will improve the provision of transit services throughout each agency's service area within existing funding structures. This is an opportunity for each agency to look at its system as a blank slate, re-examine the priorities of stakeholders and riders, and make difficult choices concerning where and how to provide services in an efficient and cost-effective manner. The TSP provides a foundation for future funding requests, directly advising each agency's programming process in the years that follow its adoption. The planning horizon for a TSP is 10 years; this includes the fiscal year for which funds are being sought and the subsequent nine (9) years.

For FY2025, HRT will commence work in April 2024 and anticipate completing the annual update in April 2025. HRT will be following the latest VDRPT guidelines for preparing the annual update to the ten-year TSP.

The primary purpose of the ten-year TSP continues to be the following:

1. Serve as a strategic planning, management, and policy document for transit operators in urbanized areas.
2. Identify areas for improved operational efficiency.
3. Assess the type of operating services for different service areas and needs.
4. Review and assess the performance of routes, route design standards, and schedule standards.
5. Examine transit needs in order to identify ways to improve access for underserved areas.
6. Inform DRPT of transit operators' capital, operating and maintenance needs.
7. Provide the basis for inclusion of an operator's capital and operating programs in planning and programming documents such as the Six Year Improvement Program (SYIP), Statewide Transportation Improvement Program (STIP), Transportation Improvement Program (TIP), and Constrained Long-Range Transportation Plan (CLRTP).
8. Provide a clear understanding of unmet or unfunded needs.
9. Develop and track the progress of short-, mid- and long-term goals for transit in the region.
10. Continually aim to improve efficiency and effectiveness of public transportation services.

B. Work Elements (WE)

Work activities include the following:

Plan Requirements

The TSP will follow the chapter structure specified below. It should be noted that the Commonwealth Transportation Board (CTB) may periodically modify the guidance document requirements below to reflect changes in legislative mandates, other legislative changes, new organizational needs, or federal and state trends.

Chapter 1: System Overview and Strategic Vision

This chapter will provide a high-level overview of HRT and provide an overview of HRT's strategic priorities.

System Overview
This section should include the following basic overview information:

1.1.1 History:
A brief history of the HRT system (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).

1.1.2 Services Provided and Areas Served:
A description of all fixed route, demand response and connecting services for each transit mode provided (i.e., light rail, bus rapid transit, express bus, local bus, ferry service).

1.1.3 Current/Recent Initiatives:
A description of ongoing initiatives that HRT is currently undertaking that affect the provision of transit services in the service area. This will include the introduction of new infrastructure or guideway (e.g., light rail or bus rapid transit systems), reconfiguring the bus transit network, the introduction of new technology and/or propulsion systems (such as hybrid or electric vehicles), upgrading stops and station, etc.

Strategic Vision

This section will set the stage for the chapters that follow by determining the overall vision for transit services adopted by the agency, as well as its goals, objectives, and service standards. This will include discussion of the provision of transit service, including, but not limited to:

- Ridership vs. Coverage – description of the agency's priorities for striking a balance between services designed for high ridership and services designed for high geographic coverage.
- Walking vs. Waiting – how HRT balances service quantity (i.e., the number of routes accessible from any given location) and service frequency (i.e., minimizing wait times on a few select routes).
- Boardings vs. Distance Travelled – a discussion of whether the number of passenger boardings or the total number of passenger miles are better indicators of ridership success.
- Peak Hour vs. All-Day Service – a discussion of how the agency values service during different time periods, and whether frequent, peak-hour service or less frequent, all-day service is a priority.
- Serving Specific Population Groups – a discussion of whether certain population groups are targeted and how best to reach them.

1.2.1 Goals and Objectives
Taking into account the topic areas mentioned above, HRT will review and update its service goals and objectives, as well as the process for establishing and reviewing them. The updates will reference agency specific goals and objectives, as well as statewide funding and capital goals.

1.2.2 Service Design Standards
This section will present adopted service design standards for all modes and service types (i.e., rail, local bus, commuter bus, demand response, etc.) based on adopted goals and objectives. The service design standards will address all facets of transit such as scheduling and route planning; service reliability; system efficiency; safety and security; customer service; multimodal connectivity; and regulatory compliance.

Chapter 2: System Performance and Operations Analysis

This chapter will provide an in-depth evaluation of the existing transit system and how it performs when compared to the Strategic Vision. The analysis will identify strengths and areas for improvements that will be addressed by specific improvements or modifications listed in the following chapter. This also includes the opportunity for agencies to rethink the design of their existing transit network to identify ways to improve operational efficiency.

Transit needs that are identified through this analysis will be addressed by "opportunities for improvement" in each step listed below. Each of the "opportunities for improvement" will be focused on maximizing system performance, efficiency, or coverage within existing funding structures.

2.1 System and Service Data

A summary of the existing transit system and service standards, including results from intercept surveys, and documentation of local support for public transit. This will include the following items:

- Current fiscal year data on the system, including service area population and density, service area square mileage, operating costs, number of vehicles in peak service, number of vehicles available for peak service, ridership, revenue hours, total hours, revenue miles, level of service (days of the week operated, trips per day and average headway) and directional route mileage.
- Description of route design standards.
- Description of schedule standards.
- Survey Results: (To be completed at least once within each 5-year TSP update cycle) Includes information on customer demographics, customer satisfaction, Title VI compliance related information, and origin-destination data.
- Support for transit: If necessary, consult with key regional stakeholders (e.g., TPO/PDC staff, local elected officials and other stakeholders) and the public to determine the level of support for transit within the community and to identify transit needs.

2.2 Evaluation of Transit Market Demand and Underserved Areas

2.2.1 Transit Demand and Underserved Area Evaluation

This section will provide an overview of factors influencing demand for transit within and outside of the existing service areas. This will include the following elements:

- An analysis of existing land use, employment, population, and demographics (e.g., the location and prevalence of population groups including minority groups, older adults, those with limited English proficiency, and persons with disabilities), and discussion of how these groups effect transit demand and/or the propensity to utilize public transit services.
- Projected employment and population growth over the next 10 years, and a discussion of how this may be changing transit needs in and around the existing service area.
- An analysis of opportunities to expand service to underserved areas, including:
  An analysis of areas within the existing service area; and
  An analysis of areas outside of the existing service areas.

2.2.2 Transit Demand and Underserved Area Opportunities for Improvement

Based on the evaluation of transit demand and underserved areas provide "*Opportunities for Improvement*" which include the following:

- A description of areas with high transit demand and underserved areas that would benefit from additional service and a description of areas with low transit demand that may have too much service.
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into Chapter 3.

2.3 Performance Evaluation

2.3.1 Performance Evaluation

The development of performance standards based on adopted goals and objectives for both fixed-route and demand response services, and measure the existing performance of the system against these standards:

- System-wide and route-level performance standards for each mode and/or type of service (e.g., local, express, or commuter service) for fixed route and demand response service.
- A three-year retrospective analysis of performance including trend analysis for the performance measures defined by statewide policy for state operating assistance.

2.3.2 Performance Based Opportunities for Improvement

Based on the performance evaluation, an analysis of "*Opportunities for Improvement*" focused on maximizing ridership within existing funding structures which includes the following:

- A description of deviations from adopted service standards and describe proposed remedies, including service expansion and/or contraction.
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into Chapter 3.

2.4 Operating and Network Efficiency Evaluation

2.4.1 Efficiency Evaluation

Provides a comprehensive analysis of operating efficiency, including an assessment of the existing transit network. At a minimum, this must include the following material:

- An analysis of the *frequency*, *span*, and *ridership during different time periods* for fixed route service.
- An analysis of *recorded speeds* of fixed route service.
- An analysis of the *reliability* and *on-time performance* of fixed route service.
- An analysis of *reliability*, *on-time performance*, and *ridership during different time periods* for demand response service.
- An analysis of the transit network design and network connectivity as it relates to these measures of operating efficiency and the Strategic Vision presented in Chapter 2.

2.4.2 Efficiency Based Opportunities for Improvement

Based on the operating and network efficiency evaluation, provide "*Opportunities for Improvement*" focused on maximizing efficiency within existing funding structures, which include the following:

- A description of deviations from adopted service standards and describe proposed remedies, including service expansion and/or contraction.
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into "Chapter 3: Strategic Plan."

2.5 Analysis of Opportunities to Collaborate with Other Transit Providers

2.5.1 Collaboration Analysis

This section will include a discussion of opportunities to further coordinate and collaborate with other transit providers operating services in the vicinity, including:

- A description of other service providers with nearby or overlapping service areas.
- The identification of additional coordination and collaboration activities that could improve efficiency in the provision of transit services (e.g., mergers, transfers, or deduplication of services; providing a regional fare media and/or payment system; providing joint training to personal; developing joint procurement agreements; providing shared customer service and/or administrative functions; etc.).

2.5.2 Collaboration Based Opportunities for Improvement

If specific opportunities are identified, HRT will provide "*Opportunities for Improvement*" which include the following:

- A description of each opportunity for collaboration, the parties that would need to be involved, and the processes that would need to take place to implement such changes, which will be incorporated into Chapter 3.
- Demonstration of buy-in from all of the transit agencies involved.

Chapter 3: Planned Improvements and Modifications

This chapter will contain a prioritized list of improvements and modifications to existing services that HRT plans to make over the following ten (10) years. The improvements outlined here should directly address the "opportunities for improvement" identified in the previous chapter, along with other known needs that address agency goals and regulatory requirements.

3.1 Planned Service Improvements

A description of fixed route and demand response services HRT intends to provide over the next 10 years and identify necessary improvements to service. Transit service improvements will address transit needs identified by: Adopted goals, objectives, and standards "Opportunities for Improvement" identified in Chapter 2, and State and Federal legal and regulatory requirements.

- Each planned service improvement will include a separate description showing how it will support an identified need from one of sources listed above.
- An estimate of future ridership should be provided using either of the following approaches:
  A model for any proposed fixed route or demand response services for other similar type and size systems in Virginia; or
  By applying one or more generally employed ridership proxies, such as the number of riders per bus-hour, that is based on actual transit agency ridership characteristics.

3.2 Prioritization of Planned Service Improvements

HRT will assign a desired timeframe for implementation of each project and estimate capital and operations costs. Focus will be placed on projects that can be funded under existing funding structures. If a desired project requires additional funds, the source of additional funds (SMART SCALE, Discretionary Grant Programs, etc.) will be noted.

- Timeframes will be organized into the following categories.
  Short-term transit improvements (1 to 3 years)
  Mid-term transit improvements (3 to 10 years)

Long-term transit improvements (beyond 10 years)

- Capital and operating cost estimates associated with any potential service expansions or modifications should be prepared using standard vehicle acquisition and operating cost information for systems of a similar type and size.
- Description of any planned facility improvements or capital projects to improve operations.
- Discussion of whether or not the planned or proposed capital and/or service project(s) are currently contained in the STIP, SYIP, and/or CLRP and if not, when the project is expected to be submitted for inclusion in these documents.
- Mid- and long-term projects will be considered part of the agency's long-term vision.
- Large Urban Requirement: In addition, HRT will coordinate with the HRTPO on planning and include prioritization and regional funding allocations for transit and rail in the region.

3.3 Service Development

A description of the levels of service planned using a table to show service hours and service miles.

- Separately identify fixed route service (by mode and type of service), demand responsive service (by type of service), and expansion services (by mode and type of service):
  - The table will clearly identify service expansion and/or reduction by the year of planned deployment and/or elimination.
  - There will be a rational relationship between the information portrayed and Chapter 2 of the TSP.
- Where reductions in service levels are required to achieve a balanced operating budget, a description of the reductions and an assessment of their impact on the affected service areas and communities.
- Description of any planned service changes in response to the most recent federal Title VI report and/or FTA Triennial Review.
- Discussion of any additional, current, or anticipated policy, planning, funding, or operating issues that may affect the operations of the existing or planned transit system.
- A current schedule for projects, showing completed and anticipated milestone dates.
- Description of any new programs to coordinate with TNCs, and discuss any policy changes, funding or capital projects needed for implementation.

Chapter 4: Implementation Plan

The Implementation Plan lists steps required to carry out the operations and services described in Chapter 4. The implementation plan also will reference the approved Transit Asset Management plan to guide the schedule for replacing and/or increasing rolling stock and facilities to maintain a State of Good Repair (SGR).

4.1 Asset Management

Since HRT receives federal funding from the Federal Transit Administration (FTA), HRT will maintain a Transit Asset Management (TAM) plan for its rolling stock, non-revenue vehicles, and facilities, and other equipment. A description of the policies set forth in the applicable TAM plan for HRT, including the following:

- Policies for replacement, rehabilitation, retrofitting, expansion and reduction of the revenue and non-revenue fleet to carry out the implementation plan above.
- Policies for maintenance or replacement of the vehicle maintenance and operations facilities.

- Policies for passenger facilities, infrastructure, or amenities such as bus stops, shelters, or stations.
- Policies for updating technology and ITS such as CAD/AVL systems, APCs, scheduling software, fare processing equipment, and data processing hardware or software.

4.2 Capital Implementation Plan (CIP)

The CIP will provide a detailed implementation plan for meeting the capital needs of the agency. This plan will take into account the current asset plan detailed above and the planned service developments outlined in Chapter 3. Other than state of good repair or replacement bus purchases, which will also be detailed within the implementation plan, each implementation step will be tied directly to a planned service improvement or development and identified fund source.

Chapter 5: Financial Plan

In the financial plan, service costs are projected, and financial resources are identified. Consequently, it is through the development of the TSP's financial plan that HRT determines which service improvements can be realistically achieved and when those service improvements should be implemented. The financial plan will include:

- "Baseline" level of service at the time of the TSP preparation. Committed service changes will also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables.
- Capital and operating budget forecasts; federal, state, regional, and local revenue projections; fare policies, labor or service agreements, competitive demands on funding, and regional priorities and policies:
  - Show projected cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
  - Identify funds that have been programmed, allocated or received, and funds that have not been secured.
  - Include the source of funds and amount from each source for the last five years.
  - Use the recently approved Six Year Improvement Program (SYIP) to help with current and future estimates.
- The capital and the operations budget must be sustainable and generally balanced each year over the period of the TSP, using currently available or reasonably projected revenues.
- All capital and operations expenses and revenues stated in year of expenditure dollars, with the assumed escalation factor of at least three percent per year:
  - All sources of revenue shown in the operations and capital plans should be identified individually.
  - All assumptions that relate to expenditure and revenue estimates must also be documented.
- A narrative explaining any major changes in service hours and miles due to deployment of new service or major service reductions; changes in fare revenue due to changes in the level of service; changes in expenses due to changes in the level of service, and changes in expenses due to a labor or service contract changes.
- Where increases in revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain service levels, the steps and timelines needed to achieve the revenue increases, and the policies and actions that will be taken if the proposed revenues do not materialize.
- Planned fare increases and decreases, and/or changes in fare policies, including the years these changes are planned to take effect. Also, describe planned changes in inter-operator transfer agreements and/or regional policy on fare coordination.

- Significant service expansion or reduction, and the introduction of new services.
- Reserves available for operations and changes to reserves over the period of the TSP, including anticipated unallocated reserves.
- In addition to future year forecasts, the Appendix should include a three-year retrospective of operating and capital expenses and revenues (provide audited budgets if available).

Appendix A: Agency Profile and System Overview
The appendix will provide a detailed overview of the transit agency and system. This should include the following elements:

A.1 History
Provide a brief history of the transit system (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones, and events).

A.2 Governance
Provide an overview of the governance process, governing body, and decision makers involved in the transit system. This should include:

- Type of governance (e.g., city, joint powers authority, transit district).
- The composition and nature of representation of the governing body (including the number of members). Indicate if members are elected or appointed and if appointed, how; what agencies and/or groups do members represent (e.g., cities, county, general public).
- A list of current members and their terms; and
- A description of any advisory committees that provide direct input to the governing body.

A.3 Organizational Structure
Provide a brief description of the organizational structure and staffing including:

- An organizational chart that identifies departments and reporting relationships. The names of key management personnel should be provided in the organizational chart.
- Identification of all contracted transportation services (including the name of contractors and length of current contracts); and
- Identification of the labor unions representing agency employees (including the length of current contracts).

A.4 Services Provided and Areas Served
Describe all fixed route, demand response, and connecting services for each transit mode provided (i.e., commuter rail, heavy rail, light rail, bus rapid transit, express bus, local bus, ferry service) including:

- The areas served and the peak vehicle requirement for each type of service provided (i.e., any express bus, radial, circulator services);
- Details of any services provided with funding and/or oversight partnerships with other agencies or organizations.
- Any bicycle or pedestrian accommodations provided.
- How the service is deployed to meet the Americans with Disabilities Act (ADA) requirements.
- Any bus stop and shelter placement guidelines; and
- Additional transportation services in the area that may impact transit and its connections.

A.5 Fare Structures, payments, and purchasing

Describe the fare structure and payment methods for each mode of transit provided for both fixed route and demand responsive services. Describe how and where customers can purchase fare media. Include information on the following:

- Single fare (e.g., adults, seniors, student/youth).
- Discounted or multi-ride fares/passes (e.g., adults, seniors, student/youth).
- Changes in fares since the last TDP (include the date instituted) and the reason the fare structure was changed.
- Transfer agreements if applicable.
- Customer payment methods (Cash, magnetic strip paper fare cards, smartcards, credit cards, mobile apps, etc.); and
- Fare media purchase locations (website, mobile app, ticket vending machines, commuter store, etc.).

A.6 Transit Asset Management – Existing Fleet and Facilities

On July 26, 2016, the FTA published a Final Rule for Transit Asset Management in Federal Register Volume 81, Number 143. The rule requires FTA grantees to develop asset management plans for their public transportation assets, including vehicles, facilities, equipment, and other infrastructure. Transit providers have the option to develop their own plans or, depending on their characteristics, use DRPT's Transit Asset Management group plan.

In this subsection, provide status of provider's Transit Asset Management plan or, if applicable, reference the use of the state Transit Asset Management Plan as the chosen alternative.

Provide a high-level overview of existing fleet and facilities, including:

- Type number of vehicles used.
- The location of maintenance, storage, and parking facilities.
- The presence of guideways and their location.
- The location of fueling stations.

A.7 Transit Security Program

Describe all security plans and programs that are in place to protect riders, employees and general public, including:

- System security and emergency preparedness plan(s).
- Fare inspection.
- Security features on vehicles.
- Security features at transit stations and facilities.
- Security training programs and drills or exercises; and
- Public Awareness programs and campaigns.

A.8 Intelligent Transportation Systems (ITS) Programs

Describe any intelligent transportation systems (ITS) programs for the agency and any technology projects to improve efficiency and operations and provide information to customers. Include information on:

- Computer Aided Dispatch (CAD) or Automatic Vehicle Locator (AVL) systems.
- Automatic Passenger Counters (APC).
- Traffic Signal Priority (TSP) system.

- On-board cameras.
- Trip planners.
- Scheduling and run cutting software.
- Maintenance, operations, and yard management systems.
- Information displays.
- Real time arrival; and
- Information to mobile devices or applications.

A.9 Data Collection and Ridership/Revenue Reporting Method

Describe the agency policies for collecting, processing, verifying, storing and reporting ridership and revenue service data. Include information on:

- Electronic registering fareboxes (ERF).
- Cash fare boxes (rural systems only).
- Automatic Passenger Counters (APC) and status of any APC calibration/validation efforts made for NTD reporting.
- Manual count including free fares.
- Scheduling software.
- Accounting/payroll systems.
- Mobile Data Terminals (MDT) for demand response service.
- Automatic Vehicle Locator (AVL) system.
- Odometer readings or driver logs if used for mileage and hours.
- Operating expense and revenue data including fares and revenue from leases, advertising, contract service and other sources.
- Agency accountability policy.
- On-Line Grant Administration (OLGA) performance data submission.
- Executive Director or board certification of adherence to standards and accuracy of data submitted to OLGA.
- National Transit Database (NTD) data submission practices (or explanation of why agency does not submit data to the NTD); and
- Financial audit review of verification method.

A.10 Coordination with Other Transportation Service Providers

Describe any coordination with transit service providers in adjacent jurisdictions, Transportation Network Companies (TNC), taxi companies, human service providers, bikeshare systems, carshare companies, etc. including designating pickup and drop off at stations or transit centers, schedule coordination, fare agreements, programs to subsidize fares, programs to utilize TNCs for senior or disabled service, or other initiatives.

A.11 Public outreach/ engagement/ involvement

Describe your agency's public outreach and involvement process including outreach relative to service schedule or fare changes, service expansion, and reduction.

A.12 Current Initiatives

Describe any ongoing initiatives that your agency is currently undertaking that affect the provision of transit services in your area. This can include the introduction of new infrastructure or guideway (e.g., light rail or bus rapid transit systems), systematically reconfiguring the bus transit

network, the introduction of new technology and/or propulsion systems (such as hybrid or electric vehicles), upgrading stops and station, etc.

C. End Products

1. Full TSP and related CIP for FY 2026-FY 2035 will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Strategic Plan Requirements document.
2. The annual update to the TSP/CIP will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Strategic Plan Requirements document.

D. Schedule

The fourth annual update to the ten-year TSP is anticipated to be completed in 12 months with an estimated completion date of April 2025.

E. Participants

HRT, DRPT, HRTPO and associated Consultants.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303	CO5303	Local	TOTAL
HRT/Consultant	$65,000	$49,757	$72,954	$187,711

(Last Revised 11/21/24 (See List of Revisions, Page vi, for details)

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10.10 TDCHR Feasibility/Corridor Studies

A. Background

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

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

B. Work Elements (WE)

Work activities include the following:

1. **Peninsula Multi-Modal Development Corridor Study (PMDCS) –** The corridor planning project identified areas in need of high capacity, fixed guideway transit connectivity in Hampton and Newport News, Virginia. The study defines Bus Rapid Transit (BRT) as the transportation technology and focuses on BRT's benefits of mobility, infrastructure, and placemaking in planned high commercial and residential density areas and areas limited by increasing roadway congestion. The project is needed to solve mobility challenges for existing and future development on the Peninsula as well as to provide better high-performance transit connectivity to other cities in the Hampton Roads region.

   The planning work completes the Documented Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA) regulations for fixed guideway corridors on the Hampton Roads Peninsula. This effort provides extensive information necessary to further advance planning of the project. The effort will finish evaluating the potential environmental impacts of alignments with potential connections between Newport News Shipbuilding, Hampton Coliseum area, Downtown Hampton, Peninsula Town Center, Oyster Point Area of Newport News, and other areas as identified by stakeholders and data analysis. The planning work includes the identification and selection of the locally preferred alternative (LPA) for Bus Rapid Transit on the Peninsula. The Documented Categorical Exclusion was issued by FTA in June 2023. The project is completed. Neither City Council wants to move forward with future phases.

2. **Naval Station Norfolk Transit Extension (NSNTE)**– Activities include the work to complete an environmental document (currently assuming an Environmental Assessment leading to a FONSI) under the National Environmental Policy Act (NEPA) regulations based on recommendations from the pre-NEPA corridor level studies. Presently the early recommendations are for a 2.0-mile extension of light rail serving the redevelopment area of Military Circle and a second phase that will look at providing a Bus Rapid Transit solution from the Military Circle Mall Redevelopment Area to Naval Station Norfolk. HRT will be working with the city of Norfolk and the city council in the next 12 months to

determine if that is the direction they would like HRT to continue studying. The EA will continue the analysis of an extension of light rail between the TIDE light rail station at Newtown Road and the Military Circle Mall redevelopment area. A locally preferred alternative (LPA) will be the final product of this phase of the study along with an EA and is expected to be approved by Norfolk City Council in 2025. These efforts will advance the work identified in the NSNTES Study (2015) and the WCAA Study (2018), and refine the light rail alignment in the selected corridor. The environmental work under the NEPA regulations will support future work for potential entry into FTA Project Development. This work will also provide extensive information necessary to further advance planning and development of the project.

3. **Chesapeake High-Capacity Transit Corridor Study** – The purpose of this study is to develop and screen potential high-capacity transit corridors and technology options that connect the Greenbrier Town Center/Summit Pointe area of Chesapeake to the wider region. The final product of this study will be a summary report that outlines the study process and identifies up to two high-capacity transit alignment options and their appropriate technology (Express Bus, BRT or LRT) that can be carried forward into subsequent phases for further analysis and environmental review under federal NEPA guidelines.

C. End Products

1. PMDCS Work Element end product is the Documented Categorical Exclusion/NEPA Report. Future end products may include engineering and design work elements. The Documented CE was issued by FTA in June 2023. The project is complete.
2. NSNTE Work Element end product is the selection of an LPA and the completion of an EA in compliance with NEPA requirements. Future end products may include Engineering work elements as well as additional study of the Bus Rapid Transit corridor to Naval Station Norfolk.
3. Chesapeake HCT Corridor Study Work Element and end product is a final report documenting both the process and substance of the planning effort. The Summary Report will include the following topics/chapters:
   - Executive Summary
   - Purpose and Need
   - Alignments and Technologies Considered
   - Tier One Screening Process and Results
   - Tier Two Screening Process and Results
   - Recommendation of 1-2 alignment alternatives

   The summary report is intended to be a concise document that supports the decision-making process based on substantive analysis and focusing on the key differences among alternatives. Detailed analysis will be included in technical appendices or separate technical reports incorporated by reference.

D. Schedule

1. PMDCS Work Element end product Pre-NEPA Report on Potential Alternatives for Future Study was completed in third quarter CY 2018. Schedules for future end products including a CE and Engineering work elements are dependent on identification of funding sources and the results of the NEPA Report.
2. NSNTES Work Element End Product EA is estimated for completion in FY 2025. Schedules for future end products including an Engineering work element are dependent upon City Council approval to move forward into the federal Capital Investment Grant program following the Small Starts process.
3. Chesapeake HCT Study – Completion of the study is expected by Winter 2025.

E. Participants

Participants for Work Elements 1-3 include HRT, associated consultants, DRPT, City of Norfolk, City of Chesapeake, City of Virginia Beach and/or FTA.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	CMAQ/RSTP	Other City/State Funding	ELEMENT	TOTAL
HRT	-	$7,700,000	NSNTE-DEIS	$7,700,000
HRT	$4,000,000		CHESAPEAKE-HCTS	$4,000,000

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11.0 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 of transportation studies, and 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 for 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 that 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/HOT Facilities and Congestion on 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:

   - Participate in meetings of the TRAFFIX 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 the 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 Pedestrian and Bicycle Advisory Committee (PABAC) meetings
   - Prepare and present reports regarding VDOT-sponsored transportation activities as requested (including Statewide Planning Studies that impact the Hampton Roads Region).

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
   - Active Transportation (Bicycle and Pedestrian Activity)
   - Preparation of Annual Progress Report
   - Support on various HRTPO committees and subcommittees

C. End Products

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

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	$329,367		$329,367

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12.0 HRTPO CONTINGENCY FUNDING

A. Background

The HRTPO Contingency Funding task has been included in the FY 2025 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 2025.

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	$2,317,318		$2,317,318

Last Revised 11/21/24 (See List of Revisions, Page vi, for details)

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13.0 Rural Transportation Planning

A. Background

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

VDOT allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. SPR funds appropriated under 23 U.S.C. 505 (SPR funds) 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 2025, 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. 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. 505, State Planning and Research.

During FY 2025, the HRTPO will carry out the following activities:

Program Administration

<u>Rural Transportation Planning (RTP) Administration</u>

The purposed of this work element is to provide oversight of regional transportation planning and programming efforts in rural areas, and to facilitate regional participation and consensus building 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 also includes the training of staff as well as the maintenance of GIS and other planning software licenses, data, and equipment 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. The first Hampton Roads RLRTP, which covers the City of Franklin and Southampton County, was adopted by the HRTPO Board in January 2012. HRTPO staff has updated the RLRTP two times since then, with the latest RLRTP having a horizon year of 2045, adopted by the HRTPO Board in July 2022.

HRTPO staff will maintain the 2045 RLRTP in FY 2024. Also, as part of the development of the 2050 Long-Range Transportation Plan (LRTP), HRTPO staff will work with rural stakeholders on the development of the 2050 RLRTP. Details regarding LRTP efforts are outlined in Task 1.0 – Long-Range Transportation Plan.

2. Performance Management

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

An update to the *Congestion Management Process - System Performance and Mitigation* report was released in 2020-2023. This update included an analysis of traffic volumes and speeds, historical trends, congestion, travel time reliability, freight movement, and related issues on roadways in rural localities. An update to the CMP report will be initiated in FY 2025.

Since 2012, HRTPO staff has also prepared the *Hampton Roads Annual Roadway Performance Report*. This annual report includes average weekday traffic volumes, an analysis of roadway speed data collected by INRIX, and an analysis of peak period roadway congestion levels. This document also includes major roadways in the rural localities.

3. Regional Safety Planning

In FY 2024, HRTPO staff released the *Hampton Roads Regional Safety Study* report, which updated the trends in crashes at the jurisdictional and regional levels, detailed the number and rate of crashes on Interstates and at intersections throughout the region, analyzed high-crash locations, and recommended countermeasures to improve safety. This study includes roadways in the rural localities.

4. Regional Freight Planning

In FY 2018, HRTPO staff released an update to the *Hampton Roads Regional Freight Study* report. The Regional Freight Study includes an analysis of the movement of freight to, from, and within Hampton Roads for all transportation modes, and the movement of trucks both

within Hampton Roads as well as through the gateways of the region. HRTPO staff began preparing an update to the Hampton Roads Regional Freight Study report in FY 2024 and will complete the study in FY 2025. Similar to the previous freight planning efforts, this study will include roadways in the rural localities.

5. Regional Bridge Planning

   In FY 2018, HRTPO staff prepared an update to the *Hampton Roads Regional Bridge Study* report. The *Regional Bridge Study* includes an analysis of bridge characteristics and conditions, deficient bridges, bridge funding and projects, and costs related to bridge maintenance and replacement. All these components include the bridges within the rural localities. An update to this study was initiated in FY 2024 and will continue into FY 2025.

6. Technical Assistance and Coordination

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

7. Technical Assistance to the Office of Intermodal Planning and Investment

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

B. Work Elements

Work activities may include the following:

Program Administration

Rural Transportation Planning Administration

- Administer transportation planning work program activities.
- Complete necessary agreements, 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 Title VI and Americans with Disabilities Act (ADA) compliance.
- Ensure principles of Environmental Justice, non-discrimination, and equity, including consultation with appropriate groups, committees, and community representatives, are incorporated based on the approved Title VI and Public Participation Plans.
- Maintain GIS and other planning software licenses, data, and equipment.
- HRTPO staff will attend training/conferences that help enhance transportation planning skills.

Program Activities

1. Rural Long-Range Transportation Plan
    - Maintain the 2045 RLRTP and update as needed.
    - As part of the 2050 RLRTP:
        - Continue collection of candidate projects and conduct other analyses as needed to identify rural transportation needs.
        - Conduct an equity/transportation vulnerability analysis of candidate projects using the HRTPO/HRPDC Title VI/Environmental Justice Framework.
        - Coordinate efforts to obtain and review cost estimates for candidate projects.
        - Evaluate candidate projects using scenario planning and the HRTPO Project Prioritization Tool, collecting/producing data as needed.
    - Maintain a list of transportation priorities for the City of Franklin and Southampton County, including assisting localities in determining potential projects for SMART SCALE (or other funding opportunities as they arise).
    - Assist rural localities as needed in conducting outreach to help increase awareness of the transportation planning process.

2. Performance Management
    - Update the CMP database with the most current traffic counts, average speeds, and roadway characteristics, including those roadways in the rural areas.
    - Update the various transportation databases that cover all aspects of the transportation system including roadway use, bridges, aviation, rail, census data, etc.
    - Update the *HRTPO Annual Roadway Performance Report*, which will include an analysis of rural roadways.
    - Begin the update to the *Congestion Management Process - System Performance and Mitigation* report.

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

4. Regional Freight Planning
    - HRTPO staff will continue to maintain and update a database of truck volumes and percentages for roadways in rural areas.
    - HRTPO staff will update the *Hampton Roads Regional Freight Study*, which will include major roadways in the rural areas.

5. Regional Bridge Planning
    - HRTPO staff will continue to maintain and update the bridge condition database for bridges in the rural areas.
    - HRTPO staff will update the *Hampton Roads Regional Bridge Study*, which will include bridges in the rural areas.

6. Technical Assistance and Coordination
    - Complete any unfinished tasks from the FY 2024 Rural Work Program.
    - 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 VTrans webinars and SMART SCALE regional meetings.
    - Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
    - Assure any projects completed include FHWA's 2021 Planning Emphasis Areas, dated December 30, 2021. https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-01/Planning-Emphasis-Areas-12-30-2021.pdf
    - Participate in outreach meetings and provide/review data as requested by VDOT throughout the fiscal year; this includes participating in the Fall Transportation Meeting.
    - Participate with MPOs and VDOT on meeting performance measure goals.
    - Assist in the development of project pipeline studies as needed (recommendation development, public involvement, etc.).
    - Conduct a Park & Ride (P&R) Lot Use Counts and Conditions Assessment. This includes conducting manual usage counts and conditions assessment at referenced rural P&R lots using TMPD's P&R manual count methodology. VDOT will prioritize lot count locations, provide a data collection form, and basic count training as necessary.
    - Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the HRTPO/HRPDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including text, tables, or spatial mapping. TMPD will coordinate with HRTPO/HRPDC staff on facilities tracking specifics.
    - Participate and assist in development and implementation of phase II of the State Trails Plan.
    - Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT (if applicable).
    - Update relevant webpages with current transportation studies and other pertinent transportation related information.

7. Technical Assistance to the Office of Intermodal Planning and Investment
    - Coordinate, as appropriate, with the OIPI regarding rural transportation issues.

C. End Products

Program Administration

Rural Transportation Planning Administration

- Agreements, contracts, progress reports, etc. in support of the rural work program.
- Preparation of agendas, minutes, and associated materials for meetings regarding rural transportation.
- Purchase of materials, software, 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 candidate projects to consider for the 2050 RLRTP.
    - 2050 RLRTP candidate project Transportation Vulnerability impact scores.
    - Cost estimates for candidate projects.
    - Draft candidate project prioritization scores.
    - Ongoing public outreach efforts.

2. Performance Management
    - An updated CMP database.
    - Updated transportation databases.
    - An updated *HRTPO Annual Roadway Performance Report.*
    - An updated *Congestion Management Process - System Performance and Mitigation* report

3. Regional Safety Planning
    - An updated crash database/shapefile for the region.

4. Regional Freight Planning
    - An updated truck volume database.
    - An updated *Hampton Roads Regional Freight Study* report.

5. Regional Bridge Planning
    - An updated bridge condition database.
    - An updated *Hampton Roads Regional Bridge Study* report.

6. Technical Assistance and Coordination
    - Complete any unfinished FY 2024 tasks related to rural transportation.
    - Other products related to rural transportation technical assistance as needed.

7. Technical Assistance to the Office of Intermodal Planning and Investment
    - Any rural planning tasks as requested by OIPI.

D. Schedule – Program Activities

1. Rural Long-Range Transportation Plan
    - Up to date RLRTP – Ongoing throughout FY 2025.
    - A list of candidate projects to consider for the 2050 RLRTP – First Quarter.

- 2050 RLRTP candidate project Transportation Vulnerability impact scores – Second Quarter.
- Cost estimates for 2050 RLRTP candidate projects – Third Quarter.
- Draft 2050 RLRTP candidate project prioritization scores – Fourth Quarter.
- Public outreach efforts – Ongoing throughout FY 2025

2. Performance Management
    - Updated CMP database – Ongoing throughout FY 2025
    - Updated transportation databases - Ongoing throughout FY 2025
    - Updated *HRTPO Annual Roadway Performance* report – Second Quarter
    - Updated *Congestion Management Process - System Performance and Mitigation* report – Fourth Quarter

3. Regional Safety Planning
    - Updated crash database/shapefile – Ongoing throughout FY 2025

4. Regional Freight Planning
    - Updated truck volume database – Ongoing throughout FY 2025
    - Updated *Hampton Roads Regional Freight Study* report – Third Quarter

5. Regional Bridge Planning
    - Updated bridge condition database – Ongoing throughout FY 2025
    - Updated *Hampton Roads Regional Bridge Study* report – Second Quarter

6. Technical Assistance and Coordination
    - Technical assistance tasks as needed – Ongoing throughout FY 2025

7. Technical Assistance to the Office of Intermodal Planning and Investment
    - Technical assistance tasks as needed – Ongoing throughout FY 2025

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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14.0 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, generates hundreds of millions in new transportation dollars annually statewide and includes regional components that result in significant new funding each year to be used specifically in Hampton Roads. The regional transportation funds are 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 the legislation, the money 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.

House Bill HB 768 (HB 768) was approved by the General Assembly and signed into law in 2018, HB 768 established a floor on the 2.1% sales tax imposed on motor vehicles motor vehicles sold in Northern Virginia and Hampton Roads. The legislation set the average distributor price upon which the tax is based be no less than what the statewide average distributor price would have been on February 20, 2013.

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 their designee
    - The Commissioner of Highways or their designee
    - The Executive Director of the Virginia Port Authority or their designee

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

The passed legislation includes the following statement:

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

B. Work Elements (WE)

Work activities include the following:

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

C. End Products

1. WE 1 – Reporting 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, and other stakeholders.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY			HRTF	TOTAL
HRTPO			$270,084	$270,084

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15.0 HRRTF Administration and Support

A. Background

During the 2020 General Assembly session, the legislature passed House Bill 1726 and Senate Bill 1038 which created the Hampton Roads Regional Transit Fund (HRRTF).

The bills created the Hampton Roads Regional Transit Program to develop, maintain, and improve a regional network of transit routes and related infrastructure, rolling stock, and support facilities. The program is funded by an additional (i) regional grantor's tax at a rate of $0.06 per $100 of the consideration for the conveyance and (ii) regional transient occupancy tax at a rate of one percent of the charge for the occupancy, both imposed in localities in the Hampton Roads Transportation District. The bill also dedicates $20 million of revenues from existing recordation taxes to funding the program. The money would be deposited into the HRRTF, created by the bill. Use of the funds would require a two-thirds vote of the localities in which the new taxes were imposed. The bill also includes a local maintenance of effort of public transportation funding.

As part of this action, the General Assembly included the following provision:

That the Hampton Roads Transportation Planning Organization shall establish a regional transit advisory panel composed of representatives of major business and industry groups, employers, shopping destinations, Institutions of higher education, military installations, hospitals, and health care centers, public transit entities, and any other groups identified as necessary to provide ongoing advice to the regional planning process required pursuant to §33.2-286 of the Code of Virginia on the long-term vision for a multimodal regional public transit network in Hampton Roads.

To address this requirement, the HRTPO staff has worked with Hampton Roads Transit (HRT) staff to develop the Membership Roster for the Regional Transit Advisory Panel (RTAP). The RTAP membership roster has been developed to address those sectors required by the Code of Virginia and to also ensure diversity and inclusiveness on this Panel. At its July 2020 meeting, the HRTPO Board approved the proposed membership roster and included suggested additions and recommendations offered during the discussion. The RTAP consists of 57 members representing Major Business and Industry Groups, Major Employers, Shopping Destinations, Tourist Destinations, Institutions of Higher Education, Military Installations, Hospitals and Health Care Centers, Real Estate, Public Transit Providers, Air Travel, and Community Members and Interests. The RTAP held its first meeting in November 2020 and then subsequently met eight times to develop and endorse a full list of recommendations for advancing and strengthening transit in the Hampton Roads region. After completing this initial strategic planning process, the RTAP has continued to meet to advance supportive transit advocacy efforts and initiatives both within the region and at the General Assembly. RTAP will meet on an ongoing and as needed basis in FY 2025 to advance some of key recommended priorities.

B. Work Elements (WE)

Work activities include the following:

1. Providing staff support to the Regional Transit Advisory Panel (RTAP). Staff support may include:
    a. Technical support on transit planning, prioritization, data collection and analysis, and programming issues – See Task 10.1.
    b. Administrative support – coordinating meetings, agendas, background materials, accounting, etc.
    c. Regional advocacy and messaging alignment.
    d. Coordination with the HRTAC Board and staff on RTAP work programs and recommendations.
    e. Regional advocacy and alignment and the formation of transit related recommendations to the HRTPO Board.

C. End Products

1. WE 1 – Analysis, agendas, minutes, and associated materials for RTAP.

D. Schedule

1. WE 1 – Ongoing.

E. Participants

RTAP, HRTAC, HRTPO, local governments, VDOT, DRPT, Regional Transit Operators, and other stakeholders.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY			HRRTF	TOTAL
HRTPO			$31,561	$31,561

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.

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.

Community Advisory Committee

The Community Advisory Committee (CAC) is composed of residents of HRTPO-member localities. CAC members are appointed by the HRTPO Board. The CAC 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.

Hampton Roads Regional Legislative Committee

The Hampton Roads Regional Legislative 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 unique challenges that face a water area such as Hampton Roads, and to optimize the strengths of the region.

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 receive 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), Suffolk Transit, 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 Community Advisory Committee (CAC) 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, Williamsburg, and a portion of Franklin; the counties of Isle of Wight, James City, and York, and portions of Gloucester and Southampton Counties.

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 to five 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). For areas that have been designated as nonattainment or maintenance areas for one or more of the National Ambient Air Quality Standards (NAAQS), the LRTP and TIP must satisfactorily meet air quality conformity requirements before they can receive final approval by the HRTPO Board. 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 NAAQS.

Other frequently used terms include:

Allocation 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.

Attainment 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 an attainment area for all National Ambient Air Quality Standards.

CMAQ Congestion Mitigation and Air Quality Improvement Program - federal funding program created under ISTEA (1991) and continued through the current federal transportation act, the FAST Act. 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.

Carbon Reduction Program
The purpose of the Carbon Reduction Program (CRP) is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions (See 23 U.S.C. 175 as established by the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the "Bipartisan Infrastructure Law" (BIL)) (BIL § 11403).

Fiscal Year 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.

Local Match 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.

NOx Nitrogen Oxides – ground level ozone is produced by a chemical reaction between NOx and Volatile Organic Compounds in the presence of sunlight.

Obligations 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.

PL Planning funds available from FHWA for MPO program activities.

Regionally Significant

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.

Section 5303 Planning funds available from the FTA for MPO program activities.

SIP State Implementation Plan – identifies control measures and processes for achieving and maintaining the NAAQS.

SPR State Planning and Research – federal funds allocated to VDOT and sub-allocated to the HRTPO in support of regional transportation planning activities.

STBG Surface Transportation Block Grant Program – 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.

STIP 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.

Study Area 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.

SYIP 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.

"3-C" Process 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.

TCM Transportation Control Measures used to improve air quality.

TDM Transportation Demand Management – various transportation control strategies and measures used in managing highway demand.

TAZ 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.

Urbanized Area 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.

UPWP 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.

VOC 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
BIL	Bipartisan Infrastructure Law (2021)
AV	Automated Vehicle
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMP	Congestion Management Process
COE	U.S. Army Corps of Engineers
CRP	Carbon Reduction Program
COMPARE	Congestion Management Plan: A Regional Effort
CTAC	Community 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
EV	Electric Vehicle
FAA	Federal Aviation Administration
FAST ACT	Fixing America's Surface Transportation Act
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
HB2	House Bill 2 (Now Referred to as SMART SCALE)
HOT	High-Occupancy Toll
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
HRRTF	Hampton Roads Regional Transit Fund
HRTAC	Hampton Roads Transportation Accountability Commission
HRTAC FSAC	HRTAC Funding Strategies Advisory Committee

HRTO	Hampton Roads Transportation Operations Subcommittee
HRTPO	Hampton Roads Transportation Planning Organization
HSIP	Highway Safety Improvement Program
IIJA	Infrastructure Investment and Jobs Act (2021)
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 21st 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
NHPP	National Highway Performance Program
NHS	National Highway System
NHTS	National Household Travel Survey
HHTSA	National Highway Traffic Safety Administration
PAC	Peninsula Airport Commission
PL	Planning Funds (FHWA)
PPP	Public Participation Plan
RAISE	Rebuilding American Infrastructure with Sustainability and Equity
RCTO	Regional Concept of Transportation Operations
RLRTP	Rural Long-Range Transportation Plan
RPTTF	Rail and Public Transportation Task Force
RSTP	Regional Surface Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
SIP	State Implementation Plan
SMART	Strengthening Mobility and Revolutionizing Transportation Grant Program
SMART SCALE	SMART – System for the Management and Allocation of Resources for Transportation SCALE – Safety, Congestion Mitigation, Accessibility, Land Use, and Economic Development and Environment (Previously Known as HB2)
SPR	State Planning and Research Funds
STBGP	Surface Transportation Block Grant Program
STIP	Statewide Transportation Improvement Program
SYIP	Six-Year Improvement Program
TAC	Transportation Advisory Committee
TAP	Transportation Alternatives Program

TAZ	Transportation Analysis Zone
TDCHR	Transportation District Commission of Hampton Roads (HRT)
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21st Century (1998)
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TNC	Transportation Network Company
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

APPENDIX D

FEDERAL REGULATIONS APPLICABLE TO MPOS

Subpart A—Transportation Planning and Programming Definitions

PART 450 - PLANNING ASSISTANCE AND STANDARDS
Authority: 23 U.S.C. 134 and 135; 42 U.S.C. 7410 et seq.; 49 U.S.C. 5303 and 5304; 49 CFR 1.85 and 1.90.
Source: 81 FR 34135, May 27, 2016, unless otherwise noted.

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, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

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 or changing the number of stations in the case of fixed guideway transit projects). 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 and a redemonstration of fiscal constraint. If an amendment involves “non- exempt” projects in nonattainment and maintenance areas, a conformity determination is required.

Asset management means a strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

Attainment area means any geographic area in which levels of a 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 in this section) 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 an Expedited Grant Agreement (or equivalent) with the DOT shall be considered a multiyear 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 or any required interim emission reductions or other milestones in any nonattainment or maintenance area. The transportation conformity regulations (40 CFR part 93, subpart A) 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 travel demand reduction and 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 Metropolitan Planning Organizations (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 section 450.216(j) and sections 450.324(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 and 5304, by the Governor 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 urbanized areas of 200,000 or more in population, or a State or 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, and actions that, over time, will serve to avoid, minimize, rectify, reduce or eliminate impacts to environmental resources associated with the implementation of a long-range statewide transportation plan or metropolitan transportation plan.

Expedited Grant Agreement (EGA) means a contract that defines the scope of a Small Starts project, the Federal financial contribution, and other terms and conditions, in accordance with 49 U.S.C. 5309(h)(7).

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 between reasonably available and 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 2 years of the TIP and STIP only if funds are "available" or "committed."

Freight shippers means any entity that routinely transport cargo from one location to another by providers of freight transportation services or by their own operations, involving one or more travel modes.

Full Funding Grant Agreement (FFGA) 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(k)(2).

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

Highway Safety Improvement Program (HSIP) means a State safety program with the purpose to reduce fatalities and serious injuries on all public roads through the implementation of the provisions of 23 U.S.C. 130, 148, and 150 including the development of a Strategic Highway Safety Plan (SHSP), Railway-Highway Crossings Program, and program of highway safety improvement projects.

Illustrative project means an additional transportation project that may 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 Environmental Protection Agency (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 (42 U.S.C. 7505a).

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 agreement means a written agreement between the MPO, the State(s), and the providers of public transportation serving the metropolitan planning area that describes how they will work cooperatively to meet their mutual responsibilities in carrying out the metropolitan transportation planning process.

Metropolitan planning area (MPA) means the geographic area determined by agreement between the 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 the MPO develops, adopts, and updates 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 (42 U.S.C. 7409).

Nonattainment area means any geographic region of the United States that EPA designates as a nonattainment area under section 107 of the Clean Air Act (42 U.S.C. 7407) for any pollutants for which an NAAQS exists.

Nonmetropolitan area means a geographic area outside a designated metropolitan planning area.
Nonmetropolitan local officials means elected and appointed officials of general purpose local government in a nonmetropolitan 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 State or designated recipient authorized and committed the supporting Federal funds in preceding or current program years, 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 maximize the safety and mobility of people and goods.

Performance measure refers to “Measure” as defined in 23 CFR 490.101.

Performance metric refers to “Metric” as defined in 23 CFR 490.101.

Performance target refers to "Target" as defined in 23 CFR 490.101.

Project selection means the procedures followed by MPOs, States, and public transportation operators to advance projects from the first 4 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 cargo from one location to another for others or for itself.

Public transportation agency safety plan means a comprehensive plan established by a State or recipient of funds under Title 49, Chapter 53 and in accordance with 49 U.S.C. 5329(d).

Public transportation operator means the public entity or government-approved authority that 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 a 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 sightseeing, school bus, charter, certain types of shuttle service, 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 conformity regulations (40 CFR part 93, subpart A)) 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 metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

Regional Transportation Planning Organization (RTPO) means a policy board of nonmetropolitan local officials or their designees created to carry out the regional transportation planning process.

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."

Scenario planning means a planning process that evaluates the effects of alternative policies, plans and/or programs on the future of a community or region. This activity should provide information to decision makers as they develop the transportation plan.

State means any one of the 50 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) (42 U.S.C. 7602(q)), the portion (or portions) of the implementation plan, or most recent revision thereof, which has

been approved under section 110 of the CAA (42 U.S.C. 7410), or promulgated under section 110(c) of the CAA (42 U.S.C. 7410(c)), or promulgated or approved pursuant to regulations promulgated under section 301(d) of the CAA (42 U.S.C. 7601(d)) 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 4 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 comprehensive, multiyear, data-driven plan, developed by a State DOT in accordance with the 23 U.S.C. 148.

Transit Asset Management Plan means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.
Transit Asset Management System means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transportation Control Measure (TCM) means any measure that is specifically identified and committed to in the applicable SIP, including a substitute or additional TCM that is incorporated into the applicable SIP through the process established in CAA section 176(c)(8), that is either one of the types listed in section 108 of the CAA (42 U.S.C. 7408) 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 4 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 for metropolitan transportation plans and long-range statewide transportation plans, a 4-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 (UZA) 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 GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93469, Dec. 20, 2016; 82 FR 56542, Nov. 29, 2017]

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, 23 U.S.C. 150, and 49 U.S.C. 5303, as amended, which:

(a) Set forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a 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, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter vanpool providers) fosters economic growth and development, and takes into consideration resiliency needs, 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).

[81 FR 34135, May 27, 2016, as amended at 81 FR 93470, Dec. 20, 2016; 82 FR 56543, Nov. 29, 2017]

§ 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) To accomplish the objectives in § 450.300 and § 450.306(b), metropolitan planning organizations designated under § 450.310, in cooperation with the State and public transportation operators, shall develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.

(b) 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;
(8) Emphasize the preservation of the existing transportation system;
(9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
(10) Enhance travel and tourism.

(c) Consideration of the planning factors in paragraph (b) 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 (including Section 4(f) properties as defined in 23 CFR 774.17), and housing and community development.

(d) Performance-based approach.

(1) The metropolitan transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decisionmaking to support the national goals described in 23 U.S.C. 150(b) and the general purposes described in 49 U.S.C. 5301(c).

(2) Establishment of performance targets by metropolitan planning organizations.
(i) Each metropolitan planning organization shall establish performance targets that address the performance measures or standards established under 23 CFR part 490 (where applicable), 49 U.S.C. 5326(c), and 49 U.S.C. 5329(d) to use in tracking progress toward attainment of critical outcomes for the region of the metropolitan planning organization.

(ii) The selection of targets that address performance measures described in 23 U.S.C. 150(c) shall be in accordance with the appropriate target setting framework established at 23 CFR part 490, and shall be coordinated with the relevant State(s) to ensure consistency, to the maximum extent practicable.

(iii) The selection of performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, with public transportation providers to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

(3) Each MPO shall establish the performance targets under paragraph (d)(2) of this section not later than 180 days after the date on which the relevant State or provider of public transportation establishes the performance targets.

(4) An MPO shall integrate in the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. chapter 53 by providers of public transportation, required as part of a performance- based program including:

(i) The State asset management plan for the NHS, as defined in 23 U.S.C. 119(e) and the Transit Asset Management Plan, as discussed in 49 U.S.C. 5326;

(ii) Applicable portions of the HSIP, including the SHSP, as specified in 23 U.S.C. 148;

(iii) The Public Transportation Agency Safety Plan in 49 U.S.C. 5329(d);

(iv) Other safety and security planning and review processes, plans, and programs, as appropriate;

(v) The Congestion Mitigation and Air Quality Improvement Program performance plan in 23 U.S.C. 149(l), as applicable;

(vi) Appropriate (metropolitan) portions of the State Freight Plan (MAP-21 section 1118);

(vii) The congestion management process, as defined in 23 CFR 450.322, if applicable; and

(viii) Other State transportation plans and transportation processes required as part of a performance-based program.

(e) The failure to consider any factor specified in paragraph (b) or (d) 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.

(f) An MPO shall carry out the metropolitan transportation planning process in coordination with the statewide transportation planning process required by 23 U.S.C. 135 and 49 U.S.C. 5304.

(g) 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.

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

(i) 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 this part, taking into account the complexity of the transportation problems in the area. The MPO shall develop simplified procedures in cooperation with the State(s) and public transportation operator(s).

[81 FR 34135, May 27, 2016, as amended at 81 FR 93470, Dec. 20, 2016; 82 FR 56543, Nov. 29, 2017]

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

(a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart. At the State's option, funds provided under 23 U.S.C. 104(b)(2) and 23 U.S.C. 505 may also be provided to MPOs for metropolitan transportation planning. At the option of the State and operators of public transportation, funds provided under 49 U.S.C. 5305(e) may also be provided to MPOs for activities that support 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)(4) for metropolitan transportation planning activities.

(b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 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 1- or 2-year period by major activity and task (including activities that address the planning factors in § 450.306(b)), 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 shall include a description of the major activities to be performed during the next 1- or 2-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, as amended (Program Guidance for Metropolitan Planning and State Planning and Research Program Grants).

§ 450.310 Metropolitan planning organization designation and redesignation.

(a) To carry out the metropolitan transportation planning process under this subpart, an 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) The FHWA and the FTA shall identify as a 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 urbanized area as a TMA on the request of the Governor and the MPO designated for that area.

(d) TMA structure:

(1) Not later than October 1, 2014, each metropolitan planning organization that serves a designated TMA shall consist of:
  (i) Local elected officials;
  (ii) Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and
  (iii) Appropriate State officials.

(2) An MPO may be restructured to meet the requirements of this paragraph (d) without undertaking a redesignation.

(3) Representation.
  (i) Designation or selection of officials or representatives under paragraph (d)(1) of this section shall be determined by the MPO according to the bylaws or enabling statute of the organization.
  (ii) Subject to the bylaws or enabling statute of the MPO, a representative of a provider of public transportation may also serve as a representative of a local municipality.
  (iii) An official described in paragraph (d)(1)(ii) shall have responsibilities, actions, duties, voting rights, and any other authority commensurate with other officials described in paragraph (d)(1) of this section.

(4) Nothing in this section shall be construed to interfere with the authority, under any State law in effect on December 18, 1991, of a public agency with multimodal transportation responsibilities -
   (i) To develop the plans and TIPs for adoption by an MPO; and
   (ii) To develop long-range capital plans, coordinate transit services and projects, and carry out other activities pursuant to State law.

(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) 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.

(j) 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 decisionmaking authority or responsibility of the MPO, or in decisionmaking procedures established under MPO by-laws.

(k) 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).

(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 (j) of this 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 described in paragraph (d) of this section 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.

(m) 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.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93470, Dec. 20, 2016; 82 FR 56543, Nov. 29, 2017]

§ 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.
(1) 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.
(2) 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, the appropriate 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 MPO (in cooperation with the State and public transportation operator(s)) shall review the MPA boundaries after each Census to determine if existing MPA boundaries meet the minimum statutory requirements for new and updated urbanized area(s), and shall adjust them 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, improves access to 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.

[82 FR 56543, Nov. 29, 2017]

§ 450.314 Metropolitan planning agreements.

(a) The MPO, the State(s), and the providers of public transportation 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 providers of public transportation 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 the development of financial plans that support the metropolitan transportation plan (see § 450.324) and the metropolitan TIP (see § 450.326), and development of the annual listing of obligated projects (see § 450.334).

(b) The MPO, the State(s), and the providers of public transportation should periodically review and update the agreement, as appropriate, to reflect effective changes.

(c) 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 regulations (40 CFR part 93, subpart A). 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.

(d) 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.

(e) 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.

(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, 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.

(g) 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 suballocated to the urbanized area over 200,000 population, and project selection).

(h)

(1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance

targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see § 450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:

(i) When one MPO serves an urbanized area;

(ii) When more than one MPO serves an urbanized area; and

(iii) When an urbanized area that has been designated as a TMA overlap into an adjacent MPA serving an urbanized area that is not a TMA.

(2) These provisions shall be documented either:

(i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or

(ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

[82 FR 56544, Nov. 29, 2017]

§ 450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), 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 MPO shall develop the participation plan 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 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 that 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, subpart A), 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, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs 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 non-profit 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. 201-204.

(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.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56544, Nov. 29, 2017]

§ 450.318 Transportation planning studies and project development.

(a) Pursuant to section 1308 of the Transportation Equity Act for the 21st 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) 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 non-binding guidance material. The guidance in Appendix A applies only to paragraphs (a)-(c) in this section.

(e) In addition to the process for incorporation directly or by reference outlined in paragraph (b) of this section, an additional authority for integrating planning products into the environmental review process exists in 23 U.S.C. 168. As provided in 23 U.S.C. 168(f):

(1) The statutory authority in 23 U.S.C. 168 shall not be construed to limit in any way the continued use of processes established under other parts of this section or under an authority established outside of this part, and the use of one of the processes in this section does not preclude the subsequent use of another process in this section or an authority outside of this part.

(2) The statute does not restrict the initiation of the environmental review process during planning.

§ 450.320 Development of programmatic mitigation plans.

(a) An MPO may utilize the optional framework in this section to develop programmatic mitigation plans as part of the metropolitan transportation planning process to address the potential environmental impacts of future transportation projects. The MPO, in consultation with the FHWA and/or the FTA and with the agency or agencies with jurisdiction and special expertise over the resources being addressed in the plan, will determine:

(1) *Scope.*

(i) An MPO may develop a programmatic mitigation plan on a local, regional, ecosystem, watershed, statewide or similar scale.

(ii) The plan may encompass multiple environmental resources within a defined geographic area(s) or may focus on a specific type(s) of resource(s) such as aquatic resources, parkland, or wildlife habitat.

(iii) The plan may address or consider impacts from all projects in a defined geographic area(s) or may focus on a specific type(s) of project(s).

(2) *Contents*. The programmatic mitigation plan may include:

(i) An assessment of the existing condition of natural and human environmental resources within the area covered by the plan, including an assessment of historic and recent trends and/or any potential threats to those resources.

(ii) An identification of economic, social, and natural and human environmental resources within the geographic area that may be impacted and considered for mitigation. Examples of these resources include wetlands, streams, rivers, stormwater, parklands, cultural resources, historic resources, farmlands, archeological resources, threatened or endangered species, and critical habitat. This may include the identification of areas of high conservation concern or value and thus worthy of avoidance.

(iii) An inventory of existing or planned environmental resource banks for the impacted resource categories such as wetland, stream, stormwater, habitat, species, and an inventory of federally, State, or locally approved in-lieu-of-fee programs.

(iv) An assessment of potential opportunities to improve the overall quality of the identified environmental resources through strategic mitigation for impacts of

transportation projects which may include the prioritization of parcels or areas for acquisition and/or potential resource banking sites.

(v) An adoption or development of standard measures or operating procedures for mitigating certain types of impacts; establishment of parameters for determining or calculating appropriate mitigation for certain types of impacts, such as mitigation ratios, or criteria for determining appropriate mitigation sites.

(vi) Adaptive management procedures, such as protocols or procedures that involve monitoring actual impacts against predicted impacts over time and adjusting mitigation measures in response to information gathered through the monitoring.

(vii) Acknowledgement of specific statutory or regulatory requirements that must be satisfied when determining appropriate mitigation for certain types of resources.

(b) A MPO may adopt a programmatic mitigation plan developed pursuant to paragraph (a), or developed pursuant to an alternative process as provided for in paragraph (f) of this section through the following process:

(1) Consult with each agency with jurisdiction over the environmental resources considered in the programmatic mitigation plan;

(2) Make available a draft of the programmatic mitigation plan for review and comment by appropriate environmental resource agencies and the public;

(3) Consider comments received from such agencies and the public on the draft plan; and

(4) Address such comments in the final programmatic mitigation plan.

(c) A programmatic mitigation plan may be integrated with other plans, including watershed plans, ecosystem plans, species recovery plans, growth management plans, State Wildlife Action Plans, and land use plans.

(d) If a programmatic mitigation plan has been adopted pursuant to paragraph (b), any Federal agency responsible for environmental reviews, permits, or approvals for a transportation project shall give substantial weight to the recommendations in the programmatic mitigation plan when carrying out its responsibilities under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.) (NEPA) or other Federal environmental law.

(e) Nothing in this section limits the use of programmatic approaches for reviews under NEPA.

(f) Nothing in this section prohibits the development, as part of or separate from the transportation planning process, of a programmatic mitigation plan independent of the framework described in paragraph (a) of this section. Further, nothing in this section prohibits the adoption of a programmatic mitigation plan in the metropolitan planning process that was developed under another authority, independent of the framework described in paragraph (a).

§ 450.322 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 (including intercity bus operators, employer-based commuting programs such as a carpool program,

vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, 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.

(c) 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, improve transportation system management and operations, and improve efficient service integration within and across modes, including highway, transit, passenger and freight rail operations, and non-motorized transport. 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.

(d) 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 underlying 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, including providers of public transportation;

(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.

(e) 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.

(f) 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.

(g) 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.

(h) Congestion management plan. A MPO serving a TMA may develop a plan that includes projects and strategies that will be considered in the TIP of such MPO.

(1) Such plan shall:

(i) Develop regional goals to reduce vehicle miles traveled during peak commuting hours and improve transportation connections between areas with high job concentration and areas with high concentrations of low-income households;

(ii) Identify existing public transportation services, employer based commuter programs, and other existing transportation services that support access to jobs in the region; and

(iii) Identify proposed projects and programs to reduce congestion and increase job access opportunities.

(2) In developing the congestion management plan, an MPO shall consult with employers, private and nonprofit providers of public transportation, transportation management organizations, and organizations that provide job access reverse commute projects or job-related services to low-income individuals.

§ 450.324 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 formulating the transportation plan, the MPO shall consider factors described in § 450.306 as the factors relate to a minimum 20-year forecast period. 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 provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) 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 4 years in air quality nonattainment and maintenance areas and at least every 5 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 MPO shall approve the transportation plan (and any revisions) and submit it 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 used 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 current and 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, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities,

nonmotorized transportation facilities (e.g., 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.

(3) A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with § 450.306(d).

(4) A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in § 450.306(d), including -

(i) Progress achieved by the metropolitan planning organization in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and

(ii) For metropolitan planning organizations that voluntarily elect to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets.

(5) 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;

(6) 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.

(7) Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. 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.

(8) Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a), as appropriate;

(9) 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 regulations (40 CFR part 93, subpart A). In all areas (regardless of air quality designation), all proposed improvements shall be described in sufficient detail to develop cost estimates;

(10) 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 MPO shall develop the discussion in consultation with

applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;

(11) 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 the 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(s), 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. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan.

(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. 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 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.

(12) Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

(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 integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP required under 23 U.S.C. 148, the Public Transportation Agency Safety Plan required under 49 U.S.C. 5329(d), or an Interim Agency Safety Plan in accordance with 49 CFR part 659, as in effect until completion of the Public Transportation Agency Safety Plan, and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of all motorized and non-motorized users.

(i) An MPO may, while fitting the needs and complexity of its community, voluntarily elect to develop multiple scenarios for consideration as part of the development of the metropolitan transportation plan.
(1) An MPO that chooses to develop multiple scenarios under this paragraph (i) is encouraged to consider:
(i) Potential regional investment strategies for the planning horizon;
(ii) Assumed distribution of population and employment;
(iii) A scenario that, to the maximum extent practicable, maintains baseline conditions for the performance areas identified in § 450.306(d) and measures established under 23 CFR part 490;
(iv) A scenario that improves the baseline conditions for as many of the performance measures identified in § 450.306(d) as possible;
(v) Revenue constrained scenarios based on the total revenues expected to be available over the forecast period of the plan; and
(vi) Estimated costs and potential revenues available to support each scenario.
(2) In addition to the performance areas identified in 23 U.S.C. 150(c), 49 U.S.C. 5326(c), and 5329(d), and the measures established under 23 CFR part 490, MPOs may evaluate scenarios developed under this paragraph using locally developed measures.

(j) The MPO shall provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), 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).

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

(l) A State or MPO is not required to select any project from the illustrative list of additional projects included in the financial plan under paragraph (f)(11) of this section.

(m) 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, subpart A). A 12-month conformity lapse grace period will be implemented when an area misses an applicable deadline, in accordance with the Clean Air Act and the transportation conformity regulations (40 CFR part 93, subpart A). At the end of this 12-month grace period, the existing conformity determination will lapse. 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, subpart A. 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.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56544, Nov. 29, 2017]

§ 450.326 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 reflect the investment priorities established in the current metropolitan transportation plan and shall cover a period of no less than 4 years, be updated at least every 4 years, and be approved by the MPO and the Governor. However, if the TIP covers more than 4 years, the FHWA and the FTA will consider the projects in the additional years as informational. The MPO may update the TIP 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, subpart A).

(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 MPO shall publish or otherwise make readily available the TIP 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 be designed such that once implemented, it makes progress toward achieving the performance targets established under § 450.306(d).

(d) The TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets.

(e) 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 alternatives; associated transit improvements; Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects; HSIP projects; trails projects; accessible pedestrian walkways; and bicycle facilities), except the following that may 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(d), and 49 U.S.C. 5305(d);
(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, metropolitan planning projects funded with Surface Transportation Program 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.

(f) 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.

(g) 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 4 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 that 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 regulations (40 CFR part 93, subpart A); and

(7) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans.

(h) 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 regulations (40 CFR part 93, subpart A). 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.

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

(j) 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)(6)) and public transportation (as defined by title 49 U.S.C. Chapter 53). In addition, for illustrative purposes, the financial plan may 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. 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).

(k) 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 2 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 regulations (40 CFR part 93, subpart A) and shall provide for their timely implementation.

(l) 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.

(m) Procedures or agreements that distribute suballocated Surface Transportation Program funds 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.

(n) 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.

(o) In metropolitan nonattainment and maintenance areas, a 12-month conformity lapse grace period will be implemented when an area misses an applicable deadline, according to the Clean Air Act and the transportation conformity regulations (40 CFR part 93, subpart A). At the end of this 12-month grace period, the existing conformity determination will lapse. 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.

(p) Projects in any of the first 4 years of the TIP may be advanced in place of another project in the first 4 years of the TIP, subject to the project selection requirements of § 450.332. In addition, the MPO may revise the TIP at any time under procedures agreed to by the State, MPO, 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 §450.330).

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56545, Nov. 29, 2017]

§ 450.328 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. The MPO shall use public participation procedures consistent with § 450.316(a) in revising the TIP, except that these procedures are not required for administrative modifications.

(b) After approval by the MPO and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, the FHWA and the FTA must make a conformity finding on the TIP 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 it has included a TIP including projects under the jurisdiction of these agencies in the STIP.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56545, Nov. 29, 2017]

§ 450.330 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, 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 § 450.336, 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 an MPO has not updated the metropolitan transportation plan in accordance with the cycles defined in § 450.324(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 § 450.326(a). Until the MPO approves (in attainment areas) or the FHWA and the FTA issue a conformity determination on (in nonattainment and maintenance areas) the updated metropolitan transportation plan, the MPO may not amend the TIP.

(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 § 450.220(b).

(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.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56545, Nov. 29, 2017]

§ 450.332 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 § 450.326 has been developed and approved, the first year of the TIP will 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, the MPO, the State, and the public transportation operator(s) if requested by the MPO, the State, or the public transportation operator(s) shall jointly develop a revised "agreed to" list of projects. 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, the State and/or the public transportation operator(s), in cooperation with the MPO shall select projects to be implemented using title 23 U.S.C. funds (other than Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects) or funds under title 49 U.S.C. Chapter 53, from the approved metropolitan TIP. Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects shall be selected in accordance with procedures developed pursuant to 23 U.S.C. 201, 202, 203, and 204.

(c) In areas designated as TMAs, the MPO shall select all 23 U.S.C. and 49 U.S.C. Chapter 53 funded projects (excluding projects on the NHS and Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program) in consultation with the State and public transportation operator(s) from the approved TIP and in accordance with the priorities in the approved TIP. The State shall select projects on the NHS in cooperation with the MPO, from the approved TIP. Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects shall be selected in accordance with procedures developed pursuant to 23 U.S.C. 201, 202, 203, and 204.

(d) Except as provided in § 450.326(e) and § 450.330(f), projects not included in the federally approved STIP are not 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, subpart A).

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56545, Nov. 29, 2017]

§ 450.334 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 § 450.326(g)(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.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56545, Nov. 29, 2017]

§ 450.336 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 4 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 FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT 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 4 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 the MPO and the Governor have approved a TIP, jointly certify the transportation planning process;

(ii) If the process substantially meets the requirements of this part and the MPO and the Governor have approved a TIP, 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 4 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 FHWA and the FTA shall notify the MPO(s), the State(s), and public transportation operator(s) 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.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56545, Nov. 29, 2017]

§ 450.338 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 the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.).

§ 450.340 Phase-in of new requirements.

(a) Prior to May 27, 2018, an MPO may adopt a metropolitan transportation plan that has been developed using the SAFETEA-LU requirements or the provisions and requirements of this part. On or after May 27, 2018, an MPO may not adopt a metropolitan transportation plan that has not been developed according to the provisions and requirements of this part.

(b) Prior to May 27, 2018 (2 years after the publication date of this rule), FHWA/FTA may determine the conformity of, or approve as part of a STIP, a TIP that has been developed using SAFETEA-LU requirements or the provisions and requirements of this part. On or after May 27, 2018 (2 years after the publication date of this rule), FHWA/FTA may only determine the conformity of, or approve as part of a STIP, a TIP that has been developed according to the provisions and requirements of this part, regardless of when the MPO developed the TIP.

(c) On and after May 27, 2018 (2 years after the issuance date of this rule), the FHWA and the FTA will take action (i.e., conformity determinations and STIP approvals) on an updated or amended 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 MAP-21.

(d) On or after May 27, 2018 (2 years after the publication date of this rule), an MPO may make an administrative modification to a TIP that conforms to either the SAFETEA-LU or to the provisions and requirements of this part.

(e) Two years from the effective date of each rule establishing performance measures under 23 U.S.C. 150(c), 49 U.S.C. 5326, and 49 U.S.C. 5329 FHWA/FTA will only determine the conformity of, or approve as part of a STIP, a TIP that is based on a metropolitan transportation planning process that meets the performance based planning requirements in this part and in such a rule.

(f) Prior to 2 years from the effective date of each rule establishing performance measures under 23 U.S.C. 150(c), 49 U.S.C. 5326, or 49 U.S.C. 5329, an MPO may adopt a metropolitan transportation plan that has been developed using the SAFETEA-LU requirements or the performance-based planning requirements of this part and in such a rule. Two years on or after the effective date of each rule establishing performance measures under 23 U.S.C. 150(c), 49 U.S.C. 5326, or 49 U.S.C. 5329, an MPO may only adopt a metropolitan transportation plan that has been developed according to the performance-based provisions and requirements of this part and in such a rule.

(g) A newly designated TMA shall implement the congestion management process described in § 450.322 within 18 months of designation.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56545, Nov. 29, 2017]

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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.
[S 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.

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APPENDIX F

PUBLIC COMMENTS ON FY 2025 UPWP

No Public Comments Received