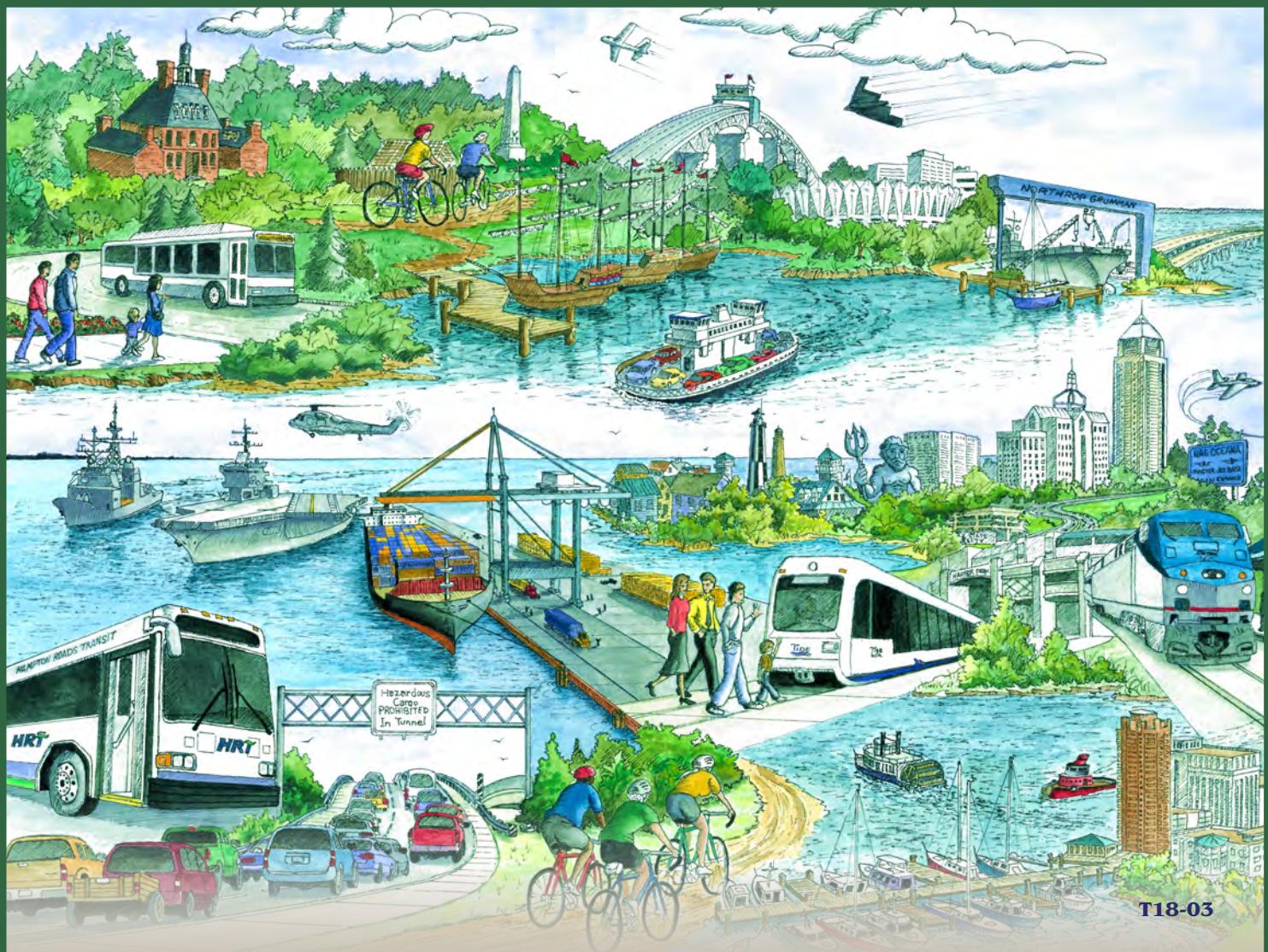




Hampton Roads
Transportation Planning Organization
**UNIFIED PLANNING
WORK PROGRAM**
FY 2019



the *heartbeat* of
**HAMPTON
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TRANSPORTATION PLANNING ORGANIZATION

May 2018

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REPORT DOCUMENTATION

TITLE:
Unified Planning Work Program: FY 2019

REPORT DATE
May 2018

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) 2019 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2018 to June 30, 2019. 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 Virginia Department of Transportation (VDOT). The contents of this report reflect the views of the Hampton Roads Transportation Planning Organization (HRTPO). 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

7/19/18 UPWP revised to reflect final FY 2019 Section 5303 funding. Adjust task budgets to reflect updated estimates of the personnel cost necessary to carry out the following tasks: Task 1.0 Long Range Transportation Plan – reduce FY 2019 PL funds by \$27,062, increase FY 2019 Section 5303 funding by \$27,062; Task 2.0 Transportation Project Programming – reduce FY 2019 PL funding by \$19,170; increase FY 2019 Section 5303 funding by \$19,170; Task 4.0 Public Participation – reduce FY 2019 PL funding by \$11,618, increase FY 2019 Section 5303 funding by \$29,318; Task 8.2 Linking Hampton Roads: A Regional Active Transportation Study – reduce FY 2019 PL funding by \$20,298, increase FY 2019 Section 5303 funding by \$20,298; Task 9.0 HRTPO Administration – reduce FY 2019 PL funding by \$16,915, increase FY 2019 Section 5303 funding by \$16,915; Task 12.0 HRTPO Contingency Funding – increase FY 2019 PL funding by \$95,063. This revision also included updates to Tables A-E to account for the change in funding.

10/18/18 UPWP revised to reflect final carryover Section 5303 (CO5303) funding. The budget for Task 10.2 TDCHR Performance Monitoring and Evaluation has been increased by \$9,008 in FY 2018 5303 funds. The budget for Task 10.9 HRT Transit Development Plan has been increased by \$10,605 in FY 18 5303 funds.

UPWP revised to adjust task budgets to reflect updated estimates of the cost necessary to carry out the following tasks: Task 1.0 Long Range Transportation Plan, increase FY 2019 PL funds by \$9,067, reduce FY 2019 Section 5303 funds by \$22; Task 2.0 Transportation Project Programming, increase FY 2019 PL funding by \$990, increase FY 2019 Section 5303 funding by \$19; Task 3.0 Performance Management, reduce FY 2019 PL funding by \$22; Task 4.0 Public Participation, reduce FY 2019 PL funding by \$4,444, increase FY 2019 Section 52303 funding by \$108; Task 5.0 Unified Planning Work Program, increase FY 2019 PL funding by \$2, reduce FY 2019 Section 303 funding by \$29; Task 6.0 Regional Freight Planning, reduce FY 2019 PL funding by \$32; Task 7.0 Safety, Security, and Resiliency Planning, reduce FY 2019 PL funding by \$11; Task 8.1 Technical Support, Research, and Special Studies, reduce FY 2019 PL funding by \$10, reduce FY 2019 Section 5303 funding by \$27; Task 8.2 Regional active Transportation Study, reduce FY 2019 PL funding by \$35, reduce FY 2019 Section 5303 funding by \$24; Task 8.3 Hampton Roads Region – Joint Land Use Study Assistance, reduce FY 2019 PL funding by \$21, reduce FY 2018 DOD funding by \$46; Task 8.4 Route 58 Corridor Study, increase FY 2019 PL funding by \$7; Task 8.5 Regional and Local Planning Implications of Connected and Automated Vehicles, reduce FY 2019 PL funding by \$32; Task 8.6 Historic Triangle Comprehensive Plan Update: Transportation Component, reduce FY 2019 PL funding by \$37; Task 8.7 Analyzing and Mitigating the Impact of Tolls on MTT and DDT – 2018 Update, increase FY 2019 PL funding by \$40; Task 8.9 Isle of Wight County Comprehensive Plan Update: Transportation Component, reduce FY 2019 PL funding by \$8; Task 8.10 Economic Impact of Bicycle Facilities in Hampton Roads, increase FY 2019 PL funding by \$39; Task 8.11 Gloucester County Transportation

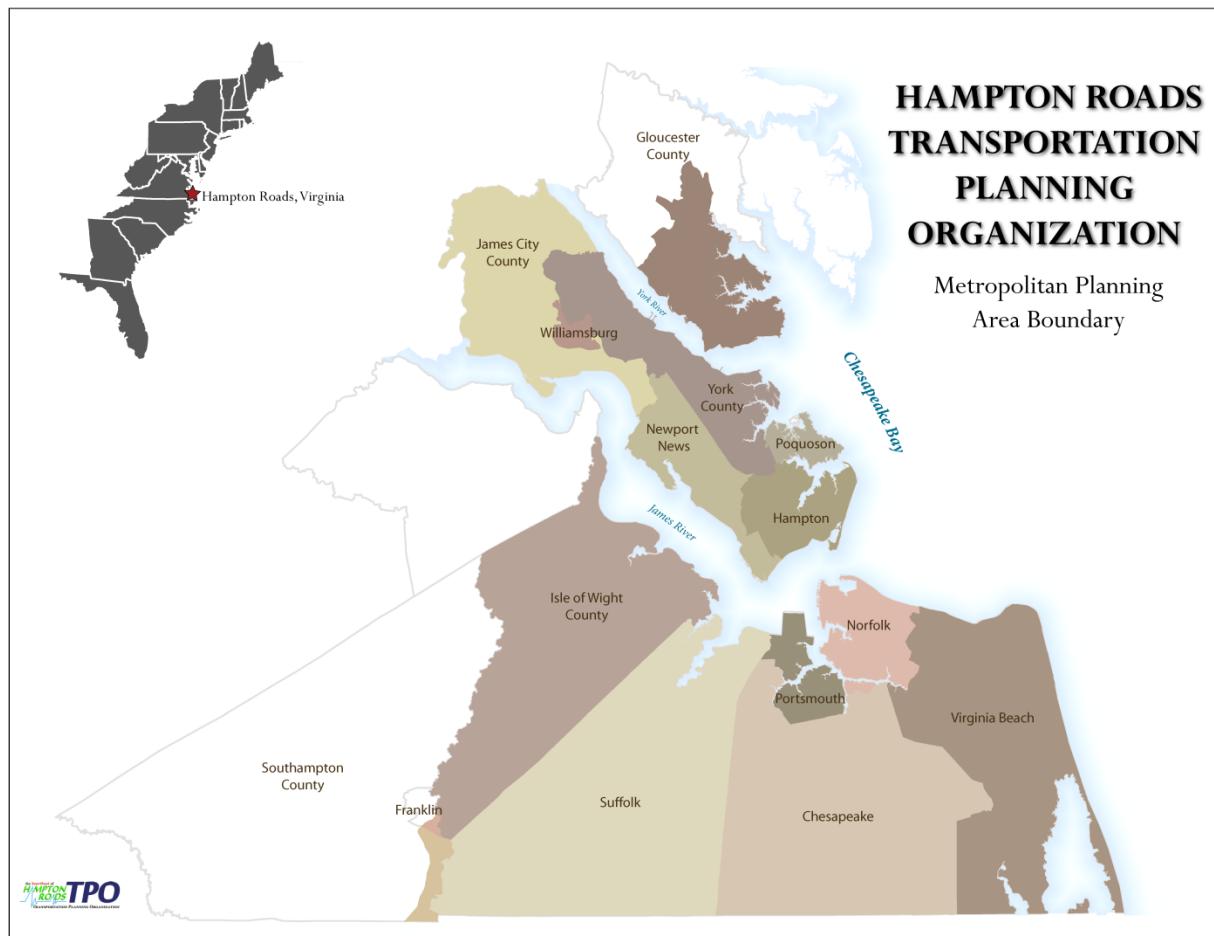
Plan, reduce FY 2019 PL funding by \$2; Task 8.12 Economic Impact of Reversible Express Lanes in Norfolk, reduce FY 2019 PL funding by \$19; Task 9.0 HRTPO Administration, reduce FY 2019 PL funding by \$8,421, increased FY 2019 Section 5303 funding by \$5; Task 1.1 HRTPO Coordination of Regional Transit Planning Process, increase FY 2019 PL funding by \$43, reduce FY 2019 Section 5303 funding by \$30; Task 12.0 HRTPO Contingency Funding, increase FY 2019 PL funding by \$2,871; Task 14.0 HRTAC Administration, increase FYT 2019 HRTF funding by \$13,500. This revision also included updates to Tables A-E to account for the change in funding.

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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) 2019 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2018 to June 30, 2019. 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 (manpower, funding) are properly allocated in the UPWP.

There are a number of emerging issues that will have a significant impact on metropolitan transportation planning, and the planning priorities for the Hampton Roads TMA will strive to address these issues. For FY 2019, the planning priorities for the HRTPO include better integrating the following issues into HRTPO planning and programming:

Scenario Planning

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

Resilience of the Transportation System

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

Active Transportation

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

Connected and Automated Vehicles (C/AV)

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

Planning Factors

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

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

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

Performance Management

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

National Goals

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

General Purposes

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

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

Summary Funding and Budget Information

The following tables summarize the funding and budget information associated with the FY 2019 UPWP. **Table A** provides an overview of the amount of funding provided by federal, state, and regional (Hampton Roads Transportation Fund) sources 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 2019 UPWP budget attributable to the following entities: HRTPO, VDOT, HRT, WATA, and Suffolk Transit.

TABLE A

FUND FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY SOURCE OF FUNDS					
Federal	State	Regional (HRTF)	Local Match	Transit Agency Match	TOTAL
\$5,532,591	\$3,409,435	\$7,133,500	\$325,061	\$355,461	\$16,756,048
33.02%	20.35%	42.57%	1.94%	2.12%	100.00%

TABLE B

FUND FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY FUNDED ENTITY					
HRTPO	VDOT	HRT	WATA	SUFFOLK TRANSIT	TOTAL
\$6,313,282 ¹	\$4,771,650 ²	\$5,461,116 ³	\$200,000	\$10,000	\$16,756,048
37.68%	28.48%	32.59%	1.19%	0.06%	100.00%

¹ Includes: \$2,697,030 Federal Highway Administration (FHWA) planning (PL) funds
\$386,398 Federal Transit Administration (FTA) Section 5303 planning funds
\$120,000 Hampton Roads Transportation Fund (HRTF) for HRTPO staff support to Hampton Roads
Transportation Accountability Commission (HRTAC)
\$72,500 State Planning and Research (SPR) funds
\$23,900 Department of Defense funds for work on Joint Land Use Study for Naval Installations
\$3,000,000 Hampton Roads Transportation Fund (HRTF) for work associated with the Hampton Roads Regional
Connectors Study – See Task 8.8

² Includes: \$4,000,000 Hampton Roads Transportation Fund (HRTF) for work associated with the Hampton Roads Regional
Connectors Study – See Task 8.8

³ Includes: \$1,520,000 Regional Surface Transportation Program (RSTP) funds, \$986,503 Congestion Mitigation Air Quality
(CMAQ) funds, and \$2,400,000 in other State/Local funds for three Transit Extension Studies

Last revised 10/18/18 (See List of Revisions, Page vi, for details)

Detailed information on the funding sources associated with each UPWP task is included in **Table C**, while **Table D** depicts the budget for each task by entity (HRTPO, VDOT, HRT, 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 2019 UPWP are as follows:

FEDERAL HIGHWAY ADMINISTRATION (FHWA) FUNDS

Metropolitan Planning Funds (PL-Section 112):

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

State Planning and Research Funds (SPR):

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

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

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

Regional Surface Transportation Program (RSTP) Funds:

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

Transportation Alternatives (TA) Set-Aside Funds:

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

FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDS

Section 5303:

Section 5303 funds are designated for transit planning and research activities. FTA apportions Section 5303 funds for Virginia to DRPT. Virginia MPOs receive their apportionment from DRPT based on an urbanized area population-based formula. These funds require 20% match which is typically divided between the state and the MPO or transit agency, each contributing 10%. As shown in Table B, the HRTPO retains a portion of Section 5303 funds and the remaining Section 5303 funds are allotted to Hampton Roads Transit (HRT), 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 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 region-wide. The HRTF is managed and administered by the Hampton Roads Transportation Accountability Commission (HRTAC).

Table C : Funding Sources by Task
Hampton Roads Transportation Planning Organization
FY 2019 Unified Planning Work Program
(Funding in Dollars)

Task #	Task Title	FHWA SPR Funds				FTA Section 5303 Funds				HRTAC Regional Funds				Other Federal Funds (See Footnotes)				FTA Section 5303 Carryover Funds				Total			
		Federal	State	Local	Match	Federal	State	Local	Match	Federal	State	Local	Match	Federal	State	Local	Match	Federal	State	Local	Match	Grand Total			
1.0	Long-Range Transportation Plan	21,671	173,364	21,671	53,472	6,684	6,684	4,693	4,693									158,667	226,636	28,355	28,355	283,546			
2.0	Transportation Project Programming	120,976	15,122	37,591	53,422													66,142		8,288	8,288	82,678			
3.0	Performance Management	66,142	8,268	8,268	43,494	43,494	58,421	7,303	7,303									406,371		50,796	50,796	507,964			
4.0	Public Participation	347,950	43,194	43,194	43,494	43,494	40,557	7,417	927	927								60,218	7,527	7,527	7,527	75,273			
5.0	Unified Planning Work Program	52,802	6,600	6,600	7,417													32,454		4,057	4,057	40,568			
6.0	Regional Freight Planning	32,454	4,057																						
7.0	Safety, Security, & Resiliency Planning	70,391	8,799	8,799														70,391		8,799	8,799	87,989			
8.1	Technical Support, Research & Special Studies	186,632	23,329	15,898	1,987	1,987												202,530		25,316	25,316	253,163			
8.2	Hampton Roads Active Transportation Plan	36,614	4,577	4,577	40,559	5,067	5,067											77,153		9,644	9,644	96,441			
8.3	Hampton Roads Region - Joint Land Use Study Assistance	9,583	1,198	1,198														21,636	2,218	3,129	3,129	35,633			
8.4	Route 58 Corridor Study	180,000	46,000	9,846	1,231	1,231												189,946		46,231	46,231	237,907			
8.5	Regional & Local Planning Implications of Connected & Automated Vehicles			47,334	5,917	5,917													47,334		5,917	5,917	59,168		
8.6	Historical Triangle Comp Plan Update/Transportation Component			29,330	3,666	3,666												29,330		3,666	3,666	36,663			
8.7	Analyzing and Mitigating the Impact of Tolls on MTT and DTT - 2018 Update	15,312	1,914	1,914														15,312		1,914	1,914	19,440			
8.8	Regional Connectors Study																	0	70,000,000	0	0	70,000,000			
8.9	Isle of Wight Comp Plan Update: Transportation Component	5,914	739	739														5,914		739	739	7,392			
8.10	Economic Impact of Bicycle Facilities in Hampton Roads	50,981	6,374	6,374														50,991		6,374	6,374	63,379			
8.11	Gloucester County Transportation Plan	24,158	3,020	3,020														24,158		3,020	3,020	30,198			
8.12	Impact of Reversible Express Lanes in Norfolk	35,905	4,488	4,488														35,905		4,488	4,488	44,381			
9.0	HRTPO Administration	520,398	65,050	65,050	34,284	4,286	4,286											554,683		69,335	69,335	693,354			
10.1	HRTPO Coordination of Regional Transit Planning Process	15,794	1,974	1,974	61,496	7,687	7,687											77,290		9,661	9,661	96,613			
10.2	TCIHR - Performance Monitoring and Evaluation					120,000	15,000	15,000									7,206	901	901	127,206	15,901	159,006			
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																(1)	789,202	197,301		197,301	0			
10.7	TCDHR Financial Planning	437,320	109,330	0	305,731	38,216	38,216										(2)	1,216,000	2,704,000		2,704,000	0			
10.8	TCDHR Public Involvement/Public Information/Publications																(3)	150,000		437,320	109,330	546,950			
10.9	HRT Transit Development Plan					52,000	6,500	6,500									(4)	1,061	60,084	0	0	140,000			
10.10	Feasibility/Corridor Studies																		7,561	27,561	95,909				
11.0	VDOT Regional Planning																		1,216,000		27,561				
12.0	HRTPO/Configurability Funding	58,000	0	14,500														305,731		38,216	38,216	392,000			
13.0	Rural Transportation Planning																	58,000		14,500	14,500	72,500			
14.0	HRTAC Administration																	0	1,961	5,532,591	7,135,500	34,69,455			
	Total	675,320	154,330	14,500	2,157,624	289,703	657,118	82,140	82,140	7,135,500	2,026,838	2,901,301	312,218	15,690	1,961	1,961	0	0	0	0	0	680,523,16,756,043			

(In) = Footnote - See below:

(1) = CMAQ Funds

(2) = RSTP Funds

(3) = State/Local Funds

(4) = DOD Office of Economic Adjustment Funds

Last Revised: 10/18/18 (See List of Revisions, Page vi, for details)

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

Table D: Budget by Recipient
Hampton Roads Transportation Planning Organization
FY 2019 Unified Planning Work Program
(Funding in Dollars)

Task #	Task Title	HRTPO			VDOT			HRT			WATA			SUFFOLK TRANSIT			TOTAL		
		FTA Section 5303 Funds	FTA Section 5303 (In Other Funds See Footnote)	FTA Section 5303 Funds	FTA Section 5303 Funds	FTA Section 5303 Funds	FTA Section 5303 (In Other Funds See Footnote)	FTA Section 5303 Funds											
1.0	Long-Range Transportation Plan	216,705	96,840													216,705			
2.0	Transportation Project Programming	151,220	46,989													151,220	46,989		
3.0	Performance Management	82,678														82,678			
4.0	Public Participation	434,938	73,026													434,938	73,026		
5.0	Unified Planning Work Program	66,002	9,271													66,002	9,271		
6.0	Regional Freight Planning	40,508														40,508			
7.0	Safety, Security, & Resiliency Planning	87,909														87,909			
8.1	Technical Support, Research & Special Studies	233,290	19,873													233,290	19,873		
8.2	Hampton Roads Active Transportation Plan	45,767	50,674													45,767	50,674		
8.3	Hampton Roads Region -Joint Land Use Study Assistance	11,979	(6)	23,054												11,979	(6)	23,054	
8.4	Route 58 Corridor Study	12,307			225,000											12,307	225,000		
8.5	Regional & Local Planning Implications of Connected & Automated Vehicles	59,168														59,168		59,168	
8.6	Historical Triangle Comp Plan Update; Transportation Component	36,663														36,663		36,663	
8.7	Analyzing and Mitigating the Impact of Tolls on I-95 and DTT -2018 Update	19,140														19,140		19,140	
8.8	Regional Connectors Study		(4)	3,000,000													7,000,000		7,000,000
8.9	Isle of Wight Comp Plan Update; Transportation Component	7,392														7,392		7,392	
8.10	Economic Impact of Bicycle Facilities in Hampton Roads	63,739														63,739		63,739	
8.11	Gloucester County Transportation Plan	30,198														30,198		30,198	
8.12	Impact of Reversible Express Lanes in Norfolk	44,881														44,881		44,881	
9.0	HRTPO Administration	650,409	42,855													650,409	42,855		
10.1	HRTPO Coordination of Regional Transit Planning Process	19,743	76,870													19,743	76,870		
10.2	TDCHR - Performance Monitoring and Evaluation																159,008		159,008
10.3	WATA - Performance Monitoring and Evaluation																200,000		200,000
10.4	Suffolk Transit Performance Monitoring																10,000		10,000
10.5	HRT Disadvantaged Business Enterprise Planning																		10,000
10.6	Regional Transportation Demand Management Program - TRAP/IX																	(1)	986,503
10.7	TDCHR Financial Planning																		986,503
10.8	TDCHR Public Involvement/Public Information/Publications																	(3)	156,000
10.9	HRT Transit Development Plan																		140,000
10.10	Feasibility/Corridor Studies																		140,000
11.0	VDOT Regional Planning																		30,605
12.0	HRTPO Contingency Funding																		95,605
13.0	Rural Transportation Planning																		3,920,000
14.0	HRTAC Administration																		546,650
	Total	2,697,030	386,398	3,157,354	72,500											2,697,030	844,150	830,406	7,133,500
																0	10,000	0	16,756,048

(fn) = Footnote - See below.

(1) = CMQO Funds

(2) = RSTP Funds

(3) = State/Local Funds

(4) = HRTF Funds

(5) = Section 5303 Carryover Funds

(6) = DOD Office of Economic Adjustment Funds

Table D last revised 10/18/18 (See List of Revisions, Page vi, for details)

Comparison of UPWP Tasks – FY 2019 versus FY 2018

The following table provides a comparison of the FY 2019 and FY 2018 UPWP tasks and budgets associated with work performed by HRTPO staff.

Table E includes the following information:

- FY 2019 UPWP Task Number, Task Title, and Task Budget
- FY 2018 UPWP Task Budget
- Change in budget (FY 2019 budget – FY 2018 budget)
- Comments on Changes in Task Budgets (for Changes >10%)

Table E: Comparison of UPWP Tasks - FY 2019 versus FY 2018

FY 2019 Task #	FY 2019 Task Title	FY 2019 Budget	FY 2018 Budget	Change in Task Budget	Comments on Changes in Task Budgets
1.0	Long-Range Transportation Plan	\$283,545	\$238,800	\$44,745	Adjusted to better reflect work anticipated under this task.
2.0	Transportation Project Programming	\$198,209	\$232,800	-\$34,591	Adjusted to better reflect work anticipated under this task.
3.0	Performance Management	\$82,678	\$65,700	\$16,978	Adjusted to better reflect work anticipated under this task.
4.0	Public Participation	\$507,964	\$439,800	\$68,164	Adjusted to better reflect work anticipated under this task.
5.0	Unified Planning Work Program	\$75,273	\$76,900	-\$1,627	Adjusted to better reflect work anticipated under this task.
6.0	Regional Freight Planning	\$40,568	\$98,600	-\$58,032	Adjusted to better reflect work anticipated under this task.
7.0	Safety, Security, and Resiliency Planning	\$87,989	\$24,600	\$63,389	Adjusted to better reflect work anticipated under this task.
8.1	Technical Support, Research, and Coordination	\$253,163	\$237,300	\$15,863	Adjusted to better reflect work anticipated under this task.
8.2	Hampton Roads Active Transportation Plan	\$96,441	\$92,400	\$4,041	Adjusted to better reflect work anticipated under this task.
8.3	Hampton Roads Region - Joint Land Use Study Assistance	\$35,833	\$89,290	-\$53,457	Adjusted to better reflect work anticipated under this task.
8.4	Route 58 Corridor Study	\$12,307	\$30,700	-\$18,393	Adjusted to better reflect work anticipated under this task.
8.5	Regional & Local Planning Implications of Connected & Automated Vehicles	\$59,168	\$12,700	\$46,468	Adjusted to better reflect work anticipated under this task.
8.6	Historic Triangle Comp. Plan Update: Trans Component	\$36,663	\$0	\$36,663	New task in FY 2019.
8.7	Analyzing and Mitigating the Impact of Tolls on MTT and DTT-2018 Update	\$19,140	\$44,400	-\$25,260	Adjusted to better reflect work anticipated under this task.
8.8	Regional Connectors Study	\$3,000,000	\$3,000,000	\$0	Continuation of FY 2018 task.
8.9	Isle of Wight County Comp Plan Update: Transportation Component	\$7,392	\$23,700	-\$16,308	Adjusted to better reflect work anticipated under this task.
8.10	Economic Impact of Bicycle Facilities in Hampton Roads	\$63,739	\$0	\$63,739	New task in FY 2019.
8.11	Gloucester County Transportation Plan	\$30,198	\$0	\$30,198	New task in FY 2019.
8.12	Impact of Reversible Express Lanes in Norfolk	\$44,881	\$0	\$44,881	New task in FY 2019.
9.0	HRTPO Administration	\$693,354	\$790,521	-\$97,167	Adjusted to better reflect work anticipated under this task.
10.1	Coordination of Regional Transit Planning Process	\$96,613	\$0	\$96,613	New task in FY 2019.
12.0	HRTPO Contingency Funding	\$382,164	\$206,815	\$175,349	NA
13.0	Rural Transportation Planning	\$72,500	\$72,500	\$0	No Change.
14.0	HRTAC Administration	\$120,000	\$106,500	\$13,500	Adjusted to better reflect work anticipated under this task.
	Total	\$6,299,782	\$5,884,026		

Table E last revised on 10/18/18 (See List of Revisions, Page vi, for details)

1.0 LONG-RANGE TRANSPORTATION PLAN

A. Background

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

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

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

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

While the LRTP is a required report for the region, the act of long-range planning is ongoing due to the dynamic nature and evolution of the cities, counties, and member organizations that the HRTPO represents. The primary products of these planning efforts are the LRTP documents, but many products are developed during the planning process. The main long-range planning efforts anticipated for FY 2019 are described under Work Elements below.

B. Work Elements (WE)

Work activities include the following:

1. Maintain and update the adopted 2040 LRTP. This includes documenting any amendments, updating the regional travel demand forecasting model network and associated inputs accordingly, and performing air quality conformity analyses as needed.
2. Produce product(s) for public and stakeholder engagement regarding the LRTP and its contents.
3. Development of the next LRTP with a horizon forecast year of 2045. Tasks to be completed during FY 2019 include:
 - a. Maintaining and updating a comprehensive schedule covering the development of the 2045 LRTP from beginning to end.
 - b. Develop vision, goals, and performance measures for 2045 LRTP.
 - c. Conduct scenario planning in regards to visioning, forecasted growth, and planning for plausible future scenarios.
 - d. Continue working with localities and other regional stakeholders in the collection and review of candidate projects for the LRTP.
 - e. Begin collection of data to evaluate candidate projects with HRTPO Project Prioritization Tool.
 - f. Ongoing Public Outreach and marketing associated with the LRTP to obtain public input on the process as needed. Details regarding HRTPO's public participation strategies are included in Task 4.0 – Public Participation.
4. Continue review and improvement of the HRTPO Project Prioritization Tool – Re-evaluate the data, measures, and weighting factors, as necessary, to keep the tool current and ready for use. This includes incorporating new measures to evaluate social equity and environmental considerations – including climate change impacts such as sea level rise and recurrent flooding – as appropriate. This also includes looking at how the region's Tool aligns with the State SMART SCALE prioritization methodology.
5. Maintain the region's Travel Demand Forecasting Model.
 - a. Provide support to VDOT, as needed, as improvements to the regional model are carried out.
 - b. Use the regional travel demand model in support of HRTPO tasks, as needed.
 - c. Provide modeling assistance, as necessary, to other agencies (HRT, localities, etc.).
6. Continue to improve the integration of multimodal transportation planning in the long-range transportation planning process. In addition to the specific multimodal mobility planning efforts outlined in Task 8.0 – Technical Support, Research, and Special Studies, the HRTPO Project Prioritization Tool will be

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

7. Continue to improve the integration of performance management in the long-range transportation planning process. Details are included in Task 3.0 – Performance Management. Typical tasks to be conducted in FY 2019 include:
 - a. Collaborating in the process of developing FAST Act performance measures
 - b. Aligning the LRTP with federal/statewide goals and performance measures
 - c. Assisting in gathering data, if necessary, to quantify performance measures
 - d. Making any necessary changes to the HRTPO Project Prioritization Tool
 - e. Studying performance trends and work with localities and agencies towards developing performance targets
8. Continue to improve the integration of the Title VI/Environmental Justice (EJ) methodology in the LRTP planning process. Efforts will include identifying and collecting relevant data and incorporating aspects of the methodology into the HRTPO Project Prioritization Tool, as appropriate.
9. HRTPO staff will continue to maintain a list of prioritized projects and coordinate as needed and/or directed by the HRTPO Board.

C. End Products

1. WE 1 – An up-to-date Long-Range Transportation Plan (LRTP) for the region.
2. WE 2 – Products to support continued public and stakeholder engagement in the LRTP planning process.
3. WE 3 –
 - a. An up-to-date multi-year schedule for the development of the 2045 LRTP.
 - b. A vision statement, accompanying goals, and performance measures for the 2045 LRTP.
 - c. Planning scenarios for the plan horizon year 2045.
 - d. List of candidate projects.
 - e. Initial data for project evaluation.
 - f. Ongoing public participation efforts.
4. WE 4 – A revised and maintained HRTPO Project Prioritization Tool.
5. WE 5 – A maintained and up-to-date regional travel demand model.
6. WE 6 – Updated HRTPO Project Prioritization Tool to account for multimodal and active transportation projects.
7. WE 7 – Performance management application to the long-range transportation planning process.

8. WE 8 – EJ methodology application to the long-range transportation planning process.

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$216,705	\$66,840		\$283,545

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

2.0 TRANSPORTATION PROJECT PROGRAMMING

A. Background

Transportation Improvement Program

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

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

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

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

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

information. In order to add projects to the TIP, sufficient revenues must be available by deferring other projects or by identifying new revenues.

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

The TIP development process may be summarized as follows:

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

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

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

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

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

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

CMAQ/RSTP Project Selection Process

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

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

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

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

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

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

Transportation Alternatives (TA) Set-Aside Project Selection Process

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

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

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

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

Statewide and Regional Transportation Funding

In February 2013, the General Assembly approved the first comprehensive overhaul of the way Virginia pays for its transportation system since 1986. The 2013 transportation funding legislation, generally referred to as 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 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. This Annual Obligations Report (AOR) must include all federally funded projects authorized or revised to increase obligations in the preceding fiscal year and must identify, for each project, the amount of federal funds requested in the TIP, the federal funding that was obligated during the preceding year, and the federal funding remaining and available for subsequent years. The AOR must be published or otherwise made publicly available in accordance with the HRTPO Public Participation Plan.

B. Work Elements (WE)

Work activities include the following:

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

C. End Products

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

D. Schedule

1. WE 1-3 – Ongoing
2. WE 4 – No later than 90 calendar days following the end of the federal fiscal year
3. WE 5 – July – December 2019
4. WE 6 – As necessary
5. WE 7 – Ongoing
6. WE 8 – As necessary
7. WE 9 - Quarterly
8. WE 10 – Third Quarter
9. WE 11 – As necessary

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$151,220	\$46,989		\$198,209

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

3.0 PERFORMANCE MANAGEMENT

A. Background

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

A key feature of MAP-21 – continued under the FAST Act – was the establishment of a performance- and outcome-based program. MAP-21 established national performance goals in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. The FAST Act requires 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
- Transit Asset Management and Safety

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

1. Maintaining Databases of Transportation Performance Data

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

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

2. Annual System Performance Reports

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

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

b. Annual *HRTPO Roadway Performance Report*

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

3. Federal and State Performance Measures

Starting in 2012, HRTPO staff has annually prepared a list of performance measures identified by state legislation and established by the state Office of Intermodal Planning and Investment (OIPI). This effort – titled *HRTPO Regional Performance Measures (RPMs)* – includes existing and historical data in a number of areas including congestion reduction, safety, transit usage, HOV usage, jobs and housing, air quality, freight movement, and maintenance. As of 2017, this information has been incorporated into the annual State of Transportation reports.

As mentioned previously, MAP-21 and the FAST Act have established performance measures in the areas of roadway safety, pavement condition, bridge condition, roadway performance, and freight movement. In FY 2018, HRTPO staff calculated measures and established regional targets for roadway safety. In FY 2019, HRTPO staff will begin calculating measures and establishing regional targets for the other areas. HRTPO staff will also begin producing a report that details the federal performance measures and established regional targets.

4. Congestion Management Process – System Performance and Mitigation Report

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

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

- System monitoring, which included regional roadway travel levels and trends, an in-depth analysis of the trends at the region's bridges and tunnels, and a description of recent, planned, and programmed system improvements.
- Calculated existing peak period speeds and congestion levels using travel time data collected by INRIX for roadways where it is available. For roadways where INRIX data is not available, congestion levels were estimated using volumes and roadway characteristics.
- Determined a number of congestion measures, including congestion duration, travel time reliability, total delay, and the Potential for Intersection Congestion Alleviation (PICA), which reports the difference between the observed and the predicted congestion level.
- Identified the most congested corridors based on the congestion measures listed above and a variety of other criteria including freight, safety, and military or national significance.
- Identified and recommended congestion mitigation strategies for the most congested corridors.

HRTPO staff produces the CMP - System Performance and Mitigation Report in accordance with the regional Long-Range Transportation Plan (LRTP). With a five year cycle between LRTP cycles, the next CMP - System Performance and Mitigation Report will be produced in FY 2020.

5. Special Transportation Studies

HRTPO staff regularly prepares special studies that examine specific topics related to the Hampton Roads transportation system. Details for Special Transportation Studies to be completed in FY 2019 are included in Task 8.0 – 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:

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

In addition, HRTPO uses a Project Prioritization Tool to evaluate the expected performance of each candidate LRTP project. Scores are determined based on a number of 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:

The FAST Act states that MPOs will include a description of the anticipated effect of the Transportation Improvement Program (TIP) toward achieving the performance targets identified by the MPO in the LRTP. 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 and/or RSTP funding are analyzed by HRTPO staff using a specific set of criteria that have been approved by the HRTPO Board. The proposed projects are then ranked based on the results of the analyses. The *Guide to the HRTPO CMAQ/RSTP Project Selection Process* includes the policies, procedures, and analysis methodologies used to score and rank project proposals.

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

c. TA Set-Aside Project Selection:

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

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

B. Work Elements (WE)

Work activities include the following:

1. Maintaining Databases of Transportation Performance Data

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

2. Annual System Performance Reports

a. *State of Transportation in Hampton Roads Report*

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

b. *HRTPO Roadway Performance Report*

HRTPO staff will produce an update to the Roadway Performance report.

3. Federal and State Performance Measures

In FY 2019, HRTPO staff will begin calculating measures and establishing regional targets for roadway safety, pavement condition, bridge condition, roadway performance, freight movement, and transit. HRTPO staff will also update the roadway safety performance measures and targets established in FY 2018. HRTPO staff will produce a report that details these federal performance measures and established regional targets.

Finally, HRTPO staff will update the performance measures identified by state legislation as part of the report.

C. End Products

1. WE 1 – Transportation databases
2. WE 2a – State of Transportation in Hampton Roads report
3. WE 2b – HRTPO Roadway Performance report
4. WE 3 – Regional System Performance Measures database and report.

D. Schedules

1. WE 1 - Ongoing
2. WE 2a – First Quarter
3. WE 2b – Fourth Quarter
4. WE 3 – Second Quarter

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	\$82,678			\$82,678

Budget Revised 10/18/18 (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*. MAP-21 required meaningful public involvement and encouraged MPOs to use a variety of methods to inform and involve interested parties in transportation planning processes. The current *Fixing America's Surface Transportation Act (FAST Act)* further underlines the importance of public involvement in the transportation planning process. Specifically, federal regulations require the development of a participation plan. In FY 2018 the HRTPO further updated its Public Participation Plan (PPP) in coordination with current federal regulations and area jurisdictions. The updated PPP – released in January 2018 – outlines current HRTPO public involvement and outreach activities. New focus has been placed upon HRTPO efforts to engage the public, specifically on the diversity of Hampton Roads and the efforts made to engage and factor in the opinions of the diverse populations of the region. The PPP serves as a blueprint for public involvement, outreach and engagement and will be reviewed and updated every one to two years.

During FY 2018, a number of new initiatives were undertaken in order to illustrate the commitment of the HRTPO to innovative, engaging public outreach. Projects initiated during FY 2017 were evaluated and refined to further support the operations, policies, and procedures of the HRTPO. Accomplishments in FY 2018 related to public participation include:

- Creation of the HRTPO/Higher Learning Collaborative
- Creation of a Variety of Publications geared towards informing the public about HRTPO and its programs
- Refinement of HRTPO's survey methods
- Development of a refined HRTPO Brand
- Expansion of the HRTPO Community Transportation Advisory Committee

Title VI and Environmental Justice

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

transportation planning and capital investment processes. In addition to adhering to the principles of Environmental Justice, the HRTPO will work to implement Title VI of the Civil Rights Act of 1964. HRTPO goals will be to:

- Comply with the public involvement and Title VI requirements of the Federal and State regulations.
- Provide specific opportunities for local citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects or policies of the HRTPO.
- Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
- Inform and educate citizens and other interested parties about ongoing HRTPO planning activities, and their potential role in those activities.
- Assess the region's transportation investments relative to the needs of disadvantaged populations, including but not limited to low income and minority populations.
- Investigate the state of accessibility and mobility for disadvantaged populations, with a focus on safety, transit, and alternative transportation modes.
- Refine mechanisms for the ongoing review of the TIP and LRTP.
- Continue to refine the Title VI/EJ Methodology in order to incorporate Title VI/EJ analysis into individual studies, programs and plans contained in the HRTPO Unified Planning Work Program (UPWP), such as corridor studies and the Transportation Improvement Program (TIP).
- 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 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.

Community Outreach Strategies

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

- **Low Income** – a person whose household income (or in the case of a community or group, whose median household income) “is at or below the U.S. Department of Health and Human Services poverty guidelines.”
- **Federal Assistance Recipients** – people who receive grants or federal funds. The assistance might be in the form of public housing, food stamps, support services or persons receiving Temporary Assistance for Needy Families (TANF) funds.

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

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

B. Work Elements (WE)

Work activities include the following:

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

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

21. Enhance and refine the current Title VI/Environmental Justice methodology used to identify Title VI/Environmental Justice communities as well as the benefit/burden analyses (including conducting a broad review of environmental justice methodologies by other agencies and investigating potential data sources).
22. Create an expanded Public Involvement Process aimed at addressing potential disparate impacts of transportation planning projects and policies.
23. Investigate the state of accessibility and mobility for disadvantaged populations, with a focus on safety, transit and alternative transportation modes.
24. Revamp the HRTPO Website.
25. Establish an HRTPO Videography Center, focusing on conveying HRTPO initiatives, visually.
26. Expand the HRTPO Higher Learning Collaborative.

C. End Products

1. WE 1 – Citizen Feedback and survey results for development of the 2045 LRTP. Documentation of outreach activities. Citizen Feedback and survey results for the public involvement outreach conducted for the TIP.
2. WE 2 - Innovative and engaging surveys and survey methodologies.
3. WE 3 – Publications and HRTPO outreach material.
4. WE 12 – Updated Title VI and LEP Plans. Response to Title VI complaints, as appropriate. Report to VDOT in accordance with their reporting procedures.
5. WE 14 – Updated Community Impact Assessment Guide.
4. WE 20-21 – Refined HRTPO Title VI/EJ Benefits and Burdens Methodology to assess TIP benefits and potential burdens.
5. WE 24 – Redesigned HRTPO Website.
6. WE 25 – HRTPO Videos
7. WE 26 – Fully functioning HRTPO Higher-Learning Collaborative.

D. Schedule

1. WE 1-11 – Ongoing
2. WE 12 – Fourth Quarter
3. WE 13 – Ongoing
4. WE 14 – Third Quarter
5. WE 15-20 – Ongoing
6. WE 21 – Third Quarter
7. WE 24 – Fourth Quarter
8. WE 25-26 – Fourth Quarter

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$434,938	\$73,026		\$507,604

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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5.0 UNIFIED PLANNING WORK PROGRAM (UPWP)

A. Background

The Unified Planning Work Program (UPWP) is developed each year by the HRTPO, in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), Hampton Roads Transit (HRT), 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, and VDOT over the next one or two year period. This task provides for the preparation and maintenance of the UPWP.

B. Work Elements (WE)

Work activities include the following:

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

C. End Products

1. WE 1 – Prepare and process amendments and administrative modifications, as necessary, to the approved FY 2019 UPWP.
2. WE 2 – Produce the FY 2020 UPWP document.

D. Schedule

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

E. Participants

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$434,938	\$73,026		\$507,604

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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5.0 UNIFIED PLANNING WORK PROGRAM (UPWP)

A. Background

The Unified Planning Work Program (UPWP) is developed each year by the HRTPO, in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), Hampton Roads Transit (HRT), 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, and VDOT over the next one or two year period. This task provides for the preparation and maintenance of the UPWP.

B. Work Elements (WE)

Work activities include the following:

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

C. End Products

1. WE 1 – Prepare and process amendments and administrative modifications, as necessary, to the approved FY 2019 UPWP.
2. WE 2 – Produce the FY 2020 UPWP document.

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$66,002	\$9,271		\$75,273

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

6.0 REGIONAL FREIGHT PLANNING

A. Background

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

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

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

Regional Freight Study

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

Maintaining Databases of Freight Data

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

Prioritizing Projects that Improve Freight Movement

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

Freight Transportation Advisory Committee (FTAC)

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

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

B. Work Elements (WE)

Work activities include the following:

1. Freight Transportation Advisory Committee (FTAC)

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

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

2. Measure freight performance by:

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

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

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

This task involves creating a detailed data and mapping inventory of freight facilities in Hampton Roads. This inventory would include – but not be limited to – the types of freight-generating facilities described above as well as other critical freight generators. The inventory will also include 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) will also be included.

The Hampton Roads Freight Facilities Inventory will likely be web-based and interactive, which will allow users to obtain detailed information on each freight facility. An example of a similar web-based freight facility inventory is the Philly Freight Finder, which was created by the Delaware Valley Regional Planning Commission.

C. End Products

1. WE 1 – FTAC – Documentation of technical research and analysis activities as requested
2. WE 2 – Updated freight databases and GIS shapefiles
3. WE 3 – Freight planning products, as requested
4. WE 5 – Hampton Roads Freight Facilities Inventory website and documentation

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$40,568			\$40,568

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

7.0 SAFETY, SECURITY PLANNING, AND RESILIENCY PLANNING

A. Background

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

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

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

Safety Planning

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

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

The first Hampton Roads *Regional Safety Study* was released in 2004, and an update was released in 2013/2014. The Regional Safety Study includes information on regional crash data and trends, a detailed analysis of the locations of crashes, and an analysis of high crash locations with crash countermeasures. The Regional Safety Study is updated every five years in conjunction with the Long-Range Transportation Plan, and an update will be produced in FY 2019.

In FY 2017 and 2018, the HRTPO followed up on the *Regional Safety Study* by preparing the *Hampton Roads Active Transportation Safety Study*. This study examined safety issues related to walking and bicycling, including determining the location of active transportation crashes throughout the region.

Security Planning

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

Resiliency Planning

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

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

HRTPO 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.

HRTPO staff also participates on a number of committees related to planning for sea level rise and climate change. These committees currently include HRPDC’s Coastal Resiliency Committee; and the Joint Land Use Studies (see Task 8.3). HRTPO staff also provides assistance to other stakeholders in their climate change and sea level rise planning efforts, such as the USDOT Hampton Roads Climate Impact Quantification Initiative, local and statewide universities and VIMS.

B. Work Elements (WE)

Safety

1. Produce an update to the Hampton Roads Regional Safety Study. The Hampton Roads Regional Safety Study – 2018/2019 Update will build on the previous Regional Safety Study (2013/2014) and will include the following tasks:
 - Report the recent trends in regional roadway safety.
 - Provide detailed characteristics of crashes throughout the region.
 - Analyze the number and/or rate of crashes on freeway and roadway segments and at major intersections throughout Hampton Roads.
 - Use measures such as the Potential for Safety Improvement (PSI) to prioritize high crash locations.
 - Detail efforts to improve roadway safety.

- Document general crash countermeasures and Crash Modification Factors (CMFs).
- Analyze high crash locations in detail and recommend countermeasures.

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

Security

1. Provide transportation/emergency management analysis for updates to VDOT's "Hurricane Lane Reversal Plan" as those updates occur.
2. Provide transportation/emergency management recommendations to VDEM for its work, including participation in Hurricane Evacuation Coordination Workgroup (HECW).
3. Provide transportation recommendations to the Virginia Center for Transportation Innovation and Research (VCTIR) for its evacuation analyses, as those analyses occur.

Resiliency

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

C. End Products

1. WE 1 – Hampton Roads Regional Safety Study – 2018/2019 Update
2. WE 2 – Updated crash databases and GIS shapefiles
3. WE 6 – Safety Performance Measures and Targets included under Task 3.0 - Performance Management
3. WE 7 – Written analysis of and recommended improvements to VDOT’s “Hurricane Lane Reversal Plan”, as updates are issued.
4. WE 8 – Written transportation/emergency management recommendations to VDEM, e.g. for its RCPT effort.
5. WE 9 – Written transportation recommendations to VCTIR for its hurricane analyses, as draft documents are issued.

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$87,989			\$87,989

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.0 TECHNICAL SUPPORT, RESEARCH, AND SPECIAL STUDIES

8.1 Technical Support, Research, and Coordination

A. Background

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

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

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

B. Work Elements (WE)

Work activities include the following:

1. Event-Driven Topics
 - a. Define the problem or question that has emerged.
 - b. Research the experience of others in responding to the problem/question.
 - c. Conduct research and analyses of local issues or event-driven topics such as federal and/or state transportation-related policy and legislation, federal, state, and regional transportation funding, and congestion/value pricing.
 - d. Prepare and analyze alternative solutions.
 - e. Recommend actions to the HRTPO board.
2. Assist federal, state, and local governments with projects, as requested. Typical work includes evaluation of PPTA proposals and preparing project level planning studies.
3. Serve on the Project Steering Team and assist the Hampton Roads Transportation Operations Subcommittee (HRTO) with oversight of the preparation of the Operations Strategy for Hampton Roads.
4. Work with 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, update the volumes in the spreadsheet developed for estimating the impact of closures.
6. Regional Highway and Fixed Guideway Studies - Studies 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 and providing written reviews of interim work. Current studies include:
 - a. US 460/58/13 Connector Study
 - b. Study of Phase III of I-64/I-264 Interchange
7. Special Work for TTAC and HRTO – HRTPO staff will conduct analyses requested by TTAC and HRTO. When such analyses do not fall under any other UPWP sections, staff time will be charged to 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.
9. Support of Active Transportation in Hampton Roads:
 - Host monthly APBP webinars.
 - Maintain the active Transportation portion of the HRTPO website.
 - Post Active Transportation updates on social media.
 - Assist VDOT and localities with bicycle and pedestrian planning efforts.

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 TTAC and HRTO, documentation will be prepared as necessary.
5. WE 8 – Documentation of coordination efforts, as necessary.
7. WE 9 – Webinars, website updates, social media posts, maps.

D. Schedule

WE 1-9 – The emerging nature of this work precludes establishment of schedules.

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$233,290	\$19,873		\$253,163

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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8.2 Linking Hampton Roads: A Regional Active Transportation Study

A. Background

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

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

B. Work Elements (WE)

Planned multi-year tasks include:

1. In collaboration with the Active Transportation Subcommittee (ATS), develop guiding principles and criteria for evaluating network alternatives that include safety, connectivity, health and economic growth—consistent with the LRTP—using the principles in the existing Active Transportation component of the HRTPO Project Prioritization Tool as a starting point.
2. Establish the following using the above criteria:
 - a. A regional analysis of **current conditions** of connecting the region via active transportation facilities.
 - b. A comprehensive, **recommended** active transportation network.
 - c. Recommended **Design Guidelines** for the development of active transportation facilities.
 - d. A **prioritized** list of recommended facilities.
3. Compile reports produced under Work Elements 1 and 2 into a final report.

C. End Products

1. WE 1-2 – Linking Hampton Roads Study chapters
2. WE 3 – Final Linking Hampton Roads Study

D. Schedule

1. WE 1 – Fourth Quarter
2. WE 2 – Fourth Quarter
3. WE 3 – Fourth Quarter

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$45,767	\$50,674		\$96,441

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.3 Hampton Roads Region – Joint Land Use Study Assistance

A. Background

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

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

HRTPO staff plans to complete the transportation section of the Portsmouth/Chesapeake JLUS in coordination with the HRPDC staff, private consultants, local military, and other regional stakeholders. This study was initiated in FY 2018, and the timeline of this project may extend into FY 2020.

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

B. Work Elements (WE)

Work activities may include the following:

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

2. Other JLUS efforts (JBLE Fort Eustis-Langley, Norfolk/Virginia Beach)

- a. Participate in meetings and provide technical support as needed.

C. End Products

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

D. Schedule

1. WE 1 – Portsmouth/Chesapeake JLUS - FY2019 or FY 2020
2. WE 2 – Other JLUS efforts – As needed

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	DOD	TOTAL
HRTPO	\$11,979		\$23,854	\$35,833

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.4 Route 58 Corridor Study

A. Background

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

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

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

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

B. Work Elements (WE)

1. HRTPO staff will continue to work with VDOT staff to oversee VDOT's on-call consultant for this study.
2. HRTPO staff will continue to assist via finding meeting locations and communicating with stakeholders.

C. End Products

1. WE 1 – Report by on-call consultant.
2. WE 2 – Assistance

D. Schedule

1. WE 1 – FY 2019
2. WE 2 – FY 2019

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	SPR	TOTAL
HRTPO	\$12,307			\$12,307
VDOT			\$225,000	\$225,000

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.5 Regional and Local Planning Implications of Connected and Automated Vehicles

A. Background

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

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

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

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

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

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

This study, which was initiated in FY 2017, and continued in FY 2018, will examine the regional and local planning implications of connected and automated vehicles in Hampton Roads and address many of the benefits, issues, and unknowns addressed above.

B. Work Elements (WE)

Work activities may include the following:

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

C. End Products

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

D. Schedule

Second Quarter

E. Participants

HRTPO, VDOT, TTAC, Localities, HRTO, VTRC.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL			TOTAL
HRTPO	\$59,168			\$59,168

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.6 Historic Triangle Comprehensive Plan Update: Transportation Component

A. Background

The City of Williamsburg, James City County and York County have requested a transportation study covering the sub-region comprised of the three localities. The purpose of the study is to provide some of the information necessary for the transportation elements of the 2019 Comprehensive Plan updates of the three localities. Each comprehensive plan must include a transportation element that identifies a system of transportation infrastructure needs and recommendations that support the planned development of the territory covered by the plan, including—as appropriate, but not be limited to—roadways, bicycle accommodations, pedestrian accommodations, railways, bridges, waterways, airports, ports, and public transportation facilities.

The study will follow the Revised Traffic Impact Analysis Regulations Administrative Guidelines (VDOT, June 2017). These guidelines state that the transportation element of a comprehensive plan should be based on:

- An evaluation of the locality's existing transportation facilities
- Identification of current transportation needs
- Comparison of the existing facilities with the community's plan for its future land use pattern
- Identification of future transportation improvements that will be needed to support the future development.

The guidelines also require 1) maps showing planned improvements, and 2) cost estimates for planned improvements.

B. Work Elements (WE)

Based on the state's Guidelines and localities' request, the study will include:

Existing Analysis

1. Highway
 - a. Traffic volume analysis
 - b. Congestion levels by segment, based on latest traffic volumes and INRIX speed data
2. Public Transportation
 - a. Analysis of Williamsburg Area Transit Authority (WATA) ridership and routes
 - b. Lists of needs based on the latest Transit Development Plan (TDP) from WATA
3. Intercity Rail
4. Active Transportation
 - a. Description of needs in general terms (localities will address bicycle and pedestrian facilities in detail in their comprehensive plans)
 - b. Map of existing bicycle facility network.

Future-year Analysis

1. Highway
 - a. List of planned and additional needed projects from 2040 Long-Range Transportation Plan (LRTP)
 - b. Congestion by segment based on 2040 Long-Range Transportation Plan (LRTP) land use and network
 - c. Costs of above planned and additional needed projects from 2040 LRTP
2. Public Transportation
 - a. List of needs based on regional Transit Vision Plan by Department of Rail & Public Transportation (DRPT)
3. Intercity Rail
4. Active Transportation

C. End Products

A single report documenting this transportation analysis for the Historic Triangle communities (Williamsburg, James City County and York County).

D. Schedule

Fourth Quarter

E. Participants

HRTPO, VDOT, DRPT, WATA, and Historic Triangle communities (James City County, Williamsburg, and York County)

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$36,663			\$36,663

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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

A Background

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

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

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

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

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

B. Work Elements (WE)

Work activities may include the following:

1. Determine traffic volume impacts:
 - a. Weekday volumes
 - b. Peak and off-peak period volumes
 - c. Weekend volumes
 - d. Truck Volumes
2. Determine Traffic Queues and Queue Clearance Times using in-vehicle travel runs.
3. Collect photographs and videos of traffic conditions in the study area.

4. Determine impacts on segment travel times and speeds using INRIX travel time/speed data.
5. Determine public transportation impacts for key routes in the study area.

C. End Products

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

D. Schedule

Fourth Quarter

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CMAQ	TOTAL
HRTPO	\$19,140			\$19,140

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.8 Regional Connectors Study

A. Background

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

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

At its meeting on January 19, 2017, the HRTPO Board authorized and directed HRTPO staff to initiate the study and work with VDOT, HRTAC, and other partners to develop a Memorandum of Understanding (MOU) supporting studies on how to move forward with the remaining segments of the SEIS and the Bowers Hill Interchange. During its meeting on March 16, 2017, the HRTAC approved a resolution to provide up to an additional \$4 million in contingency funding to complete the work under the MOU.

B. Work Elements (WE)

In accordance with the MOU, work activities include the following:

1. HRTPO management of “Additional Feasibility Studies” (cost not to exceed \$3 million) to evaluate the following corridors:
 - a. VA-164 – from the VA-164 Connector to I-664
 - b. I-564 Connector – from I-564 to the VA-164 Connector
 - c. VA-164 Connector – from the I-564 Connector to VA-164
 - d. I-664 Connector – from the junction of the I-564 Connector and the VA-164 Connector to I-664 just south of the Monitor-Merrimac Memorial Bridge-Tunnel
 - e. I-664 – from the I-64/I-264 interchange at Bowers Hill to the I-64 interchange in Hampton

2. VDOT management of a study (cost not to exceed \$4 million) under the National Environmental Policy Act (NEPA) process for the Bowers Hill Interchange (the “Bowers Hill Study”).

C. End Products

1. WE 1 – Documentation – including studies, designs, funding analyses – necessary to determine feasibility, permit-ability, and transportation benefits necessary to advance the corridors listed.
2. WE 2 – Completed NEPA documentation for the Bowers Hill Study.

D. Schedule

1. WE 1 – To be determined.
2. WE 2 – To be determined.

E. Participants

HRTPO, VDOT, HRTAC, impacted localities, U.S. Army Corps of Engineers, U.S. Navy, Virginia Port Authority, private consultants

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	HRTF	TOTAL
HRTPO			\$3,000,000	\$3,000,000
VDOT			\$4,000,000	\$4,000,000

8.9 Isle of Wight County Comprehensive Plan Update: Transportation Component

A. Background

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

Isle of Wight County has requested that HRTPO staff provide assistance in preparing the transportation component of the plan. Work began on this task in FY 2018 and will conclude in FY 2019.

B. Work Elements (WE)

Work activities include the following:

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

C. End Products

Isle of Wight Comprehensive Plan Update (Transportation section).

D. Schedule

Fourth Quarter

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$7,392			\$7,392

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.10 Economic Impact of Bicycle Facilities in Hampton Roads

A. Background

HRTPO staff received a request from Williamsburg to prepare a study of the economic impact of investment in bicycling facilities in Hampton Roads.

B. Work Elements (WE)

Under the guidance of a project steering team (PST), HRTPO staff intends to:

1. Review literature on
 - Methods of measuring economic impact of bicycling investment
 - Estimated economic impact of bicycling investment in other regions
2. Using methods and findings discovered above (and possibly using new methods), investigate economic impact of bicycling investment in Hampton Roads. Possible data sources:
 - Bike rentals
 - Surveys
 - Census data

C. End Products

1. WE 1 – Documentation
2. WE 2 – Documentation

D. Schedule

1. WE 1 – 2nd quarter
2. WE 2 – 4th quarter

E. Participants

HRTPO, VDOT, Williamsburg and other interested localities.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	TOTAL
HRTPO	63,739		\$64,739

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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8.11 Gloucester County Transportation Plan

A. Background

Gloucester County has a varied transportation network, from major suburban corridors such as U.S. Route 17 to rural local roadways to multi-modal complete streets in the county's villages. According to Gloucester County's Comprehensive Plan, "Maintaining and improving an efficient transportation network to serve residents, commuters, and visitors is important for Gloucester's future growth and quality of life".

Like most localities, Gloucester County is impacted by a limited amount of funding available for transportation improvements. Because of these limitations, Gloucester County officials requested that HRTPO staff provide assistance in preparing a transportation plan for the county. This plan should identify priorities and action items in order to utilize the limited funding that is available.

Work on this task for those roadways in the rural areas of Gloucester County is included in Task 13.0 – Rural Transportation Planning.

B. Work Elements (WE)

Work activities include the following:

1. Analysis of existing and future (2040) conditions in a number of areas including traffic volumes, congestion levels, active transportation, safety, freight, bridges, and public transportation.
2. Review and analysis of information from other local planning efforts, including the recently updated County Comprehensive Plan. This includes Route 17 corridor/intersection improvements, access to state and federal parks, and multi-modal mobility in the village areas of the county.
3. Analysis of planned, programmed, and additional needed projects. This will include the identification of possible funding sources for those additional needed projects.
4. Recommendations for any transportation improvements.

C. End Products

Gloucester County Transportation Plan

D. Schedule

1. WE 1 – To be determined
2. WE 2 – To be determined
3. WE 3 – To be determined
4. WE 4 – Fourth Quarter

E. Participants

HRTPO, HRPDC, Gloucester County, and VDOT.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$30,198			\$30,198

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

8.12 Impact of Reversible Express Lanes In Norfolk

A. Background

In September 1992, VDOT opened two lanes in the median of I-64 in Norfolk as reversible HOV lanes. In January 2018, VDOT converted these lanes to Express Lanes, free for all vehicles off-peak, free for HOV's during peak periods, and tolled for other vehicles during peak periods.

Given that the HRTPO Board passed the following resolutions of support:

- conversion of I-64 reversible lanes to express lanes (Sept. 2016)
- express lane system for I-64 from Hampton Coliseum to Bowers Hill (July 2017)

the performance of local express lanes is valuable information for the Board.

Given that the reversible express lanes opened in January 2018, six months of performance data will be available after June 2018, i.e. during FY19. (Concerning speed performance, the ability of INRIX to differentiate between reversible lanes and main lanes may, unfortunately, be limited.)

Given that the new express lane system has more peak hours than the earlier HOV system, the following time periods are defined:

- Heart-of-Peak (the HOV hours for the previous system): 6-8am; 4-6pm
- Shoulder-of-Peak (*additional* peak hours of new system): 5-6am; 8-9am; 2-4pm
- Off-Peak (the off-peak hours of the new system): 9am to 2pm; 6pm to 5am

Given that the new express system a) allows non-HOV vehicles to use the reversible lanes during the peak period, and b) has more peak hours, staff expects the impact of the new express system to be as follows:

- Heart-of-Peak: more vehicles in reversible lanes and therefore fewer in main lanes
- Shoulder-of-Peak: fewer vehicles in reversible lanes and therefore more in main lanes
- Off-Peak: no change

The purpose of this study is to validate/refute the above assumption.

B. Work Elements (WE)

Differentiating between the above time periods, and differentiating between main lanes, reversible lanes, and whole system (main lanes and reversible lanes), the work activity is:

- Compare the post-conversion performance (volume, speed, etc.) to the pre-conversion performance.

C. End Products

1. WE 1 – Documentation

D. Schedule

1. WE 1 – 4th quarter.

E. Participants

HRTPO, VDOT, and host localities (Hampton, Norfolk, Va. Beach, and Chesapeake).

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	TOTAL
HRTPO	44,881		\$44,881

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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.

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

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

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

This task includes the purchase of four replacement computers at an average cost of \$2400 each to maintain the technical capability necessary to carry out the activities described in the UPWP.

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

B. Work Elements (WE)

Work activities include the following:

1. Administration of PL, SPR, and Section 5303 grants.
2. Administration of pass-through agreements with Hampton Roads Transit (HRT) and Williamsburg Area Transit Authority (WATA.)

3. Monitoring and providing HRTPO Board briefings on developing and approved federal and state legislation related to transportation.
4. Preparation of an Annual Legislative agenda for submission to the General Assembly.
5. Preparation of a summary of pre-filed General Assembly legislation.
6. Preparation of a summary of approved General Assembly legislation.
7. Coordination of HRTPO attorney comments and recommendations on legislation.
8. Preparation of quarterly and annual financial reports and summaries of progress during the fiscal year.
9. Preparation of intergovernmental reviews, as necessary.
10. HRTPO staff training – may include technical training as well as participation in workshops and conferences.
11. HRTPO participation in statewide and national organizations including the Virginia Association of Metropolitan Planning Organizations (VAMPO) and the Transportation Research Board (TRB).
12. HRTPO participation in meetings of the Commonwealth Transportation Board (CTB).
13. Updating and revising the HRTPO Board Member Handbook, as necessary.
14. Preparation of agendas, minutes, and associated materials for HRTPO Board meetings.
15. Preparation of agendas, minutes, and associated materials for meetings of HRTPO advisory committees and subcommittees, including the following:
 - a. Transportation Technical Advisory Committee (TTAC)
 - b. Transportation Advisory Committee (TAC)
 - c. Community Transportation Advisory Committee (CTAC)
 - d. Freight Transportation Advisory Committee (FTAC) – administrative work to be performed by Virginia Port Authority and HRTPO staffs
 - e. Legislative Ad-Hoc Committee
 - f. Transportation Programming Subcommittee (TPS)
 - g. Hampton Roads Transportation Operations (HRTO) Subcommittee
 - h. Long-Range Transportation Plan (LRTP) Subcommittee

- i. Passenger Rail and Public Transportation Task Force
- j. TRAFFIX 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. HRTPO staff support will include:
 - Calling meetings with TS chair and TRAFFIX leader to plan agendas.
 - Preparing and transmitting TS meeting agendas.
 - Providing meeting space and lunches for post-TTAC meetings.

16. Participation in technical committees led by federal, state, and local governments. These include, but are not limited to:
 - a. Transportation Research Board (TRB) committees
 - b. System Operations Research Advisory Committee (SORAC)
 - c. Transportation Planning Research Advisory Committee (TPRAC)
 - d. Regional Concept for Transportation Operations – Traffic Incident Management (RCTO-TIM) Committee
17. Participation on advisory committees, as appropriate.
18. Coordination of orientation and other training for HRTPO Board members and members of advisory committees.
19. Provision of interagency coordination and attending meetings of local governments, local transit operators, and state transportation departments, as well as other agencies, as appropriate.

C. End Products

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

D. Schedule

1. WE 1 – Grant agreements are generally processed one to two months prior to the beginning of the next state fiscal year
2. WE 2 – Pass-through agreements are generally processed one to two months prior to the beginning of the next federal fiscal year
3. WE 3 – Ongoing
4. WE 4 – Second Quarter

5. WE 5 – Third Quarter
6. WE 6 – Third Quarter
7. WE 7 - Ongoing
8. WE 8 – Quarterly
9. WE 9-13 – Ongoing
10. WE 14 – Monthly
11. WE 15 – As needed
12. WE 16-19 – Ongoing

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$650,499	\$42,855	\$	\$693,354

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

10.0 TRANSIT PLANNING

10.1 HRTPO Coordination of Regional Transit Planning Process

A. Background

The conference report for SB856 (§33.2-286, D) as of 10 Mar 2018) includes the following description of regional transit planning to be done by HRTPO:

“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.”

B. Work Elements (WE)

For FY19, the Scope of Work for this project includes the following tasks for the HRTPO:

1. **Convene** committee of representatives from the local transit agencies, including (but not limited to):
 1. HRT
 2. WATA
 3. Suffolk Transit
 4. Impacted Localities
2. Lead the group to consensus in developing a **method** of conducting a regional transit planning process, including (but not limited to):
 1. Division of responsibilities for legislative requirements (from above):
 - i. the identification and prioritization of projects
 - ii. the establishment of performance benchmarks
 - iii. the development and implementation of a regional subsidy allocation model, and
 - iv. the distribution of funds solely designated for transit and rail
3. Respond to the responsibilities given to the HRTPO by:
 1. Laying groundwork for FY20 **hiring** of needed staff or consultants
 2. Adjusting accordingly, if necessary, distribution of 5303 funds for FY20

C. End Products

1. Minutes of regional transit committee
2. Written method of conducting regional transit planning process (possibly in form of memorandum of agreement between HRTPO and transit agencies)
3. Regional transit planning process in FY20 UPWP

D. Schedule

1. Meetings of regional transit committee - ongoing
2. Written method of conducting regional transit planning process – 2nd quarter
3. Regional transit planning process in FY20 UPWP – 3rd quarter

E. Participants

HRTPO, HRT, WATA, Suffolk Transit, DRPT, and others.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	TOTAL
HRTPO	\$19,743	\$76,870	\$96,613

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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

C. End Products

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

D. Schedule

1. Annual Transportation Service Program (TSP) draft 10/1/2018 – Final 5/30/2019
2. Year-end Performance Report – 12/31/18
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	5303 CO	TOTAL
HRT	\$150,000	\$9,008	\$159,008

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

10.3 WATA Performance Monitoring and Evaluation

A. Background

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

Initiatives planned have resulted in over 2.4 million trips in fiscal year 2017 to citizens, guests and students of the City of Williamsburg, James City County, York County, Surry County, and the College of William and Mary, also connecting service to Hampton Roads Transit in Newport News. Planned initiatives include the following:

- Continue appropriate Trolley service connecting commercial/residential areas of Merchants Square (Colonial Williamsburg), High Street (City of Williamsburg) and New Town (James City County) areas.
- Continue evaluation of workforce commuting patterns for connections between the City of Newport News and the Counties of Charles City, New Kent and Surry to Greater Williamsburg to address a shortage of future workforce required for the food service, retail, warehousing, and tourism and hospitality industries. Evaluation to include transit bus options, active transportation and carpool/vanpools.
- Continue to develop the AVL/GPS; improving safety and security, customer service, communications, management and efficiency.
- Planning, environmental assessment, and development of a staging and financing plan for WATA transit facilities. WATA currently leases a facility.
- Continue evaluation of collaboration with other complementary transportation providers in the area for greater mobility for the residents, visitors and tourists in the Greater Williamsburg area.
- Implement initiatives based on the Comprehensive Operational Analysis recommendations and the Transit Development Plan completed in FY 16.
- Actively planning with the Peninsula Agency on Aging and the Williamsburg Faith in Action for the establishment of a “one-call” center for the elderly and disabled.
- Continue to move forward on the administrative and maintenance facility with more project management and site development.
- Begin project management for a potential new transfer station located off Opportunity Way in the northern section of James City County.
- Conduct a member jurisdictions contributions operations analysis.
- Develop APC criteria and work to procure a system to allow for better data collection and customer metrics to enhance service delivery discussions and planning outputs.
- The collection and analysis of information to ensure system growth and change meets the needs of the region and communicating the importance of our system’s programs to our local, regional, state and federal partners.

B. Work Elements (WE)

The scope of work that supports this need follows.

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

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

Plan to purchase an automated passenger counter (APC) system to be implemented starting in FY 18.

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

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

4. **Bus Stop Improvements-** Safe, convenient stop locations conducive to customer needs require continued evaluation and partnerships with the localities, business community, and VDOT. Evaluation includes an annual review of Authority's assets' condition (bus stops poles, placards, benches, pull-offs, shelters, and bus signage) and the location of those assets, to be then used for a management and replacement plan. Other aspects of this annual review will include an assessment of amenities in and around stops and evaluating the need for pedestrian improvements, such as crosswalks, lighting and bike racks. Such factors as engineering, environmental, usage, and pedestrian safety and ADA accessibility will be analyzed. Additional resources for shelters through grants and VDOT shelter engineering standards require policy decisions as to locations.
5. **System Revenue/Partnership Evaluation-** WATA implemented a fare increase in FY 17. WATA will continue to review the fare structure, including, daily, weekly and monthly passes. Encouraging the use of the WATA Customer Service Center & Store should reduce the bus dwell time, driver cash handling, and reduce customer service incidents, while increasing total fare income. Quarterly review of WATA's current bus advertising and plans for private support and revenue alternatives will be presented for Board approval to reduce the dependency on governmental support. Partnerships with local agencies and businesses will be maintained and developed in order to support ridership and increase revenue. Conducting a member jurisdictions contributions operations analysis will better identify the formula needed to determine local funding requirements for WATA. WATA's new demonstration route funded with CMAQ grant funds began in July 2017 servicing the Mounts Bay Rd area and Lackey Clinic.
6. **Develop Organization Internal Support** – WATA has assumed functions once provided by local government including risk management, safety, and information technology. Special emphasis is placed on introducing technology to absorb components of these functions. The development of an updated staffing plan to meet future organizational needs will improve staff effectiveness and our customers' experience. WATA has hired staff that has the skills to begin to develop and implement a formal internal training structure. This expertise will afford WATA the ability to implement training and documentation for national mandates for safety, security, and emergency preparedness. This also includes formalizing and revising employee evaluations with supporting documentation accrued throughout the year. Evaluation of new processes is needed to ensure the most efficient and effective management of these functions.
7. **Federal Data Requirements-** The federal reporting system continues in the TrAMS data system. Reports are developed in a number of formats to accommodate local, state, and federal government needs are provided on a monthly, quarterly, and annual basis. These mandated reports are necessary to show resource usage to various levels of government that support transportation. Federal requirements for Limited English Proficiency, Disadvantaged Business Enterprise and Title VI will require continued attention. In FY 2017, WATA prepared several documents for the Triennial Review, which the Review has been finalized and officially closed by FTA.

8. **Facility Feasibility Study, Transfer Station Facility (HUB) and Locality Cost Allocation Study-** In FY 2017, WATA updated the 2010 Facility Feasibility Study which included updating the location and breadth of new or improved facilities and steps to move forward. A location has been determined and an environmental assessment, appraisal, the development of staging and finance plan, land acquisition, project management and a draft schedule for facility design and engineering has begun. Inclusion in the Hampton Roads Transportation Planning Organization Transportation Improvement Program (TIP), Hampton Roads 2034 Long Range Transportation Plan and State Transportation Improvement Program (STIP) remains necessary. WATA has released a request for proposals for a Project Manager for a transfer station facility in the northern section of the WATA service area. In addition, in FY 2018 WATA is to conduct a study to determine a formula to funding support levels.

C. End Products

1. WE 1 – FY 2017 WATA completed the Transit Development Plan (TDP) and Comprehensive Operating Analysis. The TDP is updated by staff annually as required and provided to the WATA Board of Directors for approval. These reports will promote efficient management and operation of the Authority. Quarterly rider advisory committee meetings will ensure that the Authority is quantitatively and qualitatively meeting the performance requirements of the public and our riders.
2. WE 2 – Staff performance reports to help measure efficiency (i.e. cost per mile and per hour, revenue to expense ratio, etc.), service effectiveness (i.e. trips per mile and per hour), and service quality (i.e. revenue service interruptions and accidents) for the Authority to evaluate and plan the effective operation of a regional network. Reports generated from data will demonstrate to the public, Board, and local, state, and federal partners the efforts taken to ensure efficient and effective management of transit services. Purchase APC system for all buses.
3. WE 3 –Annual Transit Development Plan update in coordination with HRTPO funded projects supports enhanced delivery of services across the service area, provides transit to underserved and areas without service, plus provides transit - oriented development alternatives and active transportation (i.e. Trolley service, connection between transit and bicyclist) decreasing the single occupancy cars on our roadways. Service designs include additional amenities to encourage rider support and economic development. In FY 17, WATA implemented system route changes and new fare structure. WATA is currently studying the redesign of its system to provide better transit options for customers and to eliminate long travel and wait times.

The Transit Development Plan annual update continues to support the following: a) Increase integration and connectivity between regions and transit properties to meet growth exceeding local, state and national trends b) supports federal job initiatives policy and comprehensive plans of supporting local governments c) Protect environmental objectives for mixed use transit-oriented

development and d) increase mobility of people across regions that may have limited auto access and/or transportation options.

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

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

8. WE 8 – WATA has hired a Project Manager to ensure FTA guidelines for building a facility are met in addition to Local and State regulations. RFP currently in development for Architectural/Engineering Services for facilities. WATA is developing the scope of work needed for the member jurisdictions contributions operations analysis.

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

10.4 Suffolk Performance Monitoring and Evaluation

A. Background

Suffolk, Virginia is a mixed used 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, Blue and Gold. Some of the routes run all day while some only operate for a portion of the day. Additional route changes are anticipated to begin in 2018. These increases are expected to include additional hours of service for some of the part-day routes and adding Saturday service.

The City maintains a fleet of eight (8) Champion Challenger 19 passenger body-on-chassis buses and one Chevrolet Express Van Transit bus. The Vehicles are equipped an Intelligent Transportation System (ITS) that is contracted through ETA Transit. This system provides for 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 101,616 unlinked passenger trips and logged over 244,000 revenue miles for FY2016 and 113,084 unlinked passenger trips with roughly the same number of revenue miles for FY2017.

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. WE 1 – 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.). 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.

2. WE 2 – 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.
3. WE 3 – Evaluate Existing, Proposed and Potential Service – Annual evaluation of the performance of existing service and coordination with the most recent Transit Development Plan. 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).

C. End Products

1. WE 1 – 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 to ensure compliance with NTD reporting regulations.
2. WE 2 – Compliance with annual State audit and National Transit Database reporting to demonstrate compliance, financial condition and performance metrics to state, and federal partners.
3. WE 3 – Coordination with contractors while the FY 18/19 Transit Development Plan is being developed. Continued monitoring of the ITS system will enhance reporting capabilities. Additional service will be regularly monitored with data to ensure services are effective.

D. Schedule

1. WE 1 – Ongoing departmental monthly reports and annual reports/presentation to City Council and outside organizations upon request.
2. WE 2 – The State Audit and NTD have monthly, quarterly and annual reporting requirements. Additional requirements upon request.
3. WE 3 – Suffolk Transit has initiated the development of a new Transit Development Plan in FY18. It is anticipated to be completed in late FY18 or early FY19. Updates to this plan will be performed annually. Additional activities may be completed upon request.

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 Planning

A. Background

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

B. Work Elements (WE)

Work activities include the following:

1. Identify DBE procurement opportunities and plan outreach initiatives to recruit local and specialty DBE firms to participate in HRT's procurement process. As procurements become available, the DBE office will work with area development centers to conduct workshops which focus on the opportunities available and how 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. Submit semi-annual reports via FTA TrAMS: June 1st and December 1st.

C. End Products

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

D. Schedule

The completion of the items detailed is as follows:

1. DBE Outreach Events	Ongoing
2. Continued Evaluation of DBE Goals	Ongoing (based on new procurements with DBE participation opportunities)
3. FTA TrAM DBE Report Submission	Semi-Annually: June 1 and Dec. 1
4. DBE CUF reviews	Ongoing
5. Overall Agency DBE Goal	Annual Evaluation: Dec. 1

E. Participants

HRT staff.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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

A. Background

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

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

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

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

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

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

B. Work Elements (WE)

Work activities include the following:

1. Sales (Outreach)

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

2. Marketing

The TRAFFIX Program Director will be looking at more creative types of marketing with more emphasis on Millennials, Generation Y and X type as well as employers. TRAFFIX will create a “flight plan” for marketing and advertising by the end of January 2018.

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

Further, TRAFFIX will advertise and market all special events throughout the year to include:

- Earth Day
- Bike Month/Day
- Try Transit Week
- Dump the Pump Day
- Rideshare Month
- Transportation Fairs
- Other events with the community

3. Research, Management, Planning and Evaluation

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

C. End Products

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

D. Schedule

1. Report to 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 "Flight Plan" begins in February and continues until October of any given year. The "flight plan" is a schedule of marketing and advertising activity to include radio and TV commercials, Internet banners, billboards advertising, flyers, brochures and a host of other media-type advertising.

3. This is an on-going mission with clear benchmarks along the way to assure compliance with Goals and Objectives of the Outreach Coordinators, TRAFFIX Administrator, TRAFFIX Management.

Note: It is important to know that the activities of the TRAFFIX staff is 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 from home, to walk, ride a bike or join the NuRide data base and be matched with other like riders looking for ways to save money and reduce stress through carpooling, vanpooling, or teleworking.

E. Participants

Internal Participants:

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

External Participants:

- Local Governments
- State Governments
- Colleges and Universities
- Private Colleges
- 176 major Hampton Roads Employers in FY 2017
- Contacted/contacting over 100,000 employees (employee base) annually (FY 2017) through radio, TV, billboards and/or flyers.
- Participants encompassing the Hampton Roads Metropolitan Planning Area, the Virginia Eastern Shore, and Northeastern North Carolina
- Institutes of higher learning (TCC, ODU, NSU, CNU, HU, TNCC, Everest College, Bryant and Stratton College, Centura College, Newport News Shipbuilding, and the area's military installations.)

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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 analysis and reviews affecting cost and revenue structures
3. Prepare financial documentation in connection with short and long-range service and capital plans
4. HRT is supposed to review its fare policy and pricing on a biennial (every other year). Staff will review its fare pricing structure and make recommendations to the TDCR at the conclusion of the fare analysis

C. End Products

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

D. Schedule

1. WE 1 – Annual Budgets – anticipated adoption 5/30/19
2. WE 2 – Financial Analysis – monthly analysis
3. WE 3 – Short and Long-range Capital Plans – draft 1/31/19, final 5-30-19
4. WE 4 – Fare Change Analysis – As needed

E. Participants

HRT and Consultants

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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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 computer database to facilitate the public involvement and information process.
6. Provide information based on requests from the general public.

C. End Products

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

D. Schedule

WE 1-6 – Ongoing activities.

E. Participants

HRT, General public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

10.9 HRT Transit Development Plan

A. Background

The Virginia Department of Rail and Public Transportation (DRPT) has an emphasis on investing in transit systems that are meeting the existing demand for public transportation and desire to meet the growing demand for improved bus, rail, and ferry transit service through careful coordination of transit and land use planning. As such, DRPT requires that any public transit (bus, rail, ferry) operator receiving state funding prepare, adopt, and submit a ten-year Transit Development Plan (TDP). As a result, HRT is performing work to update its ten-year Transit Development Plan for FY2018-2027 TDP with assistance from DRPT. This document is required to be updated annually.

B. Work Elements (WE)

Work activities include the following:

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

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

4. **Service Expansion Project Descriptions**

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

5. **Operations Plan**

- Describe fixed route and demand response services the operator intends to provide over the TDP Period
- From current base operations, the plan will incorporate changes that reflect the ongoing evaluation of services/systems with respect to adopted goals, objectives, standards, etc.

6. **Capital Improvement Program:** Evaluate the system's existing Capital Improvement Program (CIP) to ensure any major capital items are listed in the program document, including but not limited to the following:

- Vehicle/Vessel replacement, rehabilitation, retrofit, expansion, and reduction policies
- Major system maintenance and operations facilities: replacement, upgrade, and expansion
- Passenger Amenities such as bus stop improvements or waiting shelters
- Tools and equipment: replacement and/or upgrade
- System expansion: Identify new systems (bus, streetcar, LRT, BRT) route service, operation /capital costs associated with new services

7. **Financial Plan**

- Develop a financial plan consisting of the capital and operating budget forecasts; federal, state, regional and local revenue projections; fare policies, etc.
- Develop a ten-year operating and CIP budget
- State all capital and operating expenses and revenues in year of expenditure dollars, as identified in DRPT's Ten-Year Improvement Program
- Explain any major changes in service hours and miles due to deployment of new service or major service reductions; changes in fare revenue, etc.
- Separately identify funding sources and amounts to support operating and capital budgets for fixed route and demand responsive services.

8. **Long-Range Transportation Plan**

- Develop a vision of integrated mobility options plan to connect the HRT TDP efforts (as discussed above) to the greater Hampton Roads region to match or exceed the Region's Long Range Transportation Plan horizon year.
- Determine economic benefit, economic viability, and fiscal constraint of plan elements based on a range of existing and future fiscal scenarios.

9. **TDP Monitoring and Evaluation**

- Describe the process that will be undertaken to periodically monitor and evaluate the progress that has been made toward successfully implementing the TDP and integrating it with other internal and external planning documents.

C. End Products

1. A full TDP for FY2018-FY2027 will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Development Plan Requirements document.
2. Annual update to the TDP/CIP will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Development Plan Requirements document.

D. Schedule

1. The ten-year TDP is anticipated to be completed in 12 months with an estimated completion date of January 2018.
2. The Annual update to the TDP will be completed and submitted in January 2019.

E. Participants

HRT, DRPT, and associated Consultants.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	5303 CO	5303	Local	TOTAL
HRT/Consultant	\$10,605	\$65,000	\$20,000	\$95,605

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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 TPO, VDOT, DRPT, HRT, local governments, FHWA, FTA and environmental, resource and permit agencies. The funding amounts reflect the total estimate to complete the respective studies, which may be multi-year tasks. There will also be a reasonable opportunity for citizen participation in this cooperative process.

Feasibility and Corridor Studies are continuing for the evaluation of transportation improvements within the TDCHR Service Area. Continued project development and planning are based on TPO 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)

Finalization of the pre-NEPA study for fixed guideway corridors on the Hampton Roads Peninsula. The corridor planning project identified areas in need of high capacity, fixed guideway transit connectivity in Hampton and Newport News, Virginia. The study defined areas of planned high commercial and residential density as well as areas limited by increasing roadway congestion. The project 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, to possibly include the Third Crossing connection to the Southside and Commuter Rail connection to Williamsburg.

This planning work developed the project's Purpose and Need and identified and recommend two potential alignments and Bus Rapid Transit as the transit technology in Hampton and Newport News. The project evaluated possible alignments with connections between Newport News Shipbuilding, Hampton Coliseum area, Downtown Hampton, Oyster Point Area of Newport News, the proposed new Amtrak Station in Newport News, and other areas as identified by stakeholders and data analysis. The study and final report includes numerous technical planning elements to directly support initiation of a Documented Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA) regulations and entry into FTA Project Development. These studies will also provide extensive information necessary to further advance planning of the project.

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

Utilizing guidance from the FTA, HRT has initiated planning activities in order to conduct an Alternatives Analysis in the West Corridor of Norfolk. The final report of the Naval Station Norfolk Transit Extension Study (2015), regional and local studies related to the project, and stakeholder meetings were utilized for project scoping and development. Related work will support HRT's efforts to identify a viable alternative in the West Corridor of the City of Norfolk that will result in the initiation of a Draft Environmental Impact Statement under the National Environmental Policy Act (NEPA). The DEIS within the selected corridor will continue analysis of reasonable alternatives for a fixed guideway transit extension between the TIDE light rail system and Naval Station Norfolk.

3. **Naval Station Norfolk Transit Extension Study (NSNTES) DEIS**

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

C. End Products

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

D. Schedule

1. PMDCS Work Element end product Pre-NEPA Report on Potential Alternatives for Future Study was completed in fourth quarter CY 2017. Schedules for future end products including a CE, DEIS, FEIS, and Engineering work elements are dependent on identification of funding sources and the results of the Pre-NEPA Report.
2. WCAA Work Element project initiation commencement scheduled for first quarter FY2017. Project is scheduled for completion in late FY2018.
3. NSNTES Work Element End Product DEIS is estimated for completion in mid FY2020. Schedules for future end products including a DEIS, FEIS, and Engineering work elements are dependent on identification of funding sources and the results of the DEIS.

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	ELEMENT	RSTP	STATE	TOTAL
HRT	PMDCS	\$420,000		420,000
HRT	NSNTES/WCAA	\$1,100,000		1,100,000
HRT	NSNTES/DEIS		\$2,400,000	2,400,000

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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 transportation studies, work cooperatively with HRTPO on development of traffic forecast for existing and proposed facilities.

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

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

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

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

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

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

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

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

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

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

C. End Products

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

D. Schedule

Ongoing Activity

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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12.0 HRTPO CONTINGENCY FUNDING

A. Background

The HRTPO Contingency Funding task has been included in the FY 2019 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 2019.

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	\$382,164	\$382,164

Budget Revised 10/18/18 (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. 307(c) are used in cooperation with VDOT and the Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80% of the funding and require a 20% local match.

In FY 2019 each planning district commission or regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission or regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval, and other coordination in the VDOT Transportation Mobility and Planning Division (TMPD) administrative work programs.

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

During FY 2019, the HRTPO will carry out the following activities:

Program Administration

Rural Transportation Planning (RTP) Administration

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

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

Program Activities

1. Rural Long-Range Transportation Plan

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

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

2. Performance Management

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

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

Since 2012, HRTPO has also prepared the *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 October 2013, HRTPO released the Hampton Roads Regional Safety Study: Crash Trends and Locations report, which updated the trends in crashes at the jurisdictional and regional levels, and detailed the number and rate of crashes on Interstates and at intersections throughout the region. HRTPO followed in July 2014 with the Hampton Roads Regional Safety Study: Crash Analysis and Countermeasures report, which analyzed high-crash locations and recommended countermeasures to improve safety.

In FY 2018, HRTPO followed up on the Regional Safety Study by preparing the Hampton Roads Active Transportation Safety Study. This study examined safety issues related to walking and bicycling, including determining the location of active transportation crashes throughout the region.

In FY 2019, HRTPO will be preparing an update to the Hampton Roads Regional Safety Study report. Similar to the previous safety planning efforts, this study will include roadways in the rural localities.

4. Regional Freight Planning

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

5. Regional Bridge Planning

In FY 2018, HRTPO 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 of these components include the bridges within the rural localities.

6. Technical Assistance and Coordination

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

7. Technical Assistance to the Multimodal Planning Office

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

8. Route 58 Corridor Study

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

B. Work Elements

Work activities may include the following:

Program Administration

Rural Transportation Planning Administration

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

Program Activities

1. Rural Long-Range Transportation Plan

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

2. Performance Management

- Update the CMP database with the most current traffic counts and roadway characteristics, including those roadways in the rural areas.
- Update the various transportation databases that cover all aspects of the transportation system including roadway use, bridges, aviation, rail, American Community Survey (ACS) data, etc.
- Update the *HRTPO Annual Roadway Performance Report*, which will include an analysis of rural roadways based on 2018 archived volume and speed data.

3. Regional Safety Planning

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

4. Regional Freight Planning

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

5. Regional Bridge Planning

- HRTPO staff will continue to maintain and update the bridge condition database for bridges in the rural areas.

6. Technical Assistance and Coordination

- Assist localities as needed in the development of detailed transportation plans as part of the local comprehensive plan update.
- Provide technical assistance as needed to rural localities in the areas of multimodal planning, transportation GIS planning, project prioritization, etc.
- Assist VDOT as needed in the development of transportation plans relating to the rural localities in Hampton Roads.
- Participate in VTrans webinars and SMART SCALE regional meetings as necessary.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.
- Participate with MPOs and VDOT on meeting performance measure goals.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

7. Technical Assistance to the Multimodal Planning Office

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

8. Route 58 Corridor Study

- HRTPO staff will continue to work with VDOT staff to oversee VDOT's on-call consultant for this study. HRTPO staff will also continue to assist via finding meeting locations and communicating with stakeholders.

C. End Products

Program Administration

Rural Transportation Planning Administration

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

Program Activities

1. Rural Long-Range Transportation Plan
 - An up-to-date Rural Long-Range Transportation Plan (RLRTP) for the region
2. Performance Management
 - An updated CMP database
 - Updated transportation databases
 - An updated *HRTPO Annual Roadway Performance Report*
3. Regional Safety Planning
 - An updated crash database/shapefile for the region and *Hampton Roads Regional Safety Study* report
4. Regional Freight Planning
 - An updated truck volume database
5. Regional Bridge Planning
 - An updated bridge condition database
6. Technical Assistance and Coordination
 - Complete any unfinished FY 2018 tasks related to rural transportation
 - Up-to-date transportation and land use components for Surry County Comprehensive Plan.
 - A transportation plan for Gloucester County identifying priorities and action items in order to utilize the limited funding that is available. More details on this work task are included in UPWP Task 8.11.
7. Route 58 Corridor Study
 - Final Report by VDOT on-call consultant.

D. Schedule – Program Activities

1. Rural Long-Range Transportation Plan
 - Up-to-date RLRTP – Ongoing throughout FY 2019
2. Performance Management
 - Updated CMP database – Ongoing throughout FY 2019
 - Updated transportation databases - Ongoing throughout FY 2019
 - Updated *HRTPO Annual Roadway Performance Report* – First Quarter
3. Regional Safety Planning
 - Updated crash database/shapefile – Ongoing throughout FY 2019
 - Updated *Hampton Roads Regional Safety Study* report – Fourth Quarter
4. Regional Freight Planning
 - Updated truck volume database – Ongoing throughout FY 2019

5. Regional Bridge Planning
 - Updated bridge condition database – Ongoing throughout FY 2019
6. Technical Assistance and Coordination
 - Transportation and land use components for Surry Comprehensive Plan – Fourth Quarter
 - Transportation plan for Gloucester County – Fourth Quarter
 - Other tasks as needed – Ongoing throughout FY 2019
7. Technical Assistance to the Multimodal Planning Office – Ongoing throughout FY 2019
8. Route 58 Corridor Study
 - Final Report – FY 2019

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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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, is expected to generate hundreds of millions in new transportation dollars annually statewide and includes regional components that will result in significant new funding each year to be used specifically in Hampton Roads. These new regional transportation funds are being placed in the Hampton Roads Transportation Fund (HRTF).

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

The HRTAC consists of 23 members as follows:

- The chief elected officer of the governing body of each of the 14 counties and cities embraced by the HRTAC
- Three members of the House of Delegates who reside in different counties or cities embraced by the HRTAC, appointed by the Speaker of the House
- Two members of the Senate who reside in different counties or cities embraced by the HRTAC, appointed by the Senate Committee on Rules
- The following four nonvoting ex officio members:
 - A member of the Commonwealth Transportation Board who resides in a locality embraced by the HRTAC, appointed by the Governor
 - The Director of the Virginia Department of Rail and Public Transportation or 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 – Reports of revenues and expenditures of funds for which HRTAC is responsible.

D. Schedule

1. WE 1 – Ongoing.

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	HRTF	TOTAL
HRTPO			\$133,500	\$133,500

Budget Revised 10/18/18 (See List of Revisions, Page vi, for details)

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 Transportation Advisory Committee

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

Freight Transportation Advisory Committee

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

Legislative Ad-Hoc Committee

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

Rail and Public Transportation Task Force

The Rail and Public Transportation Task Force is composed of appointed members of the Transportation Technical Advisory Committee, plus representatives from the local transit agencies, railroads, the Virginia Department of Rail and Public Transportation and other stakeholders. The Task Force serves as an advisory group to the HRTPO Board.

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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), 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 Transportation Advisory Committee (CTAC) and the Freight Transportation Advisory Committee (FTAC), the chief administrative officers (CAOs) from each of the cities and counties within the MPA, and one representative from each of the following: the Virginia Department of Aviation (VDOA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), the Peninsula Airport Commission, and the Norfolk Airport Authority.

Metropolitan Planning Area (MPA)

The Metropolitan Planning Area (MPA) is the geographic area determined by agreement between the MPO for the area and the Governor. The MPA is the area for which the metropolitan transportation planning and programming process is carried out. The Hampton Roads MPA includes the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, 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.

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
BRT	Bus Rapid Transit
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMP	Congestion Management Process
COE	U.S. Army Corps of Engineers
COMPARE	Congestion Management Plan: A Regional Effort
CTAC	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
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
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
ISTEA	Intermodal Surface Transportation Efficiency Act (1991)
ITS	Intelligent Transportation System

ITSOP	Intelligent Transportation System and Operations Planning Committee
JARC	Job Access and Reverse Commute Program
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
LRT	Light Rail Transit
MAP-21	Moving Ahead for Progress in the 21 st Century (2012)
MBE	Minority Business Enterprises
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NHS	National Highway System
NHTS	National Household Travel Survey
PAC	Peninsula Airport Commission
PL	Planning Funds (FHWA)
PPP	Public Participation Plan
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 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
STBG	Surface Transportation Block Grant Program
STIP	Statewide Transportation Improvement Program
SYIP	Six-Year Improvement Program
TAC	Transportation Advisory Committee
TAZ	Transportation Analysis Zone
TDCHR	Transportation District Commission of Hampton Roads (HRT)
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 st Century (1998)
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPO	Transportation Planning Organization
TTAC	Transportation Technical Advisory Committee
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
VDEM	Virginia Department of Emergency Management

VDEQ	Virginia Department of Environmental Quality
VDOA	Virginia Department of Aviation
VDOT	Virginia Department of Transportation
VFAC	Virginia Freight Advisory Committee
VGIN	Virginia Geographic Information Network
VPA	Virginia Port Authority
VTRANS2025/2035	Virginia Statewide Multimodal Transportation Plan
WATA	Williamsburg Area Transit Authority
WBE	Women Business Enterprises

APPENDIX D
FEDERAL REGULATIONS APPLICABLE TO MPOS

Subpart A—Transportation Planning and Programming Definitions

§ 450.100 Purpose.

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

§ 450.102 Applicability.

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

§ 450.104 Definitions.

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

Administrative modification means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/ project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/ project phase initiation dates. An administrative modification is a revision that does not require public review and comment, re-demonstration 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, re-demonstration 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 life of the assets at minimum practicable cost.

Attainment area means any geographic area in which levels of given criteria air pollutant (e.g., ozone, carbon monoxide, PM₁₀, PM_{2.5}, and nitrogen dioxide) meet the health-based National Ambient Air Quality Standards (NAAQS) for that pollutant. An area may be an attainment area for one pollutant and a nonattainment area for others. A “maintenance area” (see definition below) is not considered an attainment area for transportation planning purposes.

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

Committed funds means funds that have been dedicated or obligated for transportation purposes. For State funds that are not dedicated to transportation purposes, only those funds over which the Governor has control may be considered “committed.” Approval of a TIP by the Governor is considered a commitment of those funds over which the Governor has control. For local or private sources of funds not dedicated to or historically used for transportation purposes (including donations of property), a commitment in writing (e.g., letter of intent) by the responsible official or body having control of the funds may be considered a commitment. For projects involving 49 U.S.C. 5309 funding, execution of a Full

Funding Grant Agreement (or equivalent) or an Expedited Grant Agreement (or equivalent) with the USDOT shall be considered a multi-year commitment of Federal funds.

Conformity means a Clean Air Act (42 U.S.C. 7506(c)) requirement that ensures that Federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Conformity to the purpose of the SIP means that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the NAAQS or any required interim emission reductions or other milestones in any nonattainment or maintenance area. The transportation conformity rule (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 MPOs in comparing the long-range statewide transportation plan and the metropolitan transportation plan, respectively, to State and Tribal conservation plans or maps or inventories of natural or historic resources (see § 450.216(j) and § 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 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 transports 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 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 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 guide-way 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 fifty States, the District of Columbia, or Puerto Rico.

State implementation plan (SIP) means, as defined in section 302(q) of the Clean Air Act (CAA) (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 comprehensive, multiyear, data-driven plan, developed by the 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 17(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 year 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 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.

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).

§ 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; and
- (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 HISP, 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 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. 4304.

(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).

§ 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 one- or two-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 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 the section):
 - (1) The identification of a new urbanized area (as determined by the Bureau of the Census) within an existing metropolitan planning area;
 - (2) Adding members to the MPO that represent new units of general purpose local government resulting from expansion of the metropolitan planning area;
 - (3) Adding members to satisfy the specific membership requirements 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.

§ 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 be adjusted as necessary. As appropriate, additional adjustments should be made to reflect the most comprehensive boundary to foster an effective planning process that ensures

connectivity between modes, 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.

§ 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 rule (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 overlaps 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 (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.

§ 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 nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under 23 U.S.C. 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.

§ 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 nonbinding 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, threatened or endangered species, and critical habitat. This may include the identification of areas of high conservation concern or value and this 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;
 - (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 decisionmakers 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 related 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 lead to 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 rule (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 Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53).
- (ii) For the purpose of developing the metropolitan transportation plan, the MPO, public transportation operator(s), and State shall cooperatively develop estimates of funds that will be available to support metropolitan transportation plan implementation, as required under § 450.314(a). All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified.
- (iii) The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. 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 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 established 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 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 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 shall not be 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. An interim metropolitan transportation plan containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.

§ 450.326 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 four 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 four years of the TIP;
- (3) The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
- (4) Identification of the agencies responsible for carrying out the project or phase;
- (5) In nonattainment and maintenance areas, identification of those projects which are identified as TCMs in the applicable SIP;
- (6) In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity 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 two years of the TIP shall be limited to those for which funds are available or committed. For the TIP, financial constraint shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan consistent with paragraph (h) of this section. In nonattainment and maintenance areas, the TIP shall give priority to eligible TCMs identified in the approved SIP in accordance with the EPA transportation conformity 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(s), and public transportation operator(s) consistent with the TIP development procedures established in this section, as well as the procedures for the MPO participation plan (see § 450.316(a)) and FHWA/FTA actions on the TIP (see § 450.330).

§ 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 TIP shall be included without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, 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.

§ 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(s), the State(s), and the public transportation operator(s) in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303. This finding shall be based on the self-certification statement submitted by the State and MPO under § 450.336, 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.

§ 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 shall constitute an “agreed to” list of projects for project selection purposes and no further project selection action is required for the implementing agency to proceed with projects, except where the appropriated Federal funds available to the metropolitan planning area are significantly less than the authorized amounts or where there are significant shifting of projects between years. In this case, 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).

§ 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.

§ 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.

§ 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 the 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 the 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 or after May 27, 2018 (2 years after the publication 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 toe the provisions 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 planning 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 the designation of a new TMA.

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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.

[§ 1112]

Approved March 25, 2011

Be it enacted by the General Assembly of Virginia:

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

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

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

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

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

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

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

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

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

APPENDIX F
PUBLIC COMMENTS ON FY 2019 UPWP

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**HRTPO Public Comment**  
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**RE: FY 2019 Unified Planning Work Program (UPWP)**

**Name:** Mr. Earl Sorey – Assistant Director of Public Works, City of Chesapeake  
**Date:** April 4, 2018  
**Subject:** Connected and Autonomous Vehicles in the FY 2019 UPWP

**Public Comment Input (Via E-Mail)**

I'm glad to see that Connected and Autonomous Vehicles made the list. The title suggests you will be focusing on planning implications. I think it would be worthwhile to also look at maintenance implications. For instance, some of the technologies utilize cameras to read pavement markings and guide the vehicle accordingly. What condition do these markings need to be in? Would it be better if lane lines were 6 inches wide rather than 4 inches?

I'm sure there are other maintenance issues that could be looked at.

Thanks in advance for your consideration.

**Staff Response**

*Thank you for your comment. We are going to include information on requirements and costs that localities could expect to incur related to the operation of connected and automated vehicles (such as improved signal controllers, upgraded pavement markings, communication devices, etc.). Based on your comment we'll elaborate further to establish what we expect these requirements to be for controllers, pavement markings, etc. – Keith Nichols, Principal Transportation Engineer*

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HRTPO Public Comment
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RE: FY 2019 Unified Planning Work Program (UPWP)

Name: Ms. Carol Rizzio – Senior Comprehensive Planner, Gloucester County
Date: April 13, 2018
Subject: Gloucester County Transportation Planning Assistance

Public Comment Input (Via E-Mail)

We appreciate the HRTPO's offer to assist us with the development of a local active transportation plan and inclusion in the draft 2018/19 work plan. However, due to the varied transportation needs in the county, staff believes that a comprehensive transportation plan, dealing with both vehicular and non-vehicular travel would be in the best interest of the county at this time. This need came to the forefront during a recent transportation meeting with VDOT as we were looking for projects to use the funding we currently have in our Secondary Six Year Plan so as to not lose it.

The Gloucester County Comprehensive Plan includes a transportation chapter; however, it does not include specific data related to crashes, traffic counts, etc. and is not very detailed in its priorities, funding options, or specific action items related to transportation needs within the county. The HRPDC was contracted to assist Gloucester County with updating the comp plan but I believe due to staff fluctuations at the PDC, the contact was terminated early and County staff completed the work.

With very limited transportation dollars available, a more detailed identification of priorities and action items is needed to be able to best utilize the funding that is available. The long-range transportation items identified in the comprehensive plan, such as Rte. 17 corridor/intersection improvements, access to the state and federal parks, and multi-modal mobility in our village areas, would be best thought about, prioritized, and funding opportunities identified concurrently.

I see that the HRTPO has similar plans included for Isle of Wight and the Historic Triangle in their work program.

I have discussed this with Steve Lambert and am currently trying to coordinate a meeting with him to discuss our needs.

Staff Response

Thank you for your comment. In response to your comments, staff has revised the draft FY 2019 UPWP task 8.11 to hopefully better suit the needs of Gloucester County. Please review the attached document at your earliest convenience to see if the items that you commented on have been adequately addressed. If it is fine with you, staff would like to place your request in the public comment section of the final 2019 UPWP document if. On a final note, staff will be coordinating closely with you and your team as we move into the new fiscal year on more specific transportation planning assistance associated with the Gloucester County Comprehensive Plan. – John Mihaly, Senior Transportation Planner



John F. Reinhart
CEO/Executive Director

Virginia Port Authority
600 World Trade Center
Norfolk, VA 23510

April 18, 2018

Mr. Robert A. Crum
Executive Director
Hampton Roads Planning District
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Crum:

Thank you for the opportunity to review the TPO FY19 UPWP (Unified Planning Work Program). As you know, the shiplines have consolidated into 3 major alliances and are rapidly deploying ultra large container vessels (ULCVs). And, the Port is in the midst of the largest construction program in its history to increase the capacity to handle an additional 1 million containers and to more efficiently handle ultra large container vessels (ULCVs).

The industry's rapid shift to these vessels has challenged the logistics networks nationwide. Virginia is in a strong competitive position due to years of collaboration and building logistics infrastructure to prepare for this time. Our deep water channels, improving marine terminals, and superb surface transportation infrastructure are second to none on the U.S. east coast.

However, we respectfully request the FY19 Freight Planning efforts be increased to \$100K to ensure adequate and appropriate planning takes place to plan for the significant increasing freight volume on the network.

We appreciate your continued support of the Port and look forward to discussing this with you and your Board in more detail at your earliest opportunity.

Warm regards,

John F. Reinhart
CEO & Executive Director



Thomas G Shepperd, Jr., Chair, John L. Rowe, Jr., Vice-Chair

Robert A. Crum, Jr., Executive Director

April 23, 2018

John F. Reinhart
Virginia Port Authority
600 World Trade Center
Norfolk, VA 23510

RE: HRTPO FY 2019 Unified Planning Work Program

Dear Mr. Reinhart:

Thank you for your letter of April 18, 2018. As you know, the efficient movement of freight has long been a very important and integral component of regional transportation planning for the HRTPO and we appreciate the partnership we have with the Port in accounting for and addressing freight needs in Hampton Roads. With regard to your request that the budget for the Regional Freight Planning task in the FY 2019 UPWP be increased, we wanted to share the following information:

1. The **Regional Freight Study**, which is a major work element under the Regional Freight Planning task, was last updated in 2017 and is scheduled to be updated next in 2021 (when the task budget will be correspondingly larger than that shown in the draft FY 2019 UPWP).
2. The FY 2019 UPWP includes **Task 8.8 – Regional Connectors Study** – with a budget of \$3 million (approximately \$200,000 to HRTPO, approximately \$200,000 in contingency, remainder to a consultant selected by HRTPO). The two-year effort will further study the Hampton Roads Crossing Study (HRCS) Supplemental Environmental Impact Statement (SEIS) components that were not included in the Preferred Alternative – specifically the I-564/I-664 Connectors, I-664 widening from the I-64/I-264/I-664 interchange at Bowers Hill to the I-64/I-664 interchange in Hampton, including the Monitor-Merrimac Memorial Bridge-Tunnel, and the Virginia Route 164/164 Connector. Addressing freight needs will be a critical component of the study. HRTPO staff oversight and participation on this task will be significant.

The Regional Building | 723 Woodlake Drive | Chesapeake, Virginia 23320 | 757-420-8300

John Reinhart
April 23, 2018
Page 2

3. The FY 2019 UPWP includes **Task 8.4 – Route 58 Corridor Study** – with a budget of \$237,300 (\$12,300 to HRTPO, \$225,000 to VDOT). As you know, Route 58 is a major truck route between Hampton Roads and I-95, I-85, and points west – particularly from the Port of Virginia to western Virginia, North Carolina, and points south. The study will analyze the Route 58 corridor in terms of safety, access management, capacity, hurricane evacuation, and freight movement and will provide a set of recommendations to address deficiencies along with planning level cost estimates. HRTPO staff is providing oversight along with VDOT to VDOT's on-call consultant which is carrying out the study.

In addition to the above, the FY 2019 UPWP includes a new **Task 10.1 – HRTPO Coordination of Regional Transit Planning Process**. This unfunded mandate was included in legislation during this year's General Assembly session and, while the HRTPO has always seen public transportation as an integral component of the regional transportation system, represents a new demand on HRTPO staff. The reason I mention this item (in addition to the others listed above) is to ask you to keep in mind that the task budgets shown in the draft FY 2019 UPWP are based on estimates of person-hours associated with each task. The only way the budget for one task can be increased is to reduce the budget (and related work) for another task.

Given the above, I hope you will agree that freight planning has been well incorporated in FY 2019 UPWP and remains a high priority for the HRTPO. In addition, in response to your request, HRTPO staff reevaluated the tasks and budgets included in the FY 2019 UPWP and was able to increase the budget for the Regional Freight Planning Task from \$23,200 to \$40,600. This task budget increase will help ensure that necessary planning continues to take place with regard to expected increases in freight volume on the region's roadways. Taking into consideration the studies referred to above, this adjustment will increase the amount of HRTPO staff time for freight planning activities to over \$250,000 in our FY 2019 budget.

Thank you for your continued support for the work of the HRTPO. If you have any questions or would like to discuss further, please contact me.

Sincerely,

Robert A. Crum, Jr.
Executive Director

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