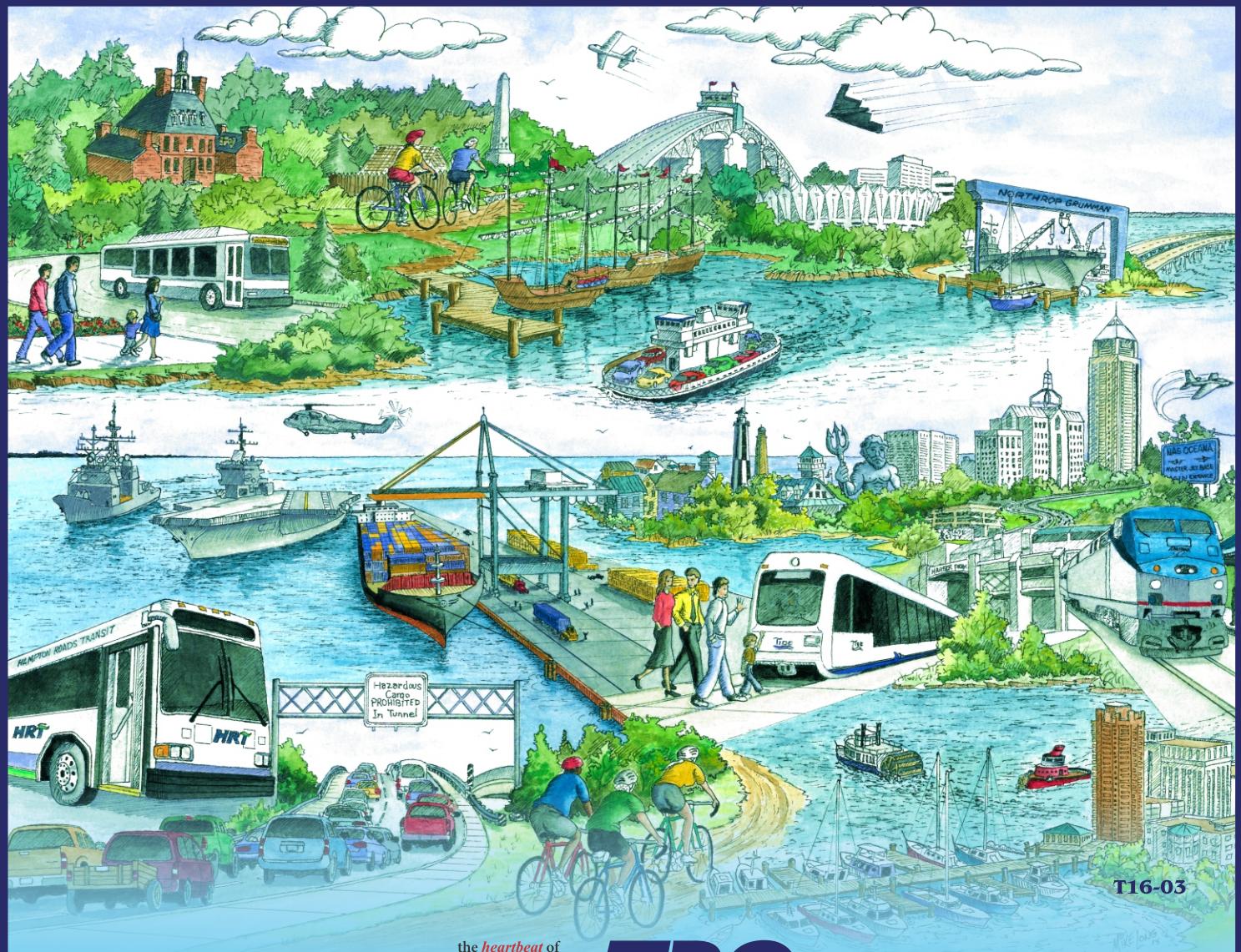


Hampton Roads
Transportation Planning Organization
**UNIFIED PLANNING
WORK PROGRAM**
FY 2017



the *heartbeat* of
HAMPTON
ROADS **TPO**
TRANSPORTATION PLANNING ORGANIZATION

May 2016

T16-03

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Marvin Collins

YORK COUNTY

Neil Morgan

FEDERAL HIGHWAY ADMINISTRATION

Wayne Fedora, Acting Division Administrator – Virginia Division

FEDERAL TRANSIT ADMINISTRATION

Terry Garcia Crews, Regional Administrator, Region 3

FEDERAL AVIATION ADMINISTRATION

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

VIRGINIA DEPARTMENT OF AVIATION

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Pat Rios, Captain, U.S. Navy – Alternate

Richard Wester, Captain, U.S. Coast Guard

William S. Galbraith, Colonel, Langley-Eustis

INVITED PARTICIPANT

John Malbon, CTB

PROJECT STAFF

Hampton Roads Transportation Planning Organization

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

Hampton Roads Transit

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

Williamsburg Area Transit Authority

Todd Tyree	Executive Director
Jamie Jackson	Deputy Executive Director
Barbara Creel	Budget & Grants Administrator

Virginia Department of Transportation

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

Virginia Department of Rail and Public Transportation

Christopher Arabia	Acting Planning and Mobility Programs Administrator
Marie K. Berry	Financial Programming Manager

REPORT DOCUMENTATION

TITLE:

Unified Planning Work Program: FY 2017

REPORT DATE

May 2016

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

PROJECT TEAM:

Joseph D. Paulus
Michael S. Kimbrel

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

PROJECT MANAGER:

Michael S. Kimbrel

ABSTRACT

The Hampton Roads Transportation Planning Organization (HRTPO) is the Metropolitan Planning Organization (MPO) for the Hampton Roads Metropolitan Planning Area (MPA). The HRTPO Fiscal Year (FY) 2017 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2016 to June 30, 2017. The UPWP is developed by the HRTPO in coordination with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

ACKNOWLEDGMENTS

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

NON-DISCRIMINATION

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

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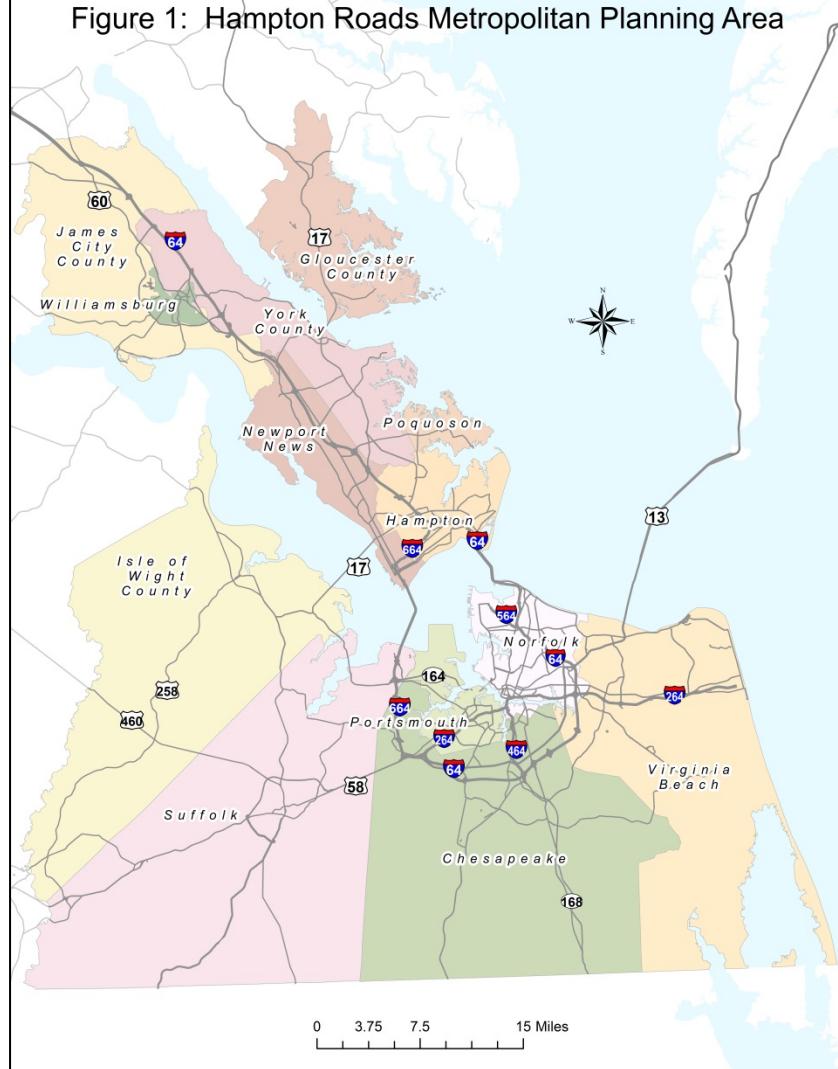
INTRODUCTION

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) 2017 Unified Planning Work Program (UPWP) describes the transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2016 to June 30, 2017. The UPWP is developed by the HRTPO in coordination with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds. Federal regulations applicable to MPOs have been included in **Appendix D**. State code applicable to MPOs is included in **Appendix E**. The Hampton Roads MPA is depicted in **Figure 1**.

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

In addition to focusing on specific highway, transit and urban development issues, the activities in the UPWP take into consideration related issues, including land use, population and economic



characteristics, climate change, Environmental Justice, and public participation and outreach. This document also includes a Rural Transportation Planning task, Task 14.0, which accounts for the work done by the HRTPO staff for the City of Franklin, the Counties of Southampton and Surry, and the portion of Gloucester County that lies outside of the MPA. The Rural Transportation Planning task is funded with State Planning and Research (SPR) funds.

Planning Priorities for Hampton Roads

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

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 2017, the planning priorities for the HRTPO include better integrating the following issues into HRTPO planning and programming:

Scenario Planning

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

Resilience of the Transportation System

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

Active Transportation

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

Connected and Autonomous Vehicles

Connected vehicles use a variety of technologies to communicate with the driver, other vehicles, roadside infrastructure, and the internet. **Autonomous 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 autonomous 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, added 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 2017 UPWP. **Table A** provides an overview of the amount of funding provided by the federal and state governments for regional transportation planning and programming work in the Hampton Roads MPA, as well as the funds provided for this work by local governments and the transit agencies in the way of matching funds required to obtain the federal grants. **Table B** shows the amount of the FY 2017 UPWP budget attributable to the following entities: HRTPO, VDOT, HRT, and WATA.

TABLE A

FUNDS FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY SOURCE OF FUNDS				
Federal	State	Local Match	Transit Agency Match	TOTAL
\$15,670,972	\$11,102,937	\$300,306	\$660,500	\$27,734,715
56.51%	40.03%	1.08%	2.38%	100.00%

TABLE B

BUDGET FOR REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING SUMMARIZED BY ENTITY				
HRTPO	VDOT	HRT	WATA	TOTAL
\$3,066,562 ¹	\$546,650	\$23,921,503 ²	\$200,000	\$27,734,715
11.06%	1.97%	86.25%	0.72%	100.00%

¹ Includes: \$2,512,013 FHWA Planning (PL) funds received via Virginia Department of Transportation
\$346,049 FTA Section 5303 funds received via Virginia Department of Rail and Public Transportation

\$136,000 Hampton Roads Transportation Fund for HRTPO staff support to Hampton Roads Transportation Accountability Commission
\$72,500 State Planning and Research (SPR) funds received via Virginia Department of Transportation

² Includes: \$11,760,000 RSTP funds and \$10,640,000 in other state/local funds associated with three Transit Extension Studies

Detailed information on the funding sources associated with each UPWP task is included in **Table C**, while **Table D** depicts the budget for each task by entity (HRTPO, VDOT, HRT, and WATA). The funding shown in Tables C and D comes from a number of sources and, as indicated previously in Table B, only a portion of the funds shown are expended by HRTPO staff. The remaining funding is either allotted to the transit agencies via pass-through agreements with the HRTPO, or allotted directly to the transit agencies via grant agreements with the Virginia Department of Rail and Public Transportation (DRPT). Descriptions of the funding sources associated with the FY 2017 UPWP are as follows:

FEDERAL HIGHWAY ADMINISTRATION (FHWA) FUNDS

Metropolitan Planning Funds (PL-Section 112):

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

State Planning and Research Funds (SPR):

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

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

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

Regional Surface Transportation Program (RSTP) Funds:

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

Transportation Alternatives Program (TAP) Funds:

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

FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDS

Section 5303:

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

Section 5307:

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

Table C : Funding Sources by Task
Hampton Roads Transportation Planning Organization
FY 2017 Unified Planning Work Program
(Funding in Dollars)

Task #	Task Title	FHWA SPR Funds				FHWA PL Funds				FTA Section 5304 Funds				FTA Section 5307 Funds				Other Federal Funds (See Footnotes)				FTA Section 5303 Carryover Funds				Total							
		Federal	State	Local	Local Match	Federal	State	Local	Local Match	Federal	State	Local	Local Match	Federal	State	Local	Local Match	Federal	State	Local	Local Match	Federal	State	Local	Local Match	Grand Total							
1.0	Long-Range Transportation Plan					195,440	24,430	35,360	4,420																	230,800	28,850	28,850	288,500				
2.0	Transportation Project Programming	140,880	17,610	17,610		35,120	4,380	4,380																		176,000	22,000	22,000	220,000				
3.0	Performance Management	53,120	6,640	6,640		19,040	2,380	2,380																		72,160	9,020	9,020	90,200				
4.0	Public Participation	239,120	29,880	25,360		3,170	3,170																			264,480	33,060	33,060	330,600				
5.0	Unified Planning Work Program	39,680	4,960	4,960		11,040	1,380	1,380																	50,720	6,340	6,340	63,400					
6.0	Regional Freight Planning	79,760	9,970	9,970																					79,760	9,970	9,970	99,700					
7.0	Safety, Security, & Resiliency Planning	30,560	3,820	3,820																					30,560	3,820	3,820	38,200					
8.0	Multi-Modal Mobility	113,440	14,180	14,180		61,120	7,640	7,640																	174,560	21,820	21,820	218,200					
9.1	Technical Support, Research & Coordination	127,840	15,980	15,980		32,640	4,080	4,080																	160,480	20,060	20,060	200,600					
9.2	Hampton Roads Active Transportation Plan	25,680	3,210	3,210		23,200	2,900	2,900																	48,880	6,110	6,110	61,100					
9.3	Candidates for Converting One-Way Streets to Two-Way Streets	64,080	8,010	8,010																					64,080	8,010	8,010	80,100					
9.4	Military Transportation Needs Study Update	41,680	5,210	5,210																					41,680	5,210	5,210	52,200					
9.5	Regional & Local Planning Implications of Connected & Automated Vehicles					71,440	8,930	8,930																	71,440	8,930	8,930	89,300					
10.0	HTPPO Administration					516,893	64,612	33,959	4,245	4,245															550,852	68,857	68,857	688,565					
11.1	TDCHR - Performance Monitoring and Evaluation							120,000	15,000	15,000																120,000	15,000	15,000	150,000				
11.2	WATA - Performance Monitoring and Evaluation							160,000	20,000	20,000																160,000	20,000	20,000	200,000				
11.3	Feasibility/Corridor Studies																	(2)	11,760,000	10,332,000	308,000					11,760,000	10,332,000	308,000	22,400,000				
11.4	Disadvantaged Business Enterprise Planning								8,000	1,000	1,000															8,000	1,000	1,000	10,000				
11.5	Regional Transportation Demand Management Program - TRAFFIX																(1)	789,202	197,301						789,202	197,301		986,503					
11.6	Financial Planning																(3)		150,000										150,000	150,000			
11.7	TDCHR Public Involvement/Public Information/Publications																(3)		140,000											140,000	140,000		
11.8	TDCHR Transit Development Plan								52,000	6,500	6,500						(3)		20,000										52,000	6,500	6,500	85,000	
12.0	VDOT Regional Planning	437,320	109,330	0																					437,320	109,330		545,550					
13.0	HRTPO Contingency Funding					269,988	33,750	33,750																	269,988	33,750	33,750	337,497					
14.0	Rural Transportation Planning	58,000	0	14,500																					58,000	14,500	14,500	72,500					
15.0	HRTPAC Administration																(5)	136,000										136,000		136,000			
	Total	495,320	109,330	14,500	2,009,611	251,201	616,839	77,195	0	0	12,549,202	10,665,301	618,000	0	0	0	0	15,670,972	11,102,937	960,806	27,734,715												

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

(n) = Footnote - See below:

(1) = CMAQ Funds

(2) = RSTP Funds

(3) = State/Local Funds

(4) = DRPT Technical Assistance Funds

(5) = HRTP Funds

(6) = Section 5307 Funds

Table D: Budget by Recipient
Hampton Roads Transportation Planning Organization
FY 2017 Unified Planning Work Program
(Funding in Dollars)

		HRTPO			HRT			WATA			TOTAL				
Task #	Task Title	FTA Section 5303 Funds	FTA Section 5303 (fn)	Other Funds (See Footnote)	FTA Section 5303 Funds	FTA Section 5303 (fn)	Other Funds (See Footnote)	FTA Section 5303 Funds	FTA Section 5303 (fn)	Other Funds (See Footnote)	FTA Section 5303 Funds	FTA Section 5303 (fn)	Other Funds (See Footnote)	FTA Section 5307 Funds	GRAND TOTAL
1.0	Long-Range Transportation Plan	241,300	44,200								244,300	44,200			288,500
2.0	Transportation Project Programming	176,100	43,900								176,100	43,900			220,000
3.0	Performance Management	66,400	23,800								66,400				90,200
4.0	Public Participation	298,900	31,700								298,900	31,700			330,600
5.0	Unified Planning Work Program	45,600	13,800								49,600	13,800			63,400
6.0	Regional Freight Planning	99,700									99,700				99,700
7.0	Safety, Security, & Resiliency Planning	38,200									38,200				38,200
8.0	Multi-Modal Mobility	141,800	76,400								141,800				218,200
9.1	Technical Support, Research & Coordination	153,800	40,800								159,800	40,800			200,600
9.2	Hampton Roads Active Transportation Plan	32,100	29,000								32,100				61,100
9.3	Candidates for Converting One-Way Streets to Two-Way Streets	80,100									80,100				80,100
9.4	Military Transportation Needs Study Update	52,100									52,100				52,100
9.5	Regional & Local Planning Implications of Connected & Automated Vehicles	80,300									89,300				89,300
10.0	HRTPO Administration	646,116	42,449								646,116	42,449			688,565
11.1	TDCHR - Performance Monitoring and Evaluation							150,000							150,000
11.2	WATA - Performance Monitoring and Evaluation														200,000
11.3	Feasibility/Corridor Studies														(2.3) 22,400,000
11.4	Disadvantaged Business Enterprise Planning							10,000							10,000
11.5	Regional Transportation Demand Management Program - TRAFFIX														986,503
11.6	Financial Planning														150,000
11.7	TDCHR Public Involvement/Public Information/Publications														140,000
11.80	TDCHR Transit Development Plan							65,000	(3)	20,000					85,000
12.0	VDOT Regional Planning							546,650							546,650
13.0	HRTPO Contingency Funding		337,497												337,497
14.0	Rural Transportation Planning							72,500							72,500
15.0	HRTAC Administration							(6) 136,000							136,000
	Total		2,512,013	346,049				136,000	72,500	546,650	225,000		0	2,512,013	619,150
															771,049
															23,832,503
															27,734,715

(fn) = Footnote - See below:

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

Comparison of UPWP Tasks – FY 2017 versus FY 2016

The following table provides a comparison of the FY 2017 and FY 2016 UPWP tasks and budgets associated with work performed by HRTPO staff.

Table E includes the following information:

- FY 2017 UPWP Task Number, Task Title, and Task Budget
- FY 2016 UPWP Task Budget
- Change in budget (FY 2017 budget – FY 2016 budget)
- Comments on Changes in Task Budgets

Table E: Comparison of UPWP Tasks - FY 2017 versus FY 2016

FY 2017 Task #	FY 2017 Task Title	FY 2017 Budget	FY 2016 Budget	Change in Task Budget	Comments on Changes in Task Budgets
1.0	Long-Range Transportation Plan	\$288,500	\$356,000	-\$67,500	Adjusted to better reflect work anticipated under this task.
2.0	Transportation Project Programming	\$220,000	\$244,700	-\$24,700	Adjusted to better reflect work anticipated under this task.
3.0	Performance Management	\$90,200	\$96,600	-\$6,400	Adjusted to better reflect work anticipated under this task.
4.0	Public Participation	\$330,600	\$433,600	-\$103,000	Adjusted to better reflect work anticipated under this task.
5.0	Unified Planning Work Program	\$63,400	\$88,200	-\$24,800	Adjusted to better reflect work anticipated under this task.
6.0	Regional Freight Planning	\$99,700	\$100,000	-\$300	Adjusted to better reflect work anticipated under this task.
7.0	Safety, Security, and Resiliency Planning	\$38,200	\$130,800	-\$92,600	Adjusted to better reflect work anticipated under this task.
8.0	Multi-Modal Mobility	\$218,200	\$233,200	-\$15,000	Adjusted to better reflect work anticipated under this task.
9.1	Technical Support, Research, and Coordination	\$200,600	\$233,200	-\$32,600	Adjusted to better reflect work anticipated under this task.
9.2	Hampton Roads Active Transportation Plan	\$61,100	\$0	\$61,100	New task in FY 2017.
9.3	Candidates for Conversion of One-Way Streets to Two-Way	\$80,100	\$0	\$80,100	New task in FY 2017.
9.4	Military Transportation Needs Study Update	\$52,100	\$0	\$52,100	New task in FY 2017.
9.5	Planning Implications of Connected and Automated Vehicles	\$89,300	\$0	\$89,300	New task in FY 2017.
10.0	HRTPO Administration	\$688,565	\$496,262	\$192,303	Adjusted to better reflect work anticipated under this task.
12.0	HRTPO Contingency Funding	\$337,497	\$289,209	\$48,288	NA
13.0	Rural Transportation Planning	\$72,500	\$72,500	\$0	No Change.
14.0	HRTAC Administration	\$136,000	\$57,000	\$79,000	Adjusted to better reflect work anticipated under this task.
	Total	\$3,066,562	\$2,831,271		

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1.0 LONG-RANGE TRANSPORTATION PLAN

A. Background

Long-range transportation planning for the Hampton Roads transportation system can be thought of as having two broad components: 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 in the process. The main long-range planning efforts anticipated for FY 2017 are described under Work Elements below.

B. Work Elements (WE)

Work activities include the following:

1. Maintain and update the adopted 2040 LRTP. This includes documenting any amendments, updating the regional travel demand forecasting model network and associated inputs accordingly, and performing air quality conformity analyses as needed.
2. Produce product(s) for public and stakeholder engagement regarding the LRTP and its contents.
3. Development of the next LRTP with a horizon forecast year of 2045. Tasks to be completed during FY 2017 include:
 - a) Maintaining and updating a comprehensive schedule covering the development of the 2045 LRTP from beginning to end.
 - b) Complete development of 2045 Regional Socioeconomic Forecast (initiated in FY 2016). HRTPO staff, in cooperation with staff from the Hampton Roads Planning District Commission, will complete the process of developing the 2045 Regional Socioeconomic Forecast to include a forecast for the region's population, households, employment, workers, and passenger vehicles. The forecast will consist of regional, sub-regional, and jurisdictional control totals for member localities. The development of the socioeconomic forecast was initiated at the end of FY 2016 and will be completed in the beginning of FY 2017. This work product will be conducted in concert with member jurisdictions and will comply with the regulations mandated by the FHWA.
 - c) Conduct scenario planning in regards to forecasted growth and visioning for the horizon year 2045.
 - d) 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. Comprehensive review of Transportation Analysis Zones (TAZs). TAZs are the base geographic unit of analysis for the travel demand model and should comply with state requirements regarding population and employment densities, infrastructure and geographic considerations, etc. Current TAZ structures will be reviewed for compliance and updated as needed.
5. Upgrade the HRTPO Project Prioritization Tool – Re-evaluate the data, measures, and weighting factors, as necessary, to keep the tool current and ready for use. This includes incorporating new measures to evaluate social equity and environmental considerations – including climate change impacts such as sea level rise and recurrent flooding – as appropriate. This also includes looking at how the region Tool aligns with the State HB2 prioritization methodology.

6. 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.).
7. Continue to improve the integration of multimodal transportation planning in the long-range transportation planning process. In addition to the specific multimodal mobility planning efforts outlined in Task 8.0 – Multimodal Mobility, the HRTPO Project Prioritization Tool will be reviewed and improved, as necessary, with regard to evaluation criteria of multimodal and active transportation projects.
8. 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 2017 include:
 - a) Collaborate in the process of developing MAP-21 performance measures
 - b) Align federal/statewide goals and performance measures with the long-range transportation plan
 - c) Assist in gathering data, if necessary, to quantify performance measures
 - d) Make any necessary changes to the HRTPO Project Prioritization Tool
 - e) Study performance trends and work with localities and agencies towards developing performance targets
9. 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.
10. HRTPO staff will continue to maintain the list of prioritized projects and coordinate as needed and/or directed by the HRTPO Board.

C. End Products

1. WE 1 – An up-to-date Long-Range Transportation Plan (LRTP) for the region.
2. WE 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. Year 2045 socioeconomic data estimates by locality.
 - c. A Vision statement and accompanying Goals for the 2045 LRTP. Planning scenarios to accommodate forecasted growth for the plan horizon year 2045.
 - d. Ongoing public participation efforts.
4. WE 4 – Up-to-date Transportation Analysis Zones.

5. WE 5 – A revised and maintained project prioritization tool.
6. WE 6 – A maintained and up-to-date regional travel demand model.
7. WE 7 – Updated HRTPO Project Prioritization Tool to account for multimodal and active transportation projects.
8. WE 8 – Performance management methodology application to the long-range transportation planning process.
9. WE 9 – EJ methodology application to the long-range transportation planning process.

D. Schedule

1. WE 1 – Ongoing
2. WE 2 – Ongoing
3. WE 3 –
 - a. Ongoing
 - b. Second Quarter
 - c. Fourth Quarter
 - d. Ongoing
4. WE 4 –Fourth Quarter
5. WE 5 – Ongoing
6. WE 6 – Ongoing
7. WE 7 – Ongoing
8. WE 8 – Ongoing
9. WE 9 - Ongoing
10. WE 9 – 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	\$244,300	\$44,200		\$288,500

2.0 TRANSPORTATION PROJECT PROGRAMMING

A. Background

Transportation Improvement Program

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

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

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

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

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

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

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

The TIP development process may be summarized as follows:

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

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

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

House Bill 2 (HB2) Statewide Prioritization Process

Legislation commonly referred to as House Bill 2, or HB2, was signed into law in 2014 and requires the Commonwealth Transportation Board (CTB) to develop a statewide prioritization process for capacity expansion projects based on a comparison of a project's relative benefits to its cost. The HB2 process has a direct impact on Step 2 of the TIP Development Process outlined above.

Additional information regarding HB2 may be accessed at: <http://www.virginiahb2.org/>.

CMAQ/RSTP Project Selection Process

As the metropolitan planning organization (MPO) for the Hampton Roads MPA, the HRTPO is directly responsible for project selection and allocation of funds under two federal funding programs – the Congestion Mitigation and Air Quality 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 and has been designated an attainment area for all current NAAQS.

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

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

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 Program (TAP) Project Selection Process

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

Surface Transportation Program (STP) 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 TAP projects in consultation with the state from proposed projects submitted by eligible entities. HRTPO staff coordinates with VDOT Local Assistance Division staff in carrying out the project selection process for Hampton Roads. Information on the HRTPO TAP project selection procedures, including the *Guide to the HRTPO TAP Project Selection Process*, may be accessed on the HRTPO website at: <http://www.hrtpo.org/page/transportation-alternatives-program/>.

Additional information on the TAP 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 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. The new regional revenues are being directed to the Hampton Roads Transportation Fund (HRTF), which is controlled by the Hampton Roads Transportation Accountability Commission (HRTAC).

House Bill 2 (HB2), signed into law in 2014, directed the Commonwealth Transportation Board (CTB) to develop and use a prioritization process to select transportation projects. The legislation is intended to improve the transparency and accountability of project selection, as well as improve stability in the Six-Year Improvement Program (SYIP). The process is to score projects based on an objective analysis and provide guidance to the CTB for project selection and funding. More information on HB2 may be accessed via the HRTPO website at [http://www.hrtpo.org/page/house-bill-2-\(hb2\)/](http://www.hrtpo.org/page/house-bill-2-(hb2)/).

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

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

The HPP and DG programs are subject to the HB2 prioritization process. Projects submitted under the HPP program compete with other HPP project proposals statewide. Projects submitted under the DG program compete with other projects proposed within the same construction district. The SGR program will fund the rehabilitation of structurally-deficient bridges and deteriorating pavement. Project selection for the SGR program will be needs-based using a separate prioritization process from that of HB2.

Annual Obligation Report

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

B. Work Elements (WE)

Work activities include the following:

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

12. Coordinate with state agencies on the development and implementation of the HB2 Statewide Prioritization Process.

C. End Products

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

D. Schedule

1. WE 1-3 – Ongoing
2. WE 4 – New TIP to go into effect October 2017
3. WE 5 – No later than 90 calendar days following the end of the federal fiscal year
4. WE 6 – July – December 2016
5. WE 7 – As necessary
6. WE 8 – Ongoing
7. WE 9 – As necessary
8. WE 10 - Quarterly
9. WE 11 – Third Quarter
10. WE 12 – As necessary

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

3.0 PERFORMANCE MANAGEMENT

A. Background

According to FHWA, performance management is a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. While FHWA and federal legislation has emphasized performance management in recent years, HRTPO has based its planning and programming process on performance management for many years. This description provides an overview of the HRTPO performance management process, including work to be completed under Task 3.0 and other UPWP tasks as well.

A key feature of MAP-21 (and continued under the FAST Act) is 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. MAP-21 requires the Secretary of Transportation, in consultation with states, metropolitan planning organizations (MPOs), and other stakeholders, to establish performance measures in the following areas:

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

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

1. Monitoring Performance of the Regional Transportation System

The following work is conducted annually by HRTPO staff to monitor transportation performance in the region:

a. 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, American Community Survey (ACS) data, fuel prices, etc. In addition, databases are maintained for other areas – such as freight movement and safety – that are covered in other UPWP tasks.

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.

b. 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.

c. System Performance Measures Reports

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 (OPII). This effort – titled *HRTPO Regional Performance Measures (RPMs)* – includes existing and historical data in a number of areas including congestion reduction, safety, transit usage, HOV usage, jobs and housing, air quality, freight movement, and maintenance.

As mentioned previously, MAP-21 established performance measures in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. As these performance measures become established by FHWA, HRTPO staff will calculate these measures and determine progress towards regional targets on an annual basis.

2. Measuring Performance of the Roadway Network

The following work is conducted by HRTPO staff to monitor the performance of the regional roadway network, and in some cases propose measures designed to improve transportation performance:

a. *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 regionwide. 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 the cycle of the LRTP increasing from four to five years, the next CMP - System Performance and Mitigation Report will be produced in FY 2019.

- *Annual Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads Report*

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

- *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 2017 are included in Task 8.0 – Multimodal Mobility and Task 9.0 – Technical Support, Research, and Special Studies.

3. Performance-Based Project Selection

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

- *LRTP Project Selection:*

The FAST Act states that the Long-Range Transportation Plan (LRTP) developed by the MPOs will include a description of the performance measures and performance targets used in assessing the performance of the transportation

system. The LRTP will also include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.

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

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

b. CMAQ and RSTP Project Selection:

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

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

c. TAP Project Selection:

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

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

4. Capacities of Regional Bridges and Tunnels

Bridges and tunnels are some of the most congested transportation facilities in Hampton Roads. One of the reasons for this congestion is that tunnels, and to a lesser extent bridges, accommodate fewer vehicles before reaching congested conditions than typical roadway segments due to geometric characteristics and other factors.

As part of HRTPO's planning efforts, staff analyzes the level of congestion of roadways throughout the region, including the major bridges and tunnels. Although existing capacity analyses are generally performed using travel time and speed data, future capacity analyses are performed by comparing projected volumes with the capacity of the roadway. While HRTPO staff has analyzed the

capacities of bridges and tunnels in the past, it has not been done as part of a comprehensive effort.

This study will examine the capacities of major bridges and tunnels throughout Hampton Roads.

B. Work Elements (WE)

Work activities include the following:

1. Monitoring Performance of the Regional Transportation System

- a. Maintaining Databases of Transportation Performance Data

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

- b. Annual *State of Transportation in Hampton Roads* Report

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

- c. Annual System Performance Measures Report

HRTPO staff plans to conduct its annual calculation of system performance measures in FY 2017 using the measures established by the MAP-21 and FAST Act legislation – if these final performance measures have been established – and, as in previous years, the performance measures identified by state legislation.

2. Measuring Performance of the Roadway Network

- a. Annual *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads* Report

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

- b. Work related to Special Transportation Studies is described under Task 8.0 – Multimodal Mobility and Task 9.0 – Technical Support, Research, and Special Studies.

3. Performance-Based Project Selection

Work related to the LRTP Project Selection (Task 1.0), CMAQ and RSTP Project Selection (Task 2.0), and TAP Project Selection (Task 2.0) is included in those sections of the UPWP.

4. Capacities of Regional Bridges and Tunnels

- a. Use traffic count data from continuous count stations to determine the hourly and daily capacities of major bridges and tunnels in the region, including the Downtown Tunnel, Hampton Roads Bridge-Tunnel, High Rise Bridge, James River Bridge, Midtown Tunnel, and Monitor-Merrimac Memorial Bridge-Tunnel.
- b. Determine whether capacities vary by lane where data is available.

Determine whether improvements, such as the recent renovations at the Downtown Tunnel, have had an impact on the capacity of the facility.

C. End Products

1. WE 1a – Transportation databases
2. WE 1b – State of Transportation in Hampton Roads report
3. WE 1c – System Performance Measures report
4. WE 2a – Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads report
5. WE 2b – Special Transportation Studies are included under Task 8.0 – Multimodal Mobility and Task 9.0 – Technical Support, Research, and Special Studies.
6. WE 3 – LRTP Project Selection (Task 1.0), CMAQ & RSTP project selection (Task 2.0), and TAP project selection (under Task 2.0) are included in those sections of the UPWP.
7. WE 4 – Capacities of Regional Bridges and Tunnels final report

D. Schedules

1. WE 1a - Ongoing
2. WE 1b – Fourth Quarter
3. WE 1c – Fourth Quarter
4. WE 2b – Fourth Quarter
5. WE 4 – Third 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	\$66,400	\$23,800		\$90,200

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 continued to be recognized in the federal transportation act, *Moving Ahead for Progress in the 21st Century (MAP-21)*. 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 legislation, *Fixing America's Surface Transportation Act (FAST Act)* further underlines the importance of public involvement in the transportation planning process. Specifically, federal regulations require the development of a participation plan. In FY 2016 the HRTPO further updated its Public Participation Plan (PPP) in coordination with current federal regulations and area jurisdictions. The updated PPP, released in November 2015, 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 2016, a number of new initiatives were undertaken in order to illustrate the commitment of the HRTPO to innovative, engaging public outreach. Projects initiated during FY 2015 were evaluated and refined to further support the operations, policies, and procedures of the HRTPO. Accomplishments in FY 2016 related to public participation include:

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

Title VI and Environmental Justice

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

principles of Environmental Justice, the HRTPO will work to implement Title VI of the Civil Rights Act of 1964. HRTPO goals will be to:

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

Title VI Legislation and Guidance

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

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

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

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

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

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

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

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

Community Outreach Strategies

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

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

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

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

B. Work Elements (WE)

Work activities include the following:

1. Implement outreach strategies for the development of the 2045 LRTP. This will include public forum(s) where the status of the LRTP can be reviewed and public feedback can be incorporated.
2. Develop surveys to be accessed via the HRTPO website, Facebook and libraries throughout the region.
3. Develop opportunities to inform the public by participating in community events and coordinating regional forums on transportation issues, initiatives, and projects. This includes coordination with VDOT, DRPT, FHWA, FTA, HRT, WATA, and HRTPO member jurisdictions.
4. Participate in public meetings, committee meetings and hearings held by the HRTPO, plus those held by local and state governments and the local transit agencies, as appropriate.
5. Respond to information requests from the general public.
6. Implement, review, and update the HRTPO Title VI Plan and the HRTPO LEP Plan which includes Title VI, Environmental Justice and related authorities.
7. Provide training for public involvement staff to build, enhance, and broaden public involvement techniques.

8. Develop and implement outreach activities tailored to engage low-income and/or minority communities or households. Key activities include partnering with regional agencies that advocate for and/or provide services for traditionally underserved persons and creating a community impact assessment tool.
9. Update the Public Participation Plan.
10. Provide staff support for the Citizen Transportation Advisory Committee (CTAC). This includes providing information about MPO processes, coordinating and facilitating meetings, developing meeting materials, responding to questions as necessary.
11. Provide translation and/or interpreter services on an as-requested basis.
12. Meet with community groups from varied sectors and with varied interests to provide information about the HRTPO's primary purpose and functions and gather input on key issues, programs, and activities they feel are critical.
13. Provide and/or facilitate training for HRTPO staff and CTAC members to enhance public involvement efforts.
14. Revamp and refine the Citizen Transportation Advisory Committee.
15. Assess the region's transportation investments relative to the needs of disadvantaged populations, including but not limited to low income and minority populations.
16. Enhance and refine the current Title VI/Environmental Justice methodology used to identify Title VI/Environmental Justice communities as well as the benefit/burden analyses (including conducting a broad review of environmental justice methodologies by other agencies and investigating potential data sources).
17. Create an expanded Public Involvement Process aimed at addressing potential disparate impacts of transportation planning projects and policies.
18. Investigate the state of accessibility and mobility for disadvantaged populations, with a focus on safety, transit and alternative transportation modes.
19. Refine mechanisms for the ongoing Title VI/Environmental Justice review of the TIP and Long-Range Transportation Plan.
20. Refine mechanisms for the ongoing Title VI/Environmental Justice Methodology as it pertains to the LRTP and TIP. Incorporate Title VI/EJ analysis into individual studies, programs and plans contained in the HRTPO UPWP, such as corridor studies and long-range planning.

C. End Products

1. WE 1 – Citizen Feedback and survey results for development of the 2045 LRTP. Documentation of outreach activities.
2. WE 6 – Updated Title VI and LEP Plans. Response to Title VI complaints, as appropriate. Report to VDOT in accordance with their reporting procedures.
3. WE 8 – Updated Community Impact Assessment Guide.
4. WE 9 – Updated Public Participation Plan.
5. WE 16-20 – Refined HRTPO Title VI/EJ Benefits and Burdens Methodology.

D. Schedule

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

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	\$398,900	\$31,700		\$330,600

5.0 Unified Planning Work Program (UPWP)

A. Background

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

B. Work Elements (WE)

Work activities include the following:

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

C. End Products

1. WE 1 – Prepare and process amendments and administrative modifications, as necessary, to the approved FY 2017 UPWP.
2. WE 2 – Produce the FY 2018 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	\$49,600	\$13,800		\$63,400

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

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

Regional Freight Study

Due to the importance of freight movement in the regional transportation system, HRTPO staff prepares the *Hampton Roads Regional Freight Study* on a regular basis. The Regional Freight Study includes an analysis of foreign and domestic freight movement to, from, and within Hampton Roads for all transportation modes by weight and value for existing and future conditions. It also includes an analysis of the movement of trucks both within Hampton Roads as well as through the gateways of the region, and identifies locations with high truck delay levels. HRTPO staff prepared the first Intermodal Management System (IMS) report in 1996, with updates to the IMS/Regional Freight Study released in 2001, 2007, 2012, and 2016. The Regional Freight Study is generally updated in conjunction with the development of the Long-Range Transportation Plan.

Maintaining Databases of Freight Data

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

Prioritizing Projects that Improve Freight Movement

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

Freight Transportation Advisory Committee (FTAC)

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

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

B. Work Elements (WE)

Work activities include the following:

1. Freight Transportation Advisory Committee (FTAC)

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

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

2. Measure freight performance by:

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

3. Assist the Port of Virginia and other local, state, and federal agencies with their freight planning efforts. This could include assisting the Port of Virginia with a study looking at the economic impacts of regional transportation connectivity.

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

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

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

5. Geography of Truck Movements in Hampton Roads

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

A. Origins and Destinations of Trucks Using Key Highway Facilities

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

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

B. Highways Used by Port Trucks

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

To remedy this situation, HRTPO staff has acquired GPS-based truck movement data for Hampton Roads gathered by the American Transportation Research Institute (ATRI), part of the American Trucking

Associations Federation. Staff plans to use this data to determine local highway segments frequented by trucks moving to and from the state ports in Hampton Roads. Following this analysis, HRTPO staff can base the awarding of points to those projects which “increase access to port facilities” on this actual truck movement data. As a result, the HRTPO Board will be able to better promote projects which help one of the three main economic engines of Hampton Roads – the Port.

C. End Products

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

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

7.0 SAFETY, SECURITY PLANNING, AND RESILIENCY PLANNING

A. Background

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

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

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

Safety Planning

HRTPO staff maintains a database and GIS shapefile of crashes throughout the region to support regional safety planning efforts, including the *Regional Safety Study* and usage of the Project Prioritization Tool. This crash database and shapefile is updated by HRTPO staff annually as VDOT and DMV release the previous year's 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 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. The original study included general crash data and trends, a detailed analysis of the locations of crashes throughout the region, and an analysis of high crash locations with crash countermeasures. The Regional Safety Study is generally updated in conjunction with the Long-Range Transportation Plan.

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

Security Planning

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

Resiliency Planning

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

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

HRTPO staff also participates on a number of committees related to planning for sea level rise and climate change. These committees currently include the Hampton Roads Sea Level Rise Intergovernmental Planning Pilot Project Infrastructure Working Group, HRPDC’s Coastal Resiliency Committee, and the Joint Land Use Study (JLUS) for Joint Base Langley-Eustis (JBLE) Technical Advisory Group. HRTPO staff also provides assistance to other stakeholders in their climate change and sea level rise planning efforts, such as local and statewide universities and VIMS.

B. Work Elements (WE)

Safety

1. Update crash databases and GIS shapefiles using the previous year’s VDOT and DMV raw crash data.
2. Assist VDOT with the development of the 2016 update to the Strategic Highway Safety Plan (SHSP). This will include participating on the SHSP steering committee, attending SHSP workshops, participating in safety emphasis area groups, and reviewing draft SHSP chapters.
3. Participate on safety-related committees such as DMV’s Traffic Records Coordinating Committee (TRCC).
4. Assist VDOT and localities with Road Safety Audits (RSAs) as requested.

5. Safety Performance Measures – Work related to FAST Act national performance goals and safety performance measures is included under Task 3.0 – Performance Management.

Security

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

Resiliency

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

C. End Products

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

D. Schedule

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

5. WE 6 – As needed
6. WE 7 – Ongoing
7. WE 8 – As needed
8. WE 9 – Ongoing
9. WE 10 – Ongoing

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

8.0 MULTIMODAL MOBILITY

A. Background

Multimodal means having a number of ways or methods of accomplishing an action. **Mobility** refers to the movement of people and goods. So **Multimodal Mobility** means having a number of options for accomplishing the movement of people and goods.

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

In FY 2017, the Multimodal Mobility task will focus on the following:

- **Regional Public Transit Planning**
 - Work with local transit providers on strategies to encourage choice or discretionary riders to opt for using public transit.
- **Transportation Connectivity Gap Analysis**
 - Complete any unfinished tasks related to Transportation Connectivity Gaps Analysis initiated in FY 2016.
- **On-Demand Ride Services (Ridesourcing)**
 - Complete any unfinished tasks related to On-Demand Ride Services Exploratory Study on the usage and impacts of ridesourcing options like Uber and Lyft initiated in FY 2016.
 - Future research will build on the exploratory study with a more detailed look at the impact of ridesourcing on labor, social equity, the environment, and public policy.
- **Complete Streets**
 - Identify underused vehicular lanes that could be repurposed to enable safe access and travel for users of all travel modes.

B. Work Elements (WE)

Work activities include the following:

1. Respond to research requests from HRTPO Rail and Public Transportation Task Force.
2. Regional Public Transit Planning – Following up on the Regional Transit Benchmarking work completed in FY 2016, HRTPO staff will work with HRT and WATA to develop strategies for encouraging choice or discretionary riders to opt for using public transit.
3. Transportation Connectivity Gap Analysis – Complete any unfinished tasks related to Transportation Connectivity Gaps Analysis initiated in FY 2016.

4. On-Demand Ride Services (Ridesourcing) – Complete any unfinished tasks related to the On-Demand Ride Services Exploratory Study on the usage and impacts of ridesourcing options like Uber and Lyft initiated in FY 2016.
5. Complete Streets – The goal of Complete Streets is for pedestrians, bicyclists, motorists, transit users, and travelers of all ages and abilities to be able to move along the street network safely. One strategy for implementing complete streets is to repurpose underused vehicular lanes as dedicated or shared bike, transit, or parking lanes.

Proposed tasks for this project include:

- Identify streets in Hampton Roads with:
 - vehicular demand significantly below capacity
 - proximity to land use suited for active transportation and public transit trips
- Create maps of candidate complete-streets' showing:
 - existing pedestrian, bike, and transit facilities, schools, parks, and land use
 - proposed repurposing

6. Supporting Active Transportation (AT) in Hampton Roads:
 - Hosting monthly webinars of the Association of Pedestrian and Bicycle Professionals (APBP).
 - Maintaining the Active Transportation portion of the HRTPO website.
 - Posting AT updates on Facebook.
 - Assist VDOT and localities with bicycle and pedestrian planning efforts.

C. End Products

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

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$141,800	\$76,400		\$218,200

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9.0 TECHNICAL SUPPORT, RESEARCH, AND SPECIAL STUDIES

9.1 Technical Support, Research, and Coordination

A. Background

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

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

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

B. Work Elements (WE)

Work activities include the following:

1. Event-Driven Topics
 - a) Define the problem or question that has emerged.
 - b) Research the experience of others in responding to the problem/question.
 - c) Conduct research and analyses of local issues or event-driven topics such as federal and/or state transportation-related policy and legislation, federal, state, and regional transportation funding, and congestion/value pricing.
 - d) Prepare and analyze alternative solutions.
 - e) Recommend actions to the HRTPO board.
2. Assist federal, state, and local governments with projects, as requested. Typical work includes evaluation of PPTA proposals and preparing project level planning studies.
3. Serve on the Project Steering Team and assist the Hampton Roads Transportation Operations Subcommittee (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 Projects and Fixed Guideway Evaluations - Evaluations of major regional projects and fixed-guideway transit are ongoing (feasibility studies, Environmental Impact Statement development, etc.). HRTPO staff will participate in these evaluations as needed.
7. Conduct a research scan on how public health outcomes are being incorporated into the transportation planning process.
8. Special Work for TTAC and HRTO – HRTPO staff will conduct analyses requested by TTAC and HRTO. When such analyses do not fall under any other UPWP sections, staff time will be charged to 9.1 Technical Support.

C. End Products

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

D. Schedule

WE 1-8 – The emerging nature of this work precludes the establishment of a schedule.

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$159,800	\$40,800		\$200,600

9.2 Hampton Roads Active Transportation Plan

A. Background

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

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

B. Work Elements (WE)

Planned multi-year tasks include:

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

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

C. End Products

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

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303		TOTAL
HRTPO	\$32,100	\$29,000		\$61,100

9.3 Candidates for Conversion of One-Way Streets in Hampton Roads to Two-Way

A. Background

In addition to studying *new* transportation projects—such as road widenings, multi-use path construction, and public transportation impacts—the HRTPO is also concerned with learning whether *current* roadway infrastructure is being used efficiently. Consequently, the improvement in crashes, crime, and property values reported in other metros following the conversion of certain one-way streets to two-way operation, led staff to propose the study of such one-way to two-way conversions for our region.

According to the Traffic Engineering Handbook, developed by the Institute of Transportation Engineers (ITE), one-way streets have been implemented as means to improve traffic operations by:

- Reducing intersection delays
- Reducing cut-through traffic
- Improving safety

With regards to one-way streets the ITE also states,

“In many cases, improved traffic movement and increased safety can produce economic benefits both to adjacent land users and to the general public.”

Upon a brief examination, HRTPO staff located over 100 one-way streets in eight cities across Hampton Roads. The majority of the one-way streets found are situated in denser urban neighborhoods. HRTPO staff intends to investigate which of any of these 100 one-way streets would perform better as two-way streets.

B. Work Elements (WE)

1. Review the literature concerning general benefits associated with one-way and two-way streets and previous conversion studies.
2. Develop a method to determine whether a conversion is recommended, taking into account issues including:
 - What is likely the original reason for the existing one-way designation?
 - Does that reason still apply?
 - Could a conversion handle expected traffic demand?
 - Are the benefits of conversion to two-way operation experienced in other metros expected at this location?
 - Reduced crashes
 - Reduced crime
 - Increased property values

C. End Products

Standard HRTPO report.

D. Schedule

Completion in FY 2017

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			TOTAL
HRTPO	\$80,100			\$80,100

9.4 Military Transportation Needs Study Update

A. Background

Phase I of the Hampton Roads Military Transportation Needs Study was completed and approved by the HRTPO Board in September 2011. In this first phase, HRTPO staff worked with various stakeholders – local military representatives, state and federal agencies, port officials and local jurisdictions – to determine transportation concerns and needs of the local military. HRTPO staff identified a roadway network that includes both the Strategic Highway Network (STRAHNET) and additional roadways that serve the military sites and intermodal facilities not included in the STRAHNET. STRAHNET (developed by the U.S. Department of Defense) serves as the minimum national defense public highway network needed to support a defense emergency and are used for day-to-day military cargo movement.

Staff analyzed this “Roadways Serving the Military” network to determine deficient locations, such as congested segments, deficient bridges, and inadequate geometrics. The study made numerous recommendations to address existing deficiencies and to accommodate future military travel needs, including revisions to current STRAHNET designations, increasing vertical clearance of tunnels, expanding the width of highway lanes to accommodate military vehicles, rehabilitating or replacing structurally deficient bridges, extending light rail transit to Naval Station Norfolk and high-speed passenger rail service to Washington, D.C.

The purpose of this task is to update the Phase I report with the most recent data.

B. Work Elements (WE)

Work activities may include the following:

1. Coordinate with local military and transportation stakeholders.
2. Review and update Military and Supporting Sites in Hampton Roads.
3. Review existing STRAHNET and “Roadways Serving the Military” and make revisions as necessary.
4. Determine deficient locations on “Roadways Serving the Military” (e.g. congested segments, deficient bridges, inadequate geometrics).
5. Develop recommendations to address deficiencies and to accommodate future military travel needs.

C. End Products

Hampton Roads Military Transportation Needs Study Update final report.

D. Schedule

Second Quarter

E. Participants

HRTPO, VDOT, FHWA, TTAC, and Military Stakeholders.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CMAQ	TOTAL
HRTPO	\$52,100			\$52,100

9.5 Regional and Local Planning Implications of Connected and Automated Vehicles

A. Background

One of HRTPO's vital functions is producing the fiscally constrained Hampton Roads Long-Range Transportation Plan (LRTP). The 2040 LRTP will be approved by the HRTPO Board in 2016. Following approval, staff will begin the planning process for the 2045 LRTP.

By 2045, transportation may be very different than it is today. The most significant change will likely be the arrival 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 where the operation occurs 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 will provide a number of benefits. The benefits likely include:

- 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.

Prior to the arrival of connected and automated vehicles, there are several issues and unknowns regarding this new technology, such as:

- 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 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	\$89,300			\$89,300

10.0 HRTPO ADMINISTRATION

A. Background

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

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

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

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

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

B. Work Elements (WE)

Work activities include the following:

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

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

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

C. End Products

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

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL	5303	CO 5303	TOTAL
HRTPO	\$646,116	\$42,449		\$688,565

11.0 PLANNING BY TRANSIT AGENCIES

11.1 TDCHR Performance Monitoring and Evaluation

A. Background

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

B. Work Elements (WE)

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

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

C. End Products

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

D. Schedule

1. WE 1 – Year-end Performance Report – 12/31/16

2. WE 2 - Annual Transportation Service Program (TSP): Draft 10/1/2016; Final 5/30/2017
3. WE 3 - Monitoring and Ridership report – Monthly

E. Participants

HRT and consultant staff as needed

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

11.2 WATA Performance Monitoring and Evaluation

A. Background

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

Initiatives planned has resulted in nearly 2.5 million trips in fiscal year 2015 to citizens, guests and students of the City of Williamsburg, James City County, York County, Surry County, and the College of William and Mary, also connecting service to Hampton Roads Transit in Newport News and the Historic Triangle. Initiatives include the following:

- Continued appropriate Trolley service connecting commercial/residential areas of Merchants Square (Colonial Williamsburg), High Street (City of Williamsburg) and New Town (James City County).
- Continue evaluation of labor movement strategies for connections between the City of Newport News and the Counties of Charles City, New Kent and Surry to Greater Williamsburg to address a shortage of future labor required for the food service, retail, warehousing, tourism, and hospitality industries. Evaluation to include transit bus options, active transportation and carpools/vanpools.
- Continue to develop the AVL/GPS; improving safety and security, customer service, communications, management and efficiency.
- Planning, environmental assessment, and development of a staging and financing plan for WATA Transit Facilities. WATA currently leases a facility.
- Continue evaluation of collaboration efforts with other complementary transportation providers in the area for greater mobility for the residents, visitors and tourists in the Greater Williamsburg area.
- Implement initiatives based on the Comprehensive Operational Analysis recommendations and the Transportation Development 6-year Plan completed in FY 15 and FY16.
- Actively planning with the Peninsula Agency on Aging and the Williamsburg Faith in Action for the establishment of a “one-call” center for the elderly and disabled.

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

B. Work Elements (WE)

The scope of work that supports this need follows.

1. **Objectives and Measures-** Objectives, goals, and strategies are formulated and established as part of the Strategic Management Plan for the Williamsburg Area Transit Authority, as well as to meet planning requirements of our local, state and federal partners. Quantifiable measures and strategies to develop these objectives are established and monitored on a month-to-month basis and incorporated in

monthly, quarterly, mid-year, and annual reports to Board, respective Advisory committees and State and Federal partners.

2. **Service Consumption and Performance** - Service monitoring and data collection on service characteristics (i.e. trip purpose, fares, revenue miles, passenger miles, etc.), service efficiency (cost per mile, revenue to expense ratio, etc.), service effectiveness (riders per mile and hour, etc.), and service quality (i.e. service disruptions and accidents, customer complaints, vehicle support, etc.) will increase our information database to help the Board shape policy and meet new State and Federal requirements. The utilization and administration of the Authority's Intelligent Transportation System (ITS) is collecting more data and information, which will support the Authority's performance efforts.

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

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 conducted in FY 15-16. WATA will be determining our current and future needs, via planning support, as a separate activity to conduct a Comprehensive Operational Analysis and Transit Development Plans.

4. **Bus Stop Improvements** - Two new shelters were constructed in FY 2015. Safe, convenient stop locations conducive to customer needs require continued evaluation and partnerships with the localities, business community, and VDOT. Evaluation includes an annual review of the Authority's assets' condition (bus stop poles, placards, benches, pull-offs, shelters, and bus signage) and the location of those assets, to be then used for a management and replacement plan. Other aspects of this annual review will include an assessment of amenities in and around stops and evaluating the need for pedestrian improvements such as crosswalks, lighting and bike racks. Such factors as engineering, environmental, usage, pedestrian safety and ADA accessibility will be analyzed. Additional resources for shelters through grants and VDOT shelter engineering standards require policy decisions on locations.

5. **System Revenue/Partnership Evaluation-** Review of WATA's fare structure, including daily, weekly and monthly passes. Assessing the use of an Automated Ticket Vending Machine and 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.
6. **Develop Organization Internal Support** – WATA has assumed functions once provided by local government including risk management, safety, and information technology. Special emphasis is placed on introducing technology to absorb components of these functions. The development of an updated staffing plan to meet future organizational needs will improve our customer's experience and coordination with James City County. WATA has hired staff that has the skills to begin to develop and implement a formal internal training structure. This expertise will afford WATA the ability to implement training and documentation for national mandates for safety, security, and emergency preparedness. This also includes formalizing and revising Employee Evaluations with supporting documentation accrued throughout the year. Evaluation of new processes is needed to ensure the most efficient and effective management of these functions.
7. **Federal Data Requirements-** The federal reporting system has transferred from the TEAM data system to the TrAMS data system in FY 2016. Reports developed in a number of formats to accommodate local, State, and Federal government needs are provided on a monthly, quarterly, and annual basis. These mandated reports are necessary to show resource usage to various levels of government that support transportation. Federal requirements for Limited English Proficiency, Disadvantaged Business Enterprise and Title VI will require continued attention. In FY 2017, WATA will prepare for the Triennial Review.
8. **Facility Feasibility Study-** WATA is one of the fastest growing Urban Regional Systems that does not own an operational/administrative facility. In preparing for the future, WATA must continue to evaluate direct ownership of its facilities to meet current and future needs. Collaborative efforts with the WATA Board, regional stakeholders, the general public and the Department of Rail and Public Transportation (DRPT) have led to the completion of a Project Feasibility Study. In FY 2016, WATA updated the 2010 Facility Feasibility Study which included updating the location and breadth of new or improved facilities and steps to move forward. A location has been determined and an environmental assessment, appraisal, the development of staging and finance plan, land acquisition, project management and a draft schedule for facility design and engineering has begun. Inclusion in the Hampton Roads Transportation Planning Organization (TPO) Transportation Improvement Program (TIP), Hampton Roads Long Range Transportation Plan and State Transportation Improvement Program (STIP) remains necessary.

C. End Products

1. WE 1 – FY 2016 WATA Strategic Plan Summary and FY 2015 WATA Strategic Plan updates for mid-year and annual review by staff and the Board of Directors. These reports will promote efficient management and operation of regional transit. Quarterly rider advisory committee meetings will ensure that the Authority is quantitatively and qualitatively meeting the performance requirements of the public and our riders.
2. WE 2 – Staff performance reports to help measure efficiency (i.e. cost per mile and per hour, revenue to expense ratio, etc.), service effectiveness (i.e. trips per mile and per hour), and service quality (i.e. revenue service interruptions and accidents) for the Authority to evaluate and plan for enhanced provisions of a regional network. Reports generated from data will demonstrate to the public, Board, and local, state, and federal partners the efforts to continue to promote efficient and effective management of transit services.
3. WE 3 – Annual Transportation Development Plan update coordinated with the COA in coordination with HRTPO funded projects support the implementation of phased improvements that will double service delivery over a two year period (FY 16-17), provide transit to underserved and areas without service, and provide transit oriented development alternatives and active transportation (i.e. Trolley service, connection between transit and bicyclist) decreasing the number of single occupancy vehicles on our roadways. Service plans include evaluation of additional connections to other transit systems (HRT) and adjoining regions, and supporting economic development to help meet the labor needs and increase the number of customers.

WATA Transportation Development Plan annual update supports the following:

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

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

4. WE 4 – Annual inventory of all WATA assets (bus stops, shelters, facilities) with summary providing condition, security and safety assessment, replacement need and requirements for expanding public amenities. Summary report will aid

resource planning for Federal, State and local entities and ensure that public transit assets are preserved and distributed equitably in accordance with Title VI. Quarterly meetings with the region's government planning staffs will ensure key factors are initiated in a manner that best meets the growing demand of these assets for the region.

5. WE 5 – Monitoring and evaluation of WATA's restructured pass program for riders. Execution of WATA's Vehicle Advertising Program for interior and exterior vehicle advertisement. Products developed promote management efficiency by helping contain contribution requirements by local, state and federal partners. Continued work with major employers, including those in the theme park, entertainment, and hotel industries in order to increase economic development and revenue, share costs, and increase service awareness and usage.
6. WE 6 – Staffing Plans for WATA have progressed. The purpose is to ensure that organization functions continue to be managed in an efficient and effective manner. WATA continues to operate with functions previously managed through the umbrella of local government. With the implementation of the ITS System, WATA will phase in the use of Dispatch personnel to regularly monitor and manage the system. The Authority will update its Procurement Manual to ensure its contents reflect the Virginia Public Procurement Act (VPPA) and the Federal Transit Authority (FTA) requirements and guidelines.
7. WE 7 - DRPT performance reports and National Transit Database on-going monthly and annual reports. Updates of Limited English Program, Disadvantaged Business Program and Title VI. Title VI updates will include GIS mapping of services ensuring equitable distribution of service mobility to all populations.
8. WE 8 – WATA has hired a Project Manager or Firm to ensure FTA guidelines for building a facility are met in addition to Local and State regulations.

D. Schedule

1. WE 1 – Quarterly, mid-year, and annual reports.
2. WE 2 – Ongoing monthly, quarterly, mid-year, and annual reports/presentations to WATA Board
3. WE 3 – Ongoing quarterly, mid-year, and annual Transit Development Plan reports/presentations updates.
4. WE 4 – Bi-annual internal review of replacement/expansion needs in Capital Improvement Program and inclusion in twenty year update of operating/capital needs. Quarterly meeting with planning departments.
5. WE 5 – Continued updates of ITS System Implementation. Monitoring of the Authority's Advertising Program.
6. WE 6 – Ongoing review of staffing needs.
7. WE 7 – Ongoing activity
8. WE 8 – Hired Project Manager to oversee Facility Development. Project Manager reports monthly to WATA Board and as requested for public input.

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

11.3 TDCHR Feasibility/Corridor Studies

A. Background

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

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

B. Work Elements (WE)

Work activities include the following:

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

and density as well as areas limited by increasing roadway congestion. Project is needed to solve mobility connectivity for existing and future development on the peninsula as well as to provide better high performance transit connectivity to other cities in the Hampton Roads region possibly including the Third Crossing connection to the Southside and Commuter Rail connection to Williamsburg.

This planning work will develop the projects' Purpose and Need and will identify and recommend potential alignments and transit technologies in Hampton and Newport News with possible connections between Newport News Shipbuilding, Hampton Coliseum area, Downtown Hampton, Oyster Point Area of Newport News, and the proposed new Amtrak Station in Newport News. The study will include the numerous technical planning elements to directly support initiation of a Draft Environmental Impact Statement under the National Environmental Policy Act (NEPA) regulations and entry into FTA Project Development. These studies will also provide extensive information necessary to further advance planning of the project. Associated bus service improvements and park and ride facilities will be included in these analyses.

C. End Products

1. WE 1 – VBTE Work Element end product is the 30% designs estimated for late CY 2016.
2. WE 2 – 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.
3. WE 3 – PMDCS Work Element end product is the Pre-NEPA Report on Potential Alternatives for Future Study. This work element is estimated for completion in late CY 2017. Future end products may include a DEIS, FEIS, and Engineering work elements.

D. Schedule

1. WE 1 – VBTE Work Element end product PE is estimated for completion in fourth quarter CY 2016.
2. WE 2 – NSNTES Work Element end Product DEIS is estimated for completion in mid CY 2019. Schedules for future end products including a FEIS, and Engineering work elements are dependent on identification of funding sources and the results of the DEIS.
3. WE 3 – PMDCS Work Element end product Pre-NEPA Report on Potential Alternatives for Future Study is estimated for completion in fourth quarter CY 2017. Schedules for future end products including a DEIS, FEIS, and Engineering work elements are dependent on identification of funding sources and the results of the Pre-NEPA Report.

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state and local matching funds)

ENTITY	ELEMENT	RSTP	STATE	LOCAL	TOTAL
HRT	VBTES	\$9,600,000	\$2,400,000		\$12,000,000
HRT	NSNTES	\$500,000	\$7,700,000		\$8,200,000
HRT	PMDCS	\$1,760,000	\$440,000		\$2,200,000

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11.4 HRT Disadvantaged Business Enterprise Planning

A. Background

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

B. Work Elements (WE)

Work activities include the following:

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

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

C. End Products

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

D. Schedule

The completion of the items is scheduled as follows:

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

E. Participants

HRT staff and consultants.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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

A. Background

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

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

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

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

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

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

B. Work Elements (WE)

Work activities include the following:

1. Sales (Outreach)

- a. Identify employers, public and private schools, and any other entity that can benefit from carpooling, van pooling, teleworking, walking/biking to and from work or school in an overarching effort to reduce or mitigate congestion, reduce pollution, provide a more stress free commute, and enhance the overall quality of life in Hampton Roads.
- b. GoPass365: Originally this program was designed to teach young riders and choice riders how to use public transportation through a unique program designed to enhance ridership and remove significant numbers of SOV off the road, reduce pollution and provide a more stress free ride to work. This is done through an employer- or school-paid program that does not cost the rider a fare. This program continues to grow in membership with a very large potential customer base of over 100,000 GoPass365 riders. One of our largest members, Tidewater Community College, has entered into its second year membership with three 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 2014, TOS approved a Park and Ride Specialist position. We will be interviewing candidates for this position in the early part of 2016.

2. Marketing

The Traffix Director will be looking at newer and more creative types of advertising with more emphasis on Millenials, Generation Y and X type of advertising and marketing. Traffix will create a “flight plan” for marketing and advertising by the end of February, 2016.

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

3. Research, Management, Planning and Evaluation

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

C. End Products

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

D. Schedule

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

Note: It is important to note that the activities of the TRAFFIX staff are very fluid with continuous motion designed to convince Single Occupancy drivers NOT to drive alone or to help them make decisions to work from home, walk, ride a bike, or join the NuRide data base and be matched with other riders looking for ways to save money and reduce stress through carpooling, vanpooling, 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
- 421 major Hampton Roads Employers in FY 2012
- Contacted/contacting over 100,000 employees (employee base) annually (FY 2013) through radio, TV, billboards and/or flyers.
- Participants encompassing the Hampton Roads Metropolitan Planning Area, the Virginia Eastern Shore, and Northeastern North Carolina
- Institutes of higher learning (TCC, ODU, NSU, CNU, HU, TNCC, Everest College, Bryant and Stratton College, Kaplan College, Centura College), Newport News Shipbuilding, and the area's military reservations.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

11.6 TDCHR Financial Planning

A. Background

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

B. Work Elements (WE)

Work activities include the following:

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

C. End Products

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

D. Schedule

1. WE 1 – Annual Budgets: Adopted 5/30/17
2. WE 2 – Financial Analysis: Monthly
3. WE 3 – Short and Long-range Capital Plans: draft 1/31/17, final 5/30/17
4. WE 4 – Fare change analysis: As needed

E. Participants

HRT and Consultants

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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11.7 TDCHR Public Involvement/Public Information/Publications

A. Background

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

B. Work Elements

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

C. End Products

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

D. Schedule

WE 1-6 – Ongoing activities.

E. Participants

HRT, general public.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

11.8 HRT Transit Development Plan

A. Background

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

B. Work Elements (WE)

Work activities include the following:

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

expansion and/or contraction. Use narrative, tables and other graphic formats as warranted. Describe specific solutions to any gaps or service deficiencies for fixed-route and demand-responsive services.

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

4. Service Expansion Project Descriptions

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

5. Operations Plan

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

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

C. End Products

1. An annual update to the TDP will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Development Plan Requirements document.
2. Every sixth year a full TDP will be developed to reflect the results of the tasks above and follow the report format as stated in the DRPT Transit Development Plan Requirements document.

D. Schedule

1. The Annual update to the TDP is anticipated to be completed in 6 months with an estimated completion date of December 2016.

2. The Full TDP is anticipated to be completed in 12 months with an estimated completion date of December 2017.

E. Participants

HRT, DRPT, and associated Consultants.

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

12.0 VDOT REGIONAL PLANNING

A. Background

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

B. Work Elements (WE)

Work activities include the following:

1. Highway System Monitoring and Review

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

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

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

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

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

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

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

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

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

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

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

C. End Products

Effective and Efficient Hampton Roads TPO process that is fully certifiable by FHWA and FTA according to the federal regulations as outlined in MAP-21.

D. Schedule

Ongoing Activity

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

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13.0 HRTPO CONTINGENCY FUNDING

A. Background

The HRTPO Contingency Funding task has been included in the FY 2016 UPWP to provide a source of contingency funding for unforeseen activities related to public participation, potential filling of vacant staff positions during the year, or consultant contracts associated with UPWP tasks. This item may also be used as a source of funding for new UPWP tasks that may be approved by the HRTPO Board during the course of FY 2016.

B. Work Elements

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

C. End Products

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

D. Schedule

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

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

ENTITY	PL		TOTAL
HRTPO	\$337,497		\$337,497

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14.0 Rural Transportation Planning

A. Background

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

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

In FY 2017 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 2017, 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 RLRTP. During FY 2016, HRTPO staff updated the RLRTP to the horizon year 2040. In FY 2017, HRTPO staff will continue to maintain the current 2040 RLRTP.

2. Congestion Management Process

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

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

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

3. Regional Safety Planning

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

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

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

4. Regional Freight Planning

In FY 2016, 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. Technical Assistance and Coordination

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

6. Technical Assistance to the Multimodal Planning Office

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

B. Work Elements

Work activities may include the following:

Program Administration

Rural Transportation Planning Administration

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

Program Activities

1. Rural Long-Range Transportation Plan

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

2. Congestion Management Process

- Update the CMP database with the most current traffic counts and roadway characteristics.

- Update the various transportation databases that cover all aspects of the transportation system including roadway use, bridges, aviation, rail, American Community Survey (ACS) data, etc.
- Update the *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads* report, which will include an analysis of rural roadways based on 2016 archived volume and speed data.

3. Regional Safety Planning

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

4. Regional Freight Planning

- 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 databases detailing the condition of bridges in the rural areas.

6. Technical Assistance and Coordination

- Continue to compile all available current and future land use GIS layers / attribute data from local comprehensive plans from rural localities within the HRPDC boundary. As part of this task, VDOT has requested that the GIS tool provided by VDOT-TMPD be utilized to geo-reference local transportation plan recommendations (VDOT-TMPD will provide technical assistance on an as-needed basis in accomplishing this task). Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for current and future land use plans, VDOT requests staff to develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state.
- Assist localities as needed in the development of detailed transportation plans as part of the local comprehensive plan update.
- Provide technical assistance as needed to rural localities in the areas of multimodal planning, transportation GIS planning, project prioritization, etc.
- Assist VDOT as needed in the development of transportation plans relating to the rural localities in Hampton Roads.
- Participate in VTrans webinars, HB2 regional meetings, Title VI/Environmental Justice compliance meetings with VDOT staff, and the Fall Transportation meeting.

- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year.

7. Technical Assistance to the Multimodal Planning Office

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

C. End Products

Program Administration

Rural Transportation Planning Administration

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

Program Activities

1. Rural Long-Range Transportation Plan
 - An up-to-date Rural Long-Range Transportation Plan (RLRTP) for the region
2. Congestion Management Process
 - An updated CMP database
 - Updated transportation databases
 - An updated *Volumes, Speeds, and Congestion on Major Roadways in Hampton Roads* report
3. Regional Safety Planning
 - An updated crash database/shapefile for the region
4. Regional Freight Planning
 - An updated truck volume database
5. Regional Bridge Planning
 - An updated bridge condition database
6. Technical Assistance and Coordination
 - Complete any unfinished FY 2016 tasks related to rural transportation
 - Current and future land use GIS data
 - Up-to-date transportation and land use components for Surry County Comprehensive Plan
 - Active Transportation Master Plan for Southampton County

D. Schedule – Program Activities

1. Rural Long-Range Transportation Plan
 - Up-to-date RLRTP – Ongoing throughout FY 2017
2. Congestion Management Process
 - Updated CMP database – Ongoing throughout FY 2017

- Updated transportation databases - Ongoing throughout FY 2017
- Updated *Volumes, Speeds, and Congestion* report – Quarter 4

3. Regional Safety Planning
 - Updated crash database/shapefile – Ongoing throughout FY 2017
4. Regional Freight Planning
 - Updated truck volume database – Ongoing throughout FY 2017
5. Regional Bridge Planning
 - Updated bridge condition database – Ongoing throughout FY 2017
6. Technical Assistance and Coordination
 - Current and future land use GIS data – Quarter 4
 - Transportation and Land Use Component of Comprehensive Plan Update – Quarter 4
 - Active Transportation Master Plan – Quarter 4
 - Other tasks as needed – Ongoing throughout FY 2017
7. Technical Assistance to the Multimodal Planning Office – Ongoing throughout FY 2017

E. Participants

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

F. Budget, Staff, Funding

(Funding information includes applicable state/local matching funds)

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

15.0 HRTAC Administration and Support

A. Background

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

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

The HRTAC consists of 23 members as follows:

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

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

The passed legislation includes the following statement:

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

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

B. Work Elements (WE)

Work activities include the following:

1. Providing staff support to the Hampton Roads Transportation Accountability Commission (HRTAC), per the stipulation included in HB 1253 or SB 513. Staff support may include:
 - a) Technical support on transportation planning, prioritization, and programming.
 - b) Tracking of revenues and expenditures of funds for which the HRTAC is the responsible entity.
 - c) Administrative support – coordinating meetings, 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			\$136,000	\$136,000

APPENDIX A
HRTPO ADVISORY COMMITTEES

HRTPO BOARD AND ADVISORY COMMITTEES

HRTPO Board

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

Transportation Advisory Committee

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

Transportation Technical Advisory Committee

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

Citizen Transportation Advisory Committee

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

Freight Transportation Advisory Committee

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

Legislative Ad-Hoc Committee

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

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

Metropolitan Planning Area (MPA)

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

Transportation Management Area (TMA)

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

Hampton Roads Planning District Commission (HRPDC)

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

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

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

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

Metropolitan Transportation Plan

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

The LRTP is developed and adopted by the HRTPO through a multi-step process every four 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.
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	Citizen Transportation Advisory Committee
CTB	Commonwealth Transportation Board
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprises
DEIS	Draft Environmental Impact Statement
DRPT	Virginia Department of Rail and Public Transportation
EJ	Environmental Justice
EMS	Environmental Management System
EPA	Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTAC	Freight Transportation Advisory Committee
FY	Fiscal Year (July 1 – June 30)
FFY	Federal Fiscal Year (October 1 – September 30)
GIS	Geographic Information System
HOV	High-Occupancy Vehicle
HRHIM	Hampton Roads Incident Management Committee
HRPDC	Hampton Roads Planning District Commission
HRT	Hampton Roads Transit
HRTF	Hampton Roads Transportation Fund
HRTAC	Hampton Roads Transportation Accountability Commission
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
PL	Planning Funds (FHWA)
PPP	Public Participation Plan
RCTO	Regional Concept of Transportation Operations
RLRTP	Rural Long-Range Transportation Plan
RSTP	Regional Surface Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
SIP	State Implementation Plan
SPR	State Planning and Research Funds
STIP	Statewide Transportation Improvement Program
SYIP	Six-Year Improvement Program
TAC	Transportation Advisory Committee
TAZ	Transportation Analysis Zone
TDCHR	Transportation District Commission of Hampton Roads (HRT)
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 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

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APPENDIX D
FEDERAL REGULATIONS APPLICABLE TO MPOS

Subpart A—Transportation Planning and Programming Definitions

§ 450.100 Purpose.

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

§ 450.102 Applicability.

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

§ 450.104 Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Subpart C – Metropolitan Transportation Planning and Programming

§ 450.300 Purpose.

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

- (a) Sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution; and
- (b) Encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

§ 450.302 Applicability.

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

§ 450.304 Definitions.

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

§ 450.306 Scope of the metropolitan transportation planning process.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

§ 450.310 Metropolitan planning organization designation and redesignation.

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

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

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

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

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

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

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

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

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

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

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

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

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

- (1) A substantial change in the proportion of voting members on the existing MPO representing the largest incorporated city, other units of general purpose local government served by the MPO, and the State(s); or
- (2) A substantial change in the decision-making authority or decision-making procedures established under MPO by-laws.

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

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

§ 450.312 Metropolitan planning area boundaries.

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

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

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

§ 450.314 Metropolitan planning agreements.

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

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

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

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

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

- (1) Enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities authorized under this section as the activities pertain to interstate areas and localities within the States; and
- (2) Establish such agencies, joint or otherwise, as the States may determine desirable for making the agreements and compacts effective.

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

§ 450.316 Interested parties, participation, and consultation.

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

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

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

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

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

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

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

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

- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

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

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

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

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
- (2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under 23 U.S.C. 204.

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

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

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

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

§ 450.318 Transportation planning studies and project development.

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

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

§ 450.320 Congestion management process in transportation management areas.

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

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

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

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

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

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

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

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

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

(ii) Traffic operational improvements;

(iii) Public transportation improvements;

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

(v) Where necessary, additional system capacity;

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

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

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

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

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

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

§ 450.322 Development and content of the metropolitan transportation plan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (2) Metropolitan planning projects funded under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), and 49 U.S.C. 5339;
- (3) State planning and research projects funded under 23 U.S.C. 505 and 49 U.S.C. 5305(e);
- (4) At the discretion of the State and MPO, State planning and research projects funded with National Highway System, Surface Transportation Program, and/or Equity Bonus funds;
- (5) Emergency relief projects (except those involving substantial functional, locational, or capacity changes);
- (6) National planning and research projects funded under 49 U.S.C. 5314; and
- (7) Project management oversight projects funded under 49 U.S.C. 5327.

(d) The TIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds and congressionally designated projects not funded under 23 U.S.C. or 49 U.S.C. Chapter 53). For public information and conformity purposes, the TIP shall include all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.

(e) The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:

- (1) Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;
- (2) Estimated total project cost, which may extend beyond the four years of the TIP;
- (3) The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
- (4) Identification of the agencies responsible for carrying out the project or phase;
- (5) In nonattainment and maintenance areas, identification of those projects which are identified as TCMs in the applicable SIP;
- (6) In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity regulation (40 CFR part 93); and
- (7) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans.

(f) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

§ 450.326 TIP revisions and relationship to the STIP.

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

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

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

§ 450.328 TIP action by the FHWA and the FTA.

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

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

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

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

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

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

§ 450.330 Project selection from the TIP.

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

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

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

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

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

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

§ 450.332 Annual listing of obligated projects.

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

(b) The listing shall be prepared in accordance with § 450.314(a) and shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and shall at a minimum include the TIP information under § 450.324(e)(1) and (4) and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years.

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

§ 450.334 Self-certifications and Federal certifications.

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

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

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

- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

(b) In TMAs, the FHWA and the FTA jointly shall review and evaluate the transportation planning process for each TMA no less than once every four years to determine if the process meets the requirements of applicable provisions of Federal law and this subpart.

- (1) After review and evaluation of the TMA planning process, the FHWA and FTA shall take one of the following actions:
 - (i) If the process meets the requirements of this part and a TIP has been approved by the MPO and the Governor, jointly certify the transportation planning process;
 - (ii) If the process substantially meets the requirements of this part and a TIP has been approved by the MPO and the Governor, jointly certify the transportation planning process subject to certain specified corrective actions being taken; or
 - (iii) If the process does not meet the requirements of this part, jointly certify the planning process as the basis for approval of only those categories of programs or projects that the FHWA and the FTA jointly determine, subject to certain specified corrective actions being taken.
- (2) If, upon the review and evaluation conducted under paragraph (b)(1)(iii) of this section, the FHWA and the FTA do not certify the transportation planning process in a TMA, the Secretary may withhold up to 20 percent of the funds attributable to the metropolitan planning area of the MPO for projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in addition to corrective actions and funding restrictions. The withheld funds shall be restored to the MPA when the metropolitan transportation planning process is certified by the FHWA and FTA, unless the funds have lapsed.

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

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

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

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

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

§ 450.338 Phase-in of new requirements.

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

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

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

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

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

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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 2017 UPWP

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**HRTPO Public Comment**  
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RE: Draft FY 2017 Unified Planning Work Program

Name: Mr. J. Albert Bowden
Date: March 14, 2016
Subject: Draft FY 2017 UPWP

Public Comment Input (Via E-Mail)

Wanted to comment on this plan, but this pertains to every release, not just this one. It would be greatly beneficial for all stakeholders if you could release the data used in a release, along with the release.

You could do this in a number of ways, whichever fits your workflow, but essentially: the raw data that you use to make the report, be it in any format, like CSV, XLS, XLSX, ODT, ODS, etc., should also be included in along with the report.

I've only seen this done within a pdf once, but I have seen this done attached in ZIP or standing alongside a report on the HTML document that houses the report.

Thanks in advance for your time!

Again, all stakeholders will greatly benefit from this!

HRTPO Staff Comment:

Staff appreciates your comment, but it does not appear to apply to the Draft FY 2017 HRTPO Unified Planning Work Program (UPWP) as the data used in producing the UPWP is included in the document.

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**HRTPO Public Comment**  
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RE: Draft FY 2017 Unified Planning Work Program

Name: Mr. Andrew B. Scott, P.E.
Date: March 14, 2016
Subject: Draft FY 2017 UPWP

Public Comment Input (Via E-Mail)

The FY2017 Unified Planning Work Program is lacking when it comes to supporting the development of a public infrastructure for electric vehicle charging.

HRTPO Staff Comment:

Thank you for submitting your comment on the Draft FY 2017 HRTPO Unified Planning Work Program (UPWP). While the HRTPO takes its responsibility of regional multimodal planning and programming very seriously – as is borne out in the various tasks included in the UPWP as well as forward-thinking and emerging topics including Scenario Planning, Resilience of the Transportation System, Active Transportation, and Connected and Automated Vehicles – it is true that work related to the development of a public infrastructure for electric vehicle charging is not specifically included in any of the tasks in the draft UPWP. HRTPO staff will discuss your comment and how it may be addressed in a future UPWP.

HRTPO Public Comment

RE: Draft FY 2017 Unified Planning Work Program

Name: Dr. Judith Brown

Date: April 7, 2016

Subject: Draft FY 2017 UPWP

Public Comment Input (Via E-Mail)

Comment on Section 11.3 Feasibility/Corridor Studies

Can the processes for these three studies be speeded up? I have participated, as a citizen, in transit planning over recent years. I fear that the lengthy, drawn-out procedures are making it very difficult for the general public to remain engaged in any meaningful way.

Here's what happens. We citizens attend a meeting or answer a survey. Even if we are told what the next step is, and when we should pay close attention again, we go on with our lives. Months later, other meetings are announced.

A handful of engaged citizens may find the time to read online or in their old notes about the previous steps in the process. Other citizens don't have that time, but they make the effort to show up with their complaints or questions. Some attend for the very first time--unaware of the past, unaware that certain decisions have already made. Some needlessly argue about moot points. Some leave, frustrated that their remarks seem to fall on deaf ears. All of us go on with the rest of our lives, and it's not easy to stay tuned to what the professionals are doing. We forget. Over the months, we lose interest.

Is this the best we can do? Why must it take so long to do these three feasibility/corridor studies? Can't the process be faster?

The three studies do not depend upon each other -- each one is a different jurisdiction (Virginia Beach, Peninsula, Norfolk). Are two few staff people trying to coordinate them? Is this the best we can do?

HRTPO Staff Comment:

Thank you for submitting your comments on the Draft FY 2017 HRTPO Unified Planning Work Program (UPWP). The item to which you referred – Task 11.3, TDCHR Feasibility/Corridor Studies – is a task to be conducted by Hampton Roads Transit (HRT). I am copying Ms. Julie Navarrete of HRT so that she may be able to respond to your comments.

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**HRTPO Public Comment**  
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RE: Draft FY 2017 Unified Planning Work Program

Name: Ms. Judy Swystun

Date: April 14, 2016

Subject: Draft FY 2017 UPWP

Public Comment Input (Via E-Mail)

Page 45-46 re: "On-Demand Ride Services (Ridesourcing)." It is unclear from the draft UPWP whether the exploratory study pertains (a) generally to on-demand ride services or (b) solely to the impact of TNCs such as Uber and Lyft. If the former, then the study should include taxicab services (which are on-demand). If the latter, then this component might better be entitled "Ridesharing Services (TNCs)."

Page 55 re: On Military Transportation, Navy Transportation stakeholders should include taxicabs.

Thank you.

HRTPO Staff Comment:

Thank you for your comments on the Draft FY 2017 Unified Planning Work Program. In 2013 California Public Utilities Commission defined for regulation that a transportation network company is a company that uses an online-enabled platform to connect passengers with drivers using their personal, non-commercial, vehicles. These platforms have sometimes been called "ridesharing", but transportation experts prefer the term "ride sourcing" to clarify that drivers do not share a destination with their passengers. (The term means the outsourcing of rides.)

We have named our study On-Demand Ride Services and further clarified that we are focusing on ride sourcing. Specifically, we are studying ride sourcing services that are outside of the traditional taxicab model and that are regulated to the same degree, as taxicab companies are.

HRTPO Public Comment

RE: Draft FY 2017 Unified Planning Work Program

Name: Ms. Shirley Confino-Rehder

Date: April 15, 2016

Subject: Draft FY 2017 UPWP

Public Comment Input (Via E-Mail)

FROM: Norfolk Commission for Persons with Disabilities

“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.”

Item A

There are many instances that people work in the late hours, or return from home from work in the early hours, or cannot get employment, because of bus travel schedules. It has also been brought to our attention that many students with disabilities seeking employment are unable to get employment because of bus service schedules.

We are suggesting:

1. Where bus schedules have more than 20 minutes wait time, the wait time should be halved, with no more than 20 minutes intervals.
 - The shortened schedule time to wait for bus service will shorten travel to/from work.
 - The shortened schedule time to wait for bus service will ease all riders going to medical appointments, especially where there are no seated/sheltered waiting areas.
 - The shortened schedule wait time will accommodate students to get to school and students who have classes and have employment before, during and after their classes. This includes students in high school, college and community colleges.
2. Where bus service is not available during the late evening/early morning hours, especially during the hours of 7:00PM – 6AM, we suggest surveying the population to determine the demand and adjust the scheduling and service as needed. This will allow persons seeking employment to consider jobs available during the late evening/early morning hours.

Item B

"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 of representatives from local, state, and federal governments; transit agencies; and other stakeholders."

1. It is noted that the HRTPO Transportation Advisory committee (TAC) currently has openings or have representatives near the end of the term from Norfolk. We are suggesting a call for a representative that is involved with, has knowledge of the challenges of travel for a person with a disability, or has a disability, be invited to be a representative on the TAC.

We appreciate your continual coordination with each city office that plans and executes accessible access and both covered and uncovered seating at every bus stop. Representing the Commissioners and advocates with our Commission we thank you for ability to make our comments,

HRTPO Staff Comment:

Thank you for your comments on the Draft FY 2017 HRTPO Unified Planning Work Program. Per our discussion on the phone on 4/19/16, your comments under Item A appear to be directed at Hampton Roads Transit (HRT), one of the region's public transit providers, as opposed to the Hampton Roads Transportation Planning Organization (HRTPO), the federally-mandated metropolitan planning organization for the Hampton Roads metropolitan planning area. As mentioned during the phone call, your comments have been forwarded to HRT.

During our 4/19/16 phone call, we also discussed some apparent confusion with regard to your Item B above. We agreed your comments were in regard to the Citizen Transportation Advisory Committee (CTAC) as opposed to the Transportation Advisory Committee (TAC). As agreed during our phone call, your comments and contact information were forwarded to the HRTPO Public Involvement and Title VI Administrator, who is the HRTPO staff contact for matters regarding the CTAC.