

# FY 2020



Fiscal Year 2020 Unified Planning Work Program Annual Report

August 2020

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

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The Hampton Road Transportation Planning Organization (HRTPO) approved its Fiscal Year (FY) 2020 Unified Planning Work Program (UPWP) in May 2019 and subsequently amended it in September 2019. The HRTPO FY 2020 UPWP Annual Performance and Expenditure Report provides a short summary of each activity for the year. In addition, this report concludes with status updates reflecting timelines for all ongoing program plans and projects. Not included in this document are reports on UPWP activities and tasks managed by agencies other than the HRTPO, including the Virginia Department of Transportation (VDOT) and the three regional transit service providers. Please reference the 2020 UPWP for details concerning the approved budget, and work description for each task. The following graphic identifies all the activities in the in the HRTPO FY 2020 UPWP.



Task 1.0	BUDGET	Billed	% Funds Expended	UPWP Page
LONG-RANGE TRANSPORTATION PLANNING	PL - \$244,730 5303 - \$64,320	\$249,717 \$67,212	102.04% 104.50%	13

**1.0 LONG-RANGE TRANSPORTATION PLANNING**

Since 2017, staff has been working on updating the regional Long-Range Transportation Plan (LRTP) to the horizon year 2045. The 2045 LRTP is on schedule to be approved by June 2021.

As part of the 2045 LRTP, and in coordination with the Regional Connectors Study (RCS), (Task 8.8), scenario planning is being utilized to consider how changes in transportation, land use, demographics, or other factors such as sea level rise could affect connectivity, mobility, resiliency, and communities across the region.

In addition to incorporating scenario planning, staff has been coordinating with regional stakeholders to update the Project Prioritization Tool. Project Prioritization is an essential part of the development of the LRTP as scores produced from this process aid regional decision-makers in selecting projects for the Plan.

The update to the Regional Travel Demand Model (TDM) was also completed during FY 2020.

**FY 2020 ACCOMPLISHMENTS**

- Maintained the current 2040 LRTP, which included documenting amendments. During FY 2020, the FY 2021-2024 TIP update triggered a conformity assessment. This effort including reviewing and commenting on new conformity procedures, coordinating the development and review of the conformity project list (including cost estimates and schedules for fiscal constraint), and coordinating necessary meetings, actions, and the public review opportunity.
- HRTPO staff maintained the current list of prioritized projects, updating the list to reflect amendments. Maps associated with the Regional Priority Projects were also updated and modified to reflect current project/funding status throughout the fiscal year.
- Starting in FY 2019, HRTPO staff worked with VDOT and their consultants to update the Regional TDM, which was completed in FY 2020. The updated TDM includes an expanded modeling area, updated highway and transit networks, updated Transportation Analysis Zones, improved trip generation and distribution, enhanced tolling components (including the addition of income data), and the ability to explore the impacts of connected and autonomous vehicles (CAV). As HRTPO staff started to apply the new TDM, certain modeling inputs (networks, databases, scripts, etc.) were updated and modified, in coordination with VDOT staff.
- The Regional TDM was used to analyze potential impacts of Express (HOT) Lanes on the regional transportation network, specifically investigating the potential improvement of congestion benefits associated with the Regional Priority Projects. The Regional TDM was also distributed to consultants as requested, with HRTPO staff providing support as needed. Using the latest approved base and horizon year data, interim socioeconomic data was also developed and approved by the Board to assist stakeholders and consultants in various regional planning efforts.
- HRTPO staff continued work on the Regional Scenario Planning effort (in coordination with the RCS), which is designed to investigate potential impacts of plausible future scenarios. For this effort, regional land use data was updated. Also, a Regional Scenario Planning Framework was developed, and approved by the HRTPO Board. This framework includes assumptions for regional place types (based off regional land use data), scenario narratives, and control totals

for additional 2045 growth. This approval process included close coordination with technical stakeholders both in association with the 2045 LRTP and the RCS. Through this coordinated effort, the public was also provided review and comment opportunities.

- As part of the scenario planning effort, HRTPO staff reviewed the CAV assumptions established by the RCS consultant and started to explore the potential impact of these assumptions on modeling results.
- HRTPO staff continued coordination to update the HRTPO Project Prioritization Tool (PPT) to reflect more robust evaluation measures and to better align the tool with state and Federal performance measures. This included communicating with regional stakeholders to finalize recommended enhancements and adjust weighting factors used to score projects. Once technical approval of the recommended enhancements was received, a 30-day public review opportunity was initiated. As part of this public review effort, the HRTPO Prioritization webpage was updated to include information on the update process as well as details on the recommended enhancements. HRTPO staff reviewed submitted public comments and coordinated the solicitation of feedback from the LRTP Subcommittee.
- As part of the effort to improve the integration of multimodal considerations in the LRTP, HRTPO staff worked with technical stakeholders and advisory/technical committees to include more robust measures to evaluate Active Transportation and Transit projects in the PPT update. This includes developing transit (operating, accessibility/customer experience, and safety) efficiency scoring measures for PPT, referring to DRPT's methodology for these measures. GIS data was also updated to reflect current multimodal facilities.
- As part of the continued effort to improve Title VI/Environmental Justice (EJ) considerations in the LRTP, more robust Title VI/EJ considerations were included/modified for each project category in the PPT. The regional composition of Title VI/EJ populations was also updated with more current Census data.
- As part of the continued effort to incorporate performance management principles into the LRTP, HRTPO staff amended the 2040 LRTP to detail regional performance measures and targets; staff also prepared an annual System Performance Report.
- During FY 2020, the collection of candidate projects was completed. Projects were collected from technical stakeholders and the public. Working with stakeholders, these candidate projects were screened for LRTP applicability and for locality compatibility. Project costs estimates were collected and reviewed; and committed projects were identified.
- The evaluation of candidate projects was initiated during FY 2020. This included incorporating the candidate projects in the Regional TDM network to evaluate potential transportation impacts. Data collection for the HRTPO PPT was also initiated and included updating and distributing data collection spreadsheets to technical stakeholders. Spatial analyses of the candidate projects were also conducted – this effort included collecting relevant data, developing methodologies for the analyses, reviewing results for accuracy and reasonableness, and coordinating the review of said results with stakeholders. The evaluation of candidate projects will be completed in FY 2021.
- Environmental Mitigation Consultation with environmental agencies regarding the candidate projects being considered for the 2045 LRTP was conducted. This effort will be documented in the *2045 LRTP: Transportation Challenges and Strategies* report, due for completion in FY 2021.
- The HRTPO Title VI/EJ methodology was used to evaluate the 2045 LRTP candidate projects. As part of this analysis, the methodology was reviewed and updated. This included refining the seven-step approach explanation to assist with stakeholder understanding of the process. Also, a smaller census unit of geography was used in the analysis to improve results.
- The Vision, Goals, and Objectives that will guide the development of the 2045 LRTP were developed in coordination with stakeholders, reviewed by the public, and approved by the HRTPO Board.
- Multiple planning efforts associated with the development of the 2045 LRTP are documented in reports that were developed during FY 2020. The *2045 LRTP: Regional Needs* report

documents the visioning process and collection of candidate projects, including the public outreach associated with those efforts. The report also documents the LRTP applicability and locality screening process, the multimodal composition of candidate projects, no build conditions, spatial analyses, and next steps in the project evaluation process. The *2045 LRTP: Title VI/Environmental Justice Candidate Project Evaluation* report documents the application of the HRTPO Title VI/EJ methodology to evaluate candidate projects. Both reports were made available for technical and public review and comment, with comments received being addressed and documented. Visual aids, graphics, and maps are included throughout the reports to help encourage and expand stakeholder/public engagement.

- In addition to producing engaging reports to document efforts related to the 2045 LRTP update, the HRTPO LRTP pages were maintained and updated to assist with stakeholder engagement. Resources were also added to the Prioritization and Scenario Planning webpages to assist with stakeholder engagement.
- HRTPO staff assisted localities in reviewing potential projects for Round 4 of SMART SCALE, including reviewing projects for LRTP consistency.
- HRTPO staff continues to work the Volpe and USDOT on their Resilience Disaster Recovery Metamodel (RDRM), serving as the pilot area for the effort. The intended use of outputs from the RDRM will be to incorporate the data-driven results into the PPT to assist decision-makers in identifying projects that are resilient. As part of this effort, HRTPO staff is participating in progress meetings, providing data from model, reviewing documents, and reviewing scripts.
- HRTPO staff initiated the process of assembling and reviewing updated sections of the *2045 LRTP: Transportation Challenges and Strategies* report, which will examine various transportation challenges faced by different segments of the region, and strategies in place to help address these challenges. This report is scheduled to be completed in FY 2021.
- The documentation of the evaluation and prioritization of candidate projects is underway and will be completed in FY 2021.
- Requests for an updated revenue forecast to use in the application of fiscal constraint for the 2045 LRTP were made. Due to the COVID-19 pandemic, the forecast is delayed and will likely need to be modified to account for the impacts of the pandemic. The revenue forecast will be obtained during FY 2021.
- HRTPO staff attended and presented regional scenario planning efforts at the 2019 American Planning Association (APA) Virginia Chapter Conference (July 2019), Richmond Regional Transportation Planning Organization Scenario Planning Workshop (August 2019), and the 2019 Association of Metropolitan Planning Organizations (AMPO) Annual Conference (October 2019).

Task 2.0	BUDGET	Billed	% Funds Expended	UPWP Page
TRANSPORTATION PROJECT PROGRAMMING	PL - \$154,702 5303 - \$69,934	\$156,158 \$60,573	100.94% 86.62%	17

**2.0 TRANSPORTATION PROJECT PROGRAMMING**

The Transportation Project Programming task of the FY 2020 UPWP consists of 6 key elements:

- Transportation Improvement Program (TIP)
- SMART SCALE Statewide Prioritization Process
- CMAQ/RSTP Project Prioritization Process
- Transportation Alternatives (TA) Set-Aside Project Selection Process
- Statewide and Regional Transportation Funding
- Annual Obligation Report

The TIP is a four-year program for the implementation of surface transportation projects in the Hampton Roads MPA. The TIP contains all federally-funded and/or regionally significant projects that require an action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). The TIP, which must be fiscally constrained and be consistent with the current LRTP, is continually maintained and regularly revised and designed to provide clear and consistent project programming information to all stakeholders.

The SMART SCALE Statewide Project Prioritization Process is a biennial program to guide the selection of transportation projects to be funded in the Six-Year Improvement Program (SYIP). The prioritization process evaluates and scores projects based on a comparison of a project's merits and relative benefits to its cost. The HRTPO is eligible to submit regional priority projects under this program.

Annually, the HRTPO is responsible for project selection and allocation of funds under two Federal programs: Congestion Mitigation and Air Quality Improvement Program (CMAQ) and the Regional Surface Transportation Program (RSTP). HRTPO staff maintains "tracking tables" that identify all regional CMAQ or RSTP allocations by year associated with transportation projects. The Transportation Programming Subcommittee (TPS) of the Transportation Technical Committee holds quarterly meetings to monitor the status of CMAQ and RSTP projects and to make adjustments to project allocations to ensure that funds are being used effectively.

The TA Set-Aside Project Selection Process is funded through the Surface Transportation Block Grant (STBG) program of the FAST Act. The program primarily funds projects related to transportation enhancements, Safe Routes to Schools, and recreational trails. The biennial process is competitive and is for urbanized areas with populations over 200,000.

In February 2013, the General Assembly approved an update to how Virginia pays for its transportation system. The HB 2313 funding legislation has resulted in the generation of hundreds of millions in transportation dollars annually statewide and regionally in Hampton Roads. The regional revenues are directed to the Hampton Roads Transportation Fund (HRTF) which is controlled by the Hampton Roads Transportation Accountability Commission (HRTAC). The funding is dedicated to new construction projects on new or existing highways, bridges, and tunnels in the Hampton Roads region that provide the greatest impact on reducing congestion for the greatest number of citizens residing in Planning District 23.

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

#### FY 2020 ACCOMPLISHMENTS

- Staff organized and assembled tables and maps for the 2019 CMAQ/RSTP Project Selection Process Report document.
- Posted updated CMAQ and RSTP tracking tables to the HRTPO website.
- Updated CMAQ and RSTP website, application forms, and schedule in preparation for the FY 2020 Project Selection Process.
- Staff prepared agendas, prepared and delivered presentations, and prepared other documents for quarterly TPS meetings.
- Staff participated in multiple meetings with VDOT staff, reviewed documents, and provided input on CMAQ and RSTP funding scenarios in preparation for the FY 2020 CMAQ and RSTP Project Selection Process.

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- Completed public outreach input for the final 2019 CMAQ/RSTP Project Selection Process Report.
  - Coordinated with Federal Programs Management Division (FPMD) at VDOT to verify CMAQ/RSTP funding allocations.
  - Prepared pre-application for SMART SCALE Round 4 Project Prioritization Process to request funding for the I-64/I-264 Interchange Improvement project Phase 3-E.
  - Staff participated in several webinars and meetings with the SMART SCALE Team at VDOT in preparation for the Round 4 Project Prioritization Process.
  - Staff participated in VTrans workshops with OIPI to provide input for the mid-term needs assessment.
  - Staff met with the Executive Director of HRTAC on multiple occasions to discuss funding for the HRBT Expansion project.
  - Prepared TA Set-Aside letters of endorsement for localities and agencies.
  - Coordinated with the Hampton Roads District CTB member on his selection of projects and allocations for TA Set-Aside funding.
  - Prepared tables and presentations for the TPS, TTAC, and HRTPO Board to consider project selections and allocations for TA Set-Aside funding.
  - Staff coordinated with VDOT and DRPT on input for the FY 2019 Annual Obligation Report.
  - The Annual Obligation Report was completed, approved, and posted to the HRTPO website prior to the end of the Federal Fiscal Year (FFY).
  - HRTPO staff continually updated the FY 2018-2021 TIP with amendments and administrative modifications to reflect changes in transportation project funding and scope.
  - Prepared and reviewed updated project sheets, TTAC and HRTPO Board agenda notes, and action letters on a continuous basis for all TIP amendments and administrative modifications.
  - Updated the HRTPO TIP website with changes to the TIP document, revisions list, and project sheets.
  - Prepared application for HRTPO's I-64 Peninsula Segment 4 INFRA Grant submittal.
  - Prepared application for SPSA's Flyover Ramp BUILD grant submittal.
  - Staff prepared the Self-Certification document, Self-Certification Procedural Guide, and HRTPO Board resolution for the FY 2021-2024 TIP.
  - Created new expenditures spreadsheets for the TIP database.
  - Coordinated with Consultant from Insercorp to develop a data dump tool to streamline the TIP snapshot process.
  - Maintained a TIP tracking spreadsheet to document the status of all TIP amendment and administrative modification requests.
  - Drafted air quality conformity statements for current FY 2018-2021 TIP and for projects in the new FY 2021-2024 TIP.
  - Met with VDOT staff on multiple occasions, reviewed documents, and provided input to TIP /STIP inconsistencies.
  - Staff attended meetings and webinars with VDOT, reviewed documents, and provided input for the FY 2021-2024 TIP/STIP development.
  - Prepared GIS inset maps for TIP project sheets.
  - Reviewed draft FY 2021-2024 TIP project list with HRTPO and VDOT staff to identify new, completed, and carry-over projects.
  - Coordinated with Public Outreach staff to develop an outreach and communications campaign for the FY 2021-2024 TIP.
  - HRTPO staff prepared, reviewed, and edited the draft FY 2021-2024 TIP document.
  - Prepared and presented the draft FY 2021-2024 TIP document for recommended approval from the TTAC and HRTPO Policy Board.

Task 3.0	BUDGET	Billed	% Funds Expended	UPWP Page
PERFORMANCE MANAGEMENT	PL - \$143,194	\$117,481	82.04%	23

**3.0 PERFORMANCE MANAGEMENT**

The Federal Highway Administration (FHWA) defines performance management as a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. While the FHWA and federal legislation have emphasized performance management in recent years, the HRTPO has long based its planning and programming process on performance management.

The HRTPO performance management process is comprised of a number of efforts including maintaining databases of transportation performance data, preparing annual system performance reports including the State of Transportation in Hampton Roads and the HRTPO Roadway Performance Report, calculating measures and establishing targets for Federal and State Performance Measures, preparing the Congestion Management Process, preparing special transportation studies, and selecting projects through a performance-based process in both the Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).

**FY 2020 ACCOMPLISHMENTS**

- Work was initiated on the Congestion Management Process – 2020 Update. Part I of the CMP – Introduction and System Monitoring was completed and approved by the Board in May 2020. Analysis was completed on the Part II - System Performance portion of the report, and Part II will be released in early FY 2021.
- Staff prepared portions of the Congestion Management Process Part III section of the report – Congestion Mitigation Strategies. Sections included topics such as Land Use and Activity Centers, Public Transportation, HRT Transit Extension Studies, Peninsula Bus Rapid Transit, and the proposed regional transit backbone system.
- Staff made updates to the CMP Congestion Mitigation Strategy toolbox to include Active Traffic Management (ATM) and Transportation Security, Smart Growth, Ramp Metering, Outreach/Marketing for Transportation Demand Management/Transit Service.
- HRTPO updated regional targets in the areas of Roadway Safety and Transit Asset Management. These targets were updated through consultation with the Performance Measures working group, regional transit agencies, and the Transportation Technical Advisory Committee.
- Staff prepared the 2020 Update to the Regional Performance Measures – System Performance Report.
- Staff prepared the 2019 edition of the State of Transportation in Hampton Roads report.
- Staff updated various regional transportation databases including bridge, port, aviation, rail, bridges and tunnels, commuting, fuel prices, etc. Staff also updated the CMP and continuous count databases with new traffic counts and characteristics.
- Staff updated CMP Level-of-Service (LOS) thresholds based on updated Highway Capacity Manual methods.
- Staff attended quarterly VDOT MPO Coordination - Performance Measure meetings.
- HRTPO staff worked with the HRPDC Economics Department to provide transportation data for their Regional Benchmarking Study.

- Staff researched other MPOs to learn congestion mitigation strategies to use in HRPTO’s CMP update.

Task 4.0	BUDGET	Billed	% Funds Expended	UPWP Page
PUBLIC PARTICIPATION	PL - \$320,812 5303 - \$57,527	\$310,129 \$47,104	96.67% 81.88%	29

**4.0 PUBLIC PARTICIPATION**

The importance of public involvement in the transportation planning and programming process was recognized in federal law in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and that recognition continued in subsequent federal transportation legislation including the Moving Ahead for Progress in the 21st Century (MAP-21) Act. MAP-21 required meaningful public involvement and encouraged MPOs to use a variety of methods to inform and involve interested parties in transportation planning processes. The current Fixing America’s Surface Transportation Act (FAST Act) further underlines the importance of public involvement in the transportation planning process. Specifically, federal regulations require the development of a participation plan. In FY 2020 the HRTPO further updated its Public Participation Plan (PPP) in coordination with current federal regulations and area jurisdictions. The updated PPP – released in August 2019 – 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 2020, 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 2019 were evaluated and refined to further support the operations, policies, and procedures of the HRTPO.

**FY 2020 ACCOMPLISHMENTS**

- Expansion of the HRTPO/Higher Learning Collaborative.
- Creation of a Variety of Publications geared towards informing the public about HRTPO and its programs.
- Refinement of HRTPO’s survey methods.
- Development of a refined HRTPO Brand.
- Staff managed the Community Advisory Committee (CAC) by creating and writing agendas, facilitating and filming CAC meetings, uploading meetings to the HRTPO website, recruiting new CAC members, and responding to the needs of the committee.
- Expansion of the HRPTO Community Transportation Advisory Committee.
- HRTPO Community Transportation Advisory Committee changed its name to the HRTPO Community Advisory Committee to acknowledge its expanded function to include Hampton Roads Planning District Commission programs and services in addition to those of the HRTPO.
- Redesigned of the HRTPO Newsletter.
- Updated the HRTPO Citizen Guide to Transportation.
- Staff work on the Regional Scenario Planning effort, in coordination with the Regional Connectors Study (RCS), which is designed to investigate potential impacts of plausible future scenarios included:
  - Working with Consultant to establish RCS website.
  - Working with Consultant to create RCS social media page.
  - Providing Consultant with viable meeting locations for RCS meetings.
  - Providing Consultant with social media contacts.

- By using social media platforms such as Facebook, the HRTPO was successful in reaching over 2 million engagements on HRTPO planning efforts.
- Surveys, updates, meeting notices, public comment and involvement opportunities, and information about project milestones were shared with the public and feedback was received fed into our public comment process.
- Staff conducted social media engagement for both the HRTPO Long Range Transportation Plan and the HRTPO Active Transportation effort.
- Staff conducted 3 surveys for the HRTPO Active Transportation Linking Hampton Roads Report.
- Staff Updated the HRTPO Title VI/EJ Methodology Tool, used to Evaluate LRTP candidate projects including refinement of the seven-step approach explanation to assist with stakeholder understanding of the process and utilization of a smaller census unit of geography in the analysis to improve results.
- Staff convened the Environmental Justice Roundtable, which is comprised of a wide range of residents of Hampton Roads including community leaders, stakeholders, special interest groups, and community organizations.
- Staff began updating the HRTPO Title VI and LEP Plan.
- Staff created a Social Media Campaign for the HRTPO TIP update which ran in March and April 2020 and gained over 37,000 engagements in Hampton Roads.
- Staff designed and maintained the HRTPO website including all page updates, public comment opportunities, and development of engaging and informative graphics.

Task 5.0	BUDGET	Billed	% Funds Expended	UPWP Page
UNIFIED PLANNING WORK PROGRAM (UPWP)	PL - \$69,958 5303 - \$8,659	\$63,323 \$8,905	90.52% 102.84%	37

**5.0 UNIFIED PLANNING WORK PROGRAM**

The Unified Planning Work Program (UPWP) is developed annually by the HRTPO, in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and Suffolk Transit to document the regional transportation planning work to be carried out in the region. The HRTPO maintains the current UPWP, posting revisions on the HRTPO website, as necessary.

Development of the annual update to the UPWP includes a review the latest federal and state information and requirements related to UPWP preparation, identification of regional planning priorities, and preparation of work tasks, staff work assignments, schedules, direct costs, and budgets. The provision of significant opportunities for public review and comment on the draft UPWP update process and document is another key area of emphasis.

**FY 2020 ACCOMPLISHMENTS**

- Prepared the draft FY 2020 transit agency FTA 5303 Pass-Through Agreements.
- Completed agency wide Quarterly Progress Report summaries.
- Developed UPWP amendment package for TPO consideration and action.
- Prepared FY 2021 budget request templates for staff input.
- Developed resolutions of support for both the FTA 5303 and SPR grant programs for TPO consideration and action.
- Updated draft sections of the FY 2021 UPWP based upon staff input.

- Reviewed and summarized VDOT’s proposed new UPWP Annual Performance and Expenditure Report Template for TPO leadership review.
- Customized the VDOT UPWP Annual Performance and Expenditure Report template for HRTPO use.
- Prepared letter to TPO counsel regarding the execution of the required FTA Certifications and Assurances for the annual 5303 grant.
- Completed the annual TPO Section 5303 Grant submission on the DRPT online OLGA system.
- Updated and amended UPWP Financial Summary Tables and individual task data once the overall TPO budget was finalized.
- Developed an outline and strategy for a potential short term (4 month) extension of the existing FY 2020 UPWP as part of the regional response to the COVID 19 pandemic cancelled public meetings.
- Drafted an introduction for the FY 2020 UPWP Extension document to explain the reason for the Extension document related to the COVID-19 pandemic.
- Prepared the Public Review draft of the proposed FY 2020 UPWP extension document.
- Coordinated with Principals and UPWP lead staff on development of the full FY 2021 UPWP for action in the fall.

Task 6.0	BUDGET	Billed	% Funds Expended	UPWP Page
REGIONAL FREIGHT PLANNING	PL - \$25,667	\$18,277	71.18%	39

**6.0 REGIONAL FREIGHT PLANNING**

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

In 2009, the HRTPO Board created the Freight Transportation Advisory Committee (FTAC) to provide an opportunity for the freight industry to participate in and contribute to the regional transportation planning process. The FTAC, which is comprised of freight experts from public agencies and private companies, discussed matters in FY 2020 related to the 2045 Long-Range Transportation Plan candidate project list, the Transportation Improvement Program draft project list, the Port Reservation System, the Hampton Roads Express Lanes Network, and the future I-87.

**FY 2020 ACCOMPLISHMENTS**

- Staff worked with Virginia Port Authority staff to administer the operation of the Freight Transportation Advisory Committee, which included discussing items for future meetings, preparing agendas, participating in meetings, posting information and documents to the HRTPO website, and forwarding recommendations to the HRTPO Board.
- Staff prepared an updated set of FTAC Bylaws. These changes were made through discussion with FTAC members and the Virginia Port Authority.
- Staff began preparing a Regional Freight Facilities Inventory. This task involves creating a detailed web-based data and mapping inventory of freight facilities in Hampton Roads that includes critical freight generators, waterways, railroads, and highways that are critical to moving freight into, out of, and throughout the region. Information on truck bottlenecks and

intermodal conflict points will also be included. Staff contacted the Army's Military Surface Deployment and Distribution Command to obtain Power Projection Platform (PPP) Routes, Installations, and Seaports of Embarkation GIS shapefiles to be included. Work on this site will continue through FY 2021.

- Staff continued to maintain a number of freight-related databases, including 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.
- Staff continued to monitor freight performance targets as part of the Regional Performance Measures effort.
- Freight-related data for the 2045 LRTP candidate projects was analyzed and incorporated into the Project Prioritization Process
- Staff participated in a number of freight planning webinars.
- Staff completed a freight section in the HRTPO's Citizen's Guide to Transportation.

Task 7.0	BUDGET	Billed	% Funds Expended	UPWP Page
SAFETY, SECURITY PLANNING, AND RESILIENCY PLANNING	PL - \$78,614	\$57,402	73.02%	43

**7.0 SAFETY, SECURITY, AND RESILIENCY PLANNING**

Ensuring the safety of all users of the regional transportation system is essential in the metropolitan transportation planning process. HRTPO continues to incorporate roadway safety into most aspects of the Organization's work program, including the LRTP Project Prioritization Process, Congestion Management Process, regional performance targets, and special studies. HRTPO staff also assists roadway safety stakeholders by participating on statewide safety committees and taking part in Road Safety Audits conducted for VDOT and area localities.

The Hampton Roads region contains one of the largest natural harbors in the world, making the region an attractive location for ports, military, tourism, and other businesses. This coastal location also makes many of these regional assets susceptible to projected relative sea level rise and potential storm surge. Repetitive flooding on roadways and at critical transportation facilities can both severely impact travel and hurt regional and local economies. To these threats, the HRTPO responds in two ways, as follows:

First, the HRTPO plans for climate change impacts to transportation infrastructure and to develop adaptation strategies for those facilities. Some adaptation projects can be identified and implemented today. Other adaptation strategies that can be incorporated prior to the design and construction of new transportation infrastructure will reduce the impacts and consequences of climate change and help strengthen the overall resiliency of the transportation system. The HRTPO is committed—through facilitating partnerships and performing regional studies—to mitigating the impacts of sea level rise/storm surge on transportation infrastructure in Hampton Roads. HRTPO staff also participates on a number of committees related to planning for sea level rise and climate change.

Secondly, the HRTPO prepares evacuation analyses with which it advises the federal and state governments concerning local hurricane evacuation. Over recent decades, the federal government has incorporated HRTPO staff recommendations into periodic updates of the Virginia Hurricane Evacuation Study (FEMA, USACE, NOAA), and VDOT has incorporated HRTPO staff recommendations into its Hurricane Traffic Control Plan.

**FY 2020 ACCOMPLISHMENTS**

- Staff continued to obtain and analyze crash data provided by VDOT, including Potential for Safety Improvement information.
- Staff prepared 2020 regional roadway safety performance targets as part of the Regional Performance Measures effort. This included conducting a webinar/conference with the Regional Performance Measures Working Group to help determine the draft regional safety targets.
- Crash data for the 2045 LRTP candidate projects was analyzed and incorporated into the Project Prioritization Process.
- Staff continued to participate on statewide safety committees including the Virginia Strategic Highway Safety Plan Steering Committee and DMV’s Traffic Records Coordinating Committee (TRCC).
- Staff participated in an interview for a FHWA study on local and regional safety plans.
- Staff continued to assist VDOT and localities with Road Safety Audits (RSAs) as requested.
- Staff initiated work on the 2021 update to the Hampton Roads Regional Safety Study. Work on this update will continue throughout FY 2021.
- Staff challenged the methodology behind the lane-reversal impacts in the Va. Hurricane Evacuation Restudy (Apr 2020).
- Staff participated on the HRPDC Coastal Resiliency Committee and Coastal Resiliency Working Group.
- Staff participated in the USDOT/Volpe Resilience Disaster Recovery Metamodel project meetings.
- Staff participated in the Transportation and Climate Initiative meeting at the Metropolitan Washington Council of Governments (MWCOC) in Washington, D.C in January 2020 with HRPDC staff and various PDCs and MPOs in the Northeast.
- Staff met with HRPDC staff and contacted the Director of Research and Innovation at the Virginia Transportation Research Council regarding the VDOT/VIMS Sea Level Rise/Recurrent Flooding impacts to road infrastructure MOU/project.
- Staff participated in the Portsmouth and Chesapeake Joint Land Use Study, which included a roadway flooding exposure analysis. Staff assisted with the development of the analysis methodology. The overall goal of the JLUS is to identify measures that aim to reduce or prevent incompatible civilian development, or other related impacts, that may limit the ability of the Navy to conduct operations.

Task 8.1	BUDGET	Billed	% Funds Expended	UPWP Page
TECHNICAL SUPPORT, RESEARCH AND COORDINATION	PL - \$252,633 5303 - \$20,522	\$256,867 \$18,652	101.68% 90.89%	47

**8.1 TECHNICAL SUPPORT, RESEARCH AND COORDINATION**

The Federal government directs that regional transportation planning be cooperative, continuing, and comprehensive. HRTPO staff regularly coordinates with other agencies in carrying out the metropolitan transportation planning process. Such efforts can be either event-driven or on-going topics which HRTPO staff must address—in coordination with other agencies—by conducting research and analysis for the HRTPO Board,

**FY 2020 ACCOMPLISHMENTS**

- HRTPO staff completed the preparation and assessment of ten alternative service designs (destinations, timing, frequency, etc.) for the proposed 3<sup>rd</sup> train for Norfolk,
- Conducted an alternatives analysis comparing HOT and General Purpose (GP) operation for I-64 (including the impact on Norfolk and Hampton streets)
- Staffed the Elizabeth River Crossings (ERC) Task Force (including estimating the value and benefit of the ERC contract).
- Helped to steer VTRC’s Access and Safety study and prepared guidance for a follow-on study.
- Provided the state input for StreetLight contract negotiation concerning usefulness of multi-modal analysis.
- Participated in TPRAC project selection
- Reviewed VDOT’s US 58 Corridor Preservation Plan
- Researched the status of the federal Bland Boulevard interchange earmark
- Served as staff for standing HRTPO Board advisory committees (e.g. TRAFFIX Subcommittee) including preparation and execution of agendas, invitations, and minutes.
- Participated in discussions of the best usage of the High Rise Bridge shoulder lane.
- Led the 13/58/460 access safety study meetings.

Task 8.2	BUDGET	Billed	% Funds Expended	UPWP Page
ACTIVE TRANSPORTATION PLANNING	PL - \$75,505 5303 - \$30,906	\$78,525 \$24,428	104.00% 79.04%	51

**8.2 ACTIVE TRANSPORTATION PLANNING**

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 low cost, healthy, and equitable transportation choices for all users of the regional transportation network.

Starting in 2017, HRTPO staff began a multi-year effort to develop the region’s first stand-alone active transportation plan: *Linking Hampton Roads* (LHR). The purpose of this plan is to provide a clear structure for the development of new facilities, programs, and policies that will link the region with a better active transportation network, promoting active and healthy lifestyles throughout the region.

**FY 2020 ACCOMPLISHMENTS**

- From July to September 2019, staff continued to work with regional stakeholders, identifying active transportation recommendations from approved locality bicycle/pedestrian and comprehensive plans. This coordination helped produce regional recommendations for the LHR report.
- From October 2019 to January 2020, staff produced the *Taking Action* chapter of the LHR report, detailing next steps towards realizing a regional active transportation network, including promoting major active transportation routes, education, prioritization through the 2045 Long-Range Transportation Plan, and funding opportunities.
- In addition to coordinating closely with technical stakeholders and advocacy groups, staff developed opportunities for citizens to review each chapter as well as review the proposed recommendations throughout the development of LHR. Public review opportunities conducted during FY20 include:

- Chapter Four – *Facility Recommendations*: August 3, 2019 to August 19, 2019
- Chapter Five – *Taking Action*: December 23, 2019 to January 6, 2020.
- Draft Report: January 31, 2020 to February 21, 2020.
- As part of the development of LHR, staff developed a regional existing active transportation facility database.
- Staff completed the *Linking Hampton Roads* plan, receiving HRTPO Board approval at its May 21, 2020 Board Meeting. Following approval of the plan, the report was uploaded to the HRTPO website.
- Research for the Active Transportation Toolbox was initiated in FY 2020. The Toolbox will be completed in FY 2021.
- See Tasks 8.5 and 8.7 for Active Transportation studies initiated during FY 2020

Task 8.3	BUDGET	Billed	% Funds Expended	UPWP Page
HAMPTON BOULEVARD CORRIDOR STUDY	PL - \$75,384	\$79,076	104.90%	53

**8.3 HAMPTON BOULEVARD CORRIDOR STUDY**

Over recent decades, the citizens and government of Norfolk have been concerned about the interaction of modes on the heavily used Hampton Blvd corridor serving the world’s largest naval base, one of the two main Virginia ports, a major university, a regional medical center, and multiple neighborhoods. This fiscal year, the City of Norfolk asked the HRTPO to conduct a corridor study to address the following issues: (1) the number of trucks using Hampton Blvd (e.g. impact of Intermodal Connector; (2) safety, and (3) excessive vehicle speeds.

**FY 2020 ACCOMPLISHMENTS**

- HRTPO staff studied ways to improve Hampton Blvd, including options for removing trucks, improving safety, and informing motorists of trains blocking nearby roadways.
- Staff quantified the impact of two existing initiatives (the Intermodal Connector, and Hampton Blvd truck hours)
- Estimated the expected percent of truck removal for the following options: lowering Hampton Blvd speed limit, raising truck toll at Midtown Tunnel, prohibiting thru trucks on Hampton Blvd, adding 3 Hampton Blvd truck hours (4pm-7pm), enabling taller trucks to use HRBT WB, and shifting CSXIT/VIG/PMT truck trips off of Hampton Blvd.
- Recommended that the City of Norfolk consider two countermeasures to improve safety.
- Outlined a rail crossing traveler information system to reduce the impact of port trains blocking roadways (including Hampton Blvd),

Task 8.4	BUDGET	Billed	% Funds Expended	UPWP Page
REGIONAL AND LOCAL PLANNING IMPLICATIONS OF CONNECTED AND AUTOMATED VEHICLES	PL - \$14,258	\$0	0.00%	55

**8.4 REGIONAL AND LOCAL PLANNING IMPLICATIONS OF CONNECTED AND AUTOMATED VEHICLES**

By 2045, transportation will likely be very different than it is today. One of the most significant changes will involve the use of connected and automated vehicles. In order to plan for the benefits, issues, and

unknowns of connected and automated vehicles on the future Hampton Roads transportation system the HRTPO has been incorporating planning for connected and automated vehicles into the long-range planning process.

**FY 2020 ACCOMPLISHMENTS**

- Principle work elements under this task were deferred until FY 2021 in order to be incorporated into the scenario planning work for the Long Range Transportation Plan.
- The potential impacts of connected and autonomous vehicles (CAVs) on regional travel is being explored by HRTPO staff as part of the scenario planning effort for the 2045 LRTP. The region’s recently updated Travel Demand Model includes components for exploring these potential impacts, including the ability to explore market penetration, level of car sharing and ride sharing as a substitute for private vehicle use, zero occupant vehicle trips, decrease in disutility of travel time, induced trip making, and adjusted network capacities.
- The current modeling being conducted as part of the 2045 LRTP scenario planning and project prioritization includes assumptions for CAVs. The modeling assumptions for CAVs differ by scenario (2045 baseline scenario plus 3 “greater growth” scenarios). Baseline model assumptions were developed by VDOT and their modeling consultants as part of the regional Travel Demand Model update. These baseline assumptions were reviewed and modified through research and stakeholder collaboration both with the HRTPO and through the HRTPO’s Regional Connectors Study.

Task 8.5	BUDGET	Billed	% Funds Expended	UPWP Page
IMPACT OF TRAILS AND SIDEWALKS ON NEARBY HOME VALUES	PL - \$49,379	\$29,470	59.25%	57

**8.5 IMPACT OF TRAILS AND SIDEWALKS ON NEARBY HOME VALUES**

Isle of Wight County requested a study of the impact of multi-use paths on “property values along or with direct access to trails” using Hampton Roads data. They noted that such information would be important to elected officials concerned about real estate taxes (based on property values) and also citizens concerned about potential negative impacts on their property value.

**FY 2020 ACCOMPLISHMENTS**

- Staff examined the existing literature for impacts of sidewalks on home values.
- Gathered and analyzed new local data to determine the impact of trails on home values with James City County provided data on homes that sold recently: sale price, home size, lot acreage, etc.
- Using data from the James City County Information Center, staff added proximity of each home to the Virginia Capital Trail.
- Using mathematical regression, staff calculated the impact of trail proximity on home value, controlling for home size, lot acreage, and other factors.
- During FY21, the analysis and project report will be finalized.

Task 8.6	BUDGET	Billed	% Funds Expended	UPWP Page
ANALYZING AND MITIGATING THE IMPACT OF TOLLS AT THE MIDTOWN AND DOWNTOWN TUNNELS – 2019 UPDATE	PL - \$35,271	\$36,715	104.09%	59

**8.6 ANALYZING AND MITIGATING THE IMPACT OF TOLLS AT THE MIDTOWN AND DOWNTOWN TUNNELS – 2019 UPDATE**

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

HRTPO staff prepared the Analyzing and Mitigating the Impact of Tolls at the Midtown and Downtown Tunnels report in June 2015 to compare traffic and transit conditions before and after tolls were implemented at the Midtown and Downtown Tunnels to discover the impact of tolling these facilities on the regional transportation system. The goal of this update is to perform a similar analysis of travel conditions conducted in the 2015 study to discover the post-construction travel impacts. Work will continue on this task in FY 2021.

**FY 2020 ACCOMPLISHMENTS**

- Staff determined traffic volume impacts post-construction including weekday volumes, peak and off-peak volumes, weekend volumes, and truck volumes.
- Staff determined traffic queues and queue clearance times using in-vehicle travel runs.
- Staff collected photographs and videos of traffic conditions in the study area.
- Staff determined impacts on segment travel times and speeds using INRIX travel time/speed data.
- Staff determined public transportation impacts for key routes in the study area.

Task 8.7	BUDGET	Billed	% Funds Expended	UPWP Page
ECONOMIC IMPACT OF BICYCLE FACILITIES IN HAMPTON ROADS – PHASE TWO	PL - \$43,860	\$26,623	60.70%	61

**8.7 ECONOMIC IMPACT OF BICYCLE FACILITIES IN HAMPTON ROADS – PHASE TWO**

HRTPO staff received a request from the City of Williamsburg to prepare a study of the economic impact of investment in bicycling facilities in Hampton Roads. Phase One of the study was completed in FY 2019 and included a study of the techniques of analyses of trails in other regions. Given that most of the impact studies reviewed in Phase One estimated economic impacts using surveys, it was proposed in Phase Two to conduct a survey with which to estimate the annual amount of money spent locally by visitors drawn to Hampton Roads by the Virginia Capital Trail (VCT).

**FY 2020 ACCOMPLISHMENTS**

- Visitor spending in Hampton Roads due to Virginia Capital Trail was gathered by staff in three components.
- For the first component, personal spending, staff hired Christopher Newport University to canvass visitors using the Virginia Capital Trail to find out how much money they spent while in Hampton Roads.
- Staff factored this spending based on the degree to which the trail brought the visitors to the region.
- For the second component, the annual number of trail users, staff processed VDOT count data.
- For the third component, staff numerically compared the number of visitors and the number of local citizens encountered during the survey to estimate the portion of trail users who are visitors.
- Combining the three components, staff estimated that annual visitor spending in Hampton Roads due to the Virginia Capital Trail is \$3 million.

Task 8.8	BUDGET	Billed	% Funds Expended	UPWP Page
REGIONAL CONNECTORS STUDY	HRTAC - \$221,786	\$121,404	54.74%	63

**8.8 REGIONAL CONNECTORS STUDY**

The Regional Connectors Study (RCS) was initiated in June 2018, with funding from the Hampton Roads Transportation Accountability Commission (HRTAC). The HRTPO is administering the study, which is being conducted by a consultant team headed up by Michael Baker International. The study focuses on connectivity in the region through the lenses of congestion relief, economic vitality, resiliency, accessibility, and quality of life. The RCS will re-examine projects previously studied in the Hampton Roads Crossing Study (HRCS) Supplemental Environmental Impact Statement (SEIS). In addition to these projects, HRTPO may also evaluate other feasible projects that could improve connectivity in Hampton Roads. The completed study will provide a long-term vision for improved connectivity between the Peninsula and the Southside, with recommendations for project phasing. The study will use various planning tools and techniques, including scenario planning.

**FY 2020 ACCOMPLISHMENTS**

- The RCS website was developed as a landing page for regional stakeholders and the public to become informed and engaged in the study. The website is maintained and updated by the RCS consultants.
- The Vision Statement, Goals, Objectives, and Performance Measures designed to guide the RCS planning effort were established, reviewed, and approved.
- The methodology for the regional scenario planning effort was developed, reviewed, and approved. Scenario Narratives were also developed in coordination with regional stakeholders. As part of the 2045 LRTP, regional land use data was collected, reviewed, and converted for use in a regional land use model. Greater Growth assumptions and thresholds were developed, as well as the suitability and capacity factors to allocate the forecasted Greater Growth. These various components comprise the Regional Scenario Planning Framework, which was approved by the HRTPO Board (and will be used in the 2045 LRTP as well as the RCS).
- The TREDIS economic model for this effort was developed and calibrated.

- The Regional Travel Demand Model was reviewed by the RCS consultants. Screen line checks were conducted to identify needed model refinements for the study. Socioeconomic data for the Greater Growth scenarios was developed. Adjustment factors and parameters related to the scenario narratives were also created. Technology drivers were established, incorporating feedback from regional stakeholders at a technology workshop. Modeled port truck traffic was also reviewed.
- A site visit was held with regional stakeholders at the Navy Fuel Depot at Craney Island so that stakeholders could see first-hand some of the constraints at the site.
- Mandatory project alternatives and additional alternative suggestions received through the outreach survey and stakeholder interviews conducted during Phase 1 of the study were reviewed and discussed with the RCS Working Group.
- A scope of work and schedule for Phase 3 of the RCS was developed and approved by the HRTPO Board.
- Phase 2 deliverables for FY 2020 include:
  - Scenario Planning Methodology White Paper
  - Technical Memo Summarizing Economic Trends and Opportunities
  - Technical Memo on Performance Measures
  - Draft Technical Memo Summarizing Travel Behavior Data Review
  - Draft Technical Memo Summarizing Travel Demand Model Evaluation
  - Draft Technical Memo on Drivers, Spatial Assumptions, and Travel Parameters
  - Draft Technical Memo on Scenario Evaluation
- The RCS will continue to be developed in FY 2021.
- The Bowers Hill Study is being conducted separate from the RCS.

Task 9.0	BUDGET	Billed	% Funds Expended	UPWP Page
HRTPO ADMINISTRATION	PL - \$616,090 5303 - \$79,425	\$621,087 \$81,783	100.81% 102.97%	65

**9.0 HRTPO ADMINISTRATION**

This task accounts for the administrative support necessary for the maintenance of the Hampton Roads Transportation Planning Organization (HRTPO) processes, including participation in technical committees led by federal, state, and local governments. Work under this task includes preparation of agendas, minutes, and other materials associated with all meetings of the HRTPO Board and its advisory committees, as well as staff participation in such meetings. Other major work activities include but are not limited to the following: (1) preparation of an Annual Legislative agenda for submission to the General Assembly, (2) preparation of quarterly and annual financial reports and summaries of progress during the fiscal year, (3) HRTPO staff training including technical training as well as participation in workshops and conferences, (4) HRTPO participation in statewide and national organizations including the Virginia Association of Metropolitan Planning Organizations (VAMPO) and the Transportation Research Board (TRB), (5) coordination of orientation and other training for HRTPO Board members and members of advisory committees, and (6) preparation of grant applications for Federal (Better Utilizing Investments to Leverage Investments, BUILD, and the Infrastructure for Rebuilding America, INFRA) and State (SMART SCALE) funding of transportation infrastructure in the Hampton Roads region.

**FY 2020 ACCOMPLISHMENTS**

- Attended Virginia American Planning Association Conference
- Attended tour of Norfolk International Airport and briefing

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- Assisted Financial Team with FY 2019 Audit Process
  - Coordinated Transportation Department input to the annual Virginia Department of Housing and Community Development report
  - Attended HRT Advisory Committee for Persons with Disabilities meetings
  - Attended Bowers Hill Interchange Study Working Group meetings
  - Participated in the I-64 Express Lanes team meetings
  - Prepared benefit-cost analysis for the HRBT BUILD grant proposal
  - Attended Tidewater Trail Alliance meetings
  - Attended Statewide Bike/Ped Meetings
  - Attended East Coast Greenways – Virginia Meeting
  - Participated in UVA/DMV training course in on Road Diets
  - Attended DRPT meeting in Richmond on Train 3 from Norfolk
  - Prepared presentation to VA APA on Regional Scenario Planning efforts
  - Presented Regional Scenario Planning efforts to Richmond TPO at their Scenario Planning workshop
  - Prepared presentation of Regional Scenario Planning efforts to AMPO Annual Conference
  - Participated in Incorporating Market and Fiscal Analysis in Land Use Planning webinar
  - Presented Regional Scenario Planning efforts to the Regional Environmental Committee
  - Completed agencywide Quarterly Progress Report summaries
  - Reviewed and edited TTAC minutes
  - Attended VDOT Fall Meeting in Suffolk
  - Attended Route 460/58/13 Stakeholder Meetings.
  - Prepared maps for ESRI GIS day
  - Attended and participated in webinar for StreetLight users.
  - Attended rail workshop in Richmond.
  - Attended Quarterly Coordination Meetings on Performance Management.
  - Assisted with interview of Programming Team candidates.
  - Set up remote technology management tools (Microsoft Teams and Trello), including tasks, responsibilities, and due dates.
  - Attended HRPDC/HRTPO All Staff meeting.
  - Attended workshops at TRB,
  - Prepared INFRA application for I-64 Peninsula Widening – Segment 4.
  - Attended MPO quarterly meeting in Petersburg @ VSU.
  - Set up VPNs with Information Technology team for working from home.
  - Participated in TRB annual meeting and TRB committees (Military Transportation, Joint Subcommittee of Transportation in Military Communities, Metropolitan Policy, Planning, and Processes).
  - Attended VDOT MPO Coordination - Performance Measure quarterly meetings.
  - Attended Deutsche Bahn webinar on Fundamentals of Railways & Rail Systems Planning.
  - Updated Committee Listings in Outlook and the Admin Database as well as requesting updates to the committee listings online.
  - Updated and prepared TPO Board Member Handbooks.
  - Attended VDOT Web-Ex meeting on the new MPO Electronic Forms Strategy/Coordination.
  - Completed the annual TPO Section 5303 Grant submission on the DRPT online OLGA system.
  - Supported the transition of the TPO Office to remote operations due to COVID 19.
  - Revamped the TPO website.
  - Reviewed the citizens guide.
  - Worked on JLUS Resiliency efforts for TRB committee.
  - Participated in TRB Transportation for National Defense - Mid Year Meeting.
  - Prepared final application for SMART SCALE Round 4.

- Prepared pre-application for round 4 of SMART SCALE.
- Updated Constant Contact database.
- Updated Civic Leagues listing.
- Managed public comment line.
- Wrote media updates.
- Updated outreach database.
- Participated in HRTPO/HRPDC management team meetings on continued operations, items that could be canceled, and IT issues related to the COVID-19 pandemic.
- Participated in HRTPO/HRPDC management team meeting on leave issues related to the COVID-19 pandemic.

Task 10.1	BUDGET	Billed	% Funds Expended	UPWP Page
HRTPO COORDINATION OF REGIONAL TRANSIT PLANNING PROCESS	PL - \$ 18,854 5303- \$60,250	\$11,835 \$61,087	62.77% 101.39%	69

**10.1 HRTPO COORDINATION OF REGIONAL TRANSPORTATION PLANNING**

Under State legislation, transit systems in Hampton Roads must develop a regional transit planning process coordinated by the federally designated Metropolitan Planning Organization. These planning processes must include the identification and prioritization of projects, the establishment of performance benchmarks that incorporate state and federal requirements, the development and implementation of a regional subsidy allocation model, and the distribution of funds solely designated for transit and rail and that are administered by a regional body authorized by this Code to enter into agreements for the operation and maintenance of transit and rail facilities. Assistance and coordination

**FY 2020 ACCOMPLISHMENTS**

- HRTPO staff prepared a compilation of the core bus routes of the three transit agencies and developed a prioritization methodology for allocating new transit funds to interim core transit networks.
- Initiated a process to form and stand-up a new Regional Transit Advisory Panel.
- Reviewed all HRT Transit Transformation Project consultant draft materials and recommendations
- Supported Interagency Strategic Planning Coordination discussions and activities between the region’s three transit providers
- Attended Public Meeting on draft DRPT 2019 Coordinated Human Services Mobility (CHSM) Plan on October 10, 2019 at HRT
- Served on the HRT Naval Base Norfolk Transit Corridor Study Technical Advisory Committee
- Attended HRT workshop on December 9, 2019 on Micro-Transit service concepts and models
- Participated in meetings with regional mayors and staff on a potential transit funding subsidy allocation model.
- Monitored the status and progress of transit related legislation during the 2020 Virginia General Assembly session.

Task 12.0	BUDGET	Billed	% Funds Expended	UPWP Page
HRTPO CONTINGENCY FUNDING	PL - \$ 748,051	\$0	0.00%	115

**12.0 HRTPO CONTINGENCY FUNDING**

N/A

Task 13.0	BUDGET	Billed	% Funds Expended	UPWP Page
RURAL TRANSPORTATION PLANNING	SPR - \$72,500	\$72,462	99.95%	117

**13.0 RURAL TRANSPORTATION PLANNING**

As part of the Rural Transportation Planning task, staff maintains the Rural Long-Range Transportation Plan (RLRTP). The current RLRTP for the region is for the horizon year 2040. The RLRTP is being updated to the horizon year of 2045 in coordination with the metropolitan LRTP update. In addition to maintaining and updating the RLRTP, staff also conducts performance management in the region’s rural areas, specifically updating and analyzing rural congestion data as part of congestion management. Staff also incorporates rural analysis as part of regional safety, freight, and bridge planning.

**FY 2020 ACCOMPLISHMENTS**

- HRTPO staff maintained the current 2040 RLRTP. Amendments were not required during FY 2020.
- HRTPO staff conducted various regional transportation planning tasks including the CMP, freight, bridge, and safety analyses for the rural areas.
- As part of the Regional Travel Demand Model (TDM) update, which was completed in FY 2020, the City of Franklin and Southampton County were incorporated into the modeling area. This effort included updating Transportation Analysis Zone boundaries and data, as well as updating the transportation network for this area.
- Working with regional stakeholders and the Active Transportation Subcommittee, a GIS shapefile of bicycle and pedestrian recommendations was updated. This data was conveyed to VDOT.
- As part of the 2045 LRTP, HRTPO staff identified projects in the rural areas eligible for inclusion in the metropolitan plan. Staff developed and collected project data, coordinating with rural stakeholders, to properly evaluate these projects with the HRTPO Project Prioritization Tool. Spatial analyses were also conducted for projects in rural areas.
- The Surry County Comprehensive Plan was completed, with a draft delivered to Surry County staff in June 2020. The plan is anticipated to be approved by the County Board of Supervisors in FY 2021.
- HRTPO Staff continued work on the Gloucester County Transportation Plan. Those sections of the study that reflect areas that are outside of the MPA were conducted under the rural planning task. Work on the Gloucester County Transportation Plan will continue in FY 2021.

Task 14.0	BUDGET	Billed	% Funds Expended	UPWP Page
HRTAC ADMINISTRATION AND SUPPORT	HRTAC - \$114,000	\$148,490	130.25%	125

**14.0 HRTAC ADMINISTRATION AND SUPPORT**

On March 8, 2014, the General Assembly passed legislation creating the Hampton Roads Transportation Accountability Commission (HRTAC). In accordance with the legislation, monies deposited in the Hampton Roads Transportation Fund (HRTF) shall be used for 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 HRTAC.

The legislation also states that “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.”

**FY 2020 ACCOMPLISHMENTS**

- Created reports of revenues and expenditures of funds for which HRTAC is responsible.
- Provided technical support on transportation planning, prioritization, and programming.
- Provided administrative and technical support for all Policy meetings of the Commission.
- Prepared reports for annual agency audit and participating in the audit.
- Updated HRTAC website as needed.
- Video recorded HRTAC meetings.
- Uploaded HRTAC meeting videos to YouTube channel
- Approved bank and wire transfers.
- Attended HRTAC Finance & Board Meetings.
- Reviewed month-end financial reports.
- Provided training, instructions, and reference materials for the new HRTAC Accounting Manager.
- Providing financial information to HRTAC Executive Director for incorporation in the “FY19 Annual Report to the Joint Commission on Transportation Accountability Related to the HRTF.”
- Provided financial information to HRTAC’s Executive Director and financial consultant for the TIFIA loan agreement, bond anticipation note issuance, and supplemental indenture for TIFIA.
- Analyzed regional transportation revenues.
- Coordinated with the HRTAC Executive Director on issues related to the HRBT/I-64 Expansion Project.
- Maintained the Regional Priority Projects Map.
- Assisted with preparation of continuing disclosure filings required by SEC Rule 15c2-12 for HRTF Senior Lien Revenue Bonds, Series 2018A and Intermediate Lien Bond Anticipation Notes, Series 2019A.
- Researched Elizabeth River Crossings contract.
- Prepared and submitted payroll and payroll tax payments.
- Assisted HRTAC Executive Assistant with FY20 expense tracking.
- Provided HRTAC Executive Assistant with information and estimates for development of the FY21 administrative and project development budget.

- Prepared budget vs actual expenses report.
- Participated in FY20 preliminary audit by retrieving information and uploading electronic copies for auditors' review.
- Provided logistical and technical support for HRTAC meetings.
- Placed ads for HRTAC Public Meetings and comment process.

HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION FY 2020 UPWP Budget Expenditure Summary				
Task Number	Task Name	FY 2020 Budget Total (All Fund Sources)	FY 2020 Funds Expended	FY 2020 Percent Funds Expended
1.0	Long-Range Transportation Planning	\$ 309,050	\$ 316,929	102.5%
2.0	Transportation Project Programmibg	\$ 224,636	\$ 216,731	96.5%
3.0	Performance Management	\$ 143,194	\$ 117,481	82.0%
4.0	Public Participation	\$ 373,339	\$ 357,233	95.7%
5.0	Unified Planning Work Program	\$ 78,617	\$ 72,228	91.9%
6.0	Regional Freight Planning	\$ 25,667	\$ 18,277	71.2%
7.0	Safety, Security, and Resiliency Planning	\$ 78,614	\$ 57,402	73.0%
8.1	Technical Support, Research and Coordinatio	\$ 273,155	\$ 275,519	100.9%
8.2	Active Transportation Planning	\$ 106,411	\$ 102,953	96.8%
8.3	Hampton Boulevard Corridor Study	\$ 75,384	\$ 79,076	104.9%
8.4	Regional and Local Planning Implications of Connected and Automated Vehicles	\$ 14,258	\$ -	0.0%
8.5	Impacts of Trails and Sidewalks on Nearby Home Values	\$ 49,379	\$ 29,470	59.7%
8.6	Analyzing and Mitigating the Impact of Tolls on the Midtown and Downtown Tunnels - 2019 Update	\$ 35,271	\$ 36,715	104.1%
8.7	Economic Impact of Bicycle Facilities in Hampton Roads - Phase Two	\$ 43,860	\$ 26,623	60.7%
8.8	Regional Connectors Study	\$ 221,786	\$ 121,404	54.7%
9.0	HRTPO Administration	\$ 695,515	\$ 702,870	101.1%
10.1	HRTPO Coordination of Regional Transit Planning Process	\$ 79,104	\$ 72,922	92.2%
12.0	HRTPO Contingency	\$ 748,051	\$ -	0.0%
13.0	Rural Transportation Planning	\$ 72,500	\$ 72,462	99.9%
14.0	HRTAC Adminstration and Support	\$ 114,000	\$ 148,490	130.3%
	<b>TOTAL</b>	\$ 3,761,791	\$ 2,824,785	75.1%