



Richmond Regional  
**Transportation  
Planning  
Organization**

UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2020

July 1, 2019 – June 30, 2020

Richmond Regional Transportation Planning Organization

June 27, 2019

SUPPORTED BY  **PlanRVA**  
THE REGIONAL  
COMMISSION

**ACKNOWLEDGMENTS** This report was prepared by the Richmond Regional Planning District Commission (RRPDC) staff through a cooperative process involving the City of Richmond, Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan, the Town of Ashland, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Department of Aviation, the Capital Region Airport Commission, GRTC Transit System, the Richmond Metropolitan Transportation Authority, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the RRPDC and RideFinders, Inc., on behalf of the Richmond Regional Transportation Planning Organization (RRTPO). The contents of this work program reflect the views of the RRTPO. The RRPDC staff is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT, DRPT or the RRPDC. 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.

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# **INTRODUCTION**

## **The Unified Planning Work Program (UPWP)**

The purpose of the UPWP is to promote a unified regional approach to transportation planning in order to achieve regional goals and objectives. Additionally, the UPWP serves to document proposed expenditures of federal, state and local transportation planning funds, and provides a management tool for RRTPO and the funding agencies in scheduling major transportation planning activities, milestones, and products.

The UPWP is required of all metropolitan planning organizations (MPOs) as a condition to receiving federal funds. The RRTPO is the federally designated MPO for the Richmond region and consists of the member governments as shown in Figure 1.

The goal of the UPWP is a well-functioning process and program that meets the federal and state transportation planning requirements. This effort involves the public, interested parties, and the RRTPO in developing a multimodal, continuing, comprehensive, and cooperative transportation planning and programming process. A requirement of Section 450.308(c) of the Metropolitan Planning regulations is that Transportation Management Area (TMA) designated MPOs shall include a discussion of the planning priorities facing the metropolitan planning area. Further discussion of these priorities is provided in the various work tasks.

The UPWP is the RRTPO budget and work program for the upcoming fiscal year which begins on July 1, 2019 and concludes on June 30, 2020. The UPWP addresses federal/state planning and programming requirements, addresses regional transportation planning issues and needs, and includes activities required for the state and region to remain eligible for federal-aid highway and transit funds. The funding sources supporting the RRTPO program activities come from federal, state and local funds.

## **PlanRVA and the RRTPO Planning Process**

The FY20 UPWP continues to be organized with four core program areas: Program Management, Transportation Planning, Data and Analysis, and Financial Programs. Program Management is the policy, management and operations platform that supports the remaining three program areas. The program objectives, work elements, responsibilities, budgets, products and schedules are included within each core program area. In addition to grouping work tasks into four core areas, an effort has been made to identify how work tasks in each section correlate to the goals approved by the RRTPO in plan2040. The appendices consolidate information necessary to understanding and implementing the RRTPO program requirements.

As in past UPWP documents, there are work tasks that are included primarily as “project monitoring”; while the RRTPO is a participating partner in the effort, the designated lead role is undertaken by another agency or organization such as GRTC, DRPT or VDOT. FTA requires that projects and studies receiving FTA funding to be included in the UPWP; this is not a requirement shared by FHWA. All partners are provided the opportunity to incorporate project updates into the work task which those organizations or agencies lead.

The two primary funding sources supporting the work program are FHWA/PL funds and FTA Section 5303 funds. These funds are matched by state and local sources on an 80% federal (FHWA and FTA) 10% state (VDOT and DRPT), and 10% local (RRPDC) basis. Additional funding includes FHWA/RSTBG which are matched by state sources with 80% federal funding (FHWA) and 20% state funding (VDOT). The FHWA/PL funding allocations for FY 20 from VDOT and the FTA 5303 funding allocations from DRPT have been received.

## **Work Program Priorities**

The RRTPO-approved FY20 UPWP priorities focus on fully addressing the recommendations from the August 2017 federal certification report, completing existing work tasks that span from FY19 into FY20, and advancing new initiatives. These priorities are outlined below.

### **Federal Certification Review Comments, FAST Act and Other USDOT Priorities**

- Address recommendations and corrective actions from the August 2017 certification report, including a simpler schedule and results oriented approach to the UPWP with clear indications of responsible parties for work tasks.
- Execution of revised agreements on statewide planning and MPO Coordination between the RRTPO, the Tri-Cities MPO and partners
- Incorporate as appropriate, USDOT Every Day Counts analytical tools, public engagement strategies, planning and design considerations, and operational improvements into work program tasks and elements.
- Develop more comprehensive measures to assess and address accessibility to opportunities across the regional transportation network, including the spectrum of Environmental Justice (EJ) and non-EJ populations.

### **Continuation of Existing Work Efforts**

- Continue to develop the Regional Travel Demand Model to support transportation planning, research and analysis, including small area, sub-area, corridor and scenario planning tasks

- Continue the regional conversation on transit and how to best meet the needs of the region
- Continue the regional conversation on developing bicycle and pedestrian facilities with local, regional, state and national partners.

## **FY20 Focal Areas**

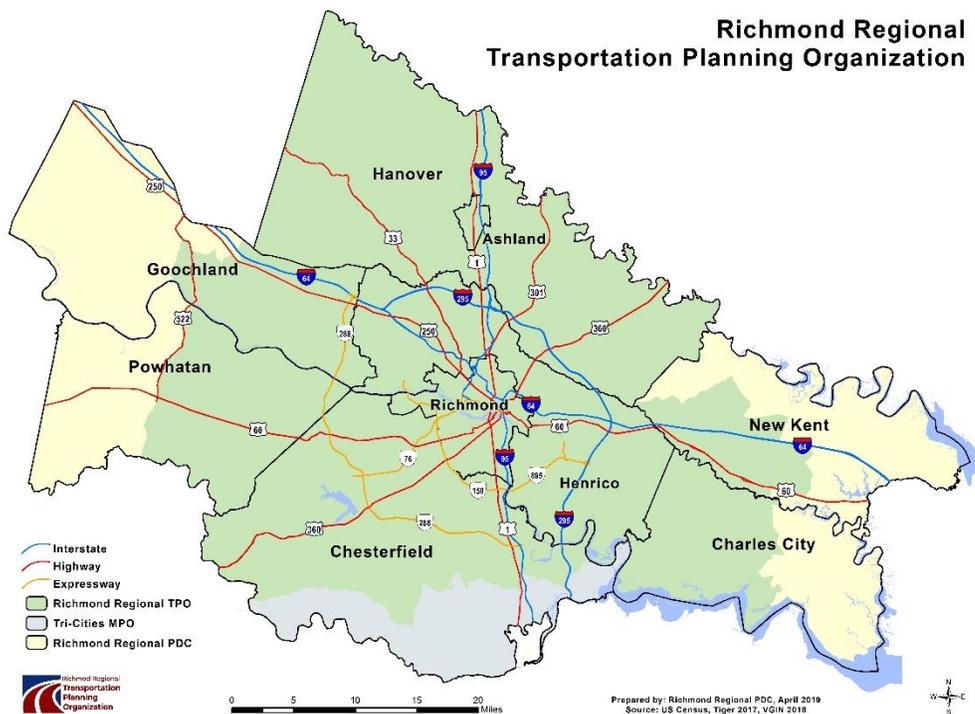
- Development of a new Long-Range Transportation Plan with emphasis on scenario planning, performance measures, and increased opportunity for public engagement.
- Expanding access to transit. Focus work tasks to inform the completion of a regional park and ride plan, identify bicycle and pedestrian connections to transit stops, and development of a Phase 2 of the Transit Vision Plan that focuses on *Critical First Steps* for high frequency service as identified in the Transit Vision Plan. The work will come from the recommendations in the Greater RVA Transit Vision Plan and the GRTC Transit Development Plan.
- Provide a forum to discuss active transportation and its impacts to the region, including multi-purpose regional trail development and connections between home, work, and recreation.

### **The UPWP fulfills the federal requirement under 23 CFR §450.308:**

*(b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP)...*

*(c) . . . each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next 1- or 2-year period by major activity and task (including activities that address the planning factors in §450.306(b)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.*

Figure 1. Richmond Regional Transportation Planning Organization



## Metropolitan Planning Factors and RRTPO FY 2020 Priorities

The 2015 *Fixing America's Surface Transportation Act (FAST ACT)* continues the principles of integrated planning first set forth in 1992 with the Intermodal Surface Transportation Efficiency Act

Under the *FAST Act*, MPOs must consider ten (10) planning factors when developing transportation plans and programs.

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 the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;

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

Development of this FY 2020 UPWP has been guided by regulations requiring the RRTPO planning process to consider and implement projects, strategies, and services that address these ten metropolitan planning factors. Each of these planning factors affects nearly every task. The degree of consideration and analysis is 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 (23 CFR 450.306(b)). The matrix on page nine summarizes the applicability of each metropolitan planning factor to the 2020 work program tasks.

### **FAST Act Implementation**

RRTPO implementation efforts in 2019-2020 will focus on (1) improving public engagement; (2) developing performance measures; and (3) a myriad of activities that will inform the 2020 update of the long-range transportation plan, plan2045.

### **Regional Models of Cooperation**

Regional Models of Cooperation provide a framework and process for States and MPOs to develop multijurisdictional transportation plans and agreements to improve communication, collaboration, policy implementation, use of technology and performance management across agency boundaries. Multijurisdictional planning combines many perspectives to improve coordination and implement effective planning across wide geographic areas. Regional models of cooperation offer a competitive advantage by improving decision-making and saving time and money through shared resources. Examples include freight and congestion management coordination.

### **Ladders of Opportunity**

Work – Infrastructure investment creates jobs and paves the way for business, particularly small and disadvantaged business enterprises

Connect – A multimodal transportation system provides Americans with safe, reliable, and affordable connections to employment, education, healthcare, and other essential services

Revitalize – Transportation infrastructure can lift up neighborhoods and regions by attracting new opportunities, jobs, and housing

# FISCAL YEAR 2019 ACCOMPLISHMENTS

The following summarizes work produced and planning activities performed during FY 2019 to implement the approved RRTPO planning projects and consultant tasks listed below. Ongoing work program tasks, such as routine project administration, are not included in this summary and only major accomplishments are listed.

## Task 2.1 Public Outreach and Equity Analysis

- 2.11 and 2.12 Maintained the existing website and took part in developing the new agency website.
- 2.12 Used visualization techniques and fact sheets on RRTPO products and plans, consulted with VDOT/DRPT/GRTC/localities on TIP amendments and adjustments, provided Greater Washington Partnership (GWP) regional data needed for equity analysis
- 2.13 Developed revised structure and updated role for Citizens Transportation Advisory Committee and Elderly and Disability Advisory Committee as Community Transportation Advisory Committee with an Equity Work Group component

## Task 2.2 Performance Based Planning

- 2.21 Richmond Regional Bridge and Culvert Inventory and Structural Assessment: Ongoing; reviewing how federal performance measures change reporting. Regional Transportation and Land-Use Performance Measures and Targets Report
- 2.22 Travel Time Data Report, Accident Data Report, Federal Metropolitan Transportation Planning Measures and Targets: Ongoing submitted letters to OIPI/VDOT
- 2.23 Evaluation of Existing Condition (database creation), plan2045 scope development, VTrans 2045 support as needed

## Task 2.3 Transit and Demand management

- 2.31 Transit 2040-Issued RFP to DRPT bench consultants to undertake Strategic Technical Analysis of transit2040 looking at near term priorities for regional transit improvements
- 2.32 Paratransit, Needs and Gaps of the Transportation Disadvantaged – Provided staff level report 2018 Hanover County Specialized Transportation Needs Assessment which the county used as a basis to apply for 5310 demonstration/planning grant funds exploring feasibility of county-wide services
- 2.33 Park and Ride Investment Strategy – Secured services of Kimley-Horn through DRPT contract, formed Study Advisory Group and work started October 2018 to be completed by July 1, 2019; RRTPO to prepare story map as a way to summarize the findings and recommendations of the consultant led work.

## **Task 2.5 Freight and Intermodal**

- 2.52 Developed regional network for state designated Critical Urban Freight Corridor

## **Task 2.6 Active Transportation: Bicycle and Pedestrian**

- 2.61 Bicycle and Pedestrian Connectivity – Ashland selected as a pilot for the Complete Streets project which will serve as the starting point for identifying opportunities to implement complete streets practices throughout the region by developing a “toolbox” or guidelines for implementing a varying degree of improvements that can make streets fully function for multiple users
- 2.63 Coordination with Local Bicycle and Pedestrian Planning – Steering Committee for the Ashland Trolley Line Trail formed to be facilitated by the National Park Service with RRTPO to define a concept route from Ashland to Richmond, with a focus on aligning with available existing rights-of-way, adjacent development plans, and connecting end points at jurisdictional lines; serve as a key stakeholder for the Ashland to Petersburg Trail feasibility study being undertaken by VDOT.
- 2.63 Coordination with Local Bicycle and Pedestrian Planning – Active Transportation Work Group for the region has been formed and is meeting quarterly to provide foundational support for the update of the 2004 Richmond Regional Bicycle and Pedestrian Plan in FY20 with assistance from the National Park Service Rivers, Trails and Conservation Assistance program.

## **Task 2.7 Environment**

- 2.71 Ozone Advance – Annual Report from DEQ. Air Quality conformity: Regional conformity analysis of the FY18 – FY21 Transportation Improvement Program and plan2040, the Long-Range Transportation Plan
- 2.72 CMAQ Program Analysis – Work with RideFinders to assess impacts of programs on regional air quality

## **Task 3.1 Data and Analysis**

- 3.12 Base Year 2017 Data approval, Future Year 2045 Data approval

## **Task 3.2 Regional Travel Demand Modeling**

- Richmond Tri-Cities Model Update (in progress), On-call Consultant Task Order 4, On-call Consultant Task Order 5

## **Task 4.1 Transportation Improvement Program**

- 4.12 TIP amendments: 16 TIP projects were amended since 7/1/2018. TIP adjustments (administrative modifications): 14 TIP projects were adjusted since 7/1/18.
- 4.13 Annual Listing of Obligated Projects: Reviewed and analyzed the annual obligation lists that VDOT and DRPT prepared, and placed the analyzed obligation report on the RRPDC website in December 2018

## **Task 4.2 Federal and State Transportation Funding**

- 4.21 and 4.22 Lead authority in allocating federal funds under the Regional Surface Transportation Block Grant (RSTBG) and the Congestion Mitigation and Air Quality (CMAQ) programs. The following procedure has been followed for project selection and allocations of RSTBG and CMAQ funds: RSTBG and CMAQ applications review in November 2018; project evaluation and selection from January 2019 to February 2019; project prioritization and scoring in March 2019; selection of projects in March and April in 2019.
- 4.24 The RRTPO endorsed five FTA Section 5310 grant applications, and submitted a cover memo from the RRTPO secretary, the RRTPO endorsement resolution, and TIP summary table to DRPT on 3/7/2019
- 4.25 SMART SCALE regional applications submitted for 10 projects, continued tracking of SMART SCALE Round 3 results and District Grant funding opportunities on behalf of the RRTPO Policy Board and member governments

TABLE 1. Planning Factors and Task Matrix

RRTPO FY20 UNIFIED PLANNING WORK PROGRAM	PLANNING FACTORS									
	1	2	3	4	5	6	7	8	9	10
	Economic	Safety	Security	Accessibility	Environment	Connectivity	Management	Preservation	Storm Water	Tourism
<b>7100 PROGRAM SUPPORT AND ADMINISTRATION</b>										
Task 7110 Program Management	X	X		X		X	X			
Task 7120 UPWP, Budget and Contract Administration	X	X		X		X	X			
<b>7200 GENERAL DEVELOPMENT &amp; COMPREHENSIVE PLANNING</b>										
Task 7210 Public Outreach & Equity Analysis			X	X	X					X
Task 7220 Special Planning Efforts	X	X	X			X	X			
Task 7230 Contingency Funding			X	X	X	X	X			
<b>7300 LONG-RANGE TRANSPORTATION PLANNING</b>										
Task 7310 Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X
Task 7320 Travel Demand Modeling & Emissions Analysis				X	X	X	X	X		
Task 7330 Transit	X	X	X	X	X	X	X	X	X	X
Task 7340 Active Transportation: Bicycle & Pedestrian	X	X	X	X	X	X	X	X	X	X
<b>7400 SHORT-RANGE TRANSPORTATION PLANNING</b>										
Task 7410 Performance Based Transportation Planning	X	X	X	X	X	X	X	X	X	X
Task 7420 Financial Programming / Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
Task 7430 Rail, Freight and Intermodal Planning	X	X	X	X	X	X	X	X	X	X
<b>7500 RURAL TRANSPORTATION PLANNING</b>										
Task 7510 Rural Transportation	X	X	X	X	X	X	X		X	X

# FISCAL YEAR 2020 PROJECT TASK DESCRIPTIONS

RRTPO planning activities are divided into four major planning categories taken from the Federal Transit Act, Section 5303, Metropolitan Planning Program. Funding sources for planning activities include a combination of federal transit and highway programs.

The following pages describe each task, including its purpose, agency or agencies responsible for carrying out the work, and expected results.

Table 2 lists the projects, tasks, and total cost budgeted for each project. For details, see the individual task descriptions beginning on the next page, and the FY 2020 RRTPO Budget, beginning on page 27.

TABLE 2. Project Categories and Task Budget

<b>Task Number</b>	<b>Title</b>	<b>Total Budgeted Amount</b>
<b>7100</b>	<b>PROGRAM SUPPORT &amp; ADMINISTRATION</b>	<b>\$212,000</b>
7110	Program Management	
7120	UPWP, Budget and Contract Administration	
<b>7200</b>	<b>GENERAL DEVELOPMENT &amp; COMPREHENSIVE PLANNING</b>	<b>\$323,858</b>
7210	Public Outreach and Equity Analysis	
7220	Special Planning Efforts	
7230	Contingency Funding	
<b>7300</b>	<b>LONG-RANGE TRANSPORTATION PLANNING</b>	<b>\$1,338,302</b>
7310	Long-Range Transportation Plan	
7320	Travel Demand Modeling and Emissions Analysis	
7330	Transit	
7340	Active Transportation: Bicycle & Pedestrian	
7350	System Resilience Plan	
<b>7400</b>	<b>SHORT-RANGE TRANSPORTATION PLANNING</b>	<b>\$423,000</b>
7410	Performance Based Transportation Planning	
7420	Financial Programming / Transportation Improvement Program	
7430	Rail, Freight and Intermodal Planning	
<b>7500</b>	<b>RURAL TRANSPORTATION PLANNING</b>	<b>\$72,500</b>
7510	Rural Transportation	

# 7100 PROGRAM SUPPORT AND ADMINISTRATION

## Task 7110 Program Management

### Purpose:

1. Support the planning process and provide contract administration for federal, state, and other funding programs as appropriate.
2. Support RRTPO Policy Board, Technical Advisory Committee, Community Transportation Advisory Committee and subcommittee meetings.

### Method:

Major work activities within this task include: developing agendas, minutes, mailings, work status reports, program management and administration; federal/state program requirements and review of related legislation; and computer program support.

PlanRVA staff serves as lead staff for RRTPO program administration with VDOT Richmond District providing support through its partnership on committees and work groups, processing quarterly bills and other requisitions, and conducting various other technical and administration support activities. VDOT SPR funds programmed under UPWP task 7110 provides for VDOT Richmond District support on all RRTPO work tasks.

<b>7110 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Maintenance and administration of the program	ongoing
2. Maintain current information on regional plans and programs	ongoing
3. Coordinate consultant-related activities	as needed
4. Coordinate the seventh annual RRTPO Transportation Forum	as needed
5. Coordinate and fulfill interagency review and information requests	as needed
<b>VDOT</b>	
1. Maintain data and provide forecasts	as needed
2. Provide technical assistance to the RRTPO, member governments, and other agencies	as needed
3. Provide review and guidance related to RRTPO planning and programming requirements and assistance addressing federal requirements	ongoing

# 7100 PROGRAM SUPPORT AND ADMINISTRATION

## Task 7120 UPWP, Budget and Contract Administration

### Purpose:

1. Develop and maintain the Unified Planning Work Program.
2. Develop time allocations, budgets, and funding scenarios to support UPWP deployment.

### Method:

PlanRVA staff will cooperatively develop and administer the UPWP, and coordinate RRTPO planning activities and committee meetings in compliance with UPWP funding agencies. This work effort also supports the RRTPO program by providing legal and other financial services related to the RRTPO program.

This task provides for maintenance of the adopted UPWP and annual development of the RRTPO work program for the upcoming fiscal year. Work in this task includes development of time allocations, budgets, and funding to support the task descriptions. The UPWP also identifies the region’s planning priorities, documents cooperation between the RRTPO and Tri-Cities Area MPO on various work activities and notes non-RRTPO transportation study activities funded by FTA as informational items.

<b>7120 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Administer RRTPO FY 2020 UPWP	ongoing
2. Prepare and publish the RRTPO FY 2021 UPWP	June 2020
3. Prepare FY19 UPWP amendments for year end funds transfer	October 2019
4. Work with member governments to prepare grant applications supporting the UPWP	as needed
5. Communicate UPWP activities to the public through CTAC and outreach methods	ongoing
6. Coordinate and fulfill review and information requests	as needed
7. Approval and management of funding agreements	as needed
8. Provide regular progress updates to VDOT and DRPT	ongoing
9. Provide review and guidance related to RRTPO planning and programming requirements and assistance addressing federal requirements	ongoing

# 7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

## Task 7210 Public Outreach & Equity Analysis

### Purpose:

- 1) Disseminate public information regarding RRTPO activities and current issues in metropolitan transportation planning.
- 2) Encourage and document citizen participation in development of RRTPO transportation plans, programs and policies according to the approved RRTPO Public Participation Plan.

### Method:

This work effort supports the development of a functional and viable community engagement program, which creates a “citizen planner” role for the public on transportation issues and encourages public input to the transportation planning and programming process.

The RRTPO includes a standing Community Transportation Advisory Committee (CTAC) with member organizations determined by the RRTPO policy board. The CTAC membership includes representation from all the RRTPO local jurisdictions and community organizations, including an Equity Work Group reflecting consumers and organizations representing seniors, individuals with disabilities, persons with low income and all persons that are transportation disadvantaged. Engagement with CTAC provides an opportunity for citizen and interested party input to inform and advise the RRTPO on plans, studies, issues, and other matters related to planning transportation systems and services.

In addition to supporting CTAC and the work groups, the RRTPO encourages community engagement for each of its work products, including the Long-Range Transportation Plan and the Transit Vision Plan Phase II. There are various ways to get involved, including the PlanRVA website, open meetings, community events, and other methods specific to each program.

<b>7210 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPPO</b>	
1. Implement and document public information and citizen participation	ongoing
2. Modify/update RRTPO Public Participation Plan and Title VI Program	as needed
3. Maintain regional profiles for disenfranchised populations	ongoing
4. Support CTAC and Equity Work Group	ongoing
5. Maintain PlanRVA website and project pages including story maps	ongoing / as needed
6. Serve as a resource to DRPT to enhance participation by elderly, disability, and low-income populations through the Coordinated Human Services Mobility Plan	as needed
7. Support Senior Connections in developing an implementation plan for regional coordination services as described in the RRTPO Needs and Gaps Assessment of the Transportation Disadvantaged report	ongoing
8. Update and revise MOAs and committee bylaws	as needed
9. Implement/administer any changes to the MPO organization structure	as needed

<b>7210 Expected Results/Product (cont.):</b>	<b>Anticipated Completion Schedule:</b>
<b>VDOT</b>	
1. Support PlanRVA efforts to engage regional stakeholders and the public	ongoing
<b>DRPT</b>	
1. Encourage and participate in PlanRVA efforts to raise awareness of transit improvement projects	ongoing
2. Actively solicit RRTPO input and participation in development of the Coordinated Human Services Mobility Plan	as needed

# 7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

## Task 7220 Special Planning Efforts

### Purpose:

- 1) Participate in and provide technical support to special planning efforts or studies in the region that are related to transportation planning, system performance and financial programming as determined by the RRTPO Secretary.

### Method:

PlanRVA staff will work closely with member governments and partner agencies to complete additional studies and plans that help to advance the transportation plans of the region, including but not limited to collaborative strategic planning, economic development, land use data collection, tourism planning, regional and megaregional partnerships, financial competitiveness studies, and professional advancement.

<b>7220 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Capital Region Collaborative – Continue coordinating with the CRC Transportation Action Team on issues of mutual interest.	as needed
2. CEDs – Participate in the update of the 2014 Richmond Regional Comprehensive Economic Development Strategy to bring transportation efforts into line with current economic development trends, focused around the Richmond Marine Terminal and Commerce Corridor planning.	as needed
3. Megaregions – FHWA Mid-Atlantic – work collaboratively with the Richmond-Hampton Roads Collaborative, the Greater Washington Partnership, and others to take advantage of opportunities that arise around larger metropolitan regions.	as needed
4. Richmond Metropolitan Transportation Authority – Work with the RMTA to assess future options for a Richmond Regional Authority that can compete for regional funding and project prioritization.	as needed
5. Professional leadership and advancement – work to be an active participant and leader in various professional organizations like the Virginia Association of MPOs, National Association of Regional Councils, Association of Metropolitan Planning Organizations, Transportation Research Board, etc.	ongoing
6. National Best Practices – Spread the word about work that PlanRVA is doing by attending and presenting at local, state, and national conferences.	ongoing
7. Automated and Connected Vehicle Technology – Continue to work with VDOT and other partners to study and advance innovative technologies to support regional transportation mobility and accessibility with potential incorporation into the 2045 LRTP.	as needed
8. Actively participate in VDOT or locality-led regional transportation studies like STARS, Arterial Management Plans, IMRs and IMJs as well as responding to data requests.	as needed

# 7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

## Task 7230 Contingency Funding

### Purpose:

- 1) Provide additional support for new and unforeseen activities.

### Method:

Financially support unforeseen activities related to community engagement, staffing, consultant contracts, or other activities associated with UPWP tasks. This item may also be used for funding new UPWP tasks that may be approved by the RRTPO Policy Board during the fiscal year

<b>7230 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Staffing or administrative tasks as appropriate to actively pursue and complete projects developed under the UPWP	as needed
2. Consultant contracts to address needs or other projects as developed during the fiscal year	as needed
3. Additional public engagement as identified during the planning phases for project assignments	as needed
4. New UPWP tasks developed as part of a needs assessment during the fiscal year	as needed
5. Address unanticipated funding shortfalls and/or rescissions	as needed

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7310 Long-Range Transportation Plan

### Purpose:

- 1) Develop a comprehensive future-reaching transportation plan to assess mobility and access needs of the Richmond region

### Method:

In accordance with RRTPO policy and applicable federal regulations, PlanRVA will coordinate and undertake various activities to update the Long-Range transportation plan in consultation and coordination with VDOT and VDRPT staffs. The existing plan will be monitored and amended as necessary.

<b>7310 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Satisfactory progress in monitoring and implementing <i>plan2040</i>	ongoing
2. Develop the 2045 LRTP	throughout FY 2020
3. Update financial assumptions for the 2045 LRTP	throughout FY 2020
4. Coordinate with VDOT and DRPT on Regional Performance Measures and their incorporation into the 2045 LRTP	ongoing
5. Continue review, research and data collection process as part of the 2045 LRTP	ongoing
<b>VDOT</b>	
1. Support RRTPO in update to the 2045 LRTP	ongoing
2. Consider the impact of recommendations from various studies on plan2045, in association with VDOT planning efforts	ongoing
3. Evaluate the impact of performance measure targets on VDOT long-term planning efforts	ongoing
4. Implement VTrans	ongoing
<b>DRPT</b>	
1. Support RRTPO in developing the 2045 LRTP	ongoing
2. Review RVA Transit Vision Plan in coordination with GRTC planning efforts for consistency with 2045 LRTP targets	ongoing
3. Evaluate the impact of performance measure targets on DRPT long-term planning efforts	ongoing

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7320 Travel Demand Modeling & Emissions Analysis

### Purpose:

- 1) Simulate existing and future travel demand.
- 2) Effectively model, analyze, and document multi-modal transportation networks.
- 3) Estimate on-road motor-vehicle emissions, as needed.

### Method:

PlanRVA and VDOT will cooperatively utilize the Richmond / Tri-Cities (RTC) travel demand model; prepare, analyze and document network-based travel forecasts, as needed; and undergo training in the use of travel demand modeling and emissions analysis tools.

<b>7320 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Maintain and implement the Richmond Tri-Cities (RTC) Travel Demand Model	ongoing
2. Oversee consultant work on the RTC Travel Demand model	ongoing
3. Provide forecasts for regional studies	ongoing / as requested
4. Ensure compatibility of output from Cube™ for use with scenario planning tools and other platforms	ongoing
5. Continue work on update of the RTC Travel Demand Model	ongoing
6. Consult and cooperate with member governments, VDOT, Tri-Cities MPO, and other groups to develop use opportunities for the Travel Demand Model in small-area, corridor, and other types of local planning efforts	ongoing / as needed
<b>VDOT</b>	
1. Assist with maintenance/implementation of the RTC Travel Demand Model	ongoing
2. Provide inputs for regional air quality analysis	ongoing / as needed
<b>DRPT</b>	
1. Coordinate with RRTPO and VDOT to incorporate current transit data and forecasts into the Travel Demand Model	ongoing / as needed

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7330 Transit

### Purpose:

- 1) Identify opportunities to enhance and increase connectivity to transit across the Richmond region.
- 2) Advance the coordination of transportation services for disadvantaged populations in the Richmond region.

### Method:

PlanRVA staff will support the development of the Transit Vision Plan Phase 2, which increases emphasis on implementation of critical first steps of the Transit Vision Plan, focused on short- and medium-term improvements to the regional transit network. The RRTPO will also support Senior Connections, the state designated Area Agency on Aging, in the development and implementation of a plan to coordinate regional transportation services meeting the needs of disadvantaged populations.

<b>7330 Expected Results/Product</b>	<b>Anticipated Completion Schedule</b>
<b>RRTPO</b>	
1. Develop the regional Transit Vision Plan – Phase 2	December 31, 2019
2. Support implementation of the Greater RVA Transit Vision Plan	ongoing
3. Support development of Coordinated Human Services Mobility Plan	ongoing
4. Review and update the 2015 Needs and Gaps Assessment for the Transportation Disadvantaged report	June 30, 2020
5. Complete the Regional Park and Ride Investment Strategy Study	December 31, 2019
6. Develop an updated inventory of Park and Ride lot occupancy	December 31, 2019
7. Coordinate Transportation Demand Management processes and policies to improve congestion levels, influence travel demand and improve system efficiency. Place emphasis on RideFinders partnership	ongoing
8. Coordinate with GRTC to improve service to region, including assistance with the GRTC Downtown Transfer Center and Pulse expansion	ongoing
<b>GRTC</b>	
1. Solicit support and technical assistance from PlanRVA for development of Pulse expansion projects and the Downtown Transfer Center	ongoing
<b>DRPT</b>	
1. Solicit support and technical assistance from PlanRVA for development of the Coordinated Human Services Mobility Plan	ongoing
2. Solicit support and technical assistance from PlanRVA for development of implementation plans for the Greater RVA Transit Vision Plan Phase II	ongoing

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7340 Active Transportation: Bicycle & Pedestrian

### Purpose:

- 1) Plan for all modes of travel, including bicycle and pedestrian facilities connection home, work, and school.
- 2) Provide a forum for regional conversation regarding active transportation and community health.

### Method:

The RRTPO is responsible for planning all modes of transportation including connecting accessible pedestrian facilities and bicycle facilities. This task provides RRTPO support for area groups, organizations, and local governments to advance bicycle and pedestrian studies, programs, and projects.

<b>7340 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Work with partners to identify needed nonmotorized improvements as part of a larger connectivity strategy with the regional transit network	ongoing
2. Complete the Town of Ashland Complete Streets pilot project and consider next steps for Complete Streets in the region	December 31, 2019
3. Coordinate and facilitate regional conversations on the off-road alignment of the East Coast Greenway	ongoing
4. Support the development of the Ashland to Petersburg trail network and provide technical assistance	as needed
5. Develop integrated components of the 2045 LRTP dedicated to improving bicycle and pedestrian connectivity	ongoing
6. Begin development of the Regional Bicycle and Pedestrian Plan update	ongoing
7. Collect and synthesize performance data on nonmotorized travel as available	ongoing
8. Continue the work of the Active Transportation Work Group	as needed
9. Work with member governments and state agencies to advance development of bicycle and pedestrian facilities	as needed
10. Work with VDOT to develop a safety-focused bicycle and pedestrian facilities best practices manual	June 2020
<b>VDOT</b>	
1. Include PlanRVA staff as technical resources for new and ongoing bicycle and pedestrian projects in the Richmond region, including safety best practices	as needed
2. Share counts and other performance metrics with PlanRVA staff for inclusion in plans and projects	ongoing

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7350 System Resilience Plan

### Purpose:

- 1) Following guidance in the FAST Act, consider projects and strategies that will improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on the transportation system as well as reduce the vulnerability of existing transportation infrastructure to natural disasters.

### Method:

Coordinate transportation planning with environmental partners, homeland security, disaster preparedness, and post-disaster redevelopment planning. Enhance the resiliency of the transportation system to withstand threats from man-made and natural disasters. Consider and plan for the long-term effects of extreme weather on the transportation system.

<b>7350 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Develop a system resilience component as part of the 2045 LRTP	throughout FY20
2. Work with VDOT to develop a system for infrastructure assessment and prioritization	as needed
3. Develop a watershed-based digital flood tool that will provide current information on potential impacts and priority infrastructure needs	ongoing
4. Maintain and update the Richmond Region Bridge and Culvert Inventory and Structural Report	December 2019
<b>VDOT</b>	
1. Collaborate with PlanRVA to develop a summary database of infrastructure vulnerability	December 2019

# 7400 SHORT-RANGE TRANSPORTATION PLANNING

## Task 7410 Performance Based Transportation Planning

### Purpose:

- 1) In conjunction with VDOT, establish and work towards meeting a defined set of performance measures and targets through planning and programming projects that contribute towards regional goals.
- 2) Assess progress towards meeting goals.

### Method:

VDOT will establish statewide targets that represent the desired performance outcomes within the Commonwealth. Once VDOT has completed statewide target setting, MPOs in the Commonwealth will have 180 days to establish targets by either: agreeing to plan and program projects so that they contribute toward the accomplishment of relevant VDOT targets; or committing to unique, quantifiable targets specific to their metropolitan planning area.

PlanRVA staff will work with OIPI regarding the establishment of performance measures and targets, how Federal rules will be implemented, and will monitor established rules and any proposed changes. The RRTPO will work with FHWA, FTA, VDOT and DRPT to incorporate these new requirements into the RRTPO planning and programming process in the work program. The following products and work tasks help to meet and assess these requirements.

<b>7410 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Review and report on MAP-21 / FAST Act performance measures and targets focusing on safety, infrastructure condition, congestion reduction, system reliability, freight movement, economic vitality, environmental sustainability, and reduced project delivery delays.	ongoing
2. Congestion Management Process – report on system reliability, such as bottlenecks and travel time data for all CMP designated roads; analysis of congested road segments for AM and PM travel time periods and identify strategies to improve or mitigate congestion.	September 2019
3. Congestion Management Process – analyze and report on accident data for all CMP network designated roads, plus those roads functionally classified as collector and above in the Richmond region.	September 2019
4. Establish an RRTPO Vision Zero Workgroup to establish regional goals and to support and coordinate with local transportation safety organizations to better support improvement of traffic safety around the region.	ongoing
<b>VDOT</b>	
1. Collaborate with PlanRVA staff to develop Intelligent Transportation Systems (ITS) projects and programs	as needed
2. Provide accident data to PlanRVA for use in developing CMP analysis and reporting	ongoing

# 7400 SHORT-RANGE TRANSPORTATION PLANNING

## Task 7420 Financial Programming / Transportation Improvement Program

### Purpose:

- 1) Cooperatively develop and publish the RRTPO TIP
- 2) Select TIP projects to be implemented.
- 3) Revise policies and procedures for TIP development, as needed.
- 4) Develop and manage evaluation and allocation of federal and state transportation funding.
- 5) Prepare status reports on previously authorized TIP projects.

### Method:

PlanRVA, VDOT, and DRPT staff will jointly consult and coordinate with each other and with the RRTPO Policy Board and advisory committees to develop the FFY 2021-2024 TIP; revise the FY 2018-2021 TIP, as needed; allocate RSTBG and CMAQ grant funds locally; monitor authorized TIP projects; revise as needed the RRTPO policies and procedures for TIP development; and publish the Annual Listing of Obligated Projects.

<b>7420 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Develop and adopt the FFY 2021-2024 TIP	June 30, 2020
2. TIP Analysis and Maintenance	ongoing
3. Develop and administer the RSTBG/CMAQ/TA project review, selection and allocation process to inform the SYIP	May 31, 2020
3. Publish FFY 2020 (October 1, 2019 – September 30, 2020) Annual Listing of Obligated Projects	December 31, 2019
<b>VDOT</b>	
1. Coordinate TIP project proposals for the State Highway System	ongoing
2. Provide estimates of federal/state funds available for estimates of TIP projects	as needed
3. Coordinate with PlanRVA staff to develop funds allocation recommendations	ongoing
<b>DRPT</b>	
1. Coordinate transit TIP projects and amendments	as needed

# 7400 SHORT-RANGE TRANSPORTATION PLANNING

## Task 7430 Rail, Freight and Intermodal Planning

### Purpose:

- 1) Moving people and goods safely and efficiently with environmentally beneficial impacts.

### Method:

In order for Richmond to compete in the efficient movements of goods and services in the coming years, the region will need to identify, develop and implement intermodal strategies which will provide good connectivity for passenger movement, transfer of rail shipments, improved rail access for local truck shipments, expanded opportunity for air cargo movement, and alternative options of importing and exporting regional cargoes, such as by barge to the Port of Virginia's Richmond Marine Terminal. By ensuring the continued performance of the regional transportation system, the prevention of environmental degradation, while encouraging and attracting economic opportunities, the RRTPO will be promoting a high quality of life for our region.

The regional planning process can support policies that advocate investments in the rail system such as extension of sidings, crossovers, signal upgrades or grade-separation of crossings which can improve the performance of the rail system to the benefit of both passenger and freight movements.

<b>7430 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Commerce Corridor Study Implementation	ongoing
2. Freight corridor mapping based on freight-intensive land use and establishment surveys	ongoing
3. Support Tri-Cities MPO Multimodal Station Location Study	as needed
4. Interstate 295 Freight Corridor Study Feasibility – modeling a new study after Commerce Corridor	ongoing
5. <i>Freight and Intermodal Work Group – evaluate demand and feasibility</i>	ongoing
6. Regional bridge clearance study – increasing clearance – coordinate with VDRPT on work activities	as needed
7. Richmond Area Rail Studies: Virginia State Rail Plan, Southeast High Speed Rail (including DC2RVA: Washington to Richmond) – coordinate with VDRPT on work activities	as needed
8. Amtrak Thruway Bus Service: Main Street Station to Staple Mill Station – Explore feasibility with VDRPT, Amtrak, and other interested parties	as needed

# 7500 RURAL TRANSPORTATION PLANNING

## Task 7510 Rural Transportation

### Purpose:

- 1) Support the transportation planning work of the four member governments of PlanRVA that are not fully included in the Metropolitan Planning Area (MPA) boundary

### Method:

PlanRVA staff will actively coordinate with staff and officials from Charles City, Goochland, New Kent, and Powhatan Counties to develop a rural work program outlining technical assistance projects that can supplement local priorities for transportation. The technical assistance projects provide much-needed support for these member governments who have reduced staffing and technical capabilities when compared to their urban counterparts.

<b>7510 Expected Results/Product:</b>	<b>Anticipated Completion Schedule:</b>
<b>RRTPO</b>	
1. Develop a FY20 rural transportation work program in consultation with rural member governments	June 15, 2019
2. Develop a New Kent / Charles City County water resources public access plan	June 30, 2020
3. Develop a Corridor Safety Plan for the Route 5 / Route 106 corridor from the School Complex to Courthouse area (Charles City)	June 30, 2020
4. Develop a Corridor Safety Plan for the Courthouse Village West (Powhatan County)	ongoing
5. Data collection or other technical assistance	as needed

\* Note: This Work Task is for information purposes only and provides context for agency rural transportation work along with the urban TPO tasks. Rural Transportation funding is provided through a separate grant procedure with the VDOT Rural Planning Program.

# FISCAL YEAR 2020 RRTPO STAFFING AND BUDGET

## RRTPO Staff Resources

Eight personnel from PlanRVA are committed to full-time direct support of the tasks outlined in the FY 2020 RRTPO UPWP; another five personnel are committed in part-time direct support. Additional personnel may be assigned to consultant-led work tasks.

Primary responsibility for the UPWP rests with PlanRVA staff. There are particular cases where other partner agencies are assigned primary responsibility for specific activities, as delineated in the task descriptions; PlanRVA will provide support for these activities.

The PlanRVA Director of Transportation is responsible for overall program support and administration of the RRTPO work program tasks, as well as for interagency coordination with the other partner agencies. Although PlanRVA staff often form working groups and share in the performance of work program activities, each staff person dedicated to direct support of the work program is charged with primary responsibility for accomplishing specific tasks or subtasks.

Table 3 summarizes overall federal and local revenues budgeted by PlanRVA in FY 2020 to support the work of RRTPO. Federal funds budgeted constitute 80 percent of the total; state and local matching funds constitute 20 percent unless otherwise noted.

TABLE 3. SUMMARY OF FY 2020 RRTPO UPWP BUDGET

Work Task	RRTPO Budget				
	PL Approved	5303 Approved	CO 5303 Approved	OTHER (2)	GRAND TOTAL
	Total	Total	Total	Total	
7110 Program Management	132,000	33,000	-	-	165,000
7120 UPWP, Budget, and Contract Administration	24,421	22,579	-	-	47,000
7210 Public Outreach and Equity Analysis	97,750	17,250	-	-	115,000
7220 Special Planning Efforts	99,000	-	-	-	99,000
7230 Contingency Funding	109,858	-	-	-	109,858
7310 Long-Range Transportation Plan	242,096	60,524	-	-	302,620
7320 Travel Demand Modeling & Emission Analysis	218,500	11,500	-	100,000	330,000
7330 Transit	115,500	259,170	10,330	-	385,000
7340 Active Transportation- Bicycle & Pedestrian	178,500	31,500	-	-	210,000
7350 Systems Resilience Plan	110,682	-	-	-	110,682
7410 Performance Based Transportation Planning	97,750	17,250	-	-	115,000
7420 Financial Programming/ Transportation Improvement Program	282,625	14,875	-	-	297,500
7430 Rail, Freight & Intermodal Planning	4,200	6,300	-	-	10,500
7510 Rural Transportation	-	-	-	72,500	72,500
TOTAL (\$)	1,712,882	473,948	10,330	172,500	2,369,660

## FY 2020 RRTPO budget

Figure 2 reflects the Fiscal Year 2020 RRTPO budget by planning program project. On the following page, Table 4 details the Fiscal Year 2020 expenditures budgeted by PlanRVA on RRTPO planning projects or tasks described in this UPWP. For each planning project, total expenditures, type of fund, and federal/local matching amounts are identified.

FIGURE 2. FY 2019 TOTAL RRTPO BUDGET BY TASK

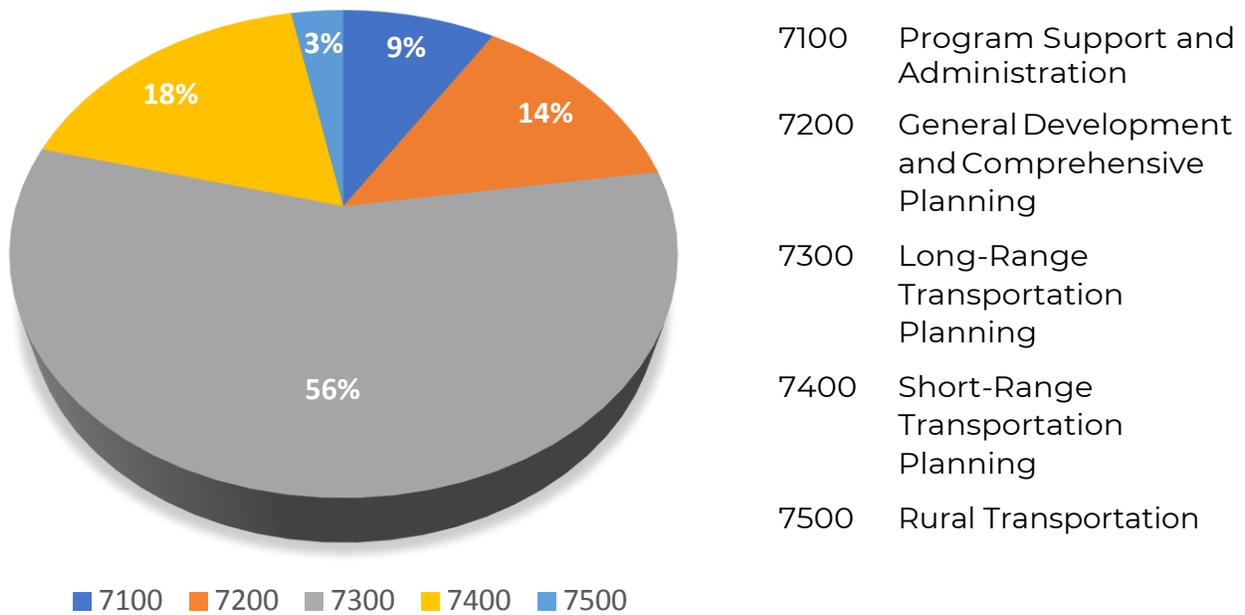


TABLE 4. FY 2020 RRTPO UPWP BUDGET

Work Task	RRTPO Budget																
	PL				5303				CO 5303 (1)				OTHER (2)				GRAND TOTAL
	Federal	State	Local	Total	Federal	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	
7110 Program Management	105,600	13,200	13,200	132,000	26,400	3,300	3,300	33,000	-	-	-	-	-	-	-	-	165,000
7120 UPWP, Budget, and Contract Administration	19,537	2,442	2,442	24,421	18,063	2,258	2,258	22,579	-	-	-	-	-	-	-	-	47,000
7210 Public Outreach and Equity Analysis	78,200	9,775	9,775	97,750	13,800	1,725	1,725	17,250	-	-	-	-	-	-	-	-	115,000
7220 Special Planning Efforts	79,200	9,900	9,900	99,000	-	-	-	-	-	-	-	-	-	-	-	-	99,000
7230 Contingency Funding	87,886	10,986	10,986	109,858	-	-	-	-	-	-	-	-	-	-	-	-	109,858
7310 Long-Range Transportation Plan	193,677	24,210	24,210	242,096	48,419	6,052	6,052	60,524	-	-	-	-	-	-	-	-	302,620
7320 Travel Demand Modeling and Emission Analysis	174,800	21,850	21,850	218,500	9,200	1,150	1,150	11,500	-	-	-	-	80,000	20,000	-	100,000	330,000
7330 Transit	92,400	11,550	11,550	115,500	207,336	25,917	25,917	259,170	8,264	1,033	1,033	10,330	-	-	-	-	385,000
7340 Active Transportation - Bicycle and Pedestrian	142,800	17,850	17,850	178,500	25,200	3,150	3,150	31,500	-	-	-	-	-	-	-	-	210,000
7350 Systems Resilience Plan	88,546	11,068	11,068	110,682	-	-	-	-	-	-	-	-	-	-	-	-	110,682
7410 Performance Based Transportation Planning	78,200	9,775	9,775	97,750	13,800	1,725	1,725	17,250	-	-	-	-	-	-	-	-	115,000
7420 Financial Programming/ Transportation Improvement Program	226,100	28,263	28,263	282,625	11,900	1,488	1,488	14,875	-	-	-	-	-	-	-	-	297,500
7430 Rail, Freight & Intermodal Planning	3,360	420	420	4,200	5,040	630	630	6,300	-	-	-	-	-	-	-	-	10,500
7510 Rural Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	58,000	14,500	72,500	72,500
TOTAL (\$)	1,370,306	171,288	171,288	1,712,882	379,158	47,395	47,395	473,948	8,264	1,033	1,033	10,330	80,000	78,000	14,500	172,500	2,369,660

(1) Funds remaining from FY19 will be programmed following the end of FY19

(2) Other funds are shown for information purposes: these funds are not included in the RRTPO budget

## ACRONYM DEFINITIONS

<b>Acronym</b>	<b>Definition</b>
CMP	Congestion Management Program
CMAQ	Congestion Mitigation and Air Quality (federal funding)
CTAC	Community Transportation Advisory Committee, RRTPO advisory committee
DRPT	Department of Rail and Public Transportation
EDAC	Elderly and Disability Advisory Committee, former RRTPO advisory committee
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY / FFY	Fiscal Year / Federal Fiscal Year
L RTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
OIPI	Office of Intermodal Planning and Investment
PlanRVA	Richmond Regional Planning District Commission
RMTA	Richmond Metropolitan Transportation Authority
RRTPO	Richmond Regional Transportation Planning Organization
RSTBG	Regional Surface Transportation Block Grant (federal funding)
RTC	Richmond / Tri-Cities MPOs
TAC	Technical Advisory Committee
TIP	Transportation Improvement Program, list of upcoming transportation projects
UPWP	Unified Planning Work Program, the RRTPO annual budget and work program
VDOT	Virginia Department of Transportation
VTrans	Virginia statewide, long-range transportation plan

## Amendments to the UPWP