

# AGENDA

## RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Thursday, December 5, 2019  
9:30 a.m.

PlanRVA James River Board Room

### MEETING QUORUM (Certification by RRTPO Secretary)

### PLEDGE OF ALLEGIANCE

#### A. ADMINISTRATION

#### Tab #

1. **Approval of RRTPO Meeting Agenda**  
(Hodges) ..... –  
**ACTION REQUESTED**
2. **Approval of September 5, 2019 RRTPO Meeting Minutes**  
(Hodges) ..... 1  
**ACTION REQUESTED**
3. **Open Public Comment Period**  
(Hodges/5 minutes) ..... –
4. **RRTPO Chairman's Report**  
(Hodges/5 minutes) ..... 2
  1. Resolutions of Appreciation for Outgoing RRTPO Policy Board Members
  2. Executive Committee Report
  3. Seventh Annual Transportation Forum Recap
5. **RRTPO Secretary's Report**  
(Parsons/5 minutes) ..... 3
  - a. SMART SCALE: Round 4 Update
  - b. Current Work Efforts
  - c. RRTPO Work Status and Financial Reports
  - d. Other

#### B. NEW BUSINESS

1. **FY20 UPWP Budget Amendment**  
(Parsons/10 minutes) ..... 4  
**ACTION REQUESTED**

<b>2. Transportation Performance Measures – 2019 Report</b> (Riggan/20 minutes).....	Enclosure by Digital Link	5
<b>ACTION REQUESTED</b>		
<b>3. Park and Ride Investment Strategy Study Final Report</b> (Jacocks/15 minutes).....	Enclosure by Digital Link	6
<b>ACTION REQUESTED</b>		
<b>4. Draft Public Engagement Plan</b> (Busching/10 minutes) .....		7
<b>ACTION REQUESTED</b>		
<b>5. FY21 Unified Planning Work Program Priorities</b> (Parsons/10 minutes).....		8

**C. AGENCY AND COMMITTEE REPORTS**

<b>1. Transportation Agency Updates</b> (VDOT, DRPT/10 minutes) .....		–
a. VDOT – Mann		
b. DRPT – DeBruhl		
<b>2. Community Transportation Advisory Committee (CTAC) Meeting Report</b> (Richwine/5 minutes).....		9

**D. OTHER BUSINESS**

<b>1. RRTPO Member Comments</b> (Hodges/5 minutes) .....		–
<b>2. Tentative Future Meeting Topics - Suggestions</b> (Hodges/5 minutes) .....		10
<b>3. Next Meeting: February 6 (January 2 Meeting is canceled)</b> (Hodges) .....		–

**E. ADJOURNMENT:** Targeted for 11:15 a.m.

## **Agenda Item A.2.**

*Minutes of the October 5, 2019 RRTPO  
Policy Board Meeting*

1

### **REQUESTED ACTION**

*The RRTPO is requested to approve the Minutes of the October 5, 2019 RRTPO policy board meeting as presented.*

**RICHMOND REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION  
MINUTES OF MEETING  
October 3, 2019**

**MEMBERS PRESENT**

John H. Hodges, **Chairman** ..... Town of Ashland  
Floyd H. Miles, Sr., **Vice Chairman** ..... Charles City County  
Andreas D. Addison ..... City of Richmond  
Manuel Alvarez, Jr. .... Goochland County  
Joi Taylor Dean ..... RMTA  
Tiffany T. Dubinsky (Alternate, Nonvoting) ..... DRPT  
Richard Duran (Alternate, Nonvoting) ..... FHWA  
Steve A. Elswick ..... Chesterfield County  
Kimberly B. Gray ..... City of Richmond  
Angela Kelly-Wiecek ..... Hanover County  
Shane Mann ..... Secretary of Transportation Designee  
Floyd H. Miles ..... Charles City County  
Patricia S. O'Bannon ..... Henrico County  
Patricia A. Paige ..... New Kent County  
Herbert A. Richwine (Nonvoting) ..... CTAC  
Frank J. Thornton ..... Henrico County  
Julie Timm ..... GRTC Transit System  
Von S. Tisdale (Nonvoting) ..... RideFinders

**MEMBERS ABSENT**

Parker C. Agelasto ..... City of Richmond  
Cliff Burnette (Nonvoting) ..... DOAV  
Jennifer B. DeBruhl (Nonvoting) ..... DRPT  
James M. Holland ..... Chesterfield County  
John Lumpkins, Jr. .... Goochland County  
William E. Melton ..... Powhatan County  
Cynthia I. Newbille ..... City of Richmond  
W. Canova Peterson, IV ..... Hanover County  
John B. Rutledge ..... CRAC  
C. Thomas Tiller, Jr. .... New Kent County  
David T. Williams ..... Powhatan County  
Christopher Winslow ..... Chesterfield County

**ALTERNATE MEMBERS PRESENT, NOT VOTING**

Mark Riblett (Alternate) ..... Secretary of Transportation Designee

**CALL TO ORDER**

Richmond Regional Transportation Planning Organization (RRTPO) Chairman John H. Hodges called the October 3, 2019 RRTPO meeting to order at 9:30 a.m. in the PlanRVA James River Board Room.

**CERTIFICATION OF MEETING QUORUM**

Chet Parsons, RRTPO Secretary, certified that a quorum was present.

**PLEDGE OF ALLEGIANCE**

Chairman Hodges led the RRTPO policy board in the Pledge of Allegiance to the flag.

At the request of Chairman Hodges, self-introductions were made by those around the table.

## **A. ADMINISTRATION**

### **1. Approval of RRTPO Agenda**

Chet Parsons, RRTPO Secretary, that CTAC Chairman Herbert Richwine would need to leave early and requested that the CTAC Meeting Report, agenda item C.2., be moved back on the agenda. Chairman Hodges requested the CTAC Meeting Report be considered as item A.3.a. On motion of Patricia S. O'Bannon, seconded by Andreas D. Addison, the RRTPO policy board unanimously approved the October 3, 2019 RRTPO policy board meeting agenda as amended.

### **2. Approval of September 5, 2019 RRTPO Policy Board Meeting Minutes**

Chairman Hodges called for corrections or changes to the minutes and there were none. On motion of Steve A. Elswick, seconded by Patricia S. O'Bannon, the RRTPO policy board unanimously approved the minutes of the September 5, 2019 meeting minutes as presented.

### **3. Open Public Comment Period**

There were no requests to address the RRTPO.

### **3.a. Community Transportation Advisory Committee (CTAC) Meeting Report**

Herbert A. Richwine, CTAC Chairman, reported that CTAC met on Thursday, September 19 and had an excellent meeting with reports on the Virginia Breeze Bus Service and three other topics. The staff report in tab six of the agenda package was noted.

### **4. RRTPO Chairman's Report**

John Hodges, RRTPO Chairman, reported as follows.

1. Executive Committee Report –
2. Seventh Annual Transportation Forum: November 7, Randolph-Macon College – Chairman Hodges noted that the Town of Ashland is working with the college to finalize plans for the meeting room and refreshments. Chet Parsons noted the agenda is in the final stages of development and that Michael McLaughlin, DRPT Chief of Rail Transportation is scheduled to speak on the Long-Bridge and related track projects, DC to Raleigh – Southeast High Speed Rail and Federal Reauthorization. Pat O'Bannon requested that he also speak to station development, particularly in the Richmond region and Mr. Parsons said he would explore that possibility. Angela Kelly-Wiecek noted the website calendar had the forum listed as being held in the PlanRVA Board Room; staff will change that calendar listing.

### **5. RRTPO Secretary's Report**

Chet Parsons, RRTPO Secretary, reported as follows:

- a. **Current Work Efforts** – These are included under agenda tab two. Of note were projects being finalized this fall and the Active Transportation Work Group meeting with speakers on the Gambles Mill Eco-Corridor and the James River Park Master Plan.
- b. **RRTPO Work Status and Financial Reports** – The work status and financial reports were included under tab two of the agenda package;

the financial report indicates expenditures are on track at about 20 percent.

- c. **Complete Streets Workshop Recap** – The Ashland Complete Streets Pilot Project Public Open House was held on September 23, 4:00 to 7:00 p.m. at the Henrico County Tuckahoe Library. This event was facilitated by Smart Growth America and Michael Baker International and provided an opportunity for stakeholders to review recommendations and to learn more about Complete Streets principles through a workshop designing Complete Streets. There was discussion about Complete Streets principles and changes in public priorities leaning toward walkable communities with trails and bike lanes.
- d. **PlanRVA 50th Anniversary Recap** – Current and former Richmond Regional Planning District Commission / PlanRVA members and staff gathered to celebrate the accomplishments and growth over the past 50 years. Mr. Parsons thanked those who attended for helping to make this event a success.

**B. NEW BUSINESS**

**1. FY21 – FY22 Transportation Alternatives Set-Aside Projects**

Chet Parson, RRTPO Secretary, said the FY21 - FY22 Transportation Alternatives (TA) Set-Aside program provides capital grant assistance for projects defined as transportation alternatives. The RRTPO TA allocations are directed towards on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving bike and pedestrian access to public transportation, trails that serve a transportation purpose, and safe routes to school projects. A resolution of endorsement from the MPO is required for all project applications within the MPO boundary. The TAC reviewed 19 projects and recommended endorsement of these projects by the RRTPO policy board. Following the TAC meeting, two former Highway Safety Improvement Program projects became eligible for TA funding and were added to the list for RRTPO endorsement. There was brief discussion about the TA program and the timing of the next opportunity to apply for these funds, which is every two years.

On motion of Steve A. Elswick, seconded by Kimberly B. Gray, the Richmond Regional Transportation policy board voted unanimously to approve the following resolution:

**WHEREAS**, the Transportation Alternatives (TA) Set-Aside Guidance requires all Transportation Alternatives applications located within the boundaries of a Metropolitan Planning Organization, to obtain a resolution of endorsement from the appropriate MPO; and

**WHEREAS**, Chesterfield, Goochland, Henrico and Powhatan counties and the City of Richmond have indicated their intent to submit FY21 – FY22 Transportation Alternatives applications for the following projects (descriptions are attached):

Chesterfield County:

- Courthouse (Courts Complex – Rt.10) Trail
- Rt 1 (Gettings - Dwight) SW/Bike Project
- Route 1 at Marina Drive HAWK Signal

Goochland County:

- West Creek Trail – Leg 2

Henrico County:

- Lakeside Community Trail – Phase I
- Lakeside Community Trail – Phase II
- Lakeside Community Trail – Phase II
- Nuckols Road Corridor Shared Use Path
- Pedestrian Accommodations / Intersection Lighting

Powhatan County

- Courthouse Village Sidewalk Extension;

City of Richmond:

- Tredegar Street Sidewalk;
- Greene Elementary School-Safe Route to School-Phase II
- Carnation Street Sidewalk – Phase II
- State Route 161 (Westover Hill Boulevard) Bike Infrastructure-Phase I
- State route 147 (Main Street) Pedestrian Curb Extensions-Phase I
- 1st, 2nd, and 3rd Street Bike Infrastructure-Phase II
- Browns Island multiuse Trail Connection to T. Potterfield Bridge
- Maymont Neighborhood Sidewalk- Phase II
- State Route 161 (Park Drive/ Blanton Ave) Bike Infrastructure Phase II
- State Route 147 (Cary Street) Pedestrian Curb Extensions-Phase II
- Commerce Road Pedestrian Curb Extensions

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board endorses these projects as applications for the FY21 – FY22 Transportation Set-Aside process.

## 2. FY20 Congestion Management Process

Greta Ryan, Transportation Planner, explained that the Congestion Management Process (CMP) is a systematic process for addressing congestion by providing information on transportation system performance and proposing use of alternative strategies and programs to help alleviate congestion. In addition, MPO planning regulations require the RRTPO to address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy of new or existing transportation facilities eligible for funding. The *FY20 Congestion Management Process*, an update of the 2016 CMP Technical Report, is outlined on the Congestion Management page of the PlanRVA website at [planrva.org/transportation/cmp/](http://planrva.org/transportation/cmp/). The process evaluates the current conditions of the regional CMP network, using performance measures from various data sources to identify congested corridors and safety needs. Ms. Ryan reviewed the story map, also available on the website, and responded to questions regarding data availability for secondary roads, and for weekends, particularly important for New Kent County.

On motion of Patricia S. O'Bannon, seconded by Steve A. Elswick, the Richmond Regional Transportation Planning Organization (RRTPO) policy board unanimously approved the following resolution:

**RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board adopts the *FY20 Congestion Management Process* as presented.

**3. 2045 Long-Range Transportation Plan: Scope, Schedule, and Advisory Committee**

Sulabh Aryal, Transportation Planner, reviewed the draft scope and schedule for development of the 2045 Long-Range Transportation Plan (LRTP) in detail. He discussed pertinent questions that would guide various stages of plan development, discussed federal requirements for the plan, and reviewed the schedule which will lead to completion and submission of the plan for federal approval by October 2021. Chet Parsons, RRTPO Secretary, reviewed a draft list of members for the LRTP Advisory Committee noting that the list includes the traditional representatives from TAC, CTAC, and federal and state agencies, but also includes members of the community with special expertise and insight into various components of the plan and various populations in the region. He noted that the list may have minor changes as it is finalized. He said the LRTP AC will adjust the scope and schedule as it becomes necessary during plan development. In response to a question, Mr. Aryal explained that Environmental Justice is making sure due consideration is given to minority, limited English proficiency (LEP) and low-income populations so that they are not adversely and disproportionally impacted by transportation plans.

On motion of Angela Kelly Wiecek, seconded by Patricia S. O'Bannon, the Richmond Regional Transportation Planning Organization (RRTPO) policy board unanimously approved the following resolution:

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board approves the 2045 Long-Range Transportation Plan (LRTP) scope of work and schedule as presented to serve as general guidance to staff and the LRTP Advisory Committee for development and submission of the Year 2045 LRTP; and

**BE IT FURTHER RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board approves the Long-Range Transportation Plan (LRTP) Advisory Committee established for the purpose of providing input and oversight in the development of the 2045 Long-Range Transportation Plan.

**C. AGENCY AND COMMITTEE REPORTS**

**1. Transportation Agency Updates**

**a. VDOT** – Shane Mann, VDOT District Engineer and Secretary of Transportation designee, reported as follows:

- Commonwealth Transportation Board (CTB) Meetings Update:
  - At the September CTB meeting:
    - There was discussion of Transportation Alternatives Program (TAP) funding; TAP funds are subject to FAST Act rescission.
    - On the meeting video recording available online, FAST Act discussion begins at minute 23 and TAP specific discussion begins at minutes 33.
    - Virginia's share of rescission will be based on unobligated apportionment balances as of September 30, 2019.



- Rescission will be applied and funds taken on July 1, 2020; official rescission amounts will be released after October 2019.
    - The next CTB meeting is October 16 for the 10:00 a.m. workshop and October 17 for the 9:00 a.m. action meeting at the VDOT Central Office auditorium in Richmond.
  - SMART SCALE
    - The SMART SCALE round four processes are under review; updates will be shared as available.
    - Required Pre-Applications open March 1 and close June 1; applications will be screened out if no pre-app is submitted.
  - VTrans is in the wrapping up process with a draft update to the CTB in October and December final approval.
  - The Ashland to Petersburg Trail Study public meetings were held September 30 and October 1; feedback is being reviewed. The public comment period ends October 11; comment at [www.ATPTrailStudy.org](http://www.ATPTrailStudy.org).
  - Upcoming public hearings/citizen information meetings include:
    - Richmond District Fall Transportation /I-95 Public Meeting, Tuesday, October 15, 4:00 – 6:00 p.m., Short Pump Marriott.
    - The I-95 Study website and fall District meetings information are available on the VDOT website.
  - The Governor's Transportation Conference is November 20 – 22 at the Hyatt Regency Crystal City in Arlington. Registration information is available online.
- b. DRPT** – Tiffany Dubinsky, Statewide Transit Planner, reported as follows:
- The FY20 – 21 Grant Application Cycle opens December 1 and closes February 1.
  - A series of Grantee Workshops will be held prior to the application cycle opening:
    - For human service programs, Section 5310, and senior programs will be held Friday, November 15 from 10:00 to 1:00 at DRPT offices, 600 East Main Street in Richmond;
    - For TDM operating and assistance and mobility programs, a virtual workshop webinar option will be Thursday, November 7;
    - Urban and rural transit workshop will be November 14 at DRPT offices; and
    - Virtual webinar on 5303 funds will be Wednesday, November 13, 10:30 to 11:30.
  - October is Passenger Rail Month in Virginia. The current promotion is \$10 tickets for travel between October 1 and October 10; there are also codes for anytime fares, student fares, Saturday BOGO and other specials available online.
  - Chairman Hodges noted that Ashland Train Day is the first Saturday in November.

## **2. Community Transportation Advisory Committee (CTAC) Meeting Report**

This report was provided earlier in the meeting.

### **D. OTHER BUSINESS**

- 1. RRTPO Member Comments** – No comments were offered.

**2. Future Meeting Topics**

Future Meeting Topics were noted in tab seven of the agenda package. Suggestions for additional future meeting topics should be submitted to the RRTPO Secretary.

**3. Next Meeting: December 5, 2019**

Chairman Hodges briefly reviewed upcoming meeting topics included in the agenda package.

**E. ADJOURNMENT**

Chairman Hodges adjourned the meeting at approximately 10:45 a.m.

CAP/sr

## **Agenda Item A.4.**

*Consent Agenda*

2

### **REQUESTED ACTION**

*Review and approval of the consent agenda action items*

*as presented in this agenda tab.*

1. *Resolutions of Appreciation for Outgoing RRTPO Policy Board Members..... pages 1 – 5*
2. *Executive Committee Report*
3. *Seventh Annual Transportation Forum Recap*

### **RESOLUTIONS**

*A resolution for each outgoing RRTPO policy board member is presented in this agenda tab.*

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**RESOLUTION IN APPRECIATION OF**  
**PARKER C. AGELASTO**

**WHEREAS**, Parker C. Agelasto has provided valuable leadership and public service to the Richmond Regional Transportation Planning Organization (RRTPO) policy board as an alternate voting member from April 7, 2014 to January 4, 2015 and as a voting member from January 5, 2015 through December 5, 2019, representing the City of Richmond; and

**WHEREAS**, he has offered his dedicated support and commitment to serving the citizens of the Richmond region in these capacities on the RRTPO policy board;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board sincerely appreciates the leadership, contributions, and efforts of Parker C. Agelasto;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board, this fifth day of December 2019, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

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Chet A. Parsons  
RRTPO Secretary

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John H. Hodges  
RRTPO Chairman

**RESOLUTION IN APPRECIATION OF**  
**MANUEL ALVAREZ, JR.**

**WHEREAS**, Manuel Alvarez, Jr. has provided valuable leadership and public service to the Richmond Regional Transportation Planning Organization (RRTPO) as an RRTPO policy board voting member and as the RRTPO Executive Committee member serving from January 1, 2012 through December 30, 2019, for the County of Goochland; and

**WHEREAS**, he served as RRTPO policy board and RRTPO Executive Committee Vice Chairman for Fiscal Year 2014 and as RRTPO policy board and RRTPO Executive Chairman for Fiscal Year 2015; and

**WHEREAS**, he has offered his dedicated support and commitment to serving the citizens of the Richmond region in his capacity as a member of the RRTPO policy board and RRTPO Executive Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization sincerely appreciates the leadership, contributions, and efforts of Manuel Alvarez, Jr.;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board, this fifth day of December 2019, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

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Chet A. Parsons  
RRTPO Secretary

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John H. Hodges  
RRTPO Chairman

**RESOLUTION IN APPRECIATION OF**  
**STEVE A. ELSWICK**

**WHEREAS**, Steve A. Elswick has provided valuable leadership and public service to the Richmond Regional Transportation Planning Organization (RRTPO) as an RRTPO policy board voting member and as the RRTPO Executive Committee member from September 18, 2013 to December 31, 2019 representing the County of Chesterfield; and

**WHEREAS**, he served as RRTPO policy board Vice Chairman and RRTPO Executive Committee Vice Chairman for Fiscal Year 2016 and as RRTPO Chairman and RRTPO Executive Committee Chairman for Fiscal Year 2017; and

**WHEREAS**, he has offered his dedicated support and commitment to serving the citizens of the Richmond region in these capacities on the RRTPO policy board and RRTPO Executive Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board sincerely appreciates the leadership, contributions, and efforts of Steve A. Elswick;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board, this fifth day of December 2019, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

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Chet A. Parsons  
RRTPO Secretary

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John H. Hodges  
RRTPO Chairman

**RESOLUTION IN APPRECIATION OF**  
**WAYNE T. HAZZARD**

**WHEREAS**, Wayne T. Hazzard has provided valuable leadership and public service to the Richmond Regional Transportation Planning Organization (RRTPO) as an RRTPO policy board alternate voting member from September 2, 2014 to December 31, 2019 representing Hanover County; and

**WHEREAS**, he served as an RRTPO Executive Committee alternate member from August 14, 2015 to January 1, 2016; and

**WHEREAS**, he has offered his dedicated support and commitment to serving the citizens of the Richmond region in these capacities for the RRTPO;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board sincerely appreciates the leadership, contributions, and efforts of Wayne T. Hazzard;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board, this fifth day of December 2019, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

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Chet A. Parsons  
RRTPO Secretary

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John H. Hodges  
RRTPO Chairman

**RESOLUTION IN APPRECIATION OF**  
**FLOYD H. MILES, SR.**

**WHEREAS**, Floyd H. Miles, Sr. has provided valuable leadership and public service to the Richmond Regional Transportation Planning Organization (RRTPO) as the RRTPO policy board voting member and RRTPO Executive Committee member from January 1, 1996 through December 31, 2001, and again from January 19, 2012 through December 30, 2019, representing the County of Charles City; and

**WHEREAS**, he served as the RRTPO policy board and Executive Committee Chairman from February 17, 2012; and served as RRTPO policy board and Executive Committee Vice Chairman from July 1, 2001 through December 31, 2001 and again from July 1, 2019 through December 31, 2019; and

**WHEREAS**, he has offered his dedicated support and commitment to serving the citizens of the Richmond Region in these capacities on the RRTPO policy board and RRTPO Executive Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board sincerely appreciates the leadership, contributions, and efforts of Floyd H. Miles, Sr.;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board, this fifth day of December 2019, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

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Chet A. Parsons  
RRTPO Secretary

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John H. Hodges  
RRTPO Chairman



## Agenda Item A.6

*RRTPO Secretary's Report*

### **NO ACTION REQUESTED – INFORMATION ITEM**

*RRTPO Secretary, Chet Parsons, will review items in the RRTPO Secretary's Report included under this agenda tab.*

1. *SMART SCALE: Round 4 Update.....page 1*
2. *Current Work Efforts.....page 25*
3. *RRTPO Work Status and Financial Reports..... page27*
4. *Other*



COMMONWEALTH of VIRGINIA  
Office of the  
SECRETARY of TRANSPORTATION

# Proposed Enhancements to SMART SCALE Policies and Methods - Round 4

November 2019







# Summary



- Timeline and schedule
- Project eligibility
- Project Readiness
- Analytical methods and weights





# SMART SCALE

*Funding the Right  
Transportation Projects  
in Virginia*

## SMART SCALE is coming...

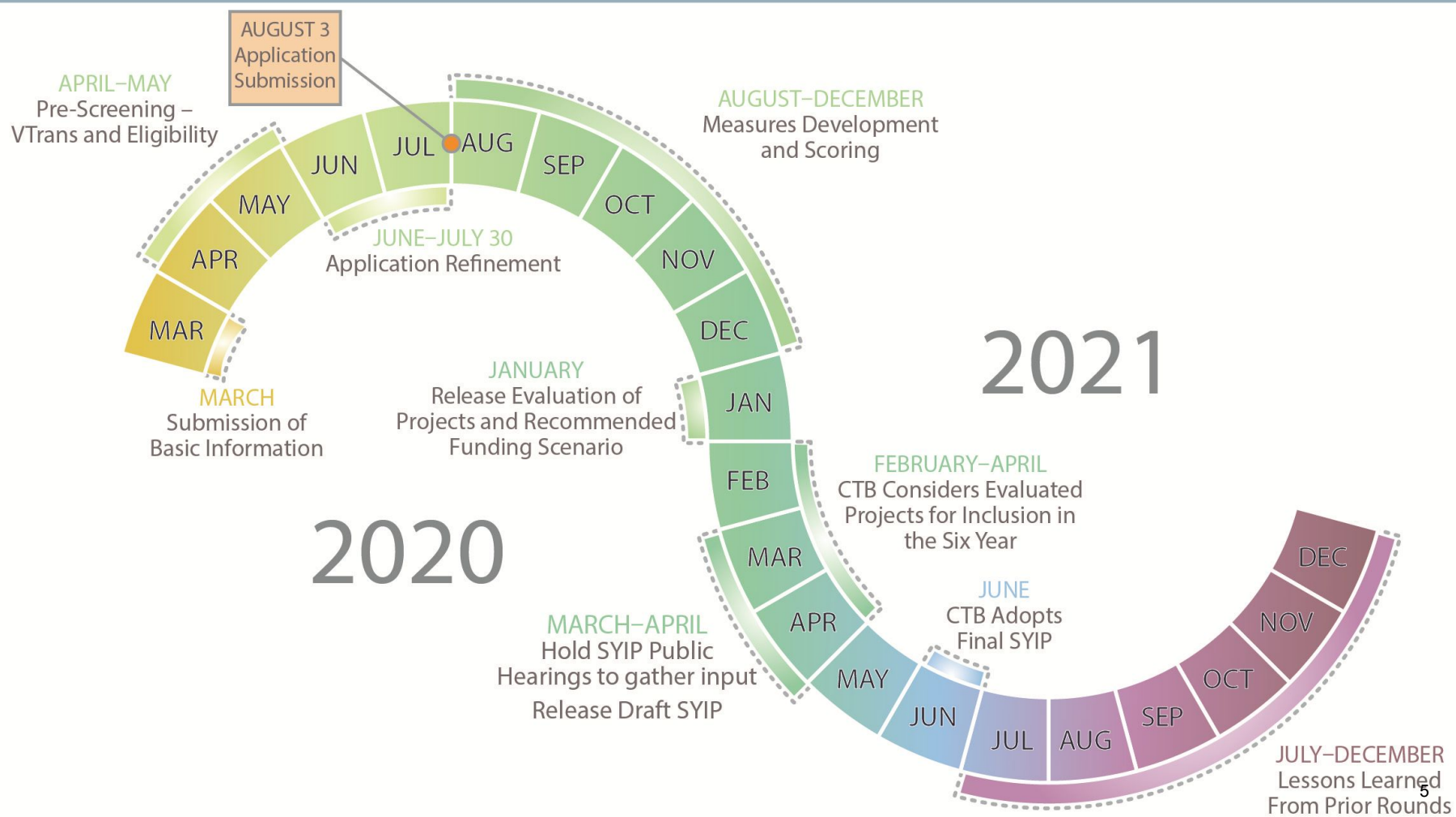




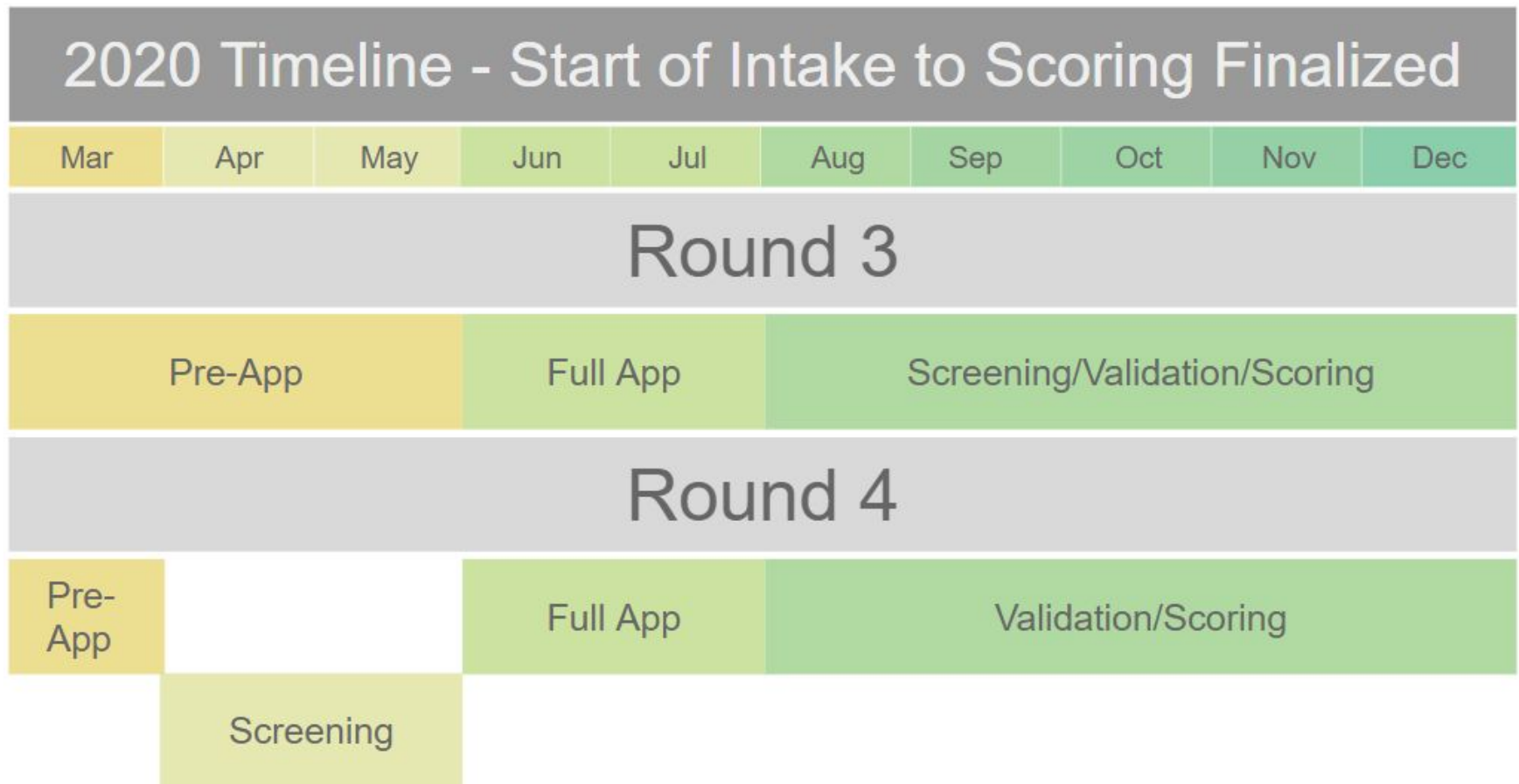
# SMART SCALE

*Funding the Right  
Transportation Projects  
in Virginia*

## Round 4 Timeline



# Differences in timeline from Round 3





## Changes to Timeline

- Pre-App
  - Intake window reduced from **3 months to 1 month**
  - NEW - Pre-apps that can be submitted will be based on cap limits
    - Cap limit of 10: will be allowed to submit 12 pre-apps (10+2)
    - Cap limit of 4: will be allowed to submit 5 pre-apps (4+1)
  - Pre-application cap limits prevent VDOT/DRPT staff from reviewing applications that will not be submitted while providing cushion in case a project screens out

Localities	MPOs/PDCs/Transit Agencies	Pre-Application Cap	Final Application Cap
<b>Less than 200K</b>	<b>Less than 500K</b>	<b>5</b>	<b>4</b>
<b>Greater than 200K</b>	<b>Greater than 500K</b>	<b>12</b>	<b>10</b>



# Changes to Timeline

- **Screening Applications**
  - 2-month window - VTrans need, eligibility and project readiness
  - Address challenge in Round 3 of major project changes occurring during pre-screening
- **Final Full Application**
  - 2-month window
  - Applicant provides economic development sites and refines final cost estimate and supporting documents
  - Applicant must receive approval from Commonwealth to change scope of work - this is to ensure project still meets VTrans need, readiness and eligibility
  - Can only submit up to their cap limit: 10 or 4 depending on population

# Project Eligibility

- Two areas to clarify/limit eligibility:
  - Transit Maintenance Facilities - propose that stand-alone maintenance facilities not be eligible - must include capacity expansion of transit system
  - Systemwide Investments - improvements that do not have a typical from/to and often cover a larger geographic area
    - **Examples**
      - Jurisdiction-wide implementation of adaptive signal controllers
      - Countywide bus stop upgrades
    - Prohibit project applications that include improvements that are jurisdiction-wide
    - Expansive scope and multi-faceted nature of improvements present considerable challenges for scoring and validation

# Project Readiness



- Board has strengthened project readiness requirements each round
- Strengthened policies to-date have focused on highway expansion investments - requiring alternative analysis and planning studies
- Recommend similar policy provisions for corridor level adaptive signal controller upgrades and major transit capital investments such as Bus Rapid Transit (BRT) and light rail
  - Corridor level adaptive signal controllers - require detailed corridor study/plan
  - BRT/Light Rail
    - Planning study that shows alternatives considered
    - Inclusion in agency's Transit Strategic/Development Plan

# Project Evaluation and Scoring

# Congestion

- Feedback - concern that current methods do not account for congestion on both weekdays and weekends
- Implement method to better account for peak period congestion throughout entire week (weekdays and weekends)
- Datasource: INRIX dataset
- Approach: For most recent calendar year - calculate the average daily hours the Travel Time Index (TTI) is greater than or equal to 1.5. Use this average daily value to convert the peak hour analysis for delay and throughput to peak period

## Congestion- Recommendation for Round 4

- 1) Implement method to better account for peak period congestion throughout entire week (weekdays and weekends)

# Congestion

Approach: For most recent calendar year - calculate the average daily hours the Travel Time Index (TTI) is greater than or equal to 1.5. Use this average daily value to convert the peak hour analysis for delay and throughput to peak period

## Example calculations

Project	MON	TUE	WED	THU	FRI	SAT	SUN	AVG	Peak Hour Delay	AVG Peak Period Delay
A	2.5	3	3	3	3.5	3	4	<b>3.14</b>	300	942
B	1.5	2	2	1.5	2	1	1	<b>1.57</b>	500	785
C	4	4.5	4.5	4	4.5	2	3	<b>3.79</b>	500	1895

- **SMART SCALE team has been working on the following areas related to safety**
  - **Targeted Crash Modification Factors (CMFs)**
  - **Weighting of S1 (crash frequency) versus S2 (crash rate) - currently 50/50**
    - Recommend changing weight to 70/30
    - Supports Board targets to reduce fatal and injury crashes and pending policy changes related to HSIP program
  - **Increase weight for Safety factor in Area Type A from 5% to 10%**

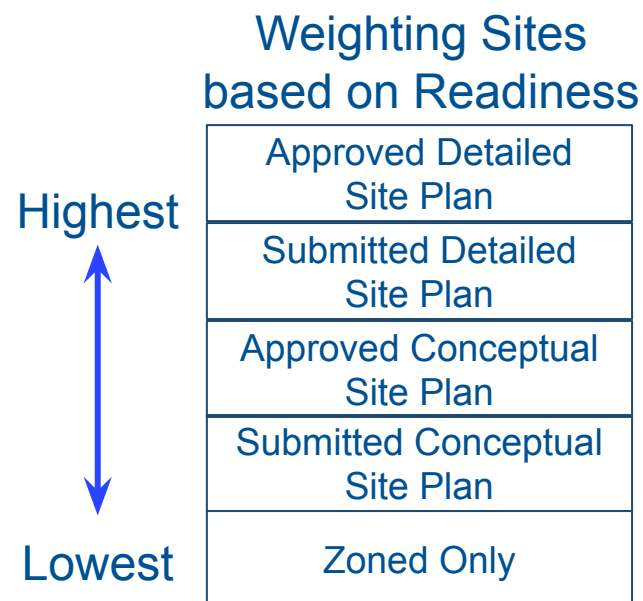
#### Safety - Recommendations for Round 4

- 1) For certain project types a targeted CMF will be used
- 2) 70/30 split in weighting - more weight to reduction in crash frequency
- 3) Area Type A - Increase safety weight from 5% to 10%

# Economic Development Sites



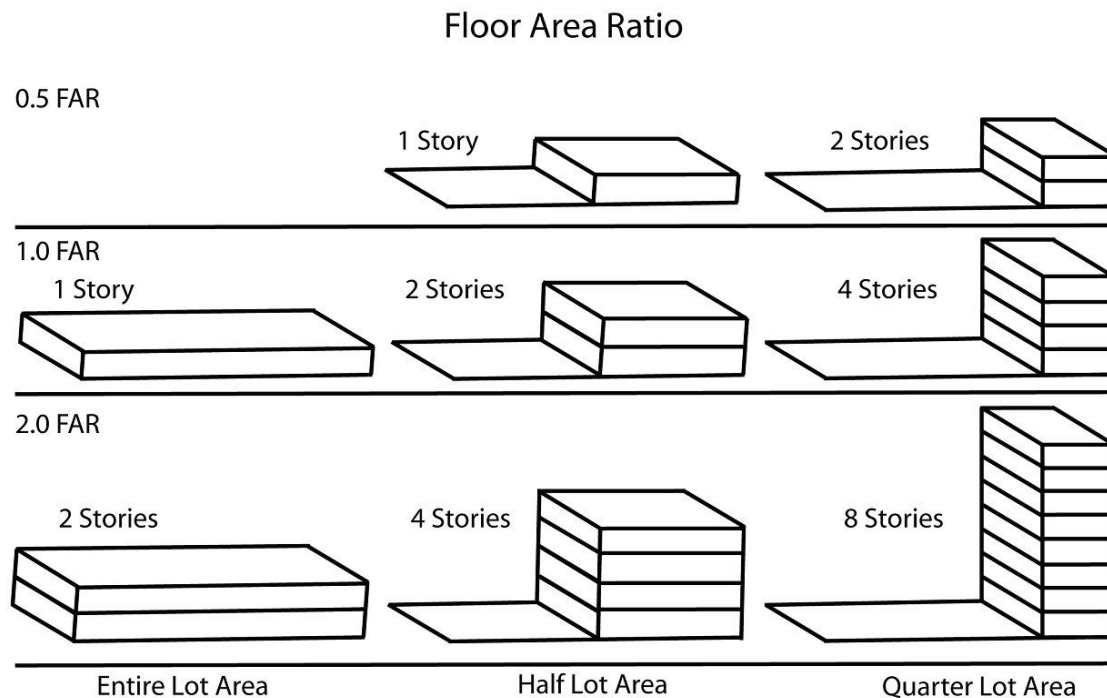
- Policies adopted by the Board for Round 3 improved the reasonableness of economic development results
- Zoned only properties has to be adjacent to the proposed transportation improvement
- In validating zoned properties and conceptual site plans we noticed several examples of high floor area ratios (FAR) - values in range of 5 were not uncommon
- Applicants uploaded zoning ordinances showing that larger FAR are allowed, but that does not mean they are likely





# Floor Area Ratio Explained

**Floor area ratio is the ratio of a building's total floor area to the size of the piece of land upon which it is built**



# Economic Development Sites



- Floor Area Ratio (FAR) assumptions for zoned-only properties can be problematic
- Large industrial tracks (250+ acres) with assumed FARs of 1 250 acre would equate to 10,890,000 sq ft building
  - **Boeing Everett Factory - 4.28M sqft**
- Several tracts with assumed FARs of 5.0 or higher
- Applicants provided documentation of local ordinances allowing FAR value used - just because it is allowed does not mean it is likely

## Economic Development - Recommendation for Round 4

- 1) FAR for zoned only properties capped at 0.3 unless applicant can prove average FAR around project is higher or minimum FAR in local zoning ordinance is higher than 0.3

# Environment

## Resource Impact Measure



- Problem: treating measure as a benefit
- Significant potential impact = 0 and No impact = 100
- After lessons of Round 1 - potential impact was then scaled by points in all other measures
- Results can be counter intuitive - if you do not consider \$
- Example - HRBT, which had the second-highest total impact to sensitive resources received the greatest number of points for this measure due to high benefit score

### Environment - Recommendation for Round 4

- 1) Convert E1 to subtractive measure (subtracting up to 5 points at end of scoring)
- 2) E2 (Air Quality Energy) measure weight changed to 100%

# Environment

## Resource Impact Measure



Proposed method would be subtractive, taking away up to five benefit points based on potential sensitive acres impacted

Project	Description	Impacted Acres	E1 Weighted Score	Benefit Score Before E1	Benefit Score After E1	Requested Amount	SS Score
W	High score, high cost, large footprint	900	-5.00	59.00	54.00	\$ 80,000,000.00	6.75
X	High score, moderate cost, moderate footprint	300	-1.67	26.00	24.33	\$ 15,000,000.00	16.22
Y	Moderate score, moderate cost, large footprint	450	-2.5	6.00	3.5	\$ 40,000,000.00	0.85

# Land Use

- For Round 3, the Board adopted a new method objective metric to replace subjective metric to measure a project's support for transportation efficiency of development
- L1 multiplies non-work accessibility by future density; this favors projects in areas that are already very dense over projects in areas that, though growth may be expected, existing density is low
- L2 multiplies non-work accessibility by the *change* in population and employment; this measure favors projects in areas where growth is expected regardless of initial density

## Land Use - Recommendations for Round 4

- 1) Drop L1 measure and give 100% of weight to L2
- 2) Area Type A - Land Use weight changed from 20% to 15%
- 3) Area Type A = Safety weight changed from 5% to 10%

# Land Use

## Rationale for Changes

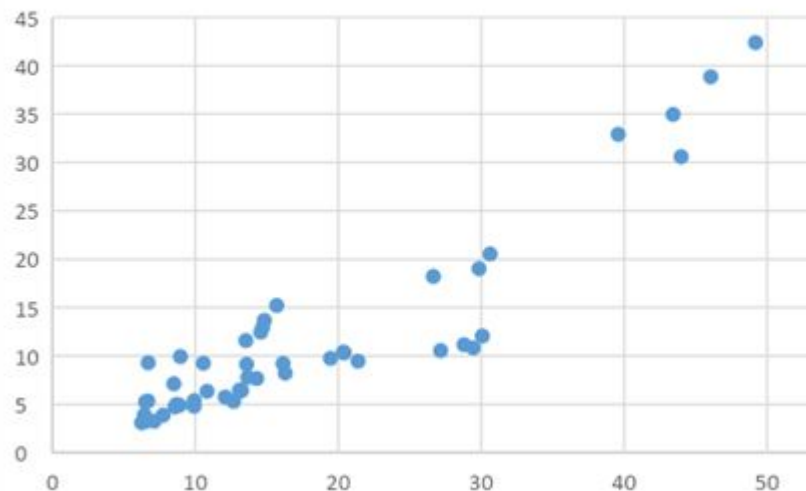


- Projects in areas with already high population/employment density tend to have a greater density of non-work destinations
- L1 measure involves scaling accessibility to non-work destinations by the 2025 population/employment density
- Since areas with dense population and employment also have higher density of non-work destination we feel the current math leads to a double benefit - this issue is exacerbated by a measure weight of 70%
- Proposed change has minimal impact on projects that score well in L1.

# Land Use

## Rationale for Changes

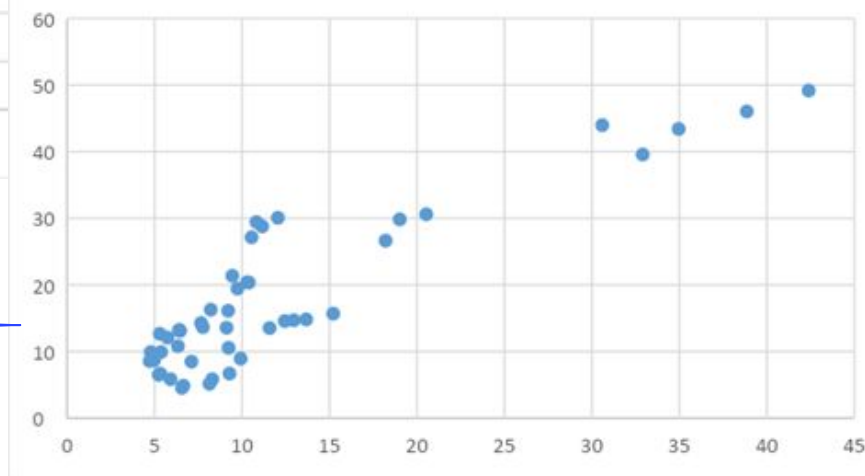
Top 50 L1 vs L2 (top 2 not shown)



Strong correlation between L1 and L2 among the 50 top-scoring L1 projects (top 2 projects removed to make chart easier to read – top 2 are the same for L1 and L2)

On the other hand, not all projects that score well in L2 are in the top for L1. Projects that score well in L1 are unaffected while projects in emerging growth areas - areas that need bike/ped investment - get a boost.

Top 50 L2 vs L1 (top 2 not shown)





# Treatment of Interstate Projects

- Interstate projects have been outlier projects that have suppressed benefits scores for other investments
- Dedicated funding sources for operational and capacity improvements for Interstates exists now from the 81 legislation
- Should Interstate projects still be eligible for SMART SCALE or should they be handled through the new dedicated Interstate funding?
- Intent is to develop Interstate Corridor Plans for each Interstate
  - I-81 Complete
  - I-95 Underway
  - I-64 to start in January







COMMONWEALTH of VIRGINIA  
Office of the  
SECRETARY of TRANSPORTATION

Thank you.



## **Current Work Efforts Update**

### **Greater RVA Transit Vision Plan Phase 2: Corridor Analysis**

Phase 2 focuses on the 20 corridors identified in the *transit2040* vision for high-frequency service by 2040. The Kimley-Horn team has shared its initial recommendations for the first cut of near-term enhanced transit corridors with the steering committee (including representation from CTAC), RRTPO Technical Advisory Committee (TAC), the RRTPO policy board and the Community Transportation Advisory Committee (CTAC), GRTC, DRPT, and new leadership of GRTC. Kimley-Horn is working on the more detailed analysis for the 12 selected corridors to share with the committee in early December.

### **Long-Range Transportation Plan**

The Long-Range Transportation Plan (LRTP) is a significant decision tool to guide how the RRTPO and its partners will meet the transportation needs of the Richmond region over the next 20 plus years. RRTPO is in process of updating the region's long-range transportation plan. The LRTP process is guided by a LRTP advisory committee composed of TAC representatives plus additional stakeholders. TAC, CTAC and other stakeholders were invited to participate in the LRTP advisory committee. The general scope and schedule of the 2045 LRTP update has been developed and reviewed by TAC and CTAC and the Policy Board. The general scope, schedule and composition of the LRTP Advisory committee was approved by the RRTPO policy board on October 3. Since then, detailed scope and schedule including the scopes for various tasks within the LRTP, are being developed. Internal workgroup meetings to get started with the different tasks within LRTP were also convened. Work to develop a public outreach strategy, including a branding component for the LRTP is being conducted. The LRTP advisory committee kick-off meeting is scheduled for December 9.

### **Ashland Trolley Line Trail Study**

Henrico County has made application for Transportation Alternatives (TA) set-aside funding for the initial segments of the trail in conjunction with utility work being done along Spring Run in the Lakeside area. Ashland has delayed completion of their segments until summer 2020. Field visits to additional segments in Hanover and Town of Ashland are planned for December 4.

### **Ashland to Petersburg Trail Study**

VDOT presented an update at the November 7, 2019 Regional Transportation Forum at Randolph-Macon College in Ashland. The plan is being finalized and RRTPO staff expect it to be complete by the end of the calendar year. More information can be found at <http://www.virginiadot.org/projects/richmond/ashland-to-petersburg-trail-study.asp>

### **Bicycle and Pedestrian Plan Update**

Scoping for the update to the 2004 Richmond Regional Bicycle and Pedestrian Plan is underway. Staff is also in the process of selecting a steering committee and gathering GIS data to create regional maps for bicycle and pedestrian infrastructure. Staff is also reviewing master plans and chapters of comprehensive plans from

regional localities as well as comparable plans in other regions. Staff expects to schedule steering committee meetings to begin in January.

### **Complete Streets**

Draft report from the consultant has been received and is being edited to include information on the last public meeting held the end of September. The report will be presented to TAC in January and to the TPO Policy Board in February with a guideline framework to be posted and continually updated on the web site for the locality, agency, and advocacy partners to use in drafting policy and ordinances. This will be incorporated into the Long-Range Transportation Plan for public education and review.

## **RRTPO WORK STATUS REPORT – October 2019**

### **7100 Program Management**

#### **7110 Program Management**

- Developed agenda packages for the RRTPO policy board and Technical Advisory Committee for the month of October
- Staff support for the RRTPO policy board and Technical Advisory Committee for the month of October
- Coordinated preparations for the Seventh Annual Richmond Region Transportation Forum at Randolph-Macon College on November 7
- Coordinated staffing on current work tasks and ensured completion of time-sensitive activities
- Participated in the October 24 Mission Tomorrow event at the Richmond International Raceway. Served as a Navigator and helped escort groups of students through the exhibition buildings.(KEL)
- Began development of the agenda for the November 21 CTAC meeting.

### **7200 Long-Range Transportation Planning**

#### **7310 Long-Range Transportation Plan (SA)**

- Continued work to develop the detail scope and schedule of the 2045 LRTP update.
- Developed scope for work for Task 1.2 Transportation Needs Assessment and Task 3.0 Development of Vision, Goals and Objectives within the LRTP.
- Convened internal workgroup meetings to get started with the above tasks.
- Worked on the general scope of the Public Outreach Strategy for the LRTP.
- Worked on the branding and the logo for the LRTP.
- Continued work on the Socioeconomic Data & Analysis Report. All analysis is complete. Started to work on the narrative
- Participated in the October 11, 2019 meeting to discuss public participation for Plan 2045 (KEL)

#### **7320 Regional Travel Demand Model (RTDM)**

- Consultant Support
  - Worked to finalize the new contract with the on-call consultant (the Corradino Group).
  - Worked to update VDOT and PlanRVA/RRTPO standard project administration agreement, originally executed in September 2015, which allows the RRTPO to proceed with the new contract with the consultants.
- RTC Model Update

- Attended web-based meetings on the RTC model development process.
- Reviewed the first version of the RTC model for base year 2017.
- Ran the model to view results.
- Provided comments on the draft process and documentation guide as provided by the consultants.

## 7330 Transit

### *Greater Richmond Transit Vision Plan transit2040, Phase II (BVJ, CAP)*

- Briefed Julie Timm, GRTC Executive Director and staff on the scope of work and status of the study on October 29.
- Web site landing page for this project is ready (<https://planrva.org/transportation/greater-rva-transit-vision-plan/>) for access to the analysis of the selected corridors/segments as it proceeds into the next phase.

### *GRTC*

Attended the October 22 GRTC Board of Directors meeting and prepared a summary of the board's discussions and decisions. (KEL)

### *RideFinders*

- On October 3, provided Executive Director Von Tisdale a map depicting the locations of major distribution centers within the planning area. This information will be used by RideFinders to plan its future employer outreach activities.
- Participated in the Association for Commuter Transportation October 22 webinar, "Incentives Matter-Building Commuter Benefit Programs that Change Behavior." (KEL)

### *Paratransit and CHSMP*

- Participated in the October 2 Coordinated Human Service Mobility Plan (CHSMP) meeting held in the PlanRVA Board Room. The meeting included a presentation on the 2019 update to the CHSMP and a discussion of proposed projects and programs that may be funded under the FTA Section 5310 program. Representatives of approximately 12 human service agencies attended. (KEL)
- Reviewed the following documents for consideration in future CTAC meetings and as resources for upcoming work tasks:
  - Partners in Transit. A Review of Partnerships between Transportation Network Companies and Public Agencies in the United States
  - Operational Experiences with Flexible Transit Services
  - Transit in the Era of Shared Mobility

- Emerging Mobility Technologies and Trends and their Role in Creating Mobility as a System for the 21st Century and Beyond
- Participated in the Eno Center for Transportation October 31 webinar, “How the City of Minneapolis is Addressing Equity in Shared Mobility.”
- Participated in the October 3 and 30 meetings of the Hanover Human Services Network and the New Kent Outreach Council, respectively. Prepared, distributed and reviewed a handout containing information on the availability of the draft 2019 Coordinated Human Service Mobility Plan, the upcoming DRPT grant programs workshops, and the November 7 RRTPO Richmond Region Transportation Forum.
- Reviewed the Transportation Research Board’s Transportation Research Information Services Database (TRID) for recent public transit and paratransit services publications
- Reviewed the senior transportation services documents.
- Participated in the October 4 RVA Active Aging Week and VCU Gerontology Celebration event at Genworth Financial for recognition and presentation of awards to several individuals and businesses for their efforts to further the work of the Age Wave Coalition. (KEL)

#### *Regional Park and Ride Investment Strategy (BVJ, DM)*

Technical Advisory Committee reviewed and approved the final strategy on October 8 to move forward to the RRTPO policy board on December 5, 2019 for adoption.

### **7340 Active Transportation: Bicycle and Pedestrian**

#### *Active Transportation Work Group*

Continued planning for the quarterly meeting to be held November 12 at the PlanRVA offices. Working to schedule speakers, expected to include representatives from VDOT and the Virginia Department of Conservation and Recreation to present on the Virginia Outdoors Program. (PR/BVJ)

#### *Town of Ashland pilot project and regional guidance for Complete Streets*

Work continues on a final summary report of Complete Streets applicable to the region’s localities with complimentary web guidance “toolbox” illustrating possible complete streets elements. (PR/BVJ/SR)

#### *East Coast Greenway*

Monitored the executive council meeting by phone; no significant updates for Richmond region. (PR)

#### *Ashland Trolley Line (ATL) Trail (PR, CAP, BVJ)*

- Coordination with the VDOT Ashland to Petersburg trail study continues with sponsorship/participation in the Envisioning Regional Trails with Sports Backers and Crater Planning District Commission on October 29.
- Prepared a fact sheet about the trail for use by Hanover and Henrico counties staff.

## **7300 Short-Range Transportation Planning**

### **7410 Performance Based Transportation Planning**

#### *Transportation Performance Measures*

Completed collection of transportation data for the development of the annual report and posted the draft to the PlanRVA website by the Oct. 31 deadline. (PR)

### **7420 Transportation Improvement Program (TIP)**

#### *Development*

- RRTPO will receive the planned obligation data from VDOT in November 2019 for preparing the RRTPO FY21 – FY24 TIP.
- Participated the FY19 DRPT Human Service Mobility Plan workshop at RRPDC on 10/2/19. The FTA Section 5310 grant application process was mainly discussed. The workshop provided applicants with information on changing the due date of submitting the intergovernmental review and inclusion of projects in the TIP requests to PDC/MPO from January 31 to December 31 each year.

#### *Regional Surface Transportation Block Grant (RSTBG) and Congestion Mitigation and Air Quality (CMAQ)*

- Received VDOT PD-24s requesting transfers of RSTBG and CMAQ allocated funds for five projects on 10/28/19 as follows:

#### RSTBG Funds

- Shifts \$250,000 FY19 RSTBG funds from the Richmond Marine Terminal (RMT) gate improvement project (#113832) to the Henrico County Parham Road and Hungary Road bike and pedestrian study project (#115001).
- Shifts \$300,000 FY19 RSTBG funds from the Richmond Marine Terminal (RMT) gate improvement project (#113832) to the RMT I-95/Commerce Road access study project (#T22779).

#### CMAQ Funds

- Shifts \$503,260 CMAQ funds from the Henrico County John Rolfe Pkwy sidewalk project (104881) to the Chesterfield County Route 60 Shared-use path between Boulders Pkwy and Ruthers Road project (#115063). The \$503,260 CMAQ funds consist of FY16 \$178,260 and FY18 \$325,000 CMAQ funds.

- Shifts \$59,320 CMAQ funds from the regionwide traffic operations improvements project (#101492) to the Richmond Arthur Ashe Park-and-Ride bus purchase project (#115222). The CMAQ funds \$59,320 consist of FY16 \$178,260 and FY18 \$325,000.
- Shifts \$177,740 CMAQ funds from the regionwide traffic operations improvements project (#101492) to the Chesterfield County Route 60 Shared-use path between Boulders Pkwy and Ruthers Road project (#115063). The \$177,740 CMAQ funds consist of FY08 \$147,340—State match only, FY12 \$24,400 CMAQ funds and FY16 \$6,000 CMAQ funds.

These fund transfer documents will be submitted to VDOT at the beginning of November 2019.

- RSTBG and CMAQ active project lists by jurisdiction and by agency that were prepared on 10/7/19 will be used for review and discussion with local staffs in November 2019.
- The RRTPO staff will receive FY21 – FY26 RSTBG/CMAQ project applications from locals through November 1, 2019. These application projects will be compared with the RSTBG and CMAQ active projects by jurisdiction and agency at the beginning of November 2019.

#### *Transportation Alternatives Set-Aside Projects*

- Compared Transportation Alternatives Set-Aside project applications between last time cycle and this time cycle.
  - While there were 13 applications in the last time cycle, there were 21 applications in this time cycle.
  - The CTB TA fund allocations for Richmond and Tri-Cities area were \$2,071,085 for FY19/FY20 in the last time cycle. The CTB will allocate FY21/FY22 TA funds soon (not available yet).
  - The balance of TA funds in the last time cycle is \$845,372.



**TPO**  
**PL/Section 5303 Financial Status Report for YTD October FY 2020**

Project Name/UPWP Work Task Staff	Funding Sources	FY20 Budget Dollars(1)			% of funding	Total Expenditures to Date	Percent of Budget Spent	Balance Remaining
			Q1 FY 20	OCT 19				
7110 Program Management	PL	\$ 132,000	37,176	13,274	80%	\$ 50,450		\$ 81,550
	Sec. 5303	\$ 33,000	8,568	3,113	20%	\$ 11,680		\$ 21,320
	RRPDC	\$ 165,000	\$ 45,744	\$ 16,386		\$ 62,131	38%	\$ 102,869
7120 UPWP,Budget, & Contract Admin	PL	\$ 24,421	2,758	1,639	52%	\$ 4,397		\$ 20,024
	Sec. 5303	\$ 22,579	2,550	1,513	48%	\$ 4,063		\$ 18,516
	RRPDC	\$ 47,000	\$ 5,309	\$ 3,151		\$ 8,460	18%	\$ 38,540
7210 Public Outreach & Equity Analysis	PL	\$ 97,750	18,767	10,758	85%	\$ 29,525		\$ 68,225
	Sec. 5303	\$ 17,250	3,290	1,899	15%	\$ 5,188		\$ 12,062
	RRPDC	\$ 115,000	\$ 22,057	\$ 12,657		\$ 34,714	30%	\$ 80,287
7220 Special Planning Efforts	PL	\$ 99,000	18,188	3,027	100%	\$ 21,216		\$ 77,784
	RRPDC	\$ 99,000	\$ 18,188	\$ 3,027		\$ 21,216	21%	\$ 77,784
7230 Contingency Funding	PL	\$ 109,858	-	-	100%	\$ -		\$ 109,858
	RRPDC	\$ 109,858	\$ -	\$ -		\$ -	0%	\$ 109,858
7310 Long-Range Transportation Plan	PL	\$ 242,096	51,249	17,711	80%	\$ 68,960		\$ 173,136
	Sec. 5303	\$ 60,524	11,165	4,428	20%	\$ 15,593		\$ 44,931
	RRPDC	\$ 302,620	\$ 62,414	\$ 22,139		\$ 84,553	28%	\$ 218,067
7320 Trvl Demand Model & Emis Analy	PL	\$ 218,500	29,900	5,811	66%	\$ 35,710		\$ 182,790
	Sec. 5303	\$ 11,500	14,985	2,993	3%	\$ 17,978		\$ (6,478)
	Other	\$ 100,000	-	-	30%	\$ -		\$ 100,000
	RRPDC	\$ 330,000	\$ 44,885	\$ 8,804		\$ 53,688	16%	\$ 276,312
7330 Transit	PL	\$ 115,500	35,338	65,339	30%	\$ 100,677		\$ 14,823
	Sec. 5303	\$ 259,170	42,803	3,161	67%	\$ 45,963		\$ 213,207
	Sec. 5303-CO	\$ 10,330	10,330	-	3%	\$ 10,330		\$ -
	RRPDC	\$ 385,000	\$ 88,471	\$ 68,500		\$ 156,971	41%	\$ 228,030
7340 Active Transport - Bicycle & Ped	PL	\$ 178,500	39,088	13,252	85%	\$ 52,340		\$ 126,160
	Sec. 5303	\$ 31,500	25,400	1,932	15%	\$ 25,400		\$ 6,100
	RRPDC	\$ 210,000	\$ 64,488	\$ 15,184		\$ 77,740	37%	\$ 132,260
7350 Systems Resilience Plan	PL	\$ 110,682	4,388	\$ 3,102	100%	\$ 4,388		\$ 106,294
	RRPDC	\$ 110,682	\$ 4,388	\$ 3,102		\$ 4,388	4%	\$ 106,294
7410 Performance Based Transport Plan	PL	\$ 97,750	34,577	8,605	85%	\$ 43,183		\$ 54,567
	Sec. 5303	\$ 17,250	5,653	1,431	15%	\$ 5,653		\$ 11,597
	RRPDC	\$ 115,000	\$ 40,230	\$ 10,036		\$ 48,836	42%	\$ 66,164
7420 Financial Program/Transport Improv Program	PL	\$ 282,625	58,487	23,608	95%	\$ 82,095		\$ 200,530
	Sec. 5303	\$ 14,875	3,078	1,243	5%	\$ 3,078		\$ 11,797
	RRPDC	\$ 297,500	\$ 61,565	\$ 24,850		\$ 85,173	29%	\$ 212,327
7430 Rail, Freight & Intermodal Planning	PL	\$ 4,200	1,313	-	40%	\$ 1,313		\$ 2,887
	Sec. 5303	\$ 6,300	1,969	-	60%	\$ 1,969		\$ 4,331
	RRPDC	\$ 10,500	\$ 3,282	\$ -		\$ 3,282	31%	\$ 7,218
Total All Projects		\$ 2,297,160	\$ 461,022	\$ 187,836	\$ -	\$ 641,151		\$ 1,656,009
SUMMARY						\$(180,130)		
	Funding Source	FY20				FY20 Spent To Date	Percent Spent	Balance
	PL	\$ 1,712,882	\$ 331,230	\$ 166,126	75%	\$ 494,255	29%	\$ 1,218,627
	Sec. 5303	\$ 473,948	\$ 119,461	\$ 21,711	21%	\$ 136,567	29%	\$ 337,381
	CO-Sec. 5303	\$ 10,330	\$ 10,330	\$ -	0%	\$ 10,330	100%	\$ -
	Other	\$ 100,000	\$ -		4%	\$ -	0%	\$ 100,000
GRAND TOTAL		\$ 2,297,160	\$ 461,022	\$ 187,836	100%	\$ 641,151	28%	\$ 1,656,009

(1) FY2020 UPWP approved June 27, 2019

## **Agenda Item B.4.**

*FY20 Unified Planning Work Program (UPWP)  
Budget Amendment*

### **REQUESTED ACTION**

*The RRTPO policy board is requested to review and approve the proposed FY20 Unified Planning Work Program (UPWP) budget amendment.*

### **RESOLUTION**

*The following resolution is presented for RRTPO policy board consideration:*

***RESOLVED***, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the amendment to the RRTPO Fiscal Year 2020 Unified Planning Work Program programming \$143,738 in FY19 Federal Transit Administration (FTA) Section 5303 Carryover funds as presented.

***BE IT FURTHER RESOLVED***, that the RRTPO action to amend the UPWP, as submitted, meets all requirements noted in the VDOT/RRPDC Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Richmond Area as provided in Article III, Statement of Work, which includes VDOT and FHWA approval of this RRTPO action and amending the FY20 UPWP.

## **RRTPO POLICY BOARD AGENDA 12/5/19; ITEM B.1.**

### **FY20 UNIFIED PLANNING WORK PROGRAM (UPWP) BUDGET AMENDMENT**

#### **Richmond Regional Transportation Planning Organization**

**REQUESTED ACTION:** The Richmond Regional Transportation Planning Organization (RRTPO) policy board is requested to review and approve the proposed FY20 Unified Planning Work Program (UPWP) budget amendment. Following RRTPO action, the amended work program will be submitted to VDOT, DRPT, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

**BACKGROUND:** The FY20 Unified Planning Work Program (UPWP) is the RRTPO budget and work program for the current fiscal year that runs from July 1, 2019 through June 30, 2020. Activities programmed in the UPWP address federal and state requirements and address regional transportation planning issues and needs. Additionally, the UPWP addresses the requirements that are required as a condition 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.

The two primary funding sources supporting the UPWP are: FHWA/Planning funds and FTA Section 5303 funds. These two federal fund sources are matched by state and local sources on an 80% federal (FHWA and FTA) 10% state (VDOT and DRPT), and 10% local (RRPDC member dues and RRTPO special assessment) basis. Additional funding in the UPWP includes FHWA/Regional Surface Transportation Program funds that support an on-call consultant working with the RRTPO on the development and analysis of the Regional Travel Demand Model.

#### *Program Development and Work Priorities*

As part of the UPWP development process, a summary of work tasks is prepared based on anticipated needs for the upcoming year with estimates of staff time required for each effort. These work activities are translated into corresponding budgets which are included in each section of the work program. The programmed budget includes the fund sources and the match sources. The UPWP was initially adopted by the RRTPO on June 27, 2019.

#### *Programming of FY19 and previous FTA Section 5303 Carryover Funds*

When the UPWP was approved on June 27, 2019, the amount of funding that would be available from the previous FTA Section 5303 Carryover was not fully budgeted into the program because the amount was unconfirmed. This UPWP amendment includes the allocation of \$143,738 to three work tasks in the UPWP in support of additional transit-supportive activities.

• Task 7310 Long-Range Transportation Plan	\$109,408
• Task 7330 Transit	\$ 10,330
• Task 7340 Active Transportation – Bicycle & Pedestrian	<u>\$ 24,000</u>
TOTAL	\$143,738

Mid Year Work Program Review, Timing of Projects and Staffing

The RRTPO is now fully staffed and is on track with the priorities outlined in the FY20 UPWP. The ability to allocate FTA 5303 carryover funds at this time allows management to evaluate staff commitments to UPWP work tasks and adjust hours to meet the most pressing needs.

The items shown in the attached Table 3: Summary of FY2020 RRTPO UPWP Budget are proposed to replace the attached Figure 2 and Tables 3 and 4 in the adopted FY20 UPWP. This revision includes adjustments for full staff utilization and the programming of FTA 5303 carryover funds.

**TAC RECOMMENDATION:** The RRTPO Technical Advisory Committee (TAC) reviewed the proposed amendment to the FY20 UPWP at the November 12 TAC meeting and recommends RRTPO policy board approval of the amendment.

**STAFF RECOMMENDATION:** Staff concurs with the TAC recommendation.

**RRTPO POLICY BOARD ACTION REQUESTED:** The following resolution is presented for RRTPO policy board review and action:

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the amendment to the *RRTPO Fiscal Year 2020 Unified Planning Work Program* programming \$143,738 in FY19 Federal Transit Administration (FTA) Section 5303 Carryover funds as presented.

**BE IT FURTHER RESOLVED**, that the RRTPO action to amend the UPWP, as submitted, meets all requirements noted in the VDOT/RRPDC Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Richmond Area as provided in Article III, Statement of Work, which includes VDOT and FHWA approval of this RRTPO action and amending the FY20 UPWP.

Attachments

TABLE 3: SUMMARY OF FY 2020 RRTPO UPWP BUDGET

Work Task	RRTPO Budget				
	PL Approved	5303 Approved	CO 5303 Approved	OTHER (I)	GRAND TOTAL
7110 Program Management	\$ 132,000	\$ 33,000	\$ -	\$ -	\$ 165,000
7210 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 Metropolitan Transportation Plan	\$ 242,096	\$ 60,524	\$ 109,408	\$ -	\$ 412,028
7320 Travel Demand Modeling & Emission Analysis	\$ 218,500	\$ 11,500	\$ -	\$ 250,000	\$ 480,000
7330 Transit	\$ 115,500	\$ 259,170	\$ 10,330	\$ -	\$ 385,000
7340 Active Transportation- Bicycle & Pedestrian	\$ 178,500	\$ 31,500	\$ 24,000	\$ -	\$ 234,000
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	\$ 143,738	\$ 322,500	\$ 2,653,068

Work Tasks to receive FTA 5303 Carryover funds

(I) 7320 funds are RSTBG funds for travel demand model development & 7510 funds are PlanRVA allocated rural transportation funds shown for reference

*FIGURE 2: FY 2020 TOTAL RRTPO BUDGET BY TASK*

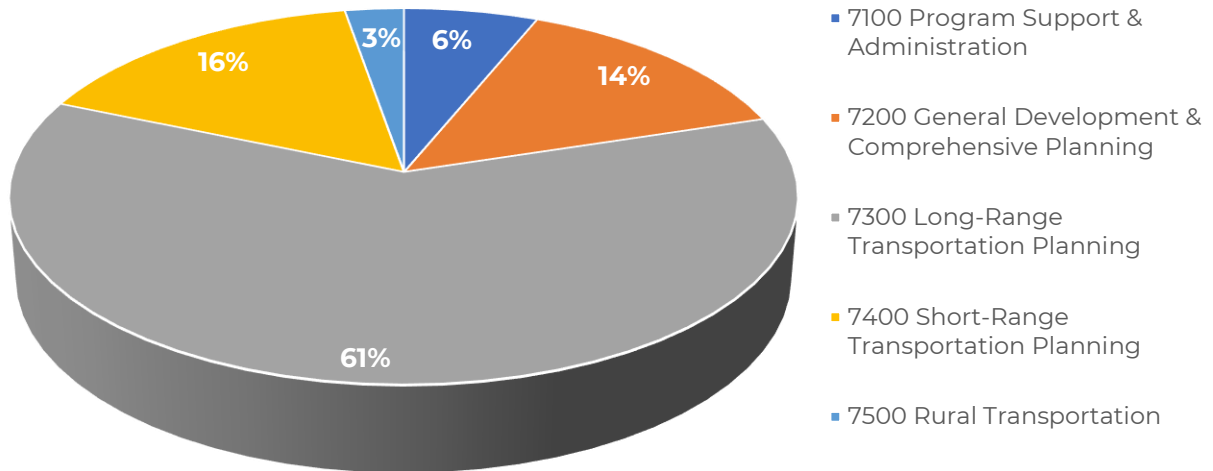


TABLE 4: FY 2020 RRTPO UPWP BUDGET

Work Task	RRTPO Budget												
	PL				5303				CO 5303				GRAND TOTAL
	Federal	State	Local	Total	Federal	State	Local	Total	Federal	State	Local	Total	
7110 Program Management	\$ 105,600	\$ 13,200	\$ 13,200	\$ 132,000	\$ 26,400	\$ 3,300	\$ 3,300	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000
7210 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 Metropolitan Transportation Plan	\$ 193,677	\$ 24,210	\$ 24,210	\$ 242,096	\$ 48,419	\$ 6,052	\$ 6,052	\$ 60,524	\$ 87,526	\$ 10,941	\$ 10,941	\$ 109,408	\$ 412,028
7320 Travel Demand Modeling & Emission Analysis	\$ 174,800	\$ 21,850	\$ 21,850	\$ 218,500	\$ 9,200	\$ 1,150	\$ 1,150	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ 480,000
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 & Pedestrian	\$ 142,800	\$ 17,850	\$ 17,850	\$ 178,500	\$ 25,200	\$ 3,150	\$ 3,150	\$ 31,500	\$ 19,200	\$ 2,400	\$ 2,400	\$ 24,000	\$ 234,000
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,500
TOTAL (\$)	\$ 1,370,306	\$ 171,288	\$ 171,288	\$ 1,712,882	\$ 379,158	\$ 47,395	\$ 47,395	\$ 473,948	\$ 114,990	\$ 14,374	\$ 14,374	\$ 143,738	\$ 2,653,068

(1) 7320 funds are RSTBC funds for travel demand model development, 7510 funds are PlanRVA allocated rural transportation funds shown for reference

## **Agenda Item B.2.**

### *Transportation Performance Measures – Progress Report 2019*

#### **ACTION REQUESTED**

*The RRTPO policy board is requested to review and approve the Transportation Performance Measures – Progress Report 2019 as an FY20 Unified Planning Work Program (UPWP) work task complete.*

#### **RESOLUTION**

*The following resolution is presented for RRTPO policy board consideration:*

***RESOLVED***, that the Richmond Regional Transportation Planning Organization policy board accepts the Transportation Performance Measures – Progress Report 2019 as a Fiscal Year 2019 Unified Planning work Program work task complete.

***BE IT FURTHER RESOLVED***, that staff will review performance measures data sources for changes for preparation of the FY20 Transportation Performance Measures Report.



## **RRTPO POLICY BOARD AGENDA 12/5/19; ITEM B.2.**

### **TRANSPORTATION PERFORMANCE MEASURES – PROGRESS REPORT 2019**

#### **Richmond Regional Transportation Planning Organization**

**REQUESTED ACTION:** The RRTPO policy board is requested to review and approve the *Transportation Performance Measures – Progress Report 2019* as an FY20 Unified Planning Work Program (UPWP) work task complete.

**BACKGROUND:** The *Transportation Performance Measures – Progress Report 2019* is a core component of RRTPO efforts to integrate Performance-Based Planning and Programming into the regional metropolitan transportation planning process. The FY20 report builds upon previous annual reports and includes statistics on highway usage and congestion, pavement and bridge conditions, transit ridership, commuting patterns, safety and air quality over time. Additionally, the report compares the Richmond region's performance to peer and similarly sized regions. The report also highlights RRTPO programs and funded projects that align with the regional **plan2040** transportation goals. The final draft report is available at the following link: [Transportation Performance Measures – Progress Report 2019](#).

**TAC RECOMMENDATION:** The RRTPO Technical Advisory Committee (TAC) recommended at its November 12 meeting that the RRTPO policy board approve the *Transportation Performance Measures – Progress Report 2019* as an FY20 Unified Planning Work Program (UPWP) work task complete. TAC also recommended that the performance measure data sources be reviewed for preparation of the FY20 report.

**STAFF RECOMMENDATION:** Staff concurs with the TAC recommendation.

**RRTPO POLICY BOARD ACTION REQUESTED:** The following resolution is presented for RRTPO policy board review and action.

**RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board accepts the *Transportation Performance Measures – Progress Report 2019* as a Fiscal Year 2019 Unified Planning work Program work task complete.

**BE IT FURTHER RESOLVED**, that staff will review performance measures data sources for changes for preparation of the FY20 Transportation Performance Measures Report.

PMR

## **Agenda Item B.3.**

*Park and Ride Investment Strategy Study  
Final Report*

### **REQUESTED ACTION**

*The RRTPO policy board is requested to review and adopt the Park and Ride Investment Strategy Study Final Report (P&R Strategy) as an FY20 Unified Planning Work Program (UPWP) work task complete*

### **RESOLUTION**

*The following resolution is presented for RRTPO policy board consideration:*

**RESOLVED**, that the Richmond Regional Transportation Planning Organization adopts the 2019 Richmond Regional Park and Ride Investment Strategy Study to be used as a comprehensive guide by participating entities to plan, design, fund and implement Park and Ride lots in the Richmond region.

## **RRTPO POLICY BOARD AGENDA 12/5/19; ITEM B.3.**

### **RICHMOND REGIONAL PARK AND RIDE INVESTMENT STRATEGY STUDY FINAL REPORT**

#### **Richmond Regional Transportation Planning Organization**

**REQUESTED ACTION:** The RRTPO policy board is requested to review and adopt the *Park and Ride Investment Strategy Study Final Report (P&R Strategy)* as an FY20 Unified Planning Work Program (UPWP) work task complete to be used as a regional strategy for planning, designing, funding and implementing Park and Ride lots to serve the Richmond region.

**BACKGROUND:** Building on the statewide inventory and usage studies completed by VDOT in 2013 and 2016, the Richmond regional P&R investment strategy recognizes P&R lots as an essential element of the transit system to fill existing gaps in transit service and provide additional opportunities to connect to other multimodal options. The project team, comprised of the Study Advisory Group (SAG), RRTPO staff and Kimley-Horn, has worked since October 2018 to develop a methodology for the study, to express regional perspectives, participate in project meetings, review technical memos and provide feedback to assist in identifying park and ride needs and develop project recommendations for the region. The SAG members include representatives from the region's nine jurisdictions, GRTC, DRPT, VDOT, and RideFinders.

All five technical memos have been combined into a single report [RRTPO Park and Ride](#) for review and consideration by the RRTPO policy board. The accompanying [story map](#) serves as an Executive Summary and primary resource for participating entities to plan, design, fund, and implement P&R lots to serve the Richmond region.

The regional P&R investment strategy study is intended to provide a detailed regional guide that accomplishes the following objectives:

- identifies and validates P&R projects most aligned with regional needs considering existing and future transit, demographics, land use, and travel patterns;
- considers opportunities for congestion relief, increased accessibility and multimodal connectivity;
- provides short-, medium- and long-term recommendations, and identifies strategies for funding and implementing projects that jurisdictions can pursue locally or through regional coordination;
- provides jurisdictions with the foundation and support to advance P&R projects for funding; and
- identifies P&R needs and recommendations that will be incorporated into the next Long-Range Transportation Plan (LRTP) for 2045 to be completed by October 2021.

**TAC RECOMMENDATION:** The RRTPO Technical Advisory Committee (TAC) recommended at its October 8 meeting that the RRTPO policy board adopt the *2019 Richmond Regional Park and Ride Investment Strategy Study* as an FY20 Unified Planning Work Program (UPWP) work task complete.

**STAFF RECOMMENDATION:** Staff concurs with the TAC recommendation.

**RRTPO POLICY BOARD ACTION REQUESTED:** The following resolution is presented for RRTPO policy board review and action.

**RESOLVED**, that the Richmond Regional Transportation Planning Organization adopts the *2019 Richmond Regional Park and Ride Investment Strategy Study* to be used as a comprehensive guide by participating entities to plan, design, fund and implement Park and Ride lots in the Richmond region.

BVJ

## **Agenda Item B.4.**

### *Public Engagement Plan*

#### **REQUESTED ACTION**

*The RRTPO policy board is requested to review the draft Public Engagement Plan and to open a 45-day public review and comment period.*

#### **RESOLUTION**

*The following resolution is presented for RRTPO policy board consideration:*

**WHEREAS**, a 45-day comment period for public review and comment on changes to the Public Participation Plan is required by federal regulations (23 CFR § 450.316) and the current Public Participation Plan, and;

**WHEREAS**, staff has prepared an updated Public Engagement Plan as part of Task 7210 in the FY20 Unified Planning Work Program (UPWP);

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board hereby authorizes a public review and comment period on the draft Public Engagement Plan to run from December 9, 2019, to January 24, 2020 and directs staff to take all necessary steps to facilitate this public review and comment period.

## **RRTPO POLICY BOARD AGENDA 12/5/19; ITEM B.4.**

### **PUBLIC ENGAGEMENT PLAN**

#### **Richmond Regional Transportation Planning Organization**

**REQUESTED ACTION:** The Richmond Regional Transportation Planning Organization (RRTPO) policy board is requested to review the draft Public Engagement Plan and to open a 45-day public review and comment period.

**BACKGROUND:** The Public Engagement Plan (PEP) is a required planning document detailing how the RRTPO seeks public input and guidance when making key decisions about transportation for the region. The Public Participation Plan was last revised in 2016 and is scheduled for review and update in the FY20 Unified Planning Work Program (UPWP).

The current Public Participation Plan has been reworked to include best practices drawn from a wide selection of MPOs. The draft plan is more public-facing than past plans and offers guidance for residents interested in being involved in regional transportation planning rather than being internally focused. The Public Engagement Plan defines three broad goals for public participation: (1) Robust and Creative Opportunities to Engage, (2) Informing and Educating the Public, and (3) Continuous Evaluation and Improvement. These broad goals each include recommended strategies, a set of measures to track, and definitions of success based on the measures.

The revised plan includes timelines and defined comment periods for a range of planning processes that have not been defined in previous Public Participation Plans, including development of the UPWP, regional funding allocations, and consultant-led projects. The amended plan also requires staff to develop a guide to being involved for each Long-Range Transportation Plan development process and for other plans as needed. The goal of these changes is to increase public awareness of opportunities to be involved and to foster a more community-oriented planning process.

Finally, the plan provides a matrix of nearly 30 engagement tools which can be used for any project. For each tool, the plan indicates whether it can be used to educate the public about transportation issues and the planning process, to promote the RRTPO and its work, or to engage the public and obtain feedback and input. This approach allows flexibility in developing plan-specific engagement strategies while still providing general guidance for all engagement activities.

**TAC RECOMMENDATION:** The RRTPO Technical Advisory Committee (TAC) has reviewed the draft Public Engagement Plan and recommends that the policy board open a 45-day public review and comment period.

**STAFF RECOMMENDATION:** Staff concurs with the TAC recommendation.

**RRTPO POLICY BOARD ACTION REQUESTED:** The following resolution is presented for RRTPO policy board review and action:

**WHEREAS,** a 45-day comment period for public review and comment on changes to the Public Participation Plan is required by federal regulations (23 CFR § 450.316) and the current Public Participation Plan, and;

**WHEREAS,** staff has prepared an updated Public Engagement Plan as part of Task 7210 in the FY20 Unified Planning Work Program (UPWP);

**NOW, THEREFORE, BE IT RESOLVED,** that the Richmond Regional Transportation Planning Organization policy board hereby authorizes a public review and comment period on the draft Public Engagement Plan to run from December 9, 2019, to January 24, 2020 and directs staff to take all necessary steps to facilitate this public review and comment period.

Attachment by digital link: [Draft Public Engagement Plan](#)

MAB

## **Agenda Item B.5.**

*FY21 Unified Planning Work Program  
Priorities*

### **REQUESTED ACTION**

*The RRTPO policy board is requested to review, consider, make suggestions for and provide concurrence on priorities for work tasks to be incorporated in the FY21 Unified Planning Work Program (UPWP).*



## **RRTPO POLICY BOARD AGENDA 12/5/19; ITEM B.5.**

### **FY21 UNIFIED PLANNING WORK PROGRAM (UPWP) PRIORITIES**

#### **Richmond Regional Transportation Planning Organization**

**DISCUSSION ITEM:** The Richmond Regional Transportation Planning Organization (RRTPO) policy board is requested to review, consider, make suggestions for and provide concurrence on priorities for work tasks to be incorporated in the FY21 Unified Planning Work Program (UPWP).

**BACKGROUND:** The FY21 UPWP is the RRTPO budget and work program for the upcoming fiscal year which begins on July 1, 2020 and concludes on June 30, 2021. Activities programmed in the UPWP address federal and state planning and programming requirements and address regional transportation planning issues and needs. Additionally, the UPWP addresses federal and state RRTPO planning and programming requirements which are required as a condition 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.

The FY21 UPWP will continue to be organized with focus on four core program areas: Program Support and Administration, General Development and Comprehensive Planning, Long-Range Transportation Planning, and Short-Range Transportation Planning. Program Support and Administration 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, the UPWP also shows connections to the PlanRVA Rural Transportation work tasks.

#### *Funding Sources*

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 member dues and RRTPO special assessment) basis. Additional funding has been available in prior years through FHWA/RSTP which fund consultant planning to address work program priority projects. These funds are matched by state sources with 80% federal funding (FHWA) and 20% state funding (VDOT). The FHWA/PL and FTA/5303 funding allocations are anticipated to be confirmed in spring 2019. These combined fund sources will be used to develop a preliminary budget that will be presented to the RRTPO for approval.

The TAC typically begins discussion each year in November regarding high level priorities which gives guidance to staff in building out a draft work program in greater detail for review and reconciliation with available funding in the spring. In order to stimulate some discussion and to set a general discussion to keep the development of the FY21 UPWP on target, the following priorities were collected based on prior year priorities and current year discussions at RRTPO meetings.

## **Potential Work Program Priorities**

### ***Review with intention all recommendations of the Richmond, VA TMA Certification Review, Advance where appropriate activities that received commendation and Continue compliance with and implementation of FAST Act and Other USDOT Priorities***

- Review and address recommendations following the August 2017 federal certification review.
- Identify commendations which should be incorporated as ongoing activities and priorities.

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

- Continue to strengthen the Regional Travel Demand Model to support transportation planning, research and analysis, including small area, sub-area, corridor and scenario planning tasks
- Advance the recommendations from prior year studies (Regional Park and Ride Study, Transit Vision Plan Short-Range Priorities, Complete Streets Pilot Project, etc.) into project applications, policies or other planning efforts
- Continue advancing the regional Ashland to Petersburg Trail route with local, regional, state and national partners and evaluate opportunities for funding.
- Continue development of the Long-Range Transportation Plan (Connect RVA 2045) including Issues Identification, Project Alternative Development, Recommended Projects, and Project Investment Evaluation and Priorities.
- Re-tool public engagement and outreach for the RRTPO and ensure compliance with Title VI, Environmental Justice and Low Literacy/Limited English Proficiency requirements.

### ***FY21 Focal Areas***

- ***Transportation investments to capitalize on regional commerce, workforce mobility and accessibility.*** This work effort will include planning activities involving freight, transit, multimodal connectivity, and equity.
- ***Expanding access to transit through multimodal connectivity.*** This work effort will include planning activities focused on development of a regional bicycle and pedestrian plan and further refinement of regional transit priorities. The regional bicycle pedestrian plan will coordinate with priorities of the RRTPO Active Transportation Work Group and transit priorities will be coordinated between GRTC and RRTPO leadership.
- ***Increasing opportunity for residents of the region to engage in public planning processes.***  
This work effort will include strategies to increase engagement and participation of residents and stakeholders of the region in regional transportation planning efforts.
- ***Identify strategies for improving identified performance measures including Safety and Security, Congestion Mitigation and System Reliability, Freight Mobility, Multimodal Connectivity and Access to Employment.*** This work effort will include coordination with other regional partners to identify creative projects and solutions for desired transportation outcomes in the Region.

## **Agenda Item C.2.**

*RRTPO Community Transportation Advisory  
Committee (CTAC) Meeting Report*

### **NO ACTION REQUESTED – INFORMATION ITEM**

*A brief report is provided on major discussion  
items from the May 16, 2019 CTAC meeting.*

# MEMORANDUM

**To:** Richmond Regional Transportation Planning Organization (RRTPO) Policy Board  
RRTPO Technical Advisory Committee

**From:** Kenneth Lantz, Jr., RRTPO Mobility Manager

**Date:** November 21, 2019

**Subj:** RRTPO Community Transportation Advisory Committee (CTAC) Meeting Report

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The following is a brief report on major discussion items from the November 21, 2019 CTAC meeting.

## **Jefferson Davis Highway Transit Service**

Chesterfield County Transportation Planner Barbara Smith provided a presentation on the Chesterfield County Route 1 bus service. The service, which will run 7.6 miles from north of Chippenham Parkway to John Tyler Community College, is slated to begin operation in March of 2020. Service will be provided six days per week on 30-minute intervals. There are currently 24 bus stop locations planned along the route. Five of the stops will feature shelters, and benches will be provided at an additional three stops. Chesterfield County is collaborating with John Tyler Community College on the establishing of a park and ride lot at the college.

## **Complete Streets Ashland Pilot Project**

Barbara Jacocks, Principal Planner, provided an update on the Ashland Complete Streets Pilot Project with a review of the principles and practices of making streets safer and function more effectively for all users with all modes of travel. Next steps including presentation and acceptance by the TAC and TPO Policy Board in Jan/Feb 2020 of the Richmond Region Complete Streets Recommendations report and web-based framework for guidance was introduced.

## **Ashland to Petersburg Trail Update**

Chet Parsons presented an update on the Ashland to Petersburg Trail. This update included information shared at the November 7, 2019 Regional Transportation Forum held at Randolph-Macon College. The trail plan is expected to be complete by the end of the calendar year.

### **Public Participation Plan Update**

Myles Busching provided an overview of the TPO Public Engagement Plan. He reviewed the key elements of the plan, which include robust and creative opportunities to engage; inform and educate the public; and continuous evaluation and improvement. Elements of an engagement toolkit were also presented.

### **Next CTAC Meeting**

The next CTAC meeting is scheduled for Thursday, January 16, 2020

KEL/

## **Agenda Item D.2.**

*Future RRTPO Meeting Topics*

### **NO ACTION REQUESTED – INFORMATION ITEM**

*Enclosed under this agenda tab is a brief list of topics for the February through May 2020 RRTPO policy board meetings and a list of future meeting topics to be scheduled later in FY20.*

## **RRTPO POLICY BOARD TENTATIVE FUTURE MEETING TOPICS**

### **January 2 – meeting cancelled**

### **February 6**

- CMAQ Program Reports
- Ashland Complete Streets Pilot Project
- Draft FFY 21 – 24 Transportation Improvement Program Review
- Ashland to Petersburg Trail
- FY21 Unified Planning Work Program Priorities

### **March 5**

- FTA Section 5310 Projects Endorsement
- FY21 – FY22 Transportation Alternatives (TA) Set-aside Projects
- Public Engagement Plan Adoption
- Transportation Alternatives (TA) Set-Aside Projects Approval
- SMART SCALE Preapplication Project Approval

### **April 2**

- FY21 – FY26 RSTBG and CMAQ Projects Approval
- Draft FY21 Unified Planning Work Program

### **May 7**

- FFY 21 – 24 Transportation Improvement Program
- FY21 Unified Planning Work Program Adoption

## **OTHER FUTURE MEETING TOPICS**

- Ways to Expand Funding Resources  
Revisit RMTA, i.e. Transportation Authority Work Group concept from NOVA and HRPDC
- BUILD (Better Utilizing Investments to Leverage Development) Grant Program
- RRTPO Membership Changes
- Ashland Trolley Line Trail