

Danville MPO

Metropolitan
Planning
Organization



Advancing transportation in Danville & Pittsylvania County

Danville-Pittsylvania Metropolitan Planning Organization Unified Transportation Planning Work Program (UWP)

Fiscal Year 2020

Adopted April 17, 2019

FY 2020 Unified Transportation Planning Work Program (UWP)

Introduction and Summary of Planning Process

Structure/General Organization

The Unified Transportation Planning Work Program (UWP) defines the transportation planning processes and programs used by the Metropolitan Planning Organization and is normally developed and adopted on an annual basis. The overall authority for transportation planning in the Metropolitan Planning Area is in the hands of the Metropolitan Planning Organization (MPO) which is made up of locally elected and administrative officials of the local government members (City of Danville and County of Pittsylvania) and representation from the Virginia Department of Transportation (VDOT); these members make up the Policy Board and are the voting entity for the MPO. There are seven eligible votes on the Policy Board: three from the City, three from the County, and one from the Virginia Department of Transportation. The City, County, and VDOT have provided for alternate voting members from staff and administration. The MPO also has a Project Management Team (PMT) appointed by the MPO Chairman that is primarily administrative and planning personnel from the area; the PMT is the MPO's technical committee. The MPO has also programmed development of a citizen's advisory committee.

Planning Sources and Processes

With the establishment of the MPO, the Danville-Pittsylvania County area has available to it an organization for transportation planning which can provide a forum and instrumentality to bring together comprehensive and cooperative planning approaches that may lead to new, worthwhile project alternatives. These project ideas may eventually find their way into a transportation improvement program (TIP) at some future point in time if funding can be identified for their implementation. The planning efforts managed by the MPO include provisions for citizen participation.

Environmental Justice is an outgrowth of an Executive Order signed by President Clinton in 1994. The Executive Order augments Title VI of the Civil Rights Act of 1964 by making the prohibition of discrimination based on race, color, and national origin more specific. It addresses persons belonging to Black, Hispanic, Asian American, American Indian, Alaskan Native, and low-income groups. The intent of environmental justice is to improve transportation planning and decision-making by including all public groups in the planning process. Specifically, Metropolitan Planning Organizations are expected to enhance public participation by eliminating participation barriers and engaging minority and low-income populations in making transportation decisions. To assure success of this process, the needs of these groups must be identified. This can be accomplished in part by identifying residential, employment, and transportation patterns of low-income and minority populations. By identifying these factors, impacts and benefits of transportation investments can be more equitably allocated. To complete the process of identifying these needs, it is necessary to engage these groups in planning discussions and meetings to the extent practicable.

To help explain environmental justice, the Executive Order and the U.S. Department of Transportation present three fundamental principles. These principles are:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The Danville MPO is meeting these principals by continually examining the location and service area of each of its transportation improvements to ensure that its transportation system adequately and appropriately benefits all groups of the Region's population. The MPO is also providing direct notice to as many entities representing the various groups, including groups representing disabled and underserved persons in the Region as is practicable. The MPO will also hold public meetings and other activities in facilities that are centrally located and accessible by as many transportation modes as possible. Additionally, the MPO will make available meeting materials in Spanish. The MPO will continue its work in complying with the Environmental Justice regulations by utilizing data provided by the 2010 Census and the socio-economic data base developed for the LRTP update. The transportation system's effectiveness in serving the Region's minority and low-income groups is being evaluated by using this data in the development of maps that show concentrations of the minority and low-income segments of the population in the Region.

The UWP in the Process

The UWP attempts to set out the planning efforts being undertaken by the various entities of which it has knowledge. To date, the primary efforts listed originate with citizens, the local governments, VDOT, the MPO Policy Board, and Danville Transit System with projects. Project development and recommended planning project activity generally proceeds through Project Management Team consideration and then to the MPO Board, which, after consultation, makes final changes and project selection.

UWP and the TIP

As implied, the UWP annually sets out a compendium of transportation planning activities for which authorization and funding support is to be sought. Activities included normally are presented on a one-year schedule. The MPO Policy Board is also responsible for developing the annual TIP.

The projects considered in the TIP are different from those in the UWP. Items for inclusion in the TIP are done in the following ways:

- They have reached the project level;
- They involve capital improvements;
- They have been selected for implementation;
- Funding sources have been determined; and
- They cover an extended time period typically of three years.

The UWP is a planning activities administration tool, whereas the TIP sets out a schedule of actual projects for implementation. Projects in the TIP may also be end products of planning work carried out under the UWP.

Meeting National Goals for Transportation Planning

The UWP and the planning process it engenders allows the MPO to participate in and meet requirements from the national perspective of conducting a *Continuing, Cooperative, and Comprehensive* transportation planning process that results in plans and programs that consider all modes of transportation and support metropolitan community development and social goals. This is widely known as the "3-C Process."

Current and Future UWP Activities and Facing the Future Issues

As noted the MPO has engaged in a number of short-range planning activities. Historically the MPO has undertaken numerous short-range projects such as corridor studies, intersection studies, and transportation development plan updates. In the future it is anticipated that the MPO through the UWP specified activities will continue to undertake short-range type planning activities to manage congestion and also monitor for Long-Range Transportation Plan update needs depending on availability of financial support for the planning activities. *The MPO will also be expected to work with the Commonwealth and federal agencies, as deemed appropriate, in implementing the guidelines and programs under the FAST ACT (Fixing American's Surface Transportation) and other applicable federal transportation policies..*

The MPO will follow the implementation and will seek opportunities to capitalize on the FAST Act adopted in December 2015. Fixing America's Surface Transportation (FAST) Act provides long-term funding for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway; highway and motor vehicle safety; public transportation; motor carrier safety; hazardous materials safety; rail; and research, technology, and statistics programs. The FAST Act maintains a focus on safety keeps intact the established structure of the various highway-related programs and continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects.

The Danville MPO understands the importance of utilizing Disadvantaged Business Enterprises (DBEs) in the procurement process and will make its best effort to utilize DBEs on third-party contracts.

Primary issues facing the area include how best to redesign and improve the transportation system and, at the same time, insure that necessary funds will be available to undertake the physical projects needed. The key question is whether there will be funds available to undertake the physical improvements that are ultimately prompted from the planning process.

**DANVILLE METROPOLITAN PLANNING ORGANIZATION
FY 2020 Unified Transportation Planning
Work Program**

During this fiscal year, the following activities will be pursued by MPO and VDOT staff:

Task 1.0 Administration and Maintenance of the Transportation Planning Process

1.01 General Administration and Operations

Description: This task includes ongoing activities to ensure the proper management and operations of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the FY 2020 UPWP throughout the fiscal year; provide all required administrative functions including accounting, personnel, contract, and office administration; and support the activities of the Danville MPO through preparation of agenda, attendance, scheduling meetings, reports, minutes, and other duties as needed for the MPO Policy Board and subcommittees such as the Project Management Team/Technical Advisory Committee.

End Products:

- Prepare meeting agenda; minutes; resolutions; arrange for and/or attend meetings, conferences, and training.
- Preparation for and attendance at the MPO Policy Board meetings.
- Preparation for and attendance at Project Management Team (Technical Committee) meetings or WebEx meetings, including any work for special committees.
- Process PL funding requests; VDOT preparation and/or review of PL and PL Pass-through funding agreements and addenda.
- Review local and regional transportation planning activities and attend public hearings conducted by the MPO as needed.
- Develop and employ mechanisms for accommodation of MPO transportation planning activities with guidelines for Environmental Justice and with regulations for Title VI of Civil Rights Act. Efforts can include: developing process to evaluate disproportionate impacts and distribution of benefits and burdens of plans and programs on low-income and minority populations; establishing procedure to assess low-income and minority population participation in the planning process; incorporate Environmental Justice efforts in the UPWP. MPO staff will seek out and continue to participate in a Title VI Civil Rights training activity during FY 20.
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed.

- Prepare and review progress, financial, and other supportive reports; VDOT: review and process quarterly billing invoices and progress reports.
- Maintain a MPO website incorporating transportation activities, programs, studies, reports, meetings, and other items of public interest.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on MPO-sponsored transportation planning and studies employing consultants, including any necessary updates to the 2040 Long-Range Plan.
- Respond to requests for intergovernmental reviews and their coordination with the West Piedmont Planning District Commission.
- Review proposed enhancement projects as requested.
- Employ training, courses, seminars, and conferences to enhance the transportation planning and administration skills of staff and/or Policy Board, Project Management Team/Technical Advisory Committee.

Completion date: 4th Quarter FY 2020

Budget: \$15,000 Staff: \$15,000

1.02 Reporting and Compliance with MPO Required Tasks, Regulations

Description: This task includes all activities associated with the development and maintenance of the draft and final Work Program (UPWP) and Transportation Improvement Program (TIP), including amendments, as well as any necessary and required updates to the 2040 Long-Range Plan.

End Products:

- Process amendments to FY 2019 Unified Transportation Work Program (UWP) and prepare the FY 2020 Unified Transportation Work Program.
- Process any necessary amendments to the FY 2018-2021 Transportation Improvement Program (TIP); provide VDOT and MPO input on preparation efforts for development of subsequent TIP's per required schedule by VDOT.

Completion date: 4th Quarter FY 2020

Budget: \$7,000 Staff: \$7,000

Task 2.0 Long-Range Transportation Planning and Surveillance

2.01 Year 2040 Long-Range Transportation Plan Maintenance

Description: During FY 2020, continue to coordinate, assist in distributing the Long-Range Transportation Plan updated to the Year 2040, completed in second quarter FY 2015; b) Evaluate any requests or needs for modification of the Long-Range

Transportation Plan, including responding to FAST Act requirements and preparing for future updates.

End Products:

- Public assistance and information.
- Updates and amendments to keep Plan current.

Completion date: 4th Quarter 2020

Budget: \$2,000 Staff: \$2,000

2.02 Consultant Led Studies in Support of Long-Range Planning Efforts

Description: The MPO has provided for the potential of initiating local transportation planning efforts to assist the City of Danville and Pittsylvania County with their needs and supporting the continual ongoing development of projects that derive from the Long-Range Transportation Plan and its recommendations list. An engineer consultant firm(s) will be procured to develop the following studies:

Ongoing and new studies may be conducted by a single consultant (team) for consistency. However, dependent upon the bidding/scoping process or contract award under the PDC/MPO on call engineering consultant, multiple consultants may be contracted to maximize the available funding or to draw upon specific expertise. Following the bidding/scoping process, a selection committee will make a recommendation to the MPO Policy Board for consideration.

Consultant agreements will include provision for end products to be provided as an end product or deliverable for the project. In the event that budgeted funds are insufficient to accomplish all the items listed in the FY 20 work plan, the required balance for funding will be programmed in the FY 21 UPWP if desired by the MPO Policy Board.

Update of 58 West Access Management Study: In the first quarter of FY 20 the MPO will complete an update of the 58 West Access Management Study for the corridor beginning just west of Piedmont Drive to Long Circle Drive in Pittsylvania County at the western boundary of the MPO. The MPO approved and initiated this effort in FY 19 to update a previous study that was completed in 2012. However, since the completion of the initial study the landscape of transportation has changed dramatically. Critical events including the advent of the Smart Scale funding and review process, the development of the Southern Virginia Mega Site at Berry Hill, the implementation of alternative intersection concepts to improve safety and alleviate congestion, and the adoption of new access management standards by VDOT have all transpired since this study was conducted and completed in 2012. The primary focus of the study will be to examine the corridor with a focus on issues related to safety and congestion

particularly at critical hot spot intersections. The study will be conducted in collaboration with the ongoing VDOT STARS study for Riverside Drive(US 58 Business) in the City of Danville between Main Street and Piedmont Drive.

Development of 2045 Constrained Long Range Plan (CLRP): Consistent with the requirements, direction, and guidance from FHWA and VDOT based on both federal and state transportation legislation, in FY 20 the MPO will continue the process of developing the 2045 CLRP initiated in FY 19 via the use of the WPPDC/MPO on call agreement with EPR from Charlottesville. This project is anticipated as a multi-year effort that will continue in FY 2021. The new CLRP will incorporate new performance measures adopted by VDOT consistent with and in accord with the requirements of the FAST Act. The new CLRP will incorporate a new traffic demand model completed by the VDOT central office modeling staff in collaboration with a consultant.

End Product: Corridor study reports including supporting graphs, pictures, maps, drawings, and other pertinent statistical data.

Completion Date: 58 West Access Management, 1st Quarter of FY 20
CLRP Update, 1st Quarter, FY 21(August of 2020)

Budget: \$98,210 (Staff \$25,478), (Consultant \$72,732)

2.03 VTRANS/Multi-Modal Planning Support:

Description: Assist VDOT District Office and Central Office with the dissemination of the completed documents regarding the final VTRANS, the Statewide Multimodal Plan, and the Surface Transportation Plan initiatives including stakeholder outreach activities to produce public understanding of the contents and utility of the VTRANS and associated planning efforts and the related documents.

End Products:

- Assist TMPD staff on any public involvement support needed for any updates;
- Provide representation to the VTRANS Multimodal Advisory Committee.

Completion date: 4th Quarter FY 2020

Budget: \$4,000 Staff: \$4,000

2.04 Freight Planning:

Description: Assist VDOT staff with freight planning under VTRANS: 1) with data collection from any needed survey effort required of the MPO; 2) with public involvement and participation efforts in Plan document updates.

End Products:

- Data collection from a survey if needed

- Public involvement and participation assistance as requested by TMPD.

Completion date: Continuing FY 2020

Budget: \$3,000 Staff: \$3,000

2.05 Response to FAST Act and Other Federal Requirements

Description: MPO staff to work cooperatively with the Virginia Department of Transportation and Federal Highway Administration-Richmond staffs, as necessary in accommodation to the FAST Act and other pertinent federal transportation policies -- based requirements needed for the MPO to attain full compliance. The staff, with help from the FHWA and VDOT, will also want to monitor, maintain, and improve upon the Public Involvement Program that the MPO uses in its operations.

Fiscal Year 2020 activities will be flexible in order to be responsive to any demands placed on the MPO with the advent of the FAST Act or other federal requirements. MPOs will need to monitor new policy directives in the CFRs of public comments and responses as well as the final regulatory actions generated subsequent to the federal public involvement/comment process.

In an effort to meet objectives identified by the FTA and the FHWA, the MPO will explore opportunities to transition to Performance Based Planning and Programming. Possible activities may include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting, and reporting performance targets on reporting actual system performance related to identified targets. The MPO will seek the guidance from the Lynchburg District VDOT Planning Staff and the FHWA staff in considering these possible initiatives.

End Products:

- Maintaining reconciliation of MPO's transportation planning processes for compliance with the FAST Act and other applicable federal regulations. Work may include other planning efforts with State agencies to meet the regulations and fulfill required planning efforts.
- Revise, as necessary, the Public Involvement Process to comply with FAST Act requirements. An end product aiding this will be:
 - a) Development of recommendations for implementation of improvements to public involvement efforts.

Completion date: 4th Quarter FY 2020

Budget: \$9,200 Staff: \$9,200

3.0 Technical Assistance

3.01 General Technical Assistance (General Development and Comprehensive Planning)

Description: This task allows for assistance to MPO localities on transportation-related activities on an individual basis or MPO basis, as needed.

This task includes but is not limited to:

- Providing transportation planning and plan development assistance, transportation technical input, and resources to the MPO's localities to improve the overall effectiveness and efficiency of the transportation network;
- Assessing the impact of major developments and other significant land use changes on the transportation system;
- Assisting with the update of local comprehensive plans to ensure land use and other elements are consistent with the statewide and MPO transportation plans and other planning documents;
- PDC Staff will compile all available and future land use GIS layers/attribute data from local comprehensive plans within the Planning District Commission boundaries. The staff will use the GIS tool provided by VDOT-TMPD to geo-reference local transportation plan recommendations. The PDC staff will coordinate and utilize the assistance provided or as needed from VDOT-TMPD in accomplishing this task.
- Assisting with other duties as requested by VDOT, FHWA, and the MPO, including participation in the NEPA process for transportation projects.

In an effort to ensure its effectiveness in regional planning the MPO will consider or revisit if applicable its metropolitan area planning agreements with area local governments or other area MPO's to facilitate to the greatest possible extent cross-jurisdictional communication among the VDOT, MPO's, and area local governments to improve collaboration, policy implementation, technology use, and performance management.

The MPO will place emphasis on exploring opportunities to identify and address gaps in transportation access to essential services such as health care, employment, education, and recreation. The MPO will explore opportunities to reach underserved populations by evaluating its public participation plans with the intent of communicating with and more effectively involving disadvantaged populations in the transportation planning process.

- Assist with developing regional consensus on priorities of highway, transit, bicycle and pedestrian projects for consideration by the Commonwealth Transportation Board for inclusion in the Six-Year Improvement Program.
- The MPO staff will monitor and attempt to exercise measures to promote Safety Conscious Planning in the current and future fiscal years.

- Review road plans for conformance with current transportation plans; assist with area and District-wide planning for Intelligent Transportation Systems (ITS) and higher levels of technology for project developments in the future.
- MPO staff work on GIS, CTPP Data for distribution and utilization related to transportation planning projects, studies, and coordinate as appropriate.
- If requested, coordinate multi-modal study activities and maintain necessary transportation inventories, including bicycles or bicycle paths.
- Evaluate and review special situations such as: major traffic generators, site plans, elderly and handicapped needs, and any needs for Paratransit projects.
- Continuous review of current transportation plan(s) for consideration of additional TSM improvements such as traffic engineering, fringe parking lots, bicycle and pedestrian facilities, goods movement, and vehicle occupancy.
- Assisting VDOT and other Commonwealth transportation agencies in development of statewide plans to meet federal requirements or the requests of the Office of the Governor or in order to respond to General Assembly legislation.
- Assist City and County in developing project needs for inclusion in their Comprehensive Plan's Transportation Elements Chapter.
- Provide VDOT GIS layers and any other related data obtained from the City of Danville and Pittsylvania County relating to parcel index, future land use, etc.

End Products: Reports, correspondence, work papers, mapping or other work products generated in the course of staff provision of general technical assistance

Completion date: Continuing FY 2020

Budget: \$10,000 Staff: \$10,000

VDOT-TMPD Support to MPOs:

VDOT's Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance, and support for the federally-mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies, and various divisions within VDOT in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.

**PL Costs by Task
FY 2020**

		Totals	Consultants	MPO/PDC
1.0	<i>Administration and Maintenance of the Transportation Planning Process</i>			
1.01	General Administration and Operations	\$15,000		\$15,000
1.02	Reporting and Compliance with MPO Required Tasks, Regulations	\$7,000		\$7,000
2.01	Year 2040 Long-Range Transportation Plan Maintenance	\$2,000		\$2,000
2.02	Consultant -Led Studies	\$98,210	\$72,732	\$25,478
2.03	VTRANS/Multi-Modal related efforts:	\$4,000		\$4,000
2.04	Freight Planning	\$3,000		\$3,000
2.05	Response to MAP-21 Requirements	\$9,200		\$9,200
3.01	General Technical Assistance	\$10,000		\$10,000
	Total:	\$148,410	\$72,732	\$75,678

**FY 2020 Unified Transportation Planning Work Program
PL & SPR FUNDING**

	Danville MPO/West Piedmont PDC			VDOT District Support
Source	*PL - PDC	**PL- Consultants Studies	***PL - Total	SPR
Federal	\$60,542	\$58,186	\$118,728	80,000
State	7,568	7,273	14,841	20,000
Local	7,568	7,273	14,841	na
Total	\$75,678	\$72,732	\$148,410	100,000

- * PL-PDC/FTA-PDC denotes funds to be used for staff activities, as well as, administrative tasks; amount also covers activities that the MPO may engage in such as contract & consultant management for corridor planning, support on the consultant studies, MAP-21 Act compliance efforts, comprehensive planning support, and VTRANS support.
- ** PL- funded consultant work includes activities such as developing studies, and in updating MPO plans.
- *** Deprogrammed funding from FY 2018 is \$0, FY 2019 is \$10,000, and new FY 2020 funds are: \$138,410; the total of carryover and new funds are \$148,410.

Danville Urbanized Area Metropolitan Planning Organization

FY 2019 Unified Transportation Planning Work Program

Summary Table - All Sources of Funds

	FHWA SPR	FHWA PL	VDOT SPR	Local	Total
Administrative-- State Tran. Png.	\$80,000		\$20,000		\$100,000
Admin.--MPO Tran. Png.		\$60,542	\$7,568	\$7,568	\$75,678
PL- Consultants		\$58,186	\$7,273	\$7,273	\$72,732
Total - All Sources	\$80,000	\$118,728	\$34,841	\$14,841	\$248,410