

HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM

FY 2010



JANUARY 2009

HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

DRAFT FY 2010 UNIFIED PLANNING WORK PROGRAM

NOTICE

This document represents the first draft of the FY 2010 UPWP. The purpose of this draft is to allow for public review and comment on the tasks, work elements, end products, and schedules included in the UPWP. At the time of this draft, FY 2010 PL, Section 5303, and other budget information has not been provided to the Hampton Roads MPO, so it was not possible to include budget information for each task nor was it possible to construct the budget summary tables that will appear at the end of the final version of this document. FY 2010 budget information will be added to the UPWP as soon as the figures are available and will be included in a later draft of the document.

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INTRODUCTION

The Hampton Roads Metropolitan Planning Organization (HRMPO) Unified Planning Work Program (UPWP) describes transportation planning work to be performed for the Hampton Roads metropolitan planning area (MPA) by the MPO, Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and the Virginia Department of Transportation (VDOT) for the next one to two year period. It functions as a tool used by the MPO to coordinate transportation planning activities within the MPA. Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds. In addition, tables at the end of the UPWP summarize the total amounts and sources of federal funds as well as funds used to provide the required match for the federal funds.

The UPWP is required by the United States Department of Transportation (USDOT) to function as a basis and condition for all federal funding assistance for transportation planning to state, local, and regional agencies. Federal funding for the projects in the UPWP comes primarily from two sources:

- Federal Highways Administration (FHWA) Planning Funds (PL), and
- Federal Transit Administration (FTA) Section 5303 Funds

In addition to focusing on specific highway, transit and urban development issues, the planning activities in the UPWP take into consideration related issues, such as land use, population and economic characteristics, climate change, Environmental Justice, and public involvement and outreach.

The FY 2010 UPWP reflects various aspects of MPO reform that have been underway since May 2008 in reaction to the most recent Federal Quadrennial Certification Review of the HRMPO. In particular, the activities in this document include more aggressive public involvement strategies for civic engagement and public outreach, with special emphasis on engaging low-income and/or minority communities in the metropolitan transportation planning process. Two indications of the HRMPO's commitment to improving public involvement in its work are:

- A Best Practices Study of MPOs that was requested by the MPO Board and completed during FY 2009, and
- The establishment of a new MPO staff position dedicated to public communications and community outreach.

Planning Priorities

Section 450.308(c) of the Metropolitan Planning regulations states that Transportation Management Area (TMA) designated MPOs shall include a discussion of the planning priorities facing the metropolitan planning area.

The Hampton Roads MPO is responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process (3C process) resulting in plans and programs consistent with the planning objectives of the metropolitan area. The FY 2010 tasks and planning activities are structured and organized to meet all federal MPO planning regulations and maintain MPO compliance with the requirements of SAFETEA-LU, the Americans with Disabilities Act

(ADA), the Clean Air Act (CAA), the Civil Rights Act of 1964, Executive Order 12898 (regarding Environmental Justice), Executive Order 13166 (regarding outreach to populations with Limited English Proficiency), and Executive Order 13330 (regarding the Coordination of Human Services Transportation).

These priorities exist on short, intermediate, and long-range time frames, depending upon the planning activity. Major planning priorities of the FY2010 UPWP are discussed on the following pages. Further discussion of these priorities and their goals is provided in the various work tasks.

Public Participation

The HRMPO continues to address and comply with all federal public participation requirements and with consideration of the State's Freedom of Information Act (FOIA) Law. Although public involvement has long been a cornerstone of the transportation planning process at HRMPO, the additional SAFETEA-LU requirements challenge the planning process to continue to find innovative and proactive ways of assuring that all citizens, stakeholders, low income and minority neighborhoods, interest groups, and others have a meaningful voice and opportunity to participate in the transportation planning and programming decision-making process. Extensive public involvement activities and special efforts to address Title VI, Environmental Justice and Limited English Proficiency requirements are included under Task 2.1, Public Involvement Plan.

Long Range Transportation Planning (LRP)

An important element of the current UPWP is implementing the Hampton Roads 2030 Long Range Transportation Plan (LRP) and preparing the next update, the 2034 LRP. The long-range transportation plan focuses on developing a multimodal transportation system and serves as the guide to decision-making for the HRMPO Policy Board. The HRMPO will continue to meet and comply with all federal LRP process requirements including consideration of the eight Planning Factors. Specific LRP and transportation air quality planning activities are under Tasks 3.1 Use and Development of Regional Transportation Models, 3.2, Development of the Hampton Roads 2034 Long-Range Transportation Plan, 3.3 Regional Land Use Map and Research, and 9.1 Transportation Air Quality Planning. LRP public participation activities, consultation, and environmental mitigation activities are under Task 2.1, Public Involvement Plan.

Transportation Improvement Program (TIP)

Under SAFETEA-LU guidelines, the HRMPO Transportation Improvement Program (TIP) is a four-year program that identifies which federally funded projects are programmed to be implemented. The TIP must be consistent with HRMPO's adopted Long-Range Transportation Plan. The TIP must be financially constrained and include only those projects for which construction and operating funds can reasonably be expected to be available. HRMPO's TIP may also include regionally significant non-federally funded projects. The FY 2010-2013 and FY 2011-2014 TIPs will meet all federal requirements including a Financial Plan. Specific activities are under Task 4.1, Transportation Improvement Program.

Congestion Management Process (CMP)

The Congestion Management Process (CMP) is the program in which congestion in the multi-modal, regional transportation system is monitored, evaluated and managed. The intent is to protect the region's investments in, and improve the effectiveness of, the existing and future transportation networks. The main goals of the CMP are to reduce congestion/travel time delays, encourage the use of alternative modes of transportation, and improve air quality through the promotion and coordination of congestion mitigation strategies. Safety planning is a

critical component of the CMP in Hampton Roads. The CMP is a vital element of the HRMPO planning process and is used as a guide to develop project recommendations for the TIP and the long-range plans. Ongoing application of the CMP is under Task 5.1. Travel Monitoring and Data Collection are under Tasks 1.3, Virginia Department of Transportation (VDOT) Support, and 8.2, Travel Time Data Management and Monitoring. Congestion Mitigation Strategies are included under Tasks 5.2, Commuter Assistance Programs, and 6.8, Regional TDM Program (TRAFFIX).

Transportation Demand Management/TRAFFIX

HRMPO will continue its support of the Regional Transportation Demand Management (TDM) program also known as TRAFFIX. TDM strategies will continue to be used as part of the CMP and specific corridor studies. Work activities are under Tasks 5.1, Congestion Management Process – Congestion Countermeasures, 5.2, Commuter Assistance Programs, and 6.8, Regional TDM Program (TRAFFIX).

Intelligent Transportation System (ITS)

The HRMPO will continue to be a leader in addressing and implementing management and operations requirements of SAFETEA-LU. Mainstreaming Intelligent Transportation System (ITS) technology and investment decisions in the transportation planning process remains a strong component of the region's planning process. The HRMPO will continue to implement and deploy ITS and Operations Management related projects and programs included in the Hampton Roads ITS Strategic Plan. Specific activities are under Task 5.4, Transportation System Management and Operations Planning.

Regional Freight Planning

The Port of Hampton Roads is the third largest seaport on the East Coast. The port attracts more than 80% of the world's major shipping lines and connects the region with more than 100 nations and over 300 ports of call. The new APM Maersk Terminal, the proposed Craney Island cargo terminal, and the Heartland Corridor project are critical to the success of future freight movement, particularly in response to the rapid rise in container imports. The HRMPO will continue to consider and incorporate freight as a critical element of the region's transportation planning process. The HRMPO will continue to incorporate short-term and long-term needs and improvements to the transportation system that will promote safe, secure, fast, and efficient movement of goods. Specific activities are under Task 5.5, Regional Freight Planning.

Unified Planning Work Program

The FY 2009 Unified Planning Work Program was reformatted and restructured to include all SAFETEA-LU requirements. The tasks, work elements, and schedules in the FY 2010 UPWP have been updated and some enhancements have been made in effort to improve the readability of the document. All activities and work elements are under Task 1.2, Unified Planning Work Program.

Planning Factors

Section 450.306(a) of the Final Rule states that the metropolitan 3-C (Continuing, Comprehensive, and Cooperative) process shall provide for consideration and implementation of projects, strategies, and services that will address the following planning factors (PF):

- PF 1 Support the *economic vitality* of the metropolitan area, especially by

enabling global competitiveness, productivity, and efficiency;

- PF 2 Increase the safety of the transportation system for all motorized and non-motorized users;
- PF 3 Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users;
- PF 4 Increase accessibility and mobility of people and freight;
- PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- PF 7 Promote efficient system management and operation; and
- PF 8 Emphasize the preservation of the existing transportation system.

The HRMPO is strongly committed to implementing these planning factors in all work tasks outlined in this document. All tasks included in the UPWP address at least one, and often several, of these planning factors.

Definitions

The following definitions are included to clarify the transportation planning process for Hampton Roads, Virginia.

Metropolitan Planning Organization (MPO)

A Metropolitan Planning Organization (MPO) is planning body required by federal law for urbanized areas with populations of 50,000 or greater. The MPO Board is a policy board designated by the Governor and, together with the State, is responsible for carrying out the continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning process. Any highway or transit project or program to be constructed or conducted within the Metropolitan Planning Area (MPA) and to be paid for with federal funds must received approval by the MPO Board before any federal funds can be expended. In addition, any highway or transit project deemed to be regionally-significant, regardless of the source(s) of funding, must receive MPO approval to proceed.

MPOs have five core functions:

1. Establish and manage a fair and impartial setting for effective regional decision-making with regard to metropolitan transportation planning;
2. Evaluate transportation alternatives appropriate to the region in terms of its unique needs, issues, and realistically available options;
3. Develop and maintain a fiscally-constrained, Long-Range (at least 20 years) Transportation Plan for the metropolitan planning area ;
4. Develop and maintain a fiscally-constrained Transportation Improvement Program;
5. Involve the public in the four functions listed above.

The Hampton Roads MPO (HRMPO) is one of fourteen MPOs in the Commonwealth of Virginia. Membership of the HRMPO includes representatives from each of the cities, counties, and public transit agencies within the metropolitan planning area (MPA), plus the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), Virginia Department of Aviation (VDOA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), and the Hampton Roads Planning District Commission (HRPDC). The HRPDC provides staffing for the HRMPO.

Metropolitan Planning Area (MPA)

The Metropolitan Planning Area (MPA) is the geographic area determined by agreement between the MPO for the area and the Governor. The MPA is the area for which the metropolitan transportation planning process is carried out. Metropolitan Hampton Roads is a MPA.

Transportation Management Area (TMA)

A Transportation Management Area (TMA) is an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation. Metropolitan Hampton Roads is a TMA. See Figure 1 for a map of the Hampton Roads TMA.

The Hampton Roads MPA includes:

Cities	Counties
Chesapeake	Gloucester*
Hampton	Isle of Wight
Newport News	James City
Norfolk	York
Poquoson	
Portsmouth	
Suffolk	* A portion of Gloucester County is included in the MPA
Virginia Beach	
Williamsburg	

Hampton Roads Planning District Commission (HRPDC)

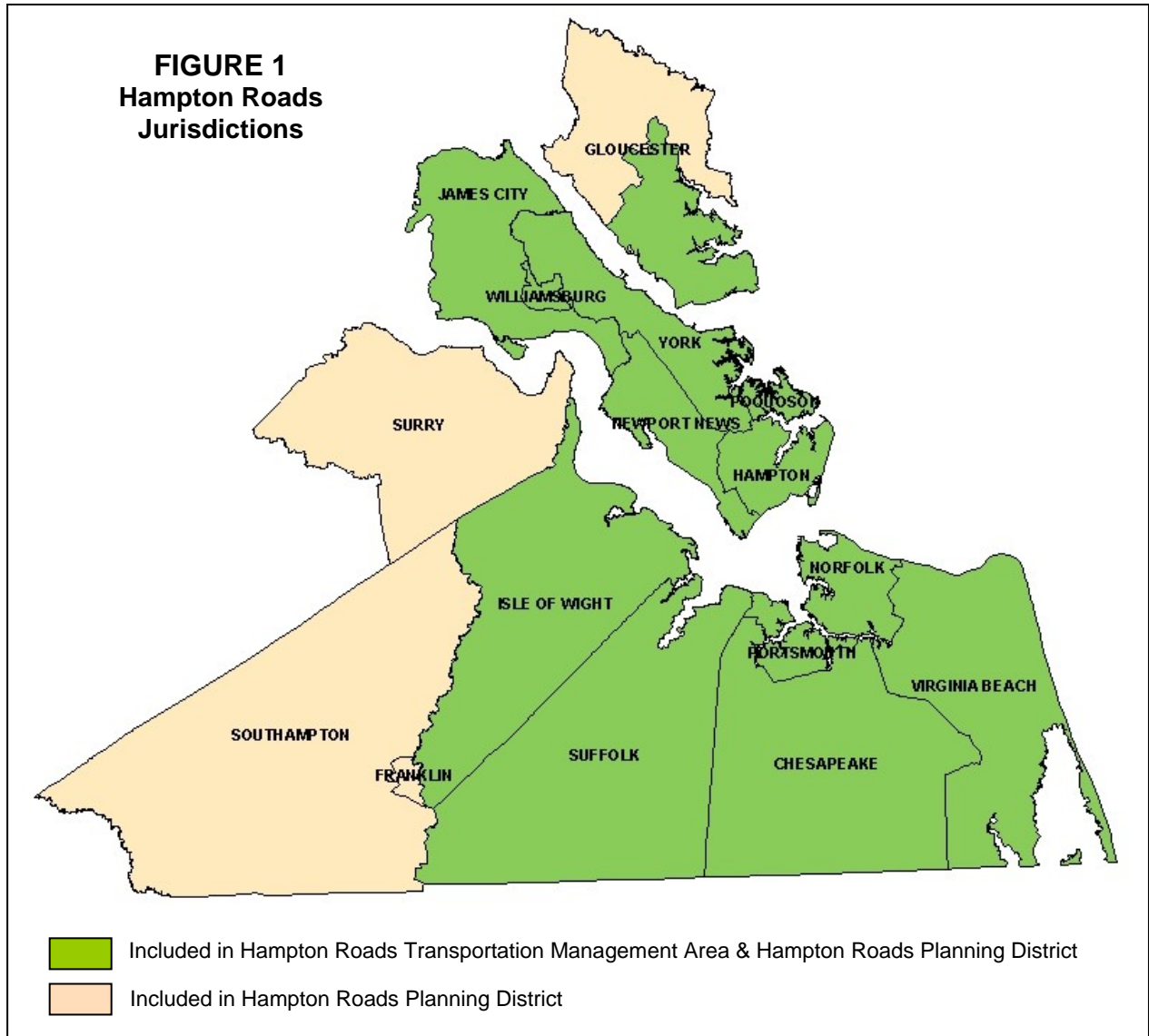
The Hampton Roads Planning District Commission (HRPDC) is one of 21 planning district commissions (PDCs) in the Commonwealth of Virginia. PDCs were created in 1969 pursuant to the Virginia Area Development Act and a regionally executed charter agreement. According to Section 15.2-4207 of the Code of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

Membership on the PDC is based on population, with each jurisdiction having at least two members. The PDC has an Executive Committee that is made up of one member from each jurisdiction. The Executive Committee provides oversight to the HRPDC’s activities through monthly meetings held between the quarterly meetings of the full HRPDC.

The Hampton Roads Planning District includes the following jurisdictions:

Cities	Counties
Chesapeake	Gloucester*
Franklin	Isle of Wight
Hampton	James City
Newport News	Southampton
Norfolk	Surry**
Poquoson	York
Portsmouth	
Suffolk	* Gloucester County is also included in the Middle Peninsula PDC
Virginia Beach	** Surry County is also included in the Crater PDC
Williamsburg	

The Executive Director/Secretary, selected by the HRPDC, manages the daily operations of the HRPDC's professional staff. The HRPDC staff serves as a resource of technical expertise to its member jurisdictions on issues pertaining to economics, physical and environmental planning, and transportation. As stated previously, the HRPDC staff also serves as the support staff for the HRMPO and, as such, carries out the technical aspects of the metropolitan transportation planning process. In addition, the HRPDC staff carries out the rural transportation planning process for Southampton County and the City of Franklin. See Figure 1 for a map of the Hampton Roads Planning District.



Transportation Technical Committee (TTC)

The Transportation Technical Committee (TTC) is composed of transportation engineers and planners from each MPO member locality, plus representatives from the local transit agencies, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and other stakeholders. The TTC reviews virtually all items that are to come before the MPO Board and provides recommendations on actions to be considered by the MPO Board.

Transportation Advisory Committee (TAC)

The Transportation Advisory Committee (TAC) is composed of the Chief Administrative Officer of each of MPO member locality and each local transit agency, plus representatives from VDOT, DRPT, VPA, FHWA, FTA, and other stakeholders. The TAC meets from time to time to act upon matters referred to it by the MPO Board.

Metropolitan Transportation Plan

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

The LRP is developed, adopted, and updated by the MPO through a multi-step process that takes several years to complete. The LRP must be updated at least every four years.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a short-range fiscal programming document that covers a period of no less than four years. The TIP must be updated at least every four years, but is usually updated annually. The cycle for updating the TIP must be compatible with the State TIP (STIP) development and approval process. Projects that are included in the TIP must be selected from or be consistent with an approved LRP.

Air Quality Conformity Analysis (Conformity)

Conformity is a requirement of the Clean Air Act that ensures that federal funding and approval are given to transportation plans, programs, and projects that are consistent with the air quality goals established by the State Implementation Plan (SIP). Before the LRP and TIP can receive final approval, they must be tested for conformity. With respect to the SIP (State Implementation Plan), conformity means that transportation activities will not cause new air quality violations or delay timely attainment of the National Ambient Air Quality Standards (NAAQS).

Frequently Used Abbreviations

5303	Section 5303 (Transit) Planning Funds
5307	Section 5307 (Transit) Capital/Operating Funds
AA	Alternatives Analysis
ACS	American Community Survey
BRT	Bus Rapid Transit
CMAQ	Congestion Mitigation and Air Quality Program
CMP	Congestion Management Process
COE	U.S. Army Corps of Engineers
COMPARE	Congestion Management Plan: A Regional Effort
CTB	Commonwealth Transportation Board
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprise
DEIS	Draft Environmental Impact Statement
DRPT	Virginia Department of Rail and Public Transportation
EJ	Environmental Justice
EMS	Environmental Management System
EPA	Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FY	Fiscal Year (July 1 – June 30)
FFY	Federal Fiscal Year (October 1 – September 30)
GIS	Geographic Information System
HOV	High-Occupancy Vehicle
HRHIM	Hampton Roads Incident Management Committee
HRMPO	Hampton Roads Metropolitan Planning Organization
HRPDC	Hampton Roads Planning District Commission
HRT	Hampton Roads Transit
ISTEA	Intermodal Surface Transportation Efficiency Act (1991)
ITS	Intelligent Transportation System
ITSOP	Intelligent Transportation System and Operations Planning Committee
JARC	Job Access and Reverse Commute Program
LRP	Long Range Transportation Plan
LRT	Light Rail Transit
MBE	Minority-owned Business Enterprise
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NAAQS	National Ambient Air Quality Standards

NEPA	National Environmental Policy Act
NHS	National Highway System
NHTS	National Household Travel Survey
PL	Planning Funds (FHWA)
RCTO	Regional Concept of Transportation Operations
RSTP	Regional Surface Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
SIP	State Implementation Plan
SPR	State Planning and Research Funds
SYIP	Six-Year Improvement Program
TAC	Transportation Advisory Committee
TAZ	Transportation Analysis Zone
TDCHR	Transportation District Commission of Hampton Roads
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 st Century (1998)
TIP	Transportation Improvement Program
TPP	Transportation Participation Plan
TTC	Transportation Technical Committee
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
VDEM	Virginia Department of Emergency Management
VDEQ	Virginia Department of Environmental Quality
VDOA	Virginia Department of Aviation
VDOT	Virginia Department of Transportation
VFAC	Virginia Freight Advisory Committee
VGIN	Virginia Geographic Information Network
VPA	Virginia Port Authority
VTRANS2025/2035	Virginia Statewide Multimodal Transportation Plan
WATA	Williamsburg Area Transit Authority
WBE	Woman-owned Business Enterprise

Frequently Used Terms

Allocations	The distribution by the Commonwealth Transportation Board (CTB) of federal and state transportation funds to the projects contained in the SYIP.
Attainment	A term that means an area is in compliance with the National Ambient Air Quality Standards (NAAQS) and/or the Clean Air Act (CAA). If an area has been a Nonattainment Area for a particular pollutant and then achieves Attainment, it is usually classified as a Maintenance Area for that pollutant. There are six atmospheric pollutants covered under the CAA. The Hampton Roads area is currently designated as a maintenance area for ozone, the only pollutant for which the region has been in nonattainment in the past.
CMAQ	Congestion Mitigation and Air Quality program - federal funding program created under ISTEA (1991) and continued through the current federal transportation act, SAFETEA-LU. The program directs funds to projects that contribute to meeting the National Ambient Air Quality Standards. CMAQ funds generally may not be used for projects that result in the construction of new highway capacity for single occupant vehicles. CMAQ funds may be available for eligible planning activities that lead to and result in project implementation.
Local Match	Funds required by recipients of PL and Section 5303 funds for matching federal and state grant funds. Section 5303 and PL funds require a 10 percent local match, plus a 10 percent state match (provided by VDOT or DRPT) in order to match the remaining 80 percent provided by the federal source.
NOx	Nitrogen Oxides – ground level ozone is produced by a chemical reaction between NOx and Volatile Organic Compounds in the presence of sunlight.
Obligations	Commitments made by USDOT agencies to pay out money for federal-aid transportation projects. The TIP serves as the MPO's program of transportation projects for which federal funds have been obligated.
PL	Planning funds available from FHWA for MPO program activities.
Regionally Significant	Term used for Air Quality Conformity Analysis to define highway and rail facilities that must be included in the analysis. Regionally significant projects are those projects on a facility that serves regional transportation needs and would normally be included in the modeling of the transportation network for the MPA. This includes, as a minimum, all principal arterial highways and all fixed guide-way transit facilities that offer a significant alternative to regional highway travel.
Section 5303	Planning funds available from the FTA for MPO program activities.

SIP	State Implementation Plan - Identifies control measures and processes for achieving and maintaining the NAAQS.
SPR	State Planning and Research - federal funds allocated to VDOT in support of regional transportation planning activities.
Study Area	Also known as the Metropolitan Planning Area (MPA), this is the area projected to become urbanized within the next 20 years. The MPA defines the area for MPO plans, programs, and studies.
SYIP	Six Year Improvement Program - an annual document approved by the CTB that provides the state's list of federal and state funded transportation projects and programs administered by VDOT and DRPT.
"3-C" Process	Refers to the Continuing, Cooperative and Comprehensive language from the federal legislation that established MPOs; used in reference to the regional transportation planning and programming process.
TCM	Transportation Control Measures used to improve air quality.
TDM	Transportation Demand Management; various transportation control strategies and measures used in managing highway demand.
TAZ	Transportation Analysis Zone - Generally defined as areas of homogeneous activity served by one or two major highways. TAZs serve as the base unit for socioeconomic data characteristics used in various plans, models, and studies.
Urbanized Area	Term used by the U.S. Census Bureau to designate urban areas. These areas generally contain population densities of at least 1,000 persons per square mile in a continuously built-up area of at least 50,000 persons. Factors such as commercial and industrial development, and other types and forms of urban activity centers are also considered.
UPWP	Unified Planning Work Program – the program of work for the MPO noting planning priorities, activities and tasks, assigned staffs, work products, budgets, and funding sources.
VOC	Volatile Organic Compounds – ground level ozone is produced by a chemical reaction between VOCs and nitrogen oxides (NOx) in the presence of sunlight.

MPO Standing Committees (Current)

TTC Transportation Technical Committee

The Transportation Technical Committee (TTC) is composed of transportation engineers and planners from each MPO member locality, plus representatives from the local transit agencies, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and other stakeholders. The TTC reviews virtually all items that are to come before the MPO Board and provides recommendations on actions to be considered by the MPO Board.

TAC Transportation Advisory Committee

The Transportation Advisory Committee (TAC) is composed of the Chief Administrative Officer of each of MPO member locality and each local transit agency, plus representatives from VDOT, DRPT, VPA, FHWA, FTA, and other stakeholders. The TAC meets from time to time to act upon matters referred to it by the MPO Board.

Potential MPO Standing Committees (Under Consideration)

CTAC Citizen Transportation Advisory Committee

The Citizen Transportation Advisory Committee (CTAC) would consist of residents of MPO-member localities appointed by the MPO Board. The CTAC would serve as an advisory committee to the MPO Board.

FTAC Freight Transportation Advisory Committee

The Freight Transportation Advisory Committee (FTAC) would consist of people involved in the freight transportation industry appointed by the MPO Board. The FTAC would serve as an advisory committee to the MPO Board on freight-related transportation issues.

1.0 MAINTENANCE OF THE MPO ADMINISTRATIVE PROCESSES

1.1 Metropolitan Planning Organization (MPO) Administration

A. Background

This task provides the administrative support necessary for the maintenance of the Metropolitan Planning Organization (MPO) processes.

Under the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991, the planning and programming responsibilities of the MPO were significantly increased – becoming broader and more comprehensive. Most of the new requirements were continued in the *Transportation Equity Act for the 21st Century (TEA-21)*, signed into law on June 9, 1998.

The current federal transportation act, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, was signed into law on August 10, 2005. While SAFETEA-LU retained and revised the metropolitan and statewide transportation planning statutory requirements that were included in the previous two Acts, some key statutory requirements were added. It should be noted that many of the provisions included in SAFETEA-LU required rulemaking to allow for implementation. Draft regulations implementing MPO planning and programming provisions under SAFETEA-LU were published in the Federal Register on June 9, 2006. The final regulations (Final Rule) were published on February 14, 2007.

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

B. Work Elements

Work activities include the following:

1. Preparation of agendas and minutes for MPO Board meetings as well as for meetings of MPO advisory committees, such as the Transportation Technical Committee (TTC) and the Transportation Advisory Committee (TAC).
2. Administration of PL, SPR, and Section 5303 grants.
3. Administration of pass-through agreements with Hampton Roads Transit (HRT) and Williamsburg Area Transit Authority (WATA).
4. Participation on advisory committees, as appropriate.
5. Preparation of quarterly and annual financial reports and summaries of progress during the fiscal year.

6. Provision of interagency coordination and attending meetings of local governments, local transit operators, and state transportation departments, as well as other agencies, as appropriate.
7. Preparation of intergovernmental reviews, as necessary.

C. End Products

1. Agendas and minutes for monthly TTC and MPO Board meetings, as well as for meetings of other standing and ad-hoc committees of the MPO.
2. Agendas for subcommittee meetings, as needed.
3. Processed and signed PL, Section 5303, SPR, and pass-through agreements.
4. Quarterly and annual financial and progress reports delivered to VDOT.

D. Schedule

1. TTC and MPO Board meeting agendas and minutes are prepared on a monthly basis. Agendas and minutes for meetings of other standing and ad-hoc committees of the MPO are prepared as needed.
2. Grant and pass-through agreements are generally processed one to two months prior to the beginning of the next fiscal year.
3. Financial and progress reports are produced on a quarterly, as well as annual basis.

E. Participants

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

F. Budget, Staff, Funding

	PL	5303	CO 5303	TOTAL
HRMPO	\$	\$		\$

1.2 Unified Planning Work Program (UPWP)

A. Background

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

B. Work Elements

Work activities include the following:

1. Review VDOT, DRPT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), and other state and federal agency information and requirements, in addition to other materials related to UPWP preparation.
2. Solicit input for proposed work tasks via the TTC as well as public involvement opportunities throughout the year.
3. Solicit input from the local governments, HRT, WATA, VDOT, and DRPT on proposed transportation planning studies of interest to the MPO. Includes studies programmed in the Transportation Improvement Program (TIP).
4. Identify and document planning priorities.
5. Prepare work tasks and budgets.
6. Provide opportunities for public review and comment on the draft UPWP document.
7. Prepare final UPWP document.
8. Secure necessary approvals from the MPO, VDOT, DRPT, FHWA, FTA, and other agencies/organizations as appropriate.
9. Secure commitments for local match funds as appropriate.
10. Post the final UPWP document on the HRPDC website.
11. Amend the adopted UPWP per MPO actions.
12. Prepare and update staff work assignments, direct costs, and schedules.

C. End Products

1. Prepare and process amendments, as necessary, to the approved FY 2010 UPWP.
2. Produce the FY 2011 UPWP document.

D. Schedule

1. Maintenance of the current year UPWP is an on-going activity.
2. March 2010 for final MPO approval of the FY-2011 UPWP document.

E. Participants

MPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other stakeholders

F. Budget, Staff, Funding

	PL	5303	TOTAL
HRMPO	\$	\$	\$

1.3 Virginia Department of Transportation (VDOT) Support

A. Background

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

B. Work Elements

1. Thoroughfare System Monitoring and Review

Maintain Highway Inventory; Provide Traffic Data; Check Highway Construction Plans for Conformance with Approved Thoroughfare Plan; Intergovernmental Review Process; Site Plan Reviews; Review Transportation Studies.

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

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

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

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

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

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

4. Provide assistance to Hampton Roads MPO, local jurisdictions, and other agencies, via technical support and coordination, concerning transportation, including bicycle and pedestrian issues to support the MPO process.

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

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

- MPO Quarterly and Annual Financial Reports
- Congestion Management Process
- Intermodal / Freight Planning activities
- Project level planning, environmental and alternatives assessment
- Long Range Planning process
- Transportation Improvement Program
- Transportation Air Quality and Planning activities
- Transportation Database management activities
- Transit Planning Activities
- Public participation program, including Title VI and
- Preparation of Annual Progress Report

C. End Product

Effective and Efficient Hampton Roads MPO process that is fully certifiable by FHWA and FTA according the federal regulations as outlined in SAFETEA-LU.

D. Schedule

On-going Activity

E. Participants

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

F. Budget, Staff, Funding

	SPR	SPR-SW	TOTAL
VDOT	\$	\$	\$

2.0 PUBLIC PARTICIPATION

2.1 Public Involvement Plan (PIP)

A. Background

The HRMPO believes that public involvement is a critical element in the regional transportation planning process. The importance of public involvement in the transportation planning and programming process was recognized in federal law in the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991 and continues to be recognized in the current federal transportation act, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*. SAFETEA-LU requires a high level of public involvement in the MPO processes, especially with regard to the Long Range Transportation Plan (LRP) and the Transportation Improvement Program (TIP).

The HRMPO is committed to developing aggressive and effective public involvement strategies for civic engagement and public outreach – with special emphasis on engaging low-income and/or minority communities in the metropolitan transportation planning process. During FY 2009, in response to the most recent Federal Quadrennial Certification Review, a number of changes were considered and implemented with respect to improving the operations, policies, and procedures of the HRMPO. Several of the changes were directly related to public involvement, including:

- All MPO Board and advisory committee meetings are open to the public and include designated public comment periods
- Notices for all MPO Board and advisory committee meetings are posted on the HRMPO website and in the administrative offices of the HRMPO in compliance with the Virginia Freedom of Information Act (FOIA)
- Agendas, minutes, presentations, and other materials associated with all MPO Board and advisory committee meetings are easily accessible on the HRMPO website
- MPO staff developed a Title VI Plan
- MPO staff revised the PIP to strengthen it with regard to:
 - Reaching and engaging traditionally underserved communities and households in the metropolitan transportation planning process
 - Addressing Environmental Justice in HRMPO plans and programs
 - Completely addressing the four factor analysis regarding Limited English Proficiency (LEP) in the Hampton Roads metropolitan planning area
- MPO Board established a new staff position to focus on public communications and community outreach

B. Work Elements

Work activities include the following:

1. Developing a master mailing and email access database including individuals; groups, including civic, advocacy, ethnic, social, and religious; business organizations; non-profit organizations; governmental departments and agencies; freight haulers; etc.
2. Developing a series of informational pamphlets on the MPO and what it does, public involvement in the metropolitan transportation planning process, Title VI, the Long-Range Transportation Plan (LRP), the Transportation Improvement Program (TIP), and other MPO-related topics.
3. Developing surveys to be accessed via the HRMPO website or through the use of specially-equipped kiosks placed in targeted areas.
4. Developing and implementing outreach activities tailored to engage low-income and/or minority communities or households.
5. Providing translation and/or interpreter services on an as-requested basis.
6. Participation in public meetings and hearings held by the HRMPO, plus those held by local and state governments and the local transit agencies, as appropriate.
7. Carrying out all activities included in the *Hampton Roads Transportation Participation Plan*.
8. Enhanced communications with the public regarding regional public transportation issues and specific TDCHR activities, including the Norfolk Light Rail Transit (LRT) project.
9. Ensuring the coordination of information dissemination to the general public and local agencies regarding regional public transit.
10. Developing and implementing a communications process and public involvement techniques to provide information regarding public transit to the public on an ongoing basis.
11. Developing opportunities to inform the public on HRT and public transportation initiatives and projects by coordinating a speaker's bureau and by participating in community events.
12. Creating and maintaining a database to facilitate the public involvement and information process with regard to public transportation.
13. Responding to information requests from the general public.

14. Providing training for HRT public information staff to build, enhance, and broaden public involvement techniques.

C. End Products

1. For Work Element (WE) 1 – Comprehensive contact database.
2. For WE 2 – A series of easy to read and understand informational pamphlets.
3. For WE 3 – Survey results that can be used as part of the public input on selected topics, such as the LRP.
4. For WE 4 – Documentation of the civic engagement/community outreach resulting from the specially tailored outreach activities.
5. For WE 5-7 – HRMPO staff facilitation and/or participation, as appropriate.
6. For WE 8-14 – Annual report and other public communications materials, a computer database, and educational programs to be produced by HRT/TDCHR.

D. Schedule

1. For WE 1 – Substantial database by June 2010.
2. For WE 2 – During FY 2010.
3. For WE 3-7 – Ongoing activities.
4. For WE 8-14 – Ongoing activities of HRT.

E. Participants

HRMPO, HRT, WATA, VDOT, DRPT, FHWA, FTA, local governments, general public.

F. Budget, Staff, Funding

	PL	5307	TOTAL
HRMPO	\$		\$
HRT		\$	\$
TOTAL	\$	\$	\$

3.0 LONG-RANGE TRANSPORTATION PLANNING

3.1 Maintenance and Use of the Regional Transportation Model

A. Background

The Hampton Roads 2030 Long-Range Transportation Plan (LRP) was approved by the MPO on October 17, 2007, and found to be in conformity with air quality requirements by the USDOT on January 22, 2008. Consequently, the 2030 regional four-step transportation model, which contains the 2030 LRP projects, is now available for use. However, the maintenance and improvement of the model is an on-going effort by VDOT staff with input from MPO staff.

B. Work Elements

Work activities include the following:

1. VDOT will maintain the model and all associated input files and will act as the clearinghouse for all private sector requests for, or assistance in, utilizing the model.
2. Upon request by VDOT, MPO staff will provide network modeling technical assistance to local consultants.
3. Upon request from local jurisdictions and transit agencies, MPO staff will use the 2030 model in conducting transportation analyses and providing input to local studies by others.
4. VDOT is continually improving the travel demand forecasting model for the region. Efforts that are expected in FY10 include adding a truck trip purpose, and improving the toll and mode choice components of the model. MPO staff will assist in VDOT's efforts and the review of the model updates.

C. End Products

The resulting product will vary depending upon the request.

D. Schedule

VDOT will maintain the model throughout the fiscal year. MPO staff will provide technical assistance, conduct transportation analyses, and provide input to local studies on an as-needed basis.

E. Participants

VDOT, MPO, local governments, and local transit agencies.

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

3.2 Development of 2034 Long-Range Transportation Plan (LRP)

A. Background

The life of a metropolitan long-range transportation plan (LRP) is limited to four (4) years by federal regulation, making the next LRP due for completion in January 2012. This update is an extensive undertaking and the Hampton Roads MPO staff conducts a continuous process of developing the long-range transportation plan for the region. In FY07, the MPO staff forecasted 2034 socio-economic data totals (e.g. population, employment) by locality, which were approved by the MPO on June 20, 2007. In FY08, the MPO staff oversaw the process whereby localities disaggregate these control totals into 2034 forecasts by transportation analysis zones (TAZs). In FY09, the 2034 TAZ data and committed projects (i.e. those projects included for construction in VDOT's six-year improvement program) were placed into the region's four-step transportation model to forecast 2034 congestion by thoroughfare segment. This congestion forecast will serve as a guide for the formulation of projects to be tested as candidates for the 2034 LRP. The FY10 tasks will build upon the work done previously for the development of the 2034 LRP. In addition, significant public participation is included in this work. See Section 2.0, Public Participation, for further information.

B. Work Elements

Work activities include the following:

1. During FY09, a consultant was tasked with putting together a transit vision plan for the region. As a part of this work, the consultant was also tasked with developing cost and ridership estimates for the projects of the vision plan. This information will be an input into determining which transit projects to include in the 2034 LRP. MPO staff will work with the consultant and local agencies to complete and follow-up on this work as needed (project is due for completion in FY09).
2. A transportation "vision plan" for the Hampton Roads region will be developed. The "vision plan" will not be fiscally-constrained, but rather will provide a broad view of what the region's transportation system might look like if not subject to financial and time constraints. This vision plan will provide the basis from which to draw projects for the fiscally-constrained LRP.
3. MPO staff will develop a methodology for the evaluation of candidate projects for the 2034 LRP. The eight (8) federal planning factors (PF) will be used as a guide in the development of this methodology. The SAFETEA-LU planning factors are:
 - PF 1 Support the *economic vitality* of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 - PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users.

- PF 3 Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
 - PF 4 Increase accessibility and mobility of people and freight.
 - PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
 - PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
 - PF 7 Promote efficient system management and operation.
 - PF 8 Emphasize the preservation of the existing transportation system.
-
- 4. MPO staff will coordinate the process of gathering candidate 2034 projects from VDOT, transit agencies, and locality staff.
 - 5. MPO staff will coordinate the process of gathering the cost of candidate 2034 projects from VDOT and transit agencies. HRT and WATA will estimate and review the cost of candidate 2034 transit projects. VDOT will estimate the cost of candidate 2034 highway projects.
 - 6. In FY09, MPO staff developed an inventory of existing bicycle facilities. MPO staff will complete any remaining work from the development of the identification of gaps in the region's bicycle network.
 - 7. MPO staff will actively participate in the VDOT Hampton Roads District's Pedestrian and Bicycle Advisory Committee.
 - 8. Evaluations of the "regional highway projects" and expanded fixed guideway transit are on-going (feasibility studies, EIS development, etc.) MPO staff will participate in these evaluations as needed.
 - 9. SAFETEA-LU is due for reauthorization during FY10 (Sept. 2009). The reauthorization will be monitored and the process for updating the 2034 LRP modified accordingly.
 - 10. The final report of the Governor's Commission on Climate Change was released in December 2008. MPO staff will monitor how this progresses and modify the 2034 LRP process accordingly.
 - 11. Public participation is a necessary part of the development of the LRP. Efforts will be made to be as effective as possible with balancing resources with getting quality feedback from the public.
 - 12. Develop performance measures for evaluating candidate projects.

C. End Products

1. Cost and ridership estimates of transit vision plan projects.
2. Identification of gaps in the region's bicycle network.
3. A methodology for evaluating candidate 2034 LRP projects.
4. List of all candidate 2034 projects with project description and costs.
5. A transportation system vision plan for the region.
6. Create and maintain a dedicated 2034 LRP web page.
7. Determine and use the most effective means of engaging the public.

D. Schedule

1. Cost and ridership estimates of transit vision plan projects: 1st Quarter FY 2010.
2. Identification of gaps in the region's bicycle network: 1st Quarter FY 2010.
3. A methodology for evaluating candidate 2034 LRP projects: 3rd Quarter FY 2010.
4. List of all candidate 2034 projects with project description and costs: 3rd Quarter FY 2010.
5. A transportation system vision plan for the region: 4th quarter FY 2010.
6. Create and maintain a dedicated 2034 LRP web page: ongoing.
7. Determine and use the most effective means of engaging the public: ongoing.

E. Participants

Public, local governments, HRT, WATA, VDOT, DRPT, MPO, VPA, FHWA, and FTA

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

3.3 Regional Land Use Map and Research

A. Background

The City of Newport News requested that the MPO staff include a specific task for the purpose of creating a regional land use map. This map will be created by combining the land use designations found in each locality’s comprehensive plan. A uniform land use designation will be required to create a singular map reflecting each individual locality’s designations. This will be a GIS-intensive effort requiring the cooperation of each locality’s staff. The final product will be the creation of a new resource for use in the development of the long-range transportation plan, transit planning, and other projects where land use is a key element.

B. Work Elements

Work activities include the following:

1. Research into land use planning at the regional level will be done to determine how other metropolitan areas are approaching the topic, specifically as it relates to transportation system planning.
2. Collection of each locality’s GIS files related to comprehensive plan land use designations.
3. Development of a uniform land use designation system for the purpose of displaying all the locality land use plans on a single map.
4. Combining the collected GIS files into a single map of the region and overlaying relevant road networks and transit lines.

End Products

1. Documentation of research into other metropolitan land use efforts.
2. Regional land use map

Schedule

1. Documentation of research into other metropolitan land use efforts: fourth quarter.
2. Regional land use map: expected completion in early FY 2011.

Participants

Local governments, VDOT, FHWA, FTA, HRT, WATA.

1. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

4.0 TRANSPORTATION PROJECT PROGRAMMING

4.1 Transportation Improvement Program (TIP)

A. Background

The Transportation Improvement Program (TIP) is a multi-year program for the implementation of transportation improvement projects within the Hampton Roads metropolitan planning area (MPA). The TIP must contain all regionally significant projects that require action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). Projects included in the TIP must be consistent with the approved Long-Range Transportation Plan.

As required by the current federal transportation act, entitled the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), the TIP is developed by the MPO in cooperation with the State and affected public transportation operators. SAFETEA-LU requires that the TIP cover a period of no less than four years and be updated at least every four years. The MPO is required to provide all interested parties with a reasonable opportunity to comment on the proposed TIP, as well as any subsequent amendments to the TIP.

Included in this task is the work associated with the Congestion Mitigation and Air Quality (CMAQ) program and Regional Surface Transportation Program (RSTP) Project Selection Process. The CMAQ and RSTP Project Selection Process is a cooperative effort involving the MPO, local governments, local transit agencies, the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT), to prioritize and select projects to receive CMAQ or RSTP funding.

B. Work Elements

Work activities include the following:

1. In cooperation with VDOT, DRPT, Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and the local governments, develop a draft list of projects to be included in the FY 2011-2014 TIP.
2. Coordinate the public review of the draft project list prior to commencement of the Air Quality Conformity Analysis on the draft project list.
3. Work with VDOT and DRPT on the development of the financial plan for the FY 2011-2014 TIP.
4. Coordinate the public review of the draft FY 2011-2014 TIP prior to final approval by the MPO Board.
5. Maintain and update the FY 2010-2013 TIP until the FY 2011-2014 TIP has been adopted.

6. Maintain and update the FY 2011-2014 TIP after it has been adopted.
7. Conduct public reviews of proposed amendments to the current TIP.
8. Maintain a current version of the TIP on the HRMPO website to provide easy public access.
9. Continue development of visualization techniques for the TIP.
10. Lead and coordinate the Project Selection Process for CMAQ and RSTP projects, as necessary.
11. Monitor and update Project Selection Process methodologies as deemed necessary.
12. Maintain electronic spreadsheets to keep track of CMAQ and RSTP allocations and transfers.

C. End Products

1. A financially-constrained FY 2010-2013 TIP that passes the Air Quality Conformity Analysis.
2. A report on the CMAQ and RSTP projects selected during the Project Selection Process, as needed.

D. Schedule

The FY 2010-2013 TIP is scheduled to be completed by Fall 2009.

If the TTC decides to conduct a CMAQ and RSTP Project Selection Process session during FY 2010, a summary report will be produced.

E. Participants

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

F. Budget, Staff, Funding

	PL	5303	TOTAL
HRMPO	\$	\$	\$

5.0 NEAR-TERM TRANSPORTATION IMPROVEMENTS

5.1 Congestion Management Process (CMP) - Congestion Countermeasures

A. Background

The Hampton Roads MPO (HRMPO) took action in October 1995 to adopt the region's Congestion Management System (CMS) and Implementation. The CMS (changed to CMP under SAFETEA-LU) is a systematic process for addressing congestion by providing information on transportation system performance and alternative transportation strategies. It represents an essential link between long-range plans and project implementation.

The HRMPO staff initiated the update of the CMP report in FY 2008 when the regional CMP network was updated with new roadways and roadway characteristics. The congestion analysis for the CMP network is scheduled to be completed in FY 2009. In FY 2010, this congestion analysis will be used to develop countermeasures for the congestion found in FY 2009. In addition, the HRMPO staff will coordinate its recommendations with those of the rural transportation planning conducted by HRPDC staff.

The following federal planning factors (PF) will be considered in the development of the regional CMP program:

- PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users;
- PF 4 Increase *accessibility and mobility of people and freight*;
- PF 5 Protect and enhance the *environment*, promote energy *conservation*, improve the *quality of life*, and promote consistency between transportation improvements and State and local *planned growth and economic development patterns*;
- PF 6 Enhance the integration and *connectivity* of the transportation system, across and between modes, for people and freight;
- PF 7 Promote efficient system *management and operation*; and
- PF 8 Emphasize the *preservation* of the existing transportation system.

B. Work Elements

The primary activities under this task will be:

1. Complete the CMP technical report. This report will include:
 - a detailed congestion analysis of the CMP network for existing and long-term traffic conditions.
 - a list of congestion mitigation measures, with an emphasis on land use, public transportation, transportation demand management (TDM), intersection improvements, operations, construction of additional thru lanes, access management, and bike and pedestrian improvements.
 - The development of additional congestion mitigation strategies and an analysis of their impacts in managing congestion and improving safety.

2. Coordinate CMP countermeasure recommendations with similar recommendations of the HRMPO's Long Range Transportation Plan (LRP) and the HRPDC's Rural Long-Range Transportation Plan (RLRP).
3. Continue to collect and update the CMP database with the most current traffic counts.
4. Continue to collect, update, and analyze data from various data sources relating to highway, transit, rail, bike/pedestrian, air, and water travel.

C. End Products

1. CMP Technical Report
2. CMP Database
3. Other transportation databases (i.e., safety, transit, air travel, ports, bridges and tunnels)
4. Regional Traffic Volumes for Public Distribution

D. Schedule

1. CMP Technical Report: 4th Quarter FY 2010
2. CMP Database: continuous
3. Other transportation databases: continuous
4. Regional Traffic Volumes for Public Distribution: 3rd Quarter FY 2010

E. Participants

HRMPO, VDOT, TRAFFIX, localities, local transit agencies (HRT, WATA), DRPT, FHWA

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

5.2 Commuter Assistance Programs (CAP)

A. Background

The Commuter Assistance Program (also known as Transportation Demand Management or TDM) program for Southeastern Virginia (TRAFFIX) is a coordinated regional approach aimed at reducing demand on the region's transportation infrastructure through the promotion of transportation alternatives. The primary goals of the TRAFFIX program are to reduce congestion, improve air quality and enhance personal mobility by implementing a series of strategies including rideshare matching, carpooling/vanpooling, commuter/express buses, and promotion of high occupancy vehicle lanes.

B. Work Elements

The HRMPO staff will promote and integrate the following federal planning factors (PF) into the regional Commuter Assistance Program:

- PF 4 Increase accessibility and mobility of people and freight;
- PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

The primary tasks will be:

1. Analyze CAP-related data and evaluate existing and potential strategies as part of the regional Congestion Management Process (CMP) and related corridor and sub-area studies.
2. Provide technical assistance to TRAFFIX staff.
3. Participate in the work of the TRAFFIX Oversight Committee to plan, implement, and promote alternative modes of transportation in Hampton Roads.

The HRMPO staff will coordinate near-term CAP recommendations with similar recommendations of the HRMPO's LRP and the HRPDC's Rural Long-Range Transportation Plan (RLRP).

C. End Products

Regional CAP Strategies will be included in the CMP document.

D. Schedule

On-Going Activity (see 5.1 for CMP schedule)

E. Participants

HRMPO, VDOT, TRAFFIX, Localities, Local transit agencies (HRT, WATA), DRPT, FHWA

F. Budget, Staff, Funding

	PL	5303	TOTAL
HRMPO	\$	\$	\$

5.3 Regional Safety Planning

A. Background

In accordance with SAFETEA-LU, the safety of the transportation system for all motorized and non-motorized users should be considered as part of all projects, strategies, and services. HRMPO staff has conducted regional safety planning through the Regional Safety Study as well as through the Congestion Management Process.

In 2001 HRMPO staff began work on the Regional Safety Study. Completed in 2004, this study was one of the first studies in the country that examined regional safety issues in detail. The report included general crash data and trends, a detailed analysis of the locations of crashes throughout the region, and an analysis of high crash locations with crash countermeasures.

Since the Regional Safety Study was released HRMPO staff has updated the general crash data and trends portion on a biennial basis. HRMPO staff has also worked with VDOT as the organization has greatly increased their safety planning efforts. This includes participating on safety-related committees such as the statewide Surface Transportation Safety committee and Strategically Targeted Affordable Roadway Solutions (STARS) committee, and participating on roadway safety assessments conducted by VDOT and their consultants.

B. Work Elements

Work activities under this task include the following:

1. Produce an update to the Hampton Roads Regional Safety Study: General Crash Data and Trends report. This report will update the General Crash Data and Trends report that was released in FY 2008. The updated report will include crash data and trends on a jurisdictional and regional level, and comparisons with other metropolitan areas.
2. The HRMPO staff will work closely with VDOT as the organization conducts their safety planning efforts. This includes participating in statewide and regional safety-related committees and participating in roadway safety assessments conducted by the state and their consultants.
3. The HRMPO staff will continue to collect, update, and analyze safety data and incorporate safety data into HRMPO databases.
4. The HRMPO staff will assist localities as requested with safety-related issues.

C. End Products

1. Hampton Roads Regional Safety Study: General Crash Data and Trends report.
2. Updated safety databases

D. Schedule

1. Hampton Roads Regional Safety Study General Crash Data and Trends Update:
2nd Quarter FY 2010
2. Ongoing Activity: Updating safety databases

E. Participants

HRMPO, VDOT, FHWA, and Localities.

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

5.4 Transportation System Management and Operations Planning

A. Background

As new technologies were being applied to the need to minimize congestion and reduce delays around the US in the 1990s, the Hampton Roads Intelligent Transportation Systems (ITS) Committee initiated a project called COMPARE (Congestion Management Plan: A Regional Effort), completed in FY 1996. In 2000, COMPARE was updated to produce the ITS Strategic Plan for Hampton Roads. In 2004, the ITS and Operations Planning (ITSOP) Committee updated the ITS Strategic Plan document. This strategic plan will be the foundation for future ITS projects ensuring that the area continues to benefit from emerging technologies.

The federal SAFETEA-LU legislation requires statewide and regional transportation plans to consider “Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.” In 2005, the ITSOP Committee, in conjunction with the Hampton Roads Incident Management Committee (HRHIM) initiated the development of the Regional Concept of Transportation Operations (RCTO). The first task of this initiative was to enhance the existing incident management plan. As part of this task, the ITSOP Committee membership was expanded to include members of HRHIM and local law enforcement and first responders.

B. Work Elements

The HRMPO staff will promote and integrate the following federal planning factors (PF) into the regional ITSOP program:

- PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users;
- PF 3 Increase the ability of the transportation system to support *homeland security* and to safeguard the personal security of all motorized and non-motorized users;
- PF 4 Increase *accessibility and mobility of people and freight*;
- PF 5 Protect and enhance the *environment*, promote energy *conservation*, improve the *quality of life*, and promote consistency between transportation improvements and State and local *planned growth and economic development patterns*;
- PF 7 Promote efficient system *management and operation*; and
- PF 8 Emphasize the *preservation* of the existing transportation system.

Work activities under this task include the following:

1. The HRMPO staff will provide technical and administrative assistance to the ITSOP Committee. The HRPDC staff will also be responsible for the preparation of bi-monthly agenda notices and related correspondence.
2. The HRMPO staff will work closely with VDOT and the ITSOP Committee to identify the most potentially effective projects in the ITS Strategic Plan for

consideration by VDOT for inclusion in the SYIP and for consideration by HRMPO for inclusion in the TIP.

3. The HRMPO staff will coordinate near-term operations recommendations with similar recommendations of the HRMPO's LRP and the HRPDC's Rural Long-Range Transportation Plan (RLRP).
4. The HRMPO staff will continue to propose that the HRMPO set aside funding in its LRP for transportation system management and operations.
5. The staff will continue to work on the implementation of RCTO and enhanced regional incident management plan for Hampton Roads.
6. The staff will continue to assist HRHIM in its efforts to reduce the impact of incidents on traffic congestion.
7. The staff will oversee interagency coordination for ITSOP.
8. The staff will participate in related ITS meetings, conferences, and workshops.
9. The staff will conduct travel time runs, as necessary, to determine the need for and effectiveness of various operations improvements.

C. End Products

1. Operations projects in TIP
2. Bi-monthly ITSOP Committee Agendas

D. Schedule

1. Ongoing Activity: Operations projects in TIP
2. Ongoing Activity: Bi-monthly ITSOP Committee Agendas

E. Participants

HRMPO, VDOT, Localities, Local transit agencies (HRT, WATA), HRHIM, VPA, Navy, FHWA, Virginia State Police (VSP), and local law enforcement.

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

5.5 Regional Freight Planning

A. Background

In FY 2002, the HRMPO staff received the 1998 freight data and performed a comprehensive analysis of freight movement in and out of the region. This analysis was also compared to the 1995 data to depict any and all major changes in the movement of freight within the region. In addition, the staff collected truck data and vehicle classification counts for nearly 200 locations throughout the region. The results of the freight movement and truck circulation analyses were summarized in the Intermodal Management System 2001 report. In FY 2006, the HRMPO staff began the task of updating the IMS 2001 report. In FY 2007, the HRMPO staff completed the IMS 2007 report, including several additional elements, such as a review of freight industry terminology, a list of public and private freight data sources, a military freight analysis, a commodity flow data analysis with existing (2004) and projected (2035) conditions and locations of freight bottlenecks within the region.

SAFETEA-LU stresses the importance of freight movement for the nation. Truck, rail, and maritime goods movement considerations need to be included in the region's transportation plans and programs. At the State level, Virginia's first initiative to address increased freight needs is included in the Virginia Statewide Multimodal Transportation Plan, VTRANS2025. VTRANS2025 identifies specific strategies to incorporate freight issues into transportation planning and project development. VDOT, in cooperation with FHWA, is continuing to conduct a statewide study of essential freight infrastructure and incorporating that information into Virginia's statewide planning efforts.

Based on VDOT's 2005 proposal to use the Rural Transportation Planning Assistance Program to achieve regional long-range planning for rural areas of each PDC, the HRMPO staff will continue to coordinate with the HRPDC staff as it includes its rural localities in the regional freight planning process.

B. Work Elements

The HRMPO staff will promote and integrate the following federal planning factors (PF) into the regional freight-planning program:

- PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users;
- PF 4 Increase *accessibility and mobility of people and freight*;
- PF 5 Protect and enhance the *environment*, promote energy *conservation*, improve the *quality of life*, and promote consistency between transportation improvements and State and local *planned growth and economic development patterns*;
- PF 6 Enhance the integration and *connectivity* of the transportation system, across and between modes, for people and freight;
- PF 7 Promote efficient system *management and operation*; and
- PF 8 Emphasize the *preservation* of the existing transportation system.

In FY 2010, the HRMPO staff will continue to maintain the region’s freight planning efforts through updates to databases, outreach to stakeholders, and additional freight data analysis as needed. HRMPO will carry out the following regional freight planning activities:

1. Continue to assist VDOT and FHWA in their statewide study of essential freight infrastructure by soliciting and documenting feedback from representative jurisdictions on the critical freight issues on local and regional transportation systems and by reviewing and verifying employers within the MPO region that employ more than 100 persons and generate freight traffic.
2. Work with VDOT to develop a Hampton Roads Freight Model. This is a new initiative to develop a truck-forecasting model for the region. VDOT has recognized HRMPO as the statewide leader in freight planning and has selected Hampton Roads to assist in the development of this new model.
3. Continue to obtain and analyze regional truck data collected by VDOT and incorporate this data into the CMP/Freight database.
4. Continue to participate in freight stakeholder meetings and workshops, including the Virginia Freight Advisory Committee (VFAC).

C. End Products

1. CMP/Freight Database
2. Freight Data Analysis – as needed

D. Schedule

On-going activity

E. Participants

HRMPO, VDOT, Localities, VPA, Navy, FHWA, Private Freight Stakeholders

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

5.6 Improving the Mobility of Non-Drivers

A. Background

Persons who do not drive being approximately half as mobile as those who do drive, the HRMPO is determining ways to improve the mobility of non-drivers.

In previous fiscal years, MPO staff:

- measured the mobility needs of non-drivers,
- used the National Household Travel Survey and a local survey to calculate the factors that improve non-driver mobility,
- performed a gap analysis for local neighborhoods,
- located non-drivers living in Hampton Roads, and
- measured the non-driver accessibility of each block in Hampton Roads

B. Work Elements

1. MPO staff will lead the non-driver working group (comprised of staff of VDOT, local governments, and local transit agencies) in determining the specific focus of the non-driver research for FY 2009, based on the results of the previous non-driver reports. Because 2008 NHTS data is scheduled for release during FY 2010—including approximately 3,000 surveys for Hampton Roads with addresses—the working group may desire that staff use the NHTS data to determine whether residential location (i.e. living within walking distance of destinations and bus stops), all other factors being equal, impacts driver status.
2. MPO staff will conduct the non-driver research to be specified as described above.

C. End Products

A report of the FY 2010 non-driver research will be prepared by HRMPO staff, reviewed by the TTC and HRMPO, and approved by the HRMPO.

D. Schedule

The FY 2010 non-driver research will be completed by June 2010.

E. Participants

HRMPO, VDOT, local governments, and local transit agencies.

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

6.0 TRANSIT PLANNING

6.1 Coordinated Public Transit – Human Services Transportation Plan

A. Background

In accordance with SAFETEA-LU, projects proposed to receive formula funding from three specific Federal Transit Administration (FTA) programs must be derived from a locally developed public transit-human services transportation plan (Coordinated Plan). The Coordinated Plan should enhance access to transportation for elderly, disabled, and low-income individuals, minimize duplication of services, and encourage a cost-effective transportation program. Development of the Coordinated Plan entailed extensive outreach and resulted in a competitive selection process for projects. As the designated recipient for Section 5307 funds, Hampton Roads Transit (HRT) is the default recipient of the newly formularized Job Access and Reverse Commute (JARC) and New Freedom funds and agreed to lead the development of the Coordinated Plan.

The three FTA programs associated with this Plan are:

- 5310 – Special Needs of Elderly Individuals and Individuals with Disabilities
- 5316 – Job Access and Reverse Commute
- 5317 – New Freedom

FTA allows recipients to apply for funding (up to ten percent of available program funds) for planning, technical assistance, and project administration to cover costs associated with the development and implementation of the Coordinated Plan and the competitive selection process prior to applying for project implementation. These funds will be used to cover costs, including staff time, associated with administering the program, as well as developing the Coordinated Plan.

Initial work on the development of the Coordinated Plan took place in the fall of 2006. The initial work group, consisting of staff from the MPO, HRT, and Williamsburg Area Transit Authority (WATA), devised plans for soliciting the involvement of public and private providers of transportation services, as well as involvement from the general public. A list of stakeholders was compiled of agencies, businesses, organizations, and individuals that responded to the solicitations for involvement.

Meetings were held with the stakeholders in March 2007, November 2007, and March 2008 to assess available services, assess needs for these types of services, and develop strategies for addressing gaps in service to the targeted populations. The stakeholders were directly involved in the development of the Coordinated Plan. The Draft Coordinated Plan underwent review by the Transportation Technical Committee (TTC) and the public in March 2008 and received final MPO Board endorsement in April 2008. The *Coordinated Public Transit – Human Services Transportation Plan for Hampton Roads, Virginia* was adopted in April 2008.

The Coordinated Plan addresses, in part, several of the Planning Factors (PF) included in Section 450.306(a) of the SAFETEA-LU Final Rule:

- PF 4 Increase accessibility and mobility of people and freight
- PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
- PF 6 Enhance integration and connectivity of the transportation system, across and between modes, for people and freight
- PF 7 Promote efficient system management and operation

During FY 2009, primary work under this task included two rounds of competitive selection of projects for FY 2006, FY 2007 and FY 2008 JARC & New Freedom funding. During FY 2010, primary work will include a supplemental round of competitive project selection for remaining FY 2007 and FY 2008 JARC and New Freedom funds, finalizing the selection for FY 2009 JARC and New Freedom funds, and monitoring reauthorization activity for possible additional funds in the years after FY 2009.

B. Work Elements

Work activities include the following:

1. Coordinate a supplemental round of competitive project selection for remaining FY 2007 and FY 2008 JARC & New Freedom funds.
2. Finalize competitive selection for FY 2009 JARC & New Freedom funding.
3. Monitor reauthorization activity for future consideration.

C. End Product

Compilations of selected projects based on selection process detailed in the Coordinated Plan document.

D. Schedule

1. Schedule for Work Element (WE) 1 – June/July 2009
2. Schedule for WE 2 – Second quarter of FY 2010
3. Schedule for WE 3 – Ongoing activity

E. Participants

HRMPO, HRPDC, HRT, WATA, local governments, DRPT, VDOT, human services agencies/organizations, private and private non-profit paratransit service operators, FHWA, FTA, other interested parties.

F. Budget, Staff, Funding

	5303	5316	5317	TOTAL
HRMPO	\$			\$
HRT		\$	\$	\$
TOTAL	\$	\$	\$	\$

6.2 TDCHR – Performance Monitoring and Evaluation

A. Background

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

B. Work Elements

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

1. **Goals, Objectives, Needs and Measure:** Goals and objectives to address needs are established each year as part of the Policy/Planning Cycle. Performance measures are used to determine if Goals and Objectives are being achieved.
2. **Service Consumption and Performance:** Monitor services and collect and assemble information on service characteristics, operating statistics, financial results, service quality, and ridership data for fixed route, commuter (Express and Work trips) Hampton Schools, special services, trolley services, and paratransit services, etc. Data will be used to make adjustments to existing services and to develop recommendations for future services. Data collection will include trail checks, boarding and alighting counts, schedule adherence checks, electronic fare box readings, and field surveys.
3. **Market Environment and Performance:** Assemble and assess secondary data and primary research in the form of: socioeconomic and demographic data from census data and proprietary reports; land use from local planning agencies, field surveys and special reports; customer complaints, suggestions and request; market research; requests from private service providers to operate various services; and special studies and surveys. The data will be acquired from a variety of sources including: the Hampton Roads Planning District Commission staff, city officials and staff, board members, private providers, and the public.
4. **Evaluate Proposed and Existing Services:** Evaluation of the performance of existing services entails the computations of the values of measures of effectiveness and efficiency and comparing these values to industry standards or to peer groups. Analysis for new services involves forecasting and comparison with warrants for service design. Opportunities are identified and new services are proposed. Continued compliance with the Americans With Disabilities Act will also be monitored and evaluated.
5. **Recommendations and Documentation:** Developed in a number of formats to accommodate their audience and purpose. Routine monthly and quarterly reports are principal means for management to monitor performance. Reports containing recommendations for service are the annual Transportation Service Program (TSP) and proposals for specific service modifications and new services.

Other reports include: monthly ridership reports, fare and transfer analysis, Financial Capacity analysis, the annual budget and financial reports, the annual update to the Transit Development Program, and the annual Transportation Improvement Program which contains a capital improvements and the use of flexible funding for innovative and experimental service implementation. The TDCHR staff will continue to coordinate with city and MPO staff to develop service and capital improvement plans through the TSP and TIP planning process.

6. **Development of Performance Measures:** Upon approval of performance measures from the Commission, develop databases and data analysis. Format and prepare monthly and quarterly reports. Develop annual report containing route-by-route and system productivity information by service period.
7. **Installation of new Giro Scheduling Software:** Install, train, develop, monitor, and maintain new Giro scheduling software. The software was installed in the spring of 2002. It is designed to permit improved coordination between the scheduling, dispatch, and payroll functions. The automated features of the software will enhance HRT's ability to provide more cost effective schedules and run cuts.

C. End Products

1. Annual Goals and Objectives
2. Monthly and Quarterly Performance Reports
3. Annual Transportation Service Program
4. Annual Transit Development Program Update
5. Transportation Improvement Program/Annual Element
6. Annual Budget
7. Quarterly Financial Reports
8. Financial Capacity Analysis
9. Performance Measures
10. Integration of new Giro Scheduling Software

D. Schedule

The above activities are an ongoing effort and thus carry no specific completion date.

E. Participants

HRT

F. Budget, Staff, Funding

	5303	CO 5303	5307	TOTAL
HRT	\$			\$
TOTAL	\$			\$

6.3 WATA – Performance Monitoring and Evaluation

A. Background

The creation of a Regional Transit Authority, August 28, 2008, comprised of the Counties of York and James City, the City of Williamsburg, the College of William and Mary, and the Colonial Williamsburg Foundation requires planning support for the Williamsburg Area Transit Authority (WATA) vision for a seamless regional system.

Initiatives approved or in planning will increase service miles over 50% in providing over 3 million trips to citizens, guests and students of the City of Williamsburg, James City County, York County, the College of William and Mary, connecting service to Hampton Roads Transit in Newport News, the Colonial Williamsburg Historic Area and Historic Triangle. Initiatives include the following:

- Increased Service Frequency and Sunday service
- Service to areas not served, including parts of Route 5, Route 31, the James City County Government Center and Riverside Hospital development off Route 199.
- Trolley service connecting commercial/residential of Merchants Square (Colonial Williamsburg), High Street (City of Williamsburg) and New Town (James City County). Bus connections to Marquis development (York County)
- Additional employee connections from the City of Newport News, and Counties of Charles City, New Kent and Surry to Greater Williamsburg to address a shortage of future labor required for the food service, retail, warehousing and hospitality industries.

The collection and analysis of information to ensure this unprecedented system growth is effective and efficient is important to our local, regional, state and federal partners.

B. Work Elements

The scope of work that supports this need follows.

1. Objectives and Measures- Objectives, goals, and strategies are formulated and established as part of the Strategic Management Plan for the Williamsburg Area Transit Authority and to meet planning requirements of our local, state and federal partners. Quantifiable measures and strategies to develop these objectives are established and monitored on a month-to-month basis and incorporated in monthly, quarterly, mid-year, and annual reports to Board, respective Advisory committees and State and Federal partners.

2. Service Consumption and Performance - Service monitoring and data collection on service characteristics, (i.e. trip purpose, fares, revenue miles, passenger miles, etc.), service efficiency (cost per mile, revenue to expense ratio, etc.), service effectiveness (riders per mile and hour, etc.), and service quality (i.e. service disruptions and accidents, customer complaints, vehicle support, etc.) will increase in establishing a

data base to help the Board shape policy and meet new State and Federal requirements. Data is collected with the assistance of administrative and operations personnel on a daily and monthly basis, and incorporated in monthly, quarterly, and annual reports. Data is used to adjust establish goals and objectives for the Regional Authority.

3. Evaluate Proposed and Existing Service - Annual evaluation of the performance of existing services entails the computation of values and measures in the form of performance ratios for service effectiveness and efficiency. Performance data developed will be developed in line with accountability measures developed through the Virginia Department of Rail and Public Transportation. These values are analyzed on a trend basis, and with other transit systems as needed. Evaluation of phased improvements of Williamsburg Area Transit Authority included in the Hampton Roads and State Transportation Improvement Plan continues. During the planning of improvements the WATA Board is placing an emphasis on strategies that improve public participation. Service plans include the following: Annual update of 20 year Operating and Capital Plan, Phased Service Plan and development of a Transportation Development Plan.

4. Bus Stop Improvements- Safe, convenient stop locations conducive to customer needs require continued evaluation and partnerships with the business community and VDOT. Evaluation includes an annual review of Agency assets (Bus stops poles, placards, benches, shelters) condition and location in updating a Replacement Plan. Other aspects of this annual review will include an assessment of amenities in and around stops evaluating the need for pedestrian improvements as pedestrian crosswalks, lighting and bike lockers Such factors as engineering, environmental, usage, and pedestrian safety are analyzed.

5. System Revenue/Partnership Evaluation- Day, Weekly and Monthly passes and off-site sales locations for these fare types require implementation to reduce resources necessary for the current cash based system. Plans for inside, outside advertising, private support and revenue alternatives will be presented for Board approval to reduce the dependency on Federal, State and local contribution.

6. Develop Organization Internal Support - In becoming an Authority, we will assume functions once provided by local government including Human Resources, Risk Management, Procurement, Information Technology and Legal. Special emphasis is placed on introducing technology improving the customer's experience. Evaluation of operational support is needed to ensure the most efficient and effective management of these functions.

7. Evaluation of Service to Seniors and Disabled- The Hampton Roads Region continues the development of a coordinated plan in response to the SAFETEA-LU New Freedom Program, a federal initiative encouraging effectiveness and efficiency through coordinated transportation services for seniors and the disabled. With a growing senior population in our region surpassing state and national growth trend rates, coordinated services planning and evaluation are essential.

8. Federal Data Requirements- Beginning in the Fiscal Year 1997, Williamsburg Area Transit Authority began collection of National Transit Data required by systems serving urbanized area. With the increase in growth through a Regional Authority this activity is becoming more challenging for a limited staff and collection/statistical analysis require process re-evaluation and automation. New federal requirements for Limited English Proficiency, Disadvantaged Business Enterprise and Title VI will require updating policy in each of these areas.

9. Recommendation Reports- Reports developed in a number of formats to accommodate local, State, and Federal government needs are provided on a monthly, quarterly, and annual basis. These reports are necessary to show resource usage to various levels of government that support transportation. Reports containing recommendations are part of the annual development of goals and objectives for the Authority.

C. End Products

1. For Work Element (WE) 1 – FY 2009 WATA Strategic Plan Summary and FY 2010 WATA Strategic Plan reports for quarterly, mid-year, and annual review by Advisory Committees and the Board of Directors. These reports will promote efficient management and operation of regional transit.

2. For WE 2 – Establishment of baseline data through the development of a Transit Development Plan to help measure efficiency (i.e. cost per mile and per hour, revenue to expense ratio, etc.), service effectiveness (i.e. trips per mile and per hour, and service quality (i.e. service interruptions and accidents) for the Authority to evaluate and plan for enhanced integration of a regional network. Reports generated from data will demonstrate to the public, Board, and local, state, and federal partners the efforts to continue to promote efficient and effective management of transit services.

3. For WE 3 - Transportation Development Plan in coordination with Technical Assistance Plan for the implementation of phased improvements that will double service delivery over a three-four year period (FY 09-11), provide transit to un-served areas, plus provide transit oriented development alternatives to the single occupancy car. Service plans include additional connections to other Transit Systems (HRT) and adjoining regions in helping meet an identified labor shortage in Assessing the Future Labor Market in Greater Williamsburg published for the Greater Williamsburg Chamber & Tourism Alliance, February 2007.

Transportation Development Plan outcomes expected include the following: a) Increase integration and connectivity between regions and transit properties to meet growth exceeding local, state and national trends b) support new Economic Development Center forecasts for employment and Comprehensive Plan updates c) Protect environmental objectives for mixed use transit-oriented development and d) increase mobility of people across regions that may have limited auto access and/or transportation options.

4. For WE 4 – Annual inventory of all WATA assets (bus –stops, shelters, facilities) with summary providing condition, security and safety assessment, replacement need

and requirements for expanding public amenities. Summary report will aid resource planning for Federal, State and local entities and ensure that public transit assets are preserved and distributed equitably in accordance with Title VI.

5. For WE 5 – Development of weekly and monthly pass system and evaluation of an Outside advertising Program. Products developed help promote management efficiency by helping contain contribution requirements by local, state and federal partners.

6. For WE 6 – Plan for WATA to assume functions (IT, HR, Fiscal, Procurement etc.) as Authority previously managed through umbrella of local government. The purpose is to ensure that organization functions continued to be managed in an efficient and effective manner.

7. For WE 7 – Implementation of Hampton Roads Human Service Coordination Service Plan.

8. For WE 8 - DRPT performance reports and National Transit Data Base on-going monthly and annual reports. Updates of Limited English Program, Disadvantaged Business Program and Title VI. Title VI updates will include GIS mapping of services ensuring equitable distribution of service mobility to all populations.

9. For WE 9 - FY 09-10 WATA service proposals for adoption by Board and presentation to local, state and federal partners for evaluation and approval. Proposals to serve as foundations for increasing regional mobility, enhancing economic development, improving quality of life and environment and as a solution to more efficient use of road network.

D. Schedule

1. For Work Element (WE) 1 –Quarterly, mid-year, and annual reports.

2.For WE 2 – Ongoing monthly, quarterly, mid-year, and annual reports/presentations to WATA Board.

3.For WE 3 - Ongoing quarterly, mid-year, and annual Transit Development Plan reports/presentations updates.

4. For WE 4 – Annual assessment report December 2009. Summary Report with Recommendations November 2010. Inclusion of replacement/expansion needs in Capital Improvement Program and inclusion in twenty year update of operating/capital needs.

5. For WE 5 – Review of Pass program on-going.

6. For WE 6 - On-going with completion date targeted for December 2009.

7. For WE 7 – Ongoing activity.

8. For WE 8 – Ongoing activity.

9. For WE 9 – Ongoing activity.

E. Participants

WATA Board, Advisory Committees, General Public, regional stakeholders, MPO, DRPT, HRT, FTA, and other local, state, and federal agencies staff.

F. Budget, Staff, Funding

	5303	CO 5303	5307	TOTAL
WATA	\$			\$
TOTAL	\$			\$

6.4 Feasibility/Corridor Studies

A. Background

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

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

B. Work Elements

1. **Extensions to the Norfolk Minimum Operable Segment (MOS) LRT Line** - Support the planning and conceptual engineering for potential extension to the Norfolk LRT project, including ridership forecasts, capital and operating costs, and provide planning information to further advance the project toward the next phase.
2. **Peninsula Corridor Rapid Transit Study** - The Alternatives Analysis (AA) on the Peninsula Corridor Rapid Transit Study has been an on-going project over the last several years. This planning effort has investigated numerous rail alternative alignments and technologies. In the fall of 2008, the analysis determined that current density levels did not meet the thresholds required for LRT in the Federal Transit Administration (FTA) News Starts funding program. Because of this, efforts will now be focused on land-use planning along the project corridor to support the density and intensity needed for Light Rail. This will include examining opportunities for utilizing Light Rail as an economic development tool in the project area.
3. **Virginia Beach Transit Study and Norfolk Naval Station Transit Study** - Initiate the Systems Planning/Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) for the LRT or other fixed guideway extension to the Virginia Beach Ocean Front and to Naval Station Norfolk. This planning work will evaluate and recommend the most appropriate alignment to access the Naval Station and the Virginia Beach Ocean Front, and determine the best connection from each location to the Norfolk MOS-LRT Line. Once a Preferred Alignment has been selected for each location, the DEIS process will be initiated separately for each location. The DEIS will include the numerous technical planning elements required under the National Environmental Policy Act (NEPA) regulations. These Studies will also provide extensive information necessary to further advance planning of the project. Associated bus service improvements and park and ride facilities will be included in these analyses.

4. **BRT Feasibility/Conceptual Engineering/Corridor Studies** - Feasibility and Corridor Studies are planned for the evaluation of transportation improvements within the TDCHR service area. The service area/corridor improvements will undergo project development, planning and conceptual engineering to identify alignments and potential ridership via innovative Bus Rapid Transit (BRT) options. Maintenance facility needs will be included in the analysis/design. BRT is defined as a holistic approach to planning and implementing transit options combining facility, systems, and vehicle investments to deliver high quality transit to patrons.

The specific building blocks of BRT service include creatively combining rights-of-way, vehicles, stations, operations, service design, and intelligent transportation systems within the corridor environment for easier navigation. BRT offers such potential benefits as the flexibility to meet customer needs through high quality links to community based services, convenience through elimination of transfers, and greater speed through skip-stop or express service, resulting in higher capacity vehicles from innovative BRT total system designs.

Potential BRT service will be evaluated to examine cost effective expansions of the Oceanfront BRT. This will include feasibility, costs, ridership and potential financial strategies.

5. **Passenger Ferry Service Expansion** - Hampton Roads Transit operates passenger ferry service between the Norfolk and Portsmouth waterfront areas. This study effort focuses on the feasibility of expanding ferry service between other areas within the TDCHR service area. These efforts include development of operations plans and costs for expanded ferry service and related docking needs/bus circulation/park and ride/transit center functions. Financial feasibility will also be examined.

C. End Products

All Study end products for Work Elements (1-5) carry the future option for service implementation.

D. Schedule

Work Elements (1-5) are scheduled as current and ongoing tasks in FY 2010.

E. Participants

Participants for Work Elements 1 & 2 include HRT, FTA, and associated consultants

Participants for Work Elements 3 – 5 include HRT and associated consultants.

F. Budget, Staff, Funding

	Work Elements	5303	CO 5303	5307	TOTAL
HRT	WE 1			\$	\$
HRT	WE 2			\$	\$
HRT	WE 3			\$	\$
HRT	WE 4			\$	\$
HRT	WE 5			\$	\$
TOTAL				\$	\$

6.5 Disadvantaged Business Enterprise Planning

A. Background

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

B. Work Elements

1. Annually conduct an internal study of compliance with the DBE Program/Plan requirements. The study should identify any areas of non-compliance and recommend strategies to ensure Agency-wide implementation and compliance with the DBE Program requirements and procedures.
2. Identify DBE procurement opportunities and plan outreach initiatives to recruit local and specialty DBE firms to participate in HRT's procurement process.
3. Annually, conduct an informal study of the real availability of certifiable/certified DBEs, MBEs and WBEs in the Hampton Roads Transit's Metropolitan Statistical Service Area for use by the HRT Procurement Department in soliciting potential vendors.
4. Conduct a review of the procurement opportunities on the new rail project for DBEs, MBEs and WBEs.
5. Plan outreach initiatives to ensure that there are ready, willing and capable DBEs to participate in this new economic initiative for Hampton Roads Transit Metropolitan Statistical Area.

C. End Products

As indicated in the above bulleted section.

D. Schedule

The above activities are an ongoing effort and thus carry no specific completion date.

E. Participants

HRT staff and consultants.

F. Budget, Staff, Funding

	5303	CO 5303	5307	TOTAL
HRT	\$	\$		\$
TOTAL	\$	\$		\$

6.6 ISO 14001:2004 Planning and Registration

A. Background

In 2005, HRT was one of ten transit agencies in the country selected to participate as a pilot agency in the FTA's initiative of EMS training and assistance for implementing an International Organization for Standardization (ISO) 14001 based Environmental Management System (EMS). This program supports President Bush's Executive Orders 13148 "Greening the Government" and 13274 "Environmental Stewardship and Transportation Infrastructure Project Reviews." These initiatives direct federal agencies to promote environmental stewardship in the nation's transportation system while streamlining the environmental review and development of proposed transportation projects.

Through its participation in the FTA's EMS training, HRT developed and implemented an EMS for its HQ Maintenance and Operations Facility. This program produced a plan designed to enable HRT to enhance its ability to analyze, control, and reduce environmental impacts, while operating with greater efficiency and control. The ISO 14001:1996 Standards served as the basis of this training, from which the FTA left open the option for each pilot agency to pursue ISO certification.

Since that time, HRT has made a commitment to educating and training its employees to improve environmental performance and implement sustainable practices. On July 20, 2005, HRT became one of the first two agencies in the American Transit Industry – and the first in Virginia – to become a signatory of the International Charter of Sustainable Development. This action further demonstrated HRT's commitment to sustainability, and made accountable its efforts to operationalize the EMS Program and achieve ISO 14001 certification.

In March 2008, HRT hired an environmental management consultant to conduct a GAP Analysis on its 2005 EMS Program, develop a plan for updating its EMS based on the more recent ISO 14001:2004 Standard, and assist in expanding its EMS to include all HRT facilities.

HRT should begin to realize a gradual return on its investment as the EMS and Sustainability Program gets fully implemented across the agency in 2009, yielding reduced energy consumption and non-compliance liability, along with more efficient and effective work practices. This return will become measurable upon the implementation of EMS monitoring procedures.

B. Work Elements

1. The new EMS and Sustainability Program, HRT Cares (Creating Accessible Regional Sustainability), is being developed to consist of three major program initiatives – Pollution Prevention, Climate Protection, and Energy Conservation – around which all identified objectives and targets will be based.

2. Upon implementation, a 2nd or 3rd party compliance audit will be conducted and a contract will need to be entered into with an audit certified company for ISO Registration.
3. Pending the outcome of this process, along with the availability of funding, HRT will be responsible for implementing its EMS recommendations in order to meet its program objectives and targets, and ultimately maintain ISO Certification. Funding will also be required to obtain future auditing requirements and ongoing ISO Certification.

C. End Products

1. EMS (ISO 14001) Document review – HRT’s EMS documentation will be compared to the requirements of ISO 14001 – may either be on-site or off-site. Discrepancies (if any) will be noted.
2. ISO 14001 Pre-assessment – Can be either off-site with limited access to information or on-site with full access to documents, records, employees and management. The latter is preferable for HRT because of the breadth of scope which includes several locations and departments. This will give HRT experience in expectations for the certification assessment. Weaknesses (if any) will be identified and HRT will have up to 45 days to address them prior to the official certification assessment.
3. ISO 14001 Initial Assessment - Official review of all aspects of HRT’s EMS including, but not necessarily limited to: procedures, aspects and impacts, documents, permits, records, training effectiveness and management review. This will include official interviews with employees and management. This may be done in two stages – the first to determine general readiness and the second to fully document all aspects of the EMS.
4. Issuance of ISO Certificate (or denial).
5. Semi-annual updates - The certification remains effective for three (3) years. In order to maintain it however, HRT will need to undergo updates every 6 months by the ISO 14001 Accreditation Firm
6. A sampling of information will be gathered to ascertain that each of the 17 EMS elements is still in conformance.
7. Samples may be taken from various locations within the scoped fenceline (all 17 elements will not necessarily be checked for each location).

D. Schedule

The EMS Program will be on-going once implemented across all maintenance and operations facilities. The initial ISO 14001:2004 Registration process will take approximately three months, to include Registration Audits on pre-assessment phase, system documentation, and operations.

E. Participants

HRT staff with consultant

F. Budget, Staff, Funding

	5303	CO 5303	5307	TOTAL
HRT/Consultant	\$			\$
TOTAL	\$			\$

6.7 Transit Center Upgrades

A. Background

The purpose of this effort is to provide for upgrades to existing Hampton Roads Transit (HRT) transfer facilities and engineering/design for new facilities to improve HRT transfer activities at various locations throughout the Hampton Roads area. The work includes analysis of potential new transfer center locations.

B. Work Elements

1. Planning: base mapping, coordinating with city staff, record research, site evaluation, and reviewing existing and future transit services.
2. Design: survey data, conceptual plans, final plans and specifications.
3. Environmental Assessment

C. End Products

1. Feasibility studies for new transfer center locations and plans to upgrade all HRT transfer centers that will include, but not be limited to the following:
 - a. Infrastructure improvements
 - b. Architectural work and construction to maintain ADA and FTA compliance
 - c. Operational enhancements (traffic flow, safety, security, etc.)
 - d. Customer amenities
2. Architectural/Engineering documents/drawings for new and upgraded center

D. Schedule

Transit Center Upgrades are scheduled as current and ongoing tasks in FY-10.

E. Participants

HRT

F. Budget, Staff, Funding

	5303	CO 5303	5307	TOTAL
HRT			\$	\$
TOTAL			\$	\$

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

A. Background

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

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

- Program Management
- Planning, Evaluation and Analysis
- Administration
- Sales
- Marketing

The Transportation District Commission of Hampton Roads administers TRAFFIX. It receives and administers program grants. A TDM Traffix Oversight Committee (TOC) is comprised of staff members of HRT, FHWA, VDOT, DRPT, HRPDC, and Cities. They provide policy guidance regarding program management. TRAFFIX Program management includes organizational development, strategic planning, program budget/funding, program development, program implementation, coordination and supervision.

- The TOC will review the annual work program, provide input, monitor budgets and implementation progress, evaluate program results and suggest changes for more efficient and/or effective operation.
- The TOC meets quarterly in FY 10.
- A TOC consists of representation from VDOT, DRPT, FHWA, HRMPO and HRT will oversee the administration of the TRAFFIX contract, which will be issued through DRPT.

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

B. Work Elements

Sales (Outreach)

The identification of employers and activity centers and origins will rely significantly on analysis through the Congestion Management Process for Hampton Roads coordinated by the Hampton Roads Metropolitan Planning Organization staff. Employers located in corridors having a level of service will be prioritized and contacted to establish employer-based rideshare programs.

The Action Plan for an employer consists of four major elements: Initial Contact Phase, Organizational Phase, Promotion/Publicity Phase and Implementation Phase. The Initial Contact Phase is initiated when a TRAFFIX Commuter Transportation Coordinator meets with management of a major activity center (employer). The coordinator outlines the goals and objectives of decreasing “single occupancy vehicles” (SOV) on our roads and providing an alternative means of transportation. The employer is then informed how to perform a survey to determine employees’ residences and ultimately how to match individuals to establish shared rides. If the employer does not wish to survey his employees, density plotting can be an alternative. The employer would provide the Coordinator the street address, city, zip and work schedule of all employees in an Excel spreadsheet format. The Coordinator would then use an ArcGIS software program to perform density plotting for “instant” identification of car and vanpools. Potential transit service and area park and ride locations could also be identified. Alternative strategies are based upon the employer’s specific needs.

During the Organizational Phase, top management will usually designate an individual in middle management to act as an Employee Transportation Coordinator (ETC) for the employer. This individual is often in the personnel or data processing department.

Before providing rideshare publicity, the TRAFFIX Coordinator will ask the employer what type of publicity is desired. Publicity can take the form of slide presentations, posters, fliers and vehicle displays. TRAFFIX staff may assist the employer in developing advertisements and articles for employee newsletters.

During the Implementation Phase a survey or density plotting is performed by the ETC and a TRAFFIX Coordinator. The results can be computerized or “instant” depending on the choice of whether to survey or density plot. If a survey is performed, individuals who show interest in ridesharing are contacted by a computer generated match letter. Follow-up telephone calls are made by TRAFFIX personnel to see if the match letter was received, if they were able to join or form a car or vanpool, ride the bus and were knowledgeable of the Guaranteed Ride Program or additional programs available to them that were adopted by their employer (telecommuting, staggered or flexible work hours, etc.).

If interest is shown in becoming a vanpool driver, applicants are sent information on eligibility requirements, pricing and an application. Follow-up telephone calls are

made by TRAFFIX Commuter Transportation Coordinators to encourage the formation of a vanpool program.

The TRAFFIX Coordinator will maintain contact with the ETC to provide program updates, literature, etc., to company employees.

Marketing

A comprehensive program of advertising, public relations and information is needed to induce and maintain use of TDM programs and services.

Management, Planning and Evaluation

Considerable organization development will continue to be required for TRAFFIX. This will include staff recruitment, extensive training, and development of support materials. Coordination within HRT and other agencies; cross-fertilization of ideas; feedback from on-the-job learning will present management challenges.

As there are a variety of programs, there will be a variety of effectiveness measures and techniques. TRAFFIX staff developed a tracking report that reflects the various transportation alternatives used by employees (employer outreach program). In addition, a Benchmark evaluation will be performed this year. This will be done every two years to evaluate the strengths and weaknesses of the TRAFFIX Program.

C. End Products

The TRAFFIX Program Director will provide program updates to the MPO Transportation Technical Committee twice a year to present the annual work program, provide a progress update and a final evaluation of the previous year's program.

The TRAFFIX TDM program compliments CMP, and major project analysis and recommendations. This involves major congested corridors, major corridors under construction, etc. The TRAFFIX staff economically provides outreach, marketing research, conclusion and recommendations to commuters, employers, activity centers located in a congested area and HRT's Planning Department. The program budget will be used for specific projects, awareness (speaking engagements, brochures, advertising, premiums), and incentives (Commuter Check, NuRide Program, Telework!Va., Guaranteed Ride Program), employer recognition, benchmarking, staff, overhead, and the purchase of vans to replace and expand the vanpool program. TRAFFIX includes the following on-going programs and activities:

- Provision of on-line computerized matching services to employer-based rideshare programs and the public in general.
- Regional telephone number, 1-800-700-RIDE. Printing and mailing of applicant match and renewal letters. Follow-up telephone calls. Rideshare database management.
- Establishment of joint use park intermodal park-and-ride lots.
- Promotion of high occupancy vehicle (HOV) lanes.

- Guaranteed Ride Program.
- Employer Programs.
 - Development of transportation alternatives
- Construction Mitigation and Congestion Management Programs – Participation in:
 - Naval Shuttle Service
 - Norfolk Electric Bus (Employee shuttle)
 - VB Wave
 - Commuter Fixed Route Service
 - I-64 Battlefield Boulevard
- Van lease program available to area employers/employees.
- Promotion of the Commuter Check Program (Navy's Transportation Incentive Program-TIP).
- Implementation and Coordination of TeleWork!VA Program
- GIS Mapping Program – for the development of transportation programs, employer programs.
- Promoting the planning, development, promotion and use of facilities and programs that facilitates the use of high occupancy transportation modes through active involvement in local activities relating to:
 - Public/private park-and-ride locations
 - HOV highway lanes
 - Land use planning
 - Site design
 - Clean Air Act compliance
- Advising and participating in the development of regulatory actions, including:
 - Transportation Demand Management and Congestion Management
 - Local transportation proffers
 - Air Quality Programs

D. Schedule

This is an on-going effort where each component builds upon itself each year to increase the overall results of the program. It is a cumulate process. The one item that has a definite start and ending time frame is advertising. Advertising begins in the spring of each year and ends at the end of each calendar year so the budgets do overlap.

E. Participants

Internal Participants:

- Two Outreach Coordinators
- One NuRide Coordinator
- One TeleWork!Va Coordinator
- One Van Pool Manager/Administration
- One Director of the Traffix Program
- Marketing Staff
- Customer Service Staff

External Participants:

- Local Governments
- State Governments

- Over 200 major Hampton Roads Employers
- Potentially over 100,000 employees
- Participants encompassing the Virginia Eastern Shore, Northeastern North Carolina, Williamsburg

F. Budget, Staff, Funding

TDM BUDGET

Salaries and Benefits	\$
Materials and Supplies	
Brochures	
Letterhead/envelopes	
Promotional Items	
Advertising	
Professional Fees	
Ad Agency	
Benchmarking	
Bd Systems for rideshare software	
Program maintenance	
Travel and Meetings	
Guaranteed Ride Program	
Computer Hardware/software	
Upgrades	
Overhead	
Silverleaf Commuter Station Water	
And Cox Cable phone line	
Williamsburg Transportation Center	
Indirect Costs (4.61%)	
 Total	 \$

	CMAQ	5303	CO 5303	5307	TOTAL
HRT	\$				\$

6.9 Financial Planning

A. Background

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

B. Work Elements

Work activities include the following:

1. Prepare budgets and financial documents for the various grants and program requests that HRT submits.
2. Perform financial analysis and reviews affecting cost and revenue structures.
3. Prepare financial documentation in connection with short and long-range service and capital plans

C. End Products

1. Annual Budgets
2. Financial Analysis
3. Short and Long-range Capital Plans

D. Schedule

The above activities area an ongoing effort and thus carry no specific completion date.

E. Participants

HRT and Consultants

F. Budget, Staff, Funding

	5303	CO 5303	5307	TOTAL
HRT			\$	\$
TOTAL			\$	\$

7.0 SPECIAL STUDIES

7.1 Critical Issues in Transportation

A. Background

Continuing evaluation of the Long-Range Transportation Plan and Congestion Management Process, along with key transportation problems and needs which are identified by local and regional leaders, will result in the identification of critical transportation issues for which detailed analysis and evaluation will be required beyond that usually applied to systems level transportation planning and analysis. While it is difficult to anticipate such issues before the fact, experience has shown that a mechanism is needed to allow the HRMPO staff to respond to critical transportation issues in a timely manner as they reveal themselves to the region.

B. Work Elements

When a critical regional transportation issue is identified, either by the MPO, the localities, or by staff, an issue paper will be prepared which describes the issue in detail and outlines a scope of work and resources required to address solutions to the issue. Each such issue addressed under this task will result in the preparation of a written report, which identifies the problem, documents the analysis of the factors contributing to the problem, and describes the findings and recommended solutions to the problem or issue.

C. End Products

To Be Determined

D. Schedule

To Be Determined

E. Participants

To Be Determined

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

7.2 Suffolk Corridor Studies

A. Background

During FY-2008, the City of Suffolk requested an analysis of six corridors located throughout the city, as follows:

- Holland Road (US Route 58) from the west end of Route 58 Bypass to one mile west of Manning Bridge Road – completed in FY 2008.
- Pruden Boulevard (US 460) from Godwin Boulevard to the Isle of Wight County line – completed in FY 2009.
- Godwin Boulevard (Virginia Route 10) from Pruden Boulevard to the Isle of Wight County line – completed in FY 2009.
- Nansemond Parkway (VA Route 337) from Wilroy Road to Chesapeake Corporate limits.
- Carolina Road (US Route 13) from Obici Boulevard to Route 13/32 split.
- Bridge Road (US Route 17) from Chesapeake Corporate limits to Isle of Wight County line.

B. Work Elements

The staff will complete the remaining corridor studies during FY2010. Current traffic conditions will be determined, and recommendations for improving traffic flow will be made. Recommendations will include access management, roadway projects, and/or traffic signal improvements that may be necessary within the next ten years. A report will be prepared documenting the conclusions and recommendations for each corridor.

C. End Products

Final Reports and Presentation Materials

D. Schedule

One Corridor Study is expected to be completed in each quarter with priority based on City recommendations.

E. Participants

HRMPO, VDOT, City of Suffolk, HRT, FHWA

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

8.0 TRANSPORTATION DATABASE MANAGEMENT

8.1 Transportation Database/Geographic Information System Activities

A. Background

The collection and management of transportation data are major ongoing activities of the MPO staff. Information maintained in the databases includes demographic and economic data, the Census Transportation Planning Package, traffic counts for the region's roadway network, and other transportation-related data. The organization and accessibility of this data is improved by integrating the databases with a Geographic Information System (GIS).

A GIS is an integration of hardware, software, and data used to collect, store, retrieve, map, and analyze spatially referenced information. A GIS makes it possible to compare and/or analyze a variety of data *spatially*, or based on the location of the data in a common coordinate system.

Using GIS, MPO staff will work to update the in-house mapping interface, *HR Map Viewer*. This mapping tool is designed to allow the general public open access to digital (aerial) orthophotographs and basic mapping data.

MPO staff will prepare and maintain various maps within the agency, including base, major thoroughfare, transportation analysis zone (TAZ), and thematic maps used for planning purposes. In addition, staff will maintain digital orthophotographs obtained from the Virginia Geographic Information Network (VGIN).

MPO staff will provide in-house training on a variety of GIS applications on an as needed basis. In addition, staff will continue to research ways to make GIS resources available to the public in a user-friendly format. Work under this task also includes providing technical assistance on the use of GIS for staff, other agencies, and the public, upon request.

MPO staff will continue work on the GIS Library, a centralized GIS data server designed to meet the day-to-day needs of GIS users more efficiently. This work entails continuing the reorganization of GIS data files, updating the source information, creating subsets of larger data files, and verifying the accuracy of attributes within the GIS data. In addition, staff will install a new GIS Server and upgrade the GIS software on which the GIS library operates.

B. Work Elements

Work activities include the following:

1. Continue to build the GIS Library. During FY 2009 the HRMPO launched a new GIS Server designed for the sole purpose of housing and cataloging data. In this preliminary release, the structure of the GIS library was established and base data was added. In FY 2010, the GIS Library Server will be upgraded to increase data storage and improve accessibility and functionality. Data will

continue to be acquired, reviewed, and added to the library as it becomes available. Additionally, staff will create and maintain a current list of available GIS data. This list will be available on the HRMPO website and the data associated with it will be available to the public upon request.

2. To improve functionality the *HR Map Viewer* interface will be updated to operate using ArcGIS 9.3. This will increase both the speed of the service and the amount of data that can be served.
3. Develop transportation data and/or maps for use in various reports, studies, plans and programs.
4. Develop visualization techniques for the Transportation Improvement Program (TIP) and the Long-Range Transportation Plan (LRP).
5. Apply GIS techniques to the MPO's plans, programs, and public involvement activities, including the location of Environmental Justice communities, low-income and/or minority communities, and other targeted groups.

C. End Products

1. Updated GIS Library.
2. Updated *HR Map Viewer*.
3. Reports, maps, and other documentation produced on an as-requested basis.

D. Schedule

1. GIS Library – Updating of the GIS server in fall of 2009, with continued ongoing maintenance and data acquisition afterward.
2. Update of the *HR Map Viewer* – Spring 2010. Maintenance of the *HR Map Viewer* is an ongoing task.

E. Participants

HRMPO, VGIN, local governments, HRT, and a variety of Virginia Planning District Commissions.

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

8.2 Travel Time Data Management and Monitoring

A. Background

During FY 2009, the HRMPO staff completed a needs assessment to determine the future of travel time/speed studies at the MPO. The conclusions of that assessment were:

- Travel time/speed data is a key component in many special studies conducted by MPO staff
- Up-to-date data for selected roadways is more useful than out-of-date data for all of the major roads in region
- Collecting multiple travel time runs for a selected set of roads provides more accurate information than collecting a single travel time run for all of the major roads in the region

Based on these conclusions, HRMPO staff has redirected the primary focus of its travel time work from the Regional Travel Time Study to travel time data collection and analysis efforts to be associated with specific projects or special studies.

During FY 2010, HRMPO staff will conduct research into new applications for travel time/speed data. Staff will also maintain historic travel time/speed data and monitor newly collected data. Travel time data will be collected as needed to supplement information associated with the Congestion Management Process (CMP), Long- Range Transportation Plan (LRP), and special studies.

B. Work Elements

1. Maintenance of existing travel time system and data.
2. Provide technical assistance with data and/or travel time system for special studies.

C. End Products

No specific end products for FY 2010.

D. Schedule

Technical assistance will be provided on an as-requested basis.

E. Participants

HRMPO

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

9.0 AIR QUALITY PLANNING

9.1 Transportation Air Quality Planning

A. Background

To help ensure future air quality, the HRMPO will prepare a Long Range Transportation Plan (LRP) and Transportation Improvement Program (TIP) that conforms to federal air quality standards. In order to achieve a conforming plan, air quality impacts will be considered during the entire regional transportation planning process.

B. Work Elements

HRMPO's air quality efforts will entail several tasks:

1. HRMPO will continue to monitor the changes in the national ambient air quality standards and assess the expected impact.
2. The Virginia Department of Transportation (VDOT) will be responsible for conducting the air quality conformity analysis (Conformity) for the LRP and TIP. HRMPO will assist VDOT in this analysis.
3. HRMPO and VDOT will, as necessary, evaluate air quality conformity impacts of land uses and regional transportation projects proposed for the LRP and TIP.
4. The HRMPO will continue to perform the analysis of air quality benefits associated with projects to be funded with Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds.

C. End Products

LRP and TIP that successfully pass Air Quality Conformity Analyses.

D. Schedule

1. The Conformity analysis for the draft FY 2010-2013 TIP project list began in Spring 2009.
2. LRP and/or TIP amendment requests that might require updated Conformity analyses will be considered on an ongoing basis.

E. Participants

HRMPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other agencies, general public.

F. Budget, Staff, Funding

	PL	STATE	TOTAL
HRMPO	\$		\$
VDOT		\$	\$
TOTAL	\$	\$	\$

10.0 TECHNICAL SUPPORT

10.1 Transportation Technical Support

A. Background

A major staff function is to provide technical assistance to local jurisdictions and to other transportation-related organizations within the region on an as requested basis. As part of this technical support, MPO staff attends training sessions, meetings, conferences and public hearings conducted by federal, state, regional and local agencies and other organizations on subjects affecting the regional transportation planning process.

The HRMPO continues to offer technical support and coordination on a variety of activities including highway and transit projects, aerial photography, Federal Transit Administration (FTA) contract certification, bicycle planning, park and ride lot analysis, state rail information, rail service demand analysis, data estimates for proposed transit developments, HOV impact analyses, and aviation-related issues.

This task includes the purchase of three replacement computers at an average cost of \$2,200 to maintain the technical capability necessary to carry out the activities described in the UPWP.

B. Work Elements

Work activities include the following:

1. Staff Support of Census and National Household Travel Survey (NHTS) Data

Since 1970 the HRMPO, its member jurisdictions, and the U.S. Bureau of the Census have worked cooperatively on many census related projects. Included in the transportation arena are the development of the questionnaire, preparation of business location listings and assistance in delivering the Census Transportation Planning Package (CTPP).

MPO staff has made extensive use of the Census Transportation Planning Package during past years. In addition, the National Household Travel Survey (NHTS) was conducted in 2008. The staff anticipates continued activity regarding the CTPP, other Census products, and the NHTS in the following areas:

- The Census will continue to release products from the recently developed rolling survey named the American Community Survey (ACS). MPO staff will continue to assist in the dissemination of ACS data through the HRMPO network of jurisdictions, agencies and individuals.
- It is expected that Hampton Roads Transit (HRT) will continue to make extensive use of the intercity commuting data for ridesharing and vanpooling efforts.

- The 2010 Census will occur during FY 2010. MPO staff will provide necessary support.
 - The NHTS was conducted during FY 2009. MPO staff will assist the Virginia Department of Transportation (VDOT) with reviewing the data for use in future travel model updates and other transportation analyses.
 - The MPO staff anticipates using the Census, ACS, and NHTS data in the following areas:
 - Analysis of ways of improving the mobility of non-drivers.
 - Analyses of projects that serve regional movements.
 - Analysis of alternative transportation modes.
 - Assessing social (Environmental Justice) issues within the metropolitan transportation planning process.
2. Public-private funding strategies have become an integral component in the financing plans for many major infrastructure improvement projects. Upon request, MPO staff will provide technical support in the evaluation of such financing strategies.
 3. Upon request, and in concert with the local governments, MPO staff will continue to evaluate several high-priority, regionally significant transportation projects for which the lack of funding is the impediment to timely implementation.
 4. MPO staff will continue to work with local governments, state transportation agencies, local transit operators, and members of the General Assembly to assess the impact of potential and pending state and federal legislation.
 5. MPO staff will provide support, as appropriate, in the conduct of project level planning and environmental studies that may be required within the Hampton Roads Metropolitan Planning Area (MPA).
 6. MPO staff will provide technical support on aviation issues, including general and commercial aviation activity, airport facilities, and air service, on an as requested basis.
 7. The HRMPO will provide assistance to VDOT in updates to the Hurricane Evacuation Traffic Control Plan prepared by VDOT in January 2001. In addition, MPO staff will provide assistance, as requested, to the Virginia Department of Emergency Management (VDEM) and the U.S. Army Corps of Engineers (COE) during preparation of hurricane evacuation studies.

C. End Products

This task is primarily one of technical support to other activities and agencies. Therefore, the end products may not be of the HRMPO. However, under certain circumstances, end products may include reports and/or presentations.

D. Schedule

The activities under this task are of an ongoing nature.

E. Participants

HRMPO, local governments, HRT, WATA, VDOT, DRPT, VDEM, COE, Census Bureau, FHWA, FTA,

F. Budget, Staff, Funding

	PL	5303	TOTAL
HRMPO	\$	\$	\$

BUDGET

TO BE PROVIDED IN THE FINAL DRAFT VERSION