

Fiscal Year 2021 Unified Planning Work Program

Adopted May 6, 2020



**Staunton Augusta
Waynesboro**
Metropolitan Planning
Organization

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SAWMPO Fiscal Year 2021 (FY21) Unified Planning Work Program

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Report Date: May 2020

This Report is prepared on behalf of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) through a cooperative process involving the Cities of Staunton and Waynesboro, County of Augusta, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Federal Highway Administration, and the Federal Transit Administration.

The preparation of this work program was financially aided through grants from the Federal Highway Administration, Federal Transit Administration, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, and the three localities comprising the SAWMPO. Administrative support and technical assistance was provided by the Central Shenandoah Planning District Commission.

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Policy Board

Officers

Chair, James Harrington, City of Staunton

Vice Chair Bobby Henderson, City of Waynesboro

Secretary/Treasurer, Bonnie S. Riedesel – Central Shenandoah Planning District Commission (non-voting)

Members

Tim Fitzgerald – Augusta County

Randy Kiser – Virginia Department of Transportation

Steven Rosenberg – City of Staunton

Scott Seaton—Augusta County

Jim Shaw – City of Waynesboro

Michele DeAngelis – Federal Transit Administration (non-voting)

Mack Frost – Federal Highway Administration (non-voting)

Rusty Harrington – Virginia Department of Aviation (non-voting)

Steve Wilson – Virginia Regional Transit (non-voting)

Wood Hudson – Virginia Department of Rail and Public Transportation (non-voting)

Technical Advisory Committee

Officers

Chair, Todd Wood – City of Waynesboro

Vice Chair, Leslie Tate – Augusta County

Members

Wood Hudson— Virginia Department of Rail and Public Transportation

Luke Juday – City of Waynesboro

Don Komara – Virginia Department of Transportation

Rodney Rhodes – City of Staunton

Tom Sliwoski—City of Staunton

Doug Wolfe – Augusta County

Mack Frost – Federal Highway Administration (non-voting)

Michael Fulcher, Virginia Department of Transportation (non-voting)

Nancy Gourley – Central Shenandoah Planning District Commission (non-voting)

Steve Wilson – Virginia Regional Transit (non-voting)

Terry Short, Virginia Department of Transportation (non-voting)

Phil Thompson – Virginia Regional Transit (non-voting)

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INTRODUCTION

Basis for Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken by the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) within the Metropolitan Planning Area (MPA) for FY21 (July 1, 2020 to June 30, 2021). The UPWP provides a mechanism for the coordination of transportation planning activities in the region and is required as a basis and condition for all federal transportation funding and transportation planning assistance by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

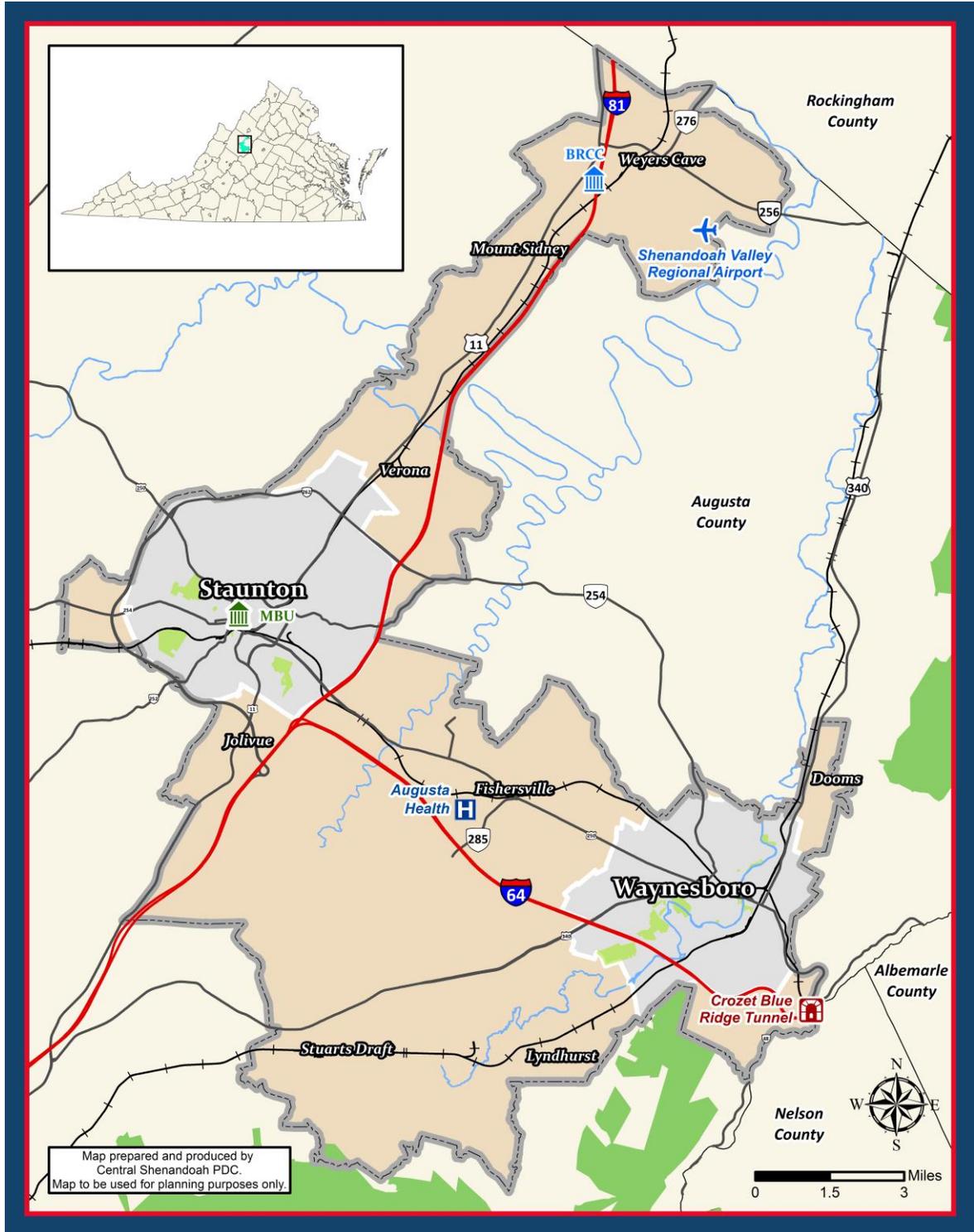
The work tasks within this UPWP are reflective of issues and concerns originating from transportation agencies at the federal, state, regional and local levels. The descriptions of the tasks to be accomplished and the budgets for these tasks are based on a best estimate of what can be accomplished within the confines of available federal, state and local resources.

Metropolitan Planning Area

The SAWMPO planning area consists of the Cities of Staunton and Waynesboro, and a portion of Augusta County surrounding these jurisdictions. A map of the MPO is provided on the next page (Figure 1).

The Staunton-Augusta-Waynesboro MPO has a land area of 142.7 square miles, and had a population of 78,794 following the 2010 Census.

Figure 1: SAWMPO PLANNING AREA



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Responsibilities for Transportation Planning

The SAWMPO is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Staunton-Augusta-Waynesboro urbanized area in accordance with requirements of Section 134 (Title 23 U.S.C.) of the Federal Highway Act of 1962, and Section 8 of the Federal Transit Act. The SAWMPO is the official Metropolitan Planning Organization for the Staunton-Augusta-Waynesboro urbanized area, designated by the Governor of Virginia, under Section 134 of the Federal Aid Highway Act, and the joint metropolitan planning regulations of FHWA and FTA. The policy making body of the SAWMPO is its Board which consists of seven (7) voting members. The voting membership of the Policy Board consists of two (2) members from the City of Staunton; two (2) members from Augusta County; two (2) members from the City of Waynesboro; and one (1) member from the Virginia Department of Transportation (VDOT). Member jurisdictions have also provided for alternate voting members.

Other agencies with non-voting membership on the SAWMPO Policy Board include: the Virginia Department of Rail and Public Transportation (DRPT), BRITE Transit contracted service provider, Virginia Regional Transit (VRT), FHWA and FTA, and the Virginia Department of Aviation.

Organization of the SAWMPO

The day-to-day operations of the SAWMPO are performed by staff of the Central Shenandoah Planning District Commission (CSPDC). Staff, in conjunction with the SAWMPO member agencies, collects, analyzes, and evaluates demographic, land use, and transportation data to gain a better understanding of the transportation system requirements of the area. Staff prepares materials for use at Policy Board and Technical Advisory Committee (TAC) meetings, as well as any existing sub-committee meetings. Staff also administers the public involvement and Title VI processes.

Staff members participate in all SAWMPO meetings, provide expertise, and administer the transportation planning program. In addition, CSPDC staff represent the SAWMPO at other meetings of importance to regional planning activities.

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Total FY21 Budget Revenues

The primary funding sources for transportation planning activities included in this UPWP are the FHWA Section 112 (PL) (referred to as highway funds) and FTA Section 5303 (referred to as transit funds) programs. The proposed funding amounts, including state and local matching funds, for the FY21 SAWMPO UPWP are shown below.

FY21 UPWP Budget Revenue Summary				
Revenue Category	Total	Federal	State	Local
<i>Highway</i>				
FY 2021 New Highway Revenues	\$151,973	\$121,579	\$15,197	\$15,197
Carryover from FY 2019 Highway Funds	\$69,295	\$55,436	\$6,930	\$6,930
Subtotal	\$221,268	\$177,015	\$22,127	\$22,127
<i>Transit</i>				
FY 2021 New Transit Revenues	\$94,084	\$75,267	\$9,408	\$9,408
Spendout from FY 2020 Transit Funds	\$1,500	\$1,200	\$150	\$150
Subtotal	\$95,584	\$76,467	\$9,558	\$9,558
Total FY21 Revenues	\$316,852	\$253,482	\$31,685	\$31,685

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Work Task 1.0: Program Administration and Public Outreach

Work Task 1.01: Program Administration

Objective and Description:

This task includes ongoing activities of a continuing, comprehensive, and coordinated (3-C) planning process that ensures proper management and operation as described in the SAWMPO Memorandum of Understanding. Coordination includes providing opportunities for cross-jurisdictional communication among VDOT and DRPT, the member jurisdictions, and other regional partners through the MPO planning process.

This task includes maintenance of the FY21 UPWP and development of the FY22 UPWP. To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the SAWMPO, in cooperation with VDOT and DRPT, is responsible for the development of a UPWP.

The UPWP describes all regional transportation planning activities anticipated in the MPO for the following fiscal year that will utilize federal funding (e.g., Title I Section 134 and Title III Section 8 metropolitan planning funds). The UPWP also identifies state and local matching dollars for these federal planning programs. These transportation planning activities are designed to address highway, transit, and non-motorized modes of travel for the SAWMPO. The UPWP will incorporate suggestions from federal funding agencies, state transportation agencies, transit operating agencies, local governments participating in the SAWMPO, and the public through the public involvement process.

The primary objectives of program support and administration are:

- To provide all required administrative functions including UPWP maintenance, accounting, financial reporting, personnel administration, meeting organization, preparation of meeting materials and minutes or summaries, presentation preparation and follow-up, office management, contract administration, and necessary purchases such as of office equipment and software, etc.
- To coordinate with VDOT and DRPT staff, SAWMPO TAC and Policy Board members, etc., to review and amend plans and policies to ensure that all program elements are compliant with applicable state and federal regulations and guidance.
- To support the activities of the SAWMPO through the organization of regular meetings among stakeholders, preparation of reports, presentations, agendas, minutes, and mailings for all Policy Board, TAC and other meetings, as well as attendance at those meetings. Attendance at meetings and timekeeping are included in this task.
- To provide on-going training and development of staff and Board/Committee members to make certain that they are familiar with new and updated federal and state transportation regulations/guidelines, and are prepared to respond to the challenges and demands of this region.

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- To represent the SAWMPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO).
- To manage the on-call consultant programs for the use of the SAWMPO and its member localities and assist with contract administration and project management services.

Activities and Products:

- Efficient office operation, accurate financial information, preparation of quarterly reports and other information in support of MPO activities, writing and administration of transportation-related grants; transportation planning services; and a well-trained and informed MPO staff, Policy Board, and TAC.
- Coordination between VDOT and DRPT staff, SAWMPO staff, TAC, and Policy Board through regular MPO meetings to share knowledge, strategize on long-term planning issues, review and amend plans and policies, and remain compliant with relevant federal and state regulations and guidelines.
- Support of the administrative activities of the SAWMPO including the Policy Board, TAC and other meetings, as well as attendance at those meetings.
- Coordinate and co-host annual joint MPO meeting with the Charlottesville-Albemarle MPO.
- Management of on-call consultants to provide technical support and project development for the SAWMPO and its member localities.
- Development of the FY22 UPWP and management of the FY21 UPWP.
- Process UPWP amendments as needed for the appropriate sections of funding (i.e. FHWA PL 112, FTA Section 5303, VDOT State match, DRPT State match, or any local matching funds).

1.01 Program Administration				
FY 20	Total	Federal	State	Local
Highway	\$40,000	\$32,000	\$4,000	\$4,000
Transit	\$17,000	\$13,599	\$1,700	\$1,701
Total	\$57,000	\$45,599	\$5,700	\$5,701

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Work Task 1.02: Public Participation and Outreach

Objective and Description:

This task includes ongoing activities that maintain and encourage meaningful public participation and outreach to citizens in the MPO region. Public participation is an integral component to MPO activities and therefore this work task is integrated with program support.

Staff will update the SAWMPO website in compliance with the Public Participation Plan (PPP). The MPO will regularly review and update the website to list public notices, provide updates on planning processes, feature upcoming events and receive public input.

- Maintain Title VI compliance and ensure environmental justice in all work plans and activities for travel modes, including consultation with appropriate groups, committees and community representatives.
- Manage the SAWMPO website and develop new content to inform the public on the activities of the SAWMPO and provide updates relative to transportation in the region. Updates may contain information required by federal and state regulations and guidance.
- Continue a proactive public participation process that provides complete information, timely public notice, and full public access to key decisions, and supports early and continuing involvement of the public, including disadvantaged populations, in developing plans, TIPs, and other documents in accordance with the approved Public Participation Plan (PPP).

Activities and Products:

- Increased participation by community members in the development of the various SAWMPO transportation plans, with a particular focus on improving public participation by groups not previously involved in the transportation planning process.
- Environmental justice and Title VI compliance in all work plans and activities, including the identification of underserved communities.
- Maintain the SAWMPO.org website with timely information regarding the MPO's ongoing activities, scheduled events and planning documents.
- Evaluation of the effectiveness of the PPP and Title VI Plan for engaging transportation disadvantaged communities in the decision-making process.

1.02 Public Coordination & Outreach				
FY 20	Total	Federal	State	Local
Highway	\$14,000	\$11,200	\$1,400	\$1,400
Transit	\$8,500	\$6,800	\$850	\$850
Total	\$22,500	\$18,000	\$2,250	\$2,250

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Work Task 2.0: Program Activities

Work Task 2.01: Long-Range Transportation Planning

Objective & Description:

The primary objective of this task is to provide for long-range planning activities. This includes updating and implementing the Long-Range Transportation Plan (LRTP), and other long-range planning documents.

Federal law requires that the SAWMPO develop and approve a LRTP every five years, and that the Plan must have at least a 20-year horizon at the time of adoption. The LRTP was adopted on December 2, 2015. FY21 work will focus on completing 2045 LRTP document by December, 2020. The 2045 update will include community engagement, and performance-based planning, which will utilize transportation performance measures and targets to achieve performance outcomes.

This work task is also intended to support planning work for non-motorized forms of transportation, including activities to expand development of the regional bicycle/pedestrian safety and education program and website, Bike the Valley. These activities may include production and dissemination of marketing literature, participation in community outreach events that promote bicycle and pedestrian safety like the SAW Walk Bike Summit, and work to continue to identify bicycle and pedestrian improvements within the MPO.

The following are activities that may be accomplished under this task.

Activities & Products:

- Complete a 2045 LRTP document update that identifies collaborative transportation planning goals for the Staunton-Augusta-Waynesboro region over a 25-year timeframe. The report will involve public and stakeholder outreach and involvement, examine regional data, evaluate transportation projects based on objective performance criteria, and project revenues.
- Prioritize future transportation projects in the LRTP by updating the fiscally constrained project list that prioritizes transportation investments based upon anticipated funding. This component, known as the Constrained Long Range Plan (CLRP), identifies top priority projects that can reasonably be expected to be constructed during the 25-year planning period.
- Organize and attend community outreach events to promote all modes of travel.
- Seek state and federal funds to further bicycle/pedestrian programs in the region (e.g., VDOT's Safe Routes to School program, DCR's Trails and Outdoors Fund grants, VDOT's Transportation Alternatives Program, DMV's Governor's Highway Safety grants).
- Maintain and enhance the bicycle/pedestrian program web page on the SAWMPO website, and the Bike the Valley website for posting information and soliciting feedback.
- Staffing the third annual Staunton-Augusta-Waynesboro region Walk Bike Summit to facilitate efforts between key stakeholders to make the area more bicycle and pedestrian friendly.

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2.01 Long-Range Transportation Planning				
FY 20	Total	Federal	State	Local
Highway	\$42,000	\$33,600	\$4,200	\$4,200
Transit	\$17,000	\$13,600	\$1,700	\$1,700
Total	\$59,000	\$47,200	\$5,900	\$5,900

Work Task 2.02: Short-Range Transportation Planning

Objective & Description:

Short range planning activities for the MPO include maintenance of the Transportation Improvement Program (TIP), and small area or corridor studies to advance projects to the project application and programming stage.

The TIP is a four-year program of highway, transit, bicycle, pedestrian, safety, and enhancement projects receiving federal, state, and local funds. The TIP must be approved by the SAWMPO Policy Board and the Governor of Virginia, and is required as a condition for all federal funding assistance for transportation improvements within the MPO.

This task allows SAWMPO staff or consultants to perform corridor, interchange, or intersection planning studies to prepare projects for advancement to the SYIP and TIP, or towards construction funded by other means. These are multi-modal studies addressing safety and operations for personal vehicles, pedestrians, bicyclists, and transit. These studies also may include opportunities to examine the potential for economic development and show commitment to infrastructure improvements that would enable it.

Activities & Products:

- A current SAWMPO TIP document, listing all highway, transit, and non-motorized projects with obligated federal funding for the published STIP, and complying with all federal and state regulations and guidance.
- Reviewed and processed highway, transit, and non-motorized TIP adjustments and amendments.
- The TIP will be posted on the SAWMPO website. The public and all other interested parties will be given an opportunity to review and comment on the proposed TIP as described under the SAWMPO's PPP. The TIP will be accessible for public review electronically through the internet and at other locations specified in the PPP.
- Products completed under this task may also include analysis, reports, mapping, design documents for corridor/interchange/intersection studies. These studies are intended to advance projects in the MPO's 2040 Long Range Transportation Plan.

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- Evaluate site-specific needs identified during the 2045 LRTP update to determine a list of potential Small Area Studies for selection and scoping in FY21.

2.02 Short Range Transportation Planning				
FY 20	Total	Federal	State	Local
Highway	\$50,000	\$40,000	\$5,000	\$5,000
Transit	\$24,000	\$19,200	\$2,400	\$2,400
Total	\$74,000	\$59,200	\$7,400	\$7,400

Work Task 2.03: Local, State and Federal Agency Assistance

Objective & Description:

This program element is designed to provide planning assistance for the SAWMPO member jurisdictions, state and federal agencies. Assistance can include but is not limited to, development or administration of transportation-related grants, and assistance with other transportation planning requested.

Work will also include assistance with VTrans, the statewide transportation plan, multimodal and freight planning, coordinated human service planning for transit, ADA, Title VI/ Environmental Justice review, compliance with state and federal planning regulations, and review or development of MPO/regional transportation performance measures. Also included in this task will be time for staff to monitor legislative activity related to transportation issues, provide comment and feedback to policy-making boards, and inform local administrators on the implications of this legislative activity, especially with regards to the I-81 Corridor Improvement Program and Committee.

Activities and Products:

- Identify, write, or administer transportation-related grants for SAWMPO member localities, including the SMART SCALE, Transportation Alternatives/Safe Routes to School, and Highway Safety Improvement Program grants.
- Assist localities with updates to Comprehensive Plans or other planning documents related to transportation.
- Assist in the completion of any special transportation related study or project for any transportation mode for the SAWMPO localities as requested, including the I-64 Corridor Improvement Program.
- Specific planning work items as may be requested by FTA, FHWA, DRPT and VDOT including, but not limited to multi-modal planning, human services transportation planning, freight planning, and assistance with components of the statewide transportation plan.

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- Attendance at state or federal agency or non-governmental organization sponsored training, workshops, seminars, and conferences relative to transportation planning.
- Updates and legislative reports will be provided to the Policy Board, TAC and other regional stakeholders and feedback regarding legislative activities will be returned to the appropriate agencies.
- Provide general transportation related planning services, projects, and activities (e.g., map production, data analysis, reports, etc.), as requested by SAWMPO localities or the SAWMPO Policy Board/TAC for all modes of travel.
- Draft or manage transportation-related grants for SAWMPO member localities for projects for all modes, as needed.

2.03 Local, State and Federal Assistance				
FY 20	Total	Federal	State	Local
Highway	\$15,000	\$12,000	\$1,500	\$1,500
Transit	\$12,500	\$10,000	\$1,250	\$1,250
Total	\$27,500	\$22,000	\$2,750	\$2,750

Work Task 2.04: Transit Planning

Objective and Description:

The SAWMPO will coordinate with the BRITE and other regional transit providers to conduct transit planning in the MPO region.

Transit planning activities include route planning, analysis, and performance evaluations, and identification of gaps in the connectivity of the transit system, evaluation of workforce mobility needs, provision of Park and Ride lots, and other transportation demand management (TDM) needs region-wide.

Activities and Products:

The SAWMPO may assist in the production of the following items:

- Transit Development Plan monitoring.
- Prepare for the FY22 update of the BRITE Transit Development Plan
- Transit plans for existing or potential new services throughout the SAWMPO region, especially the Afton Express service between the SAW region and Charlottesville.
- Transit system connectivity gap analysis and potential solutions to provide all populations with adequate access to essential services.
- Transit route planning: On-going route review, planning and analysis.

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- Providing assistance with National Transit Database (NTD) Planning related to development of the annual NTD report.
- Assist with transit marketing activities, both for BRITE and Afton Express services.
- Coordinate human service planning for transit.
- Contract with a consultant to implement the first phase of the ITS plan for the BRITE transit system.

2.04 Transit Planning				
FY 20	Total	Federal	State	Local
Highway	\$0	\$0	\$0	\$0
Transit	\$16,584	\$13,267	\$1,658	\$1,659
Total	\$16,584	\$13,267	\$1,658	\$1,659

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Work Task 3.0: Contingency – Highway

Objective & Description:

This category reflects the balance of funds not identified for Program Support, Administration, and Work Program Activities at this time for the highway funding side of the matrix (transit funds are fully drawn down each year).

3.0 Contingency--Highway				
FY 20	Total	Federal	State	Local
Highway	\$60,268	\$48,215	\$6,027	\$6,027
Transit	(\$0)	\$1	\$0	(\$2)
Total	\$60,268	\$48,216	\$6,027	\$6,025

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Total Budget For FY21

Below is the breakdown of the FY21 member assessment to the localities within the MPO area. The detailed FY21 budget is on the following page.

FY21 Assessment		
MPO Member	# Members	
Augusta County	2	\$8,202
Staunton	2	\$8,202
Waynesboro	2	\$8,202
Total**	6	\$24,606
FY21 Highway Local Match		\$15,197
FY21 Transit Local Match		\$9,408
Total**		\$24,606
Assessment per Member		\$4,101

**Values are rounded to the nearest dollar; some totals will appear off by up to \$1.

The total revenues and expenditures as outlined above for FY21 are \$316,852.34. New revenues on which the member localities are assessed for their local contribution are \$196,846.

FY 2021 UPWP Revenues and Expenditures by Federal, State, and Local Sources: Period of July 1, 2020 to June 30, 2021												
Revenues		Total Highway	FHWA Section 112 (PL) (80%)	State Match (10%)	Local Match (10%)			Total Transit	FTA Section 5303 (80%)	State Match (10%)	Local Match (10%)	Total Highway & Transit
FY 2021 New Highway Revenues		\$151,973	\$121,579	\$15,197	\$15,197							\$151,973
FY 2021 New Transit Revenues								\$94,084	\$75,267	\$9,408	\$9,408	\$94,084
Deobligated Highway Funds from FY 20		\$0	\$0	\$0	\$0							\$0
Carryover from FY 2019 Highway Funds		\$69,295	\$55,436	\$6,930	\$6,930							\$69,295
Spendout from FY 2020 Transit Funds								\$1,500	\$1,200	\$150	\$150	\$1,500
TOTAL FY 2021 Revenues		\$221,268	\$177,015	\$22,127	\$22,127			\$95,584	\$76,467	\$9,558	\$9,558	\$316,852
Expenditures	Budget Code					Transit Technical Classification	Budget Code					
1.0 Program Administration												
1.01 Program Administration	710.1	\$40,000	\$32,000	\$4,000	\$4,000	44.21.00	710	\$17,000	\$13,599	\$1,700	\$1,701	\$57,000
1.02 Public Coordination & Outreach	710.2	\$14,000	\$11,200	\$1,400	\$1,400	44.21.00	710	\$8,500	\$6,800	\$850	\$850	\$22,500
2.0 Program Activities												
2.01 Long-Range Transportation Planning	711	\$42,000	\$33,600	\$4,200	\$4,200	44.23.01	711	\$17,000	\$13,600	\$1,700	\$1,700	\$59,000
2.02 Short Range Transportation Planning	712	\$50,000	\$40,000	\$5,000	\$5,000	44.25.00	712	\$24,000	\$19,200	\$2,400	\$2,400	\$74,000
2.03 Local, State and Federal Assistance	713	\$15,000	\$12,000	\$1,500	\$1,500	44.24.00	713	\$12,500	\$10,000	\$1,250	\$1,250	\$27,500
2.04 Transit Planning	714	\$0	\$0	\$0	\$0	44.21.00	714	\$16,584	\$13,267	\$1,658	\$1,659	\$16,584
3.0 Contingency--Highway	720	\$60,268	\$48,215	\$6,027	\$6,027			\$0	\$1	\$0	-\$2	\$60,268
TOTAL FY 2021 Expenditures		\$221,268	\$177,015	\$22,127	\$22,127			\$95,584	\$76,467	\$9,558	\$9,558	\$316,852

**Values are rounded to the nearest dollar; some state and local match amounts will appear off by up to \$1.

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