

**Winchester-Frederick County MPO
Policy Board Meeting Agenda
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
June 20, 2018 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS (10 minutes)

- A. Adoption of Agenda
- B. Welcome and Introductions
- C. Review and approval of the Draft Minutes of the May 16, 2018 Policy Board Meeting
(Attached)
- D. Financial Report **(Attached)**
- E. Draft June 5, 2018 Technical Advisory Committee Meeting Minutes **(Attached)**

2. Public Comment Period

3. SmartScale Applications Resolution of Support (Attached) (10 minutes) – John Madera, NSVRC

The Technical Advisory Committee reviewed the list of SmartScale project applications for submittal during their May meeting. The Committee has recommended approval of the project list to the Policy Board.

Action: Motion approving the Resolution of Support and authorization for the Chairman to sign.

4. Review and approval of the most recently revised Memorandum of Understanding (Attached) (10 minutes) - Terry Short, VDOT

Action: Approval of the revised Memorandum of Understanding and authorization for the Chairman to sign.

5. Update on Performance Based Planning & Programming – Safety Performance Measures (Attached) (10 minutes) – Terry Short, VDOT

Action: No action requested; for information only.

6. Upcoming Meeting Schedule (5 minutes) (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBD
- *Technical Advisory Committee: July meeting cancelled*
- *Policy Meeting: July meeting potentially cancelled*

7. VDOT/DRPT/Staff Updates (10 minutes)

8. Other Business (5 minutes)

9. Adjournment

Glossary of Acronyms on Next Page

Glossary of Acronyms

CAC- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conduct public hearings and public input sessions on selected projects at the direction of the Policy Board.

CLRP – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

FHWA - Federal Highway Administration - Within the US Department of Transportation, FHWA is responsible for highway issues, including federal laws and regulations related to metropolitan transportation planning.

FTA - Federal Transit Administration- With in the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

FTA Section 5303 Funds - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

LRTP- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP’s may include a VISION PLAN, which is a list of all projects (a “wish list”), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

MPO - Metropolitan Planning Organization - Federal transportation laws and regulations require the establishment of an MPO in every urbanized area of the U.S. with a population over 50,000. MPOs are responsible for meeting the federal metropolitan planning regulations for transportation.

STP Funds - STP funds are Federal Funds disbursed through State DOT’s for Surface Transportation projects.

TAC- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

TIP - Transportation Improvement Program - Approved by the MPO Policy Board, it is a list of projects and programs that will be implemented over the next six years. In order to receive federal funding, transportation projects must be included in the Constrained Long Range Plan and the TIP. Amendments are major changes to a project included in the CLRP, TIP or STIP that are not Administrative Modifications.

UPWP – Unified Planning Work Program- MPOs must adopt and implement an annual work program and budget known as the Unified Planning Work Program (UPWP). The UPWP identifies all activities to be undertaken by the MPO during the fiscal year which begins July 1st and ends the following June 30th.

VDOT - Virginia Department of Transportation – The Agency responsible for statewide transportation facility planning, construction, and maintenance. VDOT is separate from the Virginia Department of Rail and Public Transportation (VDRPT).

VDRPT - Virginia Department of Rail and Public Transportation – The Agency under the Virginia Secretary of Transportation (as is VDOT) provides technical and financial assistance to Virginia's public transit.

AGENDA

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
 Phone: 540-636-8800 ❖ Fax: 540-635-4147
 www.winfredmpo.org

**WinFred Metropolitan Planning Organization
 Chairman John Willingham
 DRAFT Policy Board Meeting Minutes
 May 16, 2018**

**Frederick County Administrative Offices
 First Floor Conference Room
 107 North Kent Street, Winchester, Virginia**

| WinFred MPO Policy Board Member Jurisdiction Representatives | | | | | |
|---|-------------------------|---|-----------------------------|---|---------------|
| | Frederick County | | VDOT | | Staff |
| ✓ | Charles DeHaven, Jr. | ✓ | Randy Kiser | ✓ | Brandon Davis |
| ✓ | Judith McCann-Slaughter | | Non-Voting Members | ✓ | John Madera |
| ✓ | Kris Tierney | | Mack Frost, FHWA | | |
| | Winchester | | Tony Cho, FTA | | Others |
| | John Hill | | Todd Horsley, DRPT | ✓ | John Bishop |
| ✓ | Eden Freeman | | Rusty Harrington, FAA | | |
| | John Willingham | | Alternates | | |
| | | ✓ | Bill Wiley (Winchester) | | |
| | Stephens City | ✓ | Perry Eisenach (Winchester) | | |
| | Mike Majher | ✓ | Tim Youmans (Winchester) | | |
| | | ✓ | Mike Ruddy (Frederick) | | |
| | | ✓ | Terry Short (VDOT) | | |
| | | | Terry Jackson (VDOT) | | |
| | | ✓ | Ed Carter (VDOT) | | |
| | | | Brad Reed (VDOT) | | |

**Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
May 16, 2018 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – A motion was made by Ms. McCann-Slaughter approving the agenda, seconded by Mr. Kiser. Motion carried.
- B. Welcome and Introductions – Vice-chairman DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the April 18, 2018 Policy Board Meeting -- A motion was made by Mr. Wiley approving the minutes; seconded by Mr. Tierney. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Draft May 1, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only.

2. Public Comment Period – No comments were made.

3. Draft FY19 Unified Planning Work Program (UPWP)

Mr. Davis briefed the Board on the process by which the UPWP was drafted. The Technical Advisory Committee reviewed the document during their May meeting. The Committee has forwarded a recommendation approving the 20-day public comment period, pending any public comments received, final approval of the FY19 UPWP.

Mr Tierney motioned to forward the FY19 UPWP to the 20-day public comment period, and, pending any public comments received, approve the FY19 UPWP. Seconded by Mr. Kiser. Motion carried.

4. Review and approval of the FY19 Transit TIP

Ms. McCann-Slaughter motioned to forward the FY19 Transit TIP to the 20-day public comment period, and, pending any public comments received, approve the FY19 Transit TIP. Seconded by Ms. Freeman. Motion carried.

5. Review and approval of the revised Memorandum of Understanding

Following a brief by Mr. Short, Ms. McCann-Slaughter motioned for approval of the revised Memorandum of Understanding and authorization for the Chairman to sign. Seconded by Mr. Wiley. Motion carried.

6. Upcoming Meeting Schedule

- Project Steering Committee: TBD
- Technical Advisory Committee: June 5, 2018
- Policy Meeting: June 20, 2018

7. VDOT/DRPT/Staff Updates

Mr Short gave an overview of the implementation of Senate Bill 971, signed by the Governor, which calls for the CTB to develop an I-81 Corridor Improvement Plan. VDOT will conduct a series of public meetings along the corridor, one of which will be held on June 12 at Strasburg High School. A briefing for local officials will start at 4 p.m., followed by an open public meeting from 5 to 7 p.m.

Mr. Short also listed the projects which are currently being considered for SMART SCALE applications by the MPO:

- Teardrop roundabouts on Route 277 at the I-81 ramp intersections (Exit 307);

- Bridge replacement with additional capacity, Routes 17/50/522 over I-81 (Exit 313), supplemented with State of Good Repair funds;
- I-81 Exit 317 ramp extensions;
- Intersection improvements, Route 11 at Shawnee Drive and Opequon Church Lane; and
- Hard-running shoulder, I-81 northbound between mileposts 314 and 316.9.

8. Other Business – none reported.

9. Adjournment – motioned by Ms. Freeman, seconded by Mr. Tierney, so moved.

**WIN-FRED MPO FYE 2018 UPWP
Revenues & Fiscal Year to Date Expenses Summary by Task
July 1, 2017 through May 26, 2018 (FY 2018)**

| UPWP Tasks | % Split VDOT/ DRPT | Highway Funding | | | | Transit Funding | | | | Total 100% MPO Expenditures | UPWP Funding Remaining |
|--|--------------------------|-------------------------|-----------------------|-----------------------|-----------------------------|--------------------|-----------------------|-----------------------|-----------------------------|-----------------------------------|------------------------------|
| | | FHWA Planning 80% | State Match 10% | Local Match 10% | Subtotal Highway VDOT | FTA 5303 80% | State Match 10% | Local Match 10% | Subtotal Transit DRPT | | |
| Task 1: Program Management and Administration Revenue | 60/40 | \$ 31,200.00 | \$ 3,900.00 | \$ 3,900.00 | \$ 39,000.00 | \$ 20,800.00 | \$ 2,600.00 | \$ 2,600.00 | \$ 26,000.00 | \$ 65,000.00 | |
| NSVRC Administrative Expenses & Direct Costs | | \$ (46,495.94) | \$ (5,811.99) | \$ (5,811.99) | \$ (58,119.93) | \$ (2,447.15) | \$ (305.89) | \$ (305.89) | \$ (3,058.94) | \$ (61,178.87) | |
| T1 Revenue Balance Remaining | | \$ (15,295.94) | \$ (1,911.99) | \$ (1,911.99) | \$ (19,119.93) | \$ 18,352.85 | \$ 2,294.11 | \$ 2,294.11 | \$ 22,941.06 | \$ 3,821.13 | 5.9% |
| Task 2: Transportation Improvement Program (TIP) | 50/50 | \$ 1,000.00 | \$ 125.00 | \$ 125.00 | \$ 1,250.00 | \$ 1,000.00 | \$ 125.00 | \$ 125.00 | \$ 1,250.00 | \$ 2,500.00 | |
| NSVRC Administrative Expenses & Direct Costs | | \$ (117.22) | \$ (14.65) | \$ (14.65) | \$ (146.53) | \$ (6.17) | \$ (0.77) | \$ (0.77) | \$ (7.71) | \$ (154.24) | |
| T2 Revenue Balance Remaining | | \$ 882.78 | \$ 110.35 | \$ 110.35 | \$ 1,103.47 | \$ 993.83 | \$ 124.23 | \$ 124.23 | \$ 1,242.29 | \$ 2,345.76 | 93.8% |
| Task 3: State/Federal Requested Work Tasks | 50/50 | \$ 3,000.00 | \$ 375.00 | \$ 375.00 | \$ 3,750.00 | \$ 3,000.00 | \$ 375.00 | \$ 375.00 | \$ 3,750.00 | \$ 7,500.00 | |
| NSVRC Administrative Expenses & Direct Costs | | \$ (5,012.26) | \$ (626.53) | \$ (626.53) | \$ (6,265.32) | \$ (556.92) | \$ (69.61) | \$ (69.61) | \$ (696.15) | \$ (6,961.47) | |
| T3 Revenue Balance Remaining | | \$ (2,012.26) | \$ (251.53) | \$ (251.53) | \$ (2,515.32) | \$ 2,443.08 | \$ 305.39 | \$ 305.39 | \$ 3,053.85 | \$ 538.53 | 7.2% |
| Task 4: Public Mobility | 0/100 | N/A | | | | \$ 23,200.00 | \$ 2,900.00 | \$ 2,900.00 | \$ 29,000.00 | \$ 29,000.00 | |
| NSVRC Administrative Expenses & Direct Costs | | N/A | | | | \$ (4,951.18) | \$ (618.90) | \$ (618.90) | \$ (6,188.97) | \$ (6,188.97) | |
| Consultant Expenses | | N/A | | | | \$ (18,102.38) | \$ (2,262.80) | \$ (2,262.80) | \$ (22,627.97) | \$ (22,627.97) | |
| T4 Revenue Balance Remaining | | N/A | | | | \$ 146.45 | \$ 18.31 | \$ 18.31 | \$ 183.06 | \$ 183.06 | 0.6% |
| Task 5: Local Technical Assistance | 100/0 | \$ 16,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 20,000.00 | N/A | | | | \$ 20,000.00 | |
| NSVRC Administrative Expenses & Direct Costs | | \$ (1,067.56) | \$ (133.45) | \$ (133.45) | \$ (1,334.45) | N/A | | | | \$ (1,334.45) | |
| Consultant Expenses | | \$ (3,536.00) | \$ (442.00) | \$ (442.00) | \$ (4,420.00) | N/A | | | | \$ (4,420.00) | |
| T5 Revenue Balance Remaining | | \$ 11,396.44 | \$ 1,424.56 | \$ 1,424.56 | \$ 14,245.55 | N/A | | | | \$ 14,245.55 | 71.2% |
| Task 6: Bicycle & Pedestrian Plan Development | 0/100 | N/A | | | | \$ 34,682.00 | \$ 4,335.00 | \$ 4,335.00 | \$ 43,352.00 | \$ 43,352.00 | |
| NSVRC Administrative Expenses & Direct Costs | | N/A | | | | \$ (8,326.36) | \$ (1,040.80) | \$ (1,040.80) | \$ (10,407.95) | \$ (10,407.95) | |
| Consultant Expenses | | N/A | | | | \$ (7,970.81) | \$ (996.35) | \$ (996.35) | \$ (9,963.51) | \$ (9,963.51) | |
| T6 Revenue Balance Remaining | | N/A | | | | \$ 18,384.83 | \$ 2,297.85 | \$ 2,297.85 | \$ 22,980.54 | \$ 22,980.54 | 53.0% |
| Task 7: System Planning | 95/5 | \$ 257,906.00 | \$ 32,238.00 | \$ 32,238.00 | \$ 322,382.00 | \$ 14,342.00 | \$ 1,793.00 | \$ 1,793.00 | \$ 17,928.00 | \$ 340,309.00 | |
| NSVRC Administrative Expenses & Direct Costs | | \$ (18,401.12) | \$ (2,300.14) | \$ (2,300.14) | \$ (23,001.40) | \$ (968.48) | \$ (121.06) | \$ (121.06) | \$ (1,210.60) | \$ (24,212.00) | |
| Consultant Expenses | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| T7 Revenue Balance Remaining | | \$ 239,504.88 | \$ 29,937.86 | \$ 29,937.86 | \$ 299,380.60 | \$ 13,373.52 | \$ 1,671.94 | \$ 1,671.94 | \$ 16,717.40 | \$ 316,097.00 | 92.9% |
| Task 8: Long Range Planning, Modeling, GIS and Data | 90/10 | \$ 14,400.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 18,000.00 | \$ 1,600.00 | \$ 200.00 | \$ 200.00 | \$ 2,000.00 | \$ 20,000.00 | |
| NSVRC Administrative Expenses & Direct Costs | | \$ (12,047.02) | \$ (1,505.88) | \$ (1,505.88) | \$ (15,058.77) | \$ (1,338.56) | \$ (167.32) | \$ (167.32) | \$ (1,673.20) | \$ (16,731.97) | |
| T8 Revenue Balance Remaining | | \$ 2,352.98 | \$ 294.12 | \$ 294.12 | \$ 2,941.23 | \$ 261.44 | \$ 32.68 | \$ 32.68 | \$ 326.80 | \$ 3,268.03 | 16.3% |
| TOTAL FY18 BUDGETED REVENUES | | \$ 323,506.00 | \$ 40,438.00 | \$ 40,438.00 | \$ 404,382.00 | \$ 98,624.00 | \$ 12,328.00 | \$ 12,328.00 | \$ 123,280.00 | \$ 527,661.00 | |
| TOTAL FY18 EXPENSES FISCAL YEAR TO DATE | | \$ (86,677.12) | \$ (10,834.64) | \$ (10,834.64) | \$ (108,346.40) | \$ (44,668.00) | \$ (5,583.50) | \$ (5,583.50) | \$ (55,835.00) | \$ (164,181.40) | |
| TOTAL FY18 BUDGETED REVENUES REMAINING | | \$ 236,828.88 | \$ 29,603.36 | \$ 29,603.36 | \$ 296,035.60 | \$ 53,955.60 | \$ 6,744.50 | \$ 6,744.50 | \$ 67,444.60 | \$ 363,479.60 | |

Fiscal Year to Date Staff Hours: July 1, 2017 - April 28, 2018

| | TASK #1 | TASK #2 | TASK #3 | TASK #4 | TASK #5 | TASK #6 | TASK #7 | TASK #8 | TOTAL HOURS |
|--------------------------------------|---------------|-------------|--------------|--------------|--------------|---------------|---------------|---------------|----------------|
| Executive Assistant | | | | | | | | | |
| Executive Director | 253.50 | | | | 6.00 | | | | 259.50 |
| Principal Planner | 4.50 | | 80.50 | | 8.50 | 99.50 | 297.00 | 189.50 | 679.50 |
| Director of Finance & Administration | 81.75 | | | | | | | | 81.75 |
| Program Coordinator | 7.00 | | | | | | | | |
| Sr. Project & Operations Manager | 331.00 | 2.50 | | 80.00 | 0.50 | 40.50 | | | 454.50 |
| GIS/Regional Planner II | | | | | | | | 24.00 | 24.00 |
| TOTAL HOURS FYTD | 677.75 | 2.50 | 80.50 | 80.00 | 15.00 | 140.00 | 297.00 | 213.50 | 1506.25 |

AGENDA

WinFred METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
Phone: 540-636-8800
www.winfredmpo.org

Draft Technical Advisory Committee Minutes: June 5, 2018 @ 10 a.m.

**Frederick County Administrative Offices
107 North Kent Street, Winchester, VA
First Floor Conference Room**

| Member Jurisdiction Representatives | | | | | |
|--|---|---|---------------------------|---|------------------|
| | Frederick County | | VDRPT | | Staff |
| ✓ | Patrick Barker | | Ciara Williams | ✓ | Brandon Davis |
| ✓ | John Bishop | ✓ | Todd Horsley | ✓ | John Madera |
| | Mike Ruddy | | Winchester Airport | ✓ | Karen Taylor |
| ✓ | Jay Tibbs | | Serena 'Renny' Manuel | ✓ | Becky Sandretzky |
| | Stephens City | | Winchester Transit | | Others |
| | Mike Majher | ✓ | Renee Wells | | |
| | VDOT | | Winchester | | |
| ✓ | Terry Short | ✓ | Perry Eisenach | | |
| | Non-Voting | | Justin Hall | | |
| | Mack Frost, FHWA | ✓ | Tim Youmans | | |
| | Tony Cho, FTA | | Shawn Hershberger | | |
| | Rusty Harrington, VA Dept. of Aviation | | | | |

**Winchester Frederick County (WinFred) MPO
TECHNICAL ADVISORY COMMITTEE (TAC) Meeting
June 5, 2018 - 10:00 a.m.
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA**

AGENDA

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and approval of the May 1, 2018 Technical Advisory Committee Meeting Minutes – Motion to approve minutes made by Mr. Short; seconded by Mr. Eisenach. Motion carried.

2. Public Comment Period - None reported.

3. Transit Funding and Reforms in Virginia – Todd Horsley, DRPT

Mr. Horsley gave a power point presentation on Transit Funding and Reforms in Virginia (presentation attached to the minutes).

4. SmartScale Applications Resolution of Support – John Madera, NSVRC

Mr. Madera handed out a draft of the 2018 SMART SCALE applications for WinFred MPO Resolutions of Support. He reported that all transportation projects must be submitted to SmartScale from any MPO areas, to be sure they have the support needed and make sure they are eligible for SmartScale. The draft consists of the list of projects that will be submitted from the WinFred MPO. Mr. Madera suggested that the draft be forwarded to the Policy Board for approval.

Mr. Bishop suggested that we change the language under the Frederick County number 3 to read, “Route 522 at Costello Drive Turn Lane and Intersection Operations Improvement.”

Mr. Eisenach made a motion to recommend to the Policy Board approving the Resolution; seconded by Mr. Bishop. Motion carried.

5. Upcoming Meeting Schedule (MPO Meetings are held at the Frederick County Administrative Offices):

- Project Steering Meeting: TBA
- Policy Board: June 20, 2018
- Technical Advisory Committee: July 5, 2018 - Cancelled

6. VDOT/DRPT/Staff Updates

Mr. Short presented an update from VDOT:

Senate Bill 971 I-81 meetings, the first one will be held on June 12, 2018 at 4:00 – 7:00 p.m. at Strasburg High School. There will be an elected official meet and greet for all elected representatives throughout the district, as well as assembly members.

The SMART SCALE pre-application deadline has been extended until this Friday, June 8, 2018.

Memorandum of Understanding – Mr. Short stated that a revised MOU is being prepared; revisions are very minor. Mr. Short suggested that for informational purposes to present this to the Policy Board this month and get a signature on the revisions that were made.

Route 11 North study – There has been great progress with this task. The Consultant is looking at an Interchange up to Old Charlestown Road. During round two of SmartScale, the County made an application for a 6-lane widening which was not received well. Different ideas will be suggested for this so that it can be competitive. There is a possibility of a roundabout at Old Charlestown and Route. 11 with a northbound right turn slip lane to Eastbound Old Charlestown with a median for a few hundred feet south of that intersection.

Frederick County is making an application for the Route 81, Exit 317 Northbound ramp realignments in conjunction with the balance to complete the Red Bud relocation.

Mr. Short briefly spoke about updated Performance Based Planning and Programming – Safety Performance Measures. This will also be discussed at the June Policy Board meeting.

7. Other Business - None reported.

8. Meeting adjourned at 11 a.m.

Definition of Acronyms on next page

Glossary of Acronyms

CAC- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conducts public hearings and public input sessions on selected projects at the direction of the Policy Board.

CLRP – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

CMAQ- Congestion Mitigation and Air Quality Improvement (CMAQ) Program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

FHWA - Federal Highway Administration - Within the US Department of Transportation, FHWA is responsible for highway issues, including federal laws and regulations related to metropolitan transportation planning.

FTA - Federal Transit Administration- within the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

FTA Section 5303 Funds - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

HSIP - Highway Safety Improvement Program - The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

LRTP- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP's may include a VISION PLAN, which is a list of all projects (a "wish list"), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

The FAST Act - On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains our focus on safety, keeps intact the established structure of the various highway-related programs we manage, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term.

NHPP- National Highway Performance Program - The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

STP Funds – Surface Transportation Program funds are Federal Funds disbursed through State DOT's for Surface Transportation projects.

TAC- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

TIP - Transportation Improvement Program - Approved by the MPO Policy Board, it is a list of projects and programs that will be implemented over the next six years. In order to receive federal funding, transportation projects must be included in the Constrained Long Range Plan and the TIP. Amendments are major changes to a project included in the CLRP, TIP or STIP that are not Administrative Modifications.

UPWP – Unified Planning Work Program- MPOs must adopt and implement an annual work program and budget known as the Unified Planning Work Program (UPWP). The UPWP identifies all activities to be undertaken by the MPO during the fiscal year which begins July 1st and ends the following June 30th.

VDOT - Virginia Department of Transportation - Agency responsible for statewide transportation facility planning, construction, and maintenance. VDOT is separate from the Virginia Department of Rail and Public Transportation (VDRPT).



Virginia Department of Rail and Public Transportation

Transit Funding and Reforms in Virginia

WinFred Technical Advisory Committee

June 5, 2018

Todd Horsley

**Director of
Northern Virginia
Transit Programs**

Commonwealth Mass Transit Fund



Restructured Fund:

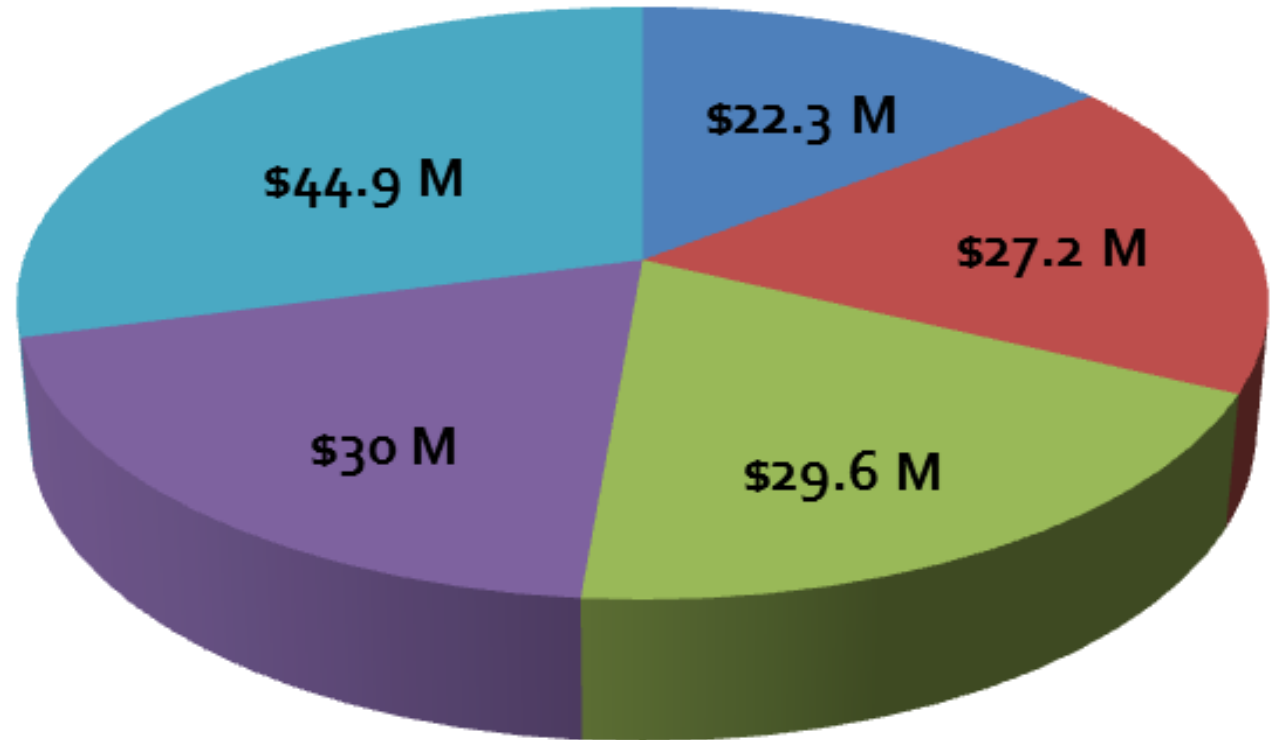
- Statewide Operating – 31%
- Statewide Capital – 12.5%
- WMATA Operating & Capital – 53.5%
- Special Projects– 3%
 - TDM, experimental transit, operation studies, & technical assistance

CPR Bonds:

- Does not address the statewide revenue loss by reauthorizing bonds
- One-time \$50 million reauthorization for federal PRIIA match for WMATA

New WMATA Capital Fund: \$154 M annually

- NVTC Regional Gas Tax Floor
- NVTA 30% Local Contribution
- 2% NVTC Transient Occupancy Tax
- Statewide Recordation and Motor Vehicle Rental Tax
- \$0.10/\$100 NVTC grantor's tax



Statewide Transit Capital Prioritization



- Effective July 1, 2019
- WMATA exempt from the prioritization process
- State of Good Repair
 - Based on transit asset management principles, including federal requirements for Transit Asset Management
- Minor Enhancement
- Major Expansion
 - Based on SMART SCALE factors:
 - Congestion mitigation
 - Economic development
 - Accessibility
 - Safety
 - Environmental quality
 - Land use

Recommended Prioritization Principles



- Program Priorities
 - Reduce backlog
 - Maintain state of good repair
- Match Rate
 - Single rate for all assets, 68%
- Program Structure
 - Separate funding for state of good repair, minor enhancement, and major expansion
- Transparency

Statewide Transit Operating Funds

- Effective July 1, 2019
- WMATA exempt from process
- 100% of Statewide Operating Funds:
 - Allocated on the basis of service delivery factors
 - Made available for public comment at least one year before application
- Current Factors:
 - Passengers Per Revenue Hour
 - Passengers Per Revenue Mile
 - Net Cost Per Passenger



Urban Transit Agency Strategic Plans



- Required every five years from transit agencies with 20+ bus fleet serving urbanized areas of 50,000+ population (16 transit agencies in VA)
- Guidelines
 - Assessment of state of good repair needs
 - Review of the performance of fixed-route bus service
 - Evaluation of opportunities to improve operating efficiency of the transit network
 - Examination and identification of opportunities to share services where multiple transit providers' services overlap
 - Examination of opportunities to improve service in underserved areas

Transit in Northern Virginia



- WMATA Reforms
 - WMATA Board of Director Membership and role of alternates
 - WMATA Operating Expenses
 - WMATA Capital Improvement Program & Strategic Plan
 - NVTC Oversight & Annual Reporting
- VRE Funding
 - \$15 M: Commuter Rail Operating and Capital Fund (NOVA gasoline tax floor revenues)
- PRTC Dedicated Funding
 - \$7.85 M: NOVA gas tax floor revenues



Virginia Department of Rail and Public Transportation

Transit Funding and Reforms in Virginia

WinFred Technical Advisory Committee

June 5, 2018

Todd Horsley

**Director of
Northern Virginia
Transit Programs**

WinFred Metropolitan Planning Organization
400 Kendrick Lane, Suite E
Front Royal, Virginia 22630
Phone: 540-636-8800
Website: www.winfredmpo.org



Policy Board

Chair:
John A. Willingham
City of Winchester

Vice-Chair:
Charles S. DeHaven, Jr.
Frederick County

Secretary/ Treasurer:
Brandon Davis
NSVRC

City of Winchester:
*Eden Freeman
City Manager
*John W. Hill
Council Member
*John A. Willingham
Council Member

Frederick County:
*Judith McCann-Slaughter
Board of Supervisors
*Kris Tierney
County Administrator
*Charles S. DeHaven, Jr.
Board of Supervisors

Stephens City:
*Michael Majher
Town Administrator/ Engineer

VDOT:
*Randy Kiser
District Administrator

Va. Dept. of Rail & Public Trans.:
Ciara Williams
Transit Planning Manager

Federal Highway Administration:
Mack Frost
Planning and Environmental Specialist

Federal Transit Administration:
Tony Cho
Transportation Program Specialist

* Denotes Voting Members

MPO RESOLUTION 18-02
6/20/18

RESOLVED, that the WinFred Metropolitan Planning Organization supports the following FY2019 SMART SCALE applications:

City of Winchester

- Millwood Avenue Traffic Improvements between Mall Blvd and Jubal Early Drive
- Jubal Early Traffic Improvements at Pleasant Valley
- Pleasant Valley Traffic Improvements at Cork Street
- Traffic Signal Synchronization on Valley Avenue Corridor and Gerrard Street Corridor

Frederick County

- Exit 317 NB Ramp Realignment/Redbud Road Intersection Improvements
- Rt. 11 North Corridor Improvements
- Route 522/Costello Drive Turn Lane and Intersection Operations Improvements
- Route 11/Shawnee Drive/Opequon Church Lane Intersection Improvements

WinFred MPO

- I-81 Exit 317 Accel/Decel Lane Extensions
- I-81 Exit 307 Roundabouts
- I-81 Exit 313 Bridge Capacity Improvement
- I-81 Winchester Hard Running Shoulders

NSVRC

- Route 11 South Corridor Enhancements

This is to certify that the WinFred Metropolitan Planning Organization approved the above resolution at its meeting held June 20, 2018.

WITNESS:

BY:

Brandon Davis
Secretary-Treasurer WinFred MPO

John Willingham
Chairman WinFred MPO

**MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES
FOR THE WINCHESTER FREDERICK COUNTY
METROPOLITAN PLANNING AREA**

This agreement is made and entered into as of _____, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State; the Winchester Frederick County Metropolitan Planning Organization hereinafter referred to as the MPO; WinTran hereinafter referred to as the Public Transportation Provider; and the Northern Shenandoah Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at [23 CFR 450 Subpart C](#), and

WHEREAS, the regulations at [23 CFR 450.314](#) direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Provider, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Winchester Frederick County metropolitan area. It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

Article 1

Planning and Modeling Boundaries

The MPO is responsible as the lead for coordinating transportation planning and programming in the Winchester Frederick County metropolitan transportation planning area (MPA) that includes the City of Winchester, Town of Stephens City, and a portion of Frederick County. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the

contiguous geographic area expected to become urbanized within the 20 year long range plan forecast period. The boundaries will be reviewed by the MPO and the State at least after each Census decennial update, to adjust the MPA boundaries as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 49 CFR 613, and the latest applicable metropolitan planning funding agreement with the State for the metropolitan planning area. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

Article 2

MPO Structure & Committees

The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the Transportation Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and Transportation Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or the procedure of the MPO.

(A) The Policy Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based Constrained Long Range Transportation Plan (CLRP); and
- the performance based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with federal law and regulations that are applicable to the MPO metropolitan planning area; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPO region [450.314]; and
- the Participation Plan

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the federal metropolitan planning factors consistent with 23 CFR 450.306. The Policy Board and the MPO will comply and certify compliance with applicable federal requirements as required by [23 CFR 450.336](#), The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act

requirements which affect public bodies under the Code of Virginia at [2.2-3700 et sequel](#).

Voting membership of the Policy Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- One representative participating on behalf of the State appointed by the Commonwealth of Virginia Secretary of Transportation, and
- Locally elected officials representing each County, independent City, Town or other appropriate representation within the transportation planning area.

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO's website with contact information.

(B) The Transportation Technical Committee provides technical review, supervision and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. This committee consists of the designated technical staff of the Policy Board members, plus other interests deemed necessary and approved by the Policy Board. The designated voting and nonvoting membership of the Transportation Technical Committee will be updated by the Policy Board, and will be identified online with contact information.

(C) Regular Meetings – The Policy Board and Transportation Technical Committee shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO's website and all meetings shall be open to the public. Any meeting and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

Article 3 Unified Planning Work Program (UPWP)

Transportation planning activities anticipated within the Winchester Frederick County Metropolitan Planning Area during the next one or two year period shall be documented and prepared annually by the Staff and the Transportation

Technical Committee in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board according to the same, full procedure as the initial UPWP.

Article 4 Participation Plan

The Policy Board shall adopt and maintain a formal, written Participation Plan. The Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised participation plan procedures shall undergo a minimum 45 day draft public review and comment period. The Participation Plan will be published and available on the MPO's website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or federal public lands regarding other planning activities, thereby ensuring compliance with all sections of [23 CFR 450.316](#). The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

Article 5 Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the financially Constrained Long-Range Plan (CLRP)

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transportation Provider(s). The CLRP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR §450.316 and in

accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

The State shall assist the MPO and public transportation providers in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any federally funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State and the Public Transportation Provider(s), assisted by the state, shall provide the MPO a list of project, program, or grouped obligations by year and phase for all the State and the public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of fiscal constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

Article 6

Financial Planning and Programming, and Obligations

The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.324) and program (23 CFR 450.326), as well as the development of the annual listing of obligated projects (23 CFR 450.334).

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR §450.324 and §450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the federal aid highways and public transportation. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report

Within 90 days after the close of a federal fiscal year the State and Public Transportation Provider(s) shall provide the MPO with an Annual Obligation Report. To the extent possible, this report will contain the projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal highway or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the Annual Obligation Report on the MPO's website and in accordance with any other procedures outlined in the Participation Plan to ensure adequate access by the public and other interested stakeholders.

Article 7

Performance Based Metropolitan Planning Process Responsibilities

The MPO

The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region's metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan

transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO's performance based planning activities in the MPO UPWP.

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the State(s) and Public Transit Provider(s) of whether the MPO: 1) has selected "to contribute toward the accomplishment" of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the public transportation provider(s) or the MPO for use in the MPO's planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects "to contribute toward the accomplishment" of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO's metropolitan planning area in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area's performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO's transportation performance targets, recent performance history and status will be identified and considered by the MPO's Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The MPO CLRP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the MPO's Technical Committee recommendation of the draft MPO long range plan or draft TIP.

The State

Distinct from the roles of the metropolitan Public Transportation Provider(s) with federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in federal highway related performance measure analyses to inform the development of appropriate federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia's MPO metropolitan planning areas, as applicable. The findings of the State's highway performance analyses will inform the development or update of statewide targets.

Information regarding proposed statewide targets for highway safety and non-safety federal performance measures will be presented to the Commonwealth Transportation Board (CTB) at the CTB's public meetings and related documents, including, but not limited to, presentations and resolutions, will be made publicly available on the CTB website. The MPO and Public Transportation Provider(s) shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the State shall make publicly available the latest statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.

The Public Transportation Provider(s)

For the metropolitan areas, public transportation providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Providers to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA's National Transit Database consistent with FTA's deadlines based upon the applicable Public Transportation Provider's fiscal year. These Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate as necessary so that the MPO(s) shall establish and/or update their MPO transit target(s) no later than 180 days thereafter.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

Chairman
Winchester Frederick County
Metropolitan Planning Organization

WITNESS BY _____
DATE _____

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____
DATE _____

City Manager
City of Winchester
WinTran

WITNESS BY _____
DATE _____

Executive Director
Northern Shenandoah
Planning District Commission

WITNESS BY _____
DATE _____

AGENDA

Appendix E, Addendum 1: Performance Based Planning and Programming – Safety Performance Measures

Performance Targets

In accordance with the requirements of MAP-21 and the FAST Act, Virginia has established safety performance objectives as published in [Virginia’s 2017 - 2021 Strategic Highway Safety Plan \(SHSP\)](#) and, starting in 2017, annual targets in the Highway Safety Improvement Program (HSIP) Annual Report. The SHSP performance measure objectives are indicated in Table 1 below.

Table 1: 2017 – 2021 SHSP Safety Performance Objectives

| | Performance Target | Per Year Reduction |
|---|---|---------------------------|
| 1 | Number of Fatalities | 2% |
| 2 | Rate of Fatalities per 100 Million Vehicle Miles Travelled | 3% |
| 3 | Number of Serious Injuries | 5% |
| 4 | Rate Serious Injury Million Vehicle Miles Travelled | 7% |
| 5 | Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries | 4% |

For safety performance measures 1, 2, and 3, annual targets are developed collaboratively by the Department of Motor Vehicles (DMV) Highway Safety Office (HSO) and VDOT HSIP staff.¹ The DMV HSO includes these measures in their Highway Safety Plan submitted to the National Highway Traffic Safety Administration (NHTSA) every June.

The Commonwealth Transportation Board approves all five annual targets and VDOT includes these in the HSIP Annual Report submitted to FHWA every August. Within 180 days of VDOT’s annual report submission to FHWA, MPOs must indicate their support of the state targets or submit their unique regional targets for one or more of the safety measures.

Connection to Other Performance Based Planning Documents

The federally required SHSP, a five-year multi-agency comprehensive plan focused on reducing fatalities and serious injuries on all public roads, serves as the coordinating document for other plans and programs that involve traffic safety. This coordination involves the long-range statewide transportation plan (LRSTP), the metropolitan transportation plans (MTP), and three plans that implement parts of the SHSP – the Highway Safety Plan (HSP), the HSIP, and the Commercial Vehicle Safety Plan (CVSP). This integration is important for improving overall

¹ It is a federal requirement that safety performance measures 1, 2, and 3 are identical targets for NHTSA's Highway Safety Grants Program and FHWA's Highway Safety Improvement Program. This requirement allows States to align their safety performance targets and work collaboratively to achieve them.

safety coordination amongst various partners and leads to more comprehensive transportation safety planning.

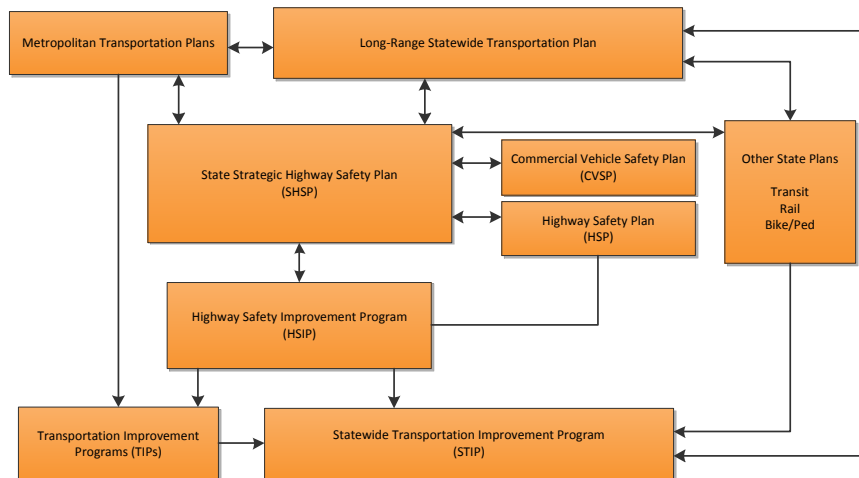
The LRSTP, VTrans2040, guides the state's investment decisions for transportation improvements. Safety and performance management is included in the VTrans2040 Vision, Goals & Objectives, and Guiding Principles:

- Guiding Principle 2: Ensure Safety, Security, and Resiliency – Provide a transportation system that is safe for all users, responds immediately to short-term shocks such as weather events or security emergencies, and adapts effectively to long-term stressors such as sea level rise.
- Guiding Principle 5: Ensure Transparency and Accountability, and Promote Performance Management – work openly with partners and engage stakeholders in project development and implementation, and establish performance targets that consider the needs of all communities, measure progress towards targets, and to adjust programs and policies as necessary to achieve the established targets.
- Goal C: Safety for All Users – provide a safe transportation system for passengers and goods on all travel modes.
 - Objectives:
 - Reduce the number and rate of motorized fatalities and serious injuries.
 - Reduce the number of non-motorized fatalities and injuries.

MTPs are similar to the LRSTP however a MTP covers a specific metropolitan planning area. MTPs include goals and objectives for their respective areas/regions and identify strategies for advancing long-term transportation investments in a specific region.

The HSP is an annual plan to address highway user behaviors that will improve safety through education and enforcement campaigns. The HSP and associated NHTSA grants are administered through the Highway Safety Office at the DMV. Furthermore, each year Virginia State Police (VSP) submits a Commercial Vehicles Safety Plan (CVSP) to Federal Motor Carrier Safety Administration as a requirement of obtaining related enforcement grants.

The relationship between the various plans and programs is shown below:



Projects in the STIP are directly linked to the safety objectives outlined in the SHSP through the strategies and actions that are priorities in Virginia.

Funding for Safety Projects

Safety targeted improvements are implemented through HSIP projects. Each year Virginia is allocated ~\$55 Million for HSIP and \$5 Million for Railway Grade Crossing improvements. Virginia is also subject to a Penalty Transfer provision, Section 154 “Open Container”, such that 2.5% of NHPP funds are reserved for either NHTSA Alcohol-Impaired Driving or HSIP projects. The State determines what proportion goes to each program. Of the HSIP funds, about 10 percent is set aside for non-motorized safety projects and 20 percent of the remainder for improvements on locally-maintained roadways.

How do Safety Projects get selected for Inclusion in the STIP?

The HSIP project planning and delivery follows these steps:

- Each year highway segment and intersection locations that have the highest potential for safety improvement are identified based on the previous five years of traffic crash and volume data. These above average crash locations are provided to the VDOT Districts to determine appropriate locations and countermeasures for HSIP funding. The potential for vehicle-train crashes at each at-grade railroad crossing is also distributed.
- HSIP project proposals are submitted through the SMART Portal for the appropriate safety program.
- VDOT and locality submitted HSIP proposals are reviewed and prioritized based on the number of targeted crashes and the benefit to cost ratio or the potential risk reduction for non-motorized and rail highway grade crossing improvements.
- Projects are selected and programmed for the last two or three years of the SYIP. At present there are over \$100 million of safety improvement proposals, with an expected benefit, that remain unfunded.

In recent years, programmed priority HSIP projects have shifted from being higher cost spot intersection and segment improvements to lower cost systemic improvements that target specific crash types and/or roadway characteristics that are factors in crashes across the network. Examples of systemic improvements include traffic signal devices and timing at intersections and curve signing, higher friction surfaces and rumble strips on segments.

Safety improvements are also included within projects funded with non-HSIP funds. The SMART SCALE scoring and prioritization process for inclusion of projects in the SYIP, considers safety benefits from improvements addressing travel of all modes. Many of the large SMART SCALE projects, upon completion, will have distinct impacts on safety performance in the Commonwealth. In addition, projects funded through other state and federal sources in the SYIP, such as the Transportation Alternatives Program, including Safe Routes to School grants, Revenue Sharing, and even some CMAQ and maintenance projects, will also have crash reduction benefits that contribute to improved safety performance.

Thus, the funding to meet Virginia's safety objectives and targets is allocated to projects in the CTB approved SYIP, and is consistent with VTrans2040. Since the SYIP is the foundation for the STIP, the program of projects in the STIP demonstrates support to achieve Virginia's safety performance objectives and targets and is consistent with Virginia's SHSP and the HSIP.