

UNIFIED PLANNING WORK PROGRAM (UPWP)

FOR THE

**WINCHESTER – FREDERICK COUNTY (WinFred)
METROPOLITAN PLANNING ORGANIZATION (MPO)**



FY 2018

(July 1, 2017 - June 30, 2018)

Adopted for Public Comment: March 15, 2017

Final Adoption: April 11, 2017

Winchester/Frederick County, Virginia

Metropolitan Planning Organization

C/o Northern Shenandoah Valley Regional Commission

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Preparation Statement

Prepared on behalf of the WinFred Metropolitan Planning Organization by the Northern Shenandoah Valley Regional Commission staff through a cooperative process involving the City of Winchester, County of Frederick, Town of Stephens City, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Federal Highway Administration, and the Federal Transit Administration.

The preparation of this program was financially aided through grants from the Federal Highway Administration, Federal Transit Administration, Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation.

MPO Policy Board

Officers:

Chair—John Willingham, City of Winchester
Vice Chair—Charles DeHaven, Jr., Frederick County
Secretary/Treasurer—Brandon Davis, Executive Director NSVRC (non-voting)

Voting Members:

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Judith McCann-Slaughter, Frederick County
Brenda Garton, Frederick County
Michael Majher, Town of Stephens City
Eden Freeman, City of Winchester
John Hill, City of Winchester
John Willingham, City of Winchester
Randy Kiser, Virginia Department of Transportation

Alternate Voting Members:

Tim Youmans and Perry Eisenach, City of Winchester
Kris Tierney, Frederick County
Terry Short, Virginia Department of Transportation

Non-Voting Members:

Mack Frost, Federal Highway Administration
Tony Cho, Federal Transit Administration
Tim Roseboom, Virginia Dept. of Rail & Public Transportation
Rusty Harrington, Dept. of Aviation

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John Bishop, Frederick County
Mike Ruddy, Frederick County
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Mike Majher, Town of Stephens City
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Tim Youmans, City of Winchester
Perry Eisenach, City of Winchester
Terry Short, Virginia Department of Transportation
Tim Roseboom, Virginia Dept. of Rail & Public Transportation
Serena 'Renny' Manuel, Winchester Airport
Renee Wells, Winchester Transit

MPO Citizens Advisory Committee (CAC)

Chair—R. William Bayliss, III
Vice Chair—Walt Cunningham

Members:

Joshua Hummer, Thomas Reed & Walt Cunningham, Frederick County
Mike Majher, Town of Stephens City
R. William Bayliss, III, Dr. John Crandell, Vacant, City of Winchester

Administrative & Staff Support

Provided by Northern Shenandoah Valley Regional Commission

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Policy Board

Chair:

John A. Willingham
City of Winchester

Vice-Chair:

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Frederick County

Secretary/ Treasurer:

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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
*Brenda Garton
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.:

Tim Roseboom
Transit Planning Manager

Federal Highway Administration:

Mack Frost
Planning and Environmental Specialist

Federal Transit Administration:

Tony Cho
Transportation Program Specialist

* Denotes Voting Members

Resolution

By The

**WinFred Metropolitan Planning Organization
Approving the FY 2018 Unified Planning Work Program (UPWP)**

WHEREAS, the FY 2018 Unified Planning Work Program will serve as the basis for all U.S. Department of Transportation (DOT) funding participation and will be included in all requests for DOT planning funds, and

WHEREAS, this UPWP details all transportation and transportation-related planning activities anticipated within the area during the coming fiscal year, and

WHEREAS, this UPWP has been reviewed and recommended for approval by the Technical Advisory Committee;

NOW THEREFORE BE IT RESOLVED, that the WinFred Metropolitan Planning Organization does hereby approve and adopt the FY 2018 Unified Planning Work Program on March 15, 2017.

Signed: _____

John Willingham
Chairman

Signed: _____

Brandon Davis
Secretary-Treasurer

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INTRODUCTION

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Winchester-Frederick County Metropolitan Planning Organization (WinFred MPO) study area for Fiscal Year 2018 (July 1, 2017 - June 30, 2018). The UPWP provides a mechanism for the coordination of transportation planning activities in the region, and is required as a basis for and condition of all federal funding assistance for transportation planning 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 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.

Statewide and metropolitan transportation planning processes are governed by Federal law (23 USC 134 and 135). Federal planning regulations are codified in 23 CFR 450.

Since the 1962 Federal-aid Highway Act, federal authorizing legislation for expenditure of surface transportation funds has required metropolitan area transportation plans and programs to be developed through a continuing, cooperative, and comprehensive (3-C) planning process. Over successive authorization cycles culminating with the passage of the Fixing America's Surface Transportation (FAST) Act in December 2015, Congress has added and revised the substantive content expected from the 3-C planning processes.

Transportation planning provides the information, tools, and public input needed for improving transportation system performance. Transportation planning should reflect the community's vision for its future. It should also include a comprehensive consideration of possible strategies; an evaluation process that encompasses diverse viewpoints; the collaborative participation of relevant transportation-related agencies and organizations; and an open, timely, and meaningful involvement of the public. Transportation planning requires a comprehensive, holistic look at the needs and the future of the region and its inhabitants.

Both the FHWA and FTA encourage MPOs to give priority to the following planning emphasis areas in their UPWPs in Fiscal Year 2018:

Performance-Based Planning and Programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. The WinFred MPO 2040 Long Range Transportation Plan (LRTP), due May 2017, will define the implementation of performance-based planning provisions in the planning process. In FY '18 the MPO will document an agreement with WinTran Transit and the Virginia Department of Transportation (VDOT) for cooperatively developing, sharing and reporting performance data and targets; and will amend the LRTP to include safety performance measures and targets expected to be adopted by VDOT.

Regional Models of Cooperation – Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. The WinFred MPO shares boundaries with two counties (Clarke, VA and Berkeley, WV) and one state (West Virginia). Interstate 81, the region’s main highway, enters the MPO planning area from the north at the West Virginia line. Routes 7, 17/50, and 522 enter the planning area from adjacent Clarke County, VA. In addition, the MPO lies within the five-county planning district of the Northern Shenandoah Valley Regional Commission (NSVRC). Coordination with neighboring jurisdictions and the NSVRC will be included in the scope of the 2040 Long Range Transportation Plan to be developed under Work Task 8.

Ladders of Opportunity – Access to Essential Services including employment, health care, schools/education, and recreation. Recent UPWP tasks addressing access needs include bus stop, system performance and marketing studies for Winchester Transit; and the 2014 Bicycle and Pedestrian Master Plan update. The MPO participates in the updating of the Section 5310 Coordinated Human Services Mobility Plan (managed by DRPT and the Shenandoah Area Agency on Aging). In FY ’16 under Work Task 4 the MPO studied the feasibility of extending transit service from Winchester to Lord Fairfax Community College. The scope of the 2040 Long Range Transportation Plan to be developed under Task 8 will include a plan for engaging traditionally underserved populations and disadvantaged communities.

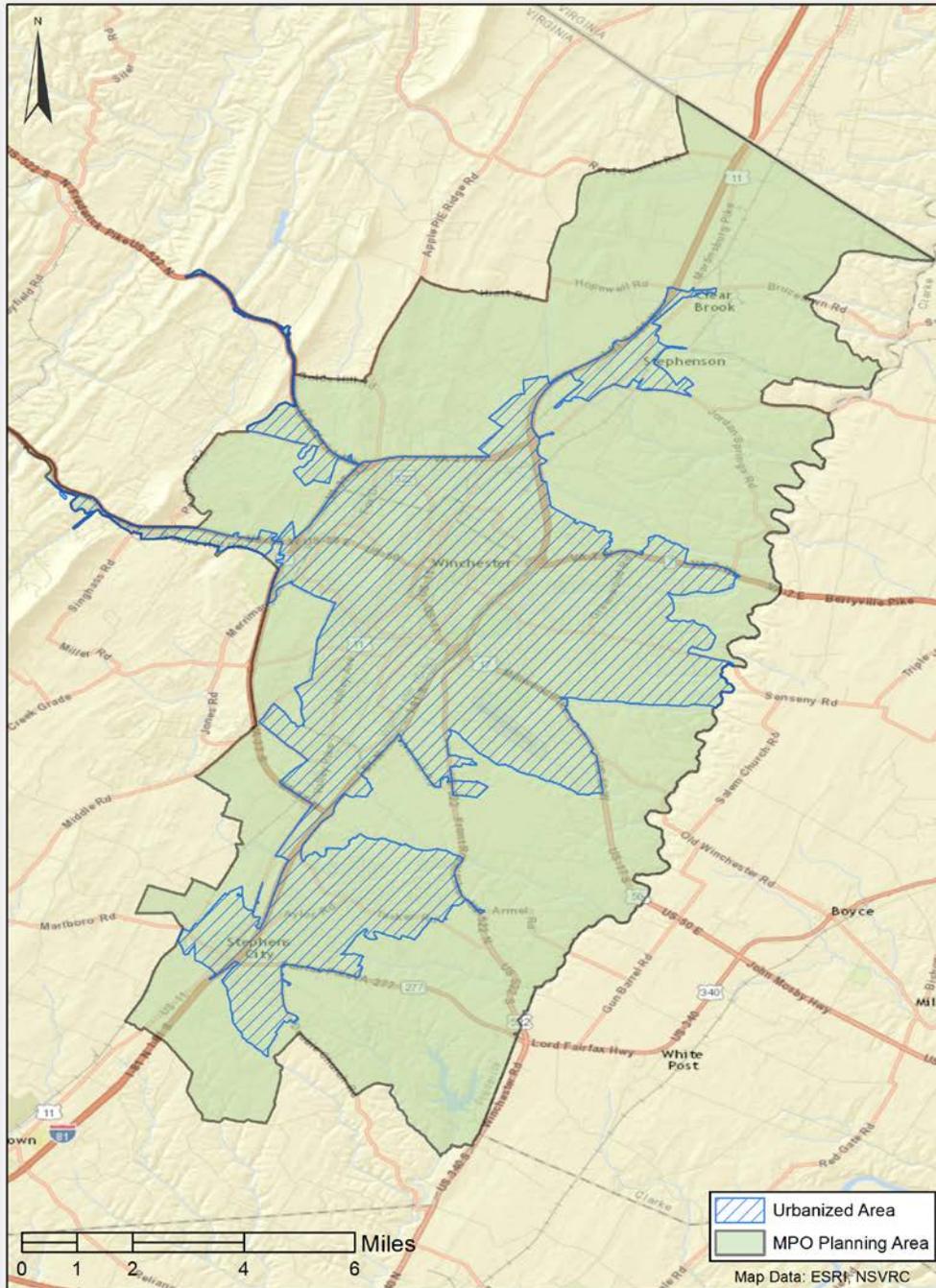
Metropolitan Planning Area

Transportation planning processes are required to be organized and directed for all urbanized areas (UZAs) having a population of 50,000 or greater, as delineated by the U.S. Census Bureau, by metropolitan planning organizations (MPOs). MPOs are established for a metropolitan planning area (MPA) that must contain, at a minimum, the Census Bureau delineated urbanized area and the area expected to become urbanized in the next 20 years. An MPO, its planning boundaries and membership and voting structure are established and designated by agreement between local officials and the Governor (23 CFR 450.310).

The WinFred MPO planning area consists of the City of Winchester, the Town of Stephens City, the Urbanized Area of Frederick County, and the area of Frederick County projected to be urbanized by the year 2020 (see map on following page).

As reported by FHWA for 2010, the WinFred MPO Urbanized Area population was 78,440 and it encompasses a land area of approximately 103 sq. miles.

WinFred MPO Boundary



Responsibilities for Transportation Planning

The WinFred Metropolitan Planning Organization is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Winchester-Frederick County Urbanized Area in accordance with requirements of Section 134 (Title 23 U.S.C.) of the Federal Highway Act of 1962, and Section 5303 of the Federal Transit Act. The WinFred MPO is the official Metropolitan Planning Organization for the 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 WinFred MPO is the Policy Board that consists of 8 voting members. These include 3 representatives from the City of Winchester, 3 representatives from Frederick County, 1 representative from the Town of Stephens City, and 1 representative from VDOT. Other agencies with non-voting membership on the WinFred MPO Policy Board include the Virginia Department of Rail and Public Transportation, Virginia Department of Aviation, Federal Highway Administration and Federal Transit Administration.

The Northern Shenandoah Valley Regional Commission (NSVRC) provides staff support to the WinFred MPO. NSVRC staff members, in cooperation with the MPOs member agencies, collect, analyze and evaluate demographic, land use, and transportation data to gain a better understanding of the transportation system requirements of the area. Special studies, research, and other work tasks requested by the MPO are the responsibility of the NSVRC to plan and coordinate. Consultant assistance may be sought when required to complete work tasks. NSVRC also prepares materials for use at the Policy Board, Technical Advisory and Citizens Advisory Committee meetings as well as any sub-committee meetings that are scheduled.

NSVRC staff will participate in all WinFred MPO meetings and provide required staff support and administration of the transportation planning program. In addition, staff members will represent the MPO at any meetings with federal, state, and local organizations as necessary.

Total Proposed Funding by Federal Source for FY 2018

Metropolitan Planning Funds (PL funds) are provided from the Federal Highway Trust Fund and distributed by State Departments of Transportation (DOTs) to MPOs to conduct the planning activities required by Title 23 of the U.S. Code 134. PL funds are distributed to States based on a ratio of urbanized-area population in individual States to the total nationwide urbanized-area population. State DOTs then distribute this funding to the MPOs in their State based on a formula agreed to by the MPOs and approved by their FHWA Division Office.

The primary funding source for transportation planning activities included in this work program are the FHWA Section 112 (PL) and FTA Section 5303. The proposed funding amounts (including state and local matching funds) for completion of tasks described in this UPWP are shown in Figure 2.

WORK TASK 1: Program Management & Administration

Objective and Description: This task includes ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process as described in the Memorandum of Understanding. Products originated from MPO (NSVRC) staff.

Products:

The primary products of this task are as follows and include those tasks necessary to the timely and accountable administration of the MPO Planning Process:

- Implementation of the FY18 UPWP throughout the fiscal year and provision of all required administrative functions including accounting, financial reporting, personnel administration, office management, website management, contract administration, map production, and necessary highway and transit purchases (e.g., office equipment, software, etc.);
- Maintenance of Title VI, ADA and environmental justice compliance, and in all work plans and activities for both highway and transit modes including consultation with appropriate groups, committees and community representatives;
- Support of the activities of the WinFred MPO through the preparation of reports, presentations, agendas, minutes and mailings for all Policy Board, TAC, CAC and other meetings, as well as attendance at those meetings;
- Continue a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans, TIPs and other documents;
- Travel and Training/Education for staff members as it relates to MPO/Transportation Planning such as various workshops, short courses, conferences and seminars that will enhance their knowledge and working skills.

Budget: \$65,000

WORK TASK 2: Transportation Improvement Program (TIP)

Objective and Description: As required by federal planning regulations, the Transportation Improvement Program (TIP) for the WinFred MPO is a four-year program of highway, transit, bicycle, pedestrian, safety, and transportation enhancement projects receiving federal funds. State and locally funded projects are also included in the TIP for coordination purposes.

The TIP is updated every four years and must be approved by the MPO Policy Board and the Governor of Virginia. The TIP is required as a condition for all federal funding assistance for transportation improvements within the WinFred MPO study area.

The general public and all other interested parties will be given an opportunity to review and comment on the proposed TIP as described under the WinFred MPOs adopted Public Participation Plan. To facilitate public review, MPO staff will provide visualization of TIP projects, post the TIP on the MPO website, and make the TIP accessible at public libraries, government offices, and upon request.

This task provides for the maintenance of a regional Transportation Improvement Program and will require active support of the WinFred MPO Policy Board, Committees and coordination with member agencies. Products originated from MPO (NSVRC) Staff.

Products:

- Processing of requested amendments and administrative modifications to the adopted TIP;
- Mapping of TIP projects and Annual Listing of Projects for the next fiscal year;
- Update to the current TIP which must be done every four years.

Budget: \$2,500

WORK TASK 3: Federal or State Requested Planning Work Program Items

Objective and Description: The MPO staff will work with federal and state agencies in support of projects and programs designed to coordinate transportation planning activities within the region. Products originated from MPO (NSVRC) Staff.

Products:

- Staff will prepare studies and reports as necessary for the completion of this work program item and as directed by the appropriate federal and/or state agencies;
- Staff will represent the WinFred MPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO) by participating in all meetings, events and training programs of the association and provide information as appropriate to the MPO agencies and partners.

Budget: \$7,500

WORK TASK 4: Public Mobility

4.1 Transportation Demand Management and Human Services Transportation

Objective and Description: This work task includes required transportation planning assistance for Human Services system providers and travel demand management and seeks to advance the MPO priorities for promoting multi-modal transportation opportunities where appropriate in the planning area. Products originated from MPO (NSVRC) Staff.

Products:

- Participate in the regional Coordinated Human Services Public Mobility Planning process.
- Promotion of the FTA 5310 funds (Transportation for Elderly Persons with Disabilities) to the local human service agencies within the MPO.
- Annual presentations to the MPO from local human service agencies within the MPO.

Budget: \$500

4.2 Winchester Transit System Planning – Carryover from FY17

Objective and Description: The Winchester Transit System (WinTran) conducts transit planning and administration efforts necessary to comply with FTA requirements in order to receive Section 5307 capital and operating grants. WinTran will coordinate with the MPO on transit planning activities. Products originated from requests by the WinTran program.

Products: WinTran Transit Development Plan (TDP) Update for FY2018-2028. A TDP is a planning tool used to analyze the need for transit in a defined area, evaluate the services that are provided, and develop strategies to match the service to the identified transit needs. The planning horizon for a TDP is short-range, in this case, six years. The VA Dept. of Rail and Public Transportation requires that public transit operators receiving State funding prepare, adopt and submit a TDP every six years. Initiated by City of Winchester (WinTran)

Budget: \$39,500

Total Budget for 4.1 & 4.2: \$40,000

WORK TASK 5: Local Technical Assistance

Objective and Description: This is an annual UPWP task. This task is designed to provide flexible planning support and services to the WinFred MPO localities. Products will originate from a requesting locality.

Products:

Activities may include, but are not limited to:

- Development and submission of transportation-related grants to include House Bill 2 for WinFred MPO localities for both highway and transit projects; and
- Management of the on-call consultant list for the MPO and its member localities with contract administration and project management services.

Budget: \$20,000

WORK TASK 6: Bicycle and Pedestrian Plan Development

Objective and Description: This is an annual UPWP task. This task is designed to provide flexible planning support and services to the WinFred MPO localities in regards to Bicycle and Pedestrian Planning.

Budget: \$ 2,500

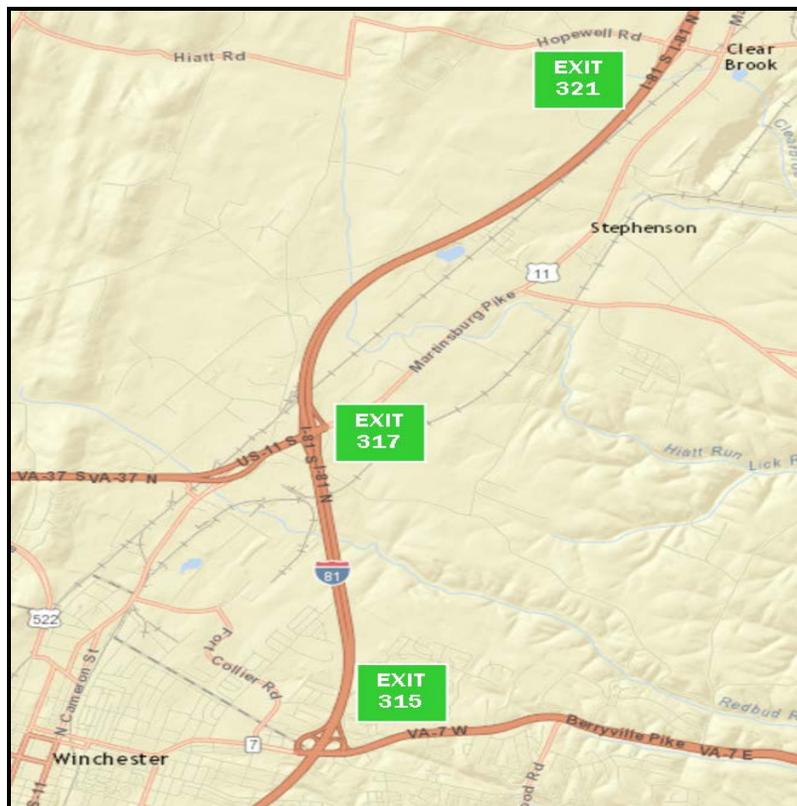
WORK TASK 7: System Planning

Objective & Description: Projects included in this work task bridge the gap between project readiness required for construction/ implementation and the conceptualized phase of a project prioritized in the CLRP. Activities will include site specific evaluation and validation of appropriate alternatives and will further refine understanding of the necessary project scope to accomplish a goal in the LRTP.

1. North Winchester Area Study- Carryover from FY17

Objective and Description: The purpose of this consultant-led study is to identify and evaluate feasible modifications to the Interstate 81/US 11-Martinsburg Pike interchange (Exit 317) to accommodate existing and projected future traffic volumes and growth. It is anticipated that the proposed improvements may include but are not limited to the construction of new roadways/ramps and/or modifications to existing roadways and ramps. Improvements may also include the replacement of existing bridges, as well as new signalized intersections. The packaging, phasing, and/or independent utility of improvements will be identified for potential capital program (funding) eligibility.

A consultant will provide project management, quality control, traffic analysis and the development of a report and conceptual alternatives for improvements to the existing interchange. The general study area will encompass the area shown below, between and including exits 315 and 321 as well as the nearby signalized intersections on US Route 11 and VA Route 7. The project was initiated by VDOT.



Products:

- Report: A complete study will be developed in accordance with applicable VDOT and FHWA guidelines.
- Conceptual Interchange Options: Up to three (3) conceptual options, with planning-level cost estimates and phased improvement scenarios, will be developed and presented.
- Cost Estimates: Planning level cost estimates and other supporting planning level data will be developed as appropriate.

Work to be performed by consultant.

Timeframe: This project will be completed in FY2019.

Budget: \$259,350 (FY2018 – Includes 5% Staff Time)

(\$375,000 over two fiscal years provided by the WinFred MPO. An additional \$150,000 to be provided by VDOT Staunton District Planning Funds = \$525,000 Project Total)

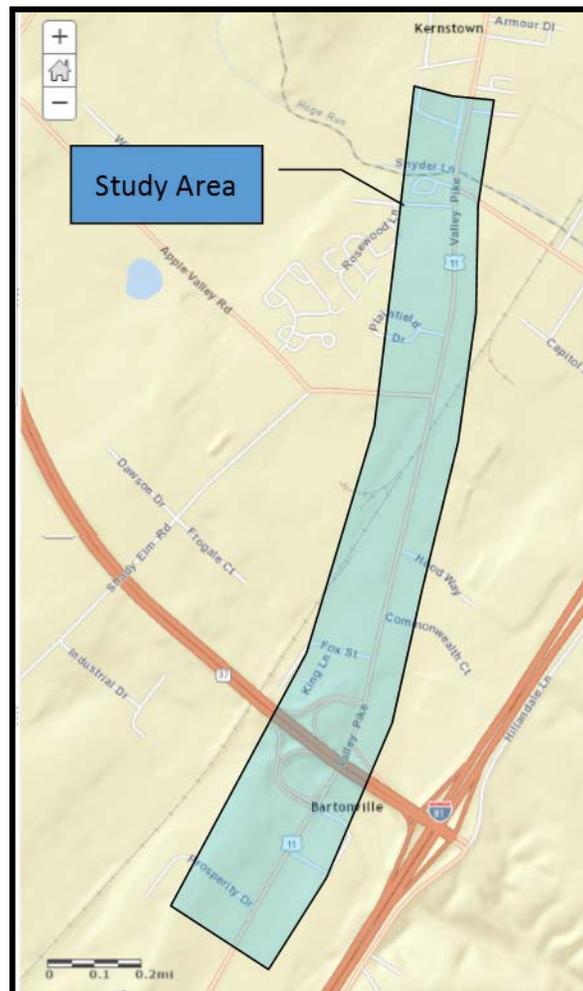
2. Valley Pike Corridor Study

Objectives and Description: This consultant-led study will determine the causes and propose solutions to recurring congestion on southbound U.S. Route 11 between the Rubbermaid plant entrance in the City of Winchester and Renaissance Drive, south of the Route 37 interchange in Frederick County. The general study area, shown below, is approximately 1.9 miles long. Solutions to be considered may include roadway widening, changes in lane configuration, signal operation changes, and access management. The study will include a multi-modal component. This project was initiated by Frederick County.

Product: A report to include recommended improvements, phasing, and planning-level cost estimates.

Timeframe: This study will be completed in FY2018.

Budget: \$80,000



WORK TASK 8: Long Range Planning, Modeling, GIS & Data

Objective and Description:

The primary objective of this task is the amendment of the Long-Range Transportation Plan (LRTP) for the year 2040

- to evaluate and add projects to the Constrained Long Range Plan and Vision Plan as deemed appropriate by plan stakeholders; and
- to incorporate federally-required performance measures and targets.

The plan amendments will be developed by staff in consultation with the project steering committee. Some technical tasks may be assigned to one of the MPO's on-call consulting firms as appropriate.

This task is initiated by staff.

Products:

- An amended LRTP for the horizon year 2040 developed in conformity with federal requirements.
- GIS mapping, data collection and database management in support of all MPO UPWP work tasks (including GIS software maintenance for 2 users at 50% of total cost).

Budget: \$20,000

Figure 2: Win-Fred MPO FY 2018 Proposed Revenues and Expenditures by Funding Source

Proposed Revenues FY18	Highway Funding				Transit Funding				Total MPO FY18 Revenues	
	FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit		
FY 2018 New PL 112 Funds (1)	\$137,208	\$17,151	\$17,151	\$171,510					\$171,510	
FY 2017 Carryover PL Funds	\$48,000	\$6,000	\$6,000	\$60,000					\$60,000	
FY 2016 Carryover PL Funds available in FY 2018 (2)	\$150,145	\$18,768	\$18,768	\$187,681					\$187,681	
FY 2018 5303 Funds (3)					\$74,933	\$9,367	\$9,367	\$93,667	\$93,667	
Subtotal: FY18 Revenues	\$335,353	\$41,919	\$41,919	\$419,191	\$74,933	\$9,367	\$9,367	\$93,667	\$512,858	
Total FY18 Proposed Revenues									\$512,858	
Proposed Expenditures FY18	VDOT/ DRPT	FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit	Total MPO Expenditures
Task 1: Program Management and Administration	60/40	\$31,200	\$3,900	\$3,900	\$39,000	\$20,800	\$2,600	\$2,600	\$26,000	\$65,000
Task 2: Transportation Improvement Program (TIP)	50/50	\$1,000	\$125	\$125	\$1,250	\$1,000	\$125	\$125	\$1,250	\$2,500
Task 3: State/Federal Requested Work Tasks	50/50	\$3,000	\$375	\$375	\$3,750	\$3,000	\$375	\$375	\$3,750	\$7,500
Task 4: Public Mobility	0/100					\$32,000	\$4,000	\$4,000	\$40,000	\$40,000
Task 5: Local Technical Assistance	100/0	\$16,000	\$2,000	\$2,000	\$20,000					\$20,000
Task 6: Bicycle & Pedestrian Plan Development	0/100					\$2,000	\$250	\$250	\$2,500	\$2,500
Task 7: System Planning	95/5	\$257,906	\$32,238	\$32,238	\$322,382	\$13,574	\$1,697	\$1,697	\$16,968	\$339,350
Task 8: Long Range Planning, Modeling, GIS and Data	90/10	\$14,400	\$1,800	\$1,800	\$18,000	\$1,600	\$200	\$200	\$2,000	\$20,000
Subtotal: FY18 Expenditures		\$323,506	\$40,438	\$40,438	\$404,382	\$73,974	\$9,247	\$9,247	\$92,468	\$496,850
Estimated Contingency/Reserve Funds for Project Support		\$11,847	\$1,481	\$1,481	\$14,809	\$959	\$120	\$120	\$1,199	\$16,008
Total FY18 Proposed Expenditures										\$512,858

(1) FY18 PL Funding from VDOT for Highway

(2) FY16 PL Carryover Funds from VDOT: Not Expended in FY16

(3) FY18 5303 Funding from DRPT for Multi-modal Planning