



Academy of Fine Arts, 600 Main Street, Lynchburg, VA 24504
 April 18, 2013 at 4:00 p.m.

Agenda

1. Call to Order.....John Sharp, Chair
2. Approval of the October 18, 2012 Meeting Minutes.....John Sharp, Chair
3. Public Hearing and Consideration and Approval of an Amendment to the Central Virginia Transportation Improvement Program Fiscal Years 2012-2015 (CVTIP FY 2012-2015)
Bob White, Deputy Director
4. Public Hearing and discussion of the Development of the Central Virginia Metropolitan Planning Organization’s Title VI Plan and related Public Participation Plan for the Central Virginia Metropolitan Planning Organization Amendment.....Bob White, Deputy Director
5. Consideration and Approval of an Amendment to the Central Virginia Metropolitan Planning Organization’s Unified Planning Work Program, Fiscal Year 2013.....Bob White, Deputy Director
6. Consideration and Approval of the Central Virginia Metropolitan Planning Organization’s Unified Planning Work Program, Fiscal Year 2014.....Bob White, Deputy Director
7. Consideration of Support for the Central Virginia Area Agency on Aging’s and Horizon Behavioral Health’s Federal Transit Administration Funding Requests.....
Bob White, Deputy Director
8. Consideration and Approval of the Region 2000 Greenways, Blueways and Trails Plan – 2012 Connection Vision Kelly Hitchcock, Senior Planner
9. Discussion of Including Liberty University as Part of the Central Virginia Metropolitan Planning Organization.....Bob White, Deputy Director
10. Opportunity for Public Comment John Sharp, Chair
11. Matters from the Committee John Sharp, Chair
12. Adjournment John Sharp, Chair
13. Information Items

Central Virginia Metropolitan Planning Organization (CVMPO)

April 18, 2013

Executive Director's Report

1. Call to Order
2. Approval of the October 18, 2012 Meeting Minutes

See Attachment 2.

The minutes of the October 18, 2012 meeting of the Central Virginia Metropolitan Planning Organization (CVMPO) are attached for your review and approval.

Recommendation: The staff recommends the CVMPO approve the attached minutes of its October 18, 2012 meeting.

3. Public Hearing and Consideration and Approval of an Amendment to the Central Virginia Transportation Improvement Program Fiscal Years 2012-2015 (CVTIP FY 2012-2015)

See Attachments 3a and 3b.

The Virginia Department of Rails and Public Transportation is requesting the CVMPO amend the CVTIP FY 2012-2015 to reflect the most recent funding in the Commonwealth's Six Year Improvement Program. A summary of the changes is attached. Two new projects are identified: purchase of surveillance equipment for the Greater Lynchburg Transit Company and paratransit vehicles for the Central Virginia Community Services (Horizon Behavioral Health).

A thirty day public comment period and a public hearing are required to be held in conjunction with the amendment's consideration. Comments received during the public comment period will be provided at the meeting. The public hearing will take place at the CVMPO meeting.

The Transportation Technical Committee recommends approval of this item. A resolution approving this amendment is attached.

Recommendation: Staff recommends the CVMPO approve the attached resolution.

4. Public Hearing and discussion of the Development of the Central Virginia Metropolitan Planning Organization's (CVMPO) Title VI Plan and related Public Participation Plan for the Central Virginia Metropolitan Planning Organization Amendment

See Attachments 4a, 4b, 4c, and 4d.

The VDRPT is requesting all metropolitan planning organizations develop and approve a Title VI Plan. This request is the result of a recent discussion the Federal Transit Administration had with VDRPT to ensure compliance with the federal transportation requirements relating to anti-discrimination. As part of the effort to develop the Title VI Plan, the CVMPO will also need to amend its Public Participation Plan. A summary of the suggested Title VI Plan with a link to the draft document is attached. Additionally, a summary of the Public Participation Plan amendment with its link is also attached.

The CVMPO will hold a public hearing for the Public Participation Plan for the Central Virginia Metropolitan Planning Organization amendment to receive comments prior to its consideration by members.

A public hearing for the Title VI Plan was held during the October 18, 2012 CVMPO meeting; no comments were received. A forty-five day public comment period was accomplished for the Public Participation Plan; comments received will be provided at the CVMPO meeting.

The Transportation Technical Committee recommends approval of these two items. Resolutions approving the Title VI Plan and the Public Participation Plan are attached.

Recommendation: Staff recommends the CVMPO approve the attached resolutions.

5. Consideration and Approval of an Amendment to the Central Virginia Metropolitan Planning Organization's Unified Planning Work Program, Fiscal Year 2013

See attachments 5a and 5b.

Staff requests the current UPWP FY 13 be amended to allow for the reprogramming of project funding. Specifically, the request allows for the carryover of \$35,000 to next year's UPWP to allow for the use of these funds for the Central Virginia Long Range Transportation Plan (CVLRTP) update. These funds have been set aside for this purpose.

The Transportation Technical Committee (TTC) has reviewed and recommends the UPWP FY 13 be amended. The amended UPWP is attached along with a resolution supporting this request.

Recommendation: Staff recommends the CVMPO approve the resolution amending the UPWP FY 13.

6. Consideration and Approval of the Central Virginia Metropolitan Planning Organization's Unified Planning Work Program, Fiscal Year 2014

See attachments 6a, 6b, and 6c.

The CVMPO's UPWP FY 14 is presented for the members' consideration and approval. The UPWP is the document that will guide the staff activities for the coming fiscal year.

Projects of note in the UPWP include initiating the update of the CVLRTP, undertaking the Safety Improvement Study: Route 221 Corridor within both the City of Lynchburg and Bedford County, and continuing our efforts to promote alternative transportation options (i.e. bicycle and pedestrian opportunities) within Region 2000.

Additionally, planning assistance is provided to GLTC, including carrying out an ADA Bus Stop Accessibility Study, maintaining the bus stop database, assisting with the fixed route study analysis needed to accommodate the new transit center being constructed, and evaluate goals and measures of the Transit Development Plan to assure goals are being accomplished in the given timeframes.

The TTC has reviewed and recommends the UPWP be adopted. Two resolutions of support are needed for approval of this document: one resolution is for the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA); the second resolution is for the Virginia Department of Rails and Public Transportation (VDRPT) and the Federal Transit Administration (FTA).

Recommendation: Staff recommends the CVMPO approve the resolutions adopting the UPWP FY 14.

7. Consideration of Support for the Central Virginia Area Agency on Aging's and Horizon Behavioral Health's Federal Transit Administration Funding Requests

See attachments 7a, 7b, 7c, and 7d.

The Central Virginia Area Agency on Aging (CVAAA) is requesting CVMPO support for two grant applications through the FTA. The first request is through the FTA 5310 program for capital assistance. The requested funding will be used to purchase two handicap accessible mini-vans and one 9-passenger vans with lift. This grant will allow for an increase and replacement of rolling stock that currently provides demand responsive transportation for elderly and disabled client within the region. Total grant request: \$120,000; eighty percent federal funds; twenty percent Agency funds.

The second grant request is through the FTA 5317 program for operating expenses for CVAAA's New Freedom program. Funding will be used to supplement operating expenses for the transportation of disabled individuals to necessary appointments, such as medical appointments, grocery stores, and other locations. Total cost: \$89,000; ninety-five percent federal funds; five percent Agency funds.

Horizon Behavioral Health is requesting CVMPO support for its application for FTA 5310 grant funds. The request is for capital assistance to purchase two mini-vans with wheelchair ramps. These vehicles will be used to transport individuals with intellectual disabilities to and from home, medical appointments, work, and other community integration activities. Total cost: \$80,000; eighty percent federal share; twenty percent agency share.

The TTC has reviewed and recommends approval of these requests. Attached are letters from the respective agencies providing background. A resolution supporting these requests is attached

Recommendation: Staff recommends the CVMPO approve the attached resolution supporting the requests of the CVAAA and Horizon.

8. Consideration and Approval of the Region 2000 Greenways, Blueways and Trails Plan – 2012 Connection Vision

See attachment 8.

The Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision has been developed to serve as a guide to develop a network of linked trails, parks, open spaces, and river corridors to enhance and protect natural resources, expand alternative transportation options, increase access to healthy lifestyle options and increase the economic vitality and competitiveness of Region 2000.

This Plan serves as an update to the Region 2000 Greenways and Blueways Plan, the first regional conceptual connection plan developed for the area in 2003. The 2003 Plan has been instrumental in articulating the value of greenway and trail corridors to a broad audience and sparking successful trail and greenway projects within the area. However, it was recognized that smaller and more detailed connection routes with measurable development goals was necessary to expand planning and development opportunities, broaden stakeholder support, and harness broad funding mechanisms.

This Plan provides an overview and description of connection corridor types that will be included within a regional connection network, provides an update to the corridors identified in the 2003 Plan, provides a snapshot of additional network projects, which have taken place or are taking place since the 2003 Plan, presents a series of eight priority projects to focus efforts for the coming five to ten years, guiding actions to bring to fruition the implementation of the identified priority projects and additional network connection routes, and lastly a matrix with which to guide actions and gauge success. The Plan is not intended to reflect every action or opportunity that will arise but rather outlines a series of actions and guiding principles with which to develop the connection vision over time.

The Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision was approved by the Local Government Council at the November 15, 2012 meeting. The Transportation Technical Committee recommends the Plan's approval. The Plan can be viewed at http://www.region2000.org/assets/files/lgc/Blueways-and-Greenways-Draft_Oct_12_2012.pdf. A resolution approving the Plan is attached.

Recommendation: Staff recommends the CVMPO approve the attached resolution.

9. Discussion of Including Liberty University as Part of the Central Virginia Metropolitan Planning Organization

See attachment 9.

The City of Lynchburg has asked the CVMPO to discuss the inclusion of Liberty University to the CVMPO. Article III Section 2-Non-Voting Members allows for the CVMPO to designate appropriate non-voting members upon two-thirds vote. The CVMPO bylaws are attached.

Recommendation: Conduct the discussion.

10. Opportunity for Public Comment

11. Matters from the Committee

12. Adjournment

13. Informational items

- The CVMPO will be meeting at 4:00 p.m. on the following dates, unless otherwise noted or notified.
 - May 16, 2013; 5:00 pm
 - July 18, 2013
 - October 17, 2013
 - January 16, 2014
 - April 17, 2014
- See Attachment 13.

The attached list identifies Central Virginia Transportation Improvement Program (CVTIP) amendments and adjustments accomplished. The amendments have been approved by the CVMPO. The adjustments have been approved by the staff in accordance with the MPO Adjustment Agreement, dated July 21, 2005. These adjustments do not require CVMPO approval since they are not new projects, but rather are projects that have adjustments made primarily to their funding stream or schedule.



Central Virginia Metropolitan Planning Organization

Virginia's Region 2000 Partnership Offices

Large Conference Room

828 Main Street, 12th Floor

Lynchburg, Virginia 24504

October 18, 2012 at 4:00 pm

MEMBERS PRESENT

- Ken Bumgarner.....Town of Amherst
- Joan Foster.....Lynchburg City
- David Laurrell.....Campbell County
- William Mays, Chairman.....Amherst County
- Kim Payne.....Lynchburg City
- Hugh Pendleton.....Campbell County
- John Sharp.....Bedford County
- Rick Youngblood representing Robert Guercia.....Lynchburg VDOT District

MEMBERS ABSENT

- Jack Hobbs.....Town of Amherst
- Clarence Monday.....Amherst County
- Frank Rogers.....Bedford County

OTHERS PRESENT

- Chris Arabia.....Department of Rail and Public Transportation
- Gary Christie.....Local Government Council
- Ed Craighill.....Boxley, LRTAG
- Philipp Gabathuler.....Local Government Council
- Rex Hammond.....Lynchburg Regional Chamber of Commerce
- Kelly Hitchcock.....Local Government Council
- Mark Peake..... Commonwealth Transportation Board Member
- Matt Perkins.....Local Government Council
- Bob White.....Local Government Council

DRAFT MINUTES

1. Call to Order

Chairman Will Mays called the meeting to order at 4:20 p.m.

2. Approval of the April 19, 2012 Meeting Minutes

Upon a motion by David Laurell, Chairman Mays presented the minutes for approval. The minutes of April 19, 2012 were unanimously approved as presented.

3. Public Hearing and Initial Discussion of the Development of the Central Virginia Metropolitan Planning Organization's (CVMPO) Title VI Plan and related Public Participation Plan for the Central Virginia Metropolitan Planning Organization Amendment

Bob White provided background information regarding the DRPT's requirement that all MPO's in the State must assemble an update to their Title VI Plan. Further, he explained that this MPO has rolled into the Plan existing policies related to communication and public involvement as similarly written in the Public Participation Plan. Also, this MPO has placed in the Plan those items related to minority, low income, and limited English proficiency populations and how the MPO reaches those groups. Additionally, policies were laid into the Plan, at the suggestion of the DRPT, relating to staff training, contract language and a formal non-discrimination complaint procedure.

No action needed to be taken on this day, however; the draft version of the Plan will be presented before the Board for formal consideration at the next meeting. No comments were received during Public Hearing. A Public Hearing will need to be conducted on this matter as well as an update will need to be made to the existing Public Participation Plan.

4. Discussion with Mark Peake, Commonwealth Transportation Board (CTB) Member

Mark Peake discussed and informed the Board regarding various issues and matters discussed at the most recent CTB Meeting. He updated the members on the Route 29 Bypass in that the funding was committed and contract signed. Additionally, mention was made that the Lynchburg District may be moved to another district and further discussion was made of the district's current funding level. Mark discussed the DRPT and the funding for the GLTC and other public transportation systems. He mentioned that the State Senate wants further accountability measures before any further money is spent in these programs.

5. Update on 'Moving Ahead for Progress in the 21st Century (MAP-21) - the New Federal Transportation Bill

Bob White presented information and an overview of the new transportation bill MAP-21. He mentioned major changes in the bill, specifically, the increase in funding regarding the Transportation Infrastructure Finance and Innovation Act (TIFIA) and the funding to other activities (e.g. Safe Route to Schools) are being decreased. Regarding the Metropolitan Planning aspects of the bill, the requirements are relatively the same however, there is a push towards enhancing performance base measurements. Also, regarding the Federal Transit Program, the emphasis is on the maintenance of the current systems though other funding may suffer.

6. Discussion of Presentations to the Commonwealth Transportation Board (CTB)

Gary Christie began discussion for the members with Mark Peake seeking his opinion on how to best approach the CTB with items and projects for their consideration. Mark suggested focusing on the percentage of funding that we receive as being ½ of the next lowest district at 2% as well as identifying projects in an effort to take advantage of revenue sharing. Bob White mentioned opportunities to meet with the CTB and mentioned that he would like to discuss further representation from the MPO at these meetings in addition to staff. Gary mentioned, and suggested, specific priority projects of the MPO to be presented to the CTB.

7. Opportunity for Public Comment

The Public Comment period opened at 4:05 pm. With no public comments in favor of or against the discussion regarding the Title VI Plan, or any other matter, the Public Comment period closed at 4:07 pm.

8. Election of Chair and Vice-Chair

Election of Chair and Vice-Chair: Bob White stated that the CVMPO needed to elect a new Chair and Vice-Chair for fiscal year 2012-2013. In keeping with the rotation of service alphabetically and by jurisdiction, he presented that Mr. John Sharp of Bedford County and Mr. Hugh Pendleton of Campbell County have agreed to serve as Chair and Vice-Chair of the MPO respectively. Upon motion by David Laurell, seconded by Kim Payne, new Chair John Sharp and Vice-Chair Hugh Pendleton were approved unanimously by those present.

9. Matters from the Members

There were no further matters from the committee.

10. Adjournment-Next meeting of the CVMPO is January 17, 2013.

Chairman Will Mays adjourned the meeting at 4:55 p.m.

Signed _____ DRAFT _____
John Sharp, Chair

Narrative of Changes to the Transportation Improvement Program

Pending approval at the January 17th, 2013 MPO Meeting

The Statewide Transportation Improvement Plan (STIP) section is proposed to be changed in the January 17th, 2013 amendment to the Central Virginia Transportation Improvement Program FY2012-2015 document. The proposed changes to the Statewide Transportation Improvement Program (STIP) are shown in Section 4 of the Central Virginia Transportation Improvement Program FY2012-2015 (pp 25-31) which can be found at http://www.region2000.org/assets/files/Transportation/TIP%20FY2012-2015%20TIP_7_31_12.pdf.

Blue type denotes changes in funding amounts from the previous estimates provided by DRPT for the FY2012-2015 STIP. These changes are noted below:

STIP ID:	GLTC001	Title: Operating Assistance		Recipient: Greater Lynchburg Transit Company		GROUP1	
FTA 5307		1,843	1,845	1,843	1,843	FTA 5307	7,374
State		1,171	1,433	1,171	1,171	State	4,946
Local		2,807	2,636	2,807	2,807	Local	11,057
Revenues		1,228	1,391	1,228	1,228	Revenues	5,075
Year Total:		7,049	7,305	7,049	7,049	Total Funds:	28,452
Description:	Adj #3 - Increased FY 13 by \$256K (\$2K - 5307, \$262K - State, \$163K - Revenues, Decreased \$171K - Local) in accordance with approved FY13 SYIP.						
STIP ID:	GLTC012	Title: Spare Parts, ACM Items		Recipient: Greater Lynchburg Transit Company		GROUP3	
FTA 5309	120					FTA 5309	-
Flexible STP		9	106	146	152	Flexible STP	413
State	30	1	15	18	19	State	53
Local		2	12	18	19	Local	51
Year Total:	150	12	133	182	190	Total Funds:	517
Description:	Adj #3 - Decreased FY 13 by \$42K (\$34K - Flexible STP, \$3K - State, \$5K - Local) in accordance with approved FY13 SYIP.						
STIP ID:	GLTC013	Title: Bus Engineering & Design of Admin E		Recipient: Greater Lynchburg Transit Company			
FTA 5309	1,384					FTA 5309	-
Flexible STP		737	191			Flexible STP	928
State	348	96	26			State	122
Local		89	21			Local	110
Year Total:	1,730	922	238	-	-	Total Funds:	1,160
Description:	Adj #3 - Increased FY 13 by \$238K (\$191K - Flexible STP, \$26K - State, \$21K - Local) in accordance with approved FY13 SYIP.						
STIP ID:	GLTC014	Title: Bus Real Estate Acquisition		Recipient: Greater Lynchburg Transit Company			
FTA 5309	960					FTA 5309	-
Flexible STP			400			Flexible STP	400
State	240		55			State	55
Local			45			Local	45
Year Total:	1,200	-	500	-	-	Total Funds:	500
Description:	Adj #3 - Increased FY 13 by \$500K (\$400K - Flexible STP, \$55K - State, \$45K - Local) in accordance with approved FY13 SYIP.						
STIP ID:	GLTC018	Title: Passenger Shelters		Recipient: Greater Lynchburg Transit Company		GROUP4	
Federal Stimulus	200					Federal Stimulus	-
Flexible STP		41	64	40	160	Flexible STP	305
State		5	9	5	20	State	39
Local		5	7	5	20	Local	37
Year Total:	200	51	80	50	200	Total Funds:	381
Description:	Adj #3 - Increased FY 13 by \$30K (\$24K - Flexible STP, \$4K - State, \$2K - Local) in accordance with approved FY13 SYIP.						
STIP ID:	GLTC019	Title: Shop Equipment		Recipient: Greater Lynchburg Transit Company		GROUP1	
Federal Stimulus	21					Federal Stimulus	-
Flexible STP			20	40	40	Flexible STP	100
State			3	5	5	State	13
Local			2	5	5	Local	12
Year Total:	21	-	25	50	50	Total Funds:	125
Description:	Adj #3 - Decreased FY 13 by \$75K (\$60K - Flexible STP, \$7K - State, \$8K - Local) in accordance with approved FY13 SYIP.						
STIP ID:	GLTC021	Title: Support Vehicles		Recipient: Greater Lynchburg Transit Company		GROUP3	
Federal Stimulus	60					Federal Stimulus	-
Flexible STP			56	117		Flexible STP	173
State			8	15		State	23
Local			6	14		Local	20
Year Total:	60	-	70	146	-	Total Funds:	216
Description:	Adj #3 - Increased FY 13 by \$70K (\$56K - Flexible STP, \$8K - State, \$6K - Local) in accordance with approved FY13 SYIP.						

STIP ID:	GLTC028	Title: Rehabilitate/Rebuild Buses			Recipient: Greater Lynchburg Transit Company	GROUP3
Flexible STP		68	280		Flexible STP	348
State	-	14	96		State	110
Local	-	3	24		Local	27
Year Total:	-	85	400	-	Total Funds:	485
Description:	Adj #3 - Increased FY 13 by \$70K (\$56K - Flexible STP, \$8K - State, \$6K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	GLTC029	Title: ADP Software			Recipient: Greater Lynchburg Transit Company	GROUP1
Flexible STP			56		Flexible STP	56
State	-		8		State	8
Local	-		6		Local	6
Year Total:	-	-	70	-	Total Funds:	70
Description:	Adj #3 - Decreased FY 13 by \$130K (\$104K - Flexible STP, \$12K - State, \$14K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	GLTC030	Title: Fare Collection Equipment (Fareboxe			Recipient: Greater Lynchburg Transit Company	GROUP3
Flexible STP			55		Flexible STP	55
State	-		8		State	8
Local	-		6		Local	6
Year Total:	-	-	69	-	Total Funds:	69
Description:	Adj #3 - Decreased FY 13 by \$881K (\$705K - Flexible STP, \$87K - State, \$89K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	CAA001	Title: New Freedom			Recipient: Central Va Area Agency on Aging	
New Freedom	80	29	44		New Freedom	73
State	74	27	42		State	69
Local	3	1	3		Local	4
Year Total:	157	57	89	-	Total Funds:	146
Description:	Adj #3 - Add FY 13 funding in the amount of \$89K (\$44K - 5317, 42K - State, \$3K - Local.) in accordance with approved FY13 SYIP.					
STIP ID:	CAA002	Title: Paratransit Vehicles			Recipient: Central Va Area Agency on Aging	GROUP3
	Previous Funding	FY 2012	FY 2013	FY 2014	FY 2015	Total FY 2012-2015
FTA 5310	288	86	160	139	139	FTA 5310
State	-					State
Local	72	22	40	35	35	Local
Year Total:	360	108	200	174	174	Total Funds:
Description:	Adj #3 - Increased FY 13 by \$26K (\$21K - 5310, \$5K - Local) in accordance with approved FY13 SYIP.					

Red type denotes new line items to the 2012-2015 STIP that were not noted in the previous 2012-2015 STIP estimates from DRPT. These changes are noted below:

STIP ID:	GLTC031	Title: Purchase Surveillance/Security Equip			Recipient: Greater Lynchburg Transit Company	GROUP3
Flexible STP			56		Flexible STP	56
State	-		8		State	8
Local	-		6		Local	6
Year Total:	-	-	70	-	Total Funds:	70
Description:	Amend #7 - Add new project an FY 13 funding in the amount of \$70K (\$56K - Flexible STP, \$8K - State, \$6K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	CVCS001	Title: Paratransit Vehicles			Recipient: Central VA Community Service	GROUP3
FTA 5310			32		FTA 5310	32
State	-				State	-
Local	-		8		Local	8
Year Total:	-	-	40	-	Total Funds:	40
Description:	Amend #7 - Add new project an FY 13 funding in the amount of \$40K (\$32K - 5310, \$8K - Local) in accordance with approved FY13 SYIP.					



RESOLUTION OF THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION TO AMEND THE CENTRAL VIRGINIA TRANSPORTATION IMPROVEMENT PROGRAM FISCAL YEARS 2012 – 2015

WHEREAS, the Central Virginia Transportation Improvement Program (CVTIP) is required to be submitted to the Virginia Department of Transportation for inclusion in the State Transportation Improvement Program; and

WHEREAS, inclusion of transportation projects in the CVTIP is a condition of federal participation in the funding of projects and programs; and

WHEREAS, this amendment of the CVTIP includes a change in funds for Section 4 to reflect funding for rail and public transportation as put forward in the Commonwealth Transportation Board's (CTB) most recent Six Year Improvement Program (SYIP). This amendment also includes the addition of two new projects to Section 4 of the CVTIP entitled "Purchase Surveillance/Security Equipment" for the Greater Lynchburg Transit Company and "Paratransit Vehicles" for the Central VA Community Service; and

WHEREAS, public input has been sought in amending the CVTIP as required.

NOW, THEREFORE, BE IT RESOLVED THAT the Central Virginia Metropolitan Planning Organization does hereby approve the Central Virginia Transportation Improvement Program Fiscal Years 2012-2015, as amended and dated January 17, 2013.

Upon motion by Member _____duly seconded by Member _____, adopted this 18th day of April 2013.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization

Proposed adoption of the Central Virginia Metropolitan Planning Organization's Title VI Plan

In April of this year, DRPT contacted all Metropolitan Planning Organizations to discuss the FTA's findings from their recent Title VI Compliance Review. It was determined that all Metropolitan Planning Organizations must have a formal Title VI plan in place that meets certain requirements set forth by DRPT. **A checklist of these requirements can be provided upon request.

The purpose of the Title VI Plan is to certify to the Federal Transit Administration that all Metropolitan Planning Organizations are in compliance with Title VI of the Civil Rights Act of 1964. Title VI states:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

A large portion of drafting a Title VI plan for the Central Virginia MPO consisted of reviewing current public outreach policies from the Public Participation Plan and formalizing the compliance procedures in a format suggested by DRPT. The following bullet points outline what the Title VI plan consists of:

- Policies in the Title VI plan addressing communication with the public and environmental justice populations were already being addressed in the Public Participation Plan.
- Policies on how the CVMPO seeks out viewpoints of minority, low-income, and Limited English Proficiency (LEP)* populations were reviewed in the Public Participation Plan and added to the Title VI plan accordingly.

*The LEP policy was recently added to the Public Participation Plan in accordance with DRPT's suggestion.

- Policies suggested by DRPT on training staff on Title VI compliance procedures, contractual language ensuring nondiscrimination, and formal nondiscrimination complaint procedures were reviewed by CVMPO staff and proposed in the pending Title VI plan.

The complete plan can be viewed here:

http://www.region2000.org/assets/files/Transportation/Central%20Virginia%20MPO%20Title%20VI%20Plan_Draft_7_31_2012.pdf



RESOLUTION ADOPTING THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION'S TITLE VI POLICY STATEMENT AND PLAN

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

WHEREAS, the CVMPO commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any CVMPO program or activity regardless of the funding source; and

WHEREAS, the CVMPO has the responsibility under the provisions of the Moving Ahead for Progress in the 21st Century (MAP 21) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the CVMPO receives Federal transportation funding; and

WHEREAS, the CVMPO receives Federal funding from other agencies that also have Title VI requirements.

NOW, THEREFORE, BE IT RESOLVED THAT the Central Virginia Metropolitan Planning Organization does hereby approve the proposed Central Virginia Metropolitan Planning Organization's Title VI Plan in order to meet Title VI and attendant federal requirements.

Upon motion by Member _____duly seconded by Member _____, adopted this 18th day of April 2013.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization

Proposed amendment to the CVMPO Public Participation Plan

The following changes are proposed for the CVMPO's Public Participation Plan in order to certify to the Virginia Department of Transportation as well as the Federal Transit Administration that the Central Virginia MPO is in compliance with Title VI of the Civil Rights Act of 1964:

An additional Goal and Objective will be added to address Limited English Proficiency in the CVMPO planning area.

Goal 9: Comply with Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency.

Objective 9.1 Maps provided by DRPT for the CVMPO Title VI plan show high areas with LEP populations that exceed 5% of the entire area population. This percentage is based on a federal standard. The CVMPO will use these maps to ensure that initiatives and outreach efforts are adequately targeted to these areas.

The entire Public Participation Plan including the additional Goal and Objective can be found here: http://www.region2000.org/assets/files/Transportation/Proposed%20Amended%20Public%20Participation%20Plan%20July%2031_2012.pdf. The changes are on page 5 of the document.



RESOLUTION AMENDING THE PUBLIC PARTICIPATION PLAN FOR THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

WHEREAS, The Public Participation Plan for the Central Virginia Metropolitan Planning Organization guides the public involvement effort of the CVMPO; and

WHEREAS, The CVMPO was required by DRPT to review the Public Participation Plan to ensure consistency with the Central Virginia Metropolitan Planning Organization’s Title VI Plan in meeting federal requirements; and

WHEREAS, The CVMPO has accomplished this review and is desirous of adding a new goal and objective to the Public Participation Plan officially acknowledging outreach efforts to people with Limited English Proficiency.

NOW THEREFORE, BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization does hereby amend its Public Participation Plan for the Central Virginia Metropolitan Planning Organization, Adopted: April 19, 2007, Revised: July 15, 2010, to include limited English proficiency outreach.

Upon motion by Member _____duly seconded by Member _____, adopted this 18th day of April 2013.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

828 Main Street, 12th Floor
Lynchburg, VA 24504
434-845-3491

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2013

TRANSPORTATION TECHNICAL COMMITTEE (TTC)

RECOMMENDATION: April 5, 2012

Recommendation: March 28, 2013

CVMPO ADOPTION: April 19, 2012

Amended (tentative): April 18, 2013

Funding provided by the Federal Highway Administration (FHWA) the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and Central Virginia Metropolitan Planning Organization (CVMPO) Local Funds

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SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2013 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO. A year end work summary will also be provided.

Additionally, this activity provides for staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Funding for membership in the Virginia Association of Metropolitan Planning Organizations is also available.

Budget: \$42,000: staff

Completion date: June 30, 2013

1.02 Work Program Administration

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVMPO, in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), is responsible for the development of a UPWP. This UPWP describes all regional transportation planning activities anticipated in the CVMPO area, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2014 and amendments to the FY 2013 UPWP.

Budget: \$11,000; staff
Completion date: June 30, 2013

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2035 (Plan) in the event that a project needs to be updated before the five year update. This task addresses amendments to add or remove projects on the fiscally constrained portion of the Long Range Transportation Plan. This task will also provide for explanations of the Plan to interested parties such as CVMPO Board members or citizens.

Additionally, this task allows for banking of funds to support year 2040 update to the Plan.

Products:

- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Banking of funds for the Year 2040 update. (item deleted with amendment)
- Staff transportation modeling skills development

Budget: \$5,000; staff; (Note: \$35,000 rolled over to FY 14 UPWP with amendmenet)
Completion date: June 30, 2013

2.02 Transportation Improvement Program

Description: Maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects

Budget: \$4,000; staff
Completion date: June 30, 2013

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

Description: This task allows for assistance to localities on transportation related activities on an individual basis or CVMPO basis, as needed. This task includes, but is not limited to, providing transportation technical input and resources to the CVMPO's localities to improve the overall effectiveness and efficiency of the transportation network; promoting improved integration of the land use and transportation planning processes; and assisting with the update of local comprehensive plans to ensure land use and other elements are consistent with the statewide transportation plan and other planning documents; and other duties as requested by VDOT, FHWA, and the CVMPO.

This task allows for the development and provision of Geographic Information System (GIS) information for use with transportation projects and planning efforts. This task also provides for the enhancement and maintenance of the CVMPO transportation component of the Local Government Council's website as well as support to the City of Lynchburg Connectivity Study.

This task will provide staff support for transportation related grant writing by member jurisdictions, such as transportation enhancement program and safe routes to school program grants, and multimodal applications

And, finally, this task will provide for flexible staff time to assist with issues that arise during the fiscal year, as well as short term projects where a locality may need assistance.

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Commission website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with SAFETEA-LU;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on other transportation related matters, including support to the City of Lynchburg Connectivity Study;

Budget: \$22,000; staff

Completion date: June 30, 2013

3.02 Region 2000 Alternative Transportation Initiative

Description: Each of the following items shall be undertaken to support alternative transportation planning and implementation activities within Region 2000.

Bicycle and Pedestrian Website Expansion

Description: The LGC website will be expanded to have a dedicated section devoted to bicycle, pedestrian activity. The site will include route information, safety information, etc. Staff will be responsible for formulating the material that will be included within this new LGC website section. Connections will include information on SRTS activities, general bike/pedestrian activities, connection to the anticipated RIDE Solutions program, and links to additional regional alternative transportation links, such as GLTC, local bike shops, etc.

Product: Updated and user-friendly website that is recognized and used by Region 2000 residents as the “go to” website to learn about bicycle and pedestrian activities, planning, and initiatives in Region 2000.

Grant Submittal

Description: Apply for grant(s) to provide funding towards bicycle and pedestrian programming to include safety, education, outreach, and direct facilities (such as bike racks, pavement markers, etc.).

Product: Copy of each application submitted and any result summary.

Bike Week

Description: Activities to host the annual Lynchburg Area Bike Week and Lynchburg Area Clean Commute Challenge. This primary Lynchburg Area Greenway Alliance, CVMPO, and Region 2000 LGC event is held to promote the use and development of pedestrian and bicycle facilities and highlight alternative transportation existing resources, including transit, bike facilities, sidewalks, trails, etc. in Region 2000 area.

Product: Summary of bike week events that will include details on participants, sponsors and donated hours.

Bike Ride Fund Raiser

Description: Explore developing a fall or spring fund-raising event for the purpose of assisting in facilitation of bike facilities. Funds would assist in implementing some of the bicycle needs identified and raised funds would be used to directly fund projects. This event would require private partners to fund and assist with event planning.

Product: A report that summarizes the event, the stakeholders, anticipated or achieved funding, and anticipated resources implemented or in the implementation planning stages. Report will include a summary of all funds generated and matching funds.

Safe Routes to School

Description: Assist with development of Travel Plan for at least one school in the CVMPO area

Product: Summary report of all SRTS activities.

Lynchburg Area Greenway Alliance

Description: Provide ½ staff support to the Lynchburg Area Greenway Alliance. Support will be for those meeting activities, meeting summaries, and reporting as required to the TTC, LGC, and VDOT in execution of pedestrian activities.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000. The document will include a detailed account of public and private contribution during the year; will include a highlight story of a key business or individual that was instrumental in the bicycle/pedestrian/alternative transportation activities (education, outreach, development, transit).

Product: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

Region 2000 On-Road Bicycle Facilities Design Manual

Description: This item allows for the completion of the Manual, a project initiated as part of the UPWP FY 12 efforts. The project is expected to be complete by December 31, 2012.

Product: The On-Road Bicycle Facilities Design Manual that will serve as a uniform facility implementation manual for the CVMPO area.

Develop Pedestrian and Bicycle Deficiency and Improvement Priority List

Description: The following series of activities will be undertaken to establish a formalized process to identify priority pedestrian and bicycle needs and recommendations within the CVMPO area. Each activity will be held to assist in developing a list of projects that will be shared with localities, the CVMPO, the LGC, and VDOT, and public stakeholders with the goal of assisting in implementing pedestrian and bicycle facility development.

The identification process will take place at the beginning of the fiscal year and end with a presentation of findings and recommendation list to be presented to the CVMPO in October. The recommendation list will then be forwarded to each locality and VDOT District office for consideration and potential inclusion in developing spring maintenance schedule.

Activities:

- Host an inventory ride/field trip with area planners, VDOT staff, Region 2000 staff to review any identified repaving/road work projects in August.
- Invite local stakeholders to participate in a Walk Around or Ride Around analysis of their neighborhood.

Activity will include invitation to key stakeholders to undertake “walk around” and “ride around” evaluations in late July to end August. A copy of the Walkability and Bikeability Checklist will be provided on the Region 2000 website and a Survey-Monkey evaluation will be developed allowing participants to provide information on basic findings during the evaluations and to provide direct information on top pedestrian/bike deficiency areas in their community and/or portion of the City. Alliance members will be very involved with participating, leading, and promoting this activity.

- Develop Draft preliminary pedestrian and bicycle identification list. Greenway Alliance members will document and review all the findings from the previous analysis activity and develop a draft preliminary list of the top identified needs in the area. The list will be presented to the TTC, locality planners, etc., for review/comment in September.
- Draft pedestrian and bicycle priority list will be provided to the CVMPO and LGC at the October meeting.

Product: A summary report that will include participants in the walkability and bikeability evaluations, findings, and priority list will be developed. Further, the report will summarize lessons learned and a format for repeating the exercise on a yearly basis. In future years, the same checklist, survey, formatting, etc. will be used to ensure the process is seamless and requires very little staff time and budget.

Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000

Description: This activity will be implemented to ensure that each year all the pedestrian and bicycle facility projects, to include new construction or update of

existing resources, are recorded and included within the regional GIS database. Through communication with each locality and VDOT office, obtain a summary of pedestrian and bicycle facility projects completed or planned in the following year. The yearly review cycle will be November to November to account for work that took place over the primary construction months.

Activities:

- Develop bike/pedestrian activity letter to be provided to each locality/VDOT district a summary of existing GIS bike/pedestrian data and a corresponding map of resources per last GIS summary.
- Update existing GIS data and bike/pedestrian regional resources, to include sidewalks, crosswalks, trails, on-road bicycle facilities, to reflect changes in resources.
- All activities will be crossed referenced with local planning documents to provide a gauge of success of these documents in guiding facility development.
- Develop a report that includes summary of new or updated resources, connection to planning document if appropriate, and summary of funding used to fund facility development/improvement.

Product: A summary report that will summarize all bike and pedestrian projects implemented in Region 2000 through November, 2013, will summarize anticipated projects as known, and will include a summary of funds used to facilitate resource development. A corresponding GIS data base and map will be provided.

Budget: \$34,000; staff

Completion Date: June 30, 2013, unless otherwise stated above.

3.03 Region 2000 Congestion Survey

Description: SAFETEA-LU addresses many challenges facing today's transportation systems, including reducing traffic congestion. Conducting a survey of where Region 2000 residents meet congestion points will help transportation officials responsible for planning and improving roads, multi-modal transportation means, buses and other features of the regional transportation system. The survey will shed light on how that system is being used and by whom. Conducting a congestion survey captures data on where people travelling in Region 2000 are being slowed by traffic.

Tasks:

- Research similar surveys conducted by other regions to gain a better understanding of questions and metrics used.
- Research methods on how to gather the survey information.
- Create the Region 2000 Congestion Survey.
- Gather survey results of the Region 2000 population according to research conducted.
- Create a database of responses and interpret them in a briefing report to be used to inform further updates to the Central Virginia Long Range Transportation Plan.

Product: A report summarizing the above.

Budget: \$18,000; staff

Completion date: June 30, 2013

3.04 Amherst County Comprehensive Plan-Transportation Element

Description: As stipulated in the Code of Virginia, each locality's comprehensive plan is to include a transportation element that provides policy guidance and criteria for making both land use and transportation decisions and recommendations. As a part of Amherst County's comprehensive plan update, this project will create an inventory and assessment of the county's multimodal system, which will include level of service and traffic counts for certain roadways. The transportation element will also compile all known future transportation projects within the county (as well as additional projects requested by the Planning Commission) and provide rough cost estimates.

Deliverable: The Amherst County Comprehensive Plan's Transportation Element.

Product: The Amherst County Comprehensive Plan's Transportation Element

Budget: \$8,000

Completion date: October 30, 2012

3.05 Wards Ferry Road Corridor Study

Description: The Wards Ferry Road corridor serves as an important and heavily used collector road facility that provides access to residential, commercial, and institutional uses. Wards Ferry Road also serves as a connection between Wards Road and Timberlake Road, two of the City's most active commercial areas. With

Liberty University's proposed "tunnel" connection to Harvard Street that may likely result in additional traffic demand along Wards Ferry Road, (re)construction of Heritage High School, continued interest in the development parcels adjacent to the corridor, recent planning and implementation of multimodal facilities along Wards Road, and a potential city project to realign the expressway off-ramp to tie in directly to the Wards Ferry Road intersection at Timberlake, there is an ever increasing interest in improving travel and multimodal conditions along Wards Ferry Road.

The objective of this study will be to:

- identify future development issues and opportunities along the corridor
- examine different land use scenarios relative to resulting traffic demand and compatibility with the communities vision and prior planning
- generate trip forecasts for the corridor
- examine safety concerns and crash history of the corridor
- provide guidance on future roadway geometric and right-of-way needs
- identify necessary future intersection configurations (including roundabouts per previous coordination with CVCC)
- identify new trail connections and preferred multimodal roadway typical sections
- provide planning level estimates of costs and a listing of priorities for the future improvements

Product: A draft plan documenting the items identified above.

Budget: \$40,626 Consultant

Completion date: June, 2014

3.06 Environmental Justice

Description: Ongoing public consultation and public participation to provide guidance in transportation planning. Our planning process should be inclusive and work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices and keep track of all Environmental Justice and Title VI issues for all projects in the UPWP.

Products: Documented Environmental Justice and Title VI response to VDOT's Civil Rights Division, as requested.

Budget: \$1,000; staff
Completion date: June, 2013

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2012 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2013 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting alternative transportation that can access transit.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2013 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$25,000
Completion Date: June, 2012

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. Provide major support in the fixed route realignment process. In the next two years, the GLTC transfer station will be moving from its current location at the Pittman Plaza to the Kemper Street site. This move will cause substantial changes in scheduling and route alignments. The possible subtraction of Liberty University's transit contract with GLTC will also be addressed by route-realignment and accompanying maps. Region 2000 staff will assist GLTC staff in the planning and implementation phase of this project. The overall task in this project is to provide maps of the realigned fixed route system.
Budget: \$30,422 Completion Date: June, 2013 (will continue into 2014)
2. Provide major support in supplying GLTC's fixed route system data to Google Transit in order to promote ridership in the area. Google Transit's trip planner—available as a tool on Google Maps—allows users to get directions via transit systems. This effort will be carried out by Region 2000 Staff using data supplied by GLTC and then validating it within Google's system. This item will be a continuous task throughout the FY since updates will have to be sent to Google as they occur. Providing data to Google Transit will promote accessibility to the overall transit system.
Budget: \$3,042 Completion Date: June, 2013
3. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop database current. Keeping a current inventory of bus stops will promote the overall efficiency of system operations and management. This effort will follow on the heels of the previous fiscal year's Bus Stop Update Protocol project. This item entails collecting coordinates for new bus stops and taking out old ones to keep an up to date system that will help overall system scheduling. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. This item is essential in providing accurate information to Google Transit which also improves system accessibility.
Budget: \$12,169 Completion Date: June, 2013
4. The Americans with Disabilities Act currently requires federally funded transit agencies to provide service to customers that have pick up or drop off locations within 0.75 miles of a fixed route. Currently, GLTC exceeds the ADA requirement by picking up anyone within the Lynchburg city limits. However, with the current economic situation, GLTC is considering scaling back their service to fulfill the minimum requirement. Region 2000 staff will analyze and map a year's worth of paratransit passenger count data to present maps to show whether this scaling back is actually necessary. This item will promote accessibility to the system as it has the potential to protect the paratransit policy that currently exists.

Budget: \$ 7,605

Completion Date: June, 2013

5. The Transit Development Plan (TDP) developed in FY2010 has goals and objectives listed for yearly increments that need to be monitored. Region 2000 Staff will evaluate these goals and measures to assure that goals are being met in their given time frames. The overall objective of this planning effort is to ensure that the Transit Development Plan is a document that is being followed by the MPO and the various transit agencies in the region. Region 2000 staff time will be used to research existing versus future ridership, route profiles, route alignment, and service frequency and measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This will be an ongoing task.

Budget: \$7,605

Completion Date: June, 2013

Products:

- Quarterly reports to Google Transit showing accurate fixed route system data.
- Maps that show realignment of fixed routes when Kemper Street station becomes the central transfer station.
- A document showing pick up and drop off points in the paratransit system and the analysis of the current paratransit eligibility policy.
- Monthly updates to the bus stop/fixed route database.
- Produce short-range planning reports for GLTC as requested.

Budget Total: \$60,843

Completion Date: June, 2013

44.23.01 Long Range Transportation Plan Update

Description: Region 2000 Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2030 in the event that a project needs to be updated before the five year update. Keeping the plan up to date will support the economic vitality of the metropolitan area and will increase productivity and efficiency in the region. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. This task is justified because it keeps the LRTP current. The section of the LRTP depicting transit will also be monitored and updated as needed in order to give a current assessment of transit in the area. This task also helps support the economic vitality of the metropolitan area. This task also promotes consistency between transportation improvements and state and local planned growth and economic development patterns.

This task will carry over into FY2012 and will allow for the updates and maintenance necessary of the Year 2035 Plan.

Products:

- Public Assistance and information, as well as preparation for any updates that are necessary and continued development of the long range plan.
- Continued maintenance and updates to the Year 2035 Plan.

Budget: \$1,000

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the FY 2009-12 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. Any TIP project that is transit related—including bicycle and pedestrian facilities leading to public transit—will be updated as needed. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

Products: Approved TIP, updated TIP maps, TIP amendments, and intergovernmental review of transportation projects.

Budget: \$1,000

Proposed Expenditures		FHWA	State	Local	Total	FTA5303	State	Local	Total
1.00 Administration		\$ 42,400	\$ 5,300	\$ 5,300	\$ 53,000	\$ 20,000	\$ 2,500	\$ 2,500	\$ 25,000
1.01 General Admin. & Oper.		\$ 33,600	\$ 4,200	\$ 4,200	\$ 42,000				
1.02 Work Prog. Admin.		\$ 8,800	\$ 1,100	\$ 1,100	\$ 11,000				
2.00 Long Range Planning		\$ 7,200	\$ 900	\$ 900	\$ 9,000	\$ 1,600	\$ 200	\$ 200	\$ 2,000
2.01 Long Range Trans. Plan		\$ 4,000	\$ 500	\$ 500	\$ 5,000	\$ 800	\$ 100	\$ 100	\$ 1,000
2.02 Transportation Imp. Prog.		\$ 3,200	\$ 400	\$ 400	\$ 4,000	\$ 800	\$ 100	\$ 100	\$ 1,000
3.00 Short Range Planning		\$ 98,901	\$ 12,363	\$ 12,363	\$ 123,626	\$ 48,674	\$ 6,084	\$ 6,084	\$ 60,843
3.01 General Development and Comprehensive		\$ 17,600	\$ 2,200	\$ 2,200	\$ 22,000	\$ 48,674	\$ 6,084	\$ 6,084	\$ 60,843
3.02 Alternative Transportation		\$ 27,200	\$ 3,400	\$ 3,400	\$ 34,000				
3.03 COL Congestion Survey		\$ 14,400	\$ 1,800	\$ 1,800	\$ 18,000				
3.04 Amherst County Comp Plan-Trans EI		\$ 6,400	\$ 800	\$ 800	\$ 8,000				
3.05 Wards Ferry Road Corridor		\$ 32,501	\$ 4,063	\$ 4,063	\$ 40,626				
3.06 Environmental Justice		\$ 800	\$ 100	\$ 100	\$ 1,000				
Total	Subtotal			PL	\$ 185,626			DRPT	\$ 87,843
									\$ 273,469
The following notes relate to VDOT funding arrangements. These funds are not controlled by the CVMPO									
Surface Planning and Research (SPR) FUNDING FOR VDOT STAFF SUPPORT									
ACTIVITY									
Administration			Total	Federal	State				
State Transportation									
Planning			\$150,000	\$120,000	\$30,000				
VDOT's Transportation and Mobility Division (TMPD), located in the Central Office, will provide statewide oversight, guidance, and support for the federally mandated Metropolitan Transportation Planning and Programming Process. TMPD will provide technical assistance to VDOT Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.									
FY-13 Funding Available Statewide: \$500,000.									
Note: \$35,000 from 2.01 rolled over to FY 14 PWP with amendment.									



RESOLUTION APPROVING THE AMENDMENTS OF THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION'S FISCAL YEAR 2013 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the staff of the Central Virginia Metropolitan Planning Organization (CVMPO) has prepared the annual Unified Planning Work Program (UPWP) for fiscal year 2013; and,

WHEREAS, the UPWP has been approved by the CVMPO April 19, 2012; and,

WHEREAS, staff requests funding adjustments to project level activities as described in the UPWP FY 2013; and

WHEREAS, the UPWP must be amended to show these funding adjustments in order for the CVMPO to access them; and

WHEREAS, this amended UPWP is now before the CVMPO for approval.

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Metropolitan Planning Organization does hereby approve the UPWP for Fiscal Year 2013, as revised, and authorizes it to be submitted to the Virginia Department of Transportation, the Federal Highway Administration, the Virginia Department of Rails and Public Transportation, and the Federal Transit Administration.

ADOPTED, this 18th day of April, 2013, by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization

**CENTRAL VIRGINIA METROPOLITAN PLANNING
ORGANIZATION (CVMPO)**

828 Main Street, 12th Floor
Lynchburg, VA 24504
434-845-3491

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2014

TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: March 28, 2013

CVMPO ADOPTION: April 18, 2013 (tentative)

Funding provided by the Federal Highway Administration (FHWA) the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and Central Virginia Metropolitan Planning Organization (CVMPO) Local Funds

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SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2014 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO. A year end work summary will also be provided.

Additionally, this activity provides for staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Funding for membership in the Virginia Association of Metropolitan Planning Organizations is also available.

Budget: \$42,000: staff

Completion date: June 30, 2014

1.02 Work Program Administration

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVMPO, in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), is responsible for the development of a UPWP. This UPWP describes all regional transportation planning activities anticipated in the CVMPO area, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2015 and amendments to the FY 2014 UPWP.

Budget: \$11,000; staff
Completion date: June 30, 2014

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the initiation of the update to Central Virginia Long Range Transportation Plan (Plan) as well as the review, explanation, and update of the current Plan. Consultant procurement is a element of this effort.

This task allows for staff transportation modeling development.

Additionally, this task allows for banking of funds to support the update to the Plan.

Products:

- Consultant procurement.
- Update initiation progress reporting.
- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Banking of funds for the update.
- Staff transportation modeling skills development

Budget: \$155,917; \$30,916 staff; \$125,001 consultant
Completion date: ongoing through FY '16

2.02 Transportation Improvement Program

Description: Maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects

Budget: \$4,000; staff
Completion date: June 30, 2014

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

Description: This task allows for assistance to localities on transportation related activities on an individual basis or CVMPO basis, as needed. This task includes, but is not limited to, providing transportation technical input and resources to the CVMPO's localities to improve the overall effectiveness and efficiency of the transportation network; promoting improved integration of the land use and transportation planning processes; and assisting with the update of local comprehensive plans to ensure land use and other elements are consistent with the statewide transportation plan and other planning documents; and other duties as requested by VDOT, FHWA, and the CVMPO.

This task allows for the development and provision of Geographic Information System (GIS) information for use with transportation projects and planning efforts. This task also provides for the enhancement and maintenance of the CVMPO transportation component of the Local Government Council's website as well as support to the City of Lynchburg Connectivity Study.

This task will provide staff support for transportation related grant writing by member jurisdictions, such as transportation enhancement program and safe routes to school program grants, and multimodal applications

And, finally, this task will provide for flexible staff time to assist with issues that arise during the fiscal year, as well as short term projects where a locality may need assistance.

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Council website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with SAFETEA-LU;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on other transportation related matters.

Budget: \$21,190; staff

Completion date: June 30, 2014

3.02 Region 2000 Alternative Transportation Initiative

The following is a continuation of LGC staff efforts to continue expansion of alternative transportation planning and implementation activities in Region 2000

LGC Bike/Ped component of LGC website

Description: Staff will maintain and contribute to the dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity. Staff will be responsible for ensuring this section reflects local activities, events, and articles related to SRTS, local rides, and links to additional regional alternative transportation links (GLTS, RIDE Solutions, bike shops, etc.).

Product: User friendly, maintained, updated component of the new Region 2000 LGC website completed in FY 2013.

Grant Submittal

Description: Apply for, or contribute to Region 2000 locality or organization, grants to contribute to and provide funding towards alternative transportation planning or implementation of direct facilities.

Product: Copy of application or summary of contribution/partnership efforts and full summary of results.

Bike Week

Description: Activities to host the annual Greater Lynchburg Bike Month (extended to the full month of May) and Clean Commute Challenge. The primary Lynchburg Area Greenway Alliance, Region 2000 LGC, RIDE Solutions event, in the 3rd year in 2014, is the premier event to promote the use and development of pedestrian and bicycle facilities and highlight all forms of alternative transportation in the Region 2000 area.

Product: Summary of Bike Month/Clean Commute Challenge which will include details on events, participants, sponsors, donated hours, volunteers, etc.

Facilitation of Bike/Pedestrian Fund Raising Partnership

Description: Host a local bicycle ride, possible fund-raising event, for purpose of assisting in facilitation of bike or pedestrian facilities. Potential generated funds or donated contribution from existing events (such as VA 10-miler) to be used to implement identified alternative transportation facility (sharrows, marked crosswalks, benches, etc.).

Product: A report that summarizes the activity, partnership development, stakeholders, anticipated or achieved funding.

Safe Routes to School

Description: Assist in the implementation of SRTS activities – per Lynchburg City Schools SRTS education and outreach program – in the 2013-14 school year.

Possible activity, depending on LCS and individual school interest, look to guide implementation of the first LCS Bike to School Day at one or two of the SRTS pilot elementary schools or at Linkhorne Middle in May, 2014.

Product: Summary report of activities.

Lynchburg Area Greenway Alliance

Description: Provide ½ staff support, in conjunction with the Rural Transportation Planning Assistance Program, to the Lynchburg Area Greenway Alliance. Support will be for those meeting activities, meeting summaries, and reporting as required to the TTC, CVMPO, LGC, VDOT in execution of bike/pedestrian activities.

Product: Summary report of activities.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000. The document will include a detailed account of public and private contribution during the year; will include a highlight story of a key business or individual that was instrumental in the bicycle/pedestrian/alternative transportation activities (education, outreach, development, transit).

Product: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

VDOT Bicycle Advisory Committee

Description: Serve as the liaison and participant to 1) the VDOT Bicycle Advisory Committee, managed by John Bolecek, VA Statewide Bicycle and Pedestrian Planner; and 2) VA Bicycle Federation, on request of Champe Burnley, President. Participation in these statewide bike/pedestrian committees ensures that Region 2000 is represented and abreast of key bicycling and pedestrian programs within VA.

Product: Summary of participation activities.

Alternative Transportation Webinar Series

Continue to host webinar series from bike/pedestrian leaders - such as APBP (Association of Pedestrian and Bicycle Professionals), League of American Bicyclists, PBIC (Pedestrian and Bicycle Information Center), and America Walks – to serve as a learning and information tool to local planners, locality staff, and

general public. Webinar series will continue to provide free and easily accessible CM and CEU credits for local planners and engineers.

Product: Summary of webinars held, participants, and CM/CEU credits dispersed as result of webinars.

Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000

Description: Through communication with each locality and VDOT office, obtain a summary of pedestrian and bicycle facility projects completed or planned in the following year. The yearly review cycle will be February to February to account for work that took place over the primary construction months.

Activities:

- Update existing GIS data and bike/pedestrian regional resources, to include sidewalks, crosswalks, trails, on-road bicycle facilities, to reflect changes in resources.
- All activities will be crossed referenced with local planning documents to provide a gauge of success of these documents in guiding facility development.
- Summary report and GIS data format of updated resources, connection to planning documents, if available, and summary of funding used to fund past year's facilities will be included.

Product: Report that summarizes bike and pedestrian projects implemented in Region 2000 through February, 2014, will summarize anticipated projects as known, and will include a summary of funds used to facilitate resource development. A corresponding GIS data base and map will be provided.

Budget: \$20,000: staff

Completion date: June, 2014

3.03 Safety Improvement Study: Route 221 Corridor

Description: This effort will examine the Route 221 Corridor from Coover Hill Boulevard (eastern Bedford County) to Forest Brook Road (Lynchburg). Specifically, this task will identify and document opportunities for safety improvements, congestion reduction, multimodal accommodations, geometric improvements, and improved access management. The study will identify projects and potential funding sources for project implementation.

Project Foundation (previous work): Route 221 Corridor Management Study, VDOT, June 2002

Methodology:

1. **Define Issues:** Safety, congestion, multimodal, access management, others TBD.
2. **Mapping and Data Collection:** GIS base mapping, crash history, link and key intersection volumes, general travel patterns particularly as it relates to off-site factors influencing left-turn traffic issues onto Graves Mill Road.
3. **Examine land uses:** existing vs planned
4. **Analysis:** identify projected future volumes, examine intersection performance (Clover Hill Blvd, Enterprise Drive, Graves Mill, Cottontown Road, Breezewood, Forest Brook) and turn lane needs, examine arterial performance, access management, safety, bike/ped conditions, overall geometric conditions
5. **Identify deficiencies and improvement opportunities:** safety, traffic control devices, lighting, clear zone/geometric, capacity (intersection and arterial), multimodal accommodations, access management, congestion reduction
6. **Conduct two public meetings** (project kickoff and then recommendations)

Product: A draft plan documenting the items identified above.

Budget: \$50,000; Consultant

Completion date: June, 2014

3.04 Environmental Justice

Description: Ongoing public consultation and public participation to provide guidance in transportation planning. Our planning process should be inclusive and work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices and keep track of all Environmental Justice and Title VI issues for all projects in the UPWP.

Products: Documented Environmental Justice and Title VI response to VDOT's Civil Rights Division, as requested.

Budget: \$1,000; staff

Completion date: June, 2014

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2012 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2013 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting alternative transportation that can access transit.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2013 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$30,000

Completion Date: June, 2014

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. The CVMPO will be carrying out an ADA Bus Stop Accessibility Study in an effort to support GLTC's continued effort of serving the disabled population. This study will mark the first regional comprehensive ADA bus stop inventory and assessment. The

study will recognize the ongoing mobility challenges for the disabled community. The study will use analysis from the City of Lynchburg's Connectivity Study and combine it with GLTC's bus stop database in order to recognize ongoing mobility challenges for the disabled community. CVMPO staff will use inventoried features such as continuous sidewalks, curb cuts, and landing pad material to determine bus stops that are ADA accessible as well as bus stops that have the potential to become ADA accessible. Recommendations from the plan will result in prioritized improvements related to ADA accessibility and connectivity.

Budget: \$ 35,010

2. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop database current. Keeping a current inventory of bus stops will promote the overall efficiency of system operations and management. This item follows on the heels of the 2012 Bus Stop Inventory in which unique identifier number stickers were placed on every stop in the GLTC fixed route system. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. This item is essential in providing “Routematch”—the company that houses GLTC's bus stop data in a real-time viewing mode—with accurate information which riders can use to determine when the next bus is approaching.

Budget: \$ 15,560

3. The arrival of the new GLTC transfer center—slated to open in 2014—will require the altering of several GLTC fixed routes. GLTC is hiring consultants to conduct technical studies on the impact certain changes will have on ridership numbers and trips. Region 2000 Staff will assist the consultants in gathering information at public meetings, analyzing data and responses, and providing GIS layers when necessary. Region 2000 Staff will also create re-alignment design reports on an as needed basis. The overall objective of this planning effort is to create an up to date routing system map that can be used in a Geographic Information system. Data from every bus stop in the GLTC fixed route system will be stored at the Region 2000 offices.

Budget: \$ 23,340

4. The Transit Development Plan (TDP) developed in FY2010 has goals and objectives listed for yearly increments that need to be monitored. Region 2000 Staff will evaluate these goals and measures to assure that goals are being met in their given time frames. The overall objective of this planning effort is to ensure that the Transit Development Plan is a document that is being followed by the MPO and the various transit agencies in the region. Region 2000 staff time will be used to research existing versus future ridership, route profiles, route alignment, and service frequency and

measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This is a task that has been carried out as part of the work program for the last three years.

Budget: \$ 3,890

Products:

- A document to support the ADA Bus Stop Accessibility Study.
- Quarterly reports to GLTC showing accurate fixed route system data that can be sent to “Routematch”.
- An up to date bus stop database to be maintained by Region 2000 staff.
- Consultant support for the fixed route realignment process.
- Produce short-range planning reports for GLTC as requested.

Budget Total: \$ 77,799

Completion Date: June, 2014

44.23.01 Long Range Transportation Plan Update

Description: Region 2000 Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2030 in the event that a project needs to be updated before the five year update. Keeping the plan up to date will support the economic vitality of the metropolitan area and will increase productivity and efficiency in the region. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. This task is justified because it keeps the LRTP current. The section of the LRTP depicting transit will also be monitored and updated as needed in order to give a current assessment of transit in the area. This task also helps support the economic vitality of the metropolitan area. This task also promotes consistency between transportation improvements and state and local planned growth and economic development patterns.

This task will carry over into FY2012 and will allow for the updates and maintenance necessary of the Year 2035 Plan.

Products:

- Public Assistance and information, as well as preparation for any updates that are necessary and continued development of the long range plan.
- Continued maintenance and updates to the Year 2035 Plan.

Budget: \$1,000

Completion date: June, 2014

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the FY 2009-12 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. Any TIP project that is transit related—including bicycle and pedestrian facilities leading to public transit—will be updated as needed. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

Products: Approved TIP, updated TIP maps, TIP amendments, and intergovernmental review of transportation projects.

Budget: \$1,000

Completion date: June, 2014

2.00 Long Range Planning	\$	127,934	\$	15,992	\$	15,992	\$	159,917	\$	1,600	\$	200	\$	200	\$	2,000
2.01 Long Range Trans. Plan	\$	124,734	\$	15,592	\$	15,592	\$	155,917	\$	800	\$	100	\$	100	\$	1,000
2.02 Transportation Imp. Prog.	\$	3,200	\$	400	\$	400	\$	4,000	\$	800	\$	100	\$	100	\$	1,000

3.00 Short Range Planning	\$	73,752	\$	9,219	\$	9,219	\$	92,190	\$	62,239	\$	7,780	\$	7,780	\$	77,799
3.01 General Development and Comprehensive	\$	16,000	\$	2,000	\$	2,000	\$	20,000	\$	62,239	\$	7,780	\$	7,780	\$	77,799
3.02 Alternative Transportation	\$	16,952	\$	2,119	\$	2,119	\$	21,190								
3.03 Safety Improvement Study	\$	40,000	\$	5,000	\$	5,000	\$	50,000								
3.04 Environmental Justice	\$	800	\$	100	\$	100	\$	1,000								
	\$	-	\$	0	\$	0	\$	0								
	\$	-	\$	0	\$	0	\$	0								

Total	Subtotal				PL	\$ 305,107						DRPT	\$ 109,799			
													\$ 414,906			

The following notes relate to VDOT funding arrangements. These funds are not controlled by the CVMPO

Surface Planning and Research (SPR) FUNDING FOR VDOT STAFF SUPPORT

ACTIVITY

	Total	Federal	State
Administration			
State Transportation			
Planning	\$150,000	\$120,000	\$30,000

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

FY-13 Funding Available Statewide: \$150,000.



**RESOLUTION APPROVING THE FISCAL YEAR 2014
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the staff of the Central Virginia Metropolitan Planning Organization (CVMPO) has prepared the annual Unified Planning Work Program (UPWP) for fiscal year 2014; and,

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

WHEREAS, this UPWP is now before the CVMPO for approval.

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Metropolitan Planning Organization does hereby approve the UPWP for Fiscal Year 2014 and authorizes it to be submitted to the Virginia Department of Transportation, the Federal Highway Administration, the Virginia Department of Rails and Public Transportation, and the Federal Transit Administration.

ADOPTED, this 18th day of April, 2013, by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization



RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION FOR GRANTS OF FEDERAL FUNDS UNDER FEDERAL TRANSIT ADMINISTRATION SECTION 5303 PROGRAM AND STATE MATCHING FUNDS

WHEREAS, the contract for financial assistance will impose certain obligations upon this Body, including the provisions of the local funds to support project costs; and,

WHEREAS, a recipient of Federal Transit Administration Funding is required to provide certifications and assurances that all pertinent Federal statutes, regulations, executive orders and directives will be obeyed and it is the intent of this Body to comply fully with all required certifications and assurances; and,

WHEREAS, it is the goal of this Body that minority business enterprises (disadvantaged business enterprise and women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION

- 1.** That **Gary F. Christie, Secretary** is authorized to prepare and file an application on behalf of **Central Virginia Metropolitan Planning Organization** with the **Virginia Department of Rail and Public Transportation** for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.
- 2.** That **Gary F. Christie, Secretary** is authorized to execute and file with such application all necessary certifications and assurances or any other documents or information required by **Virginia Department of Rail and Public Transportation** in connection with the application or the project.
- 3.** That **Gary F. Christie, Secretary** is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with procurements under this project.
- 4.** That **Gary F. Christie, Secretary** is authorized to execute a grant agreement on behalf of **Central Virginia Metropolitan Planning Organization** with the **Virginia Department of Rail and Public Transportation** to aid in the financing of the project.

5. That **THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION** hereby certifies that the local share of the project costs identified in the application shall be made available to the project from resources available to this body.

The undersigned, **Gary F. Christie, Secretary** certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the **Central Virginia Metropolitan Planning Organization** held on April 18, 2013.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization



CENTRAL VIRGINIA AREA AGENCY ON AGING, INC.

501 12th Street, Suite A
P.O. Box 1390
Lynchburg, VA 24505
434-385-9070 Fax: 434-385-9209
cvaaa@cvaaa.com

Attachment 7a

Central Virginia Area Agency on Aging, Inc.

January 11, 2013

Mr. Gary Christie
Executive Director
Region 2000 Planning District Commission
828 Main Street, 12th Floor
Lynchburg, VA 24504

Dear Mr. Christie,

The Central Virginia Area Agency on Aging (CVAAA) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization and request that the project be included in the annual element of the Transportation Improvement Program. CVAAA is requesting funding to purchase two(2) handicap accessible mini-vans and one (1) 9-passenger van with lift. The total cost of the project is approximately \$120,000. The federal grant is for 80 percent of the total cost with the agency being responsible for the 20 percent balance.

Our plan is to increase and replace aging rolling stock that currently provides demand responsive transportation for our elderly and disabled clients in the Central Virginia Planning District 11 area to get to agency-related activities, medical appointments, grocery stores, and other destinations.

Please send documentation that the project has been included in the TIP to:

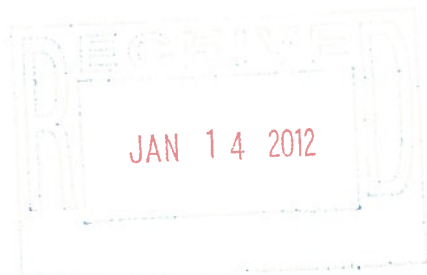
Public Transportation Division
Department of Rail and Public Transportation Division
600 East Main Street, Suite 2102
Richmond, Virginia 23219

This information is required for our application to be considered for approval. If you have any questions about our proposal, please feel free to call me.

Sincerely,

Kenneth Young (handwritten signature)

Kenneth Young
Director of Transportation



Our Mission:
To enable senior citizens to remain independent in their home by providing quality supportive services



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CENTRAL VIRGINIA AREA AGENCY ON AGING, INC.

501 12th Street, Suite A
P.O. Box 1390
Lynchburg, VA 24505
434-385-9070 Fax: 434-385-9209
cvaaa@cvaaa.com

Attachment 7b

Central Virginia Area
Agency on Aging, Inc.

January 11, 2013

Mr. Gary Christie
Executive Director
Region 2000 Planning District Commission
828 Main Street, 12th Floor
Lynchburg, VA 24504

Gary
Dear Mr. Christie,

The Central Virginia Area Agency on Aging (CVAAA) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5317 program to provide operating expenses for our New Freedom transportation program. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization and request that the project be included in the annual element of the Transportation Improvement Program. CVAAA is requesting funding to supplement operating expenses for the transportation of disabled individuals to necessary appointments. The total cost of the project is approximately \$89,000. The federal grant is for 95 percent of the total cost with the agency being responsible for the 5 percent balance.

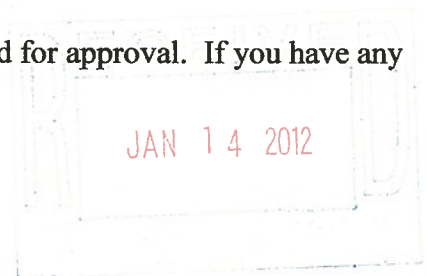
Our plan is to increase transportation opportunities for disabled clients in the Central Virginia Planning District 11 area to get to agency-related activities, medical appointments, grocery stores, and other desired destinations.

Please send documentation that the project has been included in the TIP to:

Public Transportation Division
Department of Rail and Public Transportation Division
600 East Main Street, Suite 2102
Richmond, Virginia 23219

This information is required for our application to be considered for approval. If you have any questions about our proposal, please feel free to call me.

Sincerely,
Kenneth Young
Kenneth Young
Director of Transportation



Our Mission:
To enable senior citizens to remain independent in their home by providing quality supportive services
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RECEIVED
Attachment 7c

December 21, 2012

Gary Christies
Executive Director
Regional 2000 Planning District Commission
828 Main Street, 12th Floor
Lynchburg, Virginia 24504

Dear Sir:

Horizon Behavioral Health (formerly Central Virginia Community Services) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment. As part of the application process, we are required to notify our Metropolitan Planning Organization and request that the project be included in the annual element of the Transportation Improvement Program. HBH is requesting funding to purchase two modified minivans with wheelchair ramps. The total cost for the project is approximately \$80,000.00. The federal grant is for 80 percent of the total cost with the agency being responsible for 20 percent of the balance.

Our plan is to provide demand-responsive transportation for our clients with intellectual disabilities in the Lynchburg metropolitan area to get to agency-related activities, medical appointments, grocery stores, and other destinations.

Please send documentation that the project has been included in the TIP to the address below:

Public Transportation Division
Department of Rail and Public Transportation Division
600 East Main Street, Suite 2102
Richmond, Virginia, 23219

This information is required for our application to be considered for approval by the Virginia Department of Rail and Public Transportation. If you have any questions about our proposal, please feel free to contact me via email at felicia.prescott@horizonbh.org or by phone at 434-847-8035.

Sincerely,

Felicia Prescott, LPC, CCC
Senior Director, Adult & Family Services

CC: Nancy Cottingham
Horizon Behavioral Health, CEO

Formerly "Central Virginia Community Services"

HORIZON BEHAVIORAL HEALTH 620 Court Street, Lynchburg, VA 24504 -1312

PHONE: 434-847-8035 FAX: 434-847-7222 www.horizonBH.org

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**THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION'S SUPPORT
OF THE CENTRAL VIRGINIA AREA AGENCY ON AGING'S AND
HORIZON BEHAVIORAL HEALTH'S TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENT REQUESTS**

WHEREAS, the Central Virginia Metropolitan Planning Organization adopted the FY 2012-2015, Transportation Improvement Program on April 21, 2011; and,

WHEREAS, the Central Virginia Area Agency on Aging (CVAAA) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment, and through the FTA Section 5317 program for New Freedom operating expenses; and,

WHEREAS, the CVAAA 's FTA 5310 funding request is to purchase two handicap accessible mini-vans and one passenger van with lift. The total cost is approximately \$120,000 of which eighty percent will be federal funds and twenty percent will be CVAAA's responsibility; and,

WHEREAS, this capital purchase will allow CVAAA to increase and replace aging rolling stock that currently provides responsive transportation for elderly and disabled clients in the Central Virginia area; and,

WHEREAS, the CVAAA's FTA 5317 funding request is to supplement operating expenses for its New Freedom program, and the total cost is approximately \$89,000 of which ninety-five percent will be federal funds and five percent is agency funds; and,

WHEREAS, this operating support will allow for transportation of disabled individuals for necessary appointments; and,

WHEREAS, the Horizon Behavioral Health (Horizon) is seeking capital assistance through the FTA Section 5310 program to purchase transportation equipment; and,

WHEREAS, the Horizon's FTA 5310 request is to purchase two mini-vans with wheelchair ramps; the total cost is approximately \$80,000 of which twenty percent is Horizon's responsibility; and,

WHEREAS, this Capital Assistance will allow Horizon to support its transportation services to its intellectually and developmentally disabled clients.

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Metropolitan Planning Organization does hereby support and approve the amendment of the FY 2012-2015 Transportation Improvement Program to include CVAAA's request for FTA Section 5310 program assistance to purchase two handicap accessible mini-vans and one passenger van with lift with a total cost of \$120,000 (eighty percent federal funds, and twenty percent agency funds) and for FTA 5317 program assistance to supplement New Freedom program operating expenses with a cost totaling \$89,000 (ninety-five percent federal funds and five percent CVAAA funds); and,

BE IT FURTHER RESOLVED, that the Central Virginia Metropolitan Planning Organization does hereby support and approve the amendment of the FY 2012-2015 Transportation Improvement Program to include Horizon's request for FTA Section 5310 program assistance to purchase two mini-vans with wheel chair ramps, with a total cost of \$80,000, eighty percent federal funds and twenty percent Horizon funds.

ADOPTED, this 18th day of April, 2013 by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization



RESOLUTION BY THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION FOR THE ADOPTION OF THE REGION 2000 GREENWAYS, BLUEWAYS, AND TRAILS PLAN – 2012 CONNECTION VISION

WHEREAS, the localities of Region 2000 are committed to enhancing the connectivity, alternate transportation, natural resource protection, and economic development opportunities within the region; and

WHEREAS, the Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision is an update to the Region 2000 Greenways and Blueways Plan and is a regional collaboration to protect and enhance resources in the Region, and

WHEREAS, the Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision represents completion of a FY12 urban and rural transportation work programs; and

WHEREAS, the Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision has been approved on November 15, 2012 by the Region 2000 Local Government Council; and

WHEREAS, the Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision has been reviewed and recommended for approval by the Transportation Technical Committee; and,

WHEREAS, the Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision is a regional plan that provides a long-term strategy to coordinate land use, transportation, recreational, environmental planning and increase quality of life within Region 2000.

NOW THEREFORE, BE IT RESOLVED that Central Virginia Metropolitan Planning Organization does hereby support and approve the Region 2000 Greenways, Blueways, and Trails Plan – 2012 Connection Vision.

BE IT FURTHER RESOLVED that the Central Virginia Metropolitan Planning Organization encourages Region 2000 area local governments consider this Plan as part of their respective comprehensive plan updates.

Upon motion by Member _____duly seconded by Member _____, adopted this 18th day of April 2013.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization

**BYLAWS OF THE
CENTRAL VIRGINIA
TRANSPORTATION PLANNING COUNCIL**

ARTICLE I - NAME AND AUTHORITY

Section 1 - Name

The name of the organization shall be the Central Virginia Metropolitan Planning Organization (hereinafter referred to as the Metropolitan Planning Organization, or MPO).

Section 2 - Authority

The MPO was established pursuant to a cooperative agreement executed on September 13, 1979 and as amended, by the City of Lynchburg and the Counties of Amherst, Bedford and Campbell, as authorized under Section 15.1-21 of the Code of the Commonwealth of Virginia. The MPO, on November 27, 1979, was designated by the Governor of the Commonwealth of Virginia as the Metropolitan Planning Organization (MPO) for the Greater Lynchburg Area Transportation Study (hereinafter referred to as "GLATS").

ARTICLE II - PURPOSE AND POWERS

Section 1 - Purpose

The MPO shall be the policy decision-making body for the GLATS, for the purpose of carrying out the continuing, cooperative, comprehensive (3-C's) transportation planning and programming process as defined in the current law and regulations of the U. S. Department of Transportation regarding the transportation planning process for metropolitan areas; and in accordance with the constitution and statutes of the Commonwealth of Virginia. In carrying out its responsibilities, the MPO shall:

- a. Establish policy for the continuing, comprehensive and cooperative transportation planning process;
- b. Review the transportation plan for the GLATS area on an annual basis;
- c. Determine when a re-evaluation of the transportation plan for the GLATS area is necessary in coordination with U.S. Department of Transportation requirements;
- d. Review the results of the re-evaluation;
- e. Recommend action by other appropriate agencies;
- f. Revise the GLATS area, defined by the "cordon boundary", as required, and in conjunction with the Virginia Department of Transportation- Transportation Planning Division (hereinafter referred to as VDOT-TPD);
- g. Review systems and proposals required by federal and state agencies;
- h. Review and approve the annual planning and programming requirements as described

- in the U.S. Department of Transportation regulations, as amended; and
- i. Perform other studies, reviews, evaluations and tasks that may be required.

Section 2 – Powers

The MPO shall have the power to enter into or assign contracts, and receive and disperse funds necessary to carry out its purpose, as defined in Article II, Section 1.

ARTICLE III – MEMBERSHIP

Section 1 - Voting Members

The voting membership of the MPO shall be composed of two (2) representatives from each participating jurisdiction, and one (1) representative from VDOT-TPD. One of the representatives from each local jurisdiction shall be an elected member from the appointing local jurisdiction's governing body, and the other representative shall be either an elected member of the governing body or an appointed representative designated by the governing body, and who is a qualified voter and resident of the appointing jurisdiction. If the governing body is a member of the Central Virginia Planning District Commission (hereinafter referred to as PDC), at least one of the two appointees shall be one of the governing body's representative on the PDC.

Section 2 - Non-Voting Members

Non-voting members of the MPO shall include a representative from Federal Highway Administration, a representative from Federal Transit Administration, a representative from Federal Aviation Administration, a representative from Virginia Department of Rail & Public Transportation (hereinafter referred to as VDRPT), and a representative from Greater Lynchburg Transit Company. Upon two-thirds vote, the MPO may designate other appropriate non-voting members.

Section 3 - Alternate Members

The appointing authority may provide an alternate for its representative(s) on a like-for-like manner (i.e., an elected official for an elected official, non-elected person for a non-elected person), provided the name of the alternate is submitted in writing to the secretary of the MPO prior to the alternate participating in MPO activities. An alternate shall not vote except in the absence of the member.

Section 4 – Vacancies

If for any reason an appointing authority's position on the MPO becomes vacant, the affected appointing authority shall appoint a replacement in a like-for-like manner.

ARTICLE IV - TERMS OF OFFICE AND VOTING

Section 1 - Terms of Office

The terms of office of MPO members shall be as follows:

- a. MPO members who are specifically appointed as members of the PDC shall serve coincident with their terms of office on said-PDC.
- b. MPO members who are also members of the local governing body shall serve coincident with their elected terms of office or such shorter terms, as their governing bodies shall determine.
- c. MPO members who are not members of local governing bodies or the PDC, as described in Article IV, Section 1 (a) herein, shall serve for a three (3) year term on a fiscal year basis.
- d. The MPO member appointed by VDOT-TPD, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, VDRPT and Greater Lynchburg Transit Company shall serve continuously at the respective pleasure of each appointing authority.

Section 2 - Voting Rights

Each MPO member with voting rights shall have one (1) equal vote in all matters before the MPO.

Section 3 - Recorded Vote

The vote of each MPO member, including affirmative, negative or absentia votes, shall be recorded in the official minute book of the MPO.

Section 4 - Proxy Votes

Voting by proxy at regular or special meetings shall not be permitted.

Section 5- Voting in Lieu of a Meeting

Any action required or permitted to be taken by the MPO may be taken in emergency situations without a meeting if seventy-five percent of the full MPO voting membership consent via a written ballot authorizing the action. Said action shall be ratified at the next meeting of the MPO.

ARTICLE V- OFFICERS

Section 1 - Types of Officers

Officers of the MPO shall consist of a chairman, vice-chairman and secretary. The secretary shall be a non-voting officer and shall be the executive director of the PDC, or official designee.

Section 2 - Terms of Office

The chairman and vice-chairman shall be elected by and from the membership of the MPO, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3 - Election of Officers

The election of officers shall be held at the MPO's last regular meeting of the fiscal year and the members elected to office shall assume their duties at the first convened meeting of the next fiscal year. A majority vote of the full MPO voting membership shall be required for election to any office.

Section 4 – Vacancies

If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the MPO, and the new officer so elected shall complete the unexpired term of the vacated office.

Section 5 - Powers and Duties of the Officers

The powers and duties of the officers of the MPO shall be as follows:

- a. The chairman shall have the recognized and inherent duties and powers of the office of the chairman; shall preside over all meetings of the MPO; shall be eligible to vote on all issues; shall appoint all committees necessary to the MPO; shall have the authority to delegate any routine function to the secretary or an official designee; and shall perform such other duties as may from time to time be required to carry out the duties of the MPO chairman.
- b. The vice-chairman shall, in the absence or inability of the chairman, perform all the duties and exercise all the powers of the chairman and such other duties assigned by the MPO.
- c. The secretary shall keep a record of all resolutions, proceedings, and actions of the MPO and give notice of all meetings and perform such other duties as the MPO may direct.

Section 6 - Line of Succession

At any given meeting when the chairman and the vice-chairman are absent, the first order of business at the meeting shall be the election of a temporary chairman for that meeting.

ARTICLE VI - STAFF SUPPORT AND FINANCIAL RESPONSIBILITIES

Section 1 - General Staff Support

The staff of the MPO shall be the staff of the PDC with the assistance of the staffs of VDOT - TPD and VDRPT.

Section 2 - Allocation of Funds

The MPO shall prepare the required annual Unified Transportation Planning Work Program (UTPWP) which allocates available transportation planning funds for the metropolitan area.

Section 3 - Financial Records

The PDC shall maintain the financial records of the MPO at the direction of the MPO.

Section 4 - Fiscal Year

The fiscal year of the MPO shall be July 1- June 30.

Section 5 - MPO Member Liability

Individual MPO members, acting, as members of the MPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting official business of the MPO.

ARTICLE VII - COMMITTEES

Section 1 – Urban Transportation Technical Committee

The MPO shall create an Urban Transportation Technical Committee to provide technical review and comment of the MPO's multi-modal urban transportation plans and programs. The committee shall be composed of members with technical knowledge in multi-modal transportation matter(s) and shall include:

- One staff representative from each member county;
- One staff representative each from the Planning and Public Works Departments of the City of Lynchburg with one combined vote;
- One citizen with technical knowledge in transportation matters from each member jurisdiction (preferably a member of the local planning commission) appointed by the local governing body;
- One representative from VDOT's Transportation Planning Division;
- One representative from VDOT's Lynchburg / Salem Construction Districts;
- One representative from VDRPT;
- One representative from the Greater Lynchburg Transit Company; and
- One representative from the Lynchburg Regional Airport.

The MPO may request any additional appropriate agency or organization to appoint a representative, or may directly appoint a specific individual to serve on the committee as an advisory (non-voting) member. The Federal Highway Administration, VDOT resident engineers for each member county, the Virginia Department of Aviation, and a representative from the Community Transportation Advisory Committee each shall have a non-voting representative on the committee. The committee shall meet as frequently as necessary to fulfill its responsibility to the MPO. A simple majority of voting members shall constitute a quorum of the committee for official action to be taken.

Section 2 – Community Transportation Advisory Committee

The MPO shall create a Community Transportation Advisory Committee to identify new issues and provide feedback to the MPO on current issues relative to multi-modal transportation plans and programs. The committee shall be composed of transportation users represented and appointed by the following organizations, or their successors:

Builders and Associates of Central Virginia;
Central Virginia Area Agency on Aging;
Central Virginia Disabilities Services Board;
Chamber of Commerce from each participating jurisdiction;
Friends of the Lynchburg Stream Valleys;
Lynchburg Community Action Group;
Lynchburg League of Women Voters;
Local Chapter of National Railroad Historical Society;
Local Workforce Investment Agency;
NAACP Chapter from each participating jurisdiction;
Redevelopment & Housing Authority from each participating jurisdiction;
Virginia's Region 2000; and
United Way of Central Virginia.

Additional appropriate agencies as determined by the MPO and/or any individual specifically appointed by the MPO may serve on the committee (e. g. biking community, trucking organizations). The committee shall meet on call, but at least twice each year.

Section 3 - Special Committees

The MPO may from time to time establish such special committees as deemed desirable for the effective promulgation of MPO affairs and shall appoint the members thereto.

Section 4 - Nominating Committee

The chairman shall appoint a nominating committee of three members of the MPO no later than thirty (30) days prior to the regular MPO meeting at which time the election of MPO officers is held.

ARTICLE VIII - MEETINGS

Section 1 - Regular Meetings

Regular meetings of the MPO shall be held the third Thursday of each month and shall be held at the offices of the PDC unless otherwise designated by the chairman. The chairman shall have the right to cancel any regular monthly meeting when no action items are required.

Section 2 - Special Meetings

Special meetings may be called by the chairman or must be called by the chairman on petition of one-third of the MPO voting members.

Section 3 - Public Hearings

The MPO shall conduct public hearings as determined to be in the public interest or as required by law or regulation.

Section 4 - Meetings Open to the Public

Meetings of the MPO shall be open to the public. The MPO, however, may hold executive

sessions in accordance with the Virginia Freedom of Information Act.

Section 5 – Quorum

A majority of the voting members of the full MPO shall be required in order to constitute a quorum for regular and special meetings.

Section 6 - MPO Minutes

The secretary of the MPO shall assist the chairman and vice-chairman in preparing the agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next MPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organizations, agencies, or individuals, and shall be recorded in an official minute book of the MPO.

ARTICLE IX - COORDINATION RESPONSIBILITIES

Section 1- Coordination

The MPO shall be responsible for the coordination of all '3-C's transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on GLATS area.

Section 2 - Intergovernmental Regional Review Agent

When required the MPO shall review and comment on federal and state transportation planning and programming applications as required by Federal and State laws and regulations.

Section 3- Citizen Complaint Process

The MPO is to be responsive to all citizens served by the MPO. Citizens have a right to file a complaint with the MPO subject to local, state, and federal laws and regulations, including but not limited to Executive Order 12357, Civil Rights Title VI, EEOC, and the Virginia Area Development Cooperation Act. The administrative procedure for coordinating citizen complaints shall be maintained by the MPO staff, and will be periodically reviewed by the MPO and made available for public distribution.

ARTICLE X - PARLIAMENTARY PROCEDURE

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

ARTICLE XI - AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the members at a regular MPO meeting. The members of the MPO shall have at least thirty (30) days to review the proposed amendments. At a regular meeting of the MPO thereafter, a majority vote of the full MPO voting membership shall be required to adopt any proposed amendment to the bylaws.

ARTICLE XII - EFFECTIVE DATE

These bylaws and any amendments thereto, shall become effective immediately upon adoption by the MPO.

These bylaws were officially adopted by the Central Virginia Transportation Planning Council on October 25, 1979; amended on January 24, 1980; amended on January 28, 1982; amended on March 18, 1999; and amended on November 18, 1999.

CVTIP Adjustment / Amendment Requests				FY 2012-2015
Date	Type of Change	UPC	Description	Resolution #
10/23/2008	Amendment	87145	Greenview Drive Project	08-092
4/21/2009	Amendment	92766	Addition of ARRA Funds to the Construction: Bridge Rehabilitation/Replacement/Reconstruction Grouping Table	09-007
7/16/2009	Amendment	NA	2009-2013 Financial Table from DRPT detailing funding for GLTC and the Central Virginia Area Agency on Aging	09-008
10/1/2009	Amendment	NA	Addition of FTA Funds (going to the Family Alliance) for a JARC Program	09-011
11/2/2009	Administrative Adjustment	NA	Funding change for Construction: Bridge Rehabilitation/Replacement/Reconstruction	NA
12/1/2009	Amendment	NA	Changes to the DRPT funding tables including second round ARRA allocations and the addition of Family Alliance funds	10-001
7/10/2010	Amendment/Adjustment	NA	Changes to the DRPT funding tables for fiscal year 2011 to properly reflect the actual amount of funding allocated, as shown in the STIP	not yet assigned
3/8/2011	Administrative Adjustment	64773	Regrouping the route 29 and 460 corridor improvements as a Primary Project.	not yet assigned
1/17/2012	Amendment	NA	2009-2013 Financial Table from DRPT detailing funding for GLTC, the Central Virginia Area Agency on Aging, and Central VA Community Service	not yet assigned