



Central Virginia Transportation Planning Organization

Local Government Council Office, 828 Main St., 12th Floor, Lynchburg, VA 24504

Thursday, January 15, 2026; 4:00 p.m.

Virtual Access: <https://us02web.zoom.us/j/87089562635?pwd=dv2TInuiBZTeFX6vylbujoXjdve1kx.1>

Meeting ID: 870 8956 2635; Passcode: 653992; Phone: 1 305 224 2968

Agenda

- 1. Call to Order & Establishment of Quorum**.....*John Sharp, Chair*
Staff Report (*Attachment 1*)

2. Approval of Minutes: November 20, 2025 (Action Requested).....*John Sharp, Chair*
(*Attachment 2*)
3. Federal Surface Transportation Reauthorization.....*Alec Brebner, CVTPO/CVPDC*
4. CVTPO Long Range Transportation Plan (LRTP).....*Kelly Hitchcock, CVTPO*
(*Attachment 4*)
5. FY25 Work Program Update (all items informational)*Kelly Hitchcock, CVTPO*

 - a. Lynchburg Multimodal Plan
 - b. US DOT Thriving Communities
 - c. GLTC Bus Stop Inventory and Facility Recommendation Plan
 - d. Timberlake GLTC Service Expansion Assessment

6. Amherst County USDOT BUILD Application (Action Requested).....*John Sharp, Chair*
7. Draft Title VI Implementation Plan and Draft Public Participation Plan*Kelly Hitchcock, CVTPO*
(*Attachment 7a*) (*Attachment 7b*)
8. Opportunity for Public Comment.....*John Sharp, Chair*
9. Matters from the Board and/or Staff*John Sharp, Chair*

 - a. State & Federal agency partner updates
 - b. Other

10. Adjourn.....*John Sharp, Chair*
11. Informational Items

 - a. CVTPO next meeting: March 19, 2026

The CVTPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights regarding participation or need special assistance for persons with disabilities or limited English proficiency, please contact the CVTPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting. Please contact the CVTPO at 434-845-3491 to request an interpreter.



Central Virginia Transportation Planning Organization

November 20, 2025, 4:00 p.m. Meeting

CVPDC Office, 828 Main St., 12th Floor, Lynchburg, VA

DRAFT MINUTES

MEMBERS PRESENT

John Sharp, Chair.....	Bedford County
Jeremy Bryant	Amherst County
Kenny Craig	Liberty University
Robert Hiss	Bedford County
Tom Lawton.....	Campbell County
Josh Moore.....	Greater Lynchburg Transit Company
Frank Rogers.....	Campbell County
Evan Tuten (virtual)	Virginia Department of Rail & Public Transit
Drew Wade	Amherst County
Kent White (for Wynter Benda)	City of Lynchburg
Chris Winstead	VDOT- Lynchburg District

MEMBERS ABSENT

Dwayne Tuffle	Town of Amherst
Sara McGuffin	Town of Amherst

OTHERS PRESENT

Alec Brebner	CVPDC/CVTPO
Jake Brown	VDOT – Lynchburg District
Mark Herman (virtual)	Kimley-Horn
Kelly Hitchcock	CVPDC
Craig Hughes	Town of Brookneal
Andre Miller	GLTC
Hannah Mitchell	CVPDC
Amanda Poncy.....	EPR PC
Alan Simpson (virtual)	EPR PC
Bruce Vlk	CVPDC/CVTPO

1. Call to Order & Establishment of Quorum

John Sharp, Chair, called the meeting to order at 4:00 p.m. and confirmed a meeting quorum. Sharp called for a motion to allow for virtual member participation.

MOTION: Frank Rogers made a motion to approve electronic participation. Tom Lawton seconded the motion. The motion passed unanimously.

2. Approval of Minutes: September 18, 2025

Sharp requested a revision of Kenny Craig's affiliation from the University of Lynchburg to Liberty University. With no additional changes, he entertained a motion to approve the minutes.

MOTION: Frank Rogers made a motion to approve the September 18, 2025, minutes with the change from “University of Lynchburg” to “Liberty University.” Robert Hiss seconded the motion. Tom Lawton abstained, and the remaining board members approved the motion. The motion passed.

3. CVTPO 2026 Safety Performance Targets

Kelly Hitchcock reported that MPOs are required to adopt safety performance targets and submit them to VDOT annually. She noted that the CVTPO has historically adopted the state’s safety performance targets and confirmed there is no penalty to the CVTPO or member localities for failing to reach the safety targets.

MOTION: Frank Rogers moved to adopt the state’s safety performance targets and submit the CVTPO letter as presented. Jeremy Bryant seconded the motion. The motion passed unanimously.

4. LRTP Constrained Revenue Forecast

Hitchcock presented CVPPO constrained funding projections, through 2055, which provide the foundation for the CVPPO Long Range Transportation Plan (LRTP) 2050 update. Hitchcock highlighted the included funding methodology that was included in the provided projection forecast.

5. CVPPO FY25 Annual Obligation Report

Hitchcock explained that both the VDOT/FHWA and DRPT/FTA funding partners annually make available the funding obligation reports and is required to be published annually as a summation of projects using federal funds. The Annual Obligation Report are made available on the CVPPO website on the Transportation Improvement Program (CVTIP) page.

6. FY25 Work Program Update

a. Lynchburg Multimodal Plan

Hitchcock reported that the plan is advancing well. The consultants have researched and developed a network of recommended corridors for inclusion of future bicycle and/or pedestrian facilities. The Draft Multimodal Network, which included a series of public input opportunities. Timmons will be working on developing project recommendations, policy recommendations and the final draft plan, with completion anticipated in early spring 2026.

b. US DOT Thriving Communities

Hitchcock reported that the USDOT technical assistance program, in partnership with the City of Lynchburg and GLTC has resulted in a \$50,000 grant award. The award will fund engineering design for pedestrian facilities, such as curb extension and high visibility crosswalks, to advance 12th Street pedestrian safety.

c. GLTC Bus Stop Inventory and Facility Recommendation Plan

Hitchcock reported that Bruce Vlk will evaluate existing bus stops and create a recommendation plan for improvements.

7. Opportunity for Public Comment

Sharp opened the public comment period. Andre Miller, GLTC Board Member, introduced himself and expressed interest in supporting future projects. With no further comment, Sharp closed the public comment period.

8. Matters from the Board and/or Staff

a. State & Federal Agency Partner Updates

Chris Winstead, VDOT, introduced and expressed appreciation towards Jake Brown, the acting Lynchburg District Planner.

Winstead noted that VDOT is working towards the seventh round of SMART Scale funding and expressed appreciation for the locality collaboration.

b. Other

Josh Moore, GLTC, noted several projects, including adding the Bedford Otter Bus to the mobile fare payment system and assessing the need and interest for expanded services in Campbell County.

9. Draft Central Virginia Safety Action Plan

Sharp reminded the CVTPO that the CVPDC received a US DOT Safe Streets for All SS4A grant of \$280,000, that included a \$70,000 local match, to develop a regional safety action plan.

Amanda Poncy, Senior Planner, EPR PC, the primary project consultant firm, reported that the Central Virginia region experiences a high rate of fatal crashes. She presented a graph with general trends and informed the board that detailed data is available within the report.

Poncy continued by identifying the main concerns for the region: speeding, visibility, bike and pedestrian safety, driver behavior, and school traffic violations. The team established goals based on this data. With the goals being:

- Reduce speeding and improve intersection safety.
- Improve roadway infrastructure to promote safety for all road users.
- Strengthen enforcement initiatives to address dangerous driving.
- Expand safety education and community engagement to foster a culture of safety.
- Support emergency response systems that save lives.

Poncy noted that specific safety policy and program actions, developed and targeted to each locality, in coordination with local stakeholders, are included in the report.

Mark Herman, Transportation Engineer, Kimley-Horn explained that the report categorizes safety improvements by accident type and describes candidate roadways for safety improvement projects. Within the report are ninety-seven (97) listed safety project target locations (34 newly identified and 63 previously identified) are priority-ranked by safety, cost, timeframe, road user vulnerability, and demographic factors.

Poncy noted that additional implementation funds may be acquired through the potential SS4A future funding round or through Virginia programs (e.g. VDOT Highway Safety Improvement Program (HSIP) or Smart Scale). She and Herman explained that previous USDOT SS4A implementation, or construction awards, ranged from \$2.5-\$25 million per project with a 20% match requirement. Winstead noted that VDOT is a willing long-term partner, considering the maintenance of new safety measures.

Hitchcock explained that with the CVTPO and CVPDC adoption of the Safety Action Plan, she will then advance the regional plan to each locality for adoption consideration. With locality adoption localities may then apply for SS4A implementation funds, should there be future rounds. Hitchcock stated the regional safety document also will serve to support localities in their pursuit of VDOT program funding as VDOT supports the Safe System Approach and integration of systemic safety measures. The CVPDC may assist with locality applications or apply for region-wide projects, such as educational initiatives.

MOTION: Frank Rogers moved to adopt the Central Virginia Safety Action Plan and future recommended that the CVPDC adopt the regional safety plan. Robert Hiss seconded the motion. The motion passed unanimously.

10. Adjourn

MOTION: Frank Rogers moved to adjourn the meeting. Robert Hiss seconded the motion. The motion passed unanimously, and the meeting concluded at 4:53.

Informational Item: The CVTPO's next meeting is January 15, 2025.

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DRAFT



December 5, 2025

Alec Brebner
Executive Director
Central Virginia Planning District Commission (CVPDC)
828 Main Street, 12th Floor
Lynchburg, VA 24504

**RE: Central Virginia MPO – Long Range Transportation Plan (LRTP)
2050 Update**

In accordance with our understanding of the project goals, Timmons Group has developed the following scope of services and cost estimate for providing CVPDC and the CVMPO with an update to the Central Virginia Metropolitan Planning Organization (MPO) Long Range Transportation Plan (LRTP) for the 2050 Update. The work will include project management with CVPDC stakeholders, coordination and support for public engagement with participating jurisdictions, review of completed documentation and funded/planned improvements, creation of a vision plan as well as a constrained plan, and working with CVPDC to complete review and adoption of the final plan.

We are committed to preparing the following scope of services within the necessary timeframe of completing the 2050 Update to the LRTP by the end of Fiscal Year 2025.

Our team is highly collaborative and has a strong focus on client satisfaction, with a proven record of collaborating closely with clients as a team and exceeding client goals. We appreciate the opportunity to work with you. Thank you for allowing us to provide you with this proposal. If you have any questions or if I can provide you with any additional information in this regard, please do not hesitate to contact me at (804) 200-6430 or by email at thomas.ruff@timmons.com.

Sincerely,

Thomas Ruff

Thomas B. Ruff, PE, PTOE, AICP

Principal

CC: Kelly Hitchcock, CVPDC

Paul Trapp, Timmons Group

SCOPE OF SERVICES

Note: the following scope of work is based on previous planning efforts as well as the scope outline from the Central Virginia Planning District Commission (CVPDC).

Project Purpose: This project will develop the Central Virginia Transportation Planning Organization 2050 Long Range Transportation Plan (LRTP) and fulfill Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning requirements and the performance measures and management provisions of Moving Ahead for Progress in the 21st Century (MAP-21) and of 23 CFR 450.322. This transportation plan development effort is being undertaken to update the Connect Central Virginia 2045, the current Central Virginia Transportation Planning Organization (CVPTO) Long Range Transportation Plan (LRTP), adopted September 16, 2020 and amended March 17, 2022, to include the required CVPTO Constrained Long Range Plan (CLRP).

The plan shall meet the following goals:

- Creation of the 2050 long range transportation plan and the constrained long range plan.
- Coordination with all CVPTO area localities, VDOT, DRPT, and area stakeholders (as determined by CVPDC during the process).
- The work completed will support existing regional plans.
- Creation of a vision plan that incorporates the needs of all project stakeholders.
- Incorporation of GIS data analysis to enhance the LRTP.
- Identification of short- and long-term network development recommendations, considering safety, socio-economic, vulnerability, and sustainability factors.
- Prioritize projects with costs appropriate for projected revenue sources.

TASK 1 – OVERALL PROJECT MANAGEMENT (\$25,000)

This task will ensure that the development of the plan begins with a clear understanding of the plan's goals, processes, schedule, and format of deliverables. Working with CVPDC staff, Timmons Group will continuously refine the scope of work and drive the work schedule for the duration of the project.

This task will include:

- Development of timeline and schedule of key deliverable dates, meetings, coordination activities, and critical path milestones necessary to complete on budget and on time.
- Provide project baseline schedule and monthly updates.
- Initiate the project with a formal kickoff meeting involving CVTPO staff, the Steering Committee, and key stakeholders to establish project goals, expectations, and communication protocols.
- Establish a cadence for progress reporting, invoicing, and interim deliverables, ensuring alignment with CVTPO's Transportation Technical Committee (TTC) schedule, including completion of brief summaries and 'decisions made' reports after each call.
- Develop a detailed Project Management Plan (PMP) including a baseline schedule, risk mitigation strategies, and QA/QC procedures.
- Completion of stakeholder meeting summaries for all public and committee meetings.
- Attend project meetings and respond to Steering Committee feedback.
- Set up a centralized document control system and define roles and responsibilities for all participants.

Task 1 Deliverables: A project management plan and schedule will be delivered within two (2) weeks of notice to proceed. The ongoing project management activities will result in a shared repository of meeting summaries, project management updates, and presentation materials.

TASK 2 – OUTREACH & ENGAGEMENT**(\$75,000)**

This task will advance a comprehensive public engagement process in the plan development. The process will be intentional and targeted outreach to provide opportunities for all stakeholders to participate in the planning process and provide documentation of public concerns, comments, and recommendations. The consultant shall provide ideas and methods to advance outreach and participation, to include online surveys, pop-up events, and community meetings. The consultant will work with CVTPO Project Manager to develop a public engagement plan that will be reviewed and approved by the Steering Committee.

This task will include:

- Design and implement a comprehensive Public Engagement Plan that includes targeted outreach to underserved communities.
- Utilize a mix of engagement tools such as online surveys, interactive mapping platforms, pop-up events, and multilingual materials.
- Prepare all materials as needed to support the public engagement process, to include any marketing materials, online materials, or elements for public meetings.
- Track and analyze public input using qualitative and quantitative methods and produce an Engagement Summary Report that synthesizes feedback into actionable planning insights.
- Coordinate with local jurisdictions to identify key stakeholders and community groups.
- Create graphical renderings / exhibits that depict potential improvements alternatives for public consumption and focus. Elements could include rendered typical sections on existing locations, as well as possible before/after sliders in virtual format. A specific number of locations (currently budgeted for 5) will be included in the effort for detailed graphic creation.
- Attend meetings with each specific jurisdiction within the CVTPO to review potential LRTP needs and incorporate into the process.
- Assumes initial public engagement to gather feedback on future needs, as well as final public input on the overall plan itself.

Task 2 Deliverables: A public engagement plan and schedule will be delivered after coordination with stakeholders. Prepare all materials as needed to support the public engagement process. Prepare and deliver engagement summary reports for survey results and meetings for key takeaways and other insights.

TASK 3 – PLAN, PROJECT, & POLICY REVIEW (\$15,000)

Task 3 will cover reviewing existing and available plans, projects, practices, policies, standards, and designs that are related and relevant to the LRTP development. A portion of the stakeholder discussion will be to involve the appropriate documents to be included in the project, as well as providing necessary access.

- Conduct a thorough review of existing regional plans, policies, and standards, including multimodal, safety, climate, and corridor-specific documents for each of the member jurisdictions.
- Inventory and analysis of existing conditions and trends including data readily available from the member jurisdictions, CVTPO, Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), Office of Intermodal Planning and Investment (OPII), Port of Virginia, Department of Aviation, Department of Motor Vehicles, and any other local/regional/state agency identified by the stakeholders.
- Perform a gap analysis to identify inconsistencies, overlaps, and opportunities for integration with the existing plans, projects, and policies.
- Evaluate alignment with federal and state planning emphasis areas such as equity, climate resilience, and economic development.
- Summarize findings in a technical memo that informs the development of LRTP goals, objectives, and project recommendations.
- This review will consider the following (and others provided by stakeholders):
 - Connect Central Virginia Long Range Transportation Plan 2045
 - Central Virginia Safety Action Plan
 - Route 221 Corridor Plan (and similar corridor-specific plans)
 - Lynchburg Multimodal Plan (pending completion)
 - GLTC Transit Development Plan
 - GLTC Strategic Transit Plan
 - CVPDC Commuter Assistance Program Strategic Plan FY25-29
 - Monican Indian Nation Priority Climate Action Plan
 - CVPDC Hazard Mitigation Plan
 - Participating Member Jurisdictions Comprehensive Plans
 - CVTPO Transportation Improvement Program (TIP)
 - VTrans2040
 - Statewide Park and Ride Study
 - Virginia State Rail Plan
 - VDOT Pedestrian and Bicycle Safety Action Plan (PBSAP)

Task 3 Deliverables: A brief summary of each document reviewed with key considerations from each that impacts the plan development, as well as a comprehensive list of recommendations from existing plans to be pulled into later tasks of this project. Any prioritization information or other stakeholder data attributed to individual projects will be documented for future tasks.

TASK 4 – EXISTING CONDITIONS ANALYSIS (\$50,000)

Task 4 includes completion of an update to the existing conditions model for the CVTPO in TransCAD (as provided by VDOT). The model will be updated to incorporate necessary elements and changes from the 2045 plan, as well as any updates not currently included in the base model.

- This task will include defining boundaries for the analysis. This step may consider the broad functionality of key corridors, neighborhoods, and growth nodes, and consider how needs may be assessed in each.
- Update the regional transportation system profile using the latest demographic, employment, and freight data.
- Development of GIS boundary layer to map the analysis zones, and a documentation of the justification for the geospatial categorization completed.
- A method to combine/aggregate analysis zones along corridors, nodes, other geography, into larger segments to be discussed as a whole.
- Integrate VDOT's 2050 Travel Demand Model outputs to assess current and projected conditions across Traffic Analysis Zones (TAZs).
- Identify system gaps, bottlenecks, and safety concerns using crash data, asset inventories, and GIS mapping – including a lens to evaluate accessibility for disadvantaged populations.

It is anticipated that existing data for the following will be pulled from existing sources, segmented where necessary, and reviewed for gaps:

- Roadway infrastructure (classification, speed limits, average speeds, traffic data, etc.)
- Bridge infrastructure (location, age, condition rating)
- Pedestrian / Bicycle facility infrastructure (location, type, condition)
- Traffic safety data for all modes
- Air, rail, and freight network data
- Other available data related to infrastructure
- GLTC level of service, fare information, delay, and on-time performance data
- GLTC bus stop locations and amenities
- DRPT traffic demand management and carpooling data
- Park and ride data (VDOT)
- Level of service and congestion data for roadway (existing and future - VDOT)
- Current and projected land uses
- Demographic (census) data to include: race, ethnicity, age, income, family size, disability, LEP, education, car ownership, and other factors as needed
- Affordable housing unit data
- Resiliency factors (e.g., heat data, tree canopy, and stormwater/flood prone areas)

Task 4 Deliverables: This task will result in a technical summary that documents availability of data, impacts on TAZ, impacts to the modeling effort, and notes for each data set as potential input for metrics in the planning process. Clear methodology for the boundaries and development of the GIS layers necessary to prepare the plan.

TASK 5 – SYSTEM ANALYSIS & METHODOLOGY DEVELOPMENT (\$35,000)

Task 5 covers the effort necessary to develop a performance-based analysis framework that evaluates transportation needs, system deficiencies, and investment strategies. The work will integrate data and evaluations from tasks 2 through 4 into a project prioritization methodology.

- The task includes working with CVTPO staff and stakeholders to develop metrics that measure the needs of the study area as they relate to achieving the overall goals of the plan.
- Recommendations will cover overall transportation needs, bicycle/pedestrian needs, transit needs, land use needs, safety needs, environmental needs, and economic development needs.
- Apply scenario planning techniques to explore future growth, technology adoption, and climate impacts. The effort will incorporate coordination with the vision planning and graphic design to enhance the overall recommendations.
- Use prioritization methodologies such as benefit-cost analysis, equity scoring, and congestion management metrics to rank projects.
- Working with CVTPO staff to develop a method to combine metrics into comparable scores and normalize (e.g., convert all to a 1-10 scale) for each needs category.
- Using stakeholder groups to validate the weighting of the various metrics across jurisdiction neighborhoods.
- Development of a method to map and display each needs score relative to the others (e.g., heat maps).
- Update existing analysis for TAZ in TransCAD to understand impacts on overall area.
- Incorporate environmental screening and mitigation strategies and assess system performance using federal and state-defined measures.

Task 5 Deliverables: Conduct system-wide analysis integrating outreach and existing conditions. Methodology report for prioritization, with interactive mapping capability to share with member jurisdictions and stakeholders. Recommend performance measures and mitigation strategies.

TASK 6 – VISION PLAN & FISCALLY CONSTRAINED PLAN (\$30,000)

Task 6 includes the development of the overall vision plan for the 2050 plan, as well as implementing the appropriate methodology from Task 5 to finalize priorities for the fiscally constrained plan. The plan will describe existing and future funding sources that can achieve the expansion of the network to meet the needs of 2050.

- Using the initial community engagement efforts, input from member jurisdictions, and feedback from stakeholders, develop the vision plan elements.
- Develop a tiered project list with cost estimates, implementation timelines, and priority rankings using the methodology which results in a set of prioritized projects, policies, and programs.
- Ensure that the vision plan is not only a list of projects but is organized to clarify the goals and future opportunities that can be achieved if the recommendations are implemented.
- Explore innovative financing mechanisms such as public-private partnerships and tolling.
- Development of an unconstrained list of potential solutions (projects, programs, strategies, policies) to address the top needs. It should include existing and newly developed recommendations, and may also include:
 - Identification of policy and/or funding hurdles and opportunities
 - Traffic operational and safety improvements
 - Pedestrian and bicycle recommendations and projects
 - Rail and freight recommendations and projects
 - Transit recommendations and projects
 - Street and sidewalk projects
 - Strategies/polices for proactive planning elements for public/private project future development
- Prepare a fiscally constrained plan that outlines anticipated revenues, funding sources, and financial assumptions through 2050.
- Work with CVTPO staff to review the recommendations from task 5 for prioritizing the unconstrained list into a smaller list of short-term and long-term recommendations.
- Consideration of local (CIP), regional (CVPDC/CVTPO), state (SMARTSCALE, Revenue-Sharing, etc.), and federal (Infrastructure Investment and Jobs Act, RAISE grant, etc.) funding opportunities.
- Development of funding scenarios using forecasts of local, regional, state, and federal sources, and discussion of inclusion in the TIP, VDOT SYIP, and/or local budgets.

Task 6 Deliverables: Methodology report and unconstrained recommendations list. Document financial constraint and revenue forecasting methodology in a supporting technical memo that will be included in the plan. Draft methodology for prioritization documentation and mapping of the recommendations.

TASK 7 – DRAFT PLAN DEVELOPMENT & REVIEW (\$25,000)

Task 7 will cover the completion of the draft plan development, formatting, and supporting elements for a public facing document. The format of the draft document will allow for public review using an online format, as well as a physical format for review from the steering committee, key stakeholders, and participating jurisdictions.

- Compile all technical analyses, stakeholder input, and project recommendations into a Draft LRTP document.
- Develop an interactive digital version of the plan for public and stakeholder review, expected to be online with comment ability.
- Facilitate a structured comment period and incorporate feedback from local governments, agencies, businesses, and the public.
- Prepare an executive summary and any edits from the comment period tailored for decision-makers, as well as documenting all revisions and responses to comments in a formal comment resolution log.
- The plan will include diagrams and concepts to bring the project to life. Graphics will be designed to communicate clearly with both technical and non-technical audiences. The rendered graphics will be a part of the community engagement, as well as final documentation for use to allow the public to see a future in the LRTP. The goal will be to provide visual storytelling that brings the recommendations to life for gaining public support and funding momentum.
- The draft plan will include guidance on the typical sections from both a technical and graphical perspective to assist with sharing the vision of the project.
- The draft plan will be circulated to the steering committee, technical committee, CVTPO, and the public for feedback. Timmons Group will facilitate structured discussions to identify refinements, prioritize strategies, and build consensus. Based on this feedback, we will prepare revised draft plans that align with community values and objectives.

Task 7 Deliverables: Draft LRTP document including all necessary appendices in both digital and print formats as needed. Executive summary of the documentation for ease of use with sharing the full document. Coordination with CVTPO on comments from various stakeholders and the public to create a final draft.

TASK 8 – FINAL PLAN ADOPTION (\$10,000)

Task 8 will cover the completion of the LRTP development, formatting, and supporting elements for a public facing document. Timmons Group will take on the role of leading presentations to all necessary stakeholders for final concurrence and adoption by CVTPO.

- Finalize the LRTP document incorporating all stakeholders and public feedback, ensuring compliance with FHWA and other VDOT requirements.
- Compile all technical analyses, stakeholder input, and project recommendations into the LRTP document.
- Update the interactive digital version of the plan for public consumption.
- Develop an implementation roadmap that includes performance monitoring, reporting protocols, and update cycles.
- Present the plan to the steering committee, technical committee, and CVTPO for formal adoption. This effort is assumed to consist of similar final presentations for all groups.
- Archive the plan and supporting materials for public access and future reference, all of which will be shared in a file format compatible with CVTPO requirements.

Task 7 Deliverables: Final LRTP document both digital and print formats as needed. Executive summary of the documentation for ease of use with sharing the full document. Coordination with CVTPO and necessary stakeholder committees on final adoption of the LRTP. Provision of all materials to CVTPO for archival purposes.

FEE SUMMARY

TASK 1 – OVERALL PROJECT MANAGEMENT	\$25,000
TASK 2 – OUTREACH & ENGAGEMENT	\$75,000
TASK 3 – PLAN, PROJECT, & POLICY REVIEW	\$15,000
TASK 4 – EXISTING CONDITIONS ANALYSIS	\$50,000
TASK 5 – SYSTEM ANALYSIS & METHODOLOGY DEVELOPMENT	\$35,000
TASK 6 – VISION PLAN & FISCALLY CONSTRAINED PLAN	\$30,000
TASK 7 – DRAFT PLAN DEVELOPMENT & REVIEW	\$25,000
TASK 8 – FINAL PLAN ADOPTION	\$10,000
DIRECT EXPENSES (Printing/Mileage/Engagement Materials)	\$5,000
TOTAL	\$270,000

PROJECT MANAGEMENT APPROACH

The Timmons Group team is dedicated to successful project management that results in projects that meet all technical requirements and are completed on time and within budget. Our approach to completing tasks under this contract is based on a combination of the available resources and project management capabilities needed to complete each assigned task. The experience we have gained from previous projects has helped us develop an effective management approach to solving problems and completing projects in a timely fashion.

Principal in Charge & Project Manager

Thomas Ruff will coordinate and manage the work performed by our project team, will be the primary point of contact for the CVTPO, and his responsibilities will include:

- Ensuring a corporate commitment to provide the resources required to complete all project assignments within budget and on schedule
- Managing contract negotiations and monitoring overall contract performance
- Overseeing and coordinating the work of our in-house staff
- Providing managerial and technical support to ensure schedule compliance and technical competence
- Representing the project team at meetings and presentations to the CVTPO, jurisdiction staff, elected officials, community groups, and other stakeholders
- Establishing a clear understanding of task expectations and points of contact
- Confirming task schedules and milestone delivery dates
- Responsible for communicating budget and schedule deadlines
- Providing task review and quality control/quality assurance implementation
- Preparing and submitting monthly progress reports and invoices

Central Virginia Planning District Planning Commission (CVPDC)
and Central Virginia Transportation Planning Organization (CVTPO)

Title VI Implementation Plan

Transportation Technical Committee (TTC) Recommendation:
CVPDC Policy Board Adoption:
CVTPO Policy Board Adoption:

Abstract

The Central Virginia Planning District Commission (CVPDC) and Central Virginia Transportation Planning Organization (CVTPO) Title VI Implementation Plan articulates that adopted measures which are undertaken to ensure compliance with the Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin. As an agency which receives federal financial assistance, the CVPDC is and CVTPO are subject to and must comply with Title VI. The CVPDC and CVTPO, to include all organizations and programs it staffs or funds, including the Central Virginia Transportation Planning Organization (CVTPO), will utilize the CVPDC this Title VI Implementation Plan to guide program execution.

CVPDC and CVPPO Title VI Policy

As provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (Public Law 100.259), the CVPDC assures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Further, the CVPDC commits to takingmaking every effort to ensure nondiscrimination in the execution of all programs and activities, regardless of funding origin. The CVPDC and CVPPO, in the event of distribution of federal funds to other agencies, shall include Title VI language, to include compliance procedures, in all written agreements.

Acknowledgments

The CVPDC acknowledges and thanks the assistance from the Thomas Jefferson Planning District Commission and the Virginia Association of Metropolitan Planning Organization. This document was prepared in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transit (VDRPT), Greater Lynchburg Transit Company (GLTC), and the Federal Transit Administration (FTA). The contents do not necessarily reflect the official views or policies of the VDOT, VDRPT, GLTC, or FTA.

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Overview

The Central Virginia Planning District Commission (CVPDC) is the contractual administrator of the Central Virginia Transportation Planning Organization (CVTPO). The CVTPO is a forum for cooperative, continuing and comprehensive planning. The CVTPO area encompasses the City of Lynchburg, as well as the urbanized sections of Bedford, Campbell and Amherst Counties. These areas also include sections that are likely to become urbanized in the foreseeable future. The CVTPO considers long-range regional projects, and combines public input, technical data and agency collaboration to develop innovative improvements for the region's transportation network.

For the purpose of this Title VI Implementation Plan, the CVTPO will have its own section for activities unique to the organization. For example, the Public Participation Plan is unique to the CVTPO. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by agencies that receive federal financial assistance (see Appendix A: Title VI). The CVPDC, and all of its programs, as recipients of federal funding do not discriminate on the basis of race, color, or national origin (see Appendix B: Non-Discrimination Statement).

The CVPDC Title VI Implementation Plan articulates the adopted actions which will be enacted by CVPDC, to include all of its programs and projects, including the Central Virginia Transportation Planning Organization (CVTPO) to ensure compliance with Title VI in four sections:

1. Title VI Programs;
2. English Language Barrierlimited English Proficiency;
3. Coordinators; and
4. Discrimination Complaints.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by agencies that receive federal financial assistance (see Appendix A: Title VI). The CVPDC, and all of its programs, as recipients of federal funding do not discriminate on the basis of race, color, or national origin (see Appendix B: Non-Discrimination Statement).

The Title VI Implementation Plan outlines the process by which the CVPDC and the CVTPO will ensure nondiscrimination in program communication, public participation, planning and programming, consultant contracts, and education and training. Limited English Proficiency (LEP) describes that statement of commitment to LEP persons, implementation of LEP activities, and monitoring and update of LEP procedures. The relevant agency staff that will guide and oversee the program are the Title VI Manager and the ADA Coordinator. Discrimination Complaints (see Section 4) describes the complaint procedures.

The CVPDC Title VI Implementation Plan serves as the CVPDC policy insurance that Title VI of the Civil Rights Act of 1964 nondiscrimination will be enacted in all programs and projects staffed or funded by the CVPDC. The CVPDC is the contractual administrator of the Central Virginia Transportation Planning Organization (CVTPO), the Central Virginia Radio and Communications Board (CVRCB). This Plan applies to the following programs, and the subsequent federal or state funding agency:

- Central Virginia Transportation Planning Organization (CVTPO)
- CVPDC Rural Transportation Program

CVPDC Title VI Implementation Plan

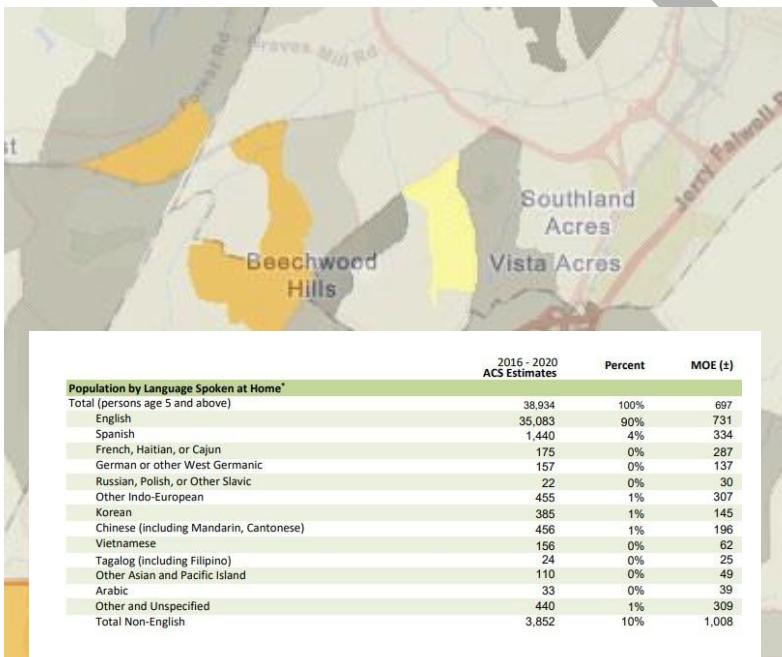
- Chesapeake Bay Watershed Implementation Plan
- [Comprehensive Economic Development Strategy](#)
- Hazard Mitigation Plan
- Central Virginia Radio and Communications Board (CVRCB)
- Virginia Housing Preservation Grant
- CVPDC Brownfields Program

Alec Brebner, Executive Director is responsible for oversight of the program areas listed above. Brebner will work with the Title VI Manager to ensure that all CVPDC [and CVTPO](#) programs and projects are Title VI compliant through staff training, Title VI policies for the agency, and program reviews. To ensure compliance, all agency staff will have access to Title VI relevant training and be made aware of the CVPDC [and CVTPO](#) Title VI Implementation Plan, its procedures and requirements.

The CVPDC [and CVTPO](#), in executing local or regional plans, coordinates with area jurisdictions, agencies, and other local stakeholders. In doing so, plans that may directly impact minority or low-income communities may be executed. The following procedures for conducting reviews of areas impacted are as follows. The Executive Director or Title VI Manager will review the CVPDC [and CVTPO](#) programs and staff activities each Fiscal

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Year by meeting with agency staff to identify projects that need a Four Factor Analysis employed. [Four Factor Analysis evaluations consist of data collection and subsequent analysis of that data. Evaluation tools include standard data collection and analysis methods. Guidance is provided by the US Department of Transportation \(DOT\) Federal Highway Administration Title VI Toolkit \(<https://highways.dot.gov/civil-rights/programs/title-vi/title-vi-toolkit-data-collection-and-analysis>\).](#)—Each project manager will be instructed on how to complete the Four Factor Analysis and provided information of the Title VI evaluation tools. With analysis completion, the Title VI Coordinator will utilize the following steps to ensure compliance and non-discrimination on the basis of race, color, and national origin.



Source: EPA EJScreen ACS Summary Report

1. Title VI Program

The CVPDC [and CVTPO](#) staff and the decision-makers of its organizations and programs, to comply with Title VI Compliance, will not discriminate on the basis of race, color, or national origin.

[CVPDC staff](#) will evaluate and monitor compliance with nondiscrimination authorities in its:

- Communications and Public Participation;
- Planning and Programming;
- Consultant Contracts; and
- Education and Training.

To comply with Title VI, the CVPDC [and CVTPO](#):

- Maintains current Title VI Assurances (Appendix C: Certificate of Assurance).

Limited English Proficiency (LEP) English Language Barrier (ELB) Four Factor Analysis

Factors to ensure meaningful access to programs and activities by [LEP-ELB](#) persons. The following outline the four factors that ensure fact-dependent and independent evaluation that balances response are employed to ensure Title VI nondiscrimination compliance.

The four factors are:

1. Number or proportion of [LEP-ELB](#) persons served or encountered in the eligible service population ("served or encountered" include persons who would be served or encountered if those persons received adequate education and outreach, to include sufficient language services). Utilization of data tools (e.g. Census) must be employed to evaluate this factor.
2. The frequency with which [LEP-ELB](#) persons come into contact with the program.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available and costs to the recipient, [including income level](#).

CVPDC Title VI Implementation Plan

- Promptly corrects any identified deficiency.
- Conducts regular review of program areas and contractors (Appendix D).
- Reviews sub-recipients Title VI procedures on a regular basis (Appendix E).
- Documents and prepares reports of Title VI efforts on a regular basis.
- The CVPDC Executive Director designates a Title VI Manager (Section 3).



1.1 Communications and Public Participation

CVPDC

~~The CVPDC endeavors to communicate with and provide opportunities for minority, low-income, and disabled person to participate. The Central Virginia Transportation Planning Organization (CVTPO), which is staffed by the CVPDC, maintains a Public Participation Plan that describes the process by which it consults with interested and affected individuals, organizations, agencies, and governmental entities and includes them in the decision-making process. The CVTPO Public Participation Plan and all other CVPDC public participation opportunities and organizations and programs its staffs comply with Title VI requirements.~~

To ensure Title VI compliance in communications and public participation, CVPDC staff will:

- Include contact information for people needing accommodations in notifications for public participation opportunities.
- Post the Title VI Policy on CVPDC program website(s).
- Include the following statement in public notices:

"CVPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. CVPDC provides reasonable accommodation for persons who require special assistance to participate in public involvement opportunities. For more information, or to obtain a Discrimination Compliant Form, contact (434) 845-3491 or www.cvpdc.org."

CVTPO

~~The CVTPO endeavors to communicate with and provide opportunities for minority, low-income, and disabled person to participate. The CVTPO, which is staffed by the CVPDC, maintains a Public Participation Plan that describes the process by which it consults with interested and affected individuals, organizations, agencies, and governmental entities and includes them in the decision-making process. The CVTPO Public Participation Plan and all other CVPDC public participation opportunities comply with Title VI requirements.~~

To ensure Title VI compliance in communications and public participation, CVTPO will:

- Include contact information for people needing accommodations in notifications for public participation opportunities.
- Post the Title VI Policy and the Public Participation Plan on CVTPO program website(s).
- Include the following statement in public notices:

"CVTPO fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. CVTPO provides reasonable accommodation for persons who require special assistance to participate in public involvement opportunities. For more information, or to obtain a Discrimination Compliant Form, contact (434) 845-3491 or www.cvtpo.org."

The CVPDC and CVTPO will:

- Provide reasonable accommodations for persons who require special assistance to participate in public involvement opportunities.

CVPDC Title VI Implementation Plan

- Collect and monitor demographic data during public input opportunities, conduct additional target outreach if the data shows a deficiency in public input from particular groups.
- RecruitBe proactive in seeking diverse applicants, including minorities, low-income persons, and disabled, for public participation opportunities, to include serving on program and project committees.



1.2 Planning and Programming

To ensure compliance in planning and programming, CVPDC and CVTPO staff will:

- ~~Prepare and update publicly available demographic profiles of the region using current and appropriate statistical information.~~
- Consider a high-level overview of benefits and burdens of CVPDC transportation project on minority and low-income populations, using maps and geographic demographic data to determine projects that could impact such populations. Lead agencies in individual projects are responsible for community demographic and targeted outreach environmental justice analyses evaluations in executing programs and projects.
- ~~Conduct an environmental justice analysis during the development of the Central Virginia Transportation Planning Organization Long Range Transportation Plan, and other required transportation planning documents.~~
- Evaluate programs to determine if there are Title VI implications and interpret how agency or program directives impact Title VI program areas.
- Include, as relevant, environmental justice aspect~~s~~ targeted of performance measures to evaluate success in transportation, and other programs as required, performance-based the inclusion of representative citizen participation in planning and programming activities.

1.3 Consultant Contract

CVPDC ~~is and CVTPO are~~ responsible for selection, negotiation, and administration of its consultant contracts. CVPDC complies with all relevant federal and state laws in contract selection and evaluate and monitor consultant contracts for nondiscrimination compliance. CVPDC and CVTPO will:

- Ensure inclusion of nondiscriminatory language in contracts and Request for Proposals.
- Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
- Assist any recipient or sub-recipient found to be not in nondiscrimination compliance to resolve deficiency status, to include writing remedial action plan.
- Review outreach activities to ensure small, disadvantaged, minority, women and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts.

The CVPDC and CVTPO, as a part of the Certifications and Assurances submitted to the Virginia Department of Rail and Public Transit (DRPT) with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, submits a Nondiscrimination Assurance which addresses compliance with Title VI, nondiscrimination in hiring (Equal Employment Opportunity) and contracting (Disadvantaged Business Enterprise), and nondiscrimination on the basis of disability. In signing and submitting this assurance, CVPDC and CVTPO confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.

Updated Guidance on Disadvantaged Business Enterprise

Disadvantaged Business Enterprises (DBE) are for-profit small business concerns where socially and economically disadvantaged individuals own at least 51% interest and control management and daily

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~~regulations require state and local transportation agencies that receive federal financial assistance to establish goals for the participation of DBEs. Effective October 3, 2025, DBE business owners and applicants must demonstrate on a case-by-case basis that they satisfy the race- and sex-neutral criteria in the newly revised 49 Code of Federal Regulations (CFR) parts 23 and 26.~~

~~The Interim Final Rule removes race- and sex-based presumptions from the definitions of “socially and economically disadvantaged individual,” and provides that the DBE must demonstrate on a case-by-case basis that the individual meets the criteria described in 49 CFR § 26.67.8~~
~~Section 26.67 provides, in turn, that an owner must:~~

- ~~(1) demonstrate that the owner is socially and economically disadvantaged based on his or her own experiences and circumstances that occurred within American society, and without regard to race or sex;~~
- ~~(2) submit to the certifier a personal narrative establishing the existence of disadvantage by a preponderance of the evidence based on individualized proof regarding specific instances of economic hardship, systemic barriers, and denied opportunities that impeded the owner’s progress or success in education, employment, or business, including obtaining financing on terms available to similarly situated, non-disadvantaged persons;~~
- ~~(3) state how and to what extent the impediments caused the owner economic harm, including a full description of type and magnitude, and establish the owner is economically disadvantaged in fact relative to similarly situated non-disadvantaged individuals; and~~
- ~~(4) state how and to what extent the impediments caused the owner economic harm, including a full description of type and magnitude; and~~
- ~~(5) attach to the Personal Narrative a current personal net worth statement and any other financial information the owner considers relevant~~

~~The CVPDC supports DBE program objectives:~~

~~See US DOT Office of Civil Rights Guidance, September 30, 2025~~

~~(<https://www.transportation.gov/sites/dot.gov/files/2025-09/DBE%20IFR%20Guidance.9-30-2025.pdf>)~~

~~To ensure nondiscrimination in the award and administration of Federal Highway Administration assisted contracts.~~

~~To create a level playing field on which DBEs can compete fairly for Federal Highway Administration-assisted, and other federal agencies as required, contracts.~~

~~To ensure the DBE Program is narrowly tailored in accordance with applicable law.~~

~~To ensure that only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs.~~

~~To help remove barriers to the participation of DBEs in federally assisted contracts, to include the Federal Highway Administration.~~

~~To assist the development of firms that can successfully compete in the marketplace outside of the DBE Program.~~

~~To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing DBE participation opportunities.~~

1.4 Education and Training

To ensure nondiscrimination integration within ~~the CVPDC~~ programs, Title VI education and training will be integrated within the CVPDC and CVTPO staff education and training. The ~~CVPDC~~ Title VI Manager

- Distribute information to staff, board and committee manager, and other stakeholders on training programs regarding Title VI and related nondiscrimination authorities.
- Train staff in Title VI nondiscrimination and implementation annually and with new employee orientation.
- Track Title VI nondiscrimination training of staff and board and committee members.

2. Limited English Proficiency (LEP) Special Accommodations

Special accommodations will be made for communication, outreach, and other efforts for all persons that may need special outreach, accommodation services, and to include those with English language barriers (ELB). Individuals who do not speak English as their primary language and who may have a limited ability to read, speak, write, or understand English are, for the purpose of CVPDC and CVTPO planning and outreach purposes, defined as persons with are Limited English Proficient (LEP) Language Barrier (ELB). Language, understanding or using, for a LEP person, can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. LEP The CVPDC and CVTPO, to advance the commitment of equal access to all persons, shall, as necessary provide ELB persons may be entitled to language assistance at no cost to them with respect to a service, benefit, or encounter.

CVPDC and CVTPO provides LEP ELB persons meaningful access to programs and activities by providing adequate and understandable information and executing reasonable steps to remove participation barriers.

2.1 Statement of Commitment

Meaningful access to LEP persons needing special accommodations means ensuring the LEP ELB persons can they can effectively communicate, such that they can adequately be provided the tools to interpret program communication and that any comments and actions provided can be equally understood and responded in the same quality, and level as those speaking English and that comments and actions can be appropriately responded based on provided communication. CVPDC and CVTPO staff and program consultants will take reasonable steps to ensure LEP persons needing special accomodations have meaningful access to programs, activities, services, and information that are normally provided in English. Failure to ensure that LEP persons can

~~effectively participate in federally assisted programs and activities may violate the prohibiting of discrimination against national origin per Title VI of the Civil Rights Act of 1964.~~

2.2 Implementation

The following Implementation guidelines describe the process that should be taken when an ~~LEP person is encountered or an LEP person accommodations~~ request is made. Routine activities to maintain ~~LEP~~ program information and training ~~is-are~~ also included.

~~LEPELB~~ Encounter

When CVPDC, or program consultants, encounter ~~LEPELB~~ persons or request for language assistance, the guidelines will be used to determine what assistance can be provided.

The language assistance services available to the CVPDC are:

- CyraCom: CVPDC has a Pay-As-You-Go account with Cyra-COM-On Demand Over-the-Phone Interpretation (www.cyramcom.com) service. CyraCom maintains telephone assisted interpretation capability for over 100 languages, costs on a per minute rate, and additional service-for-fee written translation services.
- Translation services available through CVPDC's CyraCom may be utilized. Access and cost information inquiries are directed to Hannah Mitchell, Office Manager-Kirsten Trautman, Executive Assistant, by phone at 434-845-3491 or hannah.mitchell@cvpdc.org, kirsten.trautman@cvpdc.org.

The need for ~~LEPELB~~ services depends on the type of contract.

- In-person Contract: Use the Language Identification Flashcard, posted in the CVPDC entrance, to attempt to identify the language spoken. Enlist the assistance of staff and/or Cyra-COM service to obtain the ~~LEPELB~~ person's name and contact information.
- Telephone Contact: Enlist the assistance of staff and/or Cyra-Com service as needed.
- Written Contract or Documents: Engage translation service such as Cyra-Com.
- Requests for meeting translation: Use Cyra-Com service or employ another translation service.

Cost alone will not determine whether a request is granted. Language assistance services deemed appropriate will be made available at the expense of the CVPDC or CVTPO.

- Request for under \$100: Will be granted. For Spanish, a phone call that might last up to 30 minutes or a document that includes one-typed page in English, exemplifies this likely funding criterion.
- Requests for over \$100: Title VI Coordinator, and if needed the CVPDC Executive Director, review based on the Four-factor Analysis (see pages 2 and 8) and grant if deemed necessary.

Routine ~~LEPELB~~ Implementation Activities

The Title VI Manager will:

- Post written notices on the website and/or in a public area regarding the right to free language assistance for persons conducting business with the CVPDC or CVTPO in the most likely to be encountered languages (as determined by the Four-Factor Analysis).
- Ensure that public notices and publications include statements that CVPDC and CVTPO provides reasonable accommodations for persons who require special assistance to participate in public

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- Maintain that language assistance resource list, updating with current resources.
- Ensure CVPDC and CVTPO staff and program consultants understand:
 - The right to free LEPELB person language assistance.
 - How to use the language assistance resources.
 - To include information in public notices and publications that CVPDC provides reasonable LEPELB accommodations.

2.3 Monitoring and Updating

CVPDC and CVTPO will monitor, review through the Four-factor Analysis process, and as needed, update its LEPELB policies and practices. Monitoring by the Title VI Coordinator will include:

- Review the CVPDC and CVTPO activities on a regular basis.
- Document requests for translation services and encounters with LEPELB persons and provide reports when requested.

Four-Factor Analysis

The Four-factor Analysis is used to assess the need for language assistance services:

1. Demography: Refers to the number and proportion of LEPELB persons served and language spoken in a project service area.
2. Frequency: Refers to the rate of contact with service or program.
3. Importance: Refers to the nature and importance of program/service to persons' lives.
4. Resources: Refers to available resources, including language assistance services.

The CVPDC and CVTPO staff will:

- Regularly review demographic data based on the Four-factor Analysis. If a language other than English represents the primary language for greater than five percent (> 5%) of the population, the LEPELB guidelines may need to be modified to accommodate communication needs.
- Collect and maintain demographic statistics on persons who are affected in their projects and studies.
- Solicit feedback from local social services departments and community-based organizations serving LEPELB persons to evaluate how well its practices meet their needs.

Locality social services departments and community-based organizations serving LEPELB persons include:

- Lynchburg Community Action Group
- Locality Social Service Departments
- Virginia Department of Social Services

The feedback solicited from these departments and organizations s may include:

- Nature and importance of projects, studies, and activities to LEPELB persons and/or populations.
- The effectiveness of current language assistance measures in meeting the needs of LEPELB persons and/or populations.
- Changes in the frequency of contact with LEPELB language groups.
- Changes in the availability of resources, including technological advances or financial resources.

3. Coordinators

The following presents the CPVDC and CVTPO Title VI Implementation Plan staff structure for the execution of program actions to ensure enactment of initiatives to ensure nondiscrimination as stated in Title VI of the Civil Rights Act of 1964.

The ~~CVPDC~~ Title VI Coordinator has access to the CVPDC Executive Director, the final arbitrator on ~~all~~
~~of all the~~ CVPDC and CVTPO program and contract activities.

Title VI Coordinator

~~TDB~~

Central Virginia Planning District Commission
and Central Virginia Transportation Planning
Organization

828 Main Street, 12th Floor

Lynchburg, Virginia 24504

(434) 818 –

Alexander W. Brebner, Executive Director
Central Virginia Planning District Commission

828 Main Street, 12th Floor

Lynchburg, Virginia 24504

(434) 845-3491

alec.brebner@cvpdc.org

4. Discrimination Complaints

Any person who believes the CVPDC, the CVTPO, or its consultants, has unlawfully discriminated against them may file a complaint. The following complaint steps are presented to publicly present the procedures that the CVPDC and CVTPO staff will follow. Included are the actions that a person who believes there has been discrimination may use, to include the CVPDC Title VI Discrimination Complaint Form (Appendix F), to register a complaint and ensure response to said complaint.

4.1 Eligibility

Any person who believes they – or a specific class of persons – were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a Subrecipient that received federal financial assistance through the CVPDC or CVTPO program primary recipient may file a Title VI complaint.

4.2 Filing a Complaint

A discrimination complaint form is available in the Title VI Implementation Plan as Appendix F, or directly at <https://cvpdc.org/resources/TitleVIPlan>. A paper copy can be obtained at 828 Main Street, 12th Floor, Lynchburg, Virginia or requested by mail. Assistance in filing the Discrimination Complaint Form may be requested through a direct request to Hannah Mitchell at hannah.mitchell@cvpdc.org or Kirsten Trautman at kirsten.trautman@cvpdc or at (434) 845-3491.

Per US DOT regulations, 49 CFR §21.11(b), a complaint must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the processing agency.

4.3 Complaint Processing

Complaints, depending on the CVPDC program to which the complaint is directed, will be routed to the program's corresponding State or Federal agency. All incidents will be tracked to ensure a direct Complainant response is determined.

All CVPDC and CVPTO transportation program complaints will be routed to the FHWA Headquarters Office of Civil Rights (OCR) for processing. OCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or subrecipients of Federal Financial assistanceAssistance.

Complaints will be forwarded from the initial receiving agency through the Federal-aid highway oversight hierarchy until the complaint reaches OCR. For example, if a complaint is filed with the CVPDC, CVPDC will forward the complaint to the Virginia Department of Transportation, which should forward the complaint to Virginia's FHWA Division Office, which should forward the complaint to OCR.

When OCR decides on whether to accept, dismiss, or transfer the complaint, OCR will notify the Complainant, the FHWA Division Office, the Virginia Department of Transportation, and the CVPDC.

Appendix A: Title VI

The Civil Rights Act of 1964, which ended segregation in public places and banned employment discrimination on the basis of race, color, religion, sex or national origin. The eleven titles with the Civil Rights Act are:

- I. Voting Rights
- II. Public Administration
- III. Desegregation of Public Facilities
- IV. Desegregation of Public Education
- V. Commission on Civil Rights
- VI. Nondiscrimination of Federally Assisted Program and Activities**
- VII. Equal Employment Opportunity
- VIII. Registration and Voting Statistics
- IX. Intervention and Procedure after Removal in Civil Rights Cases
- X. Establishment of Community Relations Service
- XI. Miscellaneous

Title VI of the Civil Rights Act of 1964 addresses nondiscrimination in federally assisted programs and activities. The CVPDC and CVPPO Title VI Implementation Plan addresses the program actions to adhere to Title VI requirements, as required by any agency receiving Federal funding.

Title VI states “no person” shall be subject to discrimination because of race, color, or national origin. Title VI further declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.” Subsequent nondiscrimination laws expanded the range and scope of Title VI coverage and applicability. Executive orders and federal agency orders and memos clarify implementation of nondiscrimination policy.

Appendix B: Non-Discrimination Statement

The Central Virginia Planning District Commission (CVPDC), to include all programs therein, give public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and ~~all~~ related statutes. The CVPDC is committed to ensuring that no person shall, on the grounds of race, color, or national origin be excluded from ~~the participation~~ in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the CVPDC receives Federal financial assistance.

Any person who believes that he or she has, individually, or as a manner of any specific class of person, been excluded from the participation in, been denied the benefits of, or been otherwise subjected to discrimination under any program or activity for which the CVPDC engages, and believes the discrimination is based upon race, color, or national origin has the right to file a formal complaint.

The CVPDC ~~Deputy Director of Planning Senior Transportation Planner~~ is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Par 200, and Title 49 CFP Part 21.

If a complaint addresses a particular service provider, the complaint should be logged with that provider.

For complainants who may be unable to file a written complaint, verbal information may be accepted by CVPDC at 434-818-7704 or in person,

To submit a formal complaint or to request additional information on Title VI obligations, contact ~~Kelly Hitchcock~~
~~Bruce Vlk~~, CVPDC ~~and~~ CVTPO Title VI Coordinator, 828 Main Street, 12th Floor, Lynchburg, VA 24504; phone 434- 818-~~7604~~7603; email kelly.hitchcock@cvpdc.orgbruce.vlk@cvpdc.org.

Appendix C: Certificate of Assurance

The CVPDC Certificate of Assurance provides the confirmation of Title VI actions and procedures. The CVPDC Certificate of Assurance, which includes Appendices A through E, begins on the next page.



Central Virginia Planning District Commission

Title VI Nondiscrimination Assurance

(DOT Order No.1050.2A)

The Central Virginia Planning District Commission, (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- ~~Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);~~
- ~~49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally Assisted Programs Of The Department Of Transportation - Effectuation Of Title VI Of The Civil Rights Act Of 1964*);~~
- ~~28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);~~

~~The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.~~

General Assurance

~~In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:~~

~~"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 otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.~~

~~The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.~~

Specific Assurances

~~More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Highway Program:~~

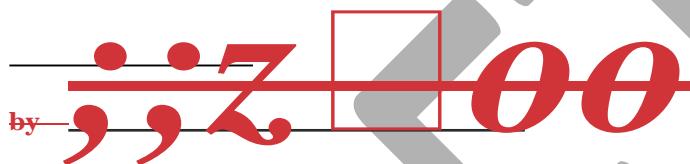
1. ~~The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.~~
2. ~~The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:~~

"The Central Virginia Planning District Commission in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-1) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub recipients, sub grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

~~By signing this ASSURANCE, the *Central Virginia Planning District Commission* also agrees to comply (and require any sub recipients, sub grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *FHWA or the Virginia Department of Transportation (VDOT)* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by *FHWA or VDOT*. You must keep records, reports, and submit the material for review upon request to *FHWA or VDOT*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.~~

~~The *Central Virginia Planning District Commission* gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Aid Highway Program*. This ASSURANCE is binding on the *Commonwealth of Virginia*, other recipients, sub recipients, sub grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the *Federal Aid Highway Program*.~~

by 

Alexander W. Brebner, Executive Director

~~DATED April 6, 2023~~

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APPENDIX A
Contractor/ Consultant/Supplier Agreement: U.S. DOT 1050.2A -- Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B
CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the ***Central Virginia Planning District Commission*** will accept title to the lands and maintain the project constructed thereon in accordance with the Virginia General Assembly, the Regulations for the Administration of the Federal-Aid Highway Program and the policies and procedures prescribed by the ***Federal Highway Administration*** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the ***Central Virginia Planning District Commission*** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the ***Central Virginia Planning District Commission*** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the ***Central Virginia Planning District Commission***, its successors and assigns.

The ***Central Virginia Planning District Commission*** in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the ***Central Virginia Planning District Commission*** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C
CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE
ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the ***Central Virginia Planning District Commission*** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the ***Central Virginia Planning District Commission*** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the ***Central Virginia Planning District Commission*** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the ***Central Virginia Planning District Commission*** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D
CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE
ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the ***Central Virginia Planning District Commission*** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the ***Central Virginia Planning District Commission*** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the ***Central Virginia Planning District Commission*** will there upon revert to and vest in and become the absolute property of the ***Central Virginia Planning District Commission*** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E
Contractor/ Consultant/Supplier Agreements: U.S. DOT 1050.2A -- Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Appendix D: Procedures for Conducting CVPDC and CVPDC Title VI Program Review

Evaluation and procedural review are the foundation of the CVPDC and CVPDC Title VI Implementation Plan. Program review will be completed for all programs and projects receiving federal funds. Per Federal regulations which state:

All entities that receive federal financial assistance are required to create establish and maintain effective internal control over the Federal award that provides reasonable assurance that the entity is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. 2 C.F.R. §200.303(a)

Entities may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin. 49 C.F.R. §21.5(b); 28 C.F.R. §42.104(b)

The CVPDC directly or indirectly receives federal funding through the following programs:

- Central Virginia Transportation Planning Organization (CVTPO)
- Rural Transportation Program
- Transit Service Program
- RIDE Solutions
- Hazard Mitigation Plan
- Central Virginia Radio and Communications Board (CVRCB)
- Virginia Housing Preservation Grant
- CVPDC Brownfields Program
- Chesapeake Bay Watershed Implementation Program
- Region 2000 Services Authority

The CVPDC and CVPDC are committed to the assurance that all persons are provided equal opportunities to participate in CVPDC program activities regardless of race, color, ability or national origin. Title VI requires non-discrimination based on race, color or national origin and the Americans with Disabilities Act requires entities open to the public to reasonably accommodate people with disabilities.

The CVPDC and CVPDC program review procedure endeavors to ensure that all CVPDC programs and projects do not discriminate based on race, color, national origin or ability. The CVPDC and CVPDC staff will use the Title VI Implementation Plan, to include accompanying statements, interpretation services as needed, and regular program reviews to meet this non-discrimination and accommodation mission.

CVPDC and CVPDC programs operate on a July 1 to June 30 fiscal basis following a work program. The Executive Director will review the CVPDC and CVPDC, to include all partners, work plans at the beginning of each Fiscal Year by meeting each project manager to identify projects that need the *Four Factor Analysis*. During the annual program review, the Title VI Coordinator will review the Title VI Implementation Plan which includes:

- Instructions to ensure non-discrimination in communications and public participation;
- Instructions to ensure non-discrimination in planning and programming;
- Instructions to evaluate and monitor consultant contracts for compliance with nondiscrimination authorities and disadvantaged business enterprise goals;

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- Instructions for accommodating a person with ~~limited~~ English ~~proficiency~~ ~~language barriers~~ and limited English Proficient requests.

The Title VI Coordinator will help the program manager identify program areas or project that need a *Four Factor Analysis*, the program manager will be instructed on how to complete the *Four Factor Analysis* and give Title VI resources.



Appendix E: Procedures for Conducting Title VI Reviews of Sub-recipients

Evaluation and procedural review are the foundation of the CVPDC and CVTPO Title VI Implementation Plan. Program review will be completed for all programs and projects receiving federal funds. Per Federal regulations which state:

All entities that receive federal financial assistance are required to create establish and maintain effective internal control over the Federal award that provides reasonable assurance that the entity is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. 2 C.F.R. §200.303(a)

Entities may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin. 49 C.F.R. §21.5(b); 28 C.F.R. §42.104(b)

The CVPDC directly or indirectly receives federal funding through the following programs:

- Central Virginia Transportation Planning Organization (CVTPO)
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- RIDE Solutions
- Hazard Mitigation Plan
- Central Virginia Radio and Communications Board (CVRCB)
- Virginia Housing Preservation Grant
- CVPDC Brownfields Program
- Chesapeake Bay Watershed Implementation Program
- Region 2000 Services Authority

The CVPDC and CVTPO is committed to the assurance that all persons are provided equal opportunities to participate in CVPDC program activities regardless of race, color, ability or national origin. The CVPDC is and CVTPO are responsible for the selection, negotiation, and administration of consultant contracts and grant sub- recipients. This review procedure endeavors to ensure that CVPDC the program and project sub-recipients do not discriminate.

CVPDC and CVTPO staff, with guidance from the Title VI Coordinator, will evaluate and review consultant contracts and sub-recipient agreements for compliance with nondiscrimination authorities and will:

- Ensure inclusion of nondiscriminatory language in contracts and Request for Proposals (RFPs).
- Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
- If a recipient or sub-recipient is found not to be in compliance, will execute a plan in coordination with the recipient or sub-recipient to resolve the deficiency status. This includes setting a timeline and course of action to resolve the matter.
- Review outreach activities to ensure accommodation to meet the needs of all persons regardless of race, color, ability or national origin.

Appendix F: Discrimination Complaint Form

The **CVPDC** Discrimination Complaint Form, available in print form and online on the CVPDC website at: <https://cvpdc.org/resources/TitleVI>, and on the CVPTPO website at: <https://cvtrpo.org/title-vi.html>.

The **CVPDC** Discrimination Complaint Form can be submitted by email, by mail, or in person at 828 Main Street, Lynchburg, Virginia. The Title VI Coordinator can assist the person in filing a complaint. The CVPDC office can be reached Monday – Friday from 8:30 a.m. to 5:00 p.m. at (434) 845-3491, or by email at info@cvpdc.org.

The **CVPDC** Discrimination Complaint Form begins on the next page.

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Title VI Discrimination Complaint Form

Please use this form if you have a complaint alleging discrimination under Title VI of the Civil Rights Act of 1964 against the Central Virginia Planning District Commission (CVPDC), Central Virginia Transportation Planning Organization (CVTPO), or any of its programs, projects or sub-contractors.

In order to process your Title VI complaint, please provide the following information. Assistance is available upon request at the CVPDC office, Monday – Friday, 8:30 a.m. to 5:00 p.m., or by calling (434) 845-3491, or by email at info@cvpdc.org.

Mail or deliver this completed form to:

Central Virginia Planning District Commission
C/O Title VI Coordinator
828 Main Street, 12th Floor
Lynchburg, VA 24503

Central Virginia's Metropolitan Planning Organization (CVMPO) Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
Email:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If an authorized representative is filling out this complaint form on behalf of another person, his/her personal information must also be included.				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		

Email:		
Relationship to the complainant:		
Please explain why you have filed for a third party: _____		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes
Section III: <p>I believe the discrimination I experienced was based on (check all that apply):</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin</p> <p>Date of Alleged Discrimination (Month, Day, Year): _____</p> <p>Time of incident (approximately): _____ Location (address) of incident: _____</p> <p>As clearly as possible explain what happened and why you believe you were discriminated <u>against</u>. Describe all persons involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</p> <p>_____</p> <p>_____</p>		
Section IV <p>Have you previously filed a Title VI complaint with this agency?</p> <p>Yes No</p>		
Section V <p>Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, check all that apply:</p> <p><input type="checkbox"/> Federal Agency: _____</p> <p><input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____</p> <p><input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____</p>		

Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

TBD, Title VI Compliance Officer
Central Virginia Planning District Commission
828 Main Street, 12th Floor Lynchburg, Virginia 24504
(434) 845 - 3491 [TBD](#)

Appendix G: Resolutions of Adoption



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CVTPO Public Participation Plan



Transportation Technical Committee (TTC) Recommendation:

CVTPO Policy Board Adoption:

Acknowledgments and Disclaimer

This document was prepared by the CVPDC staff in cooperation with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), and the Virginia Department of Transportation (VDOT), as funded in the FY2022-FY2023-2026 Unified Planning Work Program. The CVPDC acknowledges review of and assistance from the Richmond Regional Transportation Planning Organization and Roanoke Valley Transportation Planning Organization, Thomas Jefferson Planning District Commission and the Virginia Association of Metropolitan Planning Organization. This document was prepared in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transit (VDRPT), Greater Lynchburg Transit Company (GLTC), and the Federal Transit Administration (FTA). The contents do not necessarily reflect the official views or policies of the VDOT, VDRPT, GLTC or FTA.

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Introduction

The Central Virginia Transportation Planning Organization (CVTPO) is an organization charged with coordinating transportation planning and project evaluation for the urbanized area in and around Lynchburg Virginia. The CVTPO area encompasses the City of Lynchburg, as well as the urbanized, or densely populated sections, of Bedford, Campbell and Amherst counties, an area with a combined population of approximately 261,593 (2020 U.S. Census).

The CVTPO, through comprehensive public input and technical data analysis, collaborates to develop long-range, regional transportation programs and projects. Included within the federally-mandated actions of the CVTPO, every five years the CVTPO develops a Long Range Transportation Plan (LRTP), a comprehensive assessment of the region's future transportation needs and goals and guides transportation – to include facilities for roads, rail, freight, pedestrian, bikes and transit – public facility investment. The CVTPO is also responsible for creating and maintaining the Transportation Improvement Program (TIP), as well as a list of publicly funded transportation projects, and developing the (~~Learn~~learn more at cvtpo.org/about).

Purpose

Federal regulation requires that designated Metropolitan Planning Organizations (MPOs) establish and utilize a documented participation plan by which public stakeholders and interested parties are provided reasonable opportunities to be engaged, involved, and provide comment to transportation planning programs and projects that take place in the urbanized area.

The CVTPO Public Participation Plan (PPP) outlines the proactive public involvement process for transportation planning efforts of the CVTPO, as contained in the Code of Federal Regulations 23 §450.316, to support effective participation, communication, and consultation with all interested parties are provided in the transportation planning efforts and products of the CVTPO. The process includes, but is not limited to:

- Adherence to state and federal regulations regarding public notices and public hearings;
- Complete access to information barring legal or fiduciary restraints;
- Input to key decisions;
- Development of a demographic profile in the MPO study area; and
- Development and deployment of innovative public involvement strategies.

This plan also outlines standard procedures for the development, adoption, and amendment of major planning documents including, the Long Range Transportation Plan (LRTP), the Unified Planning and Work Program (UPWP), and the Transportation Improvement Program (TIP).

Additionally, the CVTPO Public Participation Plan (PPP) specifies the following:

- CVTPO plans and programs will include a public participation component.

- The CVTPO will endeavor to coordinate with local, state, and federal public involvement processes and initiatives whenever possible to enhance public involvement, promote the democratic process and reduce redundancies and costs through economies of scope and scale.
- A public comment period will be provided prior to the adoption of a public involvement process and/or any significant amendment to the process. See Public Engagement Procedures for timing and length details.
- The PPP will be reviewed every three years and revised or amended as needed, in consultation with the public, and with the review of all CVTPO committees.

Policy Statement

It is the policy of the CVTPO to facilitate public information, access and involvement under a collaborative planning process through which the interests of all parties, including public and private stakeholders, are duly considered. To the extent permissible by law and budget constraints, the policy and technical processes will be made inclusive of and accessible to the aforementioned stakeholders.

CVTPO Public Engagement Goals and Strategies

The following express the CVTPO public engagement goals, and supporting program actions, which support the CVTPO policy statement to “facilitate public information, access and involvement”. Included within each goal are the indicators that will be measured and the metrics which will be used to evaluate the strategy effectiveness in meeting the public participation goals.

Goal 1: Initiative practices that make it easier for the public, regardless of race, color, age, gender, national origin, English speaking proficiency, income, or mobility capabilities, to engage and participate in CVTPO transportation planning programs and projects.

Strategies:

- Hold meetings at accessible times and locations.
- Choose meeting locations whereby persons with limited mobility, disabled, and those traveling by transit, bicycle, or walking may have access.
- Utilize maps, images, and other visual aids to present projects and programs such that they are understandable.

- ~~As appropriated, utilize targeted project demographic data (e.g., Limited English Proficiency or income status) to develop~~ Develop outreach notices and advertisements in formats and in publications most likely to support information access.
- Coordinate with focus groups, agencies, and organizations that serve ~~low income, minority, elderly, and limited English proficiency groups~~ the community to advance program communication and participation.
- As appropriate, offer childcare services at workshops or public meetings to allow caregivers to be involved.
- Make access to interpretation and translation services clear and simple to request.

Evaluation:

Measured Elements	Strategy Effectiveness
Meeting attendance	Increased attendance in number and stakeholder diversity representation
Number of public comments received or participation in interactive initiatives (e.g. surveys)	Increase in project comments or survey participation
Website visits	Increase in website use analytics
Subscribers to CVPDC newsletter	Increase in subscriber mailing list
Translation or interpretation service request	Increase in translation or interpretation services

Goal 2: Provide information that supports public involvement in transportation planning, need identification, and project prioritization.

Strategies:

- Develop and maintain an informative and engaging website that provides easy and understandable access to program and project documents.
- Establish relationships with and consistently share program and project content with local media outlets to include but not limited to the following:
 - Local radio
 - Local and regional newspapers
 - Local and regional magazines

- Utilize jurisdiction, organization, and agency partners to share program and project information via their websites, social media postings and newsletters.
- Utilize, and as necessary expand options, information technology and social media to promote meetings, workshops, hearings, and project information.
- Create visually appealing and ~~not~~ overly technical documents that articulate key program and/or project components and clearly presents how the public can participate and provide comments.
- Offer a range of participation venues to include but not limited to:
 - Table set up at local community events, festivals, or general pop-up locations that correspond to project area(s).
 - Attending local government, organization, business, or agency meetings or events.

Evaluation:

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Measured Elements	Strategy Effectiveness
CVTPO website engagement	Increase in website use analytics
Number of media (radio, newspaper, journals) program and project stories	Increase in print media, broadcast stories and direct media interaction
Social media engagement	Increase in access and story click analytics
Number of local meeting and events participation request and number of events attended	Increase in the event attendance request by area stakeholders and increase in number of events and meetings attended
Creation of clear and understandable program and project documents and informational products	Increase in the number of persons that attend project meetings and an increase in the number of questions and engagement from the public

Goal 3: Provide opportunities, obtain, and incorporate public comments, reactions, and perceptions received, as appropriate, during the planning process and, share such comments with local, state and federal program partners.

Strategies:

- Incorporate in all planning and project initiatives clear direction on how the public has the right to and process by which they can provide comment.

- Provide opportunities for the public to comment in writing or in person on all programs and projects being advanced by the CVTPO.
- Provide a range of means that staff may respond to comments to include multiple but not limited to:
 - Email
 - Mail in postcards
 - Voice mail
 - Handwritten comments
- Incorporate the process and location by which public comments received can be viewed and will be maintained.

Evaluation:

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Measured Elements	Strategy Effectiveness
Number of public comments received	Increase in the number of comments received
Number of staff documented responses to comments, questions, or concerns	Increase in print media, broadcast stories and direct media interaction

Public Engagement Procedures

The section of the CVTPO Public Participation Plan documents the procedures, or general operating practices, employed by the CVTPO, its committees, and staff to support public access and participation into the transportation planning programs and projects participated in by the CVTPO.

MPO Policy Board and Committee Meetings

- CVTPO Policy Board, Transportation Technical Committee, and other MPO project committees, meeting will provide the format for public interaction.
- CVTPO Policy Board and Transportation Technical Committee meetings will be open to the public and will be held in locations accessible to persons with handicaps and served by public transit.- In those circumstances where electronic meetings are authorized and held, the meeting access information will be posted on the CVTPO website at the time that the agenda is posted.
- CVTPO Policy Board and Transportation Technical Committee meeting information will be distributed electronically.

- Effort will be made to public hearings, meetings, or workshops to be scheduled at times that are convenient to most of the public. -Meetings and workshops will include information to obtain information and participation to those that are not able to physically attend.
- When requested, sign language or ~~non English~~ language interpreters will be made available at ~~public~~ ~~public Hearingshearings~~, meetings and workshops. - Request for these services is to be made no later than 14 days prior to the meeting. -For those projects that engage with English Language Barrier populations, as documented in the CVPDC Title VI Implementation Plan, ~~have a known population of Limited English Proficiency (LEP) exceeds 5% of the population~~, translated documents will be developed and made available.

Public Notice and Comment Documentation of Major Document Adoption

- The CVPDC Policy Board will hold a minimum of two (2) public hearings and a 30-day comment period prior to the adoption of the Long Range Transportation Plan (LRTP). -The first hearing will be advertised at least fourteen (14) days and no more than twenty-one (21) days in advance of the meeting date. -The second meeting notice shall be published seven (7) days prior to the proposed meeting date. -Each meeting will be posted on the CVPDC website.
- The CVPDC Policy Board will hold at least one (1) public hearing and a 30-day comment period prior to the adoption of the Transportation Improvement Program (TIP).
- The CVPDC Policy Board will hold at least one (1) public hearing and at least a ~~2~~two-week comment period prior to the adoption of:
 - the Unified Planning and Work Program; and
 - any planning documents developed by the CVPDC required approval.
- Notice of CVPDC transportation planning document adoption will be made by, but not limited to, the following actions:
 - Publishing of a legal notice in the *News & Advance* or other approved public circular, at least seven (7) days prior to a public hearing;
 - Emailing notice to CVPDC stakeholder mailing list and the media two weeks prior to the public hearing;
 - Posting information to the CVPDC office and posting on the CVPDC and CVPDC websites;
 - When timing corresponds to its publication, providing information in the CVPDC newsletter; and
 - Provide information, to include written or electronic notices, to low-income or minority areas.
- Documentation of all public comments received, and where developed staff, consultant, or Policy Board responses are provided, will be maintained, documented, and included in the LRTP and TIP, and, as required, other CVPDC planning documents.

Public Communication and Outreach Process

- The CVPDC will develop outreach strategies that support participation by all persons, including underserved, low-income, minority, those with limited English-speaking skills, and disabled

persons, are able to participate in and provide comment to transportation planning (see Goals and Strategies).

- The *CVPDC Title VI Implementation Plan*, will be followed to evaluate, through GIS-based data analysis, those locations within the MPO area that may need targeted outreach or communication formats (e.g. interpretation or translated documents) that support access, comfort, and communication with these areas and/or populations.

Appendix A: How to Get Involved

The following provides the locations and opportunities by which the public can stay informed of and become involved in CVTPO transportation planning initiatives.

Online Access

- CVTPO Website: <https://www.cvtpo.org/>
- Facebook: <https://www.facebook.com/centralvapdc/>
- LinkedIn: <https://www.linkedin.com/company/cvpdc>

Visit the Central Virginia Planning District Commission (CVPDC) Office

The CVTPO is an organization of and staffed by the CVPDC.

- 828 Main Street, 12th Floor
Lynchburg, VA 24504
- Normal business hours are Monday —through Friday, 8:30 a.m. to 5:00 p.m.
- The CVPDC office is located with the Bank of the James Building. -Parking is available along Main Street or in the 4th floor Parking Deck, the area with orange columns, accessed directly from Main Street.

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Call the Office

- (434) 834 – 3491

Send an Email

- communications@cvpdc.org
Please include in the subject line as to the program or topic of interest.

Attend in a Program Event

- Visit the CVTPO website to learn about specific urban area transportation projects.
Throughout the year specific meetings and public engagement opportunities will be presented.
- RegisterSign up to receive the CVPDC Newsletter at www.cvpdc.org.
- Attend a CVTPO Policy or Transportation Technical Committee (TTC) meeting.
 - The CVTPO Policy Board meets at least five (5) times per year on the 3rd Thursday of the month, beginning at 4:00 p.m. -Visit <https://www.cvtpo.org/> for meeting details.
 - The TTC meets on the 2nd Thursday of the month at 10:30 a.m. -Go to

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<https://www.cvtpo.org/central-virginia-transportation-planning-organization-cvtpo-agendas-and-minutes/cvtpo-agendas-minutes-fy21.html> for upcoming meeting details.

Appendix B: CVTPO Policy Board and Committees

The following summarizes the CVTPO Policy Board and ~~its~~ current designated program committee, the Transportation Technical Committee (TTC).

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The CVTPO may establish advisory committees for specific studies or program projects where expanded participation is warranted. These advisory committees may provide functions to or be guided by the CVTPO Policy Board or the Transportation Technical Advisory Committee.

All localities within the CVTPO shall be represented on the CVTPO and the TTC. The meetings schedules for each of these bodies are available on the CVTPO website, <https://www.cvtpo.org/>.

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Central Virginia Transportation Planning Organization (CVTPO)

The CVTPO is the decision-making body for the purpose of executing “continuing, cooperative, and comprehensive” transportation planning and programming, per United States Code Title 23, Section 134 and Title 49 Section 1607, and in accordance with the Code of Virginia.

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In carrying out these transportation planning or programming functions the CVTPO Policy Board agrees that they will:

- Develop, and update at a minimum every five (5) years, a Long Range Transportation Plan (LRTP) for the federally designated urbanized area.
- Develop at least every five (5 years), in coordination with area governments, Virginia Department of Transportation (VDOT), establish socio-economic and development data to guide the regional traffic model.
- Develop and approve the annual Transportation Improvement Program (TIP), and as necessary and requested by funding partners and receipts of public funding, amend or adjust as required.
- Develop and approve the Unified Planning Work Program (UPWP), the summary of yearly planning and programming activities to be undertaken by staff and reflects the program funding from local, state (VDOT and DRPT), and federal partners.
- Develop the Public Participation Plan, reviewed at least every three (3) years, that outlines the actions and process to ensure public access to information and the opportunity to provide comment to transportation programming.
- Develop or establish a Title VI process such that the is compliance with Title VI of the Civil Rights Act of 1964 that prohibits discrimination to persons on the basis of race,

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color, or national origin. -See the Draft CVPDC Title VI Implementation Plan at www.cvpdc.org.

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CVTPO Member Representation

Voting Members: Two City of Lynchburg Representatives, Two Amherst, Bedford, and Campbell County Representatives, Two Town of Amherst Representatives, VDOT-Lynchburg District Representative, Greater Lynchburg Transit Company (GLTC) Representative,

Non-Voting members: Central Virginia Planning District Commission Representative, DRPT Representative, Liberty University Representative

CVTPO - Transportation Technical Committee (TTC)

The TTC serves as the technical expertise representatives from the TPO member localities, VDOT, DRPT, GLTC, and other organization representatives. The TTC provides guidance, plan and program review and recommendation, and overall action guidance on behalf of the CVTPO.

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The TTC shall utilize its knowledge of local initiatives, concerns, knowledge of land use, Comprehensive Plans, and local transportation needs and issues to guide evaluation, oversight, and consideration of transportation planning and programming recommendations to the CVTPO. -Thus, the TTC serves as the ~~an~~ essential operating arm of the CVTPO.

Key roles of the TTC include:

- Assist in evaluation of and determination of data to be utilized within the execution of transportation studies and inclusion in regional transportation plans;
- Guide CVTPO staff and local, state, and federal partners in the review, comment and recommendations associated with the LRTP, TIP, Public Participation Plan, and Unified Planning Work Programs. -Guidance and program oversight of special transportation projects is also a key function of the TTC.

TTC Member Representation

The TTC is comprised of staff-level local and state agencies with technical knowledge of multi-modal transportation matters and may include representation from each of the following jurisdictions, agencies, and organizations. -In addition, and as warranted, the TTC may include representatives from interest groups and local citizens.

- Planning and engineering divisions of the City of Lynchburg;
- Community Development division of the counties of Amherst, Appomattox, Bedford and Campbell;
- Planning or Administration staff from Altavista, Amherst, Appomattox, Bedford and Brookneal towns~~towns~~;
- Up to one citizen with technical knowledge from each of the member jurisdictions;

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- Virginia Department of Transportation (VDOT) Lynchburg and Salem District staff representation;
- Virginia Department of Rail and Public Transit (DRPT) representative;
- Greater Lynchburg Transit Company (GLTC) representative;
- Lynchburg Regional Airport representative; and
- Liberty University representative.

Appendix C: Resolution of Adoption
