

Central Virginia Metropolitan Planning Organization

City of Lynchburg Information Technology Center

3550 Young Place, Lynchburg, VA

April 16, 2009

4:00 p.m.

Agenda

1. Call to Order.....John Sharp, Chairman
2. Approval of the January 15, 2009 Meeting Minutes.....John Sharp, Chairman
3. Consideration and Approval of the Central Virginia Metropolitan Planning Organization Unified Planning Work Program Fiscal Year 2010..Bob White, Staff
4. Consideration of the Arc of Central Virginia’s Funding Request for Inclusion in the Central Virginia Transportation Improvement Program.....Bob White, Staff
5. Consideration of the Central Virginia Area Agency on Aging’s Funding Request for Inclusion in the Central Virginia Transportation Improvement Program
.....Bob White, Staff
6. Continued Discussion: Public Hearing and Comment Practices of the Central Virginia Metropolitan Planning Organization.....Bob White, Staff
7. Update on the VDOT Stimulus Project Efforts and State Surface Transportation Plan.....Rob Cary, VDOT District Administrator
8. Matters from the Members.....All
9. Adjournment-Next meeting is May 21, 2009.....John Sharp, Chairman
10. Informational Items

**Central Virginia Metropolitan Planning Organization
Executive Director's Report**

April 16, 2009

1. **Call to Order**

2. **Approval of the January 15, 2009 Meeting Minutes**

See attachment 2.

The minutes of the January 15, 2009 Central Virginia Metropolitan Planning Organization (CVMPO) meeting are attached for your review and approval.

Recommendation: The staff recommends the CVMPO approve the attached minutes of the January 15, 2009 meeting.

3. **Consideration and Approval of the Central Virginia Metropolitan Planning Organization Unified Planning Work Program Fiscal Year 2010**

See attachments 3a, 3b, and 3c.

The Central Virginia Metropolitan Planning Organization Unified Planning Work Program (UPWP) for Fiscal Year 2010 is presented for the member's consideration and approval. The UPWP is the document that will guide the staff activities for the coming fiscal year.

Projects of note in the UPWP include continuing assistance to the City of Lynchburg with its master transportation planning activities, updating the CVMPO's Long Range Transportation Plan, and reviewing the CVMPO's public participation plan. Funding levels for this year's UPWP have seen a reduction from last year of approximately \$30,000.

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

Recommendation: The staff recommends the CVMPO approve the resolutions adopting the UPWP for Fiscal Year 2010.

4. **Consideration of the Arc of Central Virginia's Funding Request for Inclusion in the Central Virginia Transportation Improvement Program**

See attachments 4a and 4b

The Arc of Central Virginia is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment. As part of the application process, the Arc of Central Virginia is required to request the support of the CVMPO in including this item in the Central Virginia Transportation Improvement Program.

The Arc of Central Virginia is requesting funding to purchase two lift top vans. The total cost is approximately \$72,000. The federal grant is for eighty percent of the total cost with the agency responsible for the twenty percent balance.

The equipment will be used to provide demand-responsive transportation to the Arc's Day Support Program.

The TTC has reviewed and recommends the CVMPO approve the attached resolution.

Recommendation: The staff recommends the CVMPO approve the resolution supporting the Arc of Central Virginia's funding request.

5. Consideration of the Central Virginia Area Agency on Aging's Funding Request for Inclusion in the Central Virginia Transportation Improvement Program

See attachments 5a and 5b.

The Central Virginia Area Agency on Aging (CVAAA) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment. As part of the application process, CVAAA is required to request the support of the CVMPO in including this item in the Central Virginia Transportation Improvement Program.

CVAAA is requesting funding to purchase two handicapped accessible mini-vans. The total cost is approximately \$68,000. The federal grant is for eighty percent of the total cost with the agency responsible for the twenty percent balance.

The equipment will increase and replace rolling stock that currently provides demand responsive transportation for elderly and disabled clients.

The TTC has reviewed and recommends the CVMPO approve the attached resolution.

Recommendation: The staff recommends the CVMPO approve the resolution supporting CVAAA's funding request.

6. Continued Discussion: Public Hearing and Comment Practices of the Central Virginia Metropolitan Planning Organization

See attachment 6.

At the June CVMPO meeting, Unwana Ballenger Dabney, Federal Highway Administration (FHWA) Community Representative, suggested the CVMPO consider conducting public hearings immediately before or as part of the CVMPO meeting. Additionally, Ms. Dabney suggested a public comment period be included as part of the CVMPO agenda for each meeting.

The CVMPO's current practice is to hold any required public hearings typically on the day before scheduled CVMPO meeting dates. The meeting normally is held in the Local Government Council offices. This practice allows for a central location for the public hearing and ensures the meeting site is on a bus route.

As a matter of practice CVMPO meetings are held in conjunction with the quarterly Local Government Council, often at the Council offices, but the meeting locations do rotate twice a year to other locations, often not on bus routes or in the CVMPO planning area.

At this time, no public comment period is provided as part of the agenda.

The staff desires the CVMPO discuss this matter. Specifically, are the members comfortable with our current practices, or would you like to modify the practice to include a public comment period. Additionally, would you like the staff to schedule required public hearings immediately before or as part of the CVMPO meeting?

Depending on the pleasure of the members we may need to change the meeting relationship with the Local Government Council.

October CVMPO Meeting

At the October 23 meeting of the CVMPO this matter was initially discussed. Mr. White was directed to compile a list of typical public hearings the CVMPO conducts in the course of a year. Mr. White was also asked to suggest two options for addressing this matter.

Typical Public Meetings

The CVMPO typically is required to update the Central Virginia Transportation Improvement Program (TIP) once a year. This is accomplished in conjunction with a public hearing.

Various TIP amendments are also addressed during the course of the year. These items require a public hearing. The number of amendments varies from year to year and is not programmed in advance.

Additionally, during the course of the five year update to the Central Virginia Long Range Transportation Plan (Plan) a public hearing is required for its final adoption.

Over the last two years we have had an unusual amount of activity with TIP updates and Plan amendments. This was due to efforts on the part of FHWA and VDOT to bring the state transportation program in line with federal requirements as well as to update and align planning, programming, and business systems. We have been assured by VDOT that this activity will help alleviate the need for the numerous amendments in the future. Over the last six months the amendment activity has slowed considerably.

Public hearing activity over the last eighteen months is as follows;

August 2007	TIP Amendment
October 2007	TIP Amendment
December 2007	Plan Amendment
January 2008	Plan Amendment
April 2008	TIP Amendment
June 2008	TIP Adoption (2009-2012 document)
October 2008	TIP Amendment

Options

The following two options are suggested for consideration by the CVMPO. These are not the only options, but they serve to help focus the discussion.

Option 1:

Provide for a public comment period at each CVMPO meeting. Additionally, provide for all public hearings to be part of the CVMPO meeting.

This will require, at times, scheduling CVMPO meetings separate from the Local Government Council meeting.

Option 2:

Continue current practice with no public comment period as part of the CVMPO agenda and having public hearings at Council offices prior to the CVMPO meeting, typically the day before.

When substantive public comment is anticipated, typically because of some significant controversy, the public hearing will be scheduled to take place immediately before the CVMPO meeting. This may require scheduling a CVMPO meeting at some date and time separate from the Local Government Council meeting.

January CVMPO Meeting

The CVMPO continued its discussion of this topic at its January 2009 meeting. A brief summary of its discussion is found in the meeting minutes. Attached for the

members information is a copy of the Public Participation Plan for the Central Virginia Metropolitan Planning Organization.

Recommendation: Consider and provide direction to staff on CVMPO public hearing and comment practices.

7. Update on the VDOT Stimulus Project Efforts and State Surface Transportation Plan

Rob Cary, VDOT Lynchburg District Administrator, will provide an overview of VDOT stimulus funding activities and the development of the State Surface Transportation Plan.

Recommendation: Receive the report.

8. Matters from the Members

9. Adjournment-Next meeting is May 21, 2009.

10. Informational Items

See attachment 10.

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

Central Virginia Metropolitan Planning Organization
Local Government Council Conference Room

January 15, 2009
4:30 p.m.

Draft Minutes

Members Present

Harold Swisher.....	Amherst Town
Jack Hobbs.....	Amherst Town
Kim Payne.....	Lynchburg City
Rodney Taylor.....	Amherst County
Rob Cary.....	VDOT Lynchburg District
Eddie Gunter, Jr.....	Campbell County
Kathleen Guzi.....	Bedford County
John Sharp.....	Bedford County
Joan Foster.....	Lynchburg City
David Laurrell.....	Campbell County

Members Absent

Will Mays.....Amherst County

Others Present

Bob White.....	Local Government Council
Dan Rudge.....	DRPT
Unwanna Dabney.....	FHWA
Gary Christie.....	Local Government Council

1. Call to Order

Chairman Sharp welcomed all present and called the meeting to order at 4:35 p.m.

2. Approval of the October 23, 2008 Meeting Minutes

Upon motion by Kim Payne, seconded by Rob Cary, the minutes of the October 23 meeting were approved unanimously by those present.

3. Report on the Development of the Central Virginia Long Range Transportation Plan Year 2035

Bob White gave a brief status report on the Central Virginia Long Range Transportation Plan Year 2035 update.

4. Continued Discussion: Public Hearing and Comment Practices of the Central Virginia Metropolitan Planning Organization

Bob White provided an overview of the October CVMPO discussion concerning public hearing and comment practices of the CVMPO. Further, he provided a review of typical public hearings acted on by the CVMPO as well as two options for modifying its current practice.

General discussion of this matter followed. Unwanna Dabney emphasized the value of encouraging public involvement beyond minimum requirements. The need to better educate the public on the role of the CVMPO was identified as a possible area of involvement.

Staff was requested to provide a copy of the current Public Participation Plan for the Central Virginia Metropolitan Planning Organization. Further discussion of this matter will take place at the next meeting of the CVMPO.

5. Matters from the Committee

A resolution of appreciation for Harold Swisher's efforts as immediate past Chairman of the CVMPO was presented by John Sharp, moved by David Laurell, seconded by Eddie Gunter, and unanimously approved by all present.

Rob Cary mentioned the Rt. 29 Corridor Study continues to develop. The next public meeting in this area will be February 4, from 4:00 to 7:00, at the VDOT District offices on Campbell Avenue.

6. Adjournment-Next meeting is April 16, 2009

The meeting adjourned upon motion by Kathleen Guzi, seconded by Eddie Gunter, and unanimously moved.

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

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

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2010

TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: April 9, 2009

CVMPO ADOPTION: xxxx, 2009

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

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Resolution

SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2010 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO.

Additionally, staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified.

Budget: \$38,790 staff

Completion date: June 30, 2010

1.02 Work Program Administration

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

Products: UPWP for FY 2011 and amendments to the FY 2010 UPWP.

Budget: \$12,000 staff

Completion date: June 30, 2010

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2030 (Plan) in the event that a project needs to be updated before the five year update. This task addresses amendments to add or remove projects on the fiscally constrained portion of the Long Range Transportation Plan. This task will also provide for explanations of the Plan to interested parties such as CVMPO Board members or citizens.

Additionally, this task allows for the continued development of the Year 2035 update to the Plan, including project management, consultant contract administration, and other activities as needed to ensure satisfactory project completion.

Products:

- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Continuation of the Year 2035 Plan update.
- Consultant contract management.

Budget: \$190,000; staff (\$30,000) and consultant support (\$160,000)

Completion date: December, 2010

2.02 Transportation Improvement Program

Description: Maintenance of the FY 2009-2012 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

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

Budget: \$5,000; staff

Completion date: June 30, 2009

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

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

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

This task will provide staff support for transportation related grant writing by member jurisdictions, such as transportation enhancement program, multimodal, and Safe Routes to School (SRTS) applications

This task will provide for the development of a sidewalk inventory within the CVMPO planning area.

This task will provide for SRTS groundwork to be accomplished within the City of Lynchburg to support the future development of SRTS for the City. Included in this effort will be:

- The development of a stakeholders committee consisting of City staff, School District staff, VDOT, and Region 2000 staff;
- The research and development of a travel plan;
- Development of a process to identify community priorities for SRTS funding;
- A report documenting the above.

This task will provide for continued support necessary to facilitate adoption and implementation of the pending Region 2000 Bicycle Plan. Activities will include incorporating this as a component of Bicycle Plan implementation within the MPO/TTC regular meeting format.

Additionally, staff will support VTrans (the statewide multimodal transportation plan) and the Surface Transportation Plan.

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

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Commission website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with SAFETEA-LU;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS maps for transportation planning activities and grants;
- A CVMPO GIS based sidewalk inventory;
- A report documenting SRTS activities within the City of Lynchburg;
- An amendment to the Greenways/Blueways Plan, addressing the Region 2000 Bicycle Plan;
- Assistance on other transportation related matters;
- Assisting VDOT in the update of VTrans.

Budget: \$30,000 staff

Completion date: June 30, 2010

3.02 City of Lynchburg Transportation Planning Support

Description: These tasks continue to build upon the previous transportation plan activities completed through June, 2009.

3.02.1 Comprehensive Plan-Transportation Element

Description: This task will provide for bringing the City of Lynchburg's Transportation Element into compliance with State Requirements. The effort will include the following:

Final Product: A Comprehensive Plan Transportation Element presented to the City of Lynchburg for consideration.

Budget: \$5,000; staff

Completion date: June 30, 2010

3.02.2 Multimodal Connectivity Analysis

Description: This task will provide for the examination of the streets, sidewalks, bus routes, and bicycle and pedestrian facilities to determine opportunities to enhance connectivity between the various modes.

Final Product:

- Report detailing the connectivity rating system used for evaluation, the level of connectivity for each designated area and suggestions for increasing or decreasing the connections to that area.
- A GIS layer that identifies the areas studied, as well as their level of connectivity and suggested locations that may be examined for a new connection or a decrease in the number of connections. Specific corridors will be specified.

Budget: \$12,000; staff

Completion date: June 30, 2010

3.02.3 Evaluation of Proposed Access Management Policies

Description: This task allows for the test application of proposed access management policies within certain City corridors. Potential corridors include Old Forest Road and Timberlake, subject to City confirmation. This task will allow for the following:

- Work with the City's Transportation Master Plan Workgroup to develop acceptable access management regulations to use in this study. This will allow for corridor specific detail beyond the city-wide policies addressed, previously.
- Use those access management regulations to examine the conditions on selected City streets, such as Old Forest Road and Timberlake Road, subject to City confirmation. (A preliminary evaluation of Old Forest Road has been accomplished. Further detail to support regulatory standards will be addressed.)
- Identify issues that arise from the application of these access management guidelines upon the roadways, such as 'the maximum number of traffic signals has been reached on this roadway'.
- Create a GIS layer that contains, but is not limited to, graphical information on the distance between traffic signals and driveways, suggested locations for cross and joint access for streets and sidewalks.

Products:

- A report that details the issues that arise in the application of the access management regulations to the study roadways as well as maps that show the regulations and where problem areas occur.

- A GIS layer that contains, but is not limited to, graphical information on the distance between traffic signals and driveways, suggested locations for cross and joint access for streets and sidewalks.
- A draft access management ordinance for consideration by City of Lynchburg that is ready for review by elected officials.

Budget: \$18,000; staff

Completion date: June 30, 2010

3.03 Public Participation Research

Description: This task is an evaluation of effectiveness of the CVMPO's efforts to continually improve its public participation plan. This research effort will review and report on state of the practice for MPO public participation efforts, review this information against the current CVMPO policy, suggest revisions to improve effectiveness as appropriate, and provide for consideration and possible amendments to the CVMPO's policy by the CVMPO.

Product: A report summarizing the results of the above referenced activities and possible amendments to the CVMPO's public participation policy.

Budget: \$10,000; staff

Completion date: June 30, 2010

3.04 Environmental Justice

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

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

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

Budget: \$2,000; staff

Completion date: June 30, 2010

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: This task includes ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2010 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2011 UPWP.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2011 UPWP.

Budget: \$22,000

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The following lists activities to be accomplished:

Provide research into the development of a long range transit plan. This effort will involve initial research for the planning process and scope of work development.

Provide assistance as requested by GLTC in the conduct of a transit development plan. GLTC is the lead in this effort. Region 2000 staff potentially will be assisting with data gathering, surveys, and project management.

Provide ongoing transit mapping services for GLTC, as requested.

Undertake the development and execution of a second customer survey for GLTC.

Update the map/display depicting Transportation Improvement Projects (TIP).

Undertake efforts to implement a Commuter Services Program. This effort will involve working closely with the Roanoke and New River Valley commuter services programs.

Products:

- Report discussing approaches to development of a long range transit plan and a potential scope of work for accomplishing this planning effort;
- Technical assistance, as requested, in support of a transit development plan;
- Customer survey for GLTC;
- Updated TIP map;
- Report on the efforts to implement a commuter services program within Region 2000.

Budget: \$60,000 (\$46,749: FY 2009/2011 grant; 13,251: FY 2007/2009 grant)

44.23.01 Long Range Transportation Plan Update

Description: This task allows for the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2030 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens.

This task will also allow for the continued development of the Year 2035 Plan.

Products:

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

Budget: \$11,406

44.25.00 Transportation Improvement Program

Description: Maintenance of the FY 2009-12 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects.

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

Budget: \$2,000

44.27.00 Environmental Justice

Description: In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations, the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices.

Products: Documented Environmental Justice and Title VI responses to VDOT's Civil Rights Division.

Budget: \$1,000

Proposed Expenditures	FHWA	State	Local	Total	FTA5303	State	Local	Total
1.00 Administration	\$	40,632	\$	5,079	\$	50,790	\$	22,000
1.01 General Admin. & Oper.	\$	31,032	\$	3,879	\$	38,790	\$	
1.02 Work Prog. Admin.	\$	9,600	\$	1,200	\$	12,000	\$	
2.00 Long Range Planning	\$	156,000	\$	19,500	\$	195,000	\$	13,406
2.01 Long Range Trans. Plan	\$	152,000	\$	19,000	\$	190,000	\$	11,406
2.02 Transportation Imp. Prog.	\$	4,000	\$	500	\$	5,000	\$	2,000
3.00 Short Range Planning	\$	61,600	\$	7,700	\$	77,000	\$	61,000
3.01 General Development and C	\$	24,000	\$	3,000	\$	30,000	\$	60,000
3.02.01 COL Comp Plan	\$	4,000	\$	500	\$	5,000	\$	
3.02.02 COL Multimodal	\$	9,600	\$	1,200	\$	12,000	\$	
3.02.03 COL Access Manager	\$	14,400	\$	1,800	\$	18,000	\$	
3.03 Public Participation	\$	8,000	\$	1,000	\$	10,000	\$	
3.04 Environmental Justice	\$	1,600	\$	200	\$	2,000	\$	1,000
Total				PL	\$ 322,790		DRPT	\$ 96,406
								\$ 419,196

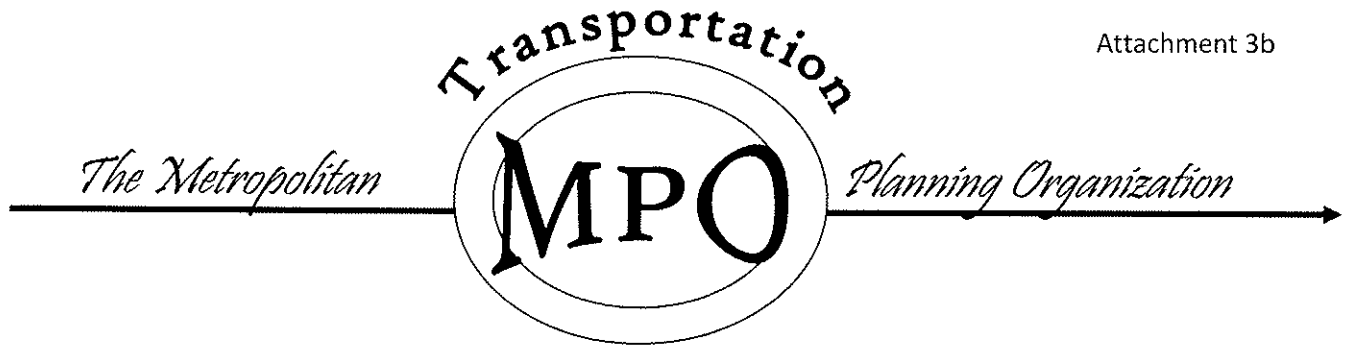
Note: General Development and Comprehensive Planning is funded partially from the FY 2009/2011 5303 grant (\$46,749) and partially from the FY 2007/2009 5303 grant for a total of \$60,000 of 5303 funds.

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

ACTIVITY	Total	Federal	State
Surface Planning and Research (SPR) FUNDING FOR VDOT STAFF SUPPORT			
Administration			
State Transportation Planning			

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

FY-10 Funding Available Statewide: \$500,000.



**RESOLUTION APPROVING THE FISCAL YEAR '10
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the staff of the Central Virginia Metropolitan Planning Organization (CVMPO) has prepared the annual Unified Planning Work Program (UPWP) for fiscal year 2010, and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization does hereby approve the UPWP for fiscal year 2010, and authorizes it to be submitted to Virginia Department of Transportation, the Federal Highway Administration, the Virginia Department of Rails and Public Transportation, and the Federal Transit Administration.

ADOPTED, this 16th day of April 2009, by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
 Central Virginia Metropolitan Planning Organization

John Sharp, Chairman
 Central Virginia Metropolitan Planning Organization

Resolution authorizing the filing of an application with the Virginia Department of Rail and Public Transportation for grants of federal funds under Federal Transit Administration Section 5303 Program and state matching funds.

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY (Governing Body of Applicant)

1. That **Gary F. Christie, Secretary** is authorized to prepare and file an application on behalf of **Central Virginia Metropolitan Planning Organization** with the **Virginia Department of Rail and Public Transportation** for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.
2. That **Gary F. Christie, Secretary** is authorized to execute and file with such application all necessary certifications and assurances or any other documents or information required by **Virginia Department of Rail and Public Transportation** in connection with the application or the project.
3. That **Gary F. Christie, Secretary** is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with procurements under this project.
4. That **Gary F. Christie, Secretary** is authorized to execute a grant agreement on behalf of **Central Virginia Metropolitan Planning Organization** with the **Virginia Department of Rail and Public Transportation** to aid in the financing of the project.
5. That **THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION** hereby certifies that the local share of the project costs identified in the application shall be made available to the project from resources available to this body.

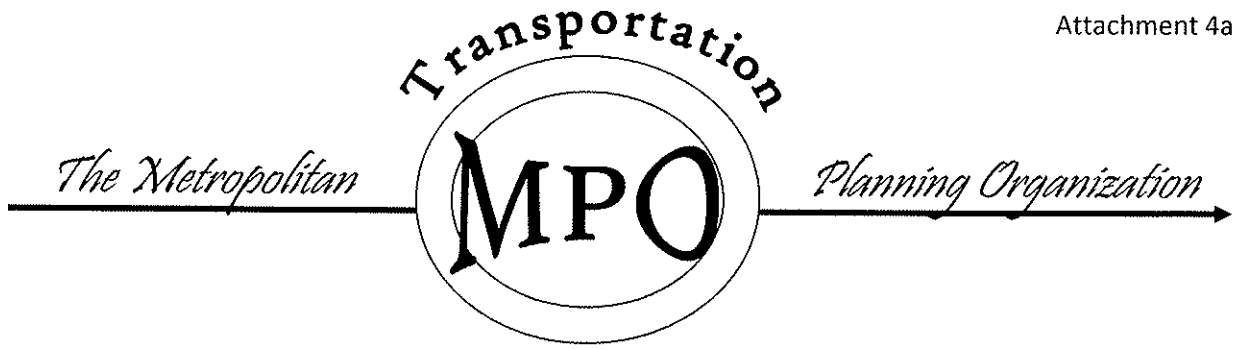
The undersigned, **Gary F. Christie, Secretary** certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the **Central Virginia Metropolitan Planning Organization** held on _____.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan Planning Organization

John Sharp, Chairman
Central Virginia Metropolitan Planning Organization



THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION’S SUPPORT OF THE ARC OF CENTRAL VIRGINIA’S TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT REQUEST

WHEREAS, the Central Virginia Metropolitan Planning Organization adopted the FY 2009-2012, Transportation Improvement Program as adopted on June 12, 2008 and

WHEREAS, the Arc of Central Virginia is seeking capital assistance from the Commonwealth of Virginia through FTA Section 5310 program to purchase transportation equipment, and

WHEREAS, the Arc of Central Virginia funding request is to purchase two lift top vans. The total cost is approximately \$72,000 of which eighty percent will be federal funds and twenty percent will be the Arc of Central Virginia’s responsibility, and

WHEREAS, this capital purchase will allow for demand responsive transportation to Arc’s support program

NOW, THEREFORE BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization does hereby support and approve the amendment of the FY 2009-2012 Transportation Improvement Program to include the Arc of Central Virginia’s request for FTA Section 5310 program assistance to purchase two lift top vans with costs totaling approximately \$72,000 (eighty percent federal funds and 20 percent Arc funds).

ADOPTED, this 16th day of April 2009, by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan Planning Organization

John Sharp, Chairman
Central Virginia Metropolitan Planning Organization



1508 Bedford Avenue, Lynchburg, VA 24504
(434) 845-4071
thearcofcva@hotmail.com

JAN - 6 2009

January 5, 2009

Gary Christie, Executive Director
Transportation Planning Council
828 Main Street, 12th Floor
Lynchburg, Virginia 24504

Dear Sir:

The Arc of Central Virginia is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization and request that the project be included in the annual element of the Transportation Improvement Program. The Arc is requesting funding, to purchase two lift-top van. The total cost of the project is approximately \$72,000.00. The federal grant is for 80 percent of the total cost with agency being responsible for the 20 percent balance.

Our plan is to provide demand-responsive transportation to participants in our Day Support Program, in the Planning District 11, to get to agency-related activities, including stores, restaurants, parks, activity centers, etc.

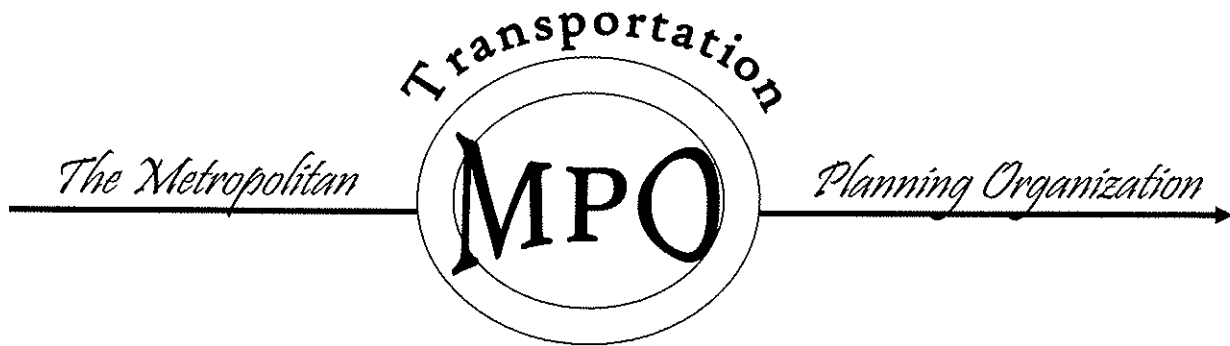
Please send documentation that the project has been included in the TIP to the address listed below:

Mr. Neil Sherman, Specialized Program Manager
Department of Rail and Public Transportation Division
P. O. Box 590
Richmond, Virginia 23218-0590

This information is required for our application to be considered for approval. If you have any questions about our proposal, please feel free to call me or Connie Blackwell, MPA, Director of Operations and Development.

Sincerely,

Karen Wilder, M.ED/crb
Executive Director



**THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION’S SUPPORT OF THE
CENTRAL VIRGINIA AREA AGENCY ON AGING’S
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENT REQUEST**

WHEREAS, the Central Virginia Metropolitan Planning Organization adopted the FY 2009-2012, Transportation Improvement Program as adopted on June 12, 2008 and

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

WHEREAS, the CVAAA funding request is to purchase two handicap accessible mini-vans. The total cost is approximately \$68,000 of which eighty percent will be federal funds and twenty percent will be CVAAA’s responsibility, and

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

NOW, THEREFORE BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization does hereby support and approve the amendment of the FY 2009-2012 Transportation Improvement Program to include CVAAA’s request for FTA Section 5310 program assistance to purchase two handicap accessible vans with a cost totaling \$68,000 (eighty percent federal funds and 20 percent CVAAA funds).

ADOPTED, this 16th day of April 2009, by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan Planning Organization

John Sharp, Chairman
Central Virginia Metropolitan Planning Organization



CENTRAL VIRGINIA AREA AGENCY ON AGING, INC.

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



United Way
of Central Virginia
Partner Agency

Making a difference

Attachment 5b

January 12, 2009

RECEIVED
JAN 21 2009

Mr. Gary Christie
Executive Director
Transportation Planning Council
P.O. Box 817
Lynchburg, VA 24505

BY:

Dear ^{Darry} Mr. Christie,

The Central Virginia Area Agency on Aging (CVAAA) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase transportation equipment. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization and request that the project be included in the annual element of the Transportation Improvement Program. CVAAA is requesting funding to purchase two (2) handicap accessible mini-vans. The total cost of the project is approximately \$68,000. The federal grant is for 80 percent of the total cost with the agency being responsible for the 20 percent balance.

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

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

Mr. Neil Sherman, Specialized Program Manager
Department of Rail and Public Transportation Division
P.O. Box 590
Richmond, Virginia 23218-0590

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

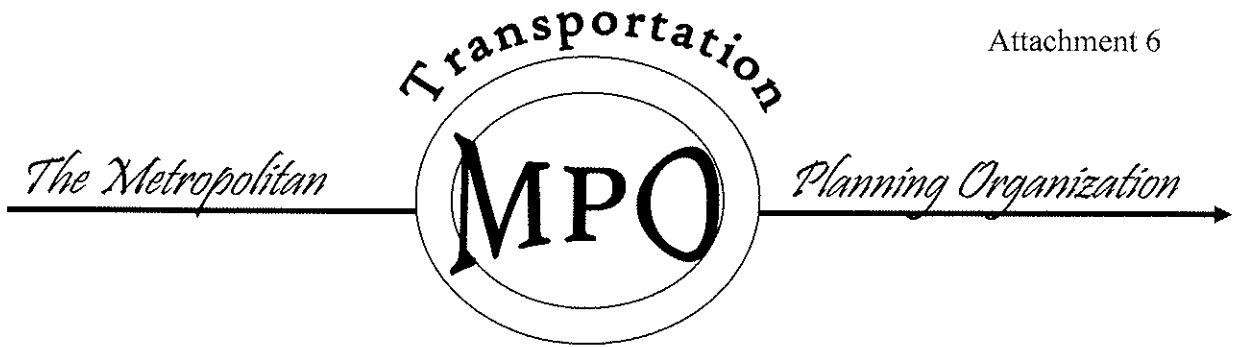
Sincerely,

Kenneth Young

Kenneth Young
Director of Transportation

Our Mission:

To enable senior citizens to remain independent in their home by providing quality supportive services.



**PUBLIC PARTICIPATION PLAN
for the**

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

Adopted: April 19, 2007

Policy Statement:

It is the policy of the CVMPO to facilitate public information; access and involvement under a collaborative planning process in which the interest of all interested parties, including affected agencies and certain identified population groups, are duly considered. To the extent permissible by law, the policy and technical processes will be made inclusive of and accessible to the aforementioned stakeholders. The CVMPO also recognizes that there is additional opportunity for public involvement at the local and state levels and will seek to cooperate with and assist these efforts whenever possible.

Purpose:

The Public Participation Policy Plan identifies a proactive public involvement process for the transportation planning efforts and products of the CVMPO in compliance with CFR 23, Part 450.316 pursuant to SAFETEA-LU and its amendments. This 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 of the MPO study area; and the development and deployment of innovative public involvement strategies.

This plan also specifies standard procedures for the development, adoption, and amendment of the Constrained Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP). Additionally this manual specifies the following:

- I. MPO plans and programs will include a public participation component.
- II. A public comment period of 45 calendar days will be provided prior to the adoption of this public involvement process and/or any amendments to the process.

- III. The CVMPO will endeavor to coordinate this process with local, state and federal public involvement processes and initiatives wherever possible to enhance public involvement, promote the democratic process and reduce redundancies and costs through economics of scope and scale.
- IV. The public participation policy shall be reviewed by the CVMPO for effectiveness and/or updated at least once every three years. The policy will be reviewed by the CVMPO staff, the Transportation Technical Committee and the CVMPO as part of this review.

Goals and Objectives:

Goals are used to describe the ultimate vision for the progress and accomplishments of the public involvement program. Objectives are the measurable short-term and interim steps used to provide feedback on the progress towards reaching the goal.

Goal 1: Endeavor to exceed applicable federal and state statutes regarding the LRTP, TIP and projects of regional significance –the major products of the MPO planning process.

- Objective 1.1 All rules pertaining to advertising and holding a public hearing as described in 15.2-2204 of the Code of Virginia will be met or exceeded.
- Objective 1.2 For major revisions and the addition of projects to the LRTP or TIP a minimum thirty (30) days public comment period will be observed before the “Official Public Hearing”.
- Objective 1.3 A formal public meeting will be held to discuss “Long-Range” planning assumptions, at least once every long range plan cycle. Discussion of planning assumptions will be a major topic throughout the LRTP update process, integrated into the public participation process for the LRTP development, including its formal adoption by the CVMPO.
- Objective 1.4 At a minimum, notice of intent to hold a public hearing shall be published in local newspapers, including minority-owned publications, and publications targeted toward specific groups, at least fourteen (14) days and no more than twenty-one (21) days in advance of the proposed meeting date. A second notice shall be published seven (7) days prior to the proposed meeting date. The Notice will also be posted on the Virginia’s Region 2000 Local Government Council’s website and posted at the Council’s offices.
- Objective 1.5 The current LRTP and TIP along with any proposed amendments will be accessible on the Virginia’s Region 2000 Local Government Council’s website. Additionally these documents will be available at the Local Government Council’s offices.

Objective 1.6 The CVMPO will undertake, as part of the LRTP update and as described in the LRTP, an environmental mitigation discussion.

Goal 2: Develop a demographic profile of the CVMPO area as a tool to assess, discuss and benchmark public participation, and the harms and benefits of projects with respect to neighborhoods, communities, minorities and concentrations of poverty.

Objective 2.1 Develop Geographic Information Systems (GIS) data layers pertaining to income, population, housing, age, minority status for the CVMPO.

Objective 2.2 Develop a plan for the management, cataloging and incorporation of useful public involvement related data.

Objective 2.3 Incorporate the demographic profile into the LRTP, as a framework with which to display and evaluate the various proposed projects and improvements.

Goal 3: Inform the public about how transportation improvements are made and describe the role the MPO plays in the process.

Objective 3.1 Provide regular public opportunities to explain and discuss plans and outline the transportation planning process for the general public.

Objective 3.2 Continued the use of focus groups and steering committees in the planning process to keep stakeholders informed about the transportation projects in their area.

Objective 3.3 Public information initiatives can include but are not limited to the following: information kiosks, mailing lists, public events, focus groups, Virginia's Region 2000 Partnership website, project websites, Virginia's Region 2000 Partnership newsletter, newspaper articles and visual displays of information.

Goal 4: Raise the visibility of the CVMPO within the Central Virginia Region as the urbanized area transportation planning body.

Objective 4.1 Utilize a variety of means and visualization techniques to inform the public about the CVMPO including those listed in Objective 3.3.

Objective 4.2 Seek to cultivate a positive relationship with local print and broadcast media in order to establish an environment of goodwill and to seek positive publicity whenever feasible.

Objective 4.3 Maintain relationships with member government planning staffs in order to enhance collaboration and leverage the benefits from member government planning and public participation initiatives.

Goal 5: Involve the public in planning, prioritization, and identification of transportation needs.

Objective 5.1 Establish the role of focus groups and steering committees in the planning process as serving as a communication mechanism between citizen representatives, CVMPO, and CVMPO staff by:

- Ensuring focus groups and steering committees have up-to-date information about CVMPO plans to pass on to organizations and individuals within the areas they represent.
- When appropriate encourage focus groups and steering committee members to consult and collaborate with neighborhood, organizational and local government leaders.

Objective 5.2 Ensure the mobility concerns of the elderly and disabled, bicyclists and pedestrians are represented in focus groups and steering committees.

Objective 5.3 Comments will be provided to and discussed by the CVMPO as part of its consideration of any update to the LRTP.

Goal 6: Obtain and incorporate public comments, reactions and perceptions into plans and solutions where appropriate, and share such comments with local, state and federal officials where appropriate.

Objective 6.1 Provide opportunities for the public to comment in writing or in person on any action being processed by the CVMPO.

Objective 6.2 Provide multiple means of response that may include but is not limited to: mail in postcards, email, tape recordings, handwritten comments and or voice-mail messages when feasible and/or appropriate.

Objective 6.3 Comments will be provided to the CVMPO as part of its consideration of any amendments or updates to the LRTP or TIP, as appropriate.

Goal 7: Make it easier for low income, minority and all citizens to get involved in the transportation planning process.

Objective 7.1 When possible scheduling public hearings and workshops in the late afternoon and early evening so those citizens that work can attend.

Objective 7.2 Publish notices and advertisements in publications aimed at minorities and low-income individuals.

Objective 7.3 Use the demographic profile described in Goal 2 to ensure that initiatives and outreach efforts are adequately targeted to low- income and minority concentrations.

Objective 7.4 Take advantage of opportunities to coordinate with agencies serving low income and minority populations in their public involvement and public information efforts.

Goal 8: Comply with the Americans With Disabilities Act of 1990

Objective 8.1 All public hearings will be held in facilities fully accessible to individuals with disabilities. All written material will be available in accessible formats for the visually impaired (i.e. large print, Braille, and/or audio tapes) upon request, or personnel will be available for readings. An interpreter for the hearing impaired will be available upon request for all meetings. Every reasonable effort will be made to accommodate individuals with disabilities who wish to participate in the public process.

TIP Adjustment/Amendment Requests

CVTIP FY 2009-2012

Date	Type of Change	UPC #	Description	Date Responded	Resolution #
9/15/2008	Amendment	87145	Greenview Drive Project. Major Widening	9/20/2008	08-038