



Central Virginia Metropolitan Planning Organization

Region 2000 Local Government Council

Large Conference Room

April 28, 2010

4:00 p.m.

1. Call to Order.....Hugh Pendleton, Chairman
2. Approval of the January 21, 2010 Meeting Minutes.....Hugh Pendleton, Chairman
3. Opportunity for Public Comment.....Hugh Pendleton, Chairman
4. Discussion of the Public Participation Plan for the Central Virginia Metropolitan Planning Organization.....Bob White, Deputy Director
5. Consideration and Approval of the Central Virginia Metropolitan Planning Organization's Unified Planning Work Program, Fiscal Year 2011
.....Bob White, Deputy Director
6. Presentation and Discussion of the Central Virginia Metropolitan Planning Organization's Long Range Transportation Plan Year 2035 Update
.....Bob White, Deputy Director
7. Consideration of Support for Central Virginia Area Agency on Aging's Federal Transit Administration Funding Requests.....Bob White, Deputy Director
8. Presentation by Rob Cary, District Administrator, Lynchburg District, Virginia Department of Transportation, Regarding District Reorganization and Service Delivery.....Rob Cary, VDOT
9. Matters from the Members.....All
10. Adjournment-Next meeting is July 15, 2010.....Hugh Pendleton, Chairman
11. Information Items

Central Virginia Metropolitan Planning Organization

Executive Director's Report

April 28, 2010

1. Call to Order
2. Approval of the January 21, 2010 Meeting Minutes

See attachment 2.

The minutes of the January 21, 2010 Central Virginia Metropolitan Planning Organization (CVMPO) are attached for review and approval.

Recommendation: The staff recommends the CVMPO approve the attached minutes of the January 21, 2010 meeting.

3. Opportunity for Public Comment

Individuals wishing to address the CVMPO have an opportunity at this time.

Recommendation: Receive comments.

4. Discussion of the Public Participation Plan for the Central Virginia Metropolitan Planning Organization

See attachment 4.

The Public Participation Plan for the Central Virginia Metropolitan Planning Organization, An Evaluation, April 2010 is attached for the members' consideration.

The Plan is the official policy of the CVMPO regarding public involvement in the transportation planning process. An evaluation of this Plan is accomplished every three years as part of ongoing efforts to continually improve the effectiveness of the CVMPO's public involvement efforts. Staff accomplished this effort over the past months and has reviewed the results with the Transportation Technical Committee. The Committee has accepted the report.

The evaluation concludes:

- the CVMPO adheres to the Plan;
- the Plan is clear and concise;
- appropriate emphasis is placed on involving all interested parties to the transportation planning process;
- the CVMPO employs useful techniques in gathering input beyond traditional public meetings; and
- the CVMPO's efforts are in line with similar sized MPOs.

The evaluation goes on to identify and recommend three areas for improvement:

- improve the CVMPO's web presence;
- improve efforts to educate the public on the role and responsibilities of the CVMPO; and
- identify measurements of effectiveness to inform future improvement efforts.

Staff will present the findings of the evaluation, receive any comments, and ask the members for direction to move forward addressing the recommendations. Formal consideration of any revision to the Plan, based on the recommendations and discussion, is expected at the July CVMPO meeting.

Recommendation: Staff recommends the CVMPO accept the report and direct staff to act on the evaluation's recommendations.

5. Consideration and Approval of the Central Virginia Metropolitan Planning Organization's Unified Planning Work Program, Fiscal Year 2011

See attachments 5a, 5b, and 5c.

The Central Virginia Metropolitan Planning Organization Unified Planning Work Program (UPWP) for Fiscal Year 2011 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, including a Old Forest Road Corridor Study and a safe routes to school plan and grant initiative, completing the update the CVMPO's Long Range Transportation Plan, updating the Region 2000 Greenways, Blueways, and Trail Plan, and accomplishing the Timbrook Park Pedestrian Study.

Additionally, planning assistance is provided to GLTC, including assistance in the development and updating of its transit development plan, development of a bus stop policy document, and researching best practices in the field of para-transit services.

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 2011.

6. Presentation and Discussion of the Central Virginia Metropolitan Planning Organization's Long Range Transportation Plan Year 2035 Update

Staff and the consultant firm Renaissance Planning Group continue efforts to develop the update to the CVMPO's Long Range Transportation Plan (Plan).

At our April meeting we will provide a status of the effort; a review of the funding projections, potential project list, and implications, a discussion of the scenario planning process we've been using to develop potential development options for the region; and a discussion of the trend scenario-the current development pattern supported by the region's comprehensive planning efforts, and a contrasting preferred scenario developed through our various community discussions. The preferred scenario can provide insight into a more sustainable development pattern for the future. Finally, we will have an initial discussion of possible policy considerations for affecting the preferred scenario over time.

The members' views and comments on the effort to date will be needed to shape the Plan outcome and to bring the planning process to completion by this summer.

The project website, www.cvlrtp2035.info, provides the power point presentation we will be using during the meeting. The website also provides a record of our plan development process and community meetings to date. Please visit the website for background in preparation for our discussion.

Recommendation: Receive the report and provide comment on the Plan update direction.

7. Consideration of Support for Central Virginia Area Agency on Aging's Federal Transit Administration Funding Requests

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

The Central Virginia Area Agency on Aging is requesting CVMPO support for two grant applications through the Federal Transit Administration (FTA). The first request is through the FTA 5310 program for capital assistance to purchase three handicap accessible mini-vans and two 9-passenger vans with lifts. This grant will allow for replacement of aging rolling stock that currently provides demand response transportation services for elderly and disabled Agency clients. Total grant request: \$174,000: eighty percent federal funds; twenty percent Agency funds.

The second grant request is through the FTA 5317 program for operating expenses to support the New Freedom program. This program provides for

transportation of disabled individuals to necessary appointments. Total grant request: \$52,632: ninety-five percent federal funds; five percent Agency funds.

The Transportation Technical Committee has reviewed and recommends approval of these items. Attached are two letters from the Agency providing background. A resolution supporting these requests is attached.

Recommendation: The staff recommends the CVMPO approve the attached resolution supporting the requests of the Central Virginia Area Agency on Aging.

8. Presentation by Rob Cary, District Administrator, Lynchburg District, Virginia Department of Transportation, Regarding District Reorganization and Service Delivery

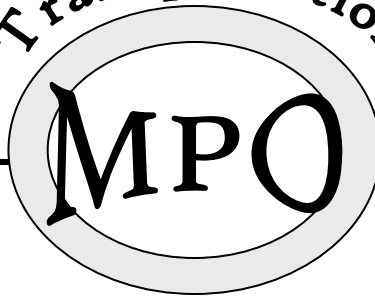
Mr. Cary will discuss recent Lynchburg District reorganization and service delivery efforts affecting our localities.

Recommendation: Receive the report.

9. Matters from the Members
10. Adjournment-Next meeting is July 15, 2010.
11. Information Items

See attachment 11.

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



Central Virginia Metropolitan Planning Organization

Region 2000 Partnership's large conference room

January 21, 2010

4:00 p.m.

MEMBERS PRESENT

- Rob Cary.....VDOT Lynchburg District
- Joan Foster.....Lynchburg City
- Kathleen Guzi.....Bedford County
- Jack Hobbs.....Amherst Town
- David Laurrell.....Campbell County
- Lee Lintecum.....Amherst County
- William Mays.....Amherst County
- Kim Payne.....Lynchburg City
- Hugh Pendleton.....Campbell County
- John Sharp.....Bedford County
- Harold Swisher.....Amherst Town

OTHERS PRESENT

- Gary Christie.....Local Government Council
- Marjorie Dunn.....Local Government Council
- Cayce Dagenhart.....Local Government Council
- Phillip Gabathuler.....Local Government Council
- Gerry Harter.....City of Lynchburg
- Jeff Kessler.....VDOT Lynchburg District
- Bob White.....Local Government Council
- Ken White.....Commonwealth Transportation Board

Draft Minutes

1. Call to Order

Chairman Hugh Pendleton called the meeting to order with a moment of silence at 4:03 p.m.

2. Approval of the July 16, 2009 Meeting Minutes

Upon a motion by Jack Hobbs, seconded by John Sharp, the minutes of the October 15, 2009 meeting were approved as presented.

3. Public Hearing: Amendment to the Central Virginia Transportation Improvement Program Fiscal Years 2009-2012 (CVTIP FY 2009-2012)

The Virginia Department of Rail and Public Transportation is requesting the CVTIP be amended to address additional funding for GLTC's operating budget, additional project funding through the American Reinvestment and Recovery Act, and funding for the Family Alliance's Ways to Work program.

The CMPO opened the public meeting for the amendment to the CVTIP FY2009-2012, requesting consideration of the following amendment to the document at 4:05 p.m. No one spoke for or against this item and the public hearing closed at 4:08 p.m.

Upon a motion by Kim Payne, seconded by Kathleen Guzi, the amendment to the Central Virginia Transportation Improvement Program Fiscal Years 2009-2012 was approved as presented. Mayor Joan Foster abstained from the vote.

4. Consideration of a Resolution of Support for the City of Lynchburg 's Wards Road Pedestrian and Bicycle improvements Enhancement Program Application

The City of Lynchburg requested the CVMPO to provide a resolution of support for the Wards Road Pedestrian and Bicycle Improvements Enhancement Program application. The improvement will provide a pedestrian/ bicycle tunnel connecting Liberty University to Wards Road. The total cost of the project is \$2,534,000.

Upon a motion by Mayor Joan Foster, seconded by Kim Payne, the consideration of a resolution supporting the City of Lynchburg's Wards Road Pedestrian and Bicycle improvements Enhancement Program Application was approved unanimously as presented.

5. Status Report on the Central Virginia Long Range Transportation Plan Update 2035

Bob White briefly stated that the plan is moving forward. The next Community Workshop meeting is February 11. Mr. White informed the group that a more formal presentation would be given at the April CVMPO meeting. Hugh Pendleton stated that the VACO VML legislative day was being held in Richmond that day and there could be a conflict.

6. Conversation with Mr. Ken White, Commonwealth Transportation Board (CTB)

Bob White introduced Mr. Kenneth White, our representative for the Commonwealth Transportation Board. Mr. Kenneth White spoke on the developments concerning the U.S. 29 Corridor study and the general state of transportation. He stated that the transportation funding was dismal and that the overall state of transportation is dwindling.

Mr. Kenneth White announced that he would serve out the term of Governor Kaine and then he would submit his resignation. He said that he has enjoyed serving on the Board during this difficult time. He stated that Rob Carey is an absolute professional and has outperformed others. On behalf of VDOT Mr. Carey stated that Mr. Kenneth White has been of incredible service. Thanks and compliments to Mr. Kenneth White came from a number of other CVMPO members.

7. Matters from the Members

Bob White had additional items for the group. He stated that the VDOT UPWP funding was a little less than anticipated. Mr. White requested a motion that the CVMPO allow a \$3,000 funding reduction to the UPWP.

Upon a motion by David Laurrell, seconded by Kim Payne, the consideration of a resolution supporting a motion to allow a \$3,000 reduction adjustment to the UPWP was approved as presented.

Mr. White advised the group that staff was working on the work program evaluation of the public participation plan and the results would be coming in April.

8. Adjournment

Chairman Hugh Pendleton adjourned the meeting at 5:00 p.m. –The next meeting is April 15-



***Public Participation Plan for the Central
Virginia Metropolitan Planning
Organization***

An Evaluation

April 2010

Introduction

This report provides an evaluation of the Public Participation Plan for the Central Virginia Metropolitan Planning Organization (Plan). This evaluation is accomplished as part of an ongoing effort to continually improve the effectiveness of the Central Virginia Metropolitan Planning Organization’s (CVMPO) public involvement efforts. The evaluation is required every three years.

The Plan is the official policy of the CVMPO regarding public involvement in the transportation planning process. The plan takes into account the process for adoption, noticing, and public comment for all transportation related plans and progress, including the Transportation Improvement Program (TIP) and the Central Virginia Long Range Transportation Plan (LRTP).

Federal transportation policy requires an enhanced public involvement process for the planning efforts of all metropolitan planning organizations. The CVMPO—like many MPO’s around the country—continually strive to enhance their public participation efforts through new measures, including technological advances. However, the official policy of the plan remains the same— “[...] 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 (Plan 2007).”

This report is laid out in the following sections. The Review of the Plan examines its use and implementation. The Research section highlights best practices that MPOs are using around the country to enhance their public participation efforts. These findings are distilled into suggestions for the CVMPO’s Plan. The Conclusion and Recommendations sections review the report and make specific recommendations for improving the public participation efforts.

Contents	
Review of the Public Participation Plan for the CVMPO	3
Research.....	9
Conclusion.....	15
Recommendations	16
Bibliography	17
Appendix	18

Review of the Public Participation Plan for the CVMPO

In this section, the Plan is reviewed against current practices and implementation. The purpose and objective statements of the plan were reviewed to determine if the statements were being met (Yes) or not being met (No). These conclusions were drawn from the current processes and activities of the CVMPO. Additionally, an initial indication was provided if opportunities for improvement were apparent.

The content in this section is directly transcribed from the Public Participation Plan for the Central Virginia Metropolitan Planning Organization. Comments are underlined and in italic. The complete Plan is attached as an appendix.

Purpose:

[...] 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.
Yes. MPO plans and programs routinely include a public participation component. Reference is made to the update of the Central Virginia Long Range Transportation Plan and the Central Virginia MPO Bicycle Plan currently being prepared.
- 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.
Yes. Current CVMPO activities and practices mirror this objective.
- 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 economies of scope and scale.
Yes. Current CVMPO activities and practices mirror this objective.
- 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.
Yes. The Plan was last reviewed in 2007.

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.

Yes. Noted below are objectives that exceed state or federal standards.

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”

Yes. This requirement exceeds state and federal requirements.

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.

Yes. This is being accomplished through the Central Virginia Long Range Transportation Plan update, in particular through the scenario planning approach.

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.

Yes. Routinely, advertisements were placed in the minority owned Piedmont Area Journal until it ceased publishing. This objective’s standards exceed state requirements.

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.

Yes. Current CVMPO activities and practices mirror this objective.

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

Yes. Current CVMPO activities and practices mirror this objective.

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.

Yes. This objective is being accomplished as part of CVLRTP update. Census block data provides accurate information on income, population, housing, age, and minority status and is being mapped by GIS staff from Region 2000.

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

Yes. This data is maintained as part of project files. All files related to the transportation planning process are available to the public during regular business hours. This is the practice of most MPOs researched in this study.

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.

Yes. Current CVMPO activities and practices mirror this objective.

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.

Yes. This objective is accomplished on the project level. Opportunities for improvement exists in the strengthening of the CVMPO's website as well as developing an educational effort to better explain the identity and role of the CVMPO within the region.

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

Yes. Current CVMPO activities and practices mirror this objective.

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.

Yes. Current CVMPO activities and practices mirror this objective. An opportunity exists to better educate the region on the CVMPO's identity and role.

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.

Yes. This objective is accomplished on a project level. An opportunity exists to better educate the region on the CVMPO's identity and role.

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.

Yes. Regular notifications for updates and amendments to the Central Virginia Long Range Transportation Plan, the Central Virginia Transportation Improvement Program; and various other transportation related plans are provided to local print and broadcast media. An opportunity exists to better educate the press on the CVMPO's identity and role.

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.

Yes. Current CVMPO activities and practices mirror this objective.

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.

Yes. The Transportation Technical Committee serves as the steering committee in the planning process.

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

Yes. These interest groups are routinely invited to participate in planning efforts.

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

Yes. Summaries of focus groups and community meetings are prepared and brought forward as part of the planning process.

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.

Yes. Current CVMPO activities and practices mirror this objective.

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.

Yes. This objective is being met currently but could be improved by providing better online methods for submitting public comments.

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.

Yes. Current CVMPO activities and practices mirror this objective.

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.

Yes. Current CVMPO activities and practices mirror this objective.

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

Yes. This objective is being met whenever possible.

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.

Yes. The majority of community meetings and public meetings are held on bus lines and in the central city.

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.

Yes. Members of these populations are invited to participate in focus groups and community meetings.

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.

Yes. Current CVMPO activities and practices mirror this objective.

Research

After examining the CVMPO plan at the objective level, staff researched how other MPO efforts around the country keep their plans up to date. It's important to note public participation practices are evolving nationally as well as in Virginia. This section highlights key findings that are common among the Plans studied.

During the course of the research effort, several resources were consulted including the American Planning Association's Planning Advisory Service (PAS), the Association of Metropolitan Planning Organizations (AMPO) and numerous MPOs. The following charts identify MPOs researched.

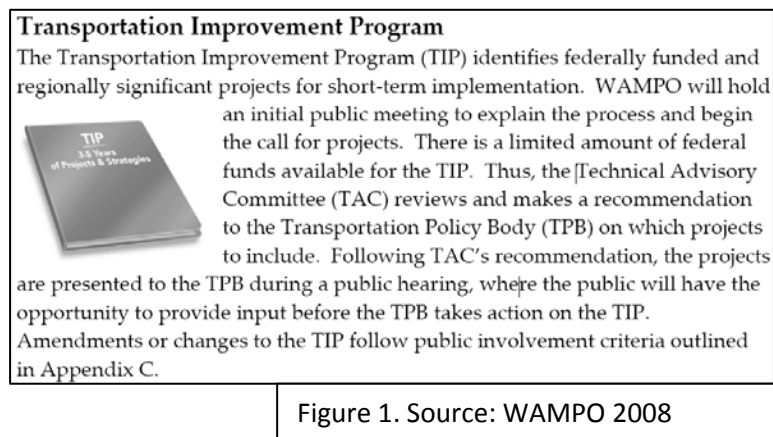
Virginia
Charlottesville-Albemarle MPO (Charlottesville, VA)
Danville MPO (Danville, VA)
Hampton Roads Planning District Commission (Chesapeake, VA)
Richmond Regional Planning District Commission (Richmond, VA)
Roanoke Valley Area MPO (Roanoke, VA)

Nationwide	
Atlanta MPO (Atlanta, GA)	Madison MPO (Madison, WI)
Bay-Lake Regional Planning Commission (Green Bay, WI)	Midland Odessa Transportation Organization (Midland, TX)
Benton-Franklin Council of Governments (Richland, WA)	Nashville MPO (Nashville, TN)
Bloomington/Monroe County MPO (Bloomington, IN)	New York MPO (New York, NY)
Boston MPO (Boston, MA)	North Jersey Transportation Planning Authority (Newark, NJ)
Cape Cod MPO (Cape Cod, MA)	Northwestern Indiana Regional Planning Commission (Portage, IN)
Chicago MPO (Chicago, IL)	Ozarks Transportation Organization (Springfield, MO)
Corpus Christi MPO (Corpus Christi, TX)	Rapid City MPO (Rapid City, SD)
Green River Area Development District (Owensboro, KY)	Salem-Keizer MPO (Salem, OR)
Greensboro MPO (Greensboro, NC)	South Western Region MPO (Darien, CT)
Huntsville Area MPO (Huntsville, AL)	Spartanburg Area Metropolitan Organization (Spartanburg, SC)
Kansas City MPO (Kansas City, MO/KS)	Texarkana MPO (Texarkana, TX/AR)
Little Rock MPO (Little Rock, AR)	Wichita Area MPO (Wichita, KS)

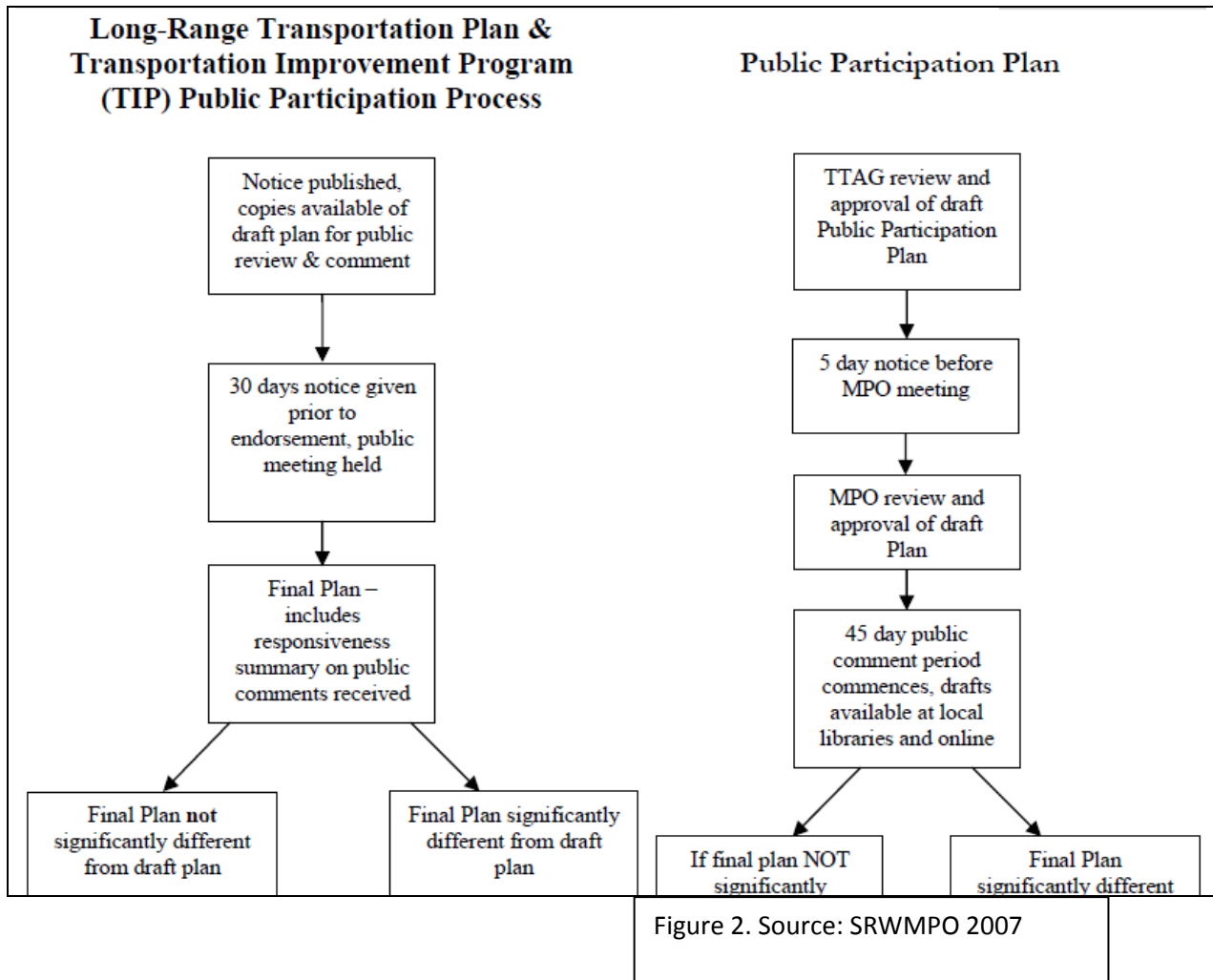
Findings

1. **MPO Guide—Provide a general guide on the operation and capacity of Metropolitan Planning Organizations. Developing and distributing materials explaining the identity and role of MPOs can assist in raising the profile of this planning function.**
 - a. Midland/Odessa MPO (MOTOR) provide materials that define the overall responsibilities and actions of an MPO on their website.
 - b. A “Public Participation Guide” that provides a list of ways for the public to get involved is suggested by the Southwest Regional MPO.

2. **Glossary/List of acronyms—Define commonly used transportation terms and acronyms so that the general public can more easily understand the transportation planning and programming environment.**
 - a. Midland/Odessa MPO (MOTOR) has a glossary of transportation terms and acronyms listed in the appendix of their public participation plan (PPP). Interestingly, words such as ‘public participation’, ‘consideration’, ‘consultation’, ‘cooperation’, ‘coordination’, etc. are also defined in their transportation planning context.
 - b. The Huntsville Area MPO has a glossary of abbreviations listed at the beginning of their PPP.
 - c. The Wichita Area MPO (WAMPO) includes a glossary of terms that are often used in the transportation planning context. Example:



- d. The Southwest Regional MPO best practices report encourages the use of visuals to define transportation planning documents. This is common among many MPOs and could be improved upon by the CVMPO. Figure 2 shows a flow chart outlining the public participation process for the LRTP.



- e. The Nashville (TN) MPO's Plan includes a glossary of technical terms pertaining to transportation planning that could be beneficial to readers without transportation planning background. The CVMPO plan uses some acronyms which could be described more fully in a glossary section. Other questions answered in the glossary/introduction section are 'What is an MPO?', 'What are its chief responsibilities?', 'What is a LRTP and a TIP?'

3. Provide more online resources—Post important information on the activities of the MPO and the accompanying resources online. Figure 3 shows what the CVMPO is currently offering online. An opportunity exists to improve the visibility, layout, and content of the CVMPO website to strengthen its usefulness for the general public.

Central Virginia MPO

The Central Virginia Metropolitan Planning Organization (CVMPO) is the federally designated transportation planning agency for the Lynchburg urbanized area. The primary activities of the CVMPO are developing and updating the Central Virginia Long Range Transportation Plan, developing and updating the Central Virginia Transportation Improvement Program, and developing and executing the annual Central Virginia Unified Planning Work Program UPWP.

- [Membership](#)
- [Agendas and Minutes](#)
- [Central Virginia Long Range Transportation Plan Year 2030](#)
- [Constrained portion of the Central Virginia Long Range Transportation Plan Year 2030 \(29 KB\)](#)
- [Central Virginia Transportation Improvement Program FY 2009-2012 \(5.78 MB\)](#)
- [Unified Planning Work Program](#)
- [Public Participation Plan for CVMPO](#)
- [Federally Obligated Funds](#)

For Central Virginia Long Range Transportation Plan Updates please click [here](#).

Map of CVMPO Planning Area


 [View the Central Virginia Transportation Plan 2030 Map \(4.5 MB\)](#)

Figure 3. Source Region 2000

- Owensboro-Davies MPO requires that “Committee material for each TPC, PAC, and CAC meeting be made available for public review on the MPO website. This could be addressed in the CVMPO’s website.
- Midland/Odesa MPO (MOTOR)—among other MPOs researched—requires the minimum content for their website: contact information, current MPO membership, meeting calendars and agendas, work products and publications, comment/questions form, links to transportation related agencies/entities, and current by-laws to various plans and updates.
- Figure 4 shows the Huntsville Area MPO’s website. Their webpage is representative of many other MPOs researched.

Huntsville Area Transportation Study-Metropolitan Planning Organization

The transportation planning process for state and local governments, specified in the United States Code Section 134, Title 23, requires that a Metropolitan Planning Organization (MPO) be designated in urban areas with a population exceeding 50,000 individuals.

The local MPO, formally known as the Huntsville Area Transportation Study (HATS), was established in the 1970s by the Governor of Alabama. The HATS/MPO operates under a signed agreement concerning the transportation planning process for the Huntsville Urbanized Area. The agreement, updated in 1995 and signed by Madison County; the municipalities of Huntsville, Madison, Owens Cross Roads, and Triana; the State of Alabama; and the Top of Alabama Regional Council of Governments, indicates that the Huntsville Urbanized Area will carry out a 3-C (cooperative, comprehensive, and continuing) transportation planning process. This is imperative, so that coordination with the planned development of the Huntsville Urban Area can occur, and so that the designated jurisdictions can qualify for federal funding assistance for highway improvements.

The HATS/MPO plans and programs transportation improvements for the Huntsville Urbanized Area through the Unified Planning Work Program, Transportation Improvement Program, and the Long Range Transportation Plan. All federally funded transportation projects in the urban area must be programmed for construction by the HATS/MPO, and be listed in the Transportation Improvement Program and the Long Range Transportation Plan adopted by the HATS/MPO.

The MPO seeks public involvement and public input to transportation plans and policies. Please take a moment to review any documents requiring public comment, and please take the time to let us know your thoughts! Most of our documents require that you have Acrobat Reader in order to view them. If you do not have it currently available, [click here](#) for a free

- :: HATS Committee
- :: Meetings/Agendas
- :: Planning Activities & Requirements
- :: Plans/Publications
- :: Getting Involved
- :: BRAC & Roadways
- :: Transportation Planning
- Terminology & Acronyms
- :: Other Links

Figure 4. Huntsville MPO

4. Readability—Public participation plans should be written for easy comprehension

- a. The South West Regional MPO stresses the fact that PPPs should not contain a lot of legalistic language.
- b. The CVMPO’s plan is concise and straight forward. It does not contain any legalistic language so that it is readable to any citizen regardless of their background in transportation knowledge background.

5. Establish measures of effectiveness—Measures of effectiveness can help track the success of a public participation plan, and potentially lead to ongoing improvements to participation efforts.

- a. Examples of measures of effectiveness for MPOs are difficult to come by—especially for smaller MPOs.
- b. In general, the performance measurements that MPOs employ via their PPPs are soft measurements. For example, measuring the “[...] satisfaction with the outreach process expressed by participants” (MOTOR 2007) or “The impact of public outreach and involvement on the plan and on policy board actions” are difficult because they are so wide open for interpretation.
- c. The US DOT compiled a report on public participation plans and presents the following chart on effectiveness of notification methods. Figure 5 shows that less emphasis should be placed on postings and press releases and more time be place on more personable methods of contact such as phone calls or letters.

Table 8 Three most effective means of communication		
Means of Communication	No. of MPOs which rate "High"	% of MPOs which rate "High"
Phone calls or meetings with community leaders and organizations	15	46.9%
Personalized letters or email to community leaders, organizations, and selected individuals	15	46.9%
Phone calls or meetings with selected individuals	13	40.6%

Table 9 Three least effective means of communication		
Means of Communication	No. of MPOs which rate "Low"	% of MPOs which rate "Low"
Posting of public notices	18	56.3%
Paid print advertising (newspaper or magazine)	16	50%
Press releases	11	34.4%

Figure 5. Source: USDOT

- d. Hard measurements such as relating specifically invited persons against the Plan’s targeted groups and relating actual meeting attendees against the Plan’s targeted groups potentially could help determine the effectiveness of outreach efforts and give insight on how to improve participation efforts over time. Geo-coding invitees and attendees can be a part of this effort.

Additionally, research shows that the more resources an MPO has, the more effective they can be in the public participation realm. The CVMPO’s public participation efforts are in alignment with similar sized MPOs.

Conclusion

The current activities and processes of the CVMPO adhere to the Public Participation Plan. The plan is clear and concise and does not contain much legal terminology. The plan and practice emphasizes the incorporation of all interested parties in the transportation planning process. The CVMPO employs techniques that are useful in gathering citizen input beyond traditional public meetings. The CVMPO's public participation plan is in line with similar sized MPOs in Virginia.

The three areas where the Plan and its efforts can improve the most are its web presence; its efforts in educating the public on MPO activities, and identifying measurements of effectiveness. Expanding web resources to include more readily available material to the public is an important item that many MPOs are doing. Finding new and innovative ways to educate the public on the responsibilities and activities of an MPO is an area where the CVMPO might improve. Finally, addressing a measurement or technique to evaluate effectiveness of the Plan can also be useful in providing a means to consider improvements to the plan over time.

Recommendations

The staff recommends the CVMPO receive the report and direct the staff to accomplish the following:

1. Consider and develop means to improve the CVMPO's website, including material, readability, and accessibility.
2. Consider and develop materials and outlets to raise the profile and understanding of the CVMPO and its role in transportation planning and programming.
3. Consider and develop measures of effectiveness aligned with the concepts identified in this report.

Bibliography

- Ozarks Transportation Organization Metropolitan Planning Organization. 2000. *Ozarks Transportation Organization Public Participation Plan*. Draft. Appendix A. Public Participation Plan Evaluation Handbook. PDF available at <http://www.ozarkstransportation.org/Documents/PIP2009.pdf>.
- Richmond Regional Planning District Commission [VA]. 2009. "Citizen Participation." Website available at http://www.richmondregional.org/MPO_Div_Cats/citizenpart.htm.
- Bay-Lake Regional Planning Commission [WI]. 2007. *Draft Public Participation Plan, Sheboygan Metropolitan Planning Organization (MPO)*. PDF available at http://www.baylakerpc.org/sheboygan/MPO/publiccomment/Draft_MPO_Public_Participation_Plan.pdf.
- Charlottesville-Albemarle Metropolitan Planning Organization of the Thomas Jefferson Planning District Commission. 2009 "Public Participation Plan" PDF available www.tjpd.org
- South Western Region Metropolitan Planning Organization. 2007. *Public Participation Plan Evaluation*. PDF available at http://www.swrpa.org/Uploads/SWRMPO_Public%20Participation_Plan_Evaluation_forpublic_rev.pdf.
- Bloomington/Monroe County Metropolitan Planning Organization [IN]. 2007. *Public Participation Plan*. PDF available at <http://bloomington.in.gov/media/media/application/pdf/67.pdf>.
- Corpus Christi Metropolitan Planning Organization [TX]. 2007. *Public Participation Plan*. PDF available at http://www.corpuschristi-mpo.org/Publications/Public_Participation_Plan.pdf.
- Danville Metropolitan Planning Organization and City of Danville Transit System. "Public Involvement Participation Plan and Notification Procedures Manual". 2007.
- Green River Area Development District [KY]. 2009. *Owensboro – Daviess County Metropolitan Planning Organization Participation Plan*. PDF available at http://www.gradd.com/files/Trans_Media/PDF_Files/PARTICIPATION_PLAN_09-2009.pdf.
- Huntsville Area Metropolitan Planning Organization [AL]. 2008. *Public Involvement Plan for Transportation Planning in the Huntsville Urbanized Area*. Prepared by the Huntsville Planning Division in cooperation with the Bureau of Transportation Planning, Alabama DOT. PDF available at <http://www.hsvcity.com/Planning/PublicInvolvementPlan.pdf>.
- Midland Odessa Transportation Organization [TX]. 2007. *MOTOR-MPO Public Participation Plan*. PDF available at <http://www.motormpo.com/forms/MOTOR%20PUBLIC%20PARTICIPATION%20PLAN%20REV%207-17-07.pdf>.
- Northwestern Indiana Regional Planning Commission. 2007. *Public Participation Plan*. Chapter 5. Public Involvement Plan Project Evaluation Standards. PDF available at <http://www.nirpc.org/transportation/pdf/Public%20Participation%20Plan%202007.pdf>.
- Roanoke Valley – Alleghany Regional Commission and Roanoke Valley Area Metropolitan Planning Organization [VA]. 2007. *Public Participation Plan 2007*. PDF available at <http://www.rvarc.org/work/pubinvolv.pdf>.
- Spartanburg Area Transportation Study Metropolitan Organization [SC]. 2007. *Public Participation Plan for Spartanburg Area Transportation Study*. PDF available at <http://www.spartanburgcounty.org/govt/depts/pln/spats/docs/SpatsPlan.pdf>.
- US Department of Transportation. 2009. Enhancing public participation in regional public transportation planning. PDF available at www.dot.gov
- Wichita Area Metropolitan Planning Organization [KS]. 2009. *Public Participation Plan*. PDF available at http://www.wampoks.org/NR/rdonlyres/960A55B3-ED72-44DC-B180-367149D58A44/56708/09_03_10_AmendedPPP1.pdf.

Appendix

The Metropolitan Planning Organization

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 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.

**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) 2011

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: April 15, 2010**

CVMPO ADOPTION (Anticipated): April 28, 2010

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

TABLE OF CONTENTS

RESOLUTION.....2

SECTION I: FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 Administration

1.01 General Administration & Operations3
1.02 Work Program Administration3

2.00 Long Range Planning

2.01 Long Range Transportation Plan Update.....4
2.02 Transportation Improvement Program.....4

3.00 Technical Assistance

3.01 General Technical Assistance (General Development and Comprehensive Planning).....5
3.02 General Technical Assistance (General Development and Comprehensive Planning): Safer Routes to School Program Support.....6
3.03 City of Lynchburg Transportation Planning Support.....7
3.04 Region 2000 Greenways, Blueways, and Trail Plan Update7
3.05 Region 2000 Greenways Alliance8
3.06 Timbrook Park Pedestrian Study9
3.07 Environmental Justice.....10

SECTION II: FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration11
44.22.00 General Development and Comprehensive Planning11
44.23.01 Long Range Transportation Plan Update.....13
44.25.00 Transportation Improvement Program.....14
44.27.00 Environmental Justice.....14

PROPOSED EXPENDITURES.....15

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: \$40,283 staff

Completion date: June 30, 2011

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 2012 and amendments to the FY 2011 UPWP.

Budget: \$12,000 staff

Completion date: June 30, 2011

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 completion of the Year 2035 update to the Plan, including project management, consultant contract administration, and other activities as needed to ensure satisfactory project completion.

Further, this task allows for staff transportation model training.

Finally, this task allows for a review of the TAZ report.

Products:

- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Completion of the Year 2035 Plan update.
- Consultant contract management.
- Staff transportation modeling skills development
- Report summarizing the review of the TAZ report.

Budget: \$44,000; \$20,000 staff; \$24,000 consultant

Completion date: June 30, 2011

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, 2011

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 for development of an educational component for promoting the CVMPO's identity and responsibilities within Central Virginia.

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

Additionally, staff will support VTrans (the statewide multimodal transportation plan) the Surface Transportation Plan, and Urban Development Area (UDA) study efforts.

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

Products:

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

- Creation of GIS data and maps for transportation planning activities and grants, including the City of Lynchburg;
- Assistance on other transportation related matters;
- Assisting VDOT in the update of VTrans, the Surface Transportation Plan, and UDA efforts;
- A report summarizing the results of educational efforts for promoting the CVMPO's identity and responsibilities within Central Virginia.

Budget: \$40,000 staff

Completion date: June 30, 2011

3.02 General Technical Assistance (General Development and Comprehensive Planning): Safe Routes to School Program Support

Description: This task will provide staff the opportunity to prepare a Safe Routes to School (SRTS) Travel Plan for the Lynchburg City School (LCS) System Elementary Schools. The developed Travel Plan will incorporate the data and findings from the Safe Routes to School Feasibility Study. The city-wide travel plan will lay out a short and long-term action plan for initiating comprehensive SRTS initiatives, both programmatic and physical improvements, to be considered over a multi-year horizon. The LCS Travel Plan will be submitted to VDOT Multi-modal office for approval.

LGC staff will also assist the City of Lynchburg and LCS in preparing and submitting a SRTS Program Application to VDOT in December, 2010.

Development of both the Travel Plan and SRTS Application will be developed under the direction of the SRTS Team that developed the feasibility study.

This task also provides for consideration of other potential project areas within the MPO for safe routes to school program assistance.

Products:

- A Lynchburg City Safe Routes to School Travel Plan that highlights opportunities and strategies for implementing walking and bicycling to LCS Elementary Schools. The completed Plan will be submitted to VDOT for approval.
- At least one SRTS Application will be submitted on behalf of the City of Lynchburg and Lynchburg City Schools. If deemed appropriate and desirable by Lynchburg and LCS, two SRTS applications will be submitted, one for non-construction, programmatic funding and a second construction application to develop physical improvements identified from the Travel Plan.

Budget: \$20,000; staff

Completion Date: June, 2011

3.03 City of Lynchburg Transportation Planning Support-Old Forest Road Corridor Plan

Description: This task continues to build upon the previous transportation planning activities completed through June, 2010.

This task will allow for the development of a corridor access management plan for Old Forest Road. This corridor is going through significant changes at this time and further development and redevelopment of the corridor is expected. The transportation system is becoming stressed. A comprehensive review of the corridor, including the local policy and regulatory environment related to trip generation, access management, and safety will help insure the City maximizes the circulatory system's lifecycle. This is particularly important given the poor transportation funding environment we are currently in and can expect to continue for the foreseeable future.

The corridor to be examined generally begins at the Linkhorne Kroger property and will terminate at the intersection of Rt. 501 and Rt. 221. The corridor will generally extend beyond Old Forest Road to encompass streets feeding the corridor and the properties served by these streets.

The plan development process will include a public involvement effort.

Current and anticipated development within the corridor will be considered. Current City development policy and regulations will be examined, as well as the Capital Improvement Program, with suggestions for adjustments identified, as needed. Improvements to the circulatory system beyond Old Forest Road may also be considered.

The corridor access study will be presented by June, 2011. The FY 2012 UPWP may include staff technical assistance to assist the City staff with the City approval process.

Product: A draft Old Forest Road Corridor Access Management Plan, providing policy, regulatory, and capital recommendations, advancing the long term function of the Old Forest Road corridor.

Budget: \$25,000 staff

Completion date: June 30, 2011

3.04 Region 2000 Greenways, Blueways and Trails Plan Update

Description: Complete an update to the Region 2000 Greenways, Blueways, and Trails Plan, previously developed and adopted by the then Region 2000 Regional Commission in 2003. The updated Region 2000 Greenways, Blueways, and Trails Plan will expand

the conceptual connection corridor plan provided in the 2003 Plan by identifying more location specific connection opportunities, such as neighborhoods to schools or area parks, within the region. The updated plan will also incorporate the updated on-road bicycle connection corridors from the Region 2000 Bicycle Plan, sidewalk inventory data, updated master plans, and potential Safe Routes to School Travel Plan connections. With the incorporation of the numerous updated alternate transportation documents and corresponding GIS data, the updated alternative transportation document will present a more comprehensive development document to guide connection decision making within Region 2000.

This plan will be used as an integral component of long-range transportation planning and will complement the Virginia Department of Transportation Policy for Integrating Bicycle and Pedestrian Accommodations as adopted in 2004. As such, the plan will outline the process to partner with VDOT and local utility departments in development of bike/ped facilities.

The Plan will:

- Identify smaller, more route specific connection opportunities;
- Better coordinate the trail vision with current and planned infrastructure improvements such as sidewalks, transit, on-road bicycle facilities;
- Provide a GIS-based mapping inventory of the primary corridors and facility improvement suggestions;
- Provide a summary of funding and program opportunities to implement facility suggestions; and
- Facilitate the role of the Region 2000 Greenway Alliance and area stakeholders in development and promotion of connection corridors.

Product: A plan that will provide guidance on the development of off-road alternative transportation facilities that, when combined with the on-road alternative transportation facilities identified within Region 2000 Bicycle Plan and planned and existing sidewalk facilities, will create a comprehensive alternative transportation network that will meet transportation needs of multiple user types within the Region 2000 area.

Budget: \$40,000; staff

Completion date: June 30, 2011

3.05 Region 2000 Greenways Alliance

Description: Provide 50% matching staff support to the Region 2000 Greenways Alliance, the alternative transportation advisory committee to the CVMPO and the Local Government Council for activities within the CVMPO area.

The Alliance's mission is to facilitate the planning, education, and development of alternative transportation corridors within Region 2000. Within this fiscal year the Alliance, through staff support and member participation will:

Products:

1. Develop a two-year strategic plan of Alliance activities and measurable goals with which to gauge the committee's success in assisting with its mission. The Strategic Plan will be presented to the LGC and MPO.
2. Host a bicycle and walking event with area policy makers that will highlight some of the current alternative transportation resources in the region.
3. Develop, within the Region 2000 Partnership, a web link that will highlight alternative transportation initiatives within the region. This site will serve as a hub of information on where to get biking information, trail information, etc. and will provide linkages to other regional sites.
4. Develop a promotional/partnership package to present to area business, non-profits, and foundations for the purpose of promoting the development and value of alternative transportation corridors within the area.
5. Apply for at least one grant for the purpose of printing and developing branding material for the Alliance and Region 2000 Greenways.
6. As Alliance, participate in a National Safe Routes to School activity in October, 2010 in partnership with a Lynchburg City School and/or county schools within the CVMPO area..
7. Facilitate a series of articles in the local papers, including the News & Advance, Bedford Bulletin, New Era Progress, Altavista Journal, and Appomattox Times Virginian.

Budget: \$5,000; staff

Completion date: June 30, 2011

3.06 Timbrook Park Pedestrian Study

Description: This task will involve evaluating pedestrian access to Timbrook Park in Campbell County, making recommendations as appropriate to improve access to surrounding neighborhoods and businesses. Crosswalk locations and sidewalks are of particular interest.

Products: A report summarizing the results of this study.

Budget: \$15,000; staff

Completion date: June 30, 2011

3.07 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, 2011

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2011 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 2012 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 2012 UPWP.

Budget: \$22,000

Completion Date: June, 2011

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. Provide assistance in creating a chapter about transit in the Long Range Transportation Plan. Assessing the current transit system, its effectiveness, and ridership trends are justified because they ensure an efficient future system operation. The overall objective of this planning effort is to create a document assessing transit in the MPO for placement into the Long Range Transportation Plan. Region 2000 staff will be equipped to carry out this task because of research completed on the subject in FY2010. In regards to technical capacity, Region 2000 staff—along with the administrative officials for the Greater Lynchburg Transit Company (GLTC)—

will use daily bus use data and research to complete this task. This effort will be measured by changes in GLTC policy and annual ridership trends. This task will be completed within FY2011.

Budget: \$16,106 Completion Date: June, 2011

2. Provide GLTC with assistance in the operational analysis required for all transit agencies receiving federal assistance. This operational analysis is used to make the overall system more efficient and effective. The overall objective of this effort is to analyze operational mileage, hours, and ridership and provide these numbers to the Federal Transit Administration. Region 2000 staff will evaluate the data from automatic passenger counters (APC) and provide a report to the FTA. This measurement process is an annual item.

Budget: \$8,100 Completion Date: June, 2011

3. Provide GLTC with the planning assistance associated with conducting a bus stop consolidation study. Assessing the bus stops for low use/unsafe bus stops will lead to the increased safety and security of non-motorized users as well as promoting the overall efficiency of system operations and management. The overall objective of this planning effort is to provide a document on bus stop policy that addresses distances between stops, usage thresholds for bench, trash can, and shelter placement, and route frequency for specified areas. Region 2000 staff will conduct a research effort on the subject and compile the policy report with the best practices found from MPOs of similar size. Region 2000 staff is equipped with the technical ability to assess daily bus data provided by the GLTC. This effort will be measured against goals set according to on-time and connection-time data also provided by GLTC. The bus stop policy document will be completed in FY2011. The measurement process will be an annual item.

Budget: \$14,300 Completion Date: June, 2011

4. The Transit Development Plan (TDP) developed in FY2010 will have goals and objectives listed for yearly increments. Region 2000 Staff will evaluate these goals and measures to assure that goals are being met in their given time frames. The overall objective of this planning effort is to ensure that the Transit Development Plan is a document that is being followed by the MPO and the various transit agencies in the region. Region 2000 staff time will be used to research current projects and measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This will be an ongoing task.

Budget: \$6,349 Completion Date: June, 2011

5. Provide assistance with investigating the Para-transit service provided within the MPO. This item is justified because it will increase the safety and accessibility of the service while making the overall system more efficient. The overall objective of this

planning effort is to encourage Para-transit customers that are able to ride the regular fixed routes to do so. Region 2000 staff will conduct research of best practices in the field of establishing Para-transit zones and other methods. This effort will produce a report with recommendations for increasing GLTC's Para-transit service efficiency.

Budget: \$10,300 Completion Date: June, 2011

Products:

- A document that can be used as a chapter describing transit in the Long Range Transportation Plan.
- Technical assistance, as requested, in support of a transit development plan;
- A bus stop policy document for GLTC to use as a tool for the bus consolidation process.
- A document describing best practices in the field of Para-transit services.
- An update to the TDP.

Budget Total: \$55,155

Completion Date: June, 2011

44.23.01 Long Range Transportation Plan Update

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

This task will carry over into FY2012 and will allow for the completed 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.
- Completion of the Year 2035 Plan.

Budget: \$3,000

Completion Date: June, 2011

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the FY 2009-12 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

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

Budget: \$2,000

Completion Date: June, 2011

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. Region 2000 Staff will take the lead role as contact to VDOT's Civil Rights Division.

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

Budget: \$1,000

Completion Date: June, 2011

Proposed Expenditures	FHWA	State	Local	Total	FTA5303	State	Local	Total	
1.00 Administration	\$	41,826	\$ 5,228	\$ 5,228	\$ 52,283	\$ 17,600	\$ 2,200	\$ 2,200	\$ 22,000
1.01 General Admin. & Oper.	\$	32,226	\$ 4,028	\$ 4,028	\$ 40,283				
1.02 Work Prog. Admin.	\$	9,600	\$ 1,200	\$ 1,200	\$ 12,000				
2.00 Long Range Planning	\$	39,200	\$ 4,900	\$ 4,900	\$ 49,000	\$ 4,000	\$ 500	\$ 500	\$ 5,000
2.01 Long Range Trans. Plan	\$	35,200	\$ 4,400	\$ 4,400	\$ 44,000	\$ 2,400	\$ 300	\$ 300	\$ 3,000
2.02 Transportation Imp. Prog.	\$	4,000	\$ 500	\$ 500	\$ 5,000	\$ 1,600	\$ 200	\$ 200	\$ 2,000
3.00 Short Range Planning	\$	117,600	\$ 14,700	\$ 14,700	\$ 147,000	\$ 44,924	\$ 5,616	\$ 5,616	\$ 56,155
3.01 General Development and Cc	\$	32,000	\$ 4,000	\$ 4,000	\$ 40,000	\$ 44,124	\$ 5,516	\$ 5,516	\$ 55,155
3.02 General Dev: SRTS	\$	16,000	\$ 2,000	\$ 2,000	\$ 20,000				
3.03 COL	\$	20,000	\$ 2,500	\$ 2,500	\$ 25,000				
3.04 Greenways and Blueways	\$	32,000	\$ 4,000	\$ 4,000	\$ 40,000				
3.05 Alliance	\$	4,000	\$ 500	\$ 500	\$ 5,000				
3.06 Timbrook	\$	12,000	\$ 1,500	\$ 1,500	\$ 15,000				
3.07 Environmental Justice	\$	1,600	\$ 200	\$ 200	\$ 2,000	\$ 800	\$ 100	\$ 100	\$ 1,000
Subtotal				PL	\$ 248,283		DRPT		\$ 83,155
Total									\$ 331,438

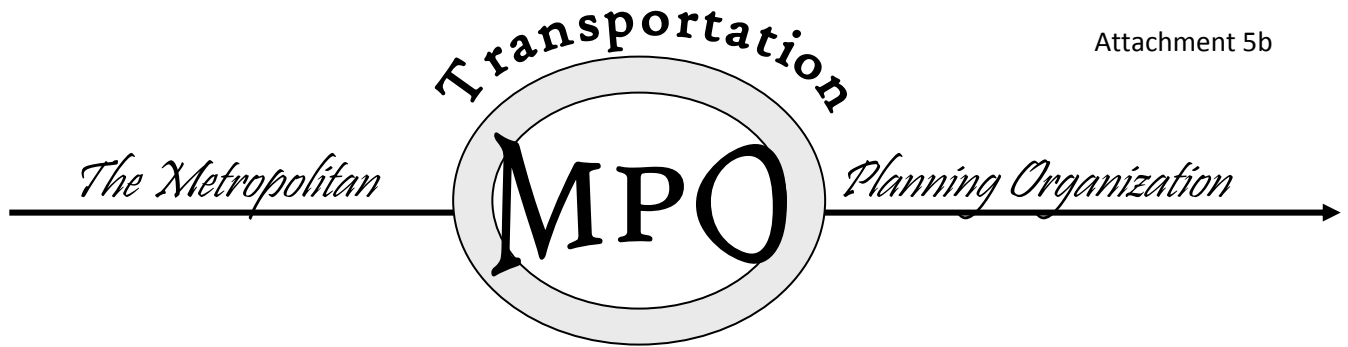
The following notes relate to VDOT funding arrangements. These funds are not controlled by the CVMPO

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

ACTIVITY	Total	Federal	State
Administration	\$ 70,000	\$ 56,000	\$ 14,000
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-11 Funding Available Statewide: \$500,000.



**RESOLUTION APPROVING THE FISCAL YEAR '11
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 2011, 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 2011, 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 28th day of April 2010, by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan Planning Organization

Hugh Pendleton, 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 THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION

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

The undersigned, **Gary F. Christie, Secretary** certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the **Central Virginia Metropolitan Planning Organization** held on April 28, 2010.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan Planning Organization

Hugh Pendleton, Chairman
Central Virginia Metropolitan Planning Organization



Making a difference

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

January 13, 2010

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

Dear Mr. ^{Gary} 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 three (3) handicap accessible mini-vans and two (2) 9-passenger vans with lifts. The total cost of the project is approximately \$174,000. The federal grant is for 80 percent of the total cost with the agency being responsible for the 20 percent balance.

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

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

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

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

Sincerely,

Kenneth Young

Kenneth Young
 Director of Transportation

RECEIVED
 JAN 21 2010
 BY:

Our Mission:

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



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

January 13, 2010

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

Dear Mr. Christie,

The Central Virginia Area Agency on Aging (CVAAA) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5317 program to provide operating expenses for our New Freedom transportation program. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization and request that the project be included in the annual element of the Transportation Improvement Program. CVAAA is requesting funding to supplement operating expenses for the transportation of disabled individuals to necessary appointments. The total cost of the project is approximately \$52,632. The federal grant is for 95 percent of the total cost with the agency being responsible for the 5 percent balance.

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

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

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

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

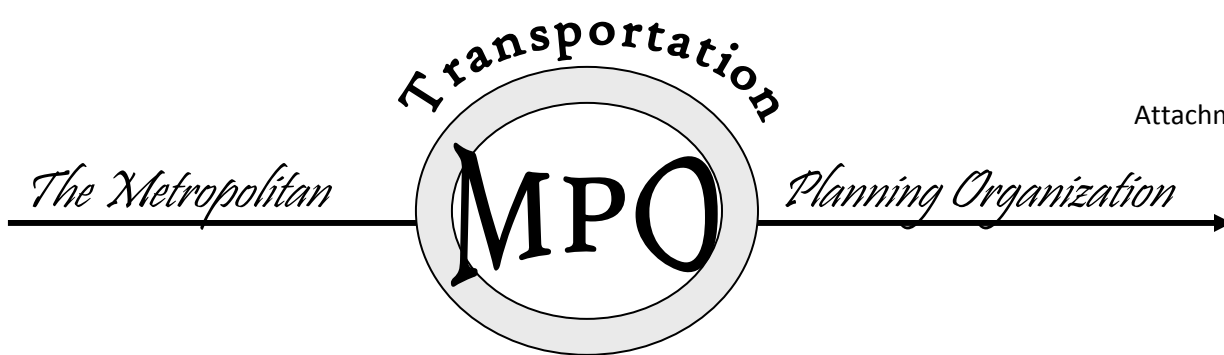
Sincerely,

Kenneth Young
 Kenneth Young
 Director of Transportation

RECEIVED
 JAN 25 2010

BY:

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



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

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

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

WHEREAS, the CVAAA 's FTA 5310 funding request is to purchase three handicap accessible mini-vans and two passenger vans with lifts. The total cost is approximately \$174,000 of which eighty percent will be federal funds and twenty percent will be CVAAA's responsibility, and

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

WHEREAS, the CVAAA's FTA 5317 funding request is to supplement operating expenses for its New Freedom program, and the total cost is approximately \$52,632 of which ninety-five percent will be federal funds and five percent is agency funds, and

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

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 three handicap accessible mini-vans and two passenger vans with lifts with a total cost of \$174,000 (eighty percent federal funds, and for FTA 5317 program assistance to supplement New Freedom program operating expenses with a cost totaling \$52,632 (ninety-five percent federal funds and five percent CVAAA funds.)

ADOPTED, this 28th day of April 2010, by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
 Central Virginia Metropolitan Planning Organization

Hugh Pendleton, Chairman
 Central Virginia Metropolitan Planning Organization

CVTIP Adjustment / Amendment Requests**FY 2009-2012**

Date	Type of Change	UPC	Description	Resolution #
10/23/2008	Amendment	87145	Greenview Drive Project	08-038
4/21/2009	Amendment	92766	Addition of ARRA Funds to the Construction: Bridge Rehabilitation/Replacement/Reconstruction Grouping Table	09-007
7/16/2009	Amendment	NA	2009-2013 Financial Table from the Department of Rail and Public Transportation (DPRT) detailing funding for the Greater Lynchburg Transit Company (GLTC) and the Central Virginia Area Agency on Aging (CVAAA)	09-008
10/1/2009	Amendment	NA	Addition of FTA Funds (going to the Family Alliance) for a JARC Program	09-011
11/2/2009	Administrative Adjustment	NA	funding change for Construction: Bridge Rehabilitation/Replacement/Reconstruction	NA
12/1/2009	Amendment	NA	Changes to the DRPT funding tables including second round ARRA allocations and the addition of Family Alliance funds	10-001