



Prospectus for Continuing Transportation Planning

Updated by January 18, 2017

Morgantown Monongalia
Metropolitan Planning Organization

This documentation is prepared by:

Morgantown Monongalia Metropolitan Planning Organization

In cooperation with the:

City of Morgantown
Town of Blacksville
Town of Granville
Town of Star City
Town of Westover
County of Monongalia
West Virginia University
Monongalia County
WVDOT Public Transportation Division
WVDOH
U. S. Department of Transportation

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I. INTRODUCTION

The Municipality(s) of Morgantown, Blackville, Granville, Star City, Westover, and Monongalia County and West Virginia University the West Virginia Department of Transportation, in cooperation with the various administrations within the U.S. Department of Transportation, participate in a continuing transportation planning process in the Morgantown Urban Area as required by Section 134 (a), Title 23, United States Code. A Memorandum of Understanding approved by the municipalities, the counties, and the State of West Virginia establishes the general operating procedures and responsibilities by which short-range and long-range transportation plans are developed and continuously evaluated.

The Prospectus contained herein is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it.

A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in a required annual Planning Work Program (PWP). The PWP identifies the planning work tasks that are to be accomplished in the upcoming fiscal year and serves as a funding document for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation.

The Metropolitan Planning Organization (MPO) is responsible for carrying out the transportation planning process in the Morgantown Monongalia Urban Area. The MPO is an organization consisting of the representatives of general purpose local government; the West Virginia Department of Transportation; a Policy Committee; a Transportation Technical Advisory Committee (TTAC); and the various agencies and units of local and State government participating in transportation planning for the area.

The Memorandum of Understanding established a Policy Committee composed of representatives from the policy boards of the respective boards of general purpose local government to provide policy direction for the planning process, and to improve communications and coordination between the several Policy Boards. The Policy Board is responsible for (1) review and approval of the UPWP; (2) review and approval of the area's Metropolitan Transportation Improvement Program (MTIP) which ensures coordination between local and State programs; (3) review of the National Highway System, review and approval of changes to the Functional Classification Designation (as it pertains to the Surface Transportation Program) and review and approval of the Metropolitan Area Boundary; (4) endorsement, review, and approval of the Prospectus; (5) guidance on transportation goals and objectives; and (6) review and approval of changes to the adopted Long-Range Transportation Plan.

A Transportation Technical Advisory Committee (TTAC), also established by the Memorandum of Understanding, is responsible for supervision, guidance, and coordination of the continuing planning process, and for making recommendations to the local and State

governmental agencies and the Policy Committee regarding any necessary action. The TTAC is also responsible for review of the National Highway System and for development, review, and recommendation for approval of the Prospectus, PWP, TIP, Functional Classification Designation (as it pertains to the Surface Transportation Program), Metropolitan Area Boundary revisions, and technical reports of the transportation study. The membership of the TTAC consists of, but is not limited to, key staff from the West Virginia Department of Transportation, Federal Highway Administration, the counties, transit operators, and the municipalities.

The Morgantown Monongalia Metropolitan Planning Organization is designated as the Lead Planning Agency (LPA) and is primarily responsible for annual preparation of the Planning Work Program and Metropolitan Transportation Improvement Program.

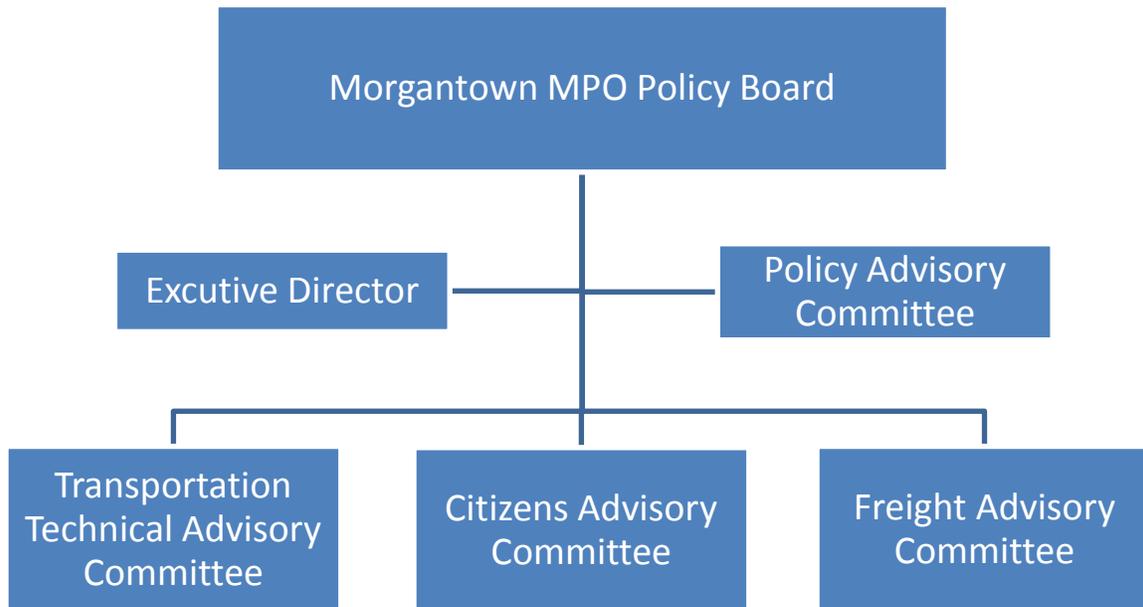
Transportation planning work is divided into two elements in the Prospectus according to type of activity:

Continuing Transportation Planning, Chapter II
Administration, Chapter III

Citizen participation is an important element of the transportation planning process and is achieved by making study documents and information available to the public and by actively seeking citizen participation during the planning process. Involvement is sought through such techniques as goals and objective surveys, neighborhood forums, drop-in centers, workshops, seminars, and public hearings. Elected or appointed city and town representatives and municipal and county planning boards should serve as primary sources in gaining public understanding and support for the transportation planning activity.

An organization chart for continuing transportation planning for the Morgantown Monongalia Urban Area is shown in Figure 1. The history and status of transportation planning is given in Appendix A. The following are contact agencies for information concerning transportation planning in the area.

Figure 1



Contacts:

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II. CONTINUING TRANSPORTATION PLANNING Methodology, Responsibilities and Schedules

The continuing transportation planning work tasks are described here and following in Chapter III. Appendix A details the history of transportation planning in the area

A. Surveillance of Inventory Data

A number of conditions generally need to be continuously surveyed and compiled annually to determine whether previous projections are still valid or whether plan assumptions need to be changed. Surveillance tasks are described in the following sections and agency responsibilities are listed in Table 1.

1. Traffic Volume Counts

Annual Average Daily Traffic (AADT) will be estimated on a biennial schedule at specified locations on each segment of the principal arterial, minor arterial, and collector street systems inside the transportation study area. Traffic data will be collected on weekdays for a minimum of 48 hours. Axle counts will be converted to volume counts using adjustment ratios that account for multiple-axle vehicles. Volume counts will be seasonally adjusted and averaged to generate AADT estimates. These estimates will be evaluated for temporal and spatial consistency. Factors for seasonal adjustment will be based on traffic data from permanent traffic monitoring stations located at typical urban settings throughout the State.

As part of the Congestion Monitoring Program, the MPO will be responsible for taking traffic counts at a specified number of count stations that will be representative of the street system as a whole. These counts will be at 15-minute intervals and collected for a minimum of 48 hours so they can be used to determine peak hour spreading and will be taken every three years.

Special counts may be taken during travel model updates or validations. These include counts at screen-line stations, external stations, major trip generators, and key intersections as needed. Traffic count types may include daily, hourly, vehicle classification, or turning movements.

2. Vehicle Miles of Travel (VMT)

Vehicle miles of travel are computed by multiplying the length of each link times the annual average daily traffic volume on that link. Vehicle miles of travel are tabulated annually by county and functional classification by SWP-Road Inventory Section. These VMT estimates are used by DAQ for air quality monitoring. MPOs may also choose to

estimate VMT for the urban area on a regular basis.

3. Street System Changes

Records on improvements to the state highway system are kept by the WVDOH District Engineer. Each municipality should maintain similar records for its municipal street system.

An inventory of the geometrics and signalization of the existing major street system for the planning area should be collected and maintained by the MPO. Periodically or as changes or additions to the major street system occur, the inventory may be updated. This inventory will need to be current when the travel model is periodically updated.

4. Traffic Accidents

West Virginia law requires that copies of accident to be forwarded to the Traffic Engineering Branch of the Division of Highways, where the information is summarized and stored. Annual analyses will compare each year's high accident locations to previous years' high accident locations.

The Division of Highways will provide the Annual Highway Safety Program Listing Report on request.

5. Transit System Data

Items to be considered are transit patronage, route changes, service miles, load factor, route ridership changes, boarding and alighting counts, headways, frequency, and service hours.

6. Dwelling Unit, Population, and Employment Changes

Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

7. Air Travel

Data may be collected and analyzed to determine influence of local air travel on the area's transportation system and identify needs for additional services. Airport entrance traffic counts would help relate air travel to ground travel in future updates. A ground transportation survey is a good example of this.

8. Vehicle Occupancy Rates (Counts)

Vehicle occupancy counts are collected across the service area to measure effectiveness of transit projects. Information will also be used to comply with the Clean Air Act and is useful in the trip generating process of modeling traffic during the travel modeling phase, as well as other parts of the Long-Range Transportation Plan.

9. Travel Time Studies

Peak and off-peak travel time studies may be conducted for those street segments that are included in the Congestion Management System. The travel time studies may be required during the travel model calibration phase as well.

10. Mapping

Creation or maintenance of base maps, zone maps, land use, etc. for the study area. The MPO in cooperation with DOH will create, maintain, and store mapping for the study area for each update of the study.

11. Central Area Parking Inventory

Inventories of both on- and off-street parking supply in the Morgantown central area are maintained by the City of Morgantown and West Virginia University. Periodic updates and inventories of other parking facilities in other areas will be performed as determined by the MPO through the development of the Planning Work Program. Data collected should include parking policies, ownership, and rates.

12. Bicycle and Pedestrian Facilities Inventory

An inventory of significant municipal, state, and federal bicycle and pedestrian transportation facilities shall be maintained. These systems shall be incorporated in the Long-Range Transportation Plan update and analyzed in conjunction with other transportation performance measures.

Table 1: Agency Responsibilities for Morgantown Monongalia MPO

P = Primary Responsibility
 S = Supporting Responsibility

		Morgantown Monongalia MPO	City of Morgantown	Monongalia County	Mountain Line Transit	West Virginia University	WV DOH Planning and Admin	WV DOH Division 4	WV Public Transportation	WV DOH Traffic Eng.
II-A-1	Traffic Counts	S			S		P			
II-A-2	Vehicle Miles of Travel	P								
II-A-3	Street System Changes	S	S					P		
II-A-4	Traffic Accidents	S					S			P
II-A-5	Transit System Data				P		S		S	
II-A-6	Dwelling Unit, Population, Employment Changes	P		S	S					
II-A-7	Air Travel	S	P							
II-A-8	Vehicle Occupancy Rate (Counts)	P					S			
II-A-9	Travel Time Studies	P					S			
II-A-10	Mapping	P								
II-A-11	Central Area Parking Inventory	S	P			S				
II-A-12	Bicycle and Pedestrian Facilities Inventory	P	S			S	S			

B. Long-Range Transportation Plan (LRTP)

Federal Law (as updated by SAFETEA-LU) and USDOT's Metropolitan Planning Regulations, require MPOs to have a Long-Range Transportation Plan that is: multi-modal, financially constrained, a minimum 20 year horizon, adhere to the MPO's adopted public involvement policy, have growth forecasts consistent with latest local land use plan, and be approved by the MPO. The LRTP must be reaffirmed every 5 years. In air quality non-attainment and maintenance areas, the LRTP must be updated and proven to conform with the State Implementation Plan (SIP) every 3 years. The physical product of this LRTP will be in one or more assembled documents containing all plan elements and will be the responsibility of the MPO.

Evaluation of the overall Long-Range Transportation Plan should be undertaken at such time that the surveillance items indicate that travel or land development trends have begun to deviate significantly from forecasts or at such time that new data are required for facility design.

For non-attainment or maintenance areas, the Long-Range Transportation Plan must conform to the intent of the State Implementation Plan (SIP). The Division of Highways and/or the MPO are responsible for the analysis of all elements of a multi-modal transportation plan to ensure that they conform to the intent of the State Implementation Plan. Specifically, any Long-Range Transportation Plan Revisions must be analyzed for conformity with the SIP. The Morgantown Monongalia MPO is an attainment area, therefore air quality conformity is not required.

Many aspects of the transit plan cannot be separated from other elements of the Long-Range Transportation Plan. HOV facilities, and even ridesharing and surface bus routes, may need to be addressed in both the transit and the Thoroughfare Plans. Since transit use depends heavily on land use characteristics and pedestrian accessibility, creating a "mode neutral" model and plan requires special attention to transportation/land use interactions. Realistic assumptions are needed concerning potential travel markets and the likely degree to which existing land use, travel behavior, and pricing policies can be influenced. All plans should be carefully analyzed for internal consistency, uncertainty, and sensitivity to assumptions and errors.

SAFETEA-LU stresses "eight planning factors" that should be considered by the MPOs to guide the development of the LRTP. They are:

- Support the economic vitality of the community, especially by enabling global competitiveness, productivity and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.

- Increase the accessibility and mobility options available to people and freight;
- Protect and enhance the environment, promote energy conservation, improve quality of life and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operations; and
- Emphasize the preservation of the existing transportation system.

The TTAC prepares recommendations for work required for plan reappraisal for review and approval by the Policy Committee. Agency responsibilities for various work tasks in the Long-Range Transportation Plan evaluation elements are given in Table 2. The following work elements may be required depending upon the depth of the studies needed.

1. Collection of Base Year Data

Collection of the following variables for existing conditions, by traffic zone, is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel models. A GIS database may be used to maintain housing and land use information. The MPO will normally be responsible for providing socioeconomic data.

2. Collection of Network Data

Collection of the following variables describing the existing street system is necessary to build a base network for the travel model: 1) posted speed limit; 2) width/lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated. The network development process is included in this task item.

3. Travel Model Updates

The MPO and the Division of Highways will work cooperatively to develop acceptable standards for the update of the travel demand model with the model custodian being the MPO:

a. Trip Generation – This step generally involves analysis of actual and projected socio-economic data including, but not limited to, population, dwelling units, and employment. Based on these and other factors, an approximation of the number of trips generated by sub-area or zone can be determined.

b. Trip Distribution - Using formulas based on the gravity model, an approximation of where the specific generated trips are beginning and ending is determined.

c. Modal Split – This step is an analysis of mode chosen and factors that lead to those choices. Factors could include actual and perceived travel times, actual and perceived travel costs, as well as availability or convenience of certain modes.

d. Trip Assignment - This step loads trips onto the network based on the paths selected for the origins and destinations identified in the process above. The effects of congestion and the somewhat random nature of travelers can be taken into account through loading techniques such as incremental restraint, equilibrium, stochastic or all-or-nothing assignments.

e. Accuracy Checks – Checks involve comparing or calibrating mathematically generated data to actual field conditions. These typically involve screenline crossings to within 5% and link volumes to within 10% of ground counts.

A technical summary report of the travel modeling process and results will be provided by the modeling custodian.

4. Travel Surveys

These surveys may be implemented to attain such items as origins and destinations, travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Therefore, these surveys may be home interviews, cordon O/Ds, and on-board transit to name a few.

New surveys will be conducted at such time as is necessary for the reevaluation of travel models. Because these surveys are very cost prohibitive, the survey responsibility and funding sources will be determined at the onset of the study.

5. Forecast of Data to Horizon Year

The travel models determine what planning data must be projected to a new design year. In general, the procedure will be to project population and socio-economic factors independently on an area-wide basis, to cross check these projections and convert them to land use quantities if required, and to distribute the projected planning data to traffic zones on the basis of land capabilities, accessibility, and community goals as implemented through land use controls. The MPO will provide the approved

socioeconomic forecasts.

6. Community Goals and Objectives

In the evaluation of community goals and objectives, the MPO will formulate policies ensuring local goals and objectives are discerned and addressed during the development and implementation of the Long-Range Transportation Plan. The MPO will assist the localities by ensuring that the policies and objectives of the MPO's LRTP and the municipalities' policies and objectives are coordinated and complementary. MPO staff will be available at the municipalities request to provide assistance in assuring that the goals are consistent.

7. Forecasts of Future Travel Patterns

The forecast of future travel patterns will result from using the forecasted planning data as input to the travel forecast models. The models are sensitive to changes in trip generation, trip purpose, trip length, vehicle occupancy, travel mode, and patterns of daily travel. The forecast of travel patterns will include a review of these factors and comparison to community goals and objectives to determine if changes in assumptions are warranted.

8. Capacity Deficiency Analysis

A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies.

Link capacities will be calculated in accordance with procedures based on the latest edition of the HIGHWAY CAPACITY MANUAL, Highway Research Board, National Academy of Sciences, National Research Board.

9. Highway Element of the LRTP

The Thoroughfare Plan (a subset of which is the highway element of the LRTP) will be evaluated in terms of projected travel, capacity deficiencies, travel safety, physical conditions, costs, design, travel time, and possible disruption of people, businesses, neighborhoods, community facilities, and the environment. The evaluation will include an analysis of the Long-Range Transportation Plan and the interrelationship between alternative travel modes. Thoroughfare recommendations should include adequate right-of-way for improvements consistent with the Bicycle & Pedestrian Plan, Transit Plan and other intermodal connection facilities along logical corridors. If major deficiencies are found with the existing plan, alternative plans will be evaluated. It should be noted that any regionally significant Thoroughfare Plan revisions must be

analyzed for conformity with the SIP in non-attainment/maintenance areas. Alternatives that may be considered include (1) a Do-Nothing Alternative, (2) Alternative Modes, (3) Travel Demand Management, and (4) Alternative Design: Types and Standards.

10. Transit Element of the LRTP

Transit planning incorporates all vehicular modes other than trucks and the single occupant automobile, including (but not limited to) fixed-route bus service, ridesharing, fixed-guideway transit (WVU's PRT), and demand responsive transit. The transit plan describes existing transit service and unmet needs, and identifies any additional potential markets. New types, and areas of service may be recommended, supported by ridership forecasts and other analyses. Assumptions and implications related to land use, travel behavior, parking policies and other variables are clearly defined. Establishing objective measures of effectiveness is critical for evaluating transit alternatives. Measures of transit effectiveness include both the reduction of auto use and congestion, and the broadening of mobility options.

11. Bicycle and Pedestrian Element of LRTP

A bikeway and pedestrian plan is an essential part of the multi-modal LRTP for an urban area. At a minimum, an update to the inventory of existing and proposed bicycle and pedestrian elements should be included in the LRTP. The MPO should may also establish a standing Bicycle and Pedestrian Committee to supervise the development of this portion of the LRTP.

12. Airport/Air Travel Element of LRTP

The Airport Master Plan may be coordinated with the MPO (where feasible), and be an element of the LRTP.

13. Collector Street Element of LRTP

Collector street planning will be conducted as required to develop standards and preliminary locations for collector streets in advance of development. The objective of this planning activity is to ensure optimum traffic operations for the developing street system and transit accessibility to developing areas. The effort will also assist in developing or redeveloping the community to allow for improved vehicular access as well as alternative modes of transportation including "walkable" and sustainable community efforts in accord with adopted MPO policy. MPO staff may provide assistance to local municipalities reviewing, at their request, the potential impact of proposed development on the collector and arterial street network and related transportation facilities.

14. Rail, Waterway, or Other Mode of the LRTP

The Morgantown MPO will work with the WVDOT on passenger and freight rail issues as well as water borne freight traffic issues as needed. These elements are to be part of the multi-modal LRTP. The MPO will provide documentation to be included in the LRTP.

15. Freight Movement/Mobility Planning

As one of the SAFETEA-LU's eight planning factors, emphasis is placed on increasing accessibility and mobility options available to people and freight. Tasks included in this category may be a survey of freight carriers, recommendations for improving truck mobility or train/truck intermodal movements, and identifying acceptable truck routes.

16. Financial Planning

As required by SAFETEA-LU, the LRTP must be fiscally constrained. Project cost estimates and revenue forecasts are required. Federal regulations allow flexibility in the methodologies used for analysis, but they must include estimates for maintenance as well as construction. This item also covers identifying new and alternative funding sources, including new taxing strategies, impact fees, and public-private partnerships.

17. Congestion Management Strategies

The 3-C Transportation Planning Process, as enhanced by SAFETEA-LU, stresses efficient system management and operations. Planning for congestion management strategies such as these below are included in this item.

- a. Transportation Demand Management (TDM)
- b. Intelligent Transportation System (ITS)
- c. High Occupancy Vehicle lanes or priorities (HOV)
- d. Access Control and Management
- e. Traffic Operations Improvements, Incident Management
- f. Growth Management

This item covers the costs associated with planning for these items, coordination with public and private stakeholders, and marketing or public education.

18. Air Quality Planning/Conformity Analysis

The transportation sector is a key participant in the development and application of the State Implementation Plan (SIP) for air quality. MPOs have the responsibility to make a determination as to whether or not transportation plans, programs, and projects conform to the intent of the SIP. Tasks involved in this pursuit include, but are not limited to:

- a. Participation in interagency consultation process as part of SIP development and conformity determination development
- b. Providing assistance in developing and maintaining mobile source emission inventories,
- c. Participating in development of TCMs for the SIP
- d. Implementation of TCMs as appropriate
- e. Performing analysis and approving conformity determination* as required;

*Policy Board must approve conformity determination

Table 2: Agency Responsibilities for Long-Range Transportation Plan

P = Primary Responsibility
 S = Supporting Responsibility

		Morgantown Monongalia MPO	City of Morgantown	Monongalia County	Mountain Line Transit	West Virginia University	WV Division of Highways	WV DOH Division 4	WV Public Transportation
II-B-1	Collection of Base Year Data	P		S	S		S		
II-B-2	Collection of Network Data	P							
II-B-3	Travel Model Updates	P							
II-B-4	Travel Surveys	P					S		
II-B-5	Forecast of Data to Horizon Year	P	S	S	S				
II-B-6	Community Goals and Objectives	P	S	S			S		
II-B-7	Forecasts of Future Travel Patterns	P							S
II-B-8	Capacity Deficiency Analysis	P					S		
II-B-9	Highway Element of LRTP	P	S				S		
II-B-10	Transit Element of LRTP	S	S		P				S
II-B-11	Bicycle and Pedestrian Planning	P	S	S	S		S		
II-B-12	Airport/Air Travel Element of LRTP	S	P	S					
II-B-13	Collector Street Element of LRTP	P	S				S		
II-B-14	Rail, Waterway, or Other Mode LRTP	S					S		P
II-B-15	Freight Movement/Mobility Planning	P	S		S		S		
II-B-16	Financial Planning	P	S				S	S	S
II-B-17	Congestion Management Strategies	P					S		S
II-B-18	Air Quality Planning/Conformity Analysis	P					S		

III. ADMINISTRATION

The administration of the planning process is organized into five areas. The Planning Work Program is prepared each year and details what work will be completed for the next fiscal year. The Transportation Improvement Program (sometimes referred to as the Local Transportation Improvement Program or LTIP) should be prepared on a biennial cycle, and details a five-year program of transportation improvements that are jointly funded and implemented with the WVDOT. The remaining sections are Civil Rights and Regulatory Compliance, Incidental Planning and Project Development, and Management and Operations. Agency responsibilities for administrative work tasks are given in Table 3.

A. Planning Work Program

A Planning Work Program (PWP) will be prepared annually by the Lead Planning Agency in cooperation with other participating agencies and under the guidance of the Technical Coordinating Committee. The PWP will present the proposed planning work program for the next year and review the recent accomplishments of the planning process. The PWP will be cross-referenced to the Prospectus to minimize repetitive documentation. The PWP will be reviewed and approved by the Policy Board, by the State and Regional intergovernmental review process, the West Virginia Department of Transportation, and the Federal agencies that provide planning funds for continuing transportation planning. These Federal planning funds are provided by FHWA (Section 104(f)) and FTA (Section 5303). Preparation of a Section 5303 Grant application is also required in addition to the PWP to receive planning funds from FTA.

The MPO must certify their 3-C Transportation Planning Process annually as part of the PWP adoption.

B. Transportation Improvement Program

The Transportation Improvement Program shall have two parts: (1) a metropolitan programming document which is coordinated with the State Transportation Improvement Program (STIP) and (2) a list of prioritized needs.

Prepared every two years, the local programming document shall be a short range, three to seven-year multi-modal program which identifies transportation improvements recommended for advancement during the program period, identifies priorities, groups improvements into staging periods, includes estimated costs and revenues, and is fiscally constrained.

The MPO Priority Needs List is developed biennially to communicate the MPO's priorities regarding the funding schedule on already programmed projects, the acceleration of long term projects into the program, and the addition of new projects to the STIP. The List may include cost estimates, purpose and need statements, and other supporting materials. The

Priority Needs List is a key step in cooperative TIP development between the MPO, the transit operator, and WVDOT.

C. Civil Rights Compliance (Title VI) and Other Regulatory Requirements

1. Title VI

Provide update of Civil Rights statistics report for submittal to FTA to determine MPO compliance to civil rights provisions. Title VI states: The MPO shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Stat. 252), 49 U.S.C. 2000D TO 2000-D-4; the Regulations of DOT issued thereafter in the Code of Federal Regulations (commonly and herein referred to as CFR) Title 49, Subtitle A, Part 21), and the assurance by the MPO pursuant thereto.

2. Environmental Justice

Executive Order (E. O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations, requires all Federal agencies to identify and address Title VI and Environmental Justice requirements. Recipients of federal funds, including WVDOT and the MPOs, must assure compliance with these requirements. As mandated by the FHWA, planning activities should focus on complying with E. O. 12898 and the three basic principles of Environmental Justice as follows:

- a. ensure public involvement of low-income and minority groups in decision making;
- b. prevent disproportionately high and adverse impacts to low-income and minority groups resulting from decisions made; and
- c. assure low-income and minority groups receive a proportionate share of benefits resulting from decisions made.

3. Minority Business Enterprise Planning (MBE)

There is a continuing need to address the Minority Business Enterprise (MBE) as a part of the planning and programming phases of project development. Areas are encouraged to give full consideration to the potential services that could be provided by MBEs in the development of transit plans and programs, and the provision of transit service. Transit properties with established MBE programs are encouraged to work with MPOs, utilizing transportation planning funds to update existing MBE programs as necessary.

4. Americans with Disabilities Act Planning

The Americans with Disabilities Act of 1990 (ADA) ensures that persons with disabilities enjoy access to the mainstream of American life. The ADA expands on the Section 504 program to comprehensively address mobility needs of persons with disabilities.

Joint FHWA and FTA regulations require that the urban transportation planning process include activities specifically emphasizing the planning, development, evaluation and reevaluation of transportation facilities and services for the elderly and disabled, consistent with ADA. This process should include an analysis of inventories of disabled persons, their locations, and special transportation services needed. These regulations emphasize estimation of travel needs through statistical analysis and a self-identification process.

Both thoroughfare and transit planning activities should focus on complying with the key provisions of the ADA, and include special efforts to plan transportation facilities and services that can be effectively utilized by persons with limited mobility, such as:

- a. Public transit authorities providing fixed route transit service must provide comparable level paratransit service to disabled individuals who cannot otherwise use the fixed route service;
- b. Transit authorities providing elderly and disabled oriented demand responsive service must also buy or lease accessible vehicles unless it can be demonstrated that the system provides a level of service to the disabled equivalent to that provided to the general public; and
- c. New facilities built must be accessible and existing facilities with major alterations must be made accessible to the maximum extent feasible.
- d. Planning for better mobility through such items as wheelchair curb cuts, longer pedestrian crosswalk times at certain intersections, and special parking spaces and rates for cars with one or more transportation disadvantaged occupant(s).

5. Safety/Drug Control Planning

MPOs may pass planning funds through to transit operators for use in performing safety audits and in the resultant development of safety/ security improvement and in alcohol/drug control planning, programming, and implementation. Attention should be given to the development of policies and planning for the proper safety related maintenance of transit vehicles, fire safety, substance abuse where it affects employee performance in critical safety related jobs, emergency preparedness to improve the capability to respond to transit accidents/incidents, security to reduce theft and vandalism of transit property and to counter potential politically motivated terrorism directed against

transit users, facilities, and equipment.

6. Public Involvement

An effective public involvement process provides for an open exchange of information and ideas between the public and transportation decision-makers. The overall objective of an area's public involvement process is that it be proactive, provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement (23CFR450.212(a) and 450.316(b)(1)). It also provides mechanisms for the agency or agencies to solicit public comments and ideas, identify circumstances and impacts which may not have been known or anticipated by public agencies, and, by doing so, to build support among the public who are stakeholders in transportation investments which impact their communities. The MPO should have a formalized, written and adopted public involvement process.

7. Private Sector Participation

Federal regulations require that private operators be afforded the "maximum feasible opportunity" to participate in the planning and provision of local transportation services. The purpose of the private sector participation requirement is to give private operators the opportunity to initiate involvement. In an effort to more effectively address this requirement, the evaluation of private sector service alternatives has been incorporated into the transportation planning process.

The general criteria for making public/private service decisions may include but is not limited to:

- a. comparative cost of private versus public services in similar situations;
- b. perceived quality and reliability of service;
- c. local control of services;
- d. responsiveness and flexibility of operators; and
- e. private operator financial stability.

8. Performance Monitoring

Federal Legislation (MAP 21 and the FAST ACT) requires State Departments of Transportation and Metropolitan Planning Organizations monitor how their activities address adopted performance measures for safety, reliability, and asset management across the transportation modes. For MPO's the primary activities to be monitored are highway system performance (reliability) and safety, freight movement performance

(reliability), and transit asset management.

D. Incidental Planning and Project Development

1. Transportation Enhancement Planning

This category of federal funding began with ISTEA and was carried through in SAFETEA-LU legislation. MPO assistance to applicants, review of applications, and preparing endorsements is included under this item. The MPO shall approve all proposed enhancement projects for inclusion in the Transportation Improvement Program (TIP) prior to being forwarded to WVDOT for consideration of inclusion in the State Transportation Improvement Program (STIP). Sponsoring agencies must submit completed application packages to the WVDOT.

2. Environmental Analysis and Pre-TIP Planning

The proposed Thoroughfare Plan and selected alternative plans will be evaluated based on criteria established by the goals and objectives reevaluation study and impact on the environment. The Public Transportation Plan and the Airport Master Plan should also be evaluated on these criteria. It is anticipated that the evaluation will be in the following areas: efficiency in serving travel demands; energy conservation; cost; and impact on the physical, social, and economic environment. The physical environmental evaluation will include air quality, water quality, soils and geology, wildlife and vegetation. The social environmental considerations will include housing and community cohesion, low-income and minority populations, noise, churches and educational facilities, parks and recreational facilities, historic sites, public health and safety, national defense, and aesthetics. Effects on business, employment and income, land development patterns, and public utilities will be studied as part of the economic environmental evaluation.

The TTAC, LPA, WVDOH Planning and Administration Division and Resource Agencies will jointly recommend projects for Pre-TIP Planning. The Policy Board will be kept informed concerning the results of these studies. Public review will be incorporated as part of the alternatives analysis.

3. Special Studies

In evaluating the potential implementation of the Long-Range Transportation Plan, there occasionally is a need to make a specific study of a transportation corridor to determine the best solution to a problem. While this may include development of a simple functional design for corridor protection, more detailed studies may include evaluations of alternative modes or alignments for cost, feasibility, environmental impact, and design.

In a similar manner, special problems may arise in relation to major land use changes when large-scale traffic generators (hospitals, regional malls, etc.) will either be developed or closed. These land use changes could significantly affect the regional distribution and/or amount of traffic that could require changes to the Long-Range Transportation Plan to accommodate the newly forecasted growth.

The extent, responsibility, and cost for a corridor or sub-area study, which should be conducted within the work plan of the MPO, would be determined prior to its initiation.

4. Regional or Statewide Planning

Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. Examples of such activities include: Functional Reclassification of roads, designation of Urban Area Boundaries, National Highway System coordination, Highway Performance Monitoring System activities, and regional transit coordination.

Involvement could include, but is not limited to: collection and compilation of data; participation in related workshops, conferences, and meetings; and review and administrative approval or endorsement of documentation.

E. Management and Operations

The continuing transportation planning process requires administrative time for attending quarterly committee meetings, preparing agendas and minutes to these meetings, training, preparing progress reports, documenting expenditures for the various planning work items, and filing for reimbursement of expenditures from the PL fund account and other Federal Funds. It is also necessary to periodically, review and update the Prospectus, Memorandum of Understanding, and other administrative agreements and procedures.

Table 3: Agency Responsibilities for Administration

P = Primary Responsibility
 S = Supporting Responsibility

		Morgantown Monongalia MPO	City of Morgantown	Monongalia County	Mountain Line Transit	West Virginia University	WV DOH Planning and Admin	WV DOH Division 4	WV Public Transportation	WVDOH Traffic Eng.
III-A	Planning Work Program	P	S	S	S	S	S		S	
III-B	Transportation Improvement Program	P	S	S	S	S	S		S	
III-C-1	Title VI	P			S		S		S	
III-C-2	Environmental Justice	P					S			
III-C-3	Minority Business Enterprise Planning	P								
III-C-4	Planning for the Elderly and Disabled	P			S					S
III-C-5	Safety/Drug Control Planning	P			S					S
III-C-6	Public Involvement	P			S	S	S	S		S
III-C-7	Private Sector Participation	P								S
III-C-8	Performance Monitoring	S			P		P		P	
III-D-1	Transportation Enhancement Planning	P	S	S	S	S	S			
III-D-2	Environmental Analysis and Pre-TIP Planning	S	S	S			P			
III-D-3	Special Studies	P	S	S			S			
III-D-4	Regional or Statewide Planning						P			
III-E	Management and Operations	P								

APPENDIX A

TRANSPORTATION PLANNING HISTORY AND STATUS

The Morgantown Monongalia MPO was established as the Morgantown Transportation Planning Organization in 2003 upon consideration of the results of the 2000 Census. The local agencies participating in the formation of the MPO at that time were the City of Morgantown, Monongalia County, and the towns of Westover, Star City, Blacksville and Granville and the Monongalia Transit Authority. State agencies participating in the MPO include the WV Division of Highways, and the Public Transportation Division. Federal agencies participating in the creation of the MPO include the Federal Highway Administration and the Federal Transit Administration. At the time of the MPO's creation it was agreed that the Monongalia Transit Authority would continue as the area's grant recipient for transit funds and that the Authority would coordinate transit planning with the MPO. This relationship continues to this day through a memorandum of understanding between the MPO and the Authority.

Prior to the creation of the MPO transportation planning for the area had been performed by the West Virginia Department of Transportation Division of Highways. The Division of Highways had prepared several plans for the area including a plan in 1998. These plans were reviewed and updated for the area's 2030 Transportation Plan adopted in 2007.

APPENDIX B

TRANSPORTATION SYSTEM GOALS AND OBJECTIVES

As developed for the 2007 MPO Long Range Transportation Plan the MPO's Transportation System Goals and Objectives are as follows:

Goal 1: Develop an interconnected, intermodal transportation network that provides reliability, equity, efficiency, choice, safety and opportunity for all potential users.

Objectives:

1. Focus improvements on reducing weekday peak hour delay
2. Create a transportation system that support a range of travel modes.
3. Provide a project/program list that provides for long term community support.
4. Establish local guidelines on acceptable delay.
5. Incorporate to the extent feasible project that separate pedestrian/bike facilities from auto/truck facilities.
6. Establish a regional local goal for crash reduction.
7. Provide improved connectivity between all surface transportation modes. (Paraphrased)
8. Include facilities for bicycle and pedestrian modes into roadway projects unless constraints exist that make the provision of these facilities unreasonable.
9. Develop access management standards and incorporate the standards into roadway design.
10. Identify gateway corridors and develop aesthetic treatments to be applied within the corridors.
11. Promote expansion of mass transit, biking, and pedestrian mobility. (Paraphrased)

Goal 2: Implement and promote transportation system improvements that support the effective movement of goods and people.

Objectives:

1. Establish a multimodal transportation system to meet the needs of the whole community.
2. Incorporate maintenance costs into the financial assessment of the project/program improvements evaluated as part of the plan.
3. Identify system modifications/improvements or land development patterns that provide for more efficient use of the current system.
4. When evaluating additional parking facilities...consider vehicle flow and pedestrian safety impacts.
5. Promote coordination of schedules to promote better use of transportation resources.
6. Support transit route scheduling improvements and additional routes...that will sustain support for transit and encourage citizen acceptance and use. (Paraphrased)
7. Identify local/regional regulatory and funding changes that are needed to coordinate construction of transportation improvements with development and utilities. (Paraphrased)

Goal 3: Develop a transportation system that supports regional economic development and that balances transportation services with potential impacts to the surrounding environment.

Objectives:

1. Develop a transportation system that addresses currently unacceptable congestion into and through downtown and provides the level of access required to maintain the viability of the downtown business district.
2. Incorporate the potential for community/neighborhood impacts into the evaluation criteria applied in the multimodal alternatives analysis.
3. Address the potential for positive and negative impacts (air quality, noise etc.) in the transportation alternatives analysis.
4. For expansion/improvement projects in outlying areas, assess and document the potential for impacts and benefits to the existing community.

Goal 4: Promote efficiency in land use and development patterns

1. Provide a transportation improvement plan that may reflect changes in the development market of the Morgantown area. (modal and infrastructure flexibility) (Paraphrased)
2. Create policies for coordinating transportation improvements for all modes with land development. (Paraphrased)
3. Incorporate transportation system needs/current facilities with regional land use planning/development decisions.