



82 Hart Field Road Suite 105
Morgantown, WV 26508
(304) 291-9571
www.plantgether.org

Agenda

MPO Policy Board Meeting
City of Morgantown
389 Spruce Street
March 17, 2016
6:00 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Committee Reports
 - a. Citizens Advisory Committee
 - b. Finance Report
 - c. Executive Directors Report
5. TIP Amendments
6. MPO Unified Planning Work Program for FY 2016-17
7. Draft Title VI Policy
8. Mountain Line Update
9. Mileground Update
10. Other Business
11. Meeting Adjournment



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Memorandum

Date: March 10, 2016
To: Transportation Technical Advisory Committee Members
From: Bill Austin, AICP
Subject: March 17, 2016 Policy Board Agenda

Please find below a short description of the action items to be considered at the March 17, 2016 Policy Board Meeting to be held at the City of Morgantown Council Chambers at 6:00 PM.

-Finance Report-Please find the MPO's Finance Reports for the months of January and February. The MPO Spent approximately \$55,400 during the month of January. The majority of those expenditures were consultants fees for the I-79 Access Study and the University Avenue Complete Streets Study. The MPO spent approximately \$18,300 during the month of February.

-TIP Amendments-The West Virginia Department of Transportation has requested that the TIP be amended to include the following two projects:

FY 2016 Add

WV7-Cassville Road-Resurface for a distance of 1.89 miles from the junction of CR 43 to the junction with US 19 Project Number ACNH0007283D Total Cost \$500,000 Federal Funding \$0

-US 119-resurface 2.61 miles from the junction with CR 60 (Stewartstown Road) to PA State Line Project Number ACNH01194300 Total Cost \$950,000 Federal Funding \$0

These projects have been advertised as required by the MPO's Public Involvement Policy. It is respectfully requested that the TTAC recommend approval of the TIP Amendments to the Policy Board.

-Draft MPO Unified Planning Work Program for FY 2016-2017-Please find enclosed in your agenda packet the Draft Unified Planning Work Program (UPWP) for FY 2016-2017. Aside from normal operational work the primary work proposed in the draft UPWP is for MPO Staff to perform an update of the MPO's LRTP. Staff has a draft of the work to be performed in the LRTP update available for review at your request. The UPWP was reviewed by the TTAC, the CAC and the Policy Board in January. It has been available for public review in accord with the MPO's public involvement policy. The Technical Advisory Committee and Citizens Advisory Committee have recommended adoption of the draft UPWP to the MPO Policy Board.

-Draft Title VI Plan-During consideration of the MPO's Public Involvement Plan it was mentioned that the MPO might need to develop a Title VI Plan. After discussions with the WVDOH and Federal Highway Administration it has been determined that the MPO does need a Title VI Plan. Staff has drafted the attached draft Title VI Plan using the Hagerstown Eastern Panhandle MPO's Plan as a model. We anticipate releasing the draft Title VI Plan for public comment after the March Policy Board meeting with adoption of the Plan at the May Policy Board meeting. We would appreciate the TTAC's review of the draft Title VI Plan so we may make any necessary corrections prior to release to the public. Please note that for brevity the version of the Title VI Plan included in the Agenda packet does not include the Appendices. The Appendices are available upon request. The TTAC and CAC have reviewed the draft Title VI Plan and recommended it's release for public comment to the Policy Board. It is respectfully requested that staff be allowed to release the draft Title VI Plan for public comment.

Morgantown Monongalia Metropolitan Planning Organization



Draft Title VI Plan

March 2016

Adopted:

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Policy Statement

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO) assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MMMPO further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.) In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

MMMPO’s Executive Director is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

J. William B. Austin, Executive Director

Date

Introduction

Title VI of the Civil Rights Act of 1964 states that, “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Subsequent laws, regulations, directives, and executive orders enlarged the criteria for which discrimination is prohibited to include disability, sex, age, income, and limited proficiency in English. These related authorizations are identified in Appendix A. Two Presidential Orders are particularly important to these requirements. Executive Order 12898 requires that federal agencies address equity and fairness, known as Environmental Justice, toward low income and minority persons and populations. Executive Order 13166 requires federal agencies to ensure that people who have Limited English Proficiency (LEP) have meaningful access to federally conducted and/or funded programs and activities.

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is a sub-recipient of federal aid. As a sub-recipient of federal aid the MMMPO is mandated to comply with Title VI and subsequent nondiscrimination laws and regulations. In addition to complying with the requirements noted above Executive Orders 12898 (Environmental Justice) and 13166 (LEP) require the MMMPO to provide an overview of how it addresses the provisions of these Orders. This plan was developed to document the MMMPO’s ongoing efforts to ensure compliance with Title VI related rules and regulations as well as related statutes regarding non-discrimination and environmental justice.

MMMPO Profile and Organizational Structure

In accordance with the requirements of Federal statute (23 USC 134), the MMMPO has been designated by the State of West Virginia and the US Department of Transportation as the lead agency for transportation planning in Monongalia County particularly for the urbanized area surrounding Morgantown.

The MMMPO was organized in 2003 due to population growth identified in the 2000 Census. The purpose of the MPO is to fulfill the requirements of federal regulations for urbanized areas with a population exceeding 50,000 that specify that there should be a regional forum for a continuous, cooperative, and coordinated, transportation planning process. The plans prepared by the MMMPO and the planning process utilized by the MMMPO should address the following:

- (A) support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (B) increase the safety of the transportation system for motorized and nonmotorized users;
- (C) increase the security of the transportation system for motorized and nonmotorized users;
- (D) increase the accessibility and mobility of people and for freight;

(E) protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

(F) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

(G) promote efficient system management and operation; and

(H) emphasize the preservation of the existing transportation system.

(23 US 134)

Structure

The MMMPO is governed by a Policy Board which includes representatives of all of the incorporated communities in Monongalia County as well as West Virginia University, the Monongalia County Board of Education, the West Virginia Department of Transportation and Mountain Line Transit. Following is a list of the communities and agencies that sit on the MPO Policy Board. (Unless otherwise noted each agency has one vote on the Policy Board)

Blacksville, Granville, Monongalia County (3 members), Monongalia County Board of Education, Morgantown (3 members), Mountain Line Transit, Star City, Westover, West Virginia Department of Transportation, West Virginia University

The MMMPO's committee structure includes three committees that report to the Policy Board. The Technical Advisory Committee is made up of professional staff that reviews the MPO's operations and technical products. The Citizens Advisory Committee is made up of volunteers appointed to represent the constituents of the MMMPO's member agencies. The Policy Advisory Committee is made up of representatives of the business community and significant community groups. The PAC is to meet at least annually to advise the Policy Board on policy issues that may arise. The MPO's Bylaws specifies a minimum membership but the PAC may have representation from additional organizations as well.

**2016 Morgantown Monongalia MPO Committee Membership
Metropolitan Planning Organization Policy Board**

Officers

Chairman-Commissioner Eldon Callen, Monongalia County Commission

Vice-Chairman-Mayor Herman Reid, Star City

Treasurer-Mayor Patricia Lewis, Granville

Secretary, Bill Austin, MPO Director ex officio

Members

Mountain Line Transit, Dave Bruffy

City of Morgantown-Mayor Marty Shamberger, Councilors Jennifer Selin, Wes Nugent,

Monongalia County Board of Education-Michael Kelly

Blacksville, The Honorable Joe Statler

Westover-Councilperson Janice Goodwin

Monongalia County Commission-Commissioners Tom Bloom, Edward Hawkins

West Virginia University-Randy Hudak

West Virginia Department of Transportation-Division of Highways-Brian Carr

MPO Citizen's Advisory Committee

Maria Smith, Christiaan Abildso, Chip Wamsley, Chris Azzaro, Ed Sneckenberger, Bill Rice, Joe Patten, Matthew Cross, Charles Renner

MPO Transportation Technical Advisory Committee

Federal Highway Administration and Federal Transit Administration-Jason Workman, ex officio

Town of Granville, Ron Snyder, Town Manager

Monongalia County Board of Education, Jeff Meadows

Monongalia County, Richard Wood, Planning Director

City of Morgantown, Damien Davis-City Eng., Chris Fletcher-Dir. of Dev. Services,

Morgantown Monongalia MPO-Bill Austin, ex officio

Mountain Line Transit, Dave Bruffy

West Virginia Department of Transportation-Brian Carr, Elwood Penn, Foad Shoukry, Donald Williams

West Virginia University, Clement Solomon

Morgantown Utility Board-Tim Ball

Policy Advisory Committee (Agencies to be Invited)

Mountain Line Transit Authority

West Virginia Department of Transportation

West Virginia University

Monongalia County Development Authority

The Director of the Morgantown Area Economic Partnership

The Executive Director of the Morgantown Area Chamber of Commerce

The Federal Highway Administration

The Federal Aviation Administration

The Federal Transit Administration

The West Virginia Governor's Office

Resident Associations

Local Commercial Associations

Emergency Service Organizations

Morgantown Utilities Board

Ruby Memorial Hospital

Monongalia General Hospital

Monongalia County Board of Education

Morgantown Municipal Airport

Title VI Coordinator and Responsibilities

The MMMPO Executive Director is responsible for Title VI Coordination, ensuring the implementation and management of the MMMPO Title VI Plan.

Title VI Coordinator Contact Information:

J. William B. Austin, AICP

Executive Director

Morgantown Monongalia MPO

82 Hart Field Road Suite 105

Morgantown, WV 26505

(304)291-9571

baustin@labyrinth.net

Title VI Coordinator Responsibilities include:

- Monitor and review agency programs, policies and activities for Title VI compliance;
- Collect and review statistical data (race, color, sex, age, disability or national origin) to prevent or eliminate potential disparate treatment discrimination;
- Work with staff involved in procurement or consulting contracts to insure that Title VI compliance is met; and mitigating any issues if it is not met;
- Maintain a list of interpretation service providers;
- Periodically review and update the Title VI Plan;
- Attend trainings to keep aware of non-discrimination opportunities and procedures; and,
- Resolve Title VI complaints in a timely and thorough fashion

TITLE VI Components

Regional Overview

As shown in the figure, the Morgantown Monongalia MPO encompasses the 366 square miles of Monongalia County, West Virginia and its incorporated municipalities including the City of Morgantown, the City of Westover and the towns of Blacksville, Granville, and Star City. The Census Bureau’s American Community Survey indicated that Monongalia County had an estimated total population of 103,463 as of 2013. Approximately, 71,202 (approximately 69%) of those residents reside in and around the urban core centered on Morgantown.

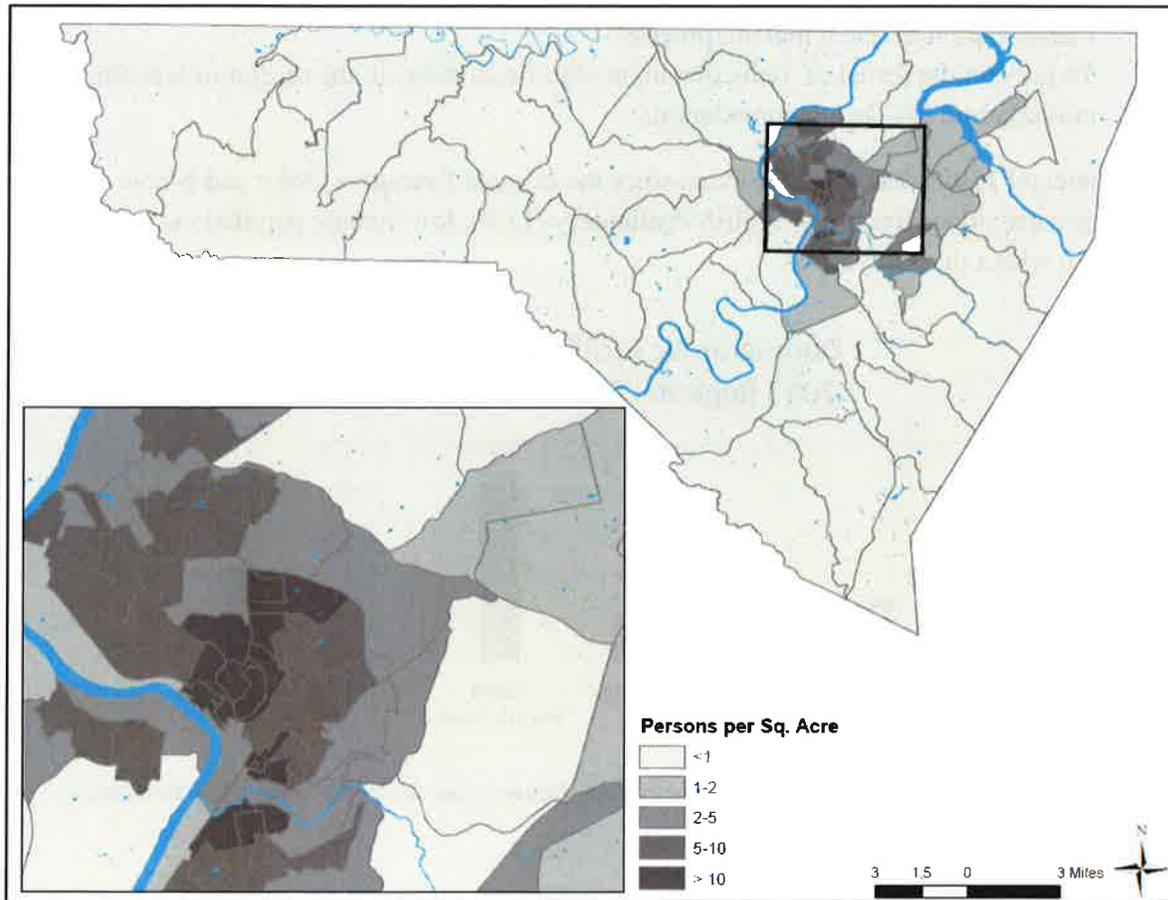


Figure 1: Population Density of the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

Environmental Justice and Demographic Profile

In keeping with the requirements of Title VI of the Civil Rights Act of 1964 as amended, and with Executive Order 12898 which expanded the scope of previous guidance to include

identifying and avoiding “disproportionately high and adverse impacts” on minority and low-income populations. The United States Department of Transportation (USDOT) Order 6640.23 requires the Federal Highway Administration and the Federal Transit Administration to implement the principles of environmental justice in all programs, policies, and activities. . The three principles of environmental justice are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

Environmental Justice has been expanded since the original Executive Order and is now focused on four groups: minorities, Low English Proficiency (LEP), low income populations, and population with a disability.

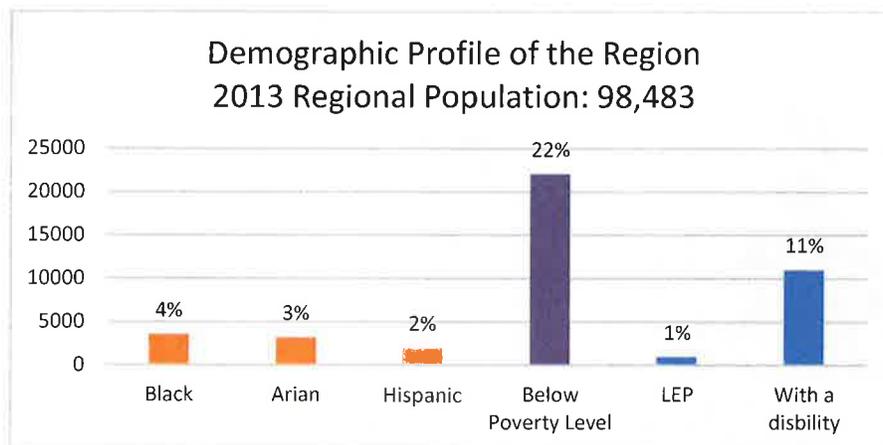


Figure 2 Demographic Profile of the Region (Source: 2009-2013 American Community Survey-5-year Estimates)

Table 1: Race and Ethnicity by County (Source: 2009-2013 American Community Survey-5-year Estimates)

| Area | Black/African American | % Black/African American | Asian | % Asian | Hispanic | %Hispanic |
|-------------------|------------------------|--------------------------|-------|---------|----------|-----------|
| Monongalia County | 3,526 | 3.6% | 3,197 | 3.2% | 1,951 | 2.0 |

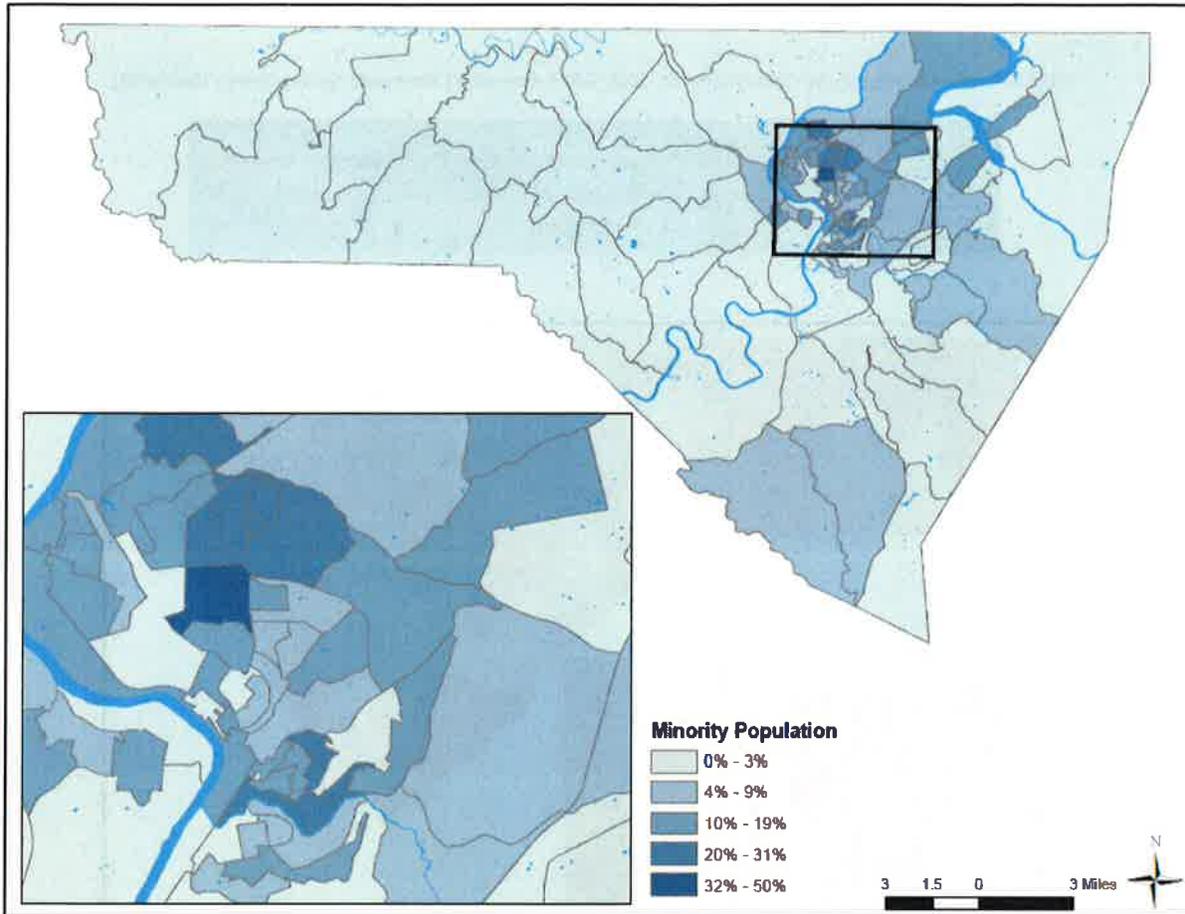


Figure 3: Minority Population of the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

Table 2: LEP Population of the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

| Area | LEP Population | % LEP Population |
|-------------------|----------------|------------------|
| Monongalia County | 952 | 1% |

Table 3: Persons with a disability by county (Source: 2009-2013 American Community Survey-5-year Estimates)

| Area | Persons with a Disability | % Persons with a Disability |
|-------------------|---------------------------|-----------------------------|
| Monongalia County | 11,030 | 11% |

Table 4: Persons in Poverty by County (Source: 2009-2013 American Community Survey-5-year Estimates)

| Area | Persons with a Disability | % Persons with a Disability |
|-------------------|---------------------------|-----------------------------|
| Monongalia County | 22,060 | 22% |

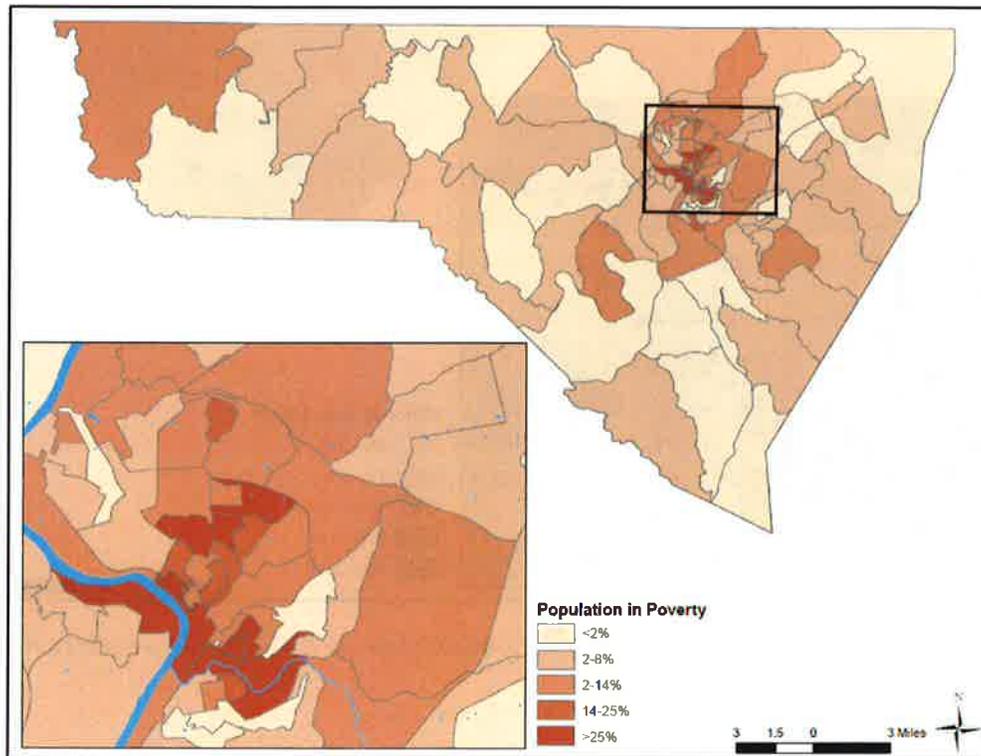


Figure 4: Population in Poverty for the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

Four-Factor Analysis

In accordance with Title VI of the Civil Rights Act and the US Department of Transportation Circular FTA C 4702.1B “Title VI Requirements for Federal Transit Administration Recipients,” recipients are required to take “reasonable steps” to ensure meaningful access to their programs and activities by LEP persons.” The guidance recommends that the following four-factor analysis be used to determine how to ensure reasonable access to MMMPO activities.

- 1) The number and proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.
- 2) The frequency with which LEP persons come into contact with the program.
- 3) The nature and importance of the program, activity, or service provided by the program to people’s lives.
- 4) The resources available to recipient for outreach, as well as the costs associated with that outreach.

1. Number and Proportion

The MMMPO utilized American Community Survey data to understand the language profile of LEP individuals in the MMMPO region. Individuals who speak English less than “very well” are considered to be part of the LEP population in the community. As shown in the table below 4.3% of Monongalia County’s population over 5 years old qualifies as LEP. There were 4,836 County residents who report that they speak a language beside English at home. Approximately 22% (1,061) of those residents reside outside of the urban core. The highest density area for this population is in the vicinity of the WVU campus. The most common non-English languages spoken in the County are Spanish, Chinese, and French.

Table 5: Primary Language (Source: 2009-2013 American Community Survey-5-year Estimates)

| | Total | Percentage |
|------------------------|--------|------------|
| Population 5 and over: | 95,519 | |
| Speak Only English: | 90,357 | 94.60% |
| Spanish: | 1,330 | 1.39% |
| Chinese: | 907 | 0.95% |
| Vietnamese: | 45 | 0.05% |
| French: | 331 | 0.35% |
| Other Asian languages: | 167 | 0.17% |
| Russian: | 40 | 0.04% |
| Serbo-Croatian: | 0 | 0.00% |
| Korean: | 210 | 0.22% |
| German: | 167 | 0.17% |
| African Languages: | 193 | 0.20% |
| Tagalog: | 60 | 0.06% |
| Arabic: | 500 | 0.52% |
| Portuguese: | 72 | 0.08% |
| Gujarti: | 52 | 0.05% |
| Hungarian: | 35 | 0.04% |

2. Frequency

Due to the relatively small size of the LEP population in Monongalia County and the nature of the services the MMMPO provides there is infrequent interaction with the LEP community. To date, there have been no requests for services or information by either individuals or groups.

3. Importance

The MMMPO approves the use of federal funds for long and short term transportation projects and transit services. The MMMPO does not own or operate roads, or buses and therefore does not provide any services that requires vital, immediate or emergency assistance such as medical treatment or services for basic needs such as food or housing. Involvement with the MMMPO or its subcommittee's is strictly voluntary.

HEPMPO provides opportunities for the public to comment on the use of federal funds for the key activities summarized below:

- Short range planning
- Transportation Improvement Program (TIP)
- Traffic Data
- Long Range Transportation Plan
- GIS
- Service
- Transit
- Special Studies
- Administration

The results of transportation improvements resulting from these actions may impact all residents and efforts are made to explain the process and provide opportunities to comment. The MMMPO is concerned with gathering input from all stakeholders and every effort is made to make the planning process as inclusive as possible.

Through, the regional transportation planning process, selected projects receive approval for Federal funding. The implementation process including project planning and construction come

under the responsibility of the West Virginia Department of Transportation or local jurisdictions or agencies. These state and local agencies or jurisdictions are required to have their own policies in place to ensure opportunities for LEP individuals to participate in the project implementation process.

4. Resources

Because the LEP population is not a large part of the community at this time and the cost of translating the large number documents the MMMPO produces is high, the MMMPO has determined that full translation of regional transportation plans is not the most efficient use of limited funds. However, as the region grows and attracts a diverse population and given that the MMMPO values diversity in the area as well as the importance of full participation in the transportation decision-making process, the MMMPO will continue to ensure access and participation for all who may be impacted by the MMMPO's plans and policies.

LEP Implementation Plan

-Free online translation services including that powered by Google Translate, is available on the MMMPO's website by clicking "translate" at the top right of any page of the site. As requested the MMMPO will assist in identifying other free translation services available in the community.

-Translation of select materials. Because the number and proportion of the LEP individuals in Monongalia County is low and because the cost of translation services is high (15 to 20 cents per word), translation of all materials is neither warranted or affordable. MMMPO will translate select materials such as the Title VI Policy and Complaint Form in Spanish online at the MMMPO Office.

-Oral translation. Should the need for oral translation arise the MMMPO will make a reasonable attempt to provide translation services.

-Use of language identification cards. Designated staff members at the MMMPO office will be prepared to use language identification cards when first encountering individuals with limited English proficiency. These point to your language cards or posters help to identify the language the individual speaks.

Communications and Public Involvement

The MMMPO recognizes that public involvement is a crucial part of its mission. As a public agency the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is required

to maintain a "...continuous, comprehensive and cooperative planning process." (23 USC 104) This means the MMMPO is committed to providing a proactive, open, and transparent public involvement process that actively seeks engagement from stakeholders and the public at large. The MPO strives to engage underrepresented communities and stakeholders as well as the public at large as part of its continuous process to create an open decision-making process.

Public Participation Plan

The MPO's Public Participation plan may be found at the website:

<http://plantogether.org/Public%20Involvement%20Policy-Adopted11-19-15.pdf>

The Public Involvement Policy also recognizes that there is a need to develop appropriate protocols to address the communities identified in Title VI, Executive Orders 12898, 13166 and other policies as previously noted. This Plan, as recognized in the Public Involvement Plan identifies the actions the MMMPO is taking now and will take in the future to address these issues.

Monitoring Process and Complaint Procedures

Any person who believes he or she has been discriminated against by the MMMPO on the basis of race, color, national origin, or other applicable criteria under current law may file a Title VI complaint by completing and mailing or delivering the MMMPO's Title VI Complaint Form, found in Appendix X and online at the MMMPO's website www.plantogether.org. The Complaint should be addressed to the MMMPO's Title VI Coordinator at the address below:

Morgantown Monongalia MPO

Attention Title VI Coordinator

82 Hart Field Road Suite 105

Morgantown, WV 26505

A formal complaint must be submitted in writing within 180 days of the alleged occurrence or when the discrimination became known to the complainant. MMMPO's will process complete complaints.

Complaint Procedures

1. Once the complaint is received, MMMPO will acknowledge the receipt of the complaint within 5 business days. The MMMPO will review the complaint to determine if it has jurisdiction over the complaint. The Complainant will receive a letter notifying her/him

- whether the complaint will be investigated by the MMMPO. The MMMPO has 30 days to investigate the complaint.
2. If more information is needed to resolve the case, the MMMPO may contact the Complainant. The Complainant has 30 business days from the date of the letter to send the requested information to the MMMPO's Title VI Coordinator. If the Title VI Coordinator is not contacted by the Complainant or does not receive the additional information within 30 business days, MMMPO can administratively close the case. A case can also be administratively closed if a Complainant expresses a desire to no longer pursue their case.
 3. After the Title VI Coordinator reviews the complaint, she/he will issue one of two letters to the Complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and the case will be closed. An LOF summarizes the allegations and details plans for remediation actions to provide redress. The written response shall be issued not later than 90 calendar days after the complaint is received.
 4. If the Complainant wishes to appeal the decision, she/he has 30 days after the date of the LOF to do so.

If the Complainant is dissatisfied with the MMMPO's resolution of the complaint, he/she may also submit a complaint to the West Virginia Department of Transportation for investigation in accordance with Chapter VII, Title VI/Non-Discrimination Complaints, of Federal Transit Administration Circular 4702.1A, such a complaint must be submitted within 180 days of the alleged discrimination. Chapter IX of the FTA Circular 4702.1A, which contain the complaint process is available online at www.fta.dot.gov. Paper copies of the circular may also be obtained by calling FTA's Administrative Services Help Desk at 202-366-4865.

A person may also file a complaint directly to the Federal Transit Administration, at:

FTA Office of Civil Rights

Chief Investigations and Adjunction

400 7th Street SW, Room 4132

Washington, DC 20590

Title VI Assurances

The Morgantown Monongalia Metropolitan Planning Organization (“Recipient”), HEREBY AGREES THAT as a condition to receiving any federal financial assistance, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d, et seq. (“Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances regarding its federal aid assisted programs:

1. That the Recipient agrees that each “program” and each “facility”, as defined in the Regulations, will be (with regard to a “program”) conducted or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with federal aid assisted programs, and in adapted form in all proposals for negotiated agreements:

“The Morgantown Monongalia Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award.”

3. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

4. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.

5. That the Recipient shall include the appropriate clauses regarding a covenant running with the land, in any future deeds, leases, permits, licenses and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under federal aid-assisted programs; and (b) for the construction or use of, or access to space on, over, or under real property acquired or improved under federal aid-assisted programs.

6. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

7. The Recipient shall provide for such methods of administration for the program, as are found by the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

8. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of, and for the purpose of obtaining, any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient and is binding on it, other recipients, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

J. William B. Austin, Executive Director

Date

DRAFT UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2016-2017



MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Adopted:

Amended:

Morgantown Municipal Airport
82 Hart Field Road Suite 105
Morgantown, WV 26508
(304) 291-9571 phone
(304) 291-9573 fax

INTRODUCTION

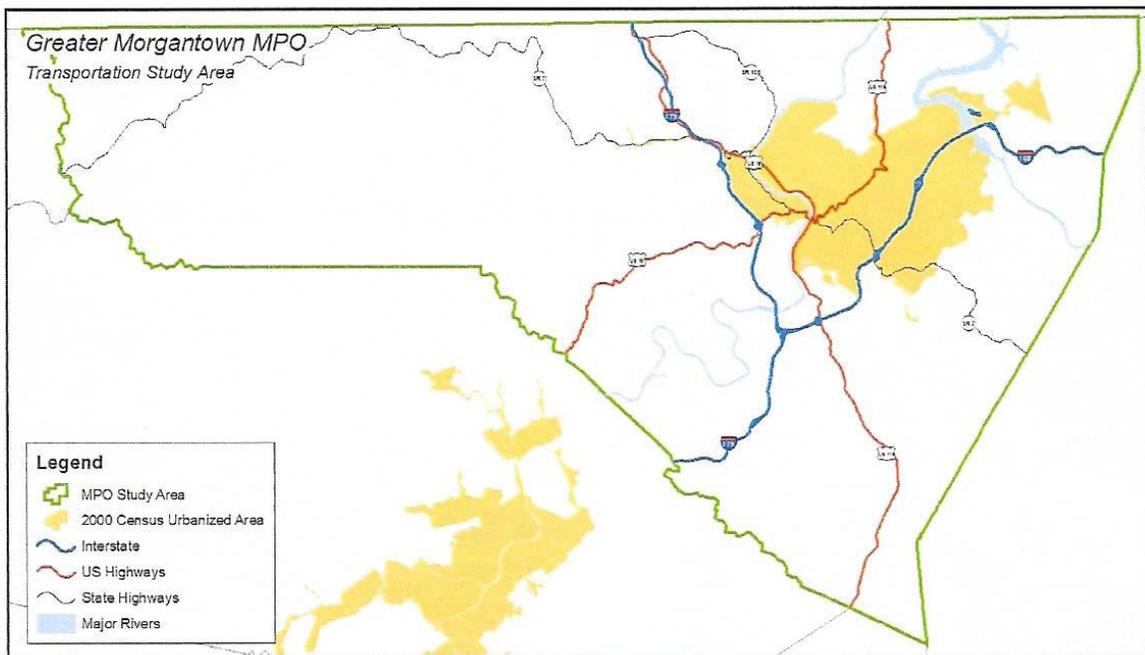
In accordance with Federal Regulations this document outlines the budget for the Morgantown Monongalia MPO. It provides information about the work the MPO will be performing in the upcoming year and summarizes the funding that will be used to accomplish that work.

STUDY AREA

The Morgantown Monongalia MPO covers Monongalia County including the municipalities of Blacksville, Granville, Morgantown, Star City, and Westover.

The MPO's Policy Board may include representatives from:

1. Monongalia County (pays one half of any local match requirements) - three county commissioners
2. City of Morgantown (pays one half of any local match requirements) - three council members
3. City of Westover — one elected representative
4. Town of Star City — one elected representative
5. Town of Granville — one elected representative
6. Town of Blacksville — one elected representative
7. Mountain Line Transit Authority — one representative
8. Monongalia County Board of Education — one representative
9. West Virginia University — one representative
10. West Virginia Department of Transportation — MPO liaison



Prepared By: Morgantown MPO, 02/16/2005 Source: US Census Bureau

Accomplishments

During Fiscal Year 2015-2016 the Morgantown Monongalia MPO worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the area. The MPO's efforts were focused on the implementation of the area's 2040 Long Range Transportation Plan and further defining the projects identified in that Plan. Please find below a short description of these activities.

As provided for in the MPO's Long Range Transportation Plan MPO staff oversaw the development of two studies to further define projects identified in the Long Range Transportation Plan. These studies, the I-79 Access Study and the University Avenue Complete Streets Study were designed to develop a community consensus about the need for improvements to the transportation network and to develop the information needed to seek funding for the implementation of the projects.

In addition to the two consultant led studies noted above MPO staff has been working with representatives of Granville and Westover to develop a pedestrian plan for those communities. This work is consistent with the Long Range Transportation Plan recommendation that the MPO develop a region wide pedestrian plan.

The MPO Staff has recognized the need to expand their technical capabilities to better serve Monongalia County and Monongalia County's communities. To this end professional development has been an important element of Staff's direction. The MPO's Planner II has successfully qualified for three professional certifications during calendar year 2015. During this time period he successfully qualified for the Certified Bicycle Safety Instructor, the Institute of Transportation Engineers Professional Transportation Planner certification, and the LEED (Leadership for Energy, Environment and Design) Neighborhood Development Professional certification. These certifications have greatly enhanced the MPO's capacity and will allow MPO Staff to perform work that in the past would not have been performed or which would have to be performed by a consultant.

During FY 2015-2016 MPO Staff worked with the MPO Policy Board to review and revise the MPO's Public Involvement Policy. A new Public Involvement Policy was adopted as a result of this work. MPO Staff also developed a new Transportation Improvement Program for adoption by the MPO Policy Board.

Another priority for MPO staff has been working on strategies to acquire funding to implement the Plan. During 2015-2016 MPO Staff and MPO Policy Board members have worked closely with legislators and the Chamber of Commerce's Transportation Committee to develop legislation for local funding initiatives.

The first traffic counts for the MPO's annual traffic count program were taken in April of 2011. The MPO has sponsored counts every year since those first counts. In every year since its inception the MPO has expanded the count program by adding additional locations as well as recommended by representatives of the MPO's member communities and consultants. These counts will allow the MPO to analyze changes to the area's traffic patterns as well as provide valuable information to the private sector. The

MPO has prepared a map of these locations with count volumes over time. The map is available on the MPO's website.

In addition to the traffic count program MPO staff maintained a traffic accident data base developed during the previous fiscal year using information from WVDOH and from Monongalia County MECCA 911. This data covered approximately three years. The data was used in the MPO project prioritization process and will be used in the future to identify high incident locations. MPO Staff was also granted access to the WVDOH accident data base during FY 2014-2015, however WVDOH has warned that this data is incomplete and should not be publicly distributed. MPO staff has utilized this data to identify potentially problematic locations on a limited basis.

The MPO has been working with Mountain Lines Mobility Coordinator to implement Transportation Demand Management programs in coordination with several large employers including WVU, Monongalia General Hospital, NETL, Mylan Pharmaceuticals and WVU Health Services. The vanpool effort was dormant for a short portion of FY 2012-2013 due to staff turnover. During FY 2013-2014 MPO staff working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in the FY 2015-2016 when as of this writing three van pools have completed their participation in the van pool program with a fourth van pool continuing to receive funding from the MPO's grant.

MPO Staff has also assisted Monongalia County, Star City and the City of Morgantown in evaluating the impact of ongoing development on the transportation network as new development is proposed. MPO Staff also performed an operational evaluation of a portion of Beechurst Avenue at Campus Drive. This evaluation was provided to WVU and WVDOH to assist them in evaluating potential changes to the configuration of Beechurst Avenue. MPO staff hopes to provide more of this type of assistance in the future.

MPO Staff also began working in 2013-2014 with the other MPO's across the State to develop an MPO Association to share best practices in transportation planning and to enhance coordination with WVDOT. This effort continued in FY 2015-2016 and it is anticipated to continue into FY 2016-2017.

As a part of the MPO's ongoing process the MPO considered numerous TIP Amendments which were considered in depth by the MPO's committees. MPO Staff also performed numerous administrative duties as such as participating in the audit process.

FOCUS FOR FISCAL YEAR 2016-2017

Local initiatives:

Major initiatives to be under taken this year include:

MPO Staff will undertake an update of the 2040 Long Range Transportation Plan. This work has previously been performed by consultants. This will be the first update to be performed solely by MPO Staff. This will be a minor update of the MPO's Plan, it is anticipated that the next major update of the MPO's plan will take place in the 2020 to 2021 timeframe.

Work to be performed in the Plan Update will include, updating the model to include modifications to the area's street network not included in the model by the 1-79 Access Study. Modifying the MPO's future year model to reflect changes in population and employment anticipated to occur between 2040 and 2045 as well as including projects currently included in the MPO's Transportation Improvement Program that will have been built before 2045. This work will lead to the development of a current year and a future year deficiency analysis using both model outputs and traffic accident data to evaluate the need for and efficacy of existing and proposed projects during the LRTP Update.

The update will include an extensive public outreach process. The public involvement process will examine the current LRTP's goals and objectives, growth anticipated to occur in the area, the need for particular projects identified in the Long Range Transportation Plan, and the priority that should be assigned to those projects. The update will also seek to identify any additional projects that may need to be included in the updated LRTP. The update will also identify the fiscal constraints on implementing the Plan. It is also anticipated that the Update will update the performance measures to be used to evaluate how effectively the Plan is being implemented. The development of the performance measures will be tied to the development of statewide performance measures identified by WVDOT.

MPO Staff will also continue work to develop potential local funding sources to implement the LRTP. Staff has been working with a committee from the Chamber of Commerce as well elected representatives to address this issue.

Other tasks:

The MPO will continue to update the annual traffic count database with counts taken for the MPO as well as counts taken by other local agencies. The first counts for this database were taken in April of 2011 and April 2012. This database provides the MPO with base data, which may be used to project the future growth of traffic, as well as, to provide decision makers with complete information about the existing conditions in the area. This data will continue to be available to the public at large for use in developing business plans and other marketing efforts and to the area's municipalities so they may evaluate the impact of proposed new development in the area. The traffic counts will be of use to the MPO in assessing the Long Range Transportation Plans model as well as in identifying area's where

operational improvements to the road network may be needed. The information will also be useful to the Division of Highways when planning operational improvements to the area's transportation facilities. This data will be supplemented with data from the MPO's traffic accident data base which will also be updated during FY 2016-2017.

MPO Staff will continue ongoing administrative functions including scheduling and staff meetings, preparation of minutes and other arrangements for the MPO's standing committee meetings. Staff will continue preparation of Transportation Improvement Program amendments, preparation of the budget, performance of human resource functions and intergovernmental relations and public involvement activities. Staff will also continue to provide technical assistance to area municipalities as well as the Bike Board and the Pedestrian Board. Staff will also review the MPO's Public Involvement Policy to determine the need for an update to its provisions.

BUDGET ITEMS BY MAJOR CATEGORY

The Project codes used in this document refer to the work codes identified in the MPO's Prospectus.

II-A Continuing Transportation Planning Activities-Surveillance of Inventory Data

II-A-1 Traffic Counts- MPO will continue the annual traffic count program. The initial program included 58 locations counted in the spring of 2012. As of the 2015 counts the MPO has 74 count locations around the urbanized portion of the County. The data collected includes daily directional traffic volumes, peak period traffic volumes and vehicle classification counts at selected locations. These counts supplement traffic counts taken every three years in the area by the Division of Highways and they will be used both as base data for traffic modeling efforts and as information for decision makers as they consider the impact of proposed development in the area. These counts will be performed by a consultant team already on contract with the State of West Virginia to perform these services. The MPO will also seek to augment these counts by upgrading traffic count technology to have the capability to collect data on both bicycle and pedestrian travel at selected points.

II-A-4 Traffic Accidents-MPO Staff will continue to collect, quantify and locate traffic accident data as it becomes available.

II-A-10 Mapping- The MPO is using ArcGIS to work with Monongalia County to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data. MPO Staff will use GIS mapping to identify essential service locations, i.e. employment, health care services, school/educational resources and recreational resources to ensure that there is adequate access to these crucial facilities as part of the Long Range Transportation Plan Update. This analysis is in keeping with the US Department of Transportation's Ladders of Opportunity initiative.

II-B Long Range Transportation Plan Development

II-B-3 Travel Model Update-MPO Staff will perform a minor update of the travel demand model as developed for the I-79 Access Study to incorporate any changes in the existing and committed roadway network that were unanticipated by the I-79 Access Study as well as any changes in the socio-economic data expected between 2040 and 2045.

II-B-5 Forecast of Data-MPO staff will update the current LRTP's future socio-economic data from 2040 to 2045.

II-B-6 Community Goals-MPO Staff will seek a thorough public review and evaluation of the current LRTP's Goals and Objectives as part of the update of the LRTP.

II-B-8 Deficiency Analysis-MPO staff will perform a deficiency analysis of the transportation network for the current year and 2045.

II-B-9 Highway Element- The MPO will update the LRTP Transit Element to include recent studies performed for the MPO and to reflect changes identified in the LRTP update process. MPO Staff will

include information on these activities in the LRTP Update Public Involvement outreach and seek input from the public on new facilities and planning efforts that may be included in the update of the LRTP.

II-B-10 Transit Element- The MPO will update the LRTP Transit Element to include recent studies performed for Mountain Line Transit and to reflect changes identified in the LRTP update process. MPO Staff will include information on these activities in the LRTP Update Public Involvement outreach and seek input from the public on new facilities and planning efforts that may be included in the update of the LRTP.

II-B-11 Bicycle and Pedestrian Planning- MPO staff will update the LRTP to include recent Bicycle and Pedestrian planning activities undertaken by MPO and local agencies since the adoption of the last LRTP. MPO Staff will include information on these activities in the LRTP Update Public Involvement outreach and seek input from the public on new facilities and planning efforts that may be included in the update of the LRTP.

II-B-13 Collector Street Planning- MPO Staff will provide support to area municipalities in reviewing proposed development to insure that the proposed collector streets are adequate. Staff will also review proposals to insure that the proposed connection between major arterials and collector streets are consistent with the capacity anticipated in the Long Range Transportation Plan. As a recognized best practice for MPO's, Staff will incorporate Health Impact Assessments into specific MPO planning products as appropriate.

II-B-15 Freight Planning-MPO staff will enhance the freight element of the LRTP in the LRTP Update. Activities will include developing a freight stakeholder committee for the update and potentially as a new standing committee of the MPO, identification of freight corridors in the LRTP, and identification of issues associated with freight movement in the area. All forms of freight transportation including rail, and water transportation will be considered as appropriate.

II-B-16 Financial Planning- MPO Staff will continue to work for the development of funding streams for transportation and implementing the LRTP.

II-B-17 Congestion Management Strategies- MPO staff will review and coordinate with WVDOT/DOH on potential congestion mitigation strategies including ongoing TDM activities. MPO staff will also work with Mountain Line staff on the van pool program. MPO Staff will continue to provide information on operational improvements that may assist in the mitigation of congestion including an ongoing study of signalization improvements and the operation of the downtown Morgantown street network being conducted by the State.

III Administration

III-A Planning Work Program

MPO staff will monitor the revised Planning Work Program process to insure it is being adequately implemented. Staff will also develop the 2017 Planning Work Program.

III-B Transportation Improvement Program

MPO staff will update the TIP as needed. The MPO will also update the TIP Priority List as a result of the LRTP update.

III-C-6 Public Involvement

The MPO will continue ongoing public involvement activities associated with the amendments of the TIP. The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the implementation of the recommendations of the Transportation Demand Management Study, the Long Range Transportation Plan update and the Transportation Demand Management initiative. MPO Staff will also implement the requirements the MPO's revised Public Involvement Policy to ensure successful outreach to the public.

III-C-7 Private Sector Participation-The MPO will seek to encourage private sector participation wherever possible with projects as they move forward. This effort will immediately focus on the implementation of the MPO's TDM Project, as well as, involving the private sector in the development of the LRTP.

III-D-1 Transportation Enhancement Planning-MPO Staff will provide assistance with enhancement planning activities as requested by area agencies. It is anticipated that this work will focus on bicycle and pedestrian projects identified in the LRTP.

III-D-2 Environmental Coordination-MPO Staff will work with WVDOH to environmental resource agencies with information on projects proposed in the updated Long Range Transportation Plan to help ensure that environmental concerns are recognized as potential projects move forward to implementation.

III-D-3 Special Studies-MPO Staff will initiate special studies as required.

III-D-4 Regional or Statewide Planning-MPO staff will reach out to regional partners to develop relationships on issues they may have in common with our MPO as part of the LRTP Update. This outreach is in accord with the FHWA/FTA Regional Models of Cooperation initiative. MPO staff will also assist WVDOH and the WV MPO Association on regional and or statewide issues including the transition to Performance Based Planning as required by current legislation.

III-E Management and Operations This line item includes normal administrative functions such as the cost of the MPO audit, supplies, rent, insurance and other administrative costs.

The allocation of resources to each of the Work Tasks may be found on the following tables:

Draft Morgantown Monongalia MPO FY 2015 2016 Budget

Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2016-2017

Revenues and Expenditures By Major Category

| Task Number | Task Item | Category | Consolidated Federal Planning Funds | WVDOT | City/County/MPO | Other | Total Cost Allocation |
|------------------------------------|--------------------------------|----------------------|-------------------------------------|-----------------|-----------------|------------|-----------------------|
| II-A | Inventory of Facilities | | | | | | |
| | 1 | Traffic Counts | 15,200 | 1,900 | 1,900 | | 19,000 |
| | 4 | Traffic Accidents | 6,400 | 800 | 800 | | 8,000 |
| | 10 | Mapping | 7,200 | 900 | 900 | | 9,000 |
| | 12 | Bicycle and Ped Fac. | 6,400 | 800 | 800 | | 8,000 |
| | | Total | 35,200 | 4,400 | 4,400 | | 44,000 |
| II-B | LRTP | | | | | | |
| | 3 | Travel Model Update | 3,200 | 400 | 400 | | 4,000 |
| | 5 | Forecast of Data | 4,800 | 600 | 600 | | 6,000 |
| | 6 | Community goals | 9,600 | 1,200 | 1,200 | | 12,000 |
| | 8 | Deficiency Analysis | 8,000 | 1,000 | 1,000 | | 10,000 |
| | 9 | Highway Element | 8,000 | 1,000 | 1,000 | | 10,000 |
| | 10 | Transit Element | 8,000 | 1,000 | 1,000 | | 10,000 |
| | 11 | Bicycle and Ped. | 8,000 | 1,000 | 1,000 | | 10,000 |
| | 13 | Collector Street | 1,600 | 200 | 200 | | 2,000 |
| | 15 | Freight Planning | 9,600 | 1,200 | 1,200 | | 12,000 |
| | 16 | Financial Planning | 5,600 | 700 | 700 | | 7,000 |
| | 17 | Cong. Mgmt. Strat. | 6,400 | 800 | 800 | | 8,000 |
| | | Total | 64,800 | 8,100 | 8,100 | | 91,000 |
| III | Admin. | | | | | | |
| | A | Work Program | 4,000 | 500 | 500 | | 5,000 |
| | B | TIP | 3,200 | 400 | 400 | | 4,000 |
| | C-6 | Public Involvement | 9,600 | 1,200 | 1,200 | | 12,000 |
| | C-7 | Private Sector | 3,200 | 400 | 400 | | 4,000 |
| | D-1 | Enhancement Plan | 3,200 | 400 | 400 | | 4,000 |
| | D-2 | Env. And Pre-TIP | 1,600 | 200 | 200 | | 2,000 |
| | D-3 | Special Studies | 2,400 | 300 | 300 | | 3,000 |
| | D-4 | Regional and State | 8,000 | 1,000 | 1,000 | | 10,000 |
| | E | Management and Ops | 48,000 | 6,000 | 6,000 | | 60,000 |
| | | Total | \$83,200 | \$10,400 | \$10,400 | \$0 | \$104,000 |
| Grand Totals - All Programs | | | \$183,200 | \$22,900 | \$22,900 | | \$239,000 |

DRAFT Morgantown Monongalia MPO Operating Budget FY 2016-17

| Line Item Fixed Operating Expenses | | | | |
|---------------------------------------------------------------------------------------|--------------------------------------------------------|--------------|-------------------------|----------------------------------|
| Category | Consolidated Federal Planning Funds | WVDOT | City/County | Total Cost Allocation |
| Salaries | | | | |
| Director | \$ 67,853.66 | \$ 8,481.71 | \$ 8,481.71 | \$ 84,817 |
| Planner 2 | \$ 38,467.44 | \$ 4,808.43 | \$ 4,808.43 | \$ 48,084 |
| Benefits (see below) | \$ 43,299.35 | \$ 5,412.42 | \$ 5,412.42 | \$ 54,124 |
| Contracted/Capital Expenses | | | | |
| Contracted Services | \$ 14,400.00 | \$ 1,800.00 | \$ 1,800.00 | \$ 18,000 |
| Consulting Services | \$ 800.00 | \$ 100.00 | \$ 100.00 | \$ 1,000 |
| Computer Equipment | \$ 2,400.00 | \$ 300.00 | \$ 300.00 | \$ 3,000 |
| Software | \$ 2,400.00 | \$ 300.00 | \$ 300.00 | \$ 3,000 |
| Public Notices/Publishing | \$ 2,400.00 | \$ 300.00 | \$ 300.00 | \$ 3,000 |
| Overhead | | | | |
| Travel & Training | \$ 8,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 10,000 |
| Office Rent | \$ 7,200.00 | \$ 900.00 | \$ 900.00 | \$ 9,000 |
| Utilities (phone, internet, web site) | \$ 3,200.00 | \$ 400.00 | \$ 400.00 | \$ 4,000 |
| Copier lease, supplies, postage | \$ 800.00 | \$ 100.00 | \$ 100.00 | \$ 1,000 |
| Total | \$ 191,220.45 | \$23,902.56 | \$ 23,902.56 | \$ 239,026 |
| Employee Benefit Expenditure Detail (Calculated on Total Wages = \$132,901) | | | | |
| Description | Consolidated Federal Planning Funds | WVDOT | (City/County)MPO | Total Cost Allocation |
| FICA (6.2%) | \$ 6,591.91 | \$ 823.99 | \$ 823.99 | \$ 8,239.89 |
| Worker's Compensation (2.3%) | \$ 2,445.39 | \$ 305.67 | \$ 305.67 | \$ 3,056.73 |
| Medicare (1.45%) | \$ 1,541.66 | \$ 192.71 | \$ 192.71 | \$ 1,927.07 |
| Retirement (14.0%) | \$ 14,884.95 | \$ 1,860.62 | \$ 1,860.62 | \$18,606.19 |
| Health Insurance (PEIA expected 3% increase) | \$ 16,286.87 | \$ 2,035.86 | \$ 2,035.86 | \$20,358.59 |
| Dental & Vision Insurance (2015 rates) | \$ 1,548.58 | \$ 193.57 | \$ 193.57 | \$ 1,935.72 |
| Total Employee Benefit Package | | | | \$54,124.19 |

DRAFT Morgantown Monongalia MPO Operating Budget FY 2016-17

| Cost Allocation Rate Table | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------|
| All work performed outside program areas shall be charged at an hourly rate to cover actual expenses. Reimbursement/allocation rates are as follows: | | |
| Position | Hourly Rate | |
| Executive Director | \$ 62.16 | Incl. benefits + Overhead/Contract |
| Planner II | \$ 39.30 | Incl. benefits + Overhead/Contract |
| Additional Travel | Monongalia County Rate as adjusted | |

Note: The Director and the Planner II are salaried positions. Therefore, all holidays, vacation and sick leave benefits are included in the base wage rate and shall be calculated on an hourly basis using a 2080 hour work year as the base line.

CERTIFICATION

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

- (1) All Costs included in this proposal dated for the period July 1, 2016 through June 30, 2017 are allowable in accordance with the requirements of the grant(s), contract(s), and agreement(s) to which they apply and which they apply and with the cost principles applicable to those agreements.
- (2) This proposal does not include any costs which are allowable under applicable cost principles, such as (without limitation): Advertising and public relations costs, entertainment costs, fines and penalties, lobbying costs, and defense and prosecution of criminal and civil proceedings.
- (3) All costs included in this proposal are properly allocable to grant(s), contract(s), and agreement(s) on the basis of a beneficial or causal relationship between the expenses incurred and the grant(s), contract(s), and agreement(s) to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare under penalty of perjury that the foregoing is true and correct.

Authorized Official: J. William B. Austin
Executive Director

Signature: _____

Organization: MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Date: _____

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE
BASIS OF DISABILITY IN FEDERALLY-ASSISTED PROGRAMS
AND ACTIVITIES RECEIVING OR BENEFITING FROM
FEDERAL FINANCIAL ASSISTANCE**

Implementing the Rehabilitation Act of 1973, as amended, and
the Americans With Disabilities. Act of 1990

(Federal Transit Administration)

Morgantown Monongalia Metropolitan Planning Organization, AGREES THAT, as a condition to the approval or extension of any federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the FTA, no otherwise qualified person with a disability shall, solely be the reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance administered by the FTA or any entity within the United States Department of Transportation (DOT).

Specifically, the Recipient **GIVES ASSURANCE** that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (and any subsequent amendments thereto) set forth at 49 FA Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other federal departments or agencies.

Executed this day of March, 2015

BY: _____
J. William B. Austin
Executive Director

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION** HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Administration Act, as amended, it will ensure that:

1. No Person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.
4. A standard DOT Title VI Assurance, signed and dated March, 1978 has been filed with the state.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

J. WILLIAM B. AUSTIN

DATE: March , 2015

EXECUTIVE DIRECTOR

SIGNATURE OF AUTHORIZED OFFICER

If any complaints of civil rights violations have been received during the last 12 months, a description of the complaints and their disposition or proposed disposition should be attached. (Further information may be requested, if needed.)

NONDISCRIMINATION ASSURANCE

As required by 49 U.S.C. 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex or age and prohibits discrimination in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of the Title VI of the Civil Rights Act, “49

CFR part 21 at 21.7, the Morgantown Monongalia Metropolitan Planning Organization assures that it will comply with all requirements of 49 CFR part 21; FTA Circular 4702.1, “Title VI program Guidelines for Federal Transit Administration Recipients”, and other applicable directives, so that no person in the United States, on the basis of race, color, national origin, creed, sex or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the U.S. DOT or FTA as follows:

- 1.) The applicant assures that each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.
- 2.) The applicant assures that it will take appropriate action to ensure that any transferee receiving property financed with Federal assistance derived from FTA will comply with the applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21.
- 3.) The Applicant assures that it will promptly take the necessary actions to effectuate this assurance, including notifying the public that complaints of discrimination in the provision of transportation-related services or benefits may be filed with U.S. DOT or FTA, the Applicant assures that it will submit the required information pertaining to its compliance with these requirements.
- 4.) The Applicant assures that it will make any changes in its 49 U.S.C. 5332 and Title VI implementing procedures as U.S. DOT or FTA may request.
- 5.) As required by 49 CFR 21.7(a)(2), the Applicant will include in each third party contract or sub agreement provisions to invoke the requirements of 49 U.S.C. 5332 and 49 CFR part 21, and include provisions to those requirements in deeds and instruments recording the transfer of real property, structures, improvements.

To implement the Equal Employment Provisions of the Americans with Disabilities Act,” (29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Applicant agrees to comply with any implementing requirements FTA may issue.

(iv) The Applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U.S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no persons in the United States shall, on the grounds of race, color, creed, national origin, sex or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance from the Department under Federal Transit Administration Programs; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department under Federal Transit Administration Programs, this certification shall-obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real, property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided this certification shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department under Federal Transit Administration Programs.

THIS CERTIFICATION is given in the consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department under Federal Transit Administration Programs. The Applicant recognizes and agrees, that such Federal financial assistance will be extended in reliance on the representations and agreements made in this certification, and that the United States shall have the right to seek judicial enforcement of this certification. This certification is binding on the Applicant, its successors, transferees, and assignees. The person or persons whose signatures appear on the Declaration page are authorized to sign the certification on behalf of the Applicant.

Executed this day of March 2015

BY: _____

J. William. B. Austin

Executive Director

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

TITLE VI PROGRAM CIVIL RIGHTS ACT OF 1964

COMPLIANCE REVIEW STATEMENT FOR FY 2012-2013 OVERALL UNIFIED PLANNING WORK PROGRAM (UPWP)

I. Metropolitan Planning Organization Handling Agency Compliance

- A. To What extent does the MPO Handling Agency employ minority staff personnel in the program area under review?

The MPO only has two fulltime employees with one minority staff. The MPO will continue to ensure that there is no discrimination in hiring practices.

- B. Has the Agency adopted a formal Title VI complaint process?

The Agency will utilize the complaint process identified in the Agency By-Laws for harassment for discrimination complaints. The By-Laws will be amended to identify this process.

- C. Has the MPO received any specific Title VI complaints in the program area under review? If so, what corrective action has been taken?

There have been no complaints to our knowledge.

II. Consultant Contracts

- A. What consideration is given to minority contractors in the selection of consultants for the transportation planning work?

Advertisement for potential consultant work includes reference to Title VI compliance and minority contractors are invited to participate in procurements.

1. Does the Agency establish and monitor annual Title VI contracting goals?

No, the agencies contracting opportunities are limited by the small size of the agency. The agency will track and encourage minority participation in contracting opportunities.

2. Does the consultant selection process include maintenance of records of qualified minority consultants?

Yes

3. What other methods or procedures are utilized to encourage use of qualified minority consultants?

Minority consultants are encouraged to submit proposals.

4. Are Title VI assurances and provisions included on consultant contracts?

Yes

- B. Have consultants made positive efforts to employ qualified minority subcontractors? If so, to what extent?

Not that we are aware of.

- C. What are the MPO's procedures for monitoring consultant compliance with Title VI contract provisions?

The MPO will examine the hours worked by minority contractors and subcontractor on bills submitted for processing.

III. Urban Transportation Planning Process

- A. What techniques and procedures are employed to provide data relative to minority populations, neighborhoods, income levels, physical environment, travel habits, etc.?

The MPO regularly examines the impact of proposed projects on the area's minority community utilizing the most recently available Census data.

- B. To what extent is the data considered in determining that a proposed transportation system will be capable of responding favorably to minority to group requirements? What techniques are used?

MPO staff utilizes GIS to examine the location of low income and minority populations and their location in relation to proposed facilities.

- C. Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both minority and non-minority areas? Discuss the assessment methodology and resulting documentation.

The MPO utilizes GIS to identify minority and low income populations and to assess the potential impact that any proposed project may have on these communities. The MPO performs these assessments as part of the LRTP update utilizing the most recently available Census Data.

- D. To what extent has the MPO developed a formalized procedure (organization, responsibilities, etc.) to provide for citizen participation in the transportation planning process?

The MPO has a formally adopted citizen participation process.

- E. Are minorities, both individually and through their organizers, represented in the citizen participation effort? If so, how many and in what capacity?

There are no specific minority groups represented in the MPO, outreach efforts seek to reach these communities through outreach to transit dependent and or low income employees.

- F. Are there any further affirmative actions taken by the MPO to enlist the involvement and support of minority populations in the transportation planning process?

DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE

In accordance with CFR 26.13(a), the MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION assures that it shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any third party contract, or sub agreement supported with Federal assistance derived from the U.S. DOT or in the administration of its DBE program or the requirements of 49 CFR part 26. The Applicant assures that it shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of all third party contracts and sub agreements supported with Federal assistance derived from the U.S. DOT.

LITIGATION CERTIFICATION

I, J. WILLIAM B. AUSTIN, Executive Director hereby certifies that to the best of my knowledge there is no litigation pending or threatened which might affect the performance of this project.

Executed this day of March, 2016

BY: _____

J. William B. Austin
Executive Director

DRUG-FREE WORKPLACE ACT CERTIFICATION FOR A PUBLIC OR PRIVATE ENTITY

1. The **Morgantown Monongalia Metropolitan Transportation Planning Organization**
(Name of Applicant)

Certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees about-
 - 1) The dangers of drug abuse in the workplace
 - 2) The Applicant's policy of maintaining a drug-free workplace
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
- C. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (A).
- D. Notifying the employee in the statement required by paragraph (A) that as a condition of employment under the grant or cooperative agreement the employee will:
 - 1) Abide by the terms of the statement; and,
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E. Notifying the Federal agency in writing, within ten calendar days after receiving notice under subparagraph (D.) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shag include the identification number(s) of each affected grant or cooperative agreement.

- F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or Local health, law enforcement, or other appropriate agency.

- G. Making a good faith effort to continue to maintain a drug-free work place through implementation of paragraphs: A), B), C), D), and F).

2. The Applicants headquarters is located at the following address. The addresses of all Workplaces maintained by the Applicant are provided on an accompanying list.

Name of Applicant: Morgantown Monongalia Metropolitan Planning Organization
Address: 82 Hart Field Road Suite 105
City: Morgantown
County: Monongalia
State: West Virginia
Zip Code: 26505

J. William B. Austin

Executive Director
Title of Authorized Official

Morgantown Monongalia Metropolitan Planning Organization
Name of Applicant

Date

DRUG FREE WORKPLACE POLICY

It is the policy of the **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION** to maintain a work place that is conducive to efficient and productive work. In order to attain that goal, it is further the policy of the Organization that the unlawful use, manufacture, distribution, dispensing or possession of a controlled substance is prohibited in the Organization's work place.

As an employee of the Organization, I agree to abide by that policy and am aware that violation of the policy regarding substance abuse will result in disciplinary action up to and including dismissal.

DATE

SIGNATURE

THIS IS A SAMPLE OF THE DRUG FREE WORK PLACE FORM
GIVEN TO EACH MORGANTOWN MPO EMPLOYEE
FOR SIGNATURE AND CERTIFICATION.

COPIES OF SIGNED STATEMENTS ARE ATTACHED.

**CERTIFICATION OF PROVISION OF NECESSARY
LOCAL MATCHING FUNDS**

The Morgantown Monongalia Metropolitan Planning Organization hereby certifies that the
(Name of Applicant)

ten percent (10%) local match requirement of the total project cost shall be provided in

(check and complete one) \$ _____, _____; \$ _____, _____;
(cash) (total cash amount) (in Kind services) (total in Kind value)

or, _____, \$ _____ +\$ _____ :\$ _____
(combination of both) (cash amount) (in kind value) (total amount)

It is my understanding that if in kind is used as match, proper documentation detailing the cash
Value of those services shall be included with this application. If cash is used as match, the source of
These funds is (are) from Monongalia County, and City of Morgantown.

Executed this day of March, 2016

By: _____

J. William B. Austin
Executive Director

Morgantown Monongalia Metropolitan Planning Organization

FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION

NAME OF APPLICANT: Morgantown Monongalia Metropolitan Planning Organization

And a review of the Applicant's records, that the Applicant has the requisite legal, financial and managerial capability to apply for, receive, and disburse Federal assistance authorized for 49 U.S.C. 5303; and to implement and manage the project.

FEDERAL REQUIREMENTS

NAME OF APPLICANT: Morgantown Monongalia Metropolitan Planning Organization

Hereby certifies that it will comply with any existing Federal requirements, as well as any changes that occur in the future, in carrying out this project.

INSPECTION

NAME OF APPLICANT: Morgantown Monongalia Metropolitan Planning Organization

Hereby certifies that it shall permit the FTA, the Comptroller General of the United States and, of appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Executed this day of March, 2016 BY: _____

J. William B. Austin
Executive Director

**CERTIFICATION
OF
RESTRICTIONS ON LOBBYING**

I, J. William B. Austin, Executive Director, hereby certify on behalf of
(Name and Title of Grantee Official)

the Morgantown Monongalia Metropolitan Planning Organization that:
(Name of Grantee)

- 1) No federal appointed funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract grant loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract grant loan, or cooperative agreement, the undersigned shall complete and submit standard form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this day of March, 2016

BY: _____

J. William B. Austin
Executive Director

**CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

As required by U.S. DOT regulations on Government wide Debarment and Suspension (Non procurement) at 49 CFR 29.51 0:

- 1) The Applicant (Primary Participant) certifies to the best of its knowledge and belief, that it and its principles:
 - (a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal Department or Agency.
 - (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity, (Federal, State, and Local) with commission of any of the offenses listed in paragraph (2) of this certification.
 - (d) Have not within a three year period preceding this certification had one or more public transactions (federal, State, and Local) terminated for cause or default.
- 2) The Applicant also certifies that if later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above; it will promptly provide that information to the Division.
- 3) If the Applicant (Primary Participant) is unable to certify to the statements within paragraphs (1) and (2) above, it shall indicate so on its Signature Page and provide a written explanation to the Division.

PROCUREMENT COMPLIANCE

Applicant certifies that its procurements and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, or regulations and the requirements of FTA Circular 4220. 1 D, "Third Party Contracting Requirements", and other implementing guidance or manuals FTA may issue. The applicant certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by Federal laws, executive orders, or regulations, and will ensure that its contractor(s) will also include in its sub agreements and contracts financed in whole or in part with FTA assistance all applicable clauses required by Federal laws, executive orders, or regulations.

J. William B. Austin, Executive Director

Date

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of February 29, 2016

1:38 PM
 03/04/2016
 Actual Bal

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|----------------------------------------|------------|-------|-----------------------------------------|------------------------------------|-------|-----|-----------------------------------------|-----------|-----------------|
| Centra-Checking (voucher checks) | | | | | | | | | |
| Check | 02/11/2016 | 8738 | Comcast | | | √ | Administrative Overhead | -309.07 | 19,765.79 |
| Check | 02/11/2016 | 8739 | Fringe Benefits Management Company | | | √ | Salary | -322.62 | 19,443.17 |
| Check | 02/11/2016 | 8740 | Public Employees Insurance Agency | | | √ | Salary | -1,669.94 | 17,773.23 |
| Check | 02/11/2016 | 8741 | Retiree Health Benefit Trust Fund | | | √ | Salary | -326.00 | 17,447.23 |
| Check | 02/11/2016 | 8742 | Service Plus | | | √ | Accounting (Accounting Fees) | -151.21 | 17,296.02 |
| Check | 02/11/2016 | 8743 | WV Board of Risk & Insurance Management | | | √ | Administrative Overhead | -913.00 | 16,383.02 |
| Check | 02/12/2016 | 5423 | J. William B. Austin | Electronic Transfer | | √ | Salary | -1,895.95 | 14,487.07 |
| Check | 02/12/2016 | 5424 | Jing Zhang | Electronic Transfer | | √ | Salary | -1,285.35 | 13,201.72 |
| Check | 02/12/2016 | 5425 | ICMA. Retirement Corp | Retirement | | √ | Salary | -1,574.56 | 11,627.16 |
| Check | 02/12/2016 | 941 | IRS | | | √ | Salary | -1,187.49 | 10,439.67 |
| Deposit | 02/18/2016 | | Monongalia County Planning Commission | Deposit | | √ | Internet | 154.54 | 10,594.21 |
| Check | 02/26/2016 | 8744 | Centra Bank - Mastercard | | | | Travel & Ent (Travel and Entertainment) | -174.62 | 10,419.59 |
| Check | 02/26/2016 | 8745 | J. William B. Austin | Mileage for trip to Huntington | | | Travel & Ent (Travel and Entertainment) | -211.00 | 10,208.59 |
| Check | 02/26/2016 | 8746 | Monongalia County | MPO portion of plotter replacement | | | Equipment | -1,000.00 | 9,208.59 |
| Check | 02/26/2016 | 8747 | Morgantown Municipal Airport | | | | Rent (Rent) | -720.00 | 8,488.59 |
| Check | 02/26/2016 | 8748 | Stantec Consulting Service | | | | Consulting (Consulting Expense) | -330.19 | 8,158.40 |
| Check | 02/29/2016 | 5426 | J. William B. Austin | Electronic Transfer | | √ | Salary | -1,895.94 | 6,262.46 |
| Check | 02/29/2016 | 5427 | Jing Zhang | Electronic Transfer | | √ | Salary | -1,285.34 | 4,977.12 |
| Check | 02/29/2016 | 22916 | WV Dept of Tax and Revenue | Electronic Transfer | | | Salary | -424.00 | 4,553.12 |
| Check | 02/29/2016 | 941 | IRS | Electronic Transfer | | | Salary | -1,187.51 | 3,365.61 |
| Check | 02/29/2016 | 5428 | ICMA. Retirement Corp | Electronic Transfer | | | Salary | -1,574.56 | 1,791.05 |
| Deposit | 02/29/2016 | | Monongalia County Planning Commission | Deposit | | √ | Internet | 154.54 | 1,945.59 |
| | | | | | | | | | 1,945.59 |
| Total Centra-Checking (voucher checks) | | | | | | | | | |
| TOTAL | | | | | | | | | |

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of January 31, 2016

1:42 PM
 03/04/2016
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|----------------------------------|------------|-------|------------------------------------|---------------------------------|-------|-----|--------------------------------------|------------|------------------|
| Centra-Checking (voucher checks) | | | | | | | | | 15,371.76 |
| Check | 01/14/2016 | 8726 | Centra Bank - Mastercard | Huntington Training | | √ | Travel & Ent (Travel and Entertainme | -121.57 | 15,250.19 |
| Check | 01/14/2016 | 8727 | Comcast | Internet | | √ | Administrative Overhead | -309.07 | 14,941.12 |
| Check | 01/14/2016 | 8728 | Fringe Benefits Management Company | | | √ | Salary | -322.62 | 14,618.50 |
| Check | 01/14/2016 | 8729 | Morgantown Municipal Airport | | | √ | Rent (Rent) | -720.00 | 13,898.50 |
| Check | 01/14/2016 | 8730 | Public Employees Insurance Agency | | | √ | Salary | -1,669.94 | 12,228.56 |
| Check | 01/14/2016 | 8731 | Retiree Health Benefit Trust Fund | | | √ | Salary | -326.00 | 11,902.56 |
| Check | 01/14/2016 | 8732 | Service Plus | | | √ | Accounting (Accounting Fees) | -107.76 | 11,794.80 |
| Check | 01/14/2016 | 8733 | WV Newspaper Publishing Co. | | | √ | Administrative Overhead | -35.24 | 11,759.56 |
| Check | 01/14/2016 | 8734 | WV Newspaper Publishing Co. | | | √ | Administrative Overhead | -123.03 | 11,636.53 |
| Check | 01/15/2016 | 5417 | J. William B. Austin | Electronic Transfer | | √ | Salary | -1,955.94 | 9,680.59 |
| Check | 01/15/2016 | 5418 | Jing Zhang | Electronic Transfer | | √ | Salary | -1,285.35 | 8,395.24 |
| Check | 01/15/2016 | 5419 | ICMA. Retirement Corp | | | √ | Salary | -1,574.56 | 6,820.68 |
| Check | 01/15/2016 | 941 | IRS | Electronic Transfer | | √ | Salary | -1,187.50 | 5,633.18 |
| Deposit | 01/19/2016 | | WVDOH | Deposit | | √ | PL Funds (Funds) | 55,589.19 | 61,222.37 |
| Check | 01/28/2016 | 8735 | Centra Bank - Mastercard | Trip to Charleston and supplies | | √ | Travel (Travel) | -503.31 | 60,719.06 |
| Check | 01/28/2016 | 8736 | HDR Engineering | I-79 Access Study | | √ | Consulting (Consulting Expense) | -19,216.85 | 41,502.21 |
| Check | 01/28/2016 | 8737 | Stantec Consulting Service | University Avenue Study | | √ | Consulting (Consulting Expense) | -15,000.00 | 26,502.21 |
| Check | 01/28/2016 | 5422 | ICMA. Retirement Corp | | | √ | Salary | -1,574.56 | 24,927.65 |
| Check | 01/28/2016 | 12916 | WV Dept of Tax and Revenue | Electronic Transfer | | √ | Salary | -424.00 | 24,503.65 |
| Check | 01/29/2016 | 5420 | J. William B. Austin | Electronic Transfer | | √ | Salary | -1,955.94 | 22,547.71 |
| Check | 01/29/2016 | 5421 | Jing Zhang | Electronic Transfer | | √ | Salary | -1,285.34 | 21,262.37 |
| Check | 01/29/2016 | 941 | IRS | Electronic Transfer | | √ | Salary | -1,187.51 | <u>20,074.86</u> |
| | | | | | | | | | 20,074.86 |

Total Centra-Checking (voucher checks)

TOTAL

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
JANUARY 21, 2016 MINUTES

Members Present:

Chairman Wesley Nugent-City of Morgantown, Commissioner Eldon Callen-Monongalia County, Mayor Marti Shamberger-City of Morgantown, Councilperson Jennifer Selin-City of Morgantown, Mike Kelly-Board of Education, Dave Bruffy-Mountain Line, Mayor Patricia Lewis-Granville, Commissioner Edward Hawkins-Monongalia County

Members Absent: Commissioner Tom Bloom-Monongalia County, Joe Statler-Blacksville, Randy Hudak-WVU, Mayor Herman Reid -Star City, Brian Carr-WVDOH, Councilperson Janice Goodwin-City of Westover

MPO Director: Bill Austin

1. Call to Order

With a quorum present, Chairman Nugent called the meeting to order at 6:00 PM.

2. Executive Session-per WV 6-9A-4-2a Personnel Matters

Chairman Nugent called for a motion to go into the executive session for a personnel matter under WV Code 6-9A-4. Mr. Kelly moved the motion; seconded by Mayor Lewis. With no discussion, the motion unanimously passed.

Commissioner Callen moved to go out of the executive session.

Chairman Nugent expressed his appreciation to Mr. Austin for his service to the Board and the community, and he noted that the Board reviewed the budgeting as outlined in the draft MPO Unified Planning Work Program for FY 2016-17 and will finalize the process upon the availability of funds. The UPWP will be considered in March and will be in effect in July.

3. Election of Officers

Mr. Austin noted that according to the MPO's bylaws, the MPO Policy Board elects new officers at the first MPO meeting of a calendar year. As the Secretary to the Board, Mr. Austin noted he is charged with running the election. Mr. Bruffy, the chairman of Officer Nominating Committee, noted that the committee had recommended Commissioner Callen as the new Chairman for the MPO Policy Board, Mayor Herman Reid as the Vice-Chairman for the MPO Policy Board, and Mayor Lewis as the Treasurer for the MPO. Mr. Kelly expressed his appreciation to Chairman Nugent for his leadership and service to the Policy Board in 2015.

Councilperson Nugent moved to accept the nomination by acclamation; seconded by Mayor Shamberger. With no discussion, the motion unanimously passed. Councilperson Selin expressed her appreciation for the nominating committee members for their work. Chairman Callen expressed his gratitude to former Chairman Nugent for his service.

4. Public Comment

No public comment

5. Approval of Minutes

Chairman Callen introduced the approval of the Minutes for the December Meeting. Mr. Kelly moved approval of the minutes; seconded by Mayor Lewis. With no discussion, the motion unanimously passed.

6. Reports

a. Citizens Advisory Committee

Mr. Austin noted that Bill Rice, the Chairmen of the Citizens Advisory Committee, was not able to attend the CAC January meeting due to health condition. Mr. Austin noted that the January CAC meeting was well attended with 8 of 9 members present and the committee unanimously recommended approval of proposed TIP and TIP Amendments to the MPO's Policy Board.

b. Finance Report

Chairman Callen asked Mayor Lewis to present the finance report. Mayor Lewis presented the MPO's activities as the following:

-- Beginning balance in December \$64,084.76 with expenditures of \$64393.13 and deposits totaling \$15,680.15, leaving a balance of \$15,371.78 at the beginning of January. Councilperson Selin moved to accept the December Finance Report; seconded by Mayor Shamberger. With no discussion, the motion unanimously passed.

c. Executive Directors Report

i. Ongoing Studies

Mr. Austin noted that the University Ave Complete Street Study is in the process of finalizing recommendations to improve the University Ave corridor. A draft recommendation document is expected to available for the steering committee review by February 8.

Mr. Austin noted that the I-79 Access Study is at the stage of refining the purpose and need statement and identifying potential alternatives for detailed evaluation. Mr. Austin noted that the current focus is at the northern portion of the Morgantown area. In terms of potential bridges crossing the Monongahela River, the consultant will evaluate all three options recommended in the MPO's LRTP and two additional options recommended by the study steering committee.

Mr. Austin noted that the Westover-Granville Pedestrian Study is in the process of developing recommendations based public inputs, steering committee's opinion, and technique analysis. The recommendations are expected to be available for public review in the middle of February.

ii. Federal Legislation

Mr. Austin noted that the Congress had recently passed a five-year transportation bill, Fixing America's Surface Transportation Act (FAST Act). The bill will increase funding for surface transportation, including transit. It did not, however, address the short comings of highway trust funds.

Mr. Bruffy noted that the Bill will provide steady funding for at least three years for transit operation and the MLTA will make plan based on the anticipated funding level. Some capital investments were reinstated in this bill. He noted that ridership plays a critical role in justifying the transit investment.

7. Draft TIP

Mr. Austin noted that the draft 2016-2021 Transportation Improvement Program was included in the agenda package. In addition to the standard highway and transit project lists, staff identified low income and non-English speaking communities with in the MPO's area and how the TIP project affect them. The project table added a new column describe goals and objectives associated with each project. Mr. Austin noted that the draft TIP was duly advertised under the the MPO's Public Involvement Policy. Mr. Austin then noted that there are four projects added to this draft TIP. They are: Greenbag Rd Improvement Project, Van Voorhis Widening Project, Beechurst Ave Widening and Spot Improvement Project, and West Run Widening Project. He noted that these are high priority projects in the MPO's LRTP. Mr. Austin noted that CAC and TAC have unanimously recommended adoption of the TIP.

Councilperson Nugent moved to adopt the TIP as presented, seconded by Mr. Kelly. With no discussion, the motion unanimously passed.

8. TIP Amendments

Mr. Austin noted that WV DOH has requested two projects for the TIP Amendments. They are two resurfacing projects. One is an I-79 project; and the other is on CO 73 Smithtown Road. The TTAC and CAC have unanimously recommended approval of these projects. Mr. Austin further noted that the construction time for these two projects will be coordinated to minimize their negative impact to the traffic.

Councilperson Nugent moved to adopt the TIP as presented, seconded by Councilperson Selin. With no discussion, the motion unanimously passed.

9. Draft MPO Unified Planning Work Program for FY 2016-17

Mr. Austin noted that the the draft MPO Unified Planning Work Program for FY 2016-17 is included in the agenda package. Mr. Austin noted that the major task for the MPO staff during FY 2016-17 is to update the MPO's LRTP. He also noted that a significant increase of salary for the MPO's Transportation Planner II, Jing Zhang, is proposed in the work program. Mr. Zhang has acquired credentials in four areas: AICP from the American Planning Association, LEED AP ND from U.S. Green Building Council,

LCI from the League of American Bicyclists, and PTP from the Institute of Transportation Engineers. Mr. Austin noted that under the new Policy Involvement Policy the draft UPWP would be considered for adoption at the March Policy Board Meeting.

10. MPO staff Demonstration-Beechurst Avenue Restriping

Mr. Austin noted that due to inclement weather, the demonstration presentation is postponed to the March Policy Board Meeting.

11. Other Business

Chairmen Callen noted that due to the extreme weather expected tomorrow, the Courthouse will be closed by 12:00 PM tomorrow. Mr. Kelly noted that the university and schools in the County will be closed whole day. Mr. Bruffy noted that Mountain line will operate as long as it is safe to do so.

11. Meeting Adjournment

The meeting adjourned at 7:19 PM.