

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

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UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2013

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)
RECOMMENDATION: April 5, 2012**

CVMPO ADOPTION: April 19, 2012

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

TABLE OF CONTENTS

RESOLUTION	3
SECTION I: FHWA, VDOT, CVMPO FUNDED ACTIVITIES	
1.00 Administration	
1.01 General Administration & Operations.....	3
1.02 Work Program Administration.....	3
2.00 Long Range Planning	
2.01 Long Range Transportation Plan Update	4
2.02 Transportation Improvement Program	4
3.00 Technical Assistance	
3.01 General Technical Assistance (General Development and Comprehensive Planning).....	5
3.02 Region 2000 Alternative Transportation Initiative.....	6
3.03 Region 2000 Congestion Survey.....	9
3.04 Amherst County Comprehensive Plan-Transportation Element.....	10
3.05 Wards Ferry Road Corridor Study.....	10
3.06 Environmental Justice.....	11
SECTION II: FTA, VDRPT, CVMPO FUNDED ACTIVITIES	
44.21.00 Program Support and Administration	12
44.22.00 General Development and Comprehensive Planning	12
44.23.01 Long Range Transportation Plan Update.....	14
44.25.00 Transportation Improvement Program.....	15
PROPOSED EXPENDITURES	16

Resolution

SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2013 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO. A year end work summary will also be provided.

Additionally, this activity provides for staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Funding for membership in the Virginia Association of Metropolitan Planning Organizations is also available.

Budget: \$42,000: staff

Completion date: June 30, 2013

1.02 Work Program Administration

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

Products: UPWP for FY 2014 and amendments to the FY 2013 UPWP.

Budget: \$11,000; staff
Completion date: June 30, 2013

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2035 (Plan) in the event that a project needs to be updated before the five year update. This task addresses amendments to add or remove projects on the fiscally constrained portion of the Long Range Transportation Plan. This task will also provide for explanations of the Plan to interested parties such as CVMPO Board members or citizens.

Additionally, this task allows for banking of funds to support year 2040 update to the Plan.

Products:

- Public assistance and information, as well as preparation for any updates or amendments that is necessary.
- Banking of funds for the Year 2040 update.
- Staff transportation modeling skills development

Budget: \$40,000; \$5,000 staff; \$35,000 consultant
Completion date: June 30, 2013

2.02 Transportation Improvement Program

Description: Maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

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

Budget: \$4,000; staff
Completion date: June 30, 2013

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

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

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

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

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

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Commission website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with SAFETEA-LU;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on other transportation related matters, including support to the City of Lynchburg Connectivity Study;

Budget: \$22,000; staff

Completion date: June 30, 2013

3.02 Region 2000 Alternative Transportation Initiative

Description: Each of the following items shall be undertaken to support alternative transportation planning and implementation activities within Region 2000.

Bicycle and Pedestrian Website Expansion

Description: The LGC website will be expanded to have a dedicated section devoted to bicycle, pedestrian activity. The site will include route information, safety information, etc. Staff will be responsible for formulating the material that will be included within this new LGC website section. Connections will include information on SRTS activities, general bike/pedestrian activities, connection to the anticipated RIDE Solutions program, and links to additional regional alternative transportation links, such as GLTC, local bike shops, etc.

Product: Updated and user-friendly website that is recognized and used by Region 2000 residents as the “go to” website to learn about bicycle and pedestrian activities, planning, and initiatives in Region 2000.

Grant Submittal

Description: Apply for grant(s) to provide funding towards bicycle and pedestrian programming to include safety, education, outreach, and direct facilities (such as bike racks, pavement markers, etc.).

Product: Copy of each application submitted and any result summary.

Bike Week

Description: Activities to host the annual Lynchburg Area Bike Week and Lynchburg Area Clean Commute Challenge. This primary Lynchburg Area Greenway Alliance, CVMPO, and Region 2000 LGC event is held to promote the use and development of pedestrian and bicycle facilities and highlight alternative transportation existing resources, including transit, bike facilities, sidewalks, trails, etc. in Region 2000 area.

Product: Summary of bike week events that will include details on participants, sponsors and donated hours.

Bike Ride Fund Raiser

Description: Explore developing a fall or spring fund-raising event for the purpose of assisting in facilitation of bike facilities. Funds would assist in implementing some of the bicycle needs identified and raised funds would be used to directly fund projects. This event would require private partners to fund and assist with event planning.

Product: A report that summarizes the event, the stakeholders, anticipated or achieved funding, and anticipated resources implemented or in the implementation planning stages. Report will include a summary of all funds generated and matching funds.

Safe Routes to School

Description: Assist with development of Travel Plan for at least one school in the CVMPO area

Product: Summary report of all SRTS activities.

Lynchburg Area Greenway Alliance

Description: Provide ½ staff support to the Lynchburg Area Greenway Alliance. Support will be for those meeting activities, meeting summaries, and reporting as required to the TTC, LGC, and VDOT in execution of pedestrian activities.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000. The document will include a detailed account of public and private contribution during the year; will include a highlight story of a key business or individual that was instrumental in the bicycle/pedestrian/alternative transportation activities (education, outreach, development, transit).

Product: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

Region 2000 On-Road Bicycle Facilities Design Manual

Description: This item allows for the completion of the Manual, a project initiated as part of the UPWP FY 12 efforts. The project is expected to be complete by December 31, 2012.

Product: The On-Road Bicycle Facilities Design Manual that will serve as a uniform facility implementation manual for the CVMPO area.

Develop Pedestrian and Bicycle Deficiency and Improvement Priority List

Description: The following series of activities will be undertaken to establish a formalized process to identify priority pedestrian and bicycle needs and recommendations within the CVMPO area. Each activity will be held to assist in developing a list of projects that will be shared with localities, the CVMPO, the LGC, and VDOT, and public stakeholders with the goal of assisting in implementing pedestrian and bicycle facility development.

The identification process will take place at the beginning of the fiscal year and end with a presentation of findings and recommendation list to be presented to the CVMPO in October. The recommendation list will then be forwarded to each locality and VDOT District office for consideration and potential inclusion in developing spring maintenance schedule.

Activities:

- Host an inventory ride/field trip with area planners, VDOT staff, Region 2000 staff to review any identified repaving/road work projects in August.
- Invite local stakeholders to participate in a Walk Around or Ride Around analysis of their neighborhood.

Activity will include invitation to key stakeholders to undertake “walk around” and “ride around” evaluations in late July to end August. A copy of the Walkability and Bikeability Checklist will be provided on the Region 2000 website and a Survey-Monkey evaluation will be developed allowing participants to provide information on basic findings during the evaluations and to provide direct information on top pedestrian/bike deficiency areas in their community and/or portion of the City. Alliance members will be very involved with participating, leading, and promoting this activity.

- Develop Draft preliminary pedestrian and bicycle identification list. Greenway Alliance members will document and review all the findings from the previous analysis activity and develop a draft preliminary list of the top identified needs in the area. The list will be presented to the TTC, locality planners, etc., for review/comment in September.
- Draft pedestrian and bicycle priority list will be provided to the CVMPO and LGC at the October meeting.

Product: A summary report that will include participants in the walkability and bikeability evaluations, findings, and priority list will be developed. Further, the report will summarize lessons learned and a format for repeating the exercise on a yearly basis. In future years, the same checklist, survey, formatting, etc. will be used to ensure the process is seamless and requires very little staff time and budget.

Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000

Description: This activity will be implemented to ensure that each year all the pedestrian and bicycle facility projects, to include new construction or update of

existing resources, are recorded and included within the regional GIS database. Through communication with each locality and VDOT office, obtain a summary of pedestrian and bicycle facility projects completed or planned in the following year. The yearly review cycle will be November to November to account for work that took place over the primary construction months.

Activities:

- Develop bike/pedestrian activity letter to be provided to each locality/VDOT district a summary of existing GIS bike/pedestrian data and a corresponding map of resources per last GIS summary.
- Update existing GIS data and bike/pedestrian regional resources, to include sidewalks, crosswalks, trails, on-road bicycle facilities, to reflect changes in resources.
- All activities will be crossed referenced with local planning documents to provide a gauge of success of these documents in guiding facility development.
- Develop a report that includes summary of new or updated resources, connection to planning document if appropriate, and summary of funding used to fund facility development/improvement.

Product: A summary report that will summarize all bike and pedestrian projects implemented in Region 2000 through November, 2013, will summarize anticipated projects as known, and will include a summary of funds used to facilitate resource development. A corresponding GIS data base and map will be provided.

Budget: \$34,000; staff

Completion Date: June 30, 2013, unless otherwise stated above.

3.03 Region 2000 Congestion Survey

Description: SAFETEA-LU addresses many challenges facing today's transportation systems, including reducing traffic congestion. Conducting a survey of where Region 2000 residents meet congestion points will help transportation officials responsible for planning and improving roads, multi-modal transportation means, buses and other features of the regional transportation system. The survey will shed light on how that system is being used and by whom. Conducting a congestion survey captures data on where people travelling in Region 2000 are being slowed by traffic.

Tasks:

- Research similar surveys conducted by other regions to gain a better understanding of questions and metrics used.
- Research methods on how to gather the survey information.
- Create the Region 2000 Congestion Survey.
- Gather survey results of the Region 2000 population according to research conducted.
- Create a database of responses and interpret them in a briefing report to be used to inform further updates to the Central Virginia Long Range Transportation Plan.

Product: A report summarizing the above.

Budget: \$18,000; staff

Completion date: June 30, 2013

3.04 Amherst County Comprehensive Plan-Transportation Element

Description: As stipulated in the Code of Virginia, each locality's comprehensive plan is to include a transportation element that provides policy guidance and criteria for making both land use and transportation decisions and recommendations. As a part of Amherst County's comprehensive plan update, this project will create an inventory and assessment of the county's multimodal system, which will include level of service and traffic counts for certain roadways. The transportation element will also compile all known future transportation projects within the county (as well as additional projects requested by the Planning Commission) and provide rough cost estimates.

Deliverable: The Amherst County Comprehensive Plan's Transportation Element.

Product: The Amherst County Comprehensive Plan's Transportation Element

Budget: \$8,000

Completion date: October 30, 2012

3.05 Wards Ferry Road Corridor Study

Description: The Wards Ferry Road corridor serves as an important and heavily used collector road facility that provides access to residential, commercial, and institutional uses. Wards Ferry Road also serves as a connection between Wards Road and Timberlake Road, two of the City's most active commercial areas. With

Liberty University's proposed "tunnel" connection to Harvard Street that may likely result in additional traffic demand along Wards Ferry Road, (re)construction of Heritage High School, continued interest in the development parcels adjacent to the corridor, recent planning and implementation of multimodal facilities along Wards Road, and a potential city project to realign the expressway off-ramp to tie in directly to the Wards Ferry Road intersection at Timberlake, there is an ever increasing interest in improving travel and multimodal conditions along Wards Ferry Road.

The objective of this study will be to:

- identify future development issues and opportunities along the corridor
- examine different land use scenarios relative to resulting traffic demand and compatibility with the communities vision and prior planning
- generate trip forecasts for the corridor
- examine safety concerns and crash history of the corridor
- provide guidance on future roadway geometric and right-of-way needs
- identify necessary future intersection configurations (including roundabouts per previous coordination with CVCC)
- identify new trail connections and preferred multimodal roadway typical sections
- provide planning level estimates of costs and a listing of priorities for the future improvements

Product: A draft plan documenting the items identified above.

Budget: \$40,626 Consultant

Completion date: June, 2014

3.06 Environmental Justice

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

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

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

Budget: \$1,000; staff
Completion date: June, 2013

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2012 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2013 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting alternative transportation that can access transit.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2013 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$25,000
Completion Date: June, 2012

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. Provide major support in the fixed route realignment process. In the next two years, the GLTC transfer station will be moving from its current location at the Pittman Plaza to the Kemper Street site. This move will cause substantial changes in scheduling and route alignments. The possible subtraction of Liberty University's transit contract with GLTC will also be addressed by route-realignment and accompanying maps. Region 2000 staff will assist GLTC staff in the planning and implementation phase of this project. The overall task in this project is to provide maps of the realigned fixed route system.
Budget: \$30,422 Completion Date: June, 2013 (will continue into 2014)
2. Provide major support in supplying GLTC's fixed route system data to Google Transit in order to promote ridership in the area. Google Transit's trip planner—available as a tool on Google Maps—allows users to get directions via transit systems. This effort will be carried out by Region 2000 Staff using data supplied by GLTC and then validating it within Google's system. This item will be a continuous task throughout the FY since updates will have to be sent to Google as they occur. Providing data to Google Transit will promote accessibility to the overall transit system.
Budget: \$3,042 Completion Date: June, 2013
3. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop database current. Keeping a current inventory of bus stops will promote the overall efficiency of system operations and management. This effort will follow on the heels of the previous fiscal year's Bus Stop Update Protocol project. This item entails collecting coordinates for new bus stops and taking out old ones to keep an up to date system that will help overall system scheduling. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. This item is essential in providing accurate information to Google Transit which also improves system accessibility.
Budget: \$12,169 Completion Date: June, 2013
4. The Americans with Disabilities Act currently requires federally funded transit agencies to provide service to customers that have pick up or drop off locations within 0.75 miles of a fixed route. Currently, GLTC exceeds the ADA requirement by picking up anyone within the Lynchburg city limits. However, with the current economic situation, GLTC is considering scaling back their service to fulfill the minimum requirement. Region 2000 staff will analyze and map a year's worth of paratransit passenger count data to present maps to show whether this scaling back is actually necessary. This item will promote accessibility to the system as it has the potential to protect the paratransit policy that currently exists.

Budget: \$ 7,605

Completion Date: June, 2013

5. The Transit Development Plan (TDP) developed in FY2010 has goals and objectives listed for yearly increments that need to be monitored. Region 2000 Staff will evaluate these goals and measures to assure that goals are being met in their given time frames. The overall objective of this planning effort is to ensure that the Transit Development Plan is a document that is being followed by the MPO and the various transit agencies in the region. Region 2000 staff time will be used to research existing versus future ridership, route profiles, route alignment, and service frequency and measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This will be an ongoing task.

Budget: \$7,605

Completion Date: June, 2013

Products:

- Quarterly reports to Google Transit showing accurate fixed route system data.
- Maps that show realignment of fixed routes when Kemper Street station becomes the central transfer station.
- A document showing pick up and drop off points in the paratransit system and the analysis of the current paratransit eligibility policy.
- Monthly updates to the bus stop/fixed route database.
- Produce short-range planning reports for GLTC as requested.

Budget Total: \$60,843

Completion Date: June, 2013

44.23.01 Long Range Transportation Plan Update

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

This task will carry over into FY2012 and will allow for the updates and maintenance necessary of the Year 2035 Plan.

Products:

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

Budget: \$1,000

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the FY 2009-12 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. Any TIP project that is transit related—including bicycle and pedestrian facilities leading to public transit—will be updated as needed. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

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

Budget: \$1,000

Proposed Expenditures		FHWA	State	Local	Total	FTA5303	State	Local	Total
1.00 Administration		\$ 42,400	\$ 5,300	\$ 5,300	\$ 53,000	\$ 20,000	\$ 2,500	\$ 2,500	\$ 25,000
1.01 General Admin. & Oper.		\$ 33,600	\$ 4,200	\$ 4,200	\$ 42,000				
1.02 Work Prog. Admin.		\$ 8,800	\$ 1,100	\$ 1,100	\$ 11,000				
2.00 Long Range Planning		\$ 35,200	\$ 4,400	\$ 4,400	\$ 44,000	\$ 1,600	\$ 200	\$ 200	\$ 2,000
2.01 Long Range Trans. Plan		\$ 32,000	\$ 4,000	\$ 4,000	\$ 40,000	\$ 800	\$ 100	\$ 100	\$ 1,000
2.02 Transportation Imp. Prog.		\$ 3,200	\$ 400	\$ 400	\$ 4,000	\$ 800	\$ 100	\$ 100	\$ 1,000
3.00 Short Range Planning		\$ 98,901	\$ 12,363	\$ 12,363	\$ 123,626	\$ 48,674	\$ 6,084	\$ 6,084	\$ 60,843
3.01 General Development and Comprehensive		\$ 17,600	\$ 2,200	\$ 2,200	\$ 22,000	\$ 48,674	\$ 6,084	\$ 6,084	\$ 60,843
3.02 Alternative Transportation		\$ 27,200	\$ 3,400	\$ 3,400	\$ 34,000				
3.03 COL Congestion Survey		\$ 14,400	\$ 1,800	\$ 1,800	\$ 18,000				
3.04 Amherst County Comp Plan-Trans El		\$ 6,400	\$ 800	\$ 800	\$ 8,000				
3.05 Wards Ferry Road Corridor		\$ 32,501	\$ 4,063	\$ 4,063	\$ 40,626				
3.06 Environmental Justice		\$ 800	\$ 100	\$ 100	\$ 1,000				
Total	Subtotal			PL	\$ 220,626			DRPT	\$ 87,843
									\$ 308,469
The following notes relate to VDOT funding arrangements. These funds are not controlled by the CVMPO									
Surface Planning and Research (SPR) FUNDING FOR VDOT STAFF SUPPORT									
ACTIVITY									
Administration			Total	Federal	State				
State Transportation									
Planning			\$150,000	\$120,000	\$30,000				
VDOT's Transportation and Mobility Division (TMPD), located in the Central Office, will provide statewide oversight, guidance, and support for the federally mandated Metropolitan Transportation Planning and Programming Process. TMPD will provide technical assistance to VDOT Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.									
FY-13 Funding Available Statewide: \$500,000.									