



243 High Street Room 026  
Morgantown, WV 26505  
(304) 291-9571  
[www.plantgether.org](http://www.plantgether.org)

### Agenda

Transportation Technical Advisory Committee  
243 High Street Room 026 and by WEBEX  
Morgantown WV  
January 10, 2023

1:00 PM

1. Call To Order
2. Approval of Minutes
3. On-Call Consultant Selection
4. FY 2023-2024 Unified Planning Work Program
5. Revised Title VI Policy
6. TIP Adjustments
7. Other Business
8. Meeting Adjournment



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## Memorandum

**Date:** March 2, 2023  
**To:** TTAC Members  
**From:** Bill Austin, AICP  
**Subject:** March 7, 2023 TTAC Meeting Agenda Items

This memorandum is to inform you of the items under consideration in the March 2023 TTAC Agenda.

**-Draft On Call Consultant RFQ-**As you may recall the MPO released a version of this document last year. After some interested parties expressed concerns with the structure of this RFQ the MPO decided to end that solicitation. The primary difference between the RFQ included in this agenda packet and the previous RFQ is that the current RFQ provides that MPO Staff can only review the cost information under consideration after the firm or firms are selected as on call consultants. Please see the attached memorandum explaining the consultant selection process. It was the consensus of the selection committee that two firms would be selected for a contract. Kimley Horn and Associates and AECOM. It is respectfully requested that the TTAC recommend these two firms for the on-call consultant contract. Information from both firms may be found at the following link.

[https://drive.google.com/drive/folders/1sV0vlxA4u5H58i-1HZilxRGgGVQRYI71?usp=share\\_link](https://drive.google.com/drive/folders/1sV0vlxA4u5H58i-1HZilxRGgGVQRYI71?usp=share_link)

**-Draft 2023 Unified Planning Work Program-**Please find enclosed in the Agenda packet the final draft of the MPO's 2023 Unified Planning Work Program (UPWP). Work in the draft UPWP includes oversight of the Downtown Traffic Study, oversight of the Greenbag Road Design Study, initial implementation of the pedestrian/cyclist data collection initiative, and normal MPO operations including enhanced outreach. MPO Staff also intends to perform an areawide charging station study. We would greatly appreciate any ideas the TTAC may have on this late item.

The draft UPWP proposes a 4% cost of living increase for primary MPO Staff along with enhanced pay for the MPO's shared employee upon completion of their probationary period. We would greatly appreciate the TTAC's review of the draft UPWP. It is respectfully requested that the TTAC recommend adoption of the UPWP to the MPO Policy Board.

**-Revised Title VI Policy-**As a recipient of Federal funds the MPO is required to adhere to Federal rules and regulations. As part of this requirement we need to have a policy in place to address the use of Federal funds that may impact underserved communities. This includes outreach to those communities. The attached draft Title VI Policy is an updated version of the MPO's existing policy. The primary change to the Policy is that the socio-economic data utilized in the Policy has been updated. It is respectfully requested that the TTAC recommend the adoption of the revised Title VI Policy to the MPO Policy Board.

**-TIP Adjustments-**This is not an action item. Please find enclosed with the agenda a memorandum identifying administrative changes to the MPO's TIP under the MPO's recently adopted policy. These proposed changes are primarily District 4 wide projects. Please provide MPO staff with any comments you may have on the projects included in this Adjustment.



## TRANSPORTATION TECHNICAL ADVISORY MEETING

January 10, 2023

This meeting was held virtually at  
<https://morgantownmonongaliampo.my.webex.com/meet/baustin>

### Members Present:

Bill Austin (Chair), Maria Smith, Andrew Gast-Bray, Damien Davis, Michael Dougherty, Brian Carr

Others Present: Jing Zhang

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### 1. Call to Order

Due to the COVID-19 pandemic, the TTAC meeting was held virtually. The phone number and web address to access the teleconference were publicized.

With a quorum present, Mr. Austin called the meeting of the TTAC to order at 1:00 PM.

### 2. Approval of Minutes

Mr. Austin noted that the minutes of the last meeting were included in the agenda package. Mr. Austin noted that the MPO staff had made a correction on the minutes based on a comment from Mrs. Smith. Mrs. Smith moved to approve the meeting minutes as presented; seconded by Mr. Gast-Bray; with no discussion, the motion passed unanimously.

### 3. Draft On-Call Consultant RFQ

Mr. Austin noted that the draft on call consultant RFQ is included in the agenda package. Mr. Austin noted that some interested parties expressed concerns with the structure of the previously released RFQ. MPO staff decided to end that solicitation and reopen the RFQ with modifications. The modified RFQ separates the cost element from the requirement of the RFQ and provides that MPO Staff can only review the cost information under consideration after the firm or firms are selected as on call consultants.

Maria Smith asked if hourly rates will be considered in the selection process. Mr. Austin noted that the hourly rate factor will be considered in the contract stage after the firm is selected. If negotiation fails, the MPO can select other firms down the line.

Mr. Carr noted that in order to get reimbursement from the State on consulting expenses, the candidates should use an approved overhead rate from the state. Mr. Carr noted that he will send the MPO a sample clause used in a similar RFQ from another MPO.

Mr. Dougherty moved to recommend approval of the RFQ to the MPO's Policy Board with the modification suggested by Mr. Carr; seconded by Mr. Davis. With no further discussion, the motion passed unanimously.

#### 4. Draft Downtown Micro-Simulation Study RFQ

Mr. Austin noted that the Downtown Traffic Simulation Study RFQ was included in the agenda packet. Mr. Austin note that the study will address numerous recommendations from the MPO's Metropolitan Transportation Plan, including potentially closing Grumbein's Island, upgrading and/or relocating Willey Street, improving University Avenue, and evaluating the one-way street pairs in downtown. Other issues the Study can assist in addressing include pedestrian safety and parking.

Mr. Austin noted that in working with WVDOH, the MPO has identified that the Downtown Traffic Simulation Study will be funded utilizing a portion of the MPO's designated Surface Transportation Block Grant funding. The WV DOH will be the lead agency in contracting the study and the MPO will be managing its development.

Mr. Carr noted that the WV DOH has prequalified a number of consulting firms for transportation projects and studies. The WV DOH will inform the short-listed firms about the study and select a consultant from them. The RFQ will be used as the basis for the scope of work in negotiating with the consultant.

Mr. Davis suggested that the Campus Ave and University Ave intersection be included in the key intersection list in the study.

Mr. Austin noted the study will also consider the impact of recently completed Beechurst Ave Spot Improvement project.

Mr. Dougherty noted that data collection should be done when school is in session.

Mr. Austin agreed and noted that the consultant is expected to use innovative ways to collect data cost-effectively.

Mr. Gast-Bray moved to recommend approval of the RFQ to the MPO's Policy Board; seconded by Mr. Carr. With no further discussion, the mission passed unanimously.

#### 5. Draft FY 2023-2024 Unified Planning Work Program

Mr. Austin noted that the draft 2023 Unified Planning Work Program was enclosed in the agenda package. The UPWP includes oversight of the Downtown Traffic Study, oversight of the Greenbag Road Design Study, initial implementation of the pedestrian/cyclist data collection initiative, and normal MPO operations including enhanced outreach. MPO Staff also intends to perform an areawide charging station study. The draft UPWP proposes a 4% cost of living increase for primary MPO Staff along with enhanced pay for the MPO's shared employee upon completion of their probationary period.

Mr. Austin noted that the MPO's new employee will work part time until May when she will become a full-time employee. The position is shared with the Monongalia County Planning Commission.

Mr. Austin noted that there the MPO is expecting additional funding from the federal government as an outcome of the recently passed infrastructure bill. The amount of funding will be based on the MPO's population changes.

This item requires no action from the committee at this meeting.

## **6. Other Business**

Mr. Austin noted that the WV DOH has no TIP amendment requests for this month as they are waiting for the approval of the State Transportation Improvement Program from FHWA.

Mr. Austin noted that the MPO was in contact with the WV Secretary of Transportation and confirmed the funding for three projects in the region; they are the Greenbag Rd Design project, the Downtown Traffic Simulation Study, and the intersection improvement at the Don Knotts Blvd and Smithtown Rd. Carbon reduction suballocation funds will be used for the Don Knotts Blvd/Smithtown Rd intersection.

Mr. Davis noted that the City of Morgantown has re-started the bidding process for the Pleasant Street Streetscape project. The cost from the previous bid was higher than originally estimated. The City is looking for additional funds from DOH for this project. It is expected the construction of the project will start this spring.

Mr. Austin noted that the DOH has cancelled the construction phase of the roundabout project at the University Ave and Collins Ferry Rd due to the prolonged right-of-way phase. The DOH still has the funding for this project and will re-bid the project.

## **10. Meeting Adjournment**

The Meeting adjourned at 1:58 PM



## Memorandum

Date: March 2, 2023  
 To: TTAC, CAC, Policy Board  
 From: MMMPO Staff

### **Subject: Recommendation on Selecting Consultants for On-call Engineer Service**

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This memo is to document the selection of consultants for the MPO’s on-call engineer service. This recommendation is made by the Consultant Selection Committee consisted of Maria Smith (Mountain Line Transit Authority / TTAC Member), Matthew Ridgway (Tetra Tech / CAC Member), Rickie Yeager (City of Morgantown / TTAC member), Bill Austin (MMMPO Staff), and Jing Zhang (MMMPO Staff)

The MPO received 6 proposals for the RFP for general transportation planning service released on January 23, 2023. The 6 proposals were from AECOM, Stantec, Michael Baker, Kimley Horn, GPI, and WBCM.

In the first round, the committee reviewed the qualification and experience statements from each candidate, using the 13 criteria provided in the RFP. The evaluation scores are:

	AECOM	GPI	Kimley Horn	Michael Baker	Stantec	WBCM
Smith	254	253	269	244	219	268
Yeager	262	255	275	243	264	273
Austin	258	225	265	264	278	243
Matt	258	223	264	251	240	233
Zhang	265	260	263	261	261	260
Total	1297	1216	1336	1263	1262	1277

As two firms clearly separated themselves from other responders, the Committee proceeded with reviewing the technical proposals and financial statements of the two leading candidates - AECOM and Kimley Horn. Based on the information presented in the documents, Committee decided that interviews are not necessary and recommended selecting both AECOM and Kimley Horn for the on-call engineer service, and to move into the negotiating phases with these two firms. The negotiation phase will occur after the MPO Policy Board confirms the committee’s selection.

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# **UNIFIED PLANNING WORK PROGRAM**

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**FISCAL YEAR 2023 – 2024**



**Adopted:**

**Amended:**

Monongalia County Courthouse  
243 High Street Room 026  
Morgantown, WV 26505  
(304) 291-9571 phone  
(304) 291-9573 fax

# DRAFT

## INTRODUCTION

In accordance with Federal Regulations, this document outlines the budget for the Morgantown Monongalia MPO for Fiscal Year 2023-2024, which begins July 1, 2023. In addition to identifying the funding sources for work to be performed in the upcoming year, it also fulfills the requirement that the MPO provide a summary of the work the MPO has performed in the previous fiscal year.

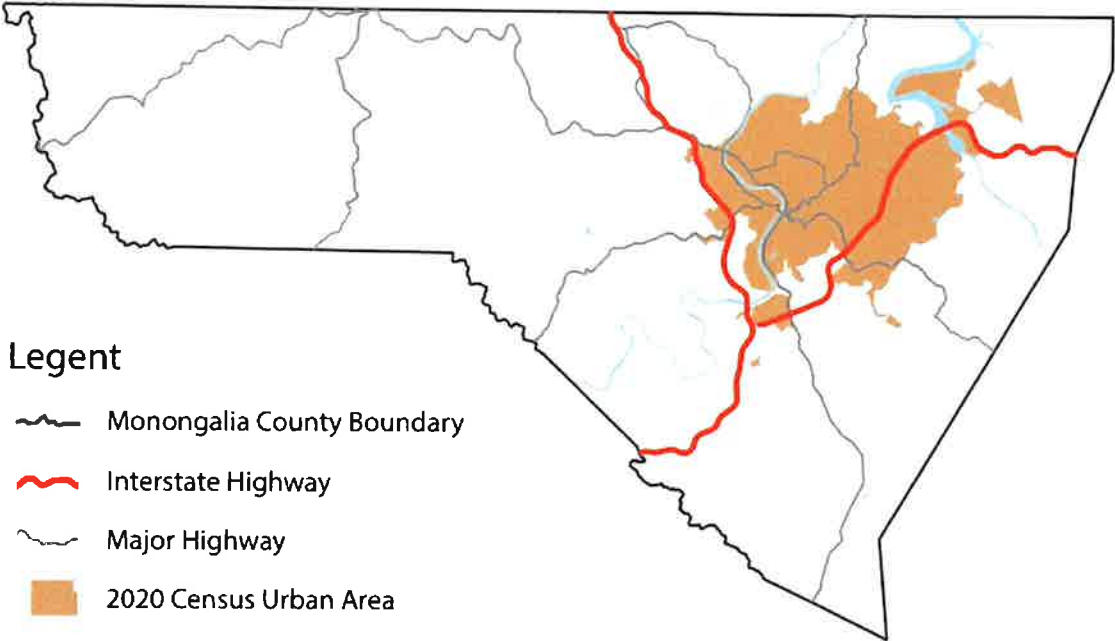
## DEVELOPMENT OF THE UPWP

The MMMPO’s Unified Planning Work Program is developed in consultation with the MMMPO’s member agencies. The process begins in November of the previous year when MPO staff requests that all member agencies including Mountain Line Transit provide us with any items they would like to see included in the upcoming years work program. A draft of the upcoming fiscal year work program is provided to the MPO’s committee members including the Policy Board at their January meeting. The final document is submitted to the committees for adoption at the March meetings.

## STUDY AREA

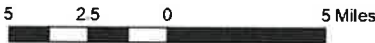
The Morgantown Monongalia MPO covers Monongalia County including the municipalities of Blacksville, Granville, Morgantown, Star City, and Westover.

### Morgantown Monongalia MPO Boundary



#### Legend

- Monongalia County Boundary
- Interstate Highway
- Major Highway
- 2020 Census Urban Area





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The MPO's Policy Board includes 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 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

### **Accomplishments**

During Fiscal Year 2022-2023 the Morgantown Monongalia MPO staff worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the region. The MPO's efforts were focused on the implementation of the area's 2050 Long Range Transportation Plan. Please find below a short description of these activities.

The primary focus of the MPO during the fiscal year was working to develop grant applications for several projects. MPO Staff prepared and submitted an application for a Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to complete the design of the unprogrammed portions of Greenbag Road. This effort was successful. MPO Staff also prepared a Safe Streets for All grant application for improvements to Willey Street and a corridor including S. High Street and Dorsey Avenue. This application was unsuccessful.

Other work performed by MPO Staff during FY 2022-2023, included:

Development of an RFQ for consultant(s) to serve in an "on-call" to perform studies and other tasks such as data collection as needed. Staff also prepared an RFQ for a consultant to develop a microsimulation model of the downtown area in accordance with the recommendations of the recently adopted Metropolitan Transportation Plan (MTP).

MPO Staff also worked to keep the following projects moving toward construction, the University Avenue/Collins Ferry Road intersection improvement project the Greenbag Road widening project, Beechurst Avenue spot improvement project and the upgrades of the West Run, Van Voorhis Road corridor projects. Staff also worked to keep the MPO Policy Board informed of the construction process for the Mileground Widening project.

In addition to project work MPO staff, performed several duties to maintain traffic related databases these databases include an annual traffic count program and an accident database. The 2019 traffic counts were taken in April and October to allow for the development of peak period factors. The

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accident database was updated using additional data available from the WVDOH. It should be noted that, due to the decline in traffic attributable to the COVID 19 pandemic, the MPO did not have traffic counts taken in 2020. To account for 2020 the MPO's database will be updated using counts taken by WVDOH.

MPO Staff also worked with a subcommittee including representatives from the City of Morgantown, Mountain Line Transit, the Monongahela Rail Trail Conservancy, West Virginia University and the MPO's Citizens Advisory Committee, to advise MPO staff on the creation of a bicycle and pedestrian count database. The initial step of this process, the purchase of a test electronic counting device is to be completed during FY 2023.

The MPO has been working to implement the Regional Transportation Demand Management program. During FY 2014-2015 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 FY 2019-2020 when there were two ongoing vanpools. Since that time the initial funding for the program has been expended. MPO Staff successfully sought funding for the continuation of this initiative in FY 2020-21. To date 17 vanpools have been started by this program with 12 of them still operating after the expiration of the MPO's subsidy.

MPO Staff also provided Mountain Line Transit with an evaluation of the safety of left turn movements on Mountain Line's routes. This was an informal document evaluating these movements utilized by Mountain Line in their operational planning.

MPO Staff continued work begun 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 WVDOH, the Federal Highway Administration and the Federal Transit Administration. The MPO Executive Director was the Chairman of WVAMPO in 2022. He was elected to the Board of the national Association of MPO's in 2022 and will not be eligible to serve as an officer of WVAMPO in 2023.

Operational initiatives undertaken during FY 2022-2023 included work to implement transportation performance measures as required by the FAST Act. With the addition of a part-time staff person shared with Monongalia County the MPO expanded its online presence to include several new platforms including Twitter, LinkedIn, a larger presence on Facebook and other social media. The presence of citizens at the MPO's Committee meetings grew with this effort. The new employee also worked to standardize the format of the MPO's letter head and other documents as well as beginning a quarterly MMMPO newsletter. Normal operations included MPO consideration of numerous TIP Amendments by the MPO's committees. MPO Staff also performed other normal administrative functions including financial management, staff technical support to the Pedestrian and Bicycle Board's, and other similar tasks.

It is anticipated that all of the work items proposed in the FY 2022-2023 will have been addressed during that fiscal year. It should be noted that several items are intended to be ongoing parts of the MPO's Work Program which will never be "completed." These tasks include all forms of data collection, monitoring of performance measures, and administration. MPO Staff anticipates that not all of the

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MPO's funding for the FY 2022-2023 UPWP will be utilized by the end of the FY due to a vacancy during part of the year. It should be noted that the MMMPO utilized greater than 98% of its FY 2021-2022 funding. There is no provision to carry over funding from previous fiscal years in the MMMPO's arrangement with WVDOT.

## FOCUS FOR FISCAL YEAR 2023-2024

### Local initiatives:

Major initiatives to be under taken this year include:

The updated Metropolitan Transportation Plan calls for the development of a study of downtown Morgantown Traffic Operations. This Study is to analyze numerous scenarios for changing downtown's traffic patterns. Potential changes to be evaluated include the closing of "Grumbein's Island" to traffic, improvements to the operational capacity of Willey Street, evaluating the impact of eliminating the one-way street pairs (Spruce Street and High Street, Pleasant Street and Walnut Street) in downtown, and other potential improvements to the network including better coordination of the signal system. In FY 2022-23 the MPO developed an RFQ for a consultant to perform this work during FY 2023-24. This Study will be the largest single project undertaken by the MPO in FY 2023-24. MMMPO Staff time for this project will be under administrative charges.

In addition to the Downtown Traffic Operations Study MPO Staff will be working with WVDOH to oversee the conduct of the Greenbag Road Design Study funded by the MPO's RAISE grant. MPO Staff will team with WVDOH to put together a Study Steering Committee and work with WVDOH to jointly administer the Study. It is anticipated that this project will take place over more than one fiscal year.

As recommended in the Metropolitan Transportation Plan, MPO Staff in FY 2020-21 investigated establishing an ongoing bicycle and pedestrian data collection program. Initial discussions of such a program indicate that collecting this data every two to three years at select locations will be adequate in the beginning of the program. These efforts will build on the recently completed Bicycle and Pedestrian Plan Update. Staff will finalize with the MPO's Committee's to determine the appropriate locations and time frame for these efforts. It is anticipated that the MPO's data collection effort will begin in FY 2023-24.

MPO Staff is also considering the development of a vehicle charging station plan for the area during FY 2023-2024. This will require the participation of the MPO's jurisdictions and partners including WVU and the Board of Education. It is anticipated that this plan will be developed in house by MMMPO Staff.

During FY 2019-2020 the MPO hired a part-time employee to expand its public outreach efforts as identified in the MPO's Public Involvement Policy. This staff person is responsible for developing a newsletter to be issued at least quarterly, website maintenance, and the MPO's social media presence. These efforts will continue in the upcoming Fiscal Year.

### Other tasks:

The MPO reinstated the traffic count program in the spring of 2023. The purpose of the program is 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 MPO's regional travel demand model, as well as in identifying areas where operational improvements to the road network may be needed. The information is also useful to the Division of Highways when planning operational improvements to the area's transportation facilities.

MPO Staff will work to implement the process for monitoring and reporting on the impact of transportation decision-making in the TIP and the Metropolitan Transportation Plan on the safety and operational performance of the transportation system in accordance with the performance planning requirements of the IJA, FAST Act and MAP 21. MPO Staff will continue to provide 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 and the MPO's Bylaws to determine the need for an update to the provisions of those documents. Staff will also continue to work with the statewide MPO Association on issues common to all of the state's MPOs.

As outlined below the MPO intends to address Federal Planning initiatives provided by the Federal Highway Administration and the Federal Transit Administration in the work program.

**-Tackling the Climate Crisis-Transition to Clean Energy-**The draft UPWP addresses this issue by emphasizing the development of alternative forms of transportation and by working with WVDOH as needed on potential locations for electric vehicle charging stations. This item is addressed in line items II-D-11, II-B-10 and II-B-17.

**-Equity and Justice<sup>40</sup> in Transportation Planning-**This initiative stresses the following activities-improve infrastructure for non-motorized activities, plan for the safety of all road users, reduce single occupancy vehicle travel and associated air pollution in high volume corridors, offer reduced public transportation fares as appropriate, target demand response toward communities with older adults and those with poor access to essential services. This emphasis area also includes out-reach to underserved communities and including persons in rural areas that have been systematically denied a full opportunity to participate in as of life.

The draft UPWP addresses this area by continuing our cooperation with the WVU Health Sciences to develop strategies to reach out to the underserved in our public involvement processes as well as supporting Mountain Lines efforts to provide services to the underserved and those who have poor access to services. This emphasis area is addressed in line item III-C-16.

**-Complete Streets-**The draft UPWP addresses complete streets by continuing the MPO's coordination with the WVDOT Complete Streets Commission as well as identifying projects in the Metropolitan Transportation Plan where alternatives to the single occupant vehicle are

appropriate. The MPO is also developing a trial program for non-motorized vehicle data collection as part of the UPWP. This emphasis area is addressed line item II-B-11.

**-Public Involvement**-Under the proposed UPWP the MPO will seek to improve our outreach to underserved communities as noted in the Equity and Justice emphasis area and to continue a robust outreach program in the media. This item is addressed in line item III-C-16.

**-Strategic Highway Network (STRAHNET)** for national defense (we don't have any designated STRAHNET facilities except I-68 and I-79) The draft UPWP does not directly address this issue but the MPO's Metropolitan Transportation Plan identifies needed improvements along these corridors. The MPO will support improvements to these facilities.

**-Federal Land Management Agency Coordination** (not applicable to our area).

**-Planning and Environmental Linkage** (streamlining the environmental process for the construction of projects by utilizing information from the planning process). The MPO will address this item in the upcoming fiscal year by developing a planning level study of one the Metropolitan Transportation Plan's priority projects to assist in identifying issues for the WVDOH project development process. This emphasis area is addressed in line items III-D-2, and III-D-3.

**-Data in Transportation Planning**-As noted above the MPO proposes to develop a trial data collection program for non-motorized vehicle transportation data collection in the draft UPWP. The MPO also restarted the traffic count program in the spring of 2023 in cooperation with the WVDOH Traffic Count program. This item is budgeted in line items II-A-1, II-A-4, II-A-10.

## 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 which was restarted in the spring of 2023. The initial program included 58 locations counted in the spring of 2012. As of the 2014 counts the MPO had 74 count locations around the urbanized portion of the County. As of 2019 the number of counts was reduced to approximately 58 due to budgetary constraints. 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 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 locations and corridors.

**II-A-1 Traffic Counts-**The MPO will continue its ongoing traffic count program and expand it to include non-motorized transportation.

**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.

### II-B Long Range Transportation Plan Development

**II-B-3 Model Update-**The MPO regional travel demand model will be updated using data from the downtown micro-simulation study.

**II-B-6-Community Goals and Objectives-**The MPO will have a robust public involvement process to identify any new community goals and objectives since the last major update in 2022.

**II-B-8 Deficiency Analysis-**Ongoing efforts to identify deficient elements of the transportation network.

**II-B-9 Highway Element-**the highway element of the MTP will be updated as needed to reflect changes proposed in the area's comprehensive plans, the Downtown Microsimulation Study and other ongoing studies.

**II-B-10 Transit Element-**The MPO will work with Mountain Line to incorporate recent changes in their operations into the overall Metropolitan Transportation Plan.

**II-B-11 Bicycle and Pedestrian Planning-** The MPO will incorporate new data into the Bicycle and Pedestrian Plan.

**II-B-13 Collector Street Planning-** MPO Staff will provide support to area municipalities in reviewing proposed development to ensure that the proposed collector streets are adequate. Staff will also review proposals to ensure that the proposed connection between major arterials and collector streets are consistent with the capacity anticipated in the Metropolitan Transportation Plan.

**II-B-16 Financial Planning-** MPO Staff will continue to work for the development of funding streams for transportation in general and especially for implementing the Metropolitan Transportation Plan.

**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 2024 Planning Work Program.

#### III-B Transportation Improvement Program

MPO staff will update the Transportation Improvement Program (TIP) as needed. The MPO will work with WVDOH on updating the State Transportation Improvement Program operating procedures and updating the TIP to meet the revised procedures.

#### III-C-6 Public Involvement

The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the downtown microsimulation study. The MPO will continue to distribute a newsletter and upgrade its online presence. Staff will also reach out to neighborhoods throughout the area to inform residents about the MPO and its activities.

**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 and in freight planning.

**III-C-8 Performance Measures-**MAP 21 and the FAST Act require the States and MPOs to establish and report performance measures to ensure that transportation investments are addressing national, state, and local priorities for safety, air quality, system reliability and transit and highway asset management. These performance measures will need to be reflected in the MPO's Metropolitan Transportation Plan and Transportation Improvement Program. This will be an ongoing task.

**III-D-1 Transportation Enhancement Planning-**MPO Staff will prepare enhancement project applications and provide assistance with enhancement planning activities as requested by area agencies.



**III-D-2 Environmental Coordination**-MPO Staff will work with WVDOH to provide environmental resource agencies with information on projects proposed in the updated Metropolitan 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 work with partner agencies to identify needed special studies and to initiate studies as requested. This line item also includes the management of ongoing projects such as the Downtown Microsimulation Study.

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



**DRAFT Morgantown Monongalia MPO Operating Budget FY 2023-2024**

<b>Cost Allocation Rate Table</b>	
All work performed outside program areas shall be charged at an hourly rate to cover actual expenses. Reimbursement/allocation rates are as follows:	
<b>Position</b>	<b>Hourly Rate</b>
Executive Director	\$ 65.47 Incl. benefits + Overhead
Planner II	\$ 44.04 Incl. benefits + Overhead
Shared Planner (50% MPO)	\$ 29.25 Includes benefits + Overhead
Additional Travel	US Gov 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. Hourly rate is calculated using a 2080 hour work year as the base line for full time employees. For the shared employe a 1,040 hour work year is used.	

<b>Proposed Line Item Fixed Operating Expenses</b>				
<b>Category</b>	<b>Consolidated Federal Planning Funds</b>	<b>WVDOT</b>	<b>City/County/ PO/Other</b>	<b>Total Cost Allocation</b>
<b>Salaries*</b>				
<b>Director</b>	\$ 83,307.33	\$ 10,413.42	\$ 10,413.42	\$ 104,134
<b>Planner 2</b>	\$ 47,635.33	\$ 5,954.42	\$ 5,954.42	\$ 59,544
<b>Shared Planner</b>	\$ 22,000.00	\$ 2,750.00	\$ 2,750.00	\$ 27,500
<b>Benefits (see below)</b>	\$ 62,918.91	\$ 7,864.86	\$ 7,864.86	\$ 78,649
<b>Contracted/Capital Expenses</b>				
<b>Contracted Services</b>	\$ 20,000.00	\$ 2,500.00	\$ 2,500.00	\$ 25,000
<b>Consulting Services*</b>	\$ 20,000.00	\$ 2,000.00	\$ 102,000.00	\$ 25,000
<b>Computer Equipment</b>	\$ 3,200.00	\$ 400.00	\$ 400.00	\$ 4,000
<b>Software</b>	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 5,000
<b>Public Notices/Publishing</b>	\$ 2,800.00	\$ 350.00	\$ 350.00	\$ 3,500
<b>Overhead</b>				
<b>Travel &amp; Training</b>	\$ 12,000.00	\$ 1,500.00	\$ 1,500.00	\$ 15,000
<b>Utilities (phone, internet, web site)</b>	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
<b>Copier lease, supplies, postage</b>	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
<b>Total</b>	<b>\$ 279,461.57</b>	<b>\$ 34,432.70</b>	<b>\$ 134,432.70</b>	<b>\$ 349,327</b>

Proposes 4% COLA for Exec. Director and Planner II

<b>Employee Benefit Expenditure Detail</b>				
(Calculated on Total Wages = \$192,752)				
<b>Description</b>	<b>Consolidated Federal Planning Funds</b>	<b>WVDOT</b>	<b>City/County/ Other</b>	<b>Total Cost Allocation</b>
FICA (6.2%)	\$ 9,482.44	\$ 1,185.31	\$ 1,185.31	\$ 11,853.06
Worker's Compensation (2.3%)	\$ 3,517.68	\$ 439.71	\$ 439.71	\$ 4,397.10
Medicare (1.45%)	\$ 2,217.67	\$ 277.21	\$ 277.21	\$ 2,772.09
Retirement (12.0%)	\$ 18,353.12	\$ 2,294.14	\$ 2,294.14	\$ 22,941.40
Health Insurance 2023 + 10%	\$ 26,948.00	\$ 3,368.50	\$ 3,368.50	\$ 33,685.00
Dental & Vision Insurance (2019 rates+\$500 contingency)	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000.00
<b>Total Employee Benefit Package</b>				<b>\$ 78,648.64</b>



**Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2023-24**

**Revenues and Expenditures By Major Category**

Task Number	Task Item	Category	Consolidated Federal Planning Funds				Total Cost Allocation
			Funds	WVDOT	City/County/MPO	Other	
II-A	Inventory of Facilities						
1	Traffic Counts		30,400	3,800	3,800	\$38,000	
3	Accident Reports		1,600	200	200	\$4,000	
10	Mapping		400	50	50	\$500	
	<b>Total</b>		<b>32,400</b>	<b>4,050</b>	<b>4,050</b>	<b>\$42,500</b>	
II-B	LRTP						
3	Travel Model Update		900	50	50	\$1,000	
6	Community goals		1,600	200	200	\$2,000	
8	Deficiency Analysis		1,600	200	200	\$2,000	
9	Highway Element		2,400	300	300	\$3,000	
10	Transit Element		4,000	500	500	\$5,000	
11	Bicycle and Ped.		12,000	1,500	1,500	\$15,000	
13	Collector Street		1,600	200	200	\$2,000	
16	Financial Planning		2,400	300	300	\$3,000	
17	Cong. Mgmt. Strat.		2,400	300	300	\$3,000	
	<b>Total</b>		<b>\$28,000</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$35,000</b>	
III	Admin.				0		
A	Work Program		4800	600	600	6000	
B	TIP		8000	1000	1000	10000	
C-6	Public Involvement		40000	5000	5000	50000	
C-7	Private Sector		8000	1000	1000	10000	
C-8	Performance		12000	1500	1500	15000	
D-1	Enhancement Plan		8000	1000	1000	10000	
D-2	Env. And Pre-TIP		16000	2000	2000	20000	
D-3	Special Studies*		44000	3000	103000	55000	
D-4	Regional and State		24000	3000	3000	30000	
E	Management and Ops		52800	6600	6600	66000	
	<b>Total</b>		<b>\$217,600</b>	<b>\$24,700</b>	<b>\$124,700</b>	<b>\$0</b>	
<b>Grand Totals - All Programs</b>			<b>\$278,000</b>	<b>\$32,250</b>	<b>\$132,250</b>	<b>\$0</b>	

\*Reflects Downtown Microsimulation Special Study MPO Stakeholders provide match to WVDOH for Federal funds

C-8



# Morgantown Monongalia Metropolitan Planning Organization



## Draft Title VI Plan

March, 2023

Adopted: \_\_\_\_\_

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## **Introduction & Title VI Plan**

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.

**2023 Morgantown Monongalia MPO Committee Membership  
Metropolitan Planning Organization Policy Board**

**Officers**

Board Chairman: Michael Kelly, Board of Education

Board Vice - Chairman: Joe Statler, Blacksville

Board Treasurer: Mayor Patricia Lewis, Granville

Secretary: Bill Austin, AICP

**Members**

Monongalia County Commission:

Jefferey Arnett

Tom Bloom

Sean Sikora

City of Morgantown City Council:

Jenny Selin

Bill Kawecki

Joe Abu-Ghannam

West Virginia University

Ron Justice, Chairman

Monongalia County Board of Education

Michael Kelly, Vice-Chairman

Town of Granville

Mayor Patricia Lewis, Treasurer

Star City

Steve Blinco, Recorder

City of Westover City Council

Mayor Steve Lucci

Blacksville

Delegate Joe Statler

Mountain Line Transit Authority

Dave Bruffy

West Virginia Department of Transportation-Division of Highways

Brian Carr

**CAC Members**

Christiaan Abildso (Chairman)

Thomas Zeni

Matthew Cross

Matthew Ridgway

Chip Wamsley

Chip Buzzo

Kelli LaNeve

Heather Britton

**TTAC Members**

Bill Austin, Morgantown Monongalia MPO (Chairman)

Maria Smith, Mountain Line Transit

Kara Greathouse, Federal Highway Administration

Brian Carr, WV Division of Highway

Damien Davis, City of Morgantown

Rickie Yeager, City of Morgantown

Fouad Shoukry, WV Division of Highway

Latina Mayle, Town of Granville

Jeremy Evans, WVU

Andrew Gast-Bray, Monongalia County

Emily Muzzarelli, City of Morgantown

Drew Gatlin, City of Morgantown

Michael Dougherty,

Chelsea Beytas, Federal Transit Administration

Ted Svehlik, WVU

## **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  
243 High Street Room 026  
Morgantown, WV 26505  
(304) 291-9571  
[baustin@plantogether.org](mailto:baustin@plantogether.org)

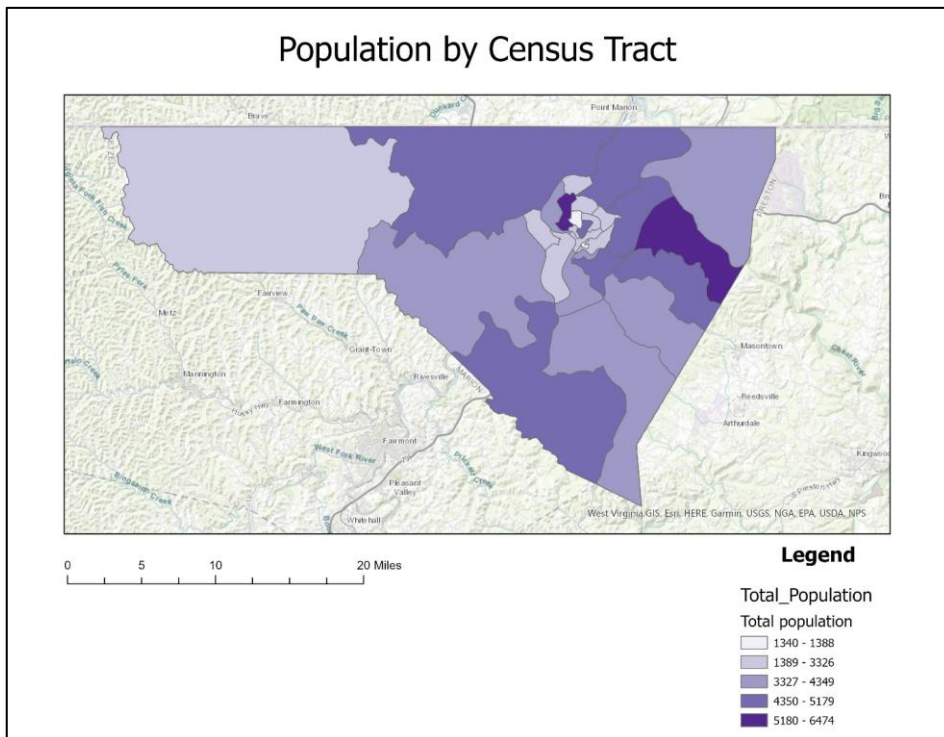
### **Title VI Coordinator Responsibilities**

- 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 ensure 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 105,695 as of 2021. The majority of residents reside around Morgantown.



Source: Total Population, 2021 American Community Survey 1-Year Estimates, S0101

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 populations with a disability.

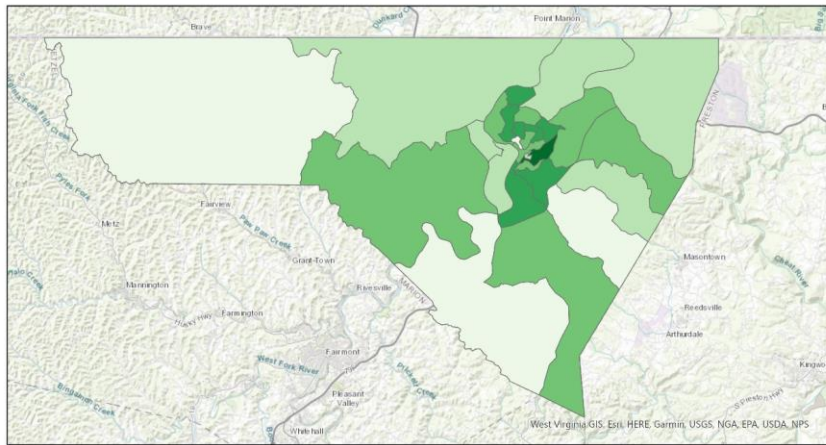
*Table 1: Race in Monongalia County Updated*

\*Total Population based on 2020: DEC Redistricting Data (PL 94-171), versus 2021 American Community Survey 1-Year Estimates. Second Data set does not include updated Race Population Estimates.

	Population Estimation	Percentage
<b>Total Population Monongalia County</b>	105,822	100%
Population of One Race:	99,340	93.9%
• White Alone	90,012	85.1%
• Black or African American alone	4,160	3.9%
• American Indian and Alaska Native alone	185	0.17%
• Asian alone	3,755	3.5%
• Native Hawaiian and Other Pacific Islander alone	71	0.07%
• Some other race alone	1,157	1.1%
Two or more races:	6,482	6.1%

Source: P1 Race, 2020: DEC Redistricting Data (PL 94-171), <https://data.census.gov/table?g=0500000US54061>

## Percent Minority Population by Census Tract



0 5 10 20 Miles

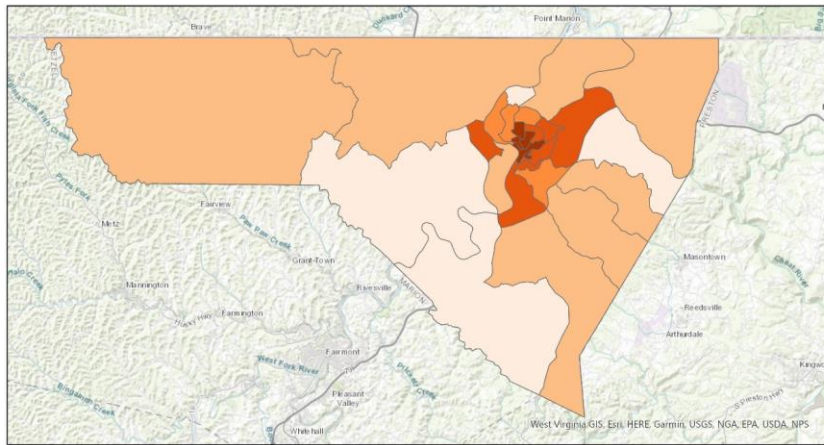
### Legend

Minority Population	
Percent Minority Population	
0.5% - 5.2%	
5.3% - 9.1%	
9.2% - 12.8%	
12.9% - 23.0%	
23.1% - 29.7%	

Source: Race, 2021 American Community Survey 1-Year Estimates, B02001



## Percent Below Poverty Level by Census Tract



0 5 10 20 Miles

### Legend

Percent Below Poverty Level  
Percent below poverty level

3% - 5.2%
5.3% - 10%
10.1% - 20.5%
20.6% - 40.8%
40.9% - 77%

Source: Poverty Status in Last 12 Months, 2021 American Community Survey 1-Year Estimates, B17010

## 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 6.95% of Monongalia County’s population over 5 years old qualifies as LEP. There were 7347 County residents who report that they speak a language beside English at home.

	Population Estimation	Percentage
<b>Total Population</b>	105,695	100%
Population 5 years and over	100,658	95.2%
Speak only English	93,311	88.3%
Speak a language other than English:	7,347	6.95%
• Spanish	• 1,390	• 1.3%
• Other Indo-European Languages	• 2,200	• 2.1%
• Asian and Pacific Island Languages	• 1,630	• 1.5%
• Other Languages	• 2,127	• 2.0%

Commented [BA1]: Identify that these percentages are a subset of the overall 6.95%

Source: S1601, Language Spoken at Home, 2021: ACS 5-Year Estimates Subject Table

### 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. As of this 2023 Update, 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.

MMMPO 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.

## **Best Practices**

The MPO strives to implement the Best Practices Policy to increase community engagement by:

- Working with local churches
- Reaching Out to Traditionally Underserved Populations
- Documenting Outreach Programs
- Leveraging Community Groups

## **Public Participation Plan**

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

[https://www.plantgether.org/files/ugd/613794\\_25eb5852520347e9b3be47a9add98768.pdf](https://www.plantgether.org/files/ugd/613794_25eb5852520347e9b3be47a9add98768.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 online at the MMMPO's website [www.plantgether.org](http://www.plantgether.org) under Documents – Policies & Regulations – General Policies – MMMPO Title IV Plan. The Complaint should be addressed to the MMMPO's Title VI Coordinator at the address below:

Morgantown Monongalia MPO

Attention Title VI Coordinator

243 High Street Room 026

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, he/she 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](http://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 7<sup>th</sup> Street SW, Room 4132

Washington, DC 20590

## Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450 334, the West Virginia Department of Transportation and the Morgantown Monongalia Metropolitan Planning Organization, hereby certify that the transportation planning process is addressing the major issues in accordance with all applicable requirements of:

- I. 23 USC 134 49 5303 and this subpart, in non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 USC 7504, 7506, c, (d), and 40 CFR part 93,
- II. Title VI of the Civil Rights Act of 1964 as amended (42 USC 2000d-1) and 49 CFR part 21
- III. 49 USC 5332 prohibiting discrimination on the basis of race, color, creed, national origin, or age in employment or business opportunity
- IV. Section 1101(b) of the SAFETEA-LU (Pub. L.109-59) and 49 CFR part 26 regarding the employment of disadvantaged businesses
- V. 23 CFR part 230, regarding the implementation of an equal opportunity program on Federal-aid highway construction projects
- VI. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq) and 49 CFR parts 27, 37 and 38
- VII. The Older Americans Act as amended ((42 USC 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal Financial Assistance
- VIII. Section 324 of title 23 USX regarding the prohibition of discrimination based on gender
- IX. Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

Morgantown Monongalia MPO

West Virginia Department of Transportation

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

The Morgantown Monongalia Metropolitan Planning Organization 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 (L.P.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 subrecipient, 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 29 Code of Federal Regulation 21.

---

J William B Austin, Executive Director

Date





## Memorandum

Date: February 23, 2022  
To: TTAC, CAC, and Policy Board  
From: MMMPO Staff  
**Subject: 2023 March TIP Administrative Adjustment**

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This memorandum is to document the administrative adjustments in the MPO's Transportation Improvement Program (TIP) in March, 2023. The WV Division of Highways has requested the following TIP Administrative Adjustment.

### **Add New Projects**

The following projects are requested by the WV DOH to be added to the MPO's TIP. The scope of those project includes marking painting, pavement, lighting, bridge renovation, and bridge inspection. They are in the groupable project category.

**D4 RDWAY DEPARTURE**; signing, delineator; construction phase; federal project ID: HSIP2023028D.

FY 2023 - Federal Dollar Cost: \$855,000, Total Dollar Cost: \$950,000.

**D-4 RECALL STRIPING (AC PAYBACK) (SPLIT FUNDED)**; pavement, markings (paint); construction phase; federal project ID: STP2023004D.

FY 2023 - Federal Dollar Cost: \$234,951, Total Dollar Cost: \$378,502. Founding source: STBG-FLEX.

FY 2023 - Federal Dollar Cost: \$100,000, Total Dollar Cost: \$100,000. Founding source: HSIP.

FY 2024 - Federal Dollar Cost: \$187,535, Total Dollar Cost: \$267,908. Founding source: STBG-FLEX

FY 2025 - Federal Dollar Cost: \$196,912, Total Dollar Cost: \$281,303. Founding source: STBG-FLEX

FY 2026 - Federal Dollar Cost: \$162,000, Total Dollar Cost: \$231,400. Founding source: STBG-FLEX

FY 2027 - Federal Dollar Cost: \$281,303, Total Dollar Cost: \$196,912. Founding source: STBG-FLEX

FY 2028 - Federal Dollar Cost: \$187,535, Total Dollar Cost: \$267,908. Founding source: STBG-FLEX

**I-79 LIGHTING (AUTH AC);** lighting; engineering phase; federal project ID: STBG0079083D.

FY 2023 - Federal Dollar Cost: \$450,000, Total Dollar Cost: \$500,000.

**INTERSTATE 68 OVERPASS;** bridge renovation; federal project ID: NHPP0119512D.

Engineering phase. FY 2023 - Federal Dollar Cost: \$480,000, Total Dollar Cost: \$600,000.

Right of Way phase. FY 2024 - Federal Dollar Cost: \$40,000, Total Dollar Cost: \$50,000.

Construction phase. FY 2025 - Federal Dollar Cost: \$3,600,000, Total Dollar Cost: \$4,500,000.

**ROADWAY STRIPING (D4);** install pavement marking (paint); construction phase; federal project ID: STP2024005D.

FY 2024 - Federal Dollar Cost: \$811,675, Total Dollar Cost: \$1,449,420.

FY 2025 - Federal Dollar Cost: \$811,675, Total Dollar Cost: \$1,449,420.

FY 2027 - Federal Dollar Cost: \$811,675, Total Dollar Cost: \$1,449,420. STBG - FLEX

FY 2028 - Federal Dollar Cost: \$811,675, Total Dollar Cost: \$1,449,420. STBG - FLEX

**FY 27 SF BR INSPECT - D4;** bridge inspection by SF; engineering phase; federal project ID: NHST2027015D.

FY 2026 - Federal Dollar Cost: \$480,000, Total Dollar Cost: \$600,000. STBG -FLEX

FY 2026 - Federal Dollar Cost: \$480,000, Total Dollar Cost: \$600,000. STBG -OFF

**FY 28 SF BR INSPECT - D4;** bridge inspection by SF; Engineering phase; federal project ID: NHST2028015D.

FY 2027 - Federal Dollar Cost: \$480,000, Total Dollar Cost: \$600,000. STBG -FLEX

FY 2027 - Federal Dollar Cost: \$480,000, Total Dollar Cost: \$600,000. STBG -OFF

**FY 29 SF BR INSPECT - D4;** bridge inspection by SF; Engineering phase; federal project ID: NHST2029015D.

FY 2028 - Federal Dollar Cost: \$480,000, Total Dollar Cost: \$600,000. STBG -FLEX

FY 2028 - Federal Dollar Cost: \$480,000, Total Dollar Cost: \$600,000. STBG -OFF

### **Other Changes**

**BROOKHAVEN ROAD IMPROVEMENTS;** install travel lanes, signal; construction phrase. federal project ID: CMAQ0007264D. Moving from FY 2024 to FY 2026.

**WALNUT ST STREETSCAPE**; construct sidewalk, crosswalk, and curb cuts. construction phrase.  
federal project ID: TEA2012638D. Federal funding increase from \$238,000 to \$773,609; total funding  
increase from \$297,500 to \$967,011

### **Archiving Committed Project**

The following obligated projects will be dropped from the MPO's TIP table and be added to the MPO's  
committed TIP project table.

- DUNKARD AVE SIDEWALKS PHASE V; construct sidewalk
- GREENBAG ROAD (GO BOND 4); improve intersection and widening
- MORRIS BUILDERS' BR +1; replace bridge
- I-79 BRIDGE REHABILITATIONS; rehab bridges – design/build
- PATTESON DR RRFB; install RRFB
- FY 23 SF BR INSPECT - D4; bridge inspection by SF
- MORGANTOWN MUNICIPAL AIRPORT STREETSCAPE; install ADA sidewalks