

**FAYETTE/RALEIGH METROPOLITAN  
PLANNING ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM  
DRAFT  
July 1, 2019 to June 30, 2020**

**REGION 1 & 4  
FAYETTE - RALEIGH MPO BUDGET  
JULY 1, 2019 - JUNE 30, 2020**

**TASK I - ADMINISTRATION - REGION 4**

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$57,663.54	\$57,663.54
FRINGE BENEFITS													\$0.00	\$15,360.88	\$15,360.88
TRAVEL													\$0.00	\$3,996.00	\$3,996.00
EQUIP / SOFTWARE													\$0.00	\$1,910.76	\$1,910.76
INDIRECT COSTS													\$0.00	\$4,145.53	\$4,145.53
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,076.71	\$83,076.71
AUDIT													\$0.00	\$4,000.00	\$4,000.00
LEGAL													\$0.00	\$1,000.00	\$1,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,076.71	\$87,076.71

**TASK II - SHORT RANGE PLANNING (SRP) - REGION 1**

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$8,250.00	\$8,250.00
FRINGE BENEFITS													\$0.00	\$4,250.00	\$4,250.00
TRAVEL													\$0.00	\$220.00	\$220.00
EQUIP / SOFTWARE													\$0.00	\$200.00	\$200.00
INDIRECT COSTS													\$0.00	\$1,500.00	\$1,500.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,420.00	\$14,420.00
ENGINEERING/TA													\$0.00	\$82,816.58	\$82,816.58
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,236.58	\$97,236.58

**TASK III - MULTIMODAL PLANNING (MMP) - REGION 1**

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$13,500.00	\$13,500.00
FRINGE BENEFITS													\$0.00	\$6,750.00	\$6,750.00
TRAVEL													\$0.00	\$1,000.00	\$1,000.00
EQUIP / SOFTWARE													\$0.00	\$500.00	\$500.00
INDIRECT COSTS													\$0.00	\$3,250.00	\$3,250.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00

TASK IV - TRANSPORTATION IMPROVEMENT PLAN (TIP) - REGION 1

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$5,100.00	\$5,100.00
FRINGE BENEFITS													\$0.00	\$2,550.00	\$2,550.00
TRAVEL													\$0.00	\$520.00	\$520.00
EQUIP / SOFTWARE													\$0.00	\$200.00	\$200.00
INDIRECT COSTS													\$0.00	\$900.00	\$900.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,270.00	\$9,270.00

TASK V - LONG RANGE PLANNING & REGIONAL MODEL - REGION 1

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$14,150.00	\$14,150.00
FRINGE BENEFITS													\$0.00	\$7,150.00	\$7,150.00
TRAVEL													\$0.00	\$1,000.00	\$1,000.00
EQUIP / SOFTWARE													\$0.00	\$1,000.00	\$1,000.00
INDIRECT COSTS													\$0.00	\$3,200.00	\$3,200.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	\$26,500.00
ENGINEERING/TA													\$0.00	\$10,000.00	\$10,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,500.00	\$36,500.00

TASK VI - PUBLIC PARTICIPATION PROCESS (PPP) - REGION 1

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL													\$0.00	\$4,300.00	\$4,300.00
FRINGE BENEFITS													\$0.00	\$2,100.00	\$2,100.00
TRAVEL													\$0.00	\$336.71	\$336.71
EQUIP / SOFTWARE													\$0.00	\$100.00	\$100.00
INDIRECT COSTS													\$0.00	\$1,050.00	\$1,050.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,886.71	\$7,886.71

TOTAL MPO REGION 1 & 4

LINE ITEM	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS	BUDGET	AVAILABLE
PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,963.54	\$102,963.54
FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,160.88	\$38,160.88
TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,072.71	\$7,072.71
EQUIP / SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,910.76	\$3,910.76
INDIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,045.53	\$14,045.53
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166,153.42	\$166,153.42
AUDIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00
CONSULTANT/TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,816.58	\$92,816.58
LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
<b>TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$263,970.00	\$263,970.00



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## **Introduction**

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The Fayette/Raleigh Metropolitan Planning Organization (FRMPO) is the primary agency responsible for transportation planning in the urbanized areas of Fayette and Raleigh counties in West Virginia. The MPO was organized in 2012 upon the release of 2010 U.S. Census data designating parts of Fayette and Raleigh counties combined as an urbanized area.

### **PLANNING AREA**

The planning area of the FRMPO, shown in Map 1, extends to the county boundaries of both Fayette and Raleigh counties. The 2010 U.S. Census designated Urbanized Area is comprised of the Cities of Oak Hill and Mt. Hope and the Town of Fayetteville in Fayette County and the City of Beckley and the Towns of Mabscott and Sophia in Raleigh County. Along with representatives from the two respective County Commissions, representatives of the municipalities named to be within the Urbanized Area comprise the voting members of the FRMPO and their municipalities are assessed accordingly. Municipalities within the county lines but outside of the Urbanized Area are still within the planning area of the FRMPO, but their representatives do not have voting rights and their municipalities are not asked to pay assessments.

The Metropolitan Planning Organization's (MPO) planning area is located within the jurisdiction of Regional Planning and Development Councils 1 and 4 which oversee the overall administration of the MPO.

### **ORGANIZATIONAL STRUCTURE**

- **Policy Board**

The Policy Board of the MPO consists of representatives from each of the municipalities located within the planning area, representatives from each county commission, the Executive Directors of each Planning and Development Council, and the West Virginia Department of Transportation.

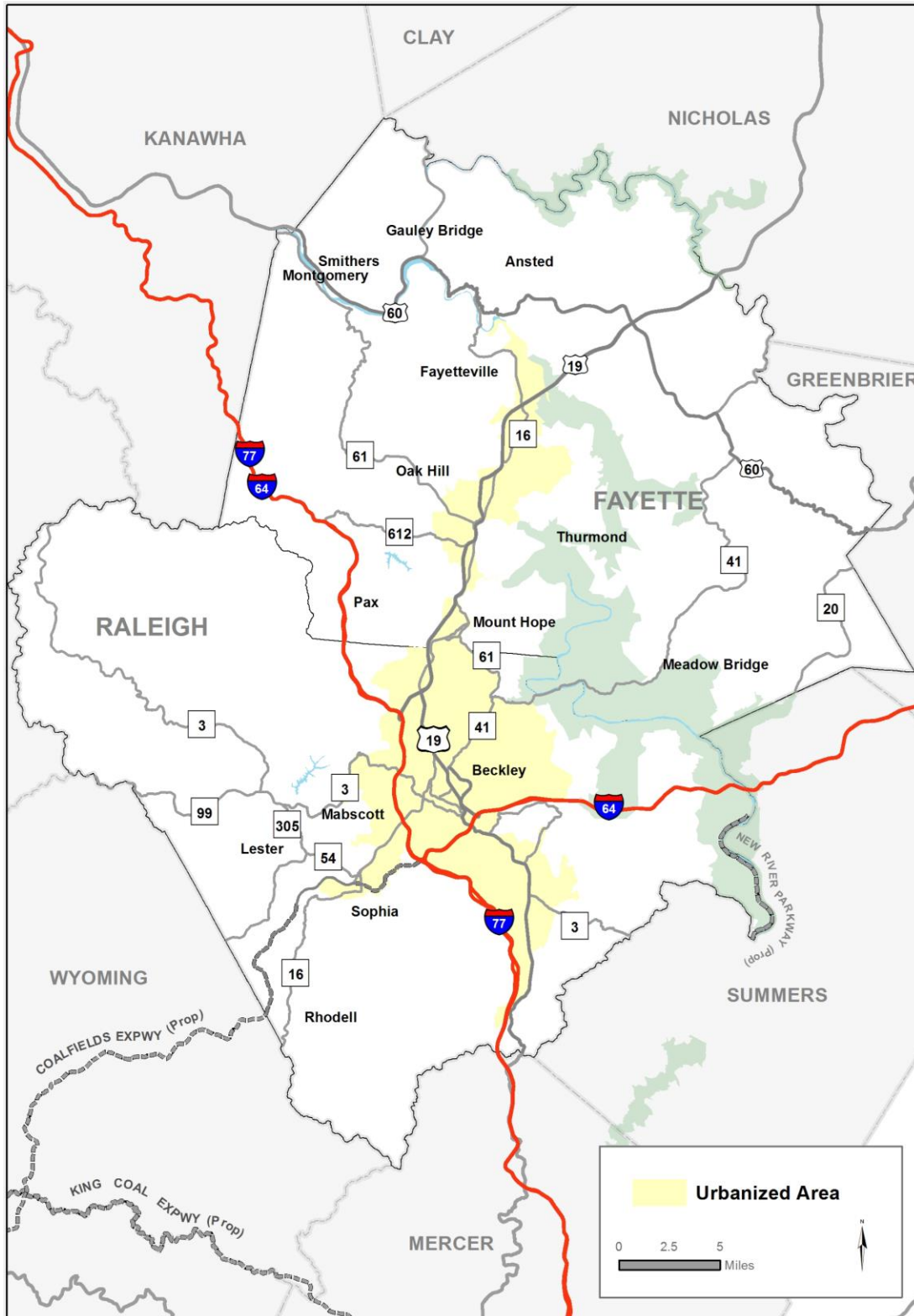
- **Technical Advisory Committee**

The MPO Technical Advisory Committee (TAC) is comprised of technical representatives (such as county engineers, city engineers/planners, etc.) from each of the counties, municipalities and transit organizations within the MPO region.

- **MPO Staff**

The MPO staff consists of several positions including, Executive Director, Transportation Planner/Engineer, Associate Planner/GIS, Fiscal/Office Manager, Bookkeeper, and Transportation Technician/Administrative Assistant. Position responsibilities and requirements are described in the MPO's Employee Prospectus.

**MAP 1: FAYETTE/RALEIGH MPO REGION**



## OPERATIONAL PROCEDURES AND BYLAWS

The MPO operates under its own set of bylaws. In addition to the bylaws, the MPO has executed Memoranda of Understanding with the West Virginia Department of Transportation as well as Intergovernmental Agreements with Region 1 and 4 Planning and Development Councils outlining the roles and responsibilities of the various agencies. Included within these agreements are sections referring to purpose, responsibilities, administration, compensation, finances, accounting, termination and debarment and suspension.

Organizational documents, financial records and other official records of the FRMPO are located at the FRMPO headquarters at:

885 Broad Street, Suite 100  
Summersville, WV 26651

All FRMPO records are available for public inspection by appointment during regular business hours (Monday through Friday 8:30 a.m. to 4:30 a.m., except holidays).

## PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) of the FRMPO is designed to set forth the details of transportation work tasks to be performed within the Fiscal Year running July 1 to June 30. The objective of this work program is to ensure that a continuing, cooperative and comprehensive approach for short and long range transportation planning is established and maintained for the metropolitan area, with proper coordination with neighboring jurisdictions and the Department of Transportation for the State of West Virginia. Its activities help to implement the Moving Ahead for Progress in the 21st Century (MAP-21) planning factors as shown below.

PLANNING FACTORS / TASKS	Program Administration	Short-Range Planning	Multimodal Planning	Transportation Improvement Program	Long-Range Planning & Model	Public Participation
Support the economic vitality of the metropolitan area	X	X	X	X	X	X
Improve transportation system safety for motorized and non-motorized users	X	X	X	X	X	X
Improve transportation system security for motorized and non-motorized users	X	X	X	X	X	X
Increase accessibility and mobility of people and freight	X	X	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency in planning for land use, transportation and economic development	X	X	X		X	X
Enhance multimodal/intermodal integration and connectivity	X	X	X	X	X	X
Promote efficient system management and operations	X	X	X	X	X	X
Emphasize preservation of the existing system	X	X		X	X	X

**A. Objective**

The purpose of this task is to administer the MPO in a manner that provides a continuous, cooperative and comprehensive transportation planning and programming process for the region and maintains its eligibility to receive federal transportation funds.

**B. Previous Work**

This is a continuing work activity.

**C. FY19/20 Activities**

- Develop and oversee the implementation of tasks in the Unified Planning Work Program.
- Maintain current membership list; prepare and distribute agenda and supporting materials for meetings of the Technical Advisory Committee, Policy Board, and other special meetings; and record meeting minutes.
- Respond to periodic requests from WVDOT and other agencies for transportation information relating to the MPO planning area.
- Participate in transportation conferences, workshops and training to remain informed of MPO requirements, emerging trends and technical methods.
- Prepare regular progress reports and reimbursement requests for submittal to WVDOT.
- Ensure the agency's compliance with all federal and state requirements, including Title VI, and maintain appropriate documentation.
- Identify transportation training and other resources from the WV Local Technical Assistance Program (LTAP) that would be of benefit to MPO members.

**D. Products**

1. A transportation planning program that identifies the area's needs and recommends ways to address them, consistent with federal requirements. (Ongoing)
2. Regular meetings of the TAC and Policy Board (Quarterly)
3. Current membership list (Ongoing)
4. Regular progress reports and invoices (Quarterly)
5. FY19-20 UPWP (adoption in April 2019)
6. Maintain a Title VI Plan (Ongoing)
7. Participation in conferences, workshops and professional training (Ongoing)



**A. Objective**

The objective of the Short Range Planning task is to analyze and identify potential solutions to address transportation problems in particular areas, and/or further refine the scope of projects and programs recommended in the Long Range Transportation Plan. Recommendations may lead to the adoption of local and/or regional policies, as well as specific projects that can be considered for funding in the MPO's Transportation Improvement Program.

**B. Previous Work**

14/15

- Map of areas of the roadway system identified as being particularly at risk from extreme weather events.

15/16

- Maxwell Hills/Pinewood Area Impact Study
- Second phase for assessment of roadway infrastructure in the urbanized area to identify areas of vulnerability to extreme weather events, including flooding, and recommend steps to address safety risks and reduce roadway damage at those locations.
- Prioritize roadways identified as vulnerable to extreme weather events per 2015 scoping endeavor and further assess at risk areas in order to publish recommendations to address safety risks and reduce roadway damage at those locations.

**C. Work Ongoing**

- Recommended changes to signal timing, safety improvements, and other modifications on selected congested corridors and intersections.
- Continue scoping/prioritization process for intersection improvement analyses for selected corridors and intersections within the planning area.
- Continue to evaluate subarea traffic impacts resulting from the opening of the East Beckley Bypass Industrial Drive Connector and identify any further operational or roadway modifications needed to ensure safety and discourage neighborhood cut-thru traffic.

#### **D. FY19/20 Activities**

- Identify bike/pedestrian improvements necessary to accommodate influx of West Virginia University Institute of Technology students. Will include inventory and assessment to be used in fashioning ADA Transition Plan.

#### **E. Products**

- Recommended changes to signal timing, safety improvements, and other modifications on selected congested corridors and intersections. (Spring 2018)
- Recommendations to address safety risks and reduce roadway damage at select locations at risk during extreme weather events. (Spring 2018)
- Phase I Beckley Bike/Pedestrian Study and ADA Transition Plan (Spring 2018)

**A. Objective**

The purpose of this task is to analyze the needs of transit users, bicyclists and pedestrians, develop recommendations to address needs, and ensure they are incorporated into the region's LRTP and TIP.

**B. Previous Work**

- *Recommendations for Transition to an Urban Transit System* (2014)
- Organization and creation of the New River Transit Authority (NRT)
- Transit Reports

**C. FY19/20 Activities*****Transit***

- Analyze ridership data, as provided by NRT, concerning location, route and service type. Produce reports on ridership to monitor trends and identify any potential needs to modify or expand transit service.
- Analyze boarding and alighting counts, as provided by NRT, to support decisions related to bus stop location and prioritizing specific stops for improvements.
- Analyze passenger surveys, as provided by NRT, to obtain information on customer demographics, trip purpose, and perception of service.
- Coordinate with NRT to maintain current information on the scope, status and funding for transit projects and programs in the TIP.
- Coordinate with WVDOT to provide input and assist with public and stakeholder involvement for the Coordinated Human Services-Public Transit Plan.

MPO staff will also implement the following short-term recommendations from the 2014 transit study:

- Develop presentations and related materials to communicate the economic importance of planning and funding for public transit to local officials, business leaders and the general public.
- Meet with local employers to identify the level of demand for transit services and the potential for vanpools.

***Bicycle and Pedestrian***

- Evaluate and document the best way to incorporate bicycle and pedestrian facilities into roadway and transit projects that are funded for development.

**D. Products***Transit*

1. Summary and analysis of passenger survey responses as conducted and provided by NRT (Annually)

*Bicycle/Pedestrian*

1. Recommendations to incorporation bicycle and pedestrian facilities into the projects in the FRMPO's Transportation Improvement Program (Ongoing)

**A. Objective**

The purpose of this task is to maintain a fiscally constrained program that directs federal, state and local funds toward the projects and services outlined in adopted transportation plans.

**B. Previous Work**

- Provided formal input to WVDOT on proposed amendments to the Statewide Transportation Improvement Program affecting Fayette and Raleigh counties.

**C. FY19/20 Activities**

- Coordinate review and approval of the consolidated multi-year, multi-modal projects proposed in the Transportation Improvement Program (TIP) by the West Virginia Department of Transportation (WVDOT), transit providers and other members of the FRMPO.
- Coordinate public participation in the review and adoption process. This will include providing an opportunity for input prior to formation of the TIP as well as review and comment on the “Consolidated TIP” proposed for adoption.
- Review the projects submitted by the West Virginia Department of Transportation and transit providers for consistency with the Long Range Transportation Plan, as well as any Short Range Planning objectives.
- Review the proposed “Consolidated TIP” for consistency with regional and local comprehensive plans. Where inconsistencies are identified, efforts will be made to revise the scope, location or design of the proposed improvements to better fit existing community plans.

**D. Products**

1. A fiscally constrained Transportation Improvement Program that contains all federally funded and/or regionally significant projects for roadways, transit, the bicycle and pedestrian network, and other transportation enhancements in the MPO region. (Fall 2017)
2. Publication of an Annual List of Obligated Projects to report to the public on progress made in implementing the TIP during the previous program year. (Fall 2017)

**A. Objective**

The purpose of this task is to maintain a multimodal Long Range Transportation Plan which addresses regional issues relative to highways, transit (public transportation and human services transportation), bicycle/pedestrian, safety, freight and homeland security issues and other transportation enhancements and meets the basic requirements of Federal rules and regulations including provisions of MAP-21. This includes ongoing data collection needed to monitor and report on the performance of the transportation system, and periodic updates to the regional travel demand model.

**B. Previous Work**

- Analyzed existing conditions and developed a regional travel demand model
- Conducted public and stakeholder meetings and an on-line survey to obtain input on regional goals and needs
- Completed a fiscally constrained, multi-modal plan to address issues identified through technical analysis and public/stakeholder input
- Explored strategies, policies and organizational structure needed to implement the goals of the LRTP.

**C. FY19/20 Activities**

- Monitor travel times and delay at key intersections for congested corridors identified in the Regional Transportation Plan.
- Map and analyze data for injury crashes and fatal crashes reported by law enforcement agencies in the MPO area.
- Track development changes in Fayette and Raleigh counties that significantly affect population or the number of employees in a traffic analysis zone.
- Coordinate with WVDOT and the NRTA to establish targets for the transportation performance measures required by MAP-21.
- Amend the LRTP as necessary to incorporate performance measurements.

**D. Products**

1. Identification of high crash locations where safety studies will be requested (Annually)

**A. Objective**

The purpose of this task is to ensure participation by interested parties and the general public in the development of the MPO's Long Range Transportation Plan, Transportation Improvement Program and various planning studies. The FRMPO maintains a Public Participation Plan to ensure the involvement of citizen special interest groups, freight haulers, commerce associations, major economic developments, education institutions, public transit providers of transportation and other interested persons or groups.

**B. Previous Work**

- Adopted a Public Participation Plan
- Established an MPO website
- Update Public Participation Plan to promote better procedures, as well as re-evaluate identified stakeholders. (Fall 2016)

**C. FY19/20 Activities**

- Continued opportunities for stakeholder input on plans and projects will be provided thru various state and local media outlets as well as public notifications and electronic media. Input will be compiled and made part of the decision-making process of the FRMPO.

**D. Products**

1. A proactive public participation process that provides complete and user-friendly information, timely public notices and full public access to key decisions. (Ongoing)
2. Maintenance of a website where the public can learn about the MPO's functions and responsibilities, view plans and other documents, learn about upcoming meetings, and provide input to the transportation planning and programming process. (Ongoing)