



MONTHLY COMMISSION MATERIALS

July 2016

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**NVTC COMMISSION MEETING
THURSDAY, JULY 7, 2016
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201**

7:30 P.M.

6:45 P.M. NVTC's Executive Committee (dinner is available at that time)

AGENDA

1. Opening Remarks
2. Oath of Office for New Commissioner
3. ACTION ITEM: Approve the Minutes of the June 2, 2016 NVTC Meeting
4. INFORMATION ITEM: Washington Metropolitan Area Transit Authority (WMATA)
 - A. Report of the Virginia Members of the WMATA Board of Directors
 - B. Funding the NVTC Jurisdictions' Obligations to WMATA
5. ACTION ITEM: Resolution #2311: Support of the Envision Route 7 Selected Alternative
6. ACTION ITEM: Resolution #2312: Approve NVTC's Title VI Compliance Report
7. ACTION ITEM: Adopt Changes to NVTC's By-Laws

8. ACTION ITEM: Virginia Railway Express (VRE)

- A. VRE CEO Report and Minutes
- B. ACTION ITEM: Approve Resolution #2313: Authorize the VRE CEO to Amend the Contract for New Passenger Railcars with Sumitomo Corporation of Americas and to Execute an Assignment Agreement to Assign Options to Purchase Additional Railcars to Chicago Metra
- C. ACTION ITEM: Approve Resolution #2314: Authorize the VRE CEO to Execute an Agreement After Certificate to Transfer Property at the Woodbridge VRE Station to VDOT and to Accept a VDOT Permit for Continued Operation of Kiss-and-Ride at the Woodbridge VRE Station
- D. INFORMATION ITEM: Gainesville-Haymarket Extension Study

9. Executive Director Report

10. INFORMATION ITEM: Transform 66 Multimodal Project Proposed Component Grant Agreement

11. INFORMATION ITEM: Department of Rail and Public Transportation (DRPT)

- A. DRPT Report
- B. I-395 Transit/TDM Study

12. INFORMATION ITEM: NVTC Financial Items

Agenda Item #2: Oath of Office for New Commissioner



TO: Chairman Fiset and NVTC Commissioners

FROM: Kate Mattice

DATE: June 30, 2016

SUBJECT: Oath of Officer for New Commissioner

The Loudoun County Board of Supervisors has appointed Supervisor Ron Meyer to serve as a Commissioner on NVTC. During the 2016 General Assembly Session, Delegate Minchew sponsored HB181 which amended the Code (Section 33.2-1904) to add a second member from Loudoun County to NVTC effective July 1, 2016.

At the July meeting, the oath of office will be administered to Supervisor Meyer.

Oath of Office

I do solemnly swear that I will support the Constitution of the United States and the Commonwealth of Virginia and that I will faithfully discharge all the duties incumbent upon me as an officer of the Northern Virginia Transportation Commission, according to the best of my ability.

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AGENDA ITEM #3

MINUTES
NVTC COMMISSION MEETING – JUNE 2, 2016
NAVY LEAGUE BUILDING – FIRST FLOOR CONFERENCE ROOM
ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Fisette at 7:34 P.M.

Members Present

David Albo
Sharon Bulova
John Cook
Katie Cristol
Christian Dorsey
Adam Ebbin
Jay Fisette
John Foust
Catherine Hudgins
David LaRock
James LeMunyon
Matt Letourneau
Tim Lovain
Jeff McKay
David Meyer (Alternate, City of Fairfax)
Paul Smedberg
David F. Snyder
Jennifer Wexton

Members Absent

Jim Corcoran
Jeff Greenfield
J. Randall Minchew

Staff Present

Karen Finucan Clarkson
Jen Deci
Rhonda Gilchrest
Dan Goldfarb
Laurel Hammig
Patricia Happ
Scott Kalkwarf
Kate Mattice
Aimee Perron Siebert
Melissa Walker
Steve MacIsaac (Counsel)
Todd Horsley (DRPT)
Doug Allen (VRE)
Joe Swartz (VRE)

Oath of Office for New Commissioner

Chairman Fisette announced Delegate David Albo has been appointed by the Virginia House of Delegates to fill the vacancy at NVTC left by Delegate Rust's departure. NVTC welcomes back Delegate Albo as he previously served on NVTC. Chairman Fisette administered the oath of office to Delegate Albo and Commissioners welcomed him back to NVTC.

Chairman Fisette also recognized Supervisor Ron Meyer, who has been appointed to NVTC by the Loudoun County Board of Supervisors effective July 1, 2016. Mr. Meyer will be sworn in as a NVTC Commissioner at the July meeting.

Minutes of the May 5, 2016 NVTC Meeting

Mr. Letourneau moved, with a second by Mrs. Bulova, to approve the minutes. The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Fisette, Foust, Hudgins, LeMunyon, Letourneau, McKay, Smedberg and Wexton. Mr. Snyder abstained.

Personnel Items

Chairman Fisette stated the Executive Committee recommended moving the Personnel Items up in the Agenda. Two confidential letters were distributed to Commissioners. Chairman Fisette explained that if any Commissioner had questions or comments about the proposed actions related to Kelley Coyner's resignation, it has been suggested the Commission should go into Closed Session at the end of the meeting. It was determined that a Closed Session was needed.

Delegate LaRock and Mr. David Meyer arrived at 7:37 P.M.

Delegate LeMunyon asked about the confidentiality of the letters being distributed in an open meeting. Mr. MacIsaac explained that all the personnel action items in the Agenda are public documents. However, the terms and conditions that have been agreed to in regards to Ms. Coyner's resignation are to remain confidential and part of her personnel file and, therefore, the letters should remain confidential.

Washington Metropolitan Area Transit Authority (WMATA)

SafeTrack Plan. Mrs. Hudgins announced that SafeTrack, WMATA's maintenance plan, includes 15 safety surges that will begin at midnight June 4th and run through March 2017. She stated that it will be important to share with constituents how to find information about the work being done because it is going to impact the entire region, not just Metro riders. A wealth of information on SafeTrack is on WMATA's website. NVTC has helped local jurisdictions and transit providers to come together to coordinate plans to address the impacts of the SafeTrack Plan. Other organizations are also involved in educating the

public. She stated that by using the entire region's assets and working together, it will make SafeTrack Plan more successful.

Mr. Lovain arrived at 7:44 P.M.

Mr. Dorsey stated the SafeTrack Plan will accomplish three years of work in less than one year. The inconvenience will be great – riders may have to avoid Metro altogether when work impacts their lines. Three of the Northern Virginia surges include a shutdown of an entire line segment, while several allow for single tracking. WMATA revised the schedule for its year-long plan after the Federal Transit Administration (FTA) said the original plan did not give priority to critical safety-related repairs.

Senator Ebbin arrived at 7:50 P.M. and joined the discussion.

Mr. Dorsey explained that the first surge will start in Virginia on June 4th and include single track service on the Orange and Silver lines between East Falls Church Metro station and Ballston station through June 16th. Weekday train service on the Orange Line will operate on 18-minute headways. Additional Orange Line trains will operate between Ballston and New Carrollton every 6 minutes during rush hours and every 10-minutes during mid-day and evening hours. The Silver Line will operate on 18-minute headways. The second surge will be more challenging and will occur between June 18 – July 3 with Blue, Orange and Silver lines closed between Eastern Market and Minnesota Ave/Benning Road. The Blue Line will also be closed between Arlington Cemetery and Rosslyn.

Mr. Dorsey stated that it is important to understand that this work will not create a new rail system, but will result in a well maintained 40-year old rail system. Mr. Smedberg clarified that the SafeTrack Plan only addresses rail improvements and not any improvements to the stations or other infrastructure. WMATA's General Manager is also implementing managerial and organizational changes. An announcement of who will manage the SafeTrack Plan will be made soon.

Mr. Horsley stated that DRPT has been supporting the SafeTrack efforts at NVTC and with the local transit providers. DRPT will be presenting to the Commonwealth Transportation Board in June a request for additional operating assistance for local transit systems that are providing supplemental service to mitigate the impacts of the SafeTrack Plan.

Mr. Snyder stated that there needs to be synchronized systems to provide accurate information to the riders. He also observed that WMATA will be shutting down service during maximum peak periods during the weekdays which will impose significant inconveniences for most riders instead of shutting down systems not used extensively on the weekends. He asked what other options WMATA considered. Mr. Dorsey stated these issues were taken into consideration, but to do the work on the weekends would have taken three years to complete. There was value placed on doing this quickly but without having to come to the jurisdictions with a request for additional funding.

Mrs. Bulova distributed a copy of a letter from Fairfax County to county employers regarding the SafeTrack plan urging them to engage with their employees and to encourage teleworking, ridesharing, allowing for flexible schedules, and seeking other transit options. She stated that it is important for jurisdictions to be proactive and reach out to the public with information.

Mr. McKay stated that he understands there is no good time to do this work, but he does not understand how the schedule was developed. He asked why a surge is starting three weeks before Christmas on a line with two regional shopping malls. Mr. Dorsey stated that this issue was raised extensively and he understands the frustration. The original surge list was in a different order with Virginia not being affected until later. However, FTA mandated the current schedule. Chairman Fisette asked if there is any flexibility with the schedule. Mr. Dorsey replied that any change would need to be approved by FTA.

Mr. Letourneau stated that the reality is that everyone in the region will be impacted. Traffic has already gotten worse as people anticipate the coming surges. He suggested that outreach needs to be broadened to include the entire region, and not just Metro riders.

In response to a question from Ms. Cristol, Mr. Dorsey provided some budgetary information. The SafeTrack Plan is being spread over two budget years and there will be a greater impact to the FY2017 budget.

Delegate Albo asked about NVTC's role in WMATA issues. He asked for clarification regarding NVTC's discussions on Metro issues if they are to provide feedback to Virginia's WMATA Board Members or to just provide information to Commissioners. Chairman Fisette replied that it is both. He asked Ms. Mattice to describe NVTC's staff role with SafeTrack. Ms. Mattice gave an overview of the work NVTC staff has been involved in, which includes daily work to review plans and how on a day-to-day basis the SafeTrack plan will impact local transit providers, who are looking at mitigation strategies. Ms. Hammig stated that the list of stakeholders has grown to include staff from the Metropolitan Washington Airports Authority, the Pentagon, and local and state police. Chairman Fisette observed that NVTC's role as coordinator seems to be clear.

Mr. Snyder stated he is glad Delegate Albo raised his question because he would like to have a dialogue of what role NVTC can play to help find solutions for Metro. Chairman Fisette suggested staff bring back options about what constructive role it could play for discussion at the next meeting.

Mr. Foust observed that significant paving projects are expected this summer throughout Northern Virginia. He stated that there needs to be coordination with the SafeTrack Plan. Ms. Mattice observed that this is why it is so important that VDOT is involved in the stakeholder group.

Update on Fare Collection. Ms. Hammig stated that following its decision to no longer pursue the New Electronic Payments Program, WMATA has issued a RFP to explore the refurbishment of existing fareboxes to extend the life of SmarTrip and to

replace some of the obsolete components. This will allow for flexibility in the future to be compatible with some of the new technology. The refurbishment will be compatible with old farebox technology.

Ms. Hammig reported that WMATA has created a subcommittee of regional partners to discuss this issue to explore a cost-effective solution. NVTC staff participates in this subcommittee. Concurrently, WMATA convened a Regional Off-Board Fare Payment Subcommittee to look at issues of off-board collection of BRT systems, the D.C. Street Car and the Purple Line.

Transform 66 Multimodal Project Component List

Ms. Mattice gave a presentation on the Transform 66 Multimodal Project, including an overview of the project and the selection process for the list of components. She stated that NVTC staff and the Multimodal Working Group have developed a proposed list of components for the Commission's consideration. The list includes 10 distinct efforts totaling \$9.8 million in requested funding. The following list of components are proposed for submission to the Commonwealth Transportation Board for funding:

1. Loudoun County Transportation Demand Management
2. Fairfax Connector Express Service from Government Center to Foggy Bottom
3. Stone Ridge Enhanced Transit
4. PRTC Gainesville to Pentagon Commuter Service
5. Peak Period Service Expansion to Metrobus Route 2A, Washington Blvd-Dunn Loring
6. Peak Period Service Expansion to ART Bus Route 55
7. Bus Stop Consolidation and Accessibility Improvements
8. Expanded Transit Access, Bike Share
9. Expanded TDM Outreach to the I-66 Corridor
10. Multimodal Real-Time Transportation Information Screens

Ms. Mattice stated that NVTC held two public hearings on May 5th and May 18th and the comments have been compiled for Commissioners to review. Comments received through 5:00 P.M. on June 2nd were provided to Commissioners.

Ms. Mattice stated that \$5 million was originally provided in the Memorandum of Agreement (MOA) between the Commonwealth and NVTC. NVTC recently received notification from Secretary of Transportation Layne that the draft Six-Year Improvement Program being recommended to the Commonwealth Transportation Board for approval at its June meeting provides NVTC with an additional \$5 million in funds to advance additional multimodal improvements.

Senator Ebbin observed that Route 7 is not included as a parallel corridor. Amanda Baxter from VDOT explained that the study area is a continuation of the study area presented in the 2015 Multimodal Study, but she noted that any project that benefits toll users on I-66 can be considered for funding.

Delegate Albo observed that no project received less than a “15” score for person through-put. Mr. Goldfarb explained how the scoring was done. The evaluation rated person through-put with a low, medium or high score or non-applicable. The benefits evaluation with respect to person through-put needed to be proportional to the funding resources. For this initial round, the benefit evaluation was straightforward and simplistic. It relied on less sophisticated methods to develop demand. The scale of the projects and available resources did not warrant complex travel demand forecast modeling or similar methodologies. These efforts would have required far more resources than were available.

Mrs. Bulova moved, with a second by Mr. Snyder, to approve the list of components for submission to the Commonwealth Transportation Board for funding.

Delegate LeMunyon thanked staff for answering his questions over the last week. Commissioners were provided with a copy of the questions and answers. He stated he is prepared to vote in favor of the first six projects but has concerns about the bottom four projects, due to the scoring of person through-put. He stated that they may be good projects but may not be projects that should receive toll funding. Another concern is how much toll revenue will go to operating costs. NVTC needs to be careful about how many projects are selected now and so that there will be enough funds for operating costs for at least two years.

Mr. Goldfarb explained that even though the original submission of the four projects did not include numbers for person through-put, they still received a score based on a “1,” “2,” “3” scoring system. During the scoring of projects, there was an expectation that all four projects would move some people through the corridor so they received a “1.” It was a binary choice of either “0” or “1.” Those TDM projects scored very well on cost effectiveness, so the scoring on person through-put was not a game changer.

Ms. Mattice stated that in regards to operating costs, the projects already have factored in operating costs for service through the second year of tolling. The MOA does include limitations on operating costs in that no more than 25 percent of the original \$5 million can be used for transit operating. Chairman Fisette noted that there is also some interest from the Commonwealth to put a limit on how much operating funds can be used for projects in the future. In response to a question from Chairman Fisette, Ms. Mattice stated that of the \$9.8 million total, only \$3.6 million is for operating costs. The jurisdictions will need to resubmit applications if they want their projects to continue to receive funding past the first two years.

Mr. Letourneau asked about the total amount of revenue being expected for the first two years of the project and what happens if expectations are not met. Ms. Mattice explained that the \$5 million is from the revolving Toll Fund which will need to be repaid by toll revenue. An additional \$5 million is being included in the SYIP. Ms. Baxter stated that the term of repayment for the original \$5 million in toll funds is 25 years.

Delegate LeMunyon made a substitute motion to separate the list into two blocks: the first block including the first six projects and the second block including the remaining four

projects. Delegate Albo seconded the motion. The substitute motion passed with a 9-8 vote, with one abstention. The vote in favor of the motion was cast by Commissioners Albo, Cook, Ebbin, Foust, LaRock, LeMunyon, Letourneau, Smedberg and Wexton. The vote in opposition was cast by Commissioners Bulova, Cristol, Dorsey, Hudgins, Lovain, McKay, Meyer and Snyder. Chairman Fisette abstained.

Delegate LeMunyon moved, with a second by Delegate Albo, to approve the first six projects for submission to the CTB. The vote in favor was unanimous and cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton.

Mrs. Bulova moved, with a second by Ms. Cristol, to approve the last four projects for submission to the CTB. The vote in favor was cast by Commissioners Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton. The vote in opposition was cast by Commissioners Albo, LaRock and LeMunyon. The motion passed.

Mr. Letourneau and Mr. Meyer stepped out of the room.

Virginia Railway Express

VRE CEO Report. Mr. Allen reported on safety and security activities for the month of April, including:

- VRE staff attended the Federal Railroad Administration's Rail Safety Advisory Committee meeting.
- VRE/Keolis Rail Services Virginia continued with operating rules and transportation security training classes for crews.
- VRE hosted TSA staff at the new Spotsylvania station to familiarize them with the layout and the safety/security provisions.
- VRE staff provided Passenger Train Emergency Response training to personnel from the Manassas Fire Department.

Mr. Allen reported overall on-time performance (OTP) for the month of April was 88 percent and Average Daily Ridership was 17,843. He also reported VRE is scheduled to present the Financial Plan to the full Commonwealth Transportation Board at their June 28th work session.

Mr. Allen announced that the Government Finance Officers Association has awarded VRE's Department of Finance a Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management.

Authorization for the VRE CEO to Execute the Second Year of the First Option Period for Train Operations and Amend the Existing Contract with Keolis Rail Services Virginia, LLC to Remove Maintenance Services. Mrs. Bulova reported that the VRE Operations Board recommends that the Commission authorize the following modifications to the current Operations and Maintenance (O&M) contract with Keolis Rail Services Virginia: 1) Amend the existing agreement to remove the maintenance of equipment and facilities functions, which will now be contracted separately; and 2) Authorize up to \$15,463,003 for the second year of the first option period for a total contract value not to exceed \$131,990,557 for train operations through June 30, 2017.

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2303. The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Lovain, McKay, Smedberg, Snyder and Wexton.

Authorization for the VRE CEO to Amend the First Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail. Mrs. Bulova stated that the VRE Operations Board recommends that the Commission authorize the VRE CEO to amend the first year of the contract with Keolis for Maintenance Services. The amendment changes the start date from July 1, 2015 to July 1, 2016, and increases the contract authorization for the first year of the contract by \$841,768, for a total amount not to exceed \$7,252,371, through June 30, 2017. The maintenance of equipment and facilities is now a separate contract from train operations (see previous action).

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2304 (copy attached). The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Lovain, McKay, Smedberg, Snyder and Wexton.

Authorization for the VRE CEO to Extend the Amended and Restated Operating Access Agreement with CSX Transportation. Mrs. Bulova stated that the VRE Operations Board recommends that the Commission authorize the VRE CEO to execute a one-year extension of the Amended and Restated Operating Access Agreement with CSX Transportation (CSXT) through June 30, 2017. Since 2011, VRE and CSXT have worked to identify additional capacity enhancement projects in the corridor including construction of a third main track. Through this next year, VRE, CSXT and DRPT will meet to determine capacity enhancement projects, prioritize thee projects, establish methodologies to identify how the capacity enhancements will result in additional service for VRE and identify new potential funding sources. VRE staff anticipates these elements will be integrated into a new Amended and Restated Agreement.

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2305 (copy attached). The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Lovain, McKay, Smedberg, Snyder and Wexton.

Authorization for the VRE CEO to Execute a Memorandum of Agreement with the District of Columbia Department of Transportation and the Department of Rail and Public Transportation for Phase III of the Long Bridge Expansion Study. Mrs. Bulova reported that the VRE Operations Board recommends that the Commission authorize the VRE CEO to execute a Memorandum of Agreement (MOA) with the District of Columbia Department of Transportation (DDOT) and DRPT to conduct Phase III of the Long Bridge Expansion Study. The MOA fixes VRE's financial contribution for the non-federal match to the TIGER VI grant awarded for this phase of the study at \$300,000 and defines VRE's substantial contributing role in the management of the study. The draft MOA has been reviewed by VRE's legal counsel and is being reviewed by counsel of DDOT and DRPT.

Mrs. Bulova moved, with a second by Ms. Cristol, to approve the Resolution #2306 (copy attached). The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Lovain, McKay, Smedberg, Snyder and Wexton.

Executive Director Report

Ms. Mattice announced that an updated Member Manual is being provided to Commissioners on a flash drive. It is also available on NVTC's website. The Member Manual contains updated and helpful information for both new and veteran Commissioners. It includes a "Nuts & Bolts" section, which provides an overview of the Commission and its bylaws and budget; an "NVTC in Action" section, which speaks to NVTC's many plans, programs, projects and partners; and a "Reference" section, with links to reports, statutory references and historical documents.

Ms. Mattice also announced the upcoming public meetings for the Envision Route 7 project on June 6th in Alexandria, June 8th in Fairfax County, and June 14th in Falls Church. Commissioners are welcome to attend.

Legislative and Policy Committee Report

Mr. McKay gave an update on legislative and policy issues. He stated the Legislative and Policy Committee met earlier tonight and discussed NVTC's Legislative and Policy Agenda for the 2017 legislative session. The Committee expects to have a draft Agenda by September.

In response to a question from Delegate LeMunyon, Mr. McKay stated that the Committee has not discussed the Metro Safety Commission legislation but NVTC staff and WMATA staff have been monitoring this issue. Delegate LeMunyon observed that there could be some Freedom of Information Act (FOIA) issues regarding meeting requirement related to the proposed legislation.

Department of Rail and Public Transportation (DRPT) Report

Mr. Horsley encouraged Commissioners to read the written DRPT Report.

NVTC Transit Performance Reports

Ms. Happ gave a presentation of the Transit Performance Reports and Annual Performance Update. The Annual Performance Update includes 18 charts, graphs and tables of data compiled from all transit operators in Northern Virginia. This information is also available on NVTC's website. There were no questions from Commissioners.

Proposed Changes to NVTC's By-Laws

Ms. Deci provided a brief description of the proposed changes to the By-Laws. She stated that staff and Counsel reviewed the By-Laws and determined several changes were needed to reflect NVTC's updated mission statement, to comply with 2016 General Assembly action to add another member from Loudoun County, and to align with Code citations and wording of the Transportation District Act of 1964.

Mr. Letourneau returned to the discussion at 9:20 P.M.

Chairman Fisette noted that any change to the By-Laws requires presentation of the proposed changes at one meeting and action to be taken at the following or subsequent meetings. The Commission will be asked to vote on the changes at the July Commission meeting.

Delegate Albo asked for the justification of the change in the wording in Section 1. Ms. Deci replied that the change is to update the By-Laws with the new mission statement, which was adopted in 2014. Delegate Albo asked where in the Code does it allow NVTC to "secure funding." Mr. Maclsaac stated that NVTC is able to establish its own identity, essentially like a corporation. By adopting this mission statement, there is no violation of the Code, nor is it inconsistent with the Code. NVTC is identified by state law to be eligible as a federal grant recipient. The Transportation District Act of 1964 gives NVTC plenary authority in all matters associated with transportation. NVTC is eligible to receive funding for transit (example: gas tax funds for WMATA).

Delegate Albo suggested the wording be changed since from his perspective "secure funding" sounds like NVTC can levy taxes. Chairman Fisette asked if there is a word that would be more acceptable. Mr. Dorsey observed that the word "secure" does not mean the authority to tax. Commissioners discussed different wording choices.

Delegate LeMunyon stated that part of the Code (Section 33) relates to the Northern Virginia Transportation Authority and includes specific language related to some of these topics. According to the Code, NVTA has responsibility for general oversight of regional programs developing mass transit, service as an advocate for transportation needs in

Northern Virginia, etc. He asked if there is some way to provide clarification of what each organization (NVTC and NVTa) are doing because there seems to be some overlap.

Chairman Fisette suggested the Commission at least temporarily add in possible language to address Delegate Albo's concern so the Commission can take action at the next meeting.

Delegate Albo moved, with a second by Mr. McKay, that the words "secure," "seek," "accept," "manage" or "identify" be considered in the proposed changes to the By-Laws. The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Smedberg, Snyder and Wexton. Mr. Dorsey voted no.

NVTC Financial Items

The Financial Report for April 2016 was provided to Commissioners and there were no questions.

Mr. Meyer returned to the meeting before the Commission entered into Closed Session.

Closed Session

Chairman Fisette moved, with a second by Mr. Smedberg the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (1) of the Code of Virginia), the Northern Virginia Transportation Commission authorizes a Closed Session for the purpose of discussion of two personnel matters involving appointees of the Commission.

The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton.

The Commission entered into Closed Session at 9:28 P.M. and returned to Open Session at 9:36 P.M.

Chairman Fisette moved, with a second by Mr. Smedberg, the following certification:

The Northern Virginia Transportation Commission certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia were discussed; and
2. Only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton.

Personnel Items

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2307 accepting Kelley Coyner's resignation letter. The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton. (A copy of the resolution is attached.)

Mrs. Bulova moved, with a second by Senator Ebbin, to approve Resolution #2308 appointing Katherine Mattice as Acting Executive Director, including salary compensation as referenced in a June 2, 2016 memorandum, as amended.

Delegate LeMunyon asked about the effective date of the compensation. After further discussion, Mrs. Bulova accepted a friendly amendment to her motion that the compensation be retroactive to May 9, 2016. There were no objections to this friendly amendment.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton. (A copy of the resolution is attached.)

Mrs. Bulova moved, with a second by Mr. Meyer, to approve Resolution #2309 appointing Katherine Mattice as a signatory and Pension Trustee. The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton. (A copy of the resolution is attached.)

Mrs. Bulova moved, with a second by Mr. McKay, to approve Resolution #2310 appointing Katherine Mattice to the Virginia Transit Association's Board of Directors. The vote in favor was cast by Commissioners Albo, Bulova, Cook, Cristol, Dorsey, Ebbin, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Meyer, Smedberg, Snyder and Wexton. (A copy of the resolution it attached.)

Adjournment

Without objection, Chairman Fisette adjourned the meeting at 9:40 P.M.

Approved this 7th day of July 2016.

Jay Fisette
Chairman

Paul Smedberg
Secretary-Treasurer

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RESOLUTION #2303

SUBJECT: Authorize the VRE CEO to Execute the Second Year of the First Option Period for Train Operations and Amend the Existing Contract to Remove Maintenance Services

WHEREAS: On October 16, 2009, the VRE Operations Board approved a five-year contract with Keolis Rail Services Virginia for VRE operations and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011;

WHEREAS: A contract amendment was approved on December 17, 2010 in the amount of \$2,085,000;

WHEREAS: On May 20, 2011, the Operations Board approved the second contract year, through June 30, 2012, in the amount of \$17,954,527, for a total contract value not to exceed \$38,498,875;

WHEREAS: On April 20, 2012, the Operations Board approved the third contract year, through June 30, 2013, in the amount of \$18,008,591, for a total contract value not to exceed \$56,507,466;

WHEREAS: On April 19, 2013, the Operations Board approved the fourth contract year, through June 30, 2014, in the amount of \$18,974,041, for a total contract value not to exceed \$75,481,507;

WHEREAS: On April 18, 2014, the Operations Board approved the fifth contract year, through June 30, 2015, in the amount of \$20,115,047, for a total contract value not to exceed \$95,596,554;

WHEREAS: On May 15, 2015, the Operations Board approved the first year of the first option period, through June 30, 2016, in the amount of \$20,931,000, for a total contract value not to exceed \$116,527,554; and

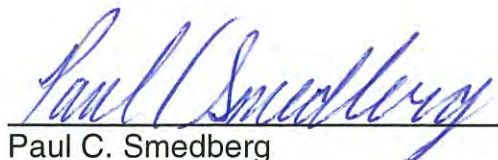
WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to amend the existing Operations and Maintenance Contract by removing the requirements for Maintenance of Equipment and Facilities.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to modify the Contract with Keolis Rail Services Virginia, LLC for Train Operations by approving up to \$15,463,003, for the second year of the first option period for a total contract value not to exceed \$131,990,557 through June 30, 2017.

Approved this 2nd day of June 2016.



Jay Fiset
Chairman

Paul C. Smedberg
Secretary-Treasurer



RESOLUTION #2304

SUBJECT: Authorize the VRE CEO to Amend the First Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail

WHEREAS: The VRE Operations Board previously recommended and the Commissions approved a Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC;

WHEREAS: The Contract was previously scheduled to start on July 1, 2015;

WHEREAS: After the Commissions authorized the VRE CEO to execute the Contract, VRE received a protest of the award of the Contract;

WHEREAS: The VRE Chief Executive Officer rejected the protest and the offeror filed suit;

WHEREAS: The contract execution was postponed pending the outcome of the suit;

WHEREAS: The Alexandria Circuit Court ruled in favor of VRE awarding the Contract to Keolis Rail Services Virginia, LLC on March 1, 2016;

WHEREAS: The Contract authorization needs to be amended to reflect the new Contract start date of July 1, 2016;

WHEREAS: The Contract amount needs to be increased above the initial Contract authorization of \$6,410,603 for additional rolling stock maintenance including maintenance and inspections for the additional Fredericksburg Line train and life cycle maintenance work scheduled for FY2017; and

WHEREAS: The VRE Operations Board recommends the following action.

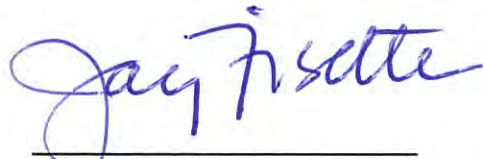
NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to amend the previously authorized, but not executed First Year of the Contract for Maintenance Services with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail from July 1, 2015 to July 1, 2016.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to increase the Contract authorization for the First Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail by \$841,768, for a total amount not to exceed \$7,252,371, through June 30, 2017.

Approved this 2nd day of June 2016.



Paul C. Smedberg
Secretary-Treasurer



Jay Fisette
Chairman



RESOLUTION #2305

SUBJECT: Authorize the VRE CEO to Extend the Amended and Restated Operating Access Agreement with CSX Transportation

WHEREAS: The Commissions currently have an Amended and Restated Operating Access Agreement with CSX Transportation relating to VRE operations in the Fredericksburg to Washington corridor, with the agreement ending on June 30, 2016;

WHEREAS: VRE staff is currently engaged in ongoing discussions with CSXT concerning a new agreement and does not anticipate conclusion of these discussions prior to the expiration of the Amended and Restated Operating Access Agreement on June 30, 2016;

WHEREAS: A provision in the current agreement permits extending the existing agreement through June 30, 2017, without any changes to the terms and conditions;

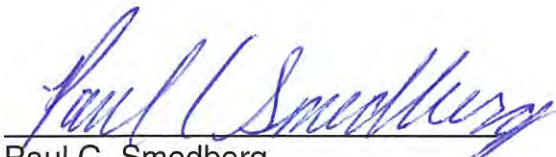
WHEREAS: Necessary funding has been incorporated into the FY 2017 budget to allow VRE to continue its operations over CSXT tracks via this extension;


WHEREAS: The purpose of this extension is to allow time to identify and negotiate additional capacity improvement projects in the corridor; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute an extension of the existing Amended and Restated Operating Access Agreement with CSX Transportation through June 30, 2017.

Approved this 2nd day of June 2016.


Paul C. Smedberg
Secretary-Treasurer


Jay Fisette
Chairman



RESOLUTION #2306

SUBJECT: Authorize the VRE CEO to Execute a Memorandum of Agreement with the District of Columbia Department of Transportation and the Department of Rail and Public Transportation for Phase III of the Long Bridge Expansion Study

WHEREAS: The VRE System Plan 2040 identified the expansion of railroad capacity, particularly expansion of the Long Bridge across the Potomac River, as a critical need to support long-term VRE growth and service expansion;

WHEREAS: The District of Columbia Department of Transportation (DDOT) is proceeding towards completion of the first two phases of a Long Bridge Expansion Study and is prepared to conduct a third phase consisting of preliminary engineering and analyses required under the National Environmental Policy Act;

WHEREAS: DDOT was awarded a \$2,800,000 planning grant under the TIGER VI program to advance the Phase III of a Long Bridge Expansion Study;

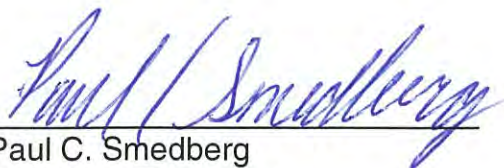
WHEREAS: The TIGER VI grant requires a non-federal match of \$1,300,000, which the DDOT, DRPT and VRE have committed to fund;


WHEREAS: The District of Columbia Department of Transportation, Virginia Department of Rail and Public Transportation and VRE have drafted a Memorandum of Agreement defining VRE's partnership with the DDOT and DRPT with respect to the contribution of the non-federal match of the TIGER VI grant and management of Phase III of the Long Bridge Expansion Study; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute a Memorandum of Agreement, in a form acceptable to VRE Legal Counsel, with the District of Columbia Department of Transportation and the Virginia Department of Rail and Public Transportation that sets the non-federal match to the TIGER VI grant and defines VRE's role in the management of Phase III of the Long Bridge Expansion Study.

Approved this 2nd day of June 2016.


Paul C. Smedberg
Secretary-Treasurer


Jay Fisette
Chairman



RESOLUTION #2307

SUBJECT: Accept Resignation of Kelley S. Coyner as Executive Director

WHEREAS: Kelley S. Coyner has served as the Executive Director for NVTC since March 2013; and

WHEREAS: Ms. Coyner has submitted her resignation effective June 3, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the Chairman to accept the resignation of Kelley S. Coyner as the NVTC Executive Director effective June 3, 2016, in accordance with its terms.

Approved this 2nd day of June 2016.

Paul C. Smedberg
Secretary-Treasurer

Jay Pisette
Chairman



RESOLUTION #2308

SUBJECT: Appoint Katherine A. Mattice as NVTC's Acting Executive Director

WHEREAS: Kelley Coyner has resigned as NVTC's Executive Director effective June 3, 2016;

WHEREAS: Katherine A. Mattice joined NVTC in November 2014 as Director of Transit Programs and Policy; and

WHEREAS: Ms. Mattice brings more than 20 years of experience leading, developing and implementing public transportation and energy initiatives at the Federal Transit Administration and in the private sector.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints Katherine A. Mattice to serve as Acting Executive Director.

Approved this 2nd day of June, 2016.


Paul C. Smedberg
Secretary-Treasurer


Jay Fisette
Chairman



RESOLUTION #2309

SUBJECT: Appoint Katherine A. Mattice as a NVTC Signatory and Pension Trustee

WHEREAS: Kelley Coyner has resigned as NVTC's Executive Director effective June 3, 2016;

WHEREAS: As NVTC's Executive Director, Kelley Coyner served as an official signatory as well as a pension trustee;

WHEREAS: On June 2, 2016, NVTC appointed Katherine A. Mattice to serve as Acting Executive Director; and

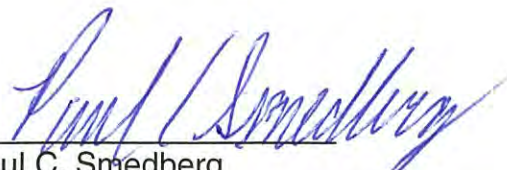
WHEREAS: NVTC's Secretary-Treasurer, Paul C. Smedberg, and NVTC's Director of Finance and Administration, Scott Kalkwarf, continue to serve as official signatories and pension trustees.

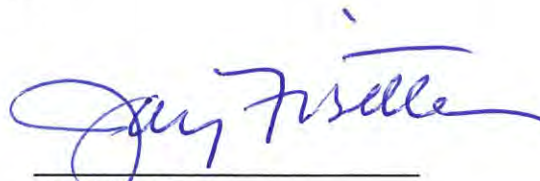
NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission hereby confirms the following persons to serve as NVTC signatories (who are eligible to sign individually for any transaction of less than \$5,000 and with one other signatory for transactions of \$5,000 or greater):

Hon. Paul C. Smedberg	Secretary-Treasurer
Katherine A. Mattice	Acting Executive Director
Scott C. Kalkwarf	Director of Finance and Administration

BE IT FURTHER RESOLVED that the individuals listed above shall serve as NVTC employees' pension trustees, with the addition of NVTC's Assistant Financial Officer, Colethia Quarles.

Approved this 2nd day of June, 2016.


Paul C. Smedberg
Secretary-Treasurer


Jay Fisette
Chairman



RESOLUTION #2310

SUBJECT: Appoint Katherine A. Mattice to Serve as a Member of the Virginia Transit Association Board of Directors

WHEREAS: NVTC is empowered to make appointments to the Board of Directors of the Virginia Transit Association (VTA);

WHEREAS: On January 7, 2016, NVTC appointed David Snyder and Kelley Coyner to serve as Principal members to VTA and Jeff McKay as an Alternate, leaving one Alternate position vacant;

WHEREAS: On March 3, 2016, NVTC appointed Katie Cristol to fill the vacancy and serve as an Alternate to the VTA Board of Directors;

WHEREAS: NVTC's Executive Director Kelley Coyner has resigned effective June 3, 2016, leaving a vacancy on the VTA Board of Directors; and

WHEREAS: On June 2, 2016, NVTC appointed Katherine A. Mattice to serve as the Acting Executive Director.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints Katherine A. Mattice to serve as a Member of the Virginia Transit Association (VTA) Board of Directors.

Approved this 2nd day of June, 2016.


Paul C. Smedberg
Secretary-Treasurer


Jay Fisette
Chairman

Agenda Item #4: Washington Metropolitan Area Transit Authority



TO: Chairman Fiset and NVTC Commissioners

FROM: Kate Mattice, Laurel Hammig and Scott Kalkwarf

DATE: June 30, 2016

SUBJECT: Washington Metropolitan Area Transit Authority

A. INFORMATION ITEM: Report of the Virginia Members of the WMATA Board of Directors

The [Report of the Virginia Members of the WMATA Board of Directors](#) to the Commission has been revised and updated. The written report is current as of the day that the meeting materials are transmitted. Any relevant developments after the publication date will be reported at the Commission meeting or in weekly NVTC News emails and will be incorporated in the next month's report.

B. INFORMATION ITEM: Funding the NVTC Jurisdictions' Obligations to WMATA

Funding for WMATA comes from a variety of sources, including fares, other revenue, and local, state and federal contributions. As a part of a planned series of information briefs by NVTC staff on WMATA-related topics, Scott Kalkwarf will give an [overview of how the NVTC jurisdictions fund WMATA](#).

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Report of the Virginia Members of the WMATA Board of Directors

#4A

Report Highlights

- Joseph Leader will join WMATA on August 1st as the new Chief Operating Officer in charge of rail, bus and paratransit services.
- WMATA [completed 96% of planned work during SafeTrack Surge #1](#), single tracking between Ballston and East Falls Church.
- WMATA and Fairfax County held a full-scale emergency response drill at the Greensboro Metrorail station on Sunday, June 26th.
- [SafeTrack Surge #3](#) begins at 8pm on July 5th with a 7-day shutdown of the Blue and Yellow lines between National Airport and Braddock Road.
- WMATA announced on June 20th that [all underground weather tight seals located on third rail power feeds and jumper cables have been successfully installed](#).

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Key WMATA Milestones/Dates

KEY ISSUES	MEETING	DATE
Approval of Public Hearing of 2016 Bus Service State of Good Repair	Customer Service Committee	July 14
Update on Safety Culture and Bus Engineering/Mirrors Safety Quarterly Report Update on Roadway Worker Protection Training Update on Red Signal Violations	Safety Committee	July 14
WMATA Board of Directors Meeting		July 14
Quarterly Vital Signs	Customer Service Committee	Sept. 8
Update on FTA FWSO and NTSB Safety Actions	Safety Committee	Sept. 8
WMATA Board of Directors Meeting		Sept. 8

SafeTrack: June Update

- WMATA [completed 96% of planned work during SafeTrack Surge #1](#), single tracking between Ballston and East Falls Church.
- SafeTrack Surge #2 is underway [with no Metrorail service between Eastern Market and Benning Road/Minnesota Avenue](#).
- Monday, June 13th, [FTA approved the use of \\$20 million in federal capital funds to support WMATA SafeTrack maintenance program](#).

Local jurisdictions continue to communicate with residents and present travel options. Week 1 of Surge #2 saw riders diverting from the affected stations on the Blue, Orange, and Silver lines to the Green line. On day 1, ridership was down 4.5 percent system-wide and 65 percent at stations east of Minnesota Ave/Benning Road.

Northern Virginia stakeholders participate in weekly calls hosted by NVTC. The focus is reviewing upcoming service changes and communication efforts in preparation for Surges #3 and #4 which ~~will shutdown~~[will shutdown](#) the Blue and Yellow lines between National Airport and Braddock Road and National Airport and Pentagon City respectively. Surge 3 begins at 8pm on July 5th.

Background on SafeTrack

[SafeTrack includes 15 safety surges](#), two-thirds of which are in Virginia. Three of the NOVA surges involve a shutdown of the line segment, while seven allow for single tracking. Metro revised the schedule for its yearlong track rehab plan last week after the FTA said the original plan did not give priority to critical safety-related repairs.

Safety and Security: June Update

- WMATA and Fairfax County held a full-scale emergency response drill at the Greensboro Metrorail station on Sunday, June 26th.
- WMATA announced on June 20th that [all underground weather tight seals located on third rail power feeds and jumper cables have been successfully installed](#).

WMATA is developing corrective action plans for each of the 24 recommendations NTSB issued to Metro. These CAPs are due to NTSB by August 20, 2016.

The installation of weather tight seals began immediately after NTSB released safety recommendation [R-15-025](#) in June 2015. The NTSB highlighted this problem during the L'Enfant Plaza incident investigation and WMATA accelerated this critical work following the tunnel fire at McPherson Square in March 2016. The installation of the seals on the aboveground third rail power feeds and jumper cables will be completed by the beginning of fall 2016.

Background on Safety Issues

Safety Oversight

In October 2015, U.S. DOT [Secretary Foxx directed the Federal Transit Administration \(FTA\) to assume enhanced, independent safety oversight authority over Metrorail](#), relieving the Tri-State Oversight Commission of direct oversight.

[As required by MAP-21](#), a new entity, known as the Metro Safety Commission (MSC), will replace the Tri-State Oversight Commission (TOC). The MSC will be financially independent of WMATA and have investigative and enforcement authority. Establishment of the MSC is essential if the region is to receive \$4.5 million in federal grants. Under the expanded FTA safety oversight, the TOC will remain until the MSC is in place.

FTA issued [Safety Directive 16-2](#) to WMATA requiring the transit agency to take corrective action to resolve 217 open safety findings. These safety findings were previously issued by the Tri-State Oversight Committee (TOC), the previous State Safety Oversight Agency for WMATA Metrorail, but will now be under FTA's direct safety oversight. FTA provides a [tracking chart](#) that lists the status of each required action so anyone can monitor WMATA's progress in addressing safety deficiencies.

[In a letter to D.C. Mayor Bowser, Maryland Governor Hogan and Virginia Governor McAuliffe](#), Secretary Anthony Foxx outlined concerns regarding the delay in jurisdictions pursuing legislation in 2016 to establish the Metro Safety Commission (MSC) and the potential loss of federal funding as a result.

[An MOU signed by Governor McAuliffe, Governor Hogan and Mayor Bower](#) outlined the draft interstate compact that defines the powers, governance, financing and jurisdiction of the MSC with the goal of introducing MSC Compact language into the legislative process for consideration: in 2016 to the Council of the District of Columbia, and 2017 to the Virginia General Assembly and the Maryland General Assembly. [Draft legislation](#) was released by the three jurisdictions on May 25th.

FTA Safety Audit

Following the smoke and arcing incident at L'Enfant Plaza in January 2015, FTA conducted a Safety Management Inspection (SMI). The SMI identified 54 safety findings and 91 required actions. Subsequently, FTA assumed direct safety oversight over WMATA. WMATA developed [an online status report](#) on each CAP.

FTA's website provides information on the status of [WMATA implementation progress on the Corrective Action Plan \(CAP\)](#). WMATA submits weekly deliverables to FTA on the status of the issues raised in the [FTA Safety Management Inspection Report](#), namely improved compliance with WMATA's own safety program; adequate and timely safety training and certification for WMATA employees; and a better balance between safety-critical track work and passenger service. The master schedule shows all CAPs will be completed by September 2019.

Accident and Incident Investigations

The NTSB approved its [official accident report for the smoke and electrical arcing accident at L'Enfant Plaza Station in January 2015](#). The final NTSB report is expected to be published in summer 2016. Following its investigation, the NTSB stated the probable cause for the incident was "a prolonged short circuit that consumed power system components" resulting from the transit agency's "ineffective

inspection and maintenance practices.” The report contains 43 findings and 31 recommendations; 24 to WMATA, two to the Federal Transit Administration, one to Mayor of the District of Columbia, three to the District’s Office of Unified Command, one to the District’s Fire and Emergency Medical Services.

On October 14th, WMATA submitted the final derailment report to the Federal Transit Administration on the August derailment of a non-passenger train near Smithsonian Station. The document will become public after FTA completes its review. On September 3rd the WMATA Safety Committee examined the General Manager’s operational investigation report of the August derailment. Board members reviewed [technical issues](#) related to failure to correct a track condition “wide gauge” where the running rails are wider than the specified distance with a track geometry vehicle. The General Manager briefed Board members on immediate safety actions including a system-wide track inspection and steps to detect critical safety data.

Wireless Service on Metrorail Platforms and Tunnels

WMATA has reached an agreement in principle with four major cellular carriers to improve cellular access across the Metrorail system. WMATA, MWCOG and Metrorail jurisdictions are working with the Cellular Carrier Team to pursue rapid reinstatement and an accelerated build of the Neutral Host System to improve cellular access across the Metrorail system. The importance of improved connectivity was highlighted following the January 12, 2015 incident when riders, stuck in a tunnel, were unable to reach 911 via cellphone. This work began in 2008 but faltered when a contractor hired by the wireless companies filed bankruptcy in 2013 before completing its work in Metro’s tunnels. Under the new agreement, WMATA will wire the tunnels and receive reimbursement from the carriers. It is expected to take five years to complete.

Budget: June Update

All the Virginia WMATA Compact jurisdictions contributing capital funding approved the one-year extension of the Capital Funding Agreement (CFA). Negotiations for a multi-year CFA will begin in the fall.

Background on Budget Issues

FY2017 Operating and Capital Budget

On April 28, [the WMATA Board approved the FY2017-2022 CIP](#) maintaining current levels of planned capital funding at about \$6 billion over six years. The planned funding for the CIP will come from federal formula and PRIIA grants; required state/local matching funds for those federal grants; and additional system performance and/or debt funding from the jurisdictions. The [operating budget](#) maintaining current fares and service levels while requiring no increase in overall jurisdictional operating subsidy was approved by the WMATA Board on March 24th.

Capital Funding Agreement (CFA)

In March, the Board authorized the General Manager to execute the one-year extension of the current Capital Funding Agreement (CFA) with the understanding that the next negotiated CFA will be a multi-year agreement. The Virginia WMATA Compact jurisdictions received approval from their respective bodies prior July 1st. Negotiations for a multi-year CFA will begin again in the fall.

Financial Management: June Update

WMATA continues to work with FTA and the Financial Management Oversight Contractor to meet all deliverable expectations of FTA's Testing and Validation Plan and to provide the support and cooperation needed to accomplish onsite and offsite testing and validation objectives.

[FTA's FMO Testing and Validation Plan](#) includes 20 action items grouped into three categories with WMATA deliverables due to FTA from October 2015 through December 2016. Of the 20 action items included in FTA's Testing and Validation Plan, 13 items are aligned to restoring access to FTA's Electronic Clearinghouse Operation (ECHO). Based on the validation plan timeline provided by FTA, WMATA estimates that FTA's validation will continue through March 31, 2017. Ultimately, FTA will determine when WMATA's full ECHO access will be restored. FTA has not indicated a target date or schedule for complete removal of the restriction.

Background on Key Financial Management Issues

Financial Audit

On December 17th, the [WMATA Audits and Investigations Committee received an unmodified audit opinion on the FY2015 financial statements](#). RSM, the independent auditor of WMATA's financial statements, reported on the Single Audit which is qualified related to two items, payroll and equipment/property management. There were five "material weaknesses," five "significant deficiencies," and five matters of non-compliance. Although many of the findings were similar to those identified in the FY2014 audit, four of the fifteen findings were new this year.

Financial Management Oversight

The Federal Transit Administration's Financial Management Oversight Report identified 25 material weaknesses and 31 significant deficiencies requiring corrective action. As a result of the FMO, FTA limited WMATA's authority to drawdown federal funds under its existing grants without prior written approval, as is the general practice for FTA grantees. The restriction created cash-flow problems for WMATA, forcing it to rely on lines of credit to fund expenses. FTA is testing WMATA's new financial practices reflected in the responses before removing the financial restrictions.

WMATA submitted 10 deliverables on time between October 30 and November 30 as part of the FTA for Financial Management (FMO) Correction Action Plan (CAP) testing and validation plan reviews. In order for WMATA to be removed from restricted drawdown, FTA identified action items, due dates, testing completion goals and the testing process itself.

During the 2015 legislative session, the Virginia General Assembly passed an amendment to the 2014-2016 biennium budget (item 439 #1c) requiring the Washington Metropolitan Area Transit Authority (WMATA) to provide quarterly reports on the actions taken to address recommendations cited in the Federal Transit Administration's (FTA) Full Scope of Systems Review of WMATA dated June 10, 2014. WMATA released the 2nd Quarter report to the General Assembly on January 29, 2016.

Financial Dashboard

The following financial reports for FY2016 are now available.

FY 2016

- [July FY2016](#)
- [August FY2016](#)
- [September FY2016](#)
- [October FY2016](#)
- [November FY2016](#)
- [December FY2016](#)

WMATA Virginia Ridership and Parking Facility Utilization

May 2015 – 2016				
	May 2015	May 2016	Percent Change	
Metrorail				
Total	9,278,853	8,505,032	-8.3 %	
Weekday Average	337,050	304,821	-9.6 %	
Metrobus				
Total	1,782,048	1,662,090	-6.7%	
Weekday Average	73,076	67,814	-7.2%	
MetroAccess				
Total	26,381	26,932	2.1%	
WMATA Virginia Parking Facility Usage May 2015 – 2016				
Station/Lot	May 2015	Y-T-D FY15	May 2016	Y-T-D FY16
Huntington	73%	71%	78%	72%
West Falls Church	63%	66%	55%	55%
Dunn Loring	86%	85%	82%	78%
Vienna	89%	89%	79%	80%
Franconia	72%	70%	69%	68%
Van Dorn	111%	108%	109%	108%
East Falls Church	123%	117%	116%	116%
Wiehle-Reston East	92%	80%	84%	88%
Northern Virginia Total	81%	78%	76%	75%

Overview

Local Governments Bear Funding Obligation The Metro Compact states that the commitments to fund the portion of WMATA located within Virginia is by the component governments of the Northern Virginia Transportation District, which include the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Fairfax and Loudoun. Loudoun will incur a funding obligation when service begins on Silver Line Phase II. The total capital and operating needs are allocated to the jurisdictions by WMATA subsidy formulas based on mode. The NVTC WMATA jurisdictions meet their obligations with local and regional funds, with a portion reimbursed by the state. The local jurisdictions are ultimately responsible for meeting these subsidy requirements, regardless of the availability of state funds.

Source of Funding Varies as Between Local, Regional, State and Federal To meet their obligations, the localities utilize general funds, a regional gas tax and other regional funds, and state assistance received on a reimbursement basis. The state reimbursement percentage of the local obligations has varied significantly over the years. The region also directs its share of federal 5307 funds to support the WMATA capital program.

Subsidy Formula The total WMATA budget sets the operating and capital requirements of the agency. The subsidy formulas allocate a portion of these requirements to the NVTC local jurisdictions, which the jurisdictions are committed to make. There are different operating subsidy formulas for each of the three modes, with inputs including ridership, population, number of stations, revenue hours, revenue miles, home of jurisdiction of ridership. The capital subsidies are determined by applying the operating subsidy formulas by mode to the related capital projects.

Local Funding of Metrorail Infrastructure in Addition to the Subsidy The local jurisdictions individually undertake major capital improvements to WMATA rail facilities, which are above and beyond the subsidy commitments. These locally committed projects are generally funded with local funds, with a portion reimbursed from the state, and in some cases, federal and regional funds.

FY2016 NVTC Jurisdiction Proportionate Share of Funding Obligations

	<u>Operating</u>	<u>Capital</u>
Alexandria	15.8%	16.0%
Arlington	27.2%	29.8%
City of Fairfax	0.9%	1.0%
Fairfax County	55.1%	52.1%
Falls Church	1.0%	1.2%
	<u>100.0%</u>	<u>100.0%</u>

Operating Assistance

Local Jurisdictions: The NVTC WMATA local jurisdictions are responsible for funding the WMATA operating subsidies, regardless of the funding provided by the state. The NVTC WMATA jurisdictions determine how to make their quarterly subsidy requirements by using a mixture of trust funds at NVTC, comprised of gas tax revenue and state assistance, and funding directly from the local jurisdictions. These local sources include general funds and NVTA 30% funds which are allocated at the discretion of the localities.

Virginia: The Commonwealth of Virginia, through the Department of Rail and Public Transportation (DRPT), provides operating assistance as a reimbursement to the local jurisdictions for a portion of their WMATA operating subsidy commitments. The assistance is based on the jurisdictions' share of WMATA's actual operating expenses from two years prior, system ridership and other performance based metrics. The amount of assistance fluctuates from year to year based on the amount of funding available in the program and the needs of all transit system throughout the Commonwealth. NVTC is the grantee for this state assistance. As the grantee, NVTC receives and allocates the funds using a regional formula, and holds the funds in trust for the jurisdictions' use.

Capital Assistance

Local Jurisdictions: The NVTC WMATA local jurisdictions are responsible for funding the WMATA capital subsidies, regardless of the funding provided by the state. The local jurisdictions determine how to make their quarterly subsidy requirements by using a mixture of trust funds at NVTC, comprised of gas tax revenue and state assistance, and funding directly from the local jurisdictions. These local sources include general funds, NVTA 30% funds and bond proceeds.

Virginia: DRPT provides capital assistance on a reimbursement basis to help the local jurisdictions meet their WMATA capital subsidy commitments. Like operating assistance, capital assistance is available to all transit systems operating within Virginia. DRPT presently uses a tiered approach, funding different asset classes at various percentages. As with state operating assistance, NVTC is the grantee for capital assistance, and receives and allocates the funds using a regional formula, and holds the funds in trust for the jurisdictions' use.

Local Bus Systems

All but one of the NVTC jurisdictions provide local bus service which complements the service run by WMATA, and in many cases, service which would be provided by WMATA if the local systems did not operate. The capital and operating needs of this local bus service is funded by the local jurisdictions, with state reimbursements for a portion of the expenditures.

Localities Provide Paratransit

The jurisdictions also directly fund their own paratransit services, in addition to that provided by WMATA and billed to the jurisdictions through operating subsidies.

Regional Gas Tax

NVTC is the recipient of a 2.1% regional gas tax, which is allocated to the NVTC member jurisdictions on a point of sale basis, and held in trust for their restricted use. The NVTC WMATA members are required by statute to use the revenue to help cover their share of WMATA capital and operating subsidies. This revenue is considered to be local funds.

Other Sources of Funding

WMATA is eligible to receive funding directly from the Northern Virginia Transportation Authority, with a commitment from MD and DC for their appropriate share. This funding may only be used for capacity expansion capital projects.

CMAQ funds may be allocated by the NVTA for WMATA, which reduces the subsidy requirements for Virginia, Maryland and the District.

The Commonwealth of Virginia has committed to match one-third of the Federal PRIIA funding. As such, the funds are provided by the Commonwealth directly to WMATA.

The NVTC Jurisdictions' share of federal 5307 funds are directed to WMATA to support the capital program.

Northern Virginian Transportation Commission & WMATA

NVTC was founded, in part, to establish WMATA's Metrorail system. Today, NVTC promotes safe, reliable and cost-effective service on WMATA Metrorail and other services. NVTC manages assistance from the Commonwealth and appoints the Virginia Members of the WMATA Board of Directors. NVTC supports member jurisdictions with capital funding planning, budget analysis, and system performance and safety. All Virginia compact members are represented on the Commission. WMATA Board Members report to the Commission on budget and finance, safety, customer service, and other matters. The General Manager briefs the Commission at least annually on key issues. In addition to financial management and planning functions, NVTC's programs include emergency preparedness planning related to Virginia Metrorail Stations, next generation fare payment efforts, and developing funding resources for WMATA and other transit providers. Currently the Commission's membership is comprised of 19 elected officials (13 local and 6 state) and one designee by the Commonwealth who also serves on the WMATA Board. Loudoun will have an additional member effective July 1.

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Agenda Item #5: Envision Route 7 Selected Alternative



TO: Chairman Fiset and NVTC Commissioners

FROM: Kate Mattice and Dan Goldfarb

DATE: June 30, 2016

SUBJECT: Envision Route 7 Selected Alternative

ACTION ITEM: Resolution #2311: Support of the Envision Route 7 Selected Alternative

The Commission is asked to approve Resolution #2311, supporting the findings of NVTC's Envision Route 7 study, and articulating the importance of continuing to further study a high quality transit option in the Route 7 corridor in close coordination with the member jurisdictional agencies. The [proposed alignment, mode and termini was presented to the Commission in April](#) and was the subject of three public meetings in June.

Background

In July 2016, NVTC concluded the [Phase II Study of the Envision Route 7 Project](#), an effort to evaluate the optimal mode, alignment and termini of high capacity transit along Route 7 from Tysons to Alexandria. The initial [Phase I Study](#), concluded in February 2014, evaluated a wide range of different modal options for the Route 7 corridor from Tysons to the City of Alexandria. In the Phase II study, NVTC performed a more in-depth analysis of modes, which included light rail (LRT), bus rapid transit (BRT), and a transportation system management (TSM) alternative. The Phase II study also evaluated a terminus at Mark Center versus King Street Metro Station as well as a diversion from Route 7 to the East Falls Church Metro Station.

The findings of the study show that BRT is the best option for the corridor. It is more cost effective than LRT while supporting a forecasted ridership was within 10 percent of LRT projections. The analysis also shows that terminating at Mark Center is just as effective as terminating at the King Street Metro Station. The terminus at Mark Center allows for a connection to the planned West End Transitway as well as the ability to use the transitway to connect to the Van Dorn Metro Station. Diverting from Route 7 in Falls Church and connecting to the East Falls Church Metro Station shows a significant increase in projected ridership.

Based upon these finding and extensive public engagement, NVTC staff recommend that BRT, which connects Tysons and the City of Alexandria via Route 7, be a preferred approach for future study. This proposed BRT would run along Route 7 from the Spring Hill Metro Station in Tysons to Mark Center in Alexandria. In the City of Falls Church, the BRT would divert via North Washington Street to the East Falls Church Metro Station, then continue via North Sycamore Street/North Roosevelt Street to Seven Corners. In Seven Corners it would continue on Route 7 to North Beauregard Street and Mark Center.



RESOLUTION #2311

SUBJECT: Support of the Envision Route 7 Selected Alternative

WHEREAS: In November 2014 NVTC began Phase II of the Envision Route 7 study to determine possible modes and feasibility of high quality transit along Route 7 from Tysons to Alexandria;

WHEREAS: The Envision Route 7 Phase II study evaluated the two modes that were recommended for further study from Phase I – Light Rail Transit (LRT) and Bus Rapid Transit (BRT), as well as the impact of a diversion to East Falls Church Metro Station and the impacts of terminating at Mark Center versus King Street Metro Station;

WHEREAS: The Envision Route 7 Phase II study concluded that BRT is the best mode for the corridor based on evaluating effectiveness measures and forecasted demand;

WHEREAS: The Envision Route 7 Phase II study concluded that diverting to the East Falls Church Metro Station significantly increases ridership;

WHEREAS: The Envision Route 7 Phase II study concluded that terminating at Mark Center is beneficial for the southern end of the corridor because it serves the residents of Alexandria better and provides additional network connections including integration into the West End Transitway; and

WHEREAS: The Envision Route 7 Phase II study conclusions have been presented to the public through a series of informational meetings throughout the corridor and have been received positively.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission supports the findings of the study as well as the importance of continuing to further study a high quality transit option in the Route 7 corridor in close coordination with the member jurisdictional agencies.

Approved this 7th day of July 2016.

Jay Fiset
Chairman

Paul C. Smedberg
Secretary-Treasurer

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Agenda Item #6: NVTC's Title VI Compliance Report



TO: Chairman Fisette and NVTC Commissioners

FROM: Kate Mattice and Laurel Hammig

DATE: June 30, 2016

SUBJECT: NVTC's FTA Title VI Compliance Report

ACTION ITEM: Resolution #2312: Approve NVTC's Title VI Compliance Report

The Federal Transit Administration (FTA) requires that all recipients of FTA funds document their compliance with Title VI regulations by submitting a Title VI Program and Compliance Report to their FTA Regional Civil Rights Officer every three years. Title VI of the 1964 Civil Rights Act requires that "No persons 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."

[FTA Circular 4702.1B](#) requires subrecipients have their own Title VI program. Subrecipients submit Title VI programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

NVTC staff worked with the Cities of Falls Church and Alexandria to update their Title VI programs. Both City Councils approved their programs at their meetings on May 23rd and June 28th respectively. Subsequently, jurisdictional staff submitted their Title VI programs to NVTC and NVTC has incorporated the programs as an attachment to its own [Title VI Program and Compliance Report](#).



RESOLUTION #2312

SUBJECT: Approve NVTC's Title VI Program and Compliance Report

WHEREAS: The Federal Transit Administration (FTA) requires grant recipients to submit a Title VI Program and Compliance Report every three years;

WHEREAS: Title VI of the 1964 Civil Rights Act requires that "No persons 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."

WHEREAS: NVTC staff has reviewed these requirements and has prepared a program in compliance with Title VI of the Civil Rights Act of 1964;

WHEREAS: Subrecipients are required to have their own Title VI Programs and to submit their Title VI programs and compliance reports every three years to the direct recipient of FTA funds;

WHEREAS: Both the City of Falls Church and the City of Alexandria have prepared their own Title VI programs and compliance reports which have been approved by their respective City Councils on May 23rd and June 28th. The Cities have submitted the programs and reports to NVTC; and

WHEREAS: NVTC has incorporated the City of Falls Church's and the City of Alexandria's Title VI programs and compliance reports as attachments to its own report.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the Title VI Program and Compliance Report and authorizes staff to submit it to the Federal Transit Administration.

Approved this 7th day of July 2016.

Jay Fisette
Chairman

Paul C. Smedberg
Secretary-Treasurer

INTRODUCTION

The Northern Virginia Transportation Commission (NVTC or the Commission) was established to manage and control the functions, affairs and property of the Northern Virginia Transportation District—which was created by the Transportation District Act of 1964 (§ 33.2-1900 through 33.2-1935 of the Virginia Code). The purpose of the Act is to facilitate “the development of transportation systems [...] for the orderly growth and development of the urban areas of the Commonwealth; for the safety, comfort and convenience of its citizens; and for the economical utilization of public funds.”

Twenty-one individuals compose the Commission. Fourteen are locally elected officials from NVTC’s six member jurisdictions: Arlington (3), Fairfax (5) and Loudoun (2) counties, and the cities of Alexandria (2), Fairfax (1) and Falls Church (1). Six of the 21 Commissioners are appointed from the General Assembly (2 senators and 4 delegates). The other Commissioner is the chairman of the Commonwealth Transportation Board or his designee. NVTC officers are appointed in January and serve for one year.

NVTC is a strong advocate of adequate, stable and reliable funding to finance public transit and supports improved efficiency of the region’s transportation system. NVTC provides a policy forum for the region and annually allocates an average of \$200 million in state, regional and federal transit assistance each year among its member jurisdictions. NVTC’s budget is funded primarily by its member jurisdictions. NVTC appoints Virginia’s two principal and two alternate members to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA) and, as a co-owner of the Virginia Railway Express (VRE), appoints three voting members and an alternate to VRE’s Operations Board.

Transit projects performed by the cities of Alexandria and Falls Church and funded by the Federal Transit Administration (FTA) include studies, new infrastructure, and facilities and amenities for WMATA.

POLICY STATEMENT

NVTC has established a Title VI program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 21. The Commission has received federal financial assistance from USDOT and, as a condition of such assistance, will comply with 49 CFR Part 21.

The primary goal of the Commission’s Title VI program is to ensure all management, staff, contractors, and service beneficiaries are aware of the provisions and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

FTA requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this information constitutes the recipient’s Title VI program. To ensure compliance with 49 CFR Part 21.9 (b), FTA requires that all recipients document their compliance by submitting a Title VI program to the agency’s regional civil rights officer every three years. The following is NVTC’s Title VI program:

ASSURANCES

The Northern Virginia Transportation Commission's assurances and certifications are attached in TrAMS. NVTC requires its subrecipients to sign assurances and certifications. NVTC keeps the subrecipients assurance and certifications on file.

NOTICE TO THE PUBLIC REGARDING TITLE VI OBLIGATIONS

NVTC posts notices on its website and in the reception area regarding Title VI obligations and the protections afforded to the public by Title VI. (See Attachment I)

The notice states in English that the Commission operates its programs without regard to race, color and national origin. It informs the public about how to request additional information pertaining to NVTC's Title VI obligations. It directs the public to a copy of NVTC's procedures for filing, receiving and tracking complaints. The notice also includes a Title VI complaint form. The Google Translate feature on the website allows the notice to be translated into over 100 languages. (See Attachment II)

Neither NVTC nor its subrecipients operate any transit services. It does not, therefore, have direct access to stations or transit vehicles or utilize posters or placards. Subrecipients of NVTC's grant funds do not use federal funds for transit operational expenses.

TITLE VI COMPLAINT INVESTIGATION AND TRACKING PROCEDURES

Attachment III is NVTC's internal procedures for handling and processing Title VI Complaints.

TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

Neither NVTC nor its subrecipients has had a Title VI complaint since the last submission in 2013.

NVTC's PUBLIC PARTICIPATION STRATEGY

To seek out and consider viewpoints of minority, low-income and Limited English Proficiency (LEP) persons in the course of NVTC's public outreach and involvement activities, the Commission evaluates opportunities for each of its projects. It considers the composition of the population affected by the project, the type of practical public outreach to be undertaken and the resources available to NVTC. The Commission seeks to overcome linguistic, institutional, cultural, economic, historical or other barriers that might prevent minority and low-income people from effectively participating in NVTC's decision-making process.

To that end, NVTC:

1. Conducts its meetings at locations and times convenient to low-income and minority populations, within walking distance of a Metrorail station and/or bus routes.
2. Distributes media releases broadly to include news outlets tailored to such communities.
3. Utilizes its members to establish and maintain contacts within those communities.
4. Implements fully its policies on reaching out to LEP persons (see policy below).
5. Advertises its new programs and initiatives in non-English publications and media outlets, as applicable.
6. Identifies outreach opportunities in schools and universities; places of worship; ethnic marketplaces; and neighborhood and cultural centers, when appropriate to the project.

In the last three years NVTC conducted the following outreach activities:

- The Envision Route 7 Project Outreach Plan emphasizes reaching traditionally under-served and under-represented members of the community, including minority, low-income and non-English speaking populations. The project provided a secure hotline number for the study to receive and document public comments. Calls were answered automatically by a voicemail service (in multiple languages, if requested by the caller) and responded to by email or phone call within one business day. Access for people with hearing impairments were considered. Taking meetings to the public instead of expecting the public to come to meetings has been a successful outreach technique, especially in reaching traditionally under-served and under-represented members of the community. Meeting publicity was targeted to reach traditionally under-served and under-represented members of the community. Given the large Spanish constituency along the corridor, meeting flyers were provided in English and Spanish. In addition, a Spanish-speaking staff member was present at public meetings to serve as an interpreter.
- NVTC hosted two public forums on WMATA in December 2015. Both meetings were held within a short walk from either a Metrorail station or a bus stop.
- NVTC hosted two public hearings related to the Transform 66 Multimodal program. Advertisements for the hearings were translated into Spanish and published in a local Spanish-language newspaper. Translation was provided, upon request, as well as assistance for the people who are hearing impaired. Both hearing facilities were adjacent to public transit.
- NVTC has a link on its website to Google Translator as well as initial direction in Spanish to translate Title VI notices and other key NVTC policies.

NVTC's POLICY FOR MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENT (LEP) PERSONS

The following are the responsible steps NVTC has taken to ensure meaningful access to programs and activities:

Language Implementation Plan

- NVTC has limited resources and has chosen not to prepare a formal plan but to implement several elements of such a plan as described in FTA's Policy Guidance at 70 FR 74087.
- NVTC will translate informational brochures into languages other than English when it is cost-effective to do so.
- NVTC will, within seven days of notice, offer the services of a translator or sign language interpreter for its public hearings free-of-charge.
- NVTC has a link on its website to Google Translator as well as initial direction in Spanish to translate Title VI notices and other key NVTC policies.
- NVTC works closely with subrecipients to ensure that whenever possible they perform a USDOT Four-Factor analysis of their FTA-funded programs. The intention, by encouraging subrecipients to perform the analysis and subsequent outreach, is that LEP persons will become more involved in the process of planning transportation services.

REQUIREMENT TO COLLECT DEMOGRAPHIC DATA

While NVTC is part of a large urbanized area, it is not a transit service provider and its subrecipients are not transit systems. Accordingly, NVTC is referencing Title VI demographic data provided by its transit provider, WMATA, and by its Metropolitan Planning Organization, the Transportation Planning Board of the National Capital Area (TPB).

NVTC co-owns the Virginia Railway Express (VRE), a commuter rail service, with the Potomac and Rappahannock Transportation Commission (PRTC). PRTC completes the Title VI program for VRE, including demographic data.

REQUIREMENT TO SET SYSTEMWIDE SERVICE STANDARDS AND POLICIES, TO EVALUATE SERVICE AND FARE CHANGES, AND TO MONITOR SERVICE

Neither NVTC nor its sub-recipients are transit providers. Accordingly, we do not set service standards and policies, evaluate service and fare changes, and monitor service. WMATA is this region's transit provider and its Title VI program contains such information. Excerpts will be provided to FTA upon request.

SUBRECIPIENT COMPLIANCE REPORTS

The cities of Alexandria and Falls Church are subrecipients of Northern Virginia Transportation Commission. They are expected to report their Title VI activity every three years to NVTC. The cities' Title VI programs and compliance reports are attached (See Attachment IV). NVTC requires its subrecipients to sign certifications and assurances annually. Every three years NVTC reviews drafts of the subrecipients' Title VI programs and suggests changes to ensure compliance with the FTA requirements. NVTC incorporates the final Title VI programs into its submission.

	Approved by NVTC	Title VI Submission Approved by Respective Councils	Consideration of Approval by NVTC
City of Alexandria	June 6, 2013	June 28, 2016	July 7, 2016
City of Falls Church	June 6, 2013	May 23, 2016	July 7, 2016

NVTC's Notice to the Public

A copy of the notice, posted on NVTC's website (novatransit.org) in English, can be translated into 100+ languages through the use of the Google Translate.

The Northern Virginia Transportation Commission (NVTC) is committed to ensuring that no person is excluded from participation in, denied the benefits of or subjected to discrimination under its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. For more information, please contact on NVTC's civil rights program at 703-524-3322.

It is NVTC's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The Executive Director and all NVTC employees share the responsibility for carrying out NVTC's commitment to Title VI.

NVTC's Title VI Complaint Procedures

Any person who believes that he or she has been subjected to an unlawful discriminatory practice by NVTC on the basis of race, color or national origin may file a Title VI complaint within 180 days from the date of the alleged discrimination. Complaints may be filed with NVTC or with the Federal Transit Administration.

Filing a Complaint with NVTC

- Title VI Complaint Form English
- Title VI Complaint Form Spanish
- Online: Complaints may be filed via e-mail at nvtc@nvtcd.org
- By Mail: Complaints may be filed with NVTC in writing and may be addressed to:

NVTC
Executive Director
2300 Wilson Blvd #620
Arlington, Virginia 22201

NVTC will provide appropriate assistance to individuals who are limited in their ability to communicate in English.

Once NVTC receives the complaint, it will send the complainant an acknowledgement letter informing her/him whether the complaint will be investigated.

Within 30 days from receipt of the complaint, NVTC's Executive Director will provide a response containing findings and remedies or, if such a response cannot be completed, a progress report to the complainant with an estimate of when the response will be completed. NVTC will endeavor to complete its investigation and issue its findings and remedies within 180 days of receipt of the complaint and additional information it may request.

Filing a Complaint Directly to the Federal Transit Administration

A complainant may file a Title VI complaint with the Federal Transit Administration by contacting the FTA Department of Civil Rights at:

Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Complete a [FTA complaint form](#) and attach:

- A summary of the allegation and any support documentation.
- Sufficient details for an investigator to understand why you believe a public transit provider has violated your rights, with specifics such as dates and times of incidents.
- Any related correspondence from the transit provider.

NVTC's Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No persons 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.”

If you believe you have been discriminated against by NVTC, you may file a signed, written complaint within 180 days of the date of alleged discrimination. You may use the form below, which includes the necessary information to process your claim. When completed, please return this form to the Title VI Coordinator, NVTC, 2300 Wilson Boulevard, Suite 620, Arlington VA 22201.

SECTION I

Complainant's Information

Name:

Phone Number (work):

Address:

Phone Number (home):

E-mail Address:

Victim's Information (if different than above)

Name:

Phone Number (work):

Address:

Phone Number (home):

E-mail Address:

Confirm you have obtained the permission of the aggrieved party. ☐

Explain why you have filed for a third party:

SECTION II

Date of alleged discrimination:

Do you believe that the reason for the alleged discrimination was based on: Race ☐

Color ☐

National Origin ☐

SECTION III

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes ☐

No ☐

If yes, mark all appropriate boxes: Local Agency ☐

State Court ☐

State Agency ☐

Federal Court ☐

Federal Agency ☐

Contact information for the agency/court where the complain was filed:

Name:

Phone Number:

Address:

SECTION IV

Describe, in your own words, the alleged discrimination. Please explain what happened and who you believe was responsible. Provide all details and pertinent facts and circumstances surrounding the alleged discrimination that will help NVTC investigate your complaint. You may also attach any written materials and other information that you think is relevant to your complaint.

SECTION V

Complainant's Signature:

Date:

Formulario de queja de Título VI

El Título VI del Decreto de los Derechos Civiles de 1964 exige “ninguna persona en los Estados Unidos debe ser excluida de participar en, negada de los beneficios de sus servicios en base a su raza, color u origen étnico, o ser sometido a discriminación bajo cualquier programa o actividad que reciba ayuda económica federal.”

Si cree que ha sufrido discriminación, puede presenta una queja por escrito y firmada en un plazo de 180 días de la fecha de la presunta discriminación. Puede utilizar el formulario a continuación, que incluye la información necesaria para procesar su queja. Cuando termine, entregue esta formulario a Title VI Coordinator, NVTC, 2300 Wilson Boulevard, Suite 620, Arlington VA 22201.

SECCIÓN I

Datos Del Reclamante

Nombre:

Número telefónico (trabajo):

Dirección:

Número telefónico (casa):

Dirección electrónica:

Datos de la Víctima (si es diferente del anterior)

Nombre:

Número telefónico (trabajo):

Dirección:

Número telefónico (casa):

Dirección electrónica:

Confirmar que ha obtenido la autorización de la parte perjudicada. ☐

Explicar por qué usted ha presentado para un tercero :

SECCIÓN II

Fecha de la presunta discriminación:

Cree que la razón para la presunta discriminación es debido a: Raza ☐

Color ☐

Origen étnico ☐

SECCIÓN III

¿Ha entregado esta queja a cualquier otro organismo local, estatal, o federal o con cualquier tribunal estatal o federal? Sí ☐ No ☐

En caso afirmativo, marque todas las cajas apropiadas : Tribunal estatal ☐ Organismo local ☐
 Organismo estatal ☐ Tribunal federal ☐
 Organismo federal ☐

Información de contacto para el organismo/tribunal donde se present la queja:

Nombre : Número telefónico:

Dirección :

SECCIÓN IV

Describa en sus propias palabras la presunta discriminación. Por favor explique qué fue lo que sucedió y quién era responsable. Proporcione todos los detalles y hechos pertinentes, y circunstancias en torno a la presunta discriminación que ayudarán a NVTC a investigar su queja. También puede añadir cualquier material escrito u otra información que considere relevante a su queja.

SECCIÓN V

Firma del reclamante :

Fecha :

NVTC's Internal Procedures for Handling and Processing Title VI Complaints

1. NVTC's Executive Director will issue notification to the person submitting the complaint of its receipt by NVTC within 2 working days.
2. Within 15 working days from receipt of the complaint, NVTC's Executive Director will initiate a review of the complaint. He/she may request additional relevant information from the complainant.
3. Within 30 days from receipt of the complaint, NVTC's Executive Director will provide a response containing findings and remedies or if such a response cannot be completed, a progress report to the complainant with an estimate of when the response will be completed. NVTC will endeavor to complete its investigation and issue its findings and remedies within 180 days of receipt of the complaint and additional information it may request.
4. Upon completion of the response and notice to the complainant, NVTC will record the findings and inform FTA in NVTC's next Title VI progress report.
5. Complainant will be informed of NVTC's appeal procedure, which is consistent with the Code of Virginia.
6. If the complaint results in a modification to NVTC policies, procedures or practices, compliance with the change will be monitored by the Executive Director or his/her designee and recorded at least twice each year for a period of at least three years.

Subrecipients' Title VI Programs and Compliance Reports

- City of Falls Church, Approved May 23, 2016
- City of Alexandria, Approved June 28, 2016



CITY
OF **FALLS**
CHURCH

***TITLE VI PROGRAM
FOR
CITY OF FALLS CHURCH
VIRGINIA***

***U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION***

Adopted May 23, 2016

THE CITY OF FALLS CHURCH TITLE VI PROGRAM

The City of Falls Church (the “City”) is an independent city in the Commonwealth of Virginia which receives Federal Transit Administration (FTA) funds as a subrecipient of the Northern Virginia Transportation Commission (NVTC). The FTA funded transit projects performed by the City are either studies, or are used to provide amenities for the Washington Metropolitan Area Transit Authority (WMATA), which, in its role as a direct recipient of FTA funds, produces its own Title VI report.

The City has established a Title VI Program to comply with the US Department of Transportation (“DOT”) Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons (70 FR 74087, December 14, 2005).

FTA Circular 4702.1B requires subrecipients to have their own Title VI program. The Title VI program shall follow all the requirements of Chapter III-3 of the Circular and must be approved by the subrecipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions. Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

I. General Policy Statement

The City of Falls Church (City) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Toward this end, it is City’s objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low income populations and;
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The City Manager and all City employees share the responsibility for carrying out the City’s commitment to Title VI.

II. Annual Assurances to NVTC that the City of Falls Church Is Complying with Title VI of the Civil Rights Act of 1964

The City of Falls Church has signed the certifications and assurances document required by FTA and has forwarded it to NVTC as required by the subrecipient agreement signed between NVTC and the City.

III. Notice to the Public

The City of Falls Church has posted notices regarding its Title VI obligations and the protections afforded to the public by Title VI. See Appendix A for posting locations and a copy of the notice. The notice indicates that the City complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Included in the Appendix is a list of locations where the policy is posted.

IV. Complaint Procedures

See Appendix B for a copy of the City of Falls Church's instructions to the public regarding how to file a Title VI discrimination complaint and a copy of the complaint form.

V. Previous Investigations, Complaints, and Lawsuits

The City of Falls Church has had no Title VI Complaints since its last submission in 2013.

VI. Public Participation Plan

The City of Falls Church will continue to seek out and consider viewpoints of minority, low-income, and Limited English Proficiency persons in the course of its public outreach and involvement activities. The City will continue to consider the composition of the population affected by the project, the type of practical public outreach to be undertaken and the resources available to the City. The City will continue to seek to overcome linguistic, institutional, cultural, economic, historical or other barriers that might prevent minority and low-income people from effectively participating in the City's decision-making process. To that end, the City will continue to:

- Provide opportunities for individuals and groups in these communities who can assist the City in communication;
- Maintain portions of the City's website in audio format and include other best practices to keep the website accessible to persons with disabilities compliance with federal, state, and local requirements;
- Advertise new City programs and initiatives in non-English publications and media outlets;
- Conduct meetings at locations and times convenient to low-income and minority populations and accessible to persons with disabilities; and
- Distribute media releases broadly to include news outlets tailored to such communities and make those releases accessible to persons with disabilities.
- Fully implement the City's policies on reaching out to persons with Limited English Proficiency as well as those with disabilities.

In the last three years (2013-2016), outreach activities have been performed on the S Washington

Intermodal Plaza. Four community engagement meetings have been held to discuss project scope, design, and accessibility impacts. Public comments were received at these meetings held in January 2013, May 2013, February 2013, and March 2015. These meetings included the public at large as well as community stakeholder groups including small locally owned businesses, and low income and minority groups such as the Tinner Hill Heritage Foundation. Project interpretive signage was also discussed at these meetings, which will include a focus on minority populations and their role in transit and transportation in and around the Falls Church area. For each meeting, reasonable accommodations for persons with disabilities were available including assistive listening devices for persons with hearing impairments. Meeting minutes and project information are publicly available on the website and accessible through reasonable accommodating requests for any type of disability from the City.

VII. Meaningful Access for LEP Persons

The City of Falls Church will adhere to its existing LEP policy and ADA policies. See Appendices D and E for copies of these policies.

VIII. Membership of Non-Elected Committees

The City of Falls Church's Citizens Advisory Committee on Transportation (CACT) considers traffic calming cases, provides recommendations to the City Manager on traffic calming, reviews Impact Studies for development proposals, and makes policy recommendations to the City Manager on transportation related issues. The committee is composed of 7 members appointed by the City Council for 3-year terms, with liaisons from the Planning Commission and the School Board.

Attribute	Value	City of Falls Church*		CACT	
		#	%	#	%
Sex	Male	6,290	48.1%	6	85.7%
	Female	6,784	51.9%	1	14.3%
Housing Tenure	Owner Occupied Units	2,933	59.1%	-	0.0%
	Renter Occupied Units	2,033	40.9%	1	100.0%
Race	White	10,138	77.5%	6	85.7%
	Black or African American	724	5.5%	1	14.3%
	American Indian and Alaska Native	-	0.0%	-	0.0%
	Asian	1,179	9.0%	-	0.0%
	Native Hawaiian and Other Pacific Islander	-	0.0%	-	0.0%
	Some Other Race	475	3.6%	-	0.0%
	Two or More Races	558	4.3%	-	0.0%
Hispanic or Latino	Hispanic or Latino	1,239	9.5%	-	0.0%
	Not Hispanic or Latino	11,835	90.5%	7	100.0%

*US Census. 2010-2014. American Community Survey 5-Year Estimates.

The City will renew its efforts to identify both members of minority groups and people with LEP who will be affected by major City actions. These people will be strongly considered for appointment to the community service boards which provide the City with policy guidance regarding some of these major transportation issues. The City will continue to promote board and committee vacancies to media outlets that represent a wide variety of audiences including the Spanish and Vietnamese population.

IX. Requirement to Collect Demographic Data

The City is not a transit service provider and therefore is not required to collect demographic data.

X. Monitoring of Subrecipients

The City of Falls Church is not a primary recipient, and does not have any subrecipients to monitor.

XI. Equity Analysis of Facilities

The City of Falls Church is not a transit provider and has not constructed any facilities requiring an equity analysis.

XII. Resolution Approving this Policy

Attached as Appendix C, you will find the resolution from the City Council authorizing the City of Falls Church's Title VI program.

Appendix A: Notice to the Public

This appendix lists the location where The City of Falls Church Title VI Program is displayed and includes a copy of the public notice in English and Spanish.

Posting Locations

The City of Falls Church posts its Title VI policy notifications in the following places:

- The City's website
 - <http://www.fallschurchva.gov/470/Title-VI-Transportation-Equity>
- The City's public library; and
- The City's planning department.

The City will post its Title VI policy notification at its Multimodal Transit station once it is constructed.

Public Notice

- The City of Falls Church, Virginia operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Falls Church.
- For more information on the City of Falls Church's civil rights program, and the procedures to file a complaint, contact 703.248.5004 (TTY 711); email citymanager@fallschurchva.gov; or visit our administrative office at 300 Park Avenue, Suite 303 E, City of Falls Church, Virginia, 22046.
- A person may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- For information in your language, please call 703 248-5040 (TTY 711).*

***All City of Falls Church staff is trained to use the Language Line Services if needed. The City also has a contract to provide interpretation and/or translation services.**



City of Falls Church Title VI Program

The City of Falls Church (City) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Toward this end, it is the City's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin,
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations,
- Promote the full and fair participation of all affected populations in transportation decision making,
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations, and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The City Manager and all City employees share the responsibility for carrying out the City's commitment to Title VI.

Public Notice

- The City of Falls Church, Virginia operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Falls Church.
- For more information on the City of Falls Church's civil rights program, and the procedures to file a complaint, contact 703-248-5004 (TTY 711); email citymanager@fallschurchva.gov; or visit our administrative office at 300 Park Avenue, Suite 303 E, City of Falls Church, Virginia, 22046.
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- For information in your language, please call 703 248-5040 (TTY 711).



The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability call 703-248-5040 (TTY 711).



Programa del Título VI de la Ciudad de Falls Church

La Ciudad de Falls Church (la Ciudad) está comprometida a garantizar que no se excluya la participación de nadie y que no se nieguen a ninguna persona los beneficios de sus servicios por motivos de raza, color o nacionalidad, según lo establece el Título VI de la Ley de Derechos Civiles de 1964 y sus enmiendas. Con este fin, los objetivos de la Ciudad son los siguientes:

- Garantizar que el nivel y la calidad del servicio de transporte se proporcione sin distinción de raza, color o nacionalidad;
- identificar y abordar, conforme sea necesario, impactos ambientales y en la salud humana desproporcionadamente elevados y adversos, entre ellos efectos sociales y económicos de programas y actividades en poblaciones minoritarias y de bajos ingresos;
- fomentar la participación equitativa e integral de todas las poblaciones afectadas en las decisiones relacionadas con el transporte;
- prevenir la denegación, reducción o retraso de beneficios relativos a programas y actividades que favorecen a poblaciones minoritarias o de bajos ingresos, y
- garantizar un verdadero acceso a programas y actividades de personas con dominio limitado del idioma inglés (LEP, por sus siglas en inglés).

El administrador municipal y todos los empleados de la Ciudad comparten la responsabilidad de implementar el compromiso de la Ciudad con el Título VI.

Aviso al público

- La Ciudad de Falls Church, Virginia, administra sus programas y servicios sin distinción de raza, color o nacionalidad, según lo establece el Título VI de la Ley de Derechos Civiles. Cualquier persona que se considere agraviada por cualquier práctica discriminatoria ilegal, de acuerdo con el Título VI, puede presentar una queja ante la Ciudad de Falls Church.
- Para obtener más información sobre el programa de derechos civiles de la Ciudad de Falls Church y sobre los procedimientos para presentar una queja comuníquese al 703-248-5004 (TTY 711); escriba a citymanager@fallschurchva.gov; o visite nuestras oficinas administrativas en 300 Park Avenue, Suite 303 E, Ciudad de Falls Church, Virginia, 22046.
- Una persona puede presentar una queja directamente ante la Administración Federal de Tránsito presentando una queja ante la Oficina de Derechos Civiles, a la atención del Coordinador del Programa del Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590.
- Para obtener información en su idioma por favor llame al 703 248-5040 (TTY 711).



La Ciudad de Falls Church está comprometida con la letra y el espíritu de la Ley sobre Estadunidenses con Discapacidades. Si desea solicitar una adaptación razonable para cualquier tipo de discapacidad llame al 703-248-5040 (TTY 711).

Appendix B: Complaint Procedures and Complaint Form

This appendix describes the City of Falls Church's complaint procedures and includes a copy of the complaint form in both English and Spanish.

Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Falls Church ("herein referred to as "the City") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The City investigates complaints received no more than 180 days after the alleged incident. The City will process complaints that are complete.

Once the complaint is received, the City's Director of Development Services will review it to determine the City office has jurisdiction. The Complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City. If the complaint will be investigated, the Director of Development Services will assign an investigator to the case.

The City has 180 days to investigate the complaint. If more information is needed to resolve the case, the investigator may contact the complainant. The complainant has 25 business days from the date of the letter to send the requested information to the investigator. If the investigator is not contacted by the complainant or does not receive the additional information within 25 business days, the City can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training, or other action will occur. If the complainant wishes to appeal the decision, she/he has 25 business days after the date of the letter of the LOF to do so. Appeals should be made to the City Manager.

A person may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

COMPLAINT FORM

Section I:

Name:		
Address:		
Telephone (Home):		Telephone(Work):
Electronic Mail (email) Address:		
Accessible Format Requiriements?	Large Print	
	TDD	
	Audio Tape	
	Other	

Section II:

Are you filing the complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, Please supply the name and relationship of the person for whom you are			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party.		Yes	No

Section III

I believe the discrimination I experienced was based on (check all that apply):	
Race	<input type="checkbox"/>
Color	<input type="checkbox"/>
National Origin	<input type="checkbox"/>
Date of Alleged Discrimination (Monthly, Day, Year): _____	

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. Please write on the back of this form.

Section IV

Have you previously filed a Title VI complaint with this City?	Yes	No
--	-----	----

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, check all that apply:			
<input type="checkbox"/>	Federal Agency		
<input type="checkbox"/>	Federal Court		
<input type="checkbox"/>	State Agency		
<input type="checkbox"/>	State Couty		
<input type="checkbox"/>	Local Agency		

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:
Title:
Agency:
Address:
Telephone:

Section VI

Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevent to your complaint.

Signature and date requied below.

Signature

Date

FORMULARIO DE QUEJA

Sección I:

Nombre:		
Dirección:		
Teléfono (casa):		Teléfono (trabajo):
Dirección de correo electrónico (e-mail):		
¿Necesita un formato más accesible?	Letra grande	
	TDD	
	Cinta de audio	
	Otro	

Sección II:

¿Presenta esta queja a nombre propio?		Sí*	No
*Si respondió "Sí" a esta pregunta, pase a la Sección III.			
Si respondió "No", proporcione el nombre de la persona por quien presenta esta queja y su relación con dicha persona:			
Explique el motivo por el cual presenta la queja a nombre de una tercera persona:			
Si presenta esta queja a nombre de otra persona, por favor confirme que ha obtenido el permiso de dicha persona agraviada:		Sí	No

Sección III

Creo que la discriminación que sufrí es por motivos de (marque todas la que se apliquen):	
Raza	<input type="checkbox"/>
Color	<input type="checkbox"/>
Nacionalidad	<input type="checkbox"/>
Fecha en la que ocurrió la supuesta discriminación (mes, día, año):	
Explique lo más claramente posible lo que ocurrió y por qué considera usted que sufrió discriminación. Describa a todas las personas participantes. Si lo sabe, incluya el nombre y la información de contacto de la(s) persona(s) que la/lo discriminó(aron), así como el nombre y la información de contacto de cualquier testigo. Por favor escriba al reverso de este formulario.	

Sección IV

¿Ha presentado anteriormente una queja con base en el Título VI ante esta Ciudad?	Sí	No
---	----	----

Sección V

¿Ha presentado usted esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?			
Sí	<input type="checkbox"/>	No	<input type="checkbox"/>
Si respondió "Sí", marque todas las que se apliquen:			
<input type="checkbox"/>	Agencia federal		
<input type="checkbox"/>	Tribunal federal		
<input type="checkbox"/>	Agencia estatal		
<input type="checkbox"/>	Tribunal estatal		
<input type="checkbox"/>	Agencia local		

Proporcione información de una persona de contacto en la agencia/tribunal en donde presentó la queja.

Nombre:
Cargo:
Agencia:
Dirección:
Teléfono:

Sección VI

Nombre de la agencia contra la que se presenta la queja:
Persona contacto:
Cargo:
Teléfono:

Puede anexar a su queja cualquier material escrito u otra información que considere pertinente.

Debe firmar y fechar este formulario a continuación.

Firma _____

Fecha _____

RESOLUTION TO ADOPT TITLE VI PROGRAM FOR CITY OF
FALLS CHURCH, VIRGINIA

- WHEREAS, the City of Falls Church is a subrecipient of the Northern Virginia Transportation Commission (NVTC) and receives Federal Transit Administration (FTA) funds; and
- WHEREAS, the FTA issued Circular 4702.1B dated October 1, 2012 which requires subrecipients to have their own Title VI programs and to submit the Program to the direct recipient, in this case NVTC; and
- WHEREAS, the City of Falls Church staff has developed a Title VI Program in adherence to Circular 4702.1B dated October 1, 2012 so that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving federal financial assistance; and
- WHEREAS, the Title VI Program has been reviewed by City of Falls Church and Northern Virginia Transportation Commission staff members and their comments have been incorporated into the Plan.
- THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Falls Church, Virginia that the Title VI Program is hereby adopted; and that the City Manager is hereby authorized and directed to implement the Title VI Program in compliance with Federal Law.

Reading: 05-23-16
Adoption: 05-23-16
(TR16-19)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on May 26, 2016 as Resolution 2016-24.




Celeste Heath
City Clerk

Appendix D: Language Access Plan

City of Falls Church



ADMINISTRATIVE REGULATION 8-34

Language Access Policy

I. PURPOSE

Administrative Regulation 8-34 is the City's policy regarding effective communication for all employees interacting with Limited English Proficiency (LEP) customers. The City supports and encourages language access for all employees interacting with LEP customers.

II. AFFECTED EMPLOYEES

All City employees and employees of Constitutional Officers included in the City's personnel system.

III. POLICY

No person is denied equal access to City services based on his inability, or limited ability, to communicate in the English language. Quality service to LEP customers requires all City employees to utilize professional interpreter/translation resources as the primary means of communication. This ensures that the communication is accurate, complete, impartial, and confidential and meets or exceeds professional interpreter qualifications. Vital documents will be identified and translated as appropriate.

Bilingual staff may be utilized, with their permission and that of their supervisor, on a limited basis to provide basic instructions or schedule appointments. Professional interpreters should be secured for complex and detailed interactions such as information gathering or providing complicated instructions. Volunteers or family and friends of the client should not be used to interpret unless the client specifically requests their services.

Authority. Title VI of the Federal Civil Rights Act of 1964 and its implementing regulations provide that no individual shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance. The courts have held that Title VI of the Civil Rights Act prohibits recipients of Federal financial assistance from denying individuals with Limited English Proficiency (LEP) access to programs, on the basis of their national origin. Executive Order 13166 issued in 2000 further addresses providing meaningful access to LEP persons and thus complying with Title VI. All organizations or individuals that receive Federal financial assistance, either directly or indirectly, through a grant, contract or subcontract have an obligation to ensure that individuals with LEP have meaningful and equal access to benefits and services.

IV. DEFINITIONS

Interpretation: The conversion of an oral language message from one language into another. This includes face-to-face interpretation and telephone interpretation. Interpretation may be simultaneous ("on the heels of each phrase spoken") or consecutive which requires that the speaker pause after a few sentences and wait for the interpreter to transmit the message before proceeding.

Limited English Proficient Individual (LEP): Person who does not speak English as his/her primary language and who has a limited ability to read, write, speak, or understand English.

EFFECTIVE DATE: 13 March 2007

REVISION DATE:

Qualified Interpreter/Translator: Person formally trained (certified or qualified) in converting oral or written language between persons who do not share a common language.

Sight Translation/Interpretation: The transmission of written materials from one language into another spoken language.

Translation: The conversion of written text from one language into another.

V. RESPONSIBILITIES

The following describes the responsibilities of various City Departments. The responsibilities are tiered to ensure the most complete level of compliance with this Regulation.

A. Office of the City Manager,

1. Provide leadership and sponsorship of the Language Access Policy and initiative;
2. Provide direction for Language Access goals and procedures; and
3. Provide information and guidance through the Housing and Human Services Division/ Human Services Specialist.

B. Housing and Human Services Division,

1. Maintain resources and materials related to language issues;
2. Disseminate updates to Division Directors on advances in software, equipment, resources and materials;
3. Recommend interpretation and translation contracts as well as new technology;
4. Provide education and training to employees about language resources, accessibility of services, and effective use of interpretation and translation services as well as available equipment and materials;
5. Provide guidelines for translated documents; and
6. Provide guidance on Web page accessibility.

C. Division Directors

1. Consult with Housing and Human Services Division;
2. Disseminate Language Access information and resources to all employees;
3. Ensure that all employees are aware of, have access to and understand how to use available language resources including, but not limited to: telephone interpretation services, and speaker phones/conference call capability and cell phones for field workers;
4. Disseminate access codes provided by vendor(s);
5. Direct employees to proactively inform LEP customers of the availability of language access services and utilize telephone interpretation services as primary means of communication; monitor compliance;
6. Promote professional development in cultural competency and foreign language skills; and
7. Identify vital documents for translation; work with identified vendor(s);

D. Employees

1. Understand and utilize language access resources such as telephone interpretation services;
2. Seek and attend language access training;
3. Proactively inform LEP customers of the availability of language services in their primary language;

4. Request professional development in the areas of cultural competence, foreign languages, or interpreter certifications, if desired;
5. Utilize bilingual staff on a limited basis only (Appropriate use of bilingual staff includes simple interactions only and requires the permission of the employee and his supervisor,); and
6. Utilize volunteers, family and friends only if requested by the customer.

F. Wyatt Shields, City Manager

Date

Appendix E: Americans with Disabilities Act Policy

City of Falls Church



ADMINISTRATIVE REGULATION 8-30

Americans with Disabilities Act

I. PURPOSE

Administrative Regulation 8-30 is the City's policy to provide reasonable accommodations to qualified job applicants and employees with disabilities consistent with the provisions of Title I of the Americans with Disabilities Act (ADA).

II. AFFECTED INDIVIDUALS

All City departments and offices are covered by the accessibility and notification requirements cited in the ADA, and all qualified job applicants, permanent, probationary, and term employees are covered by the reasonable accommodation requirements. This Federal law also covers elected and appointed City officials and their employees.

III. POLICY

By a Resolution adopted January 10, 1992, the City affirms its commitment to the letter and to the spirit of the Americans with Disabilities Act. It is the City's policy to ensure equal employment opportunity to all individuals, including those with disabilities. The City of Falls Church will provide reasonable accommodation to qualified job applicants and employees, in accordance with the provisions of the Act, when: an applicant requests a reasonable accommodation during the application process; and an employee requests a reasonable accommodation to enable him/her to perform essential job functions.

The City of Falls Church has designated the Human Resources Director and the ADA Compliance Officer as responsible for enacting this policy and administering the program. Job applicants and employees needing reasonable accommodation should contact the Human Resources Director or the ADA Compliance Officer.

The City of Falls Church will process requests for reasonable accommodation in a timely manner and, as appropriate, provide accommodation promptly.

IV. DEFINITIONS

Disability: Defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities.

Person with a disability: Refers to any person who has a disability, has a record of a disability, or is regarded as having a disability.

Has a 'record of disability': Means the person has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Is 'regarded as having a disability': Means the person has a physical or mental impairment that does not substantially limit a major life activity but is treated by others as constituting such a limitation; has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others toward such impairment; or has no physical or mental

EFFECTIVE DATE:

REVISION DATE:

impairment but is treated by others as having such an impairment.

Short-term conditions, such as a broken ankle, do not constitute a disability covered under the ADA.

Essential Functions: The basic job duties that an employee must be able to perform with or without reasonable accommodation, as defined by the employer and outlined in job descriptions. Essential functions can be determined as follows: 1) the position exists to perform the function, 2) the number of other employees that may be available to perform that task, 3) the position requires a certain degree of skill or specialization.

Major Life Activity: Everyday activity that an average person can perform with little or no difficulty. Major life activity means a function such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Qualified Job Applicants and Employees: Person with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. Only qualified job applicants and employees with disabilities must be accommodated.

Reasonable Accommodation: Any change or adjustment to the job application process, job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship, as defined below.

Reasonable accommodations may include, but are not limited to: modifying work sites, e.g., to provide wheelchair access; acquiring or modifying equipment, devices or software; adjusting work schedules to facilitate medical treatment; job restructuring; reassignment to a vacant position for which the employee with a disability is qualified; flexible leave options, including unpaid leave; providing readers or sign language interpreters; and providing materials in alternative format.

Undue Hardship: An accommodation that would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the overall financial resources of the City, and the nature and structure of its operation. The City Manager makes all final decisions regarding reasonable accommodation and undue hardship.

V. ADA COMPLIANCE OFFICER

The City's ADA Compliance Officer is the Senior Human Services Specialist in the Housing and Human Services Division. This position provides technical assistance and monitors the City's compliance with the ADA.

VI. REASONABLE ACCOMMODATION PROCESS FOR EMPLOYEES

The process for identifying and providing reasonable accommodation for employees is:

1. Using the Reasonable Accommodation Request form (attached), an employee submits a reasonable accommodation request, in writing, to the Human Resources Director and to the ADA Compliance Officer. The request should include an explanation of how his/her disability affects job duties and specify the accommodation the employee is seeking. The Human Resources Director and the ADA Compliance Officer reserve the right to request medical documentation of the nature and the extent of the disability.
2. The Human Resources Director and the ADA Compliance Officer in consultation with the employee's supervisor evaluates the employee's job to determine its purpose and essential functions, and remains in contact with the employee and his/her supervisor throughout the reasonable accommodation process.
3. The Human Resources Director and the ADA Compliance Officer consult with the employee to determine his/her physical or mental abilities and limitations, as they relate to the job's essential functions.
4. The Human Resources Director and the ADA Compliance Officer determine if the employee has a disability covered by the ADA, and whether the employee is qualified with or without a reasonable accommodation.
5. The Human Resources Director and the ADA Compliance Officer determine, based on objective medical or other evidence, whether an employee with a disability poses a direct threat of harm to himself or to others, and whether the threat may be removed by a reasonable accommodation.
6. The supervisor and the employee identify potential accommodations. The supervisor may consult with expert resources such as the ADA Compliance Officer or the Job Accommodation Network (800 526-7234 voice, 877 781-9403 tty).
7. While the employee's preference should be considered, the supervisor, in consultation with the Human Resources Director and the ADA Compliance Officer, may choose an alternate accommodation that is less expensive or easier to provide.
8. Should the Human Resources Director and the ADA Compliance Officer determine that a particular accommodation would impose an undue hardship on the City, the supervisor may consider whether an alternative accommodation imposes such a hardship.
9. If a reasonable accommodation is available, the supervisor, in consultation with the Human Resources Director and the ADA Compliance Officer, selects and implements the accommodation, requesting any additional funds necessary to accommodate the employee.

VII. APPEAL PROCEDURE FOR EMPLOYEES AND JOB APPLICANTS

The City provides an appeal procedure for timely resolution of potential disputes for reasonable accommodation made by employees and job applicants.

1. The employee or job applicant files a written appeal request with the City Manager and provides copies to the Human Resources Director and to the ADA Compliance Officer.
2. The City Manager or his/her designee consults with the Human Resources Director, the ADA Compliance Officer, and the City Attorney, and sets a hearing date, conducts a hearing, gathers any necessary information and/or documentation, and conducts any pertinent interviews.
3. The City Manager renders a decision, in writing, to the employee or job applicants within 30 calendar days of the filing of the request for reconsideration. The City Manager is the final authority on all appeals for reasonable accommodation.
4. Any employee dissatisfied with the City Manager's decision may contact the US Department of Justice or the US Equal Employment Opportunity Commission for additional guidance.

VIII. REASONABLE ACCOMMODATION PROCESS FOR JOB APPLICANTS

An applicant for employment submits, in writing, a request for reasonable accommodation to the City's Human Resources Director and to the ADA Compliance Officer, to include requests for reasonable accommodation in pre-employment testing. The Human Resources Director and the ADA Compliance Officer review the request and advise the applicant of the decision. Reasonable accommodation is provided, if indicated, in accordance with the provisions of the ADA.

IX. STAFF RESPONSIBILITIES DURING THE REASONABLE ACCOMMODATION PROCESS FOR EMPLOYEES

A. Supervisors. Supervisors will cooperate with the Human Resources Director and the ADA Compliance Officer in all aspects of the process of determining reasonable accommodation. Supervisors will provide information, as requested, to the Human Resources Director and to the ADA Compliance Officer regarding the purpose and the essential functions of the employee's job. Supervisors will work to identify potential reasonable accommodations. Supervisors will inform their immediate supervisor, Division Director, and General Manager of the request and the process for reasonable accommodation.

Supervisors with responsibility for hiring also ensure that pre-employment inquiries of a job applicant relate solely to the applicant's ability to perform job-related functions and not to whether the applicant is an individual with a disability or to the nature and the severity of such disability.

B. Division Directors and General Managers. Subordinate supervisors should advise Directors and Managers of requests for reasonable accommodation and the process involved. Directors and Managers may request to be included in the efforts by the Human Resources Director and the ADA Compliance Officer to provide reasonable accommodation. Division Directors and General Managers will cooperate with the Human Resources Director in identifying vacant positions that may be appropriate for a qualified employee with a disability. Directors and Managers may request additional funds, if needed, to provide reasonable accommodation to qualified employees with disabilities.

C. Human Resources Director. The Human Resources Director coordinates all requests for reasonable accommodation with the ADA Compliance Officer, in consultation with the employee and his/her supervisor; complies with all steps in the Reasonable Accommodation Process referenced above; and requests that the ADA Compliance Officer research available resources to provide recommendations on potential accommodations for a qualified applicant or employee with a disability.

D. ADA Compliance Officer. The ADA Compliance Officer monitors the City's compliance with all aspects of the ADA with regard to requests for reasonable accommodation; coordinates with the Human Resources Director on all requests for reasonable accommodation; and researches and provides technical assistance, to include recommendations of potential accommodations.

E. City Manager. The City Manager rules on all appeals for reasonable accommodation and makes a final determination on whether the City can provide reasonable accommodations

without causing undue hardship.

X. PRE-AND POST-EMPLOYMENT GUIDANCE

A. Pre-Employment Medical Issues.

1. It is unlawful to: ask an applicant whether he/she is disabled; ask about the nature or severity of a disability; or require the applicant to take a medical examination before making a job offer.
2. It is lawful to: ask applicants questions about their ability to perform job-related functions, so long as the questions are not phrased in terms of a disability and to ask applicants to describe or to demonstrate how, with or without reasonable accommodation, they will perform job-related functions.

B. Post-Employment Medical Issues.

1. It is unlawful to require a medical examination or to ask an employee questions about a disability unless the supervisor can demonstrate that these requirements are job-related and necessary for the conduct of business.
2. It is lawful to require a medical examination prior to commencement of employment duties, if an examination is required of everyone who will be working in the job category prior to employment; and to request a medical examination after an employee asks for a reasonable accommodation.

C. Pre-Employment Substance Abuse Issues.

1. Alcoholism is a covered disability under the ADA. It is unlawful to ask applicants how much alcohol they drink or whether they have participated in any program to curb alcohol consumption.
2. It is lawful to ask applicants about illegal drug use. Current illegal drug users are excluded from protection under the ADA. However, the ADA does protect persons who are no longer illegally using drugs including those who have successfully completed or who are currently in a rehabilitation program.

F. Wyatt Shields, City Manager

Date

Attachment:

I:\ADA\8-30-0-ADA final 2009.doc

RESOLUTION NO. ____

Resolution Adopting a Title VI Plan for the City of Alexandria

WHEREAS, the City of Alexandria is a subrecipient of Federal Transit Administration (FTA) funds from both the Northern Virginia Transportation Commission and the Metropolitan Washington Council of Governments;

WHEREAS, any recipient or subrecipient of FTA funds must provide information which quantifies how the recipient and its subrecipients are complying with Title VI of the Civil Rights Act of 1964;

WHEREAS, the FTA has promulgated a new set of regulations that clarifies the requirements which must be met to demonstrate compliance with Title VI of the Civil Rights Act of 1964;

WHEREAS, City staff have reviewed these requirements, and have prepared a plan that indicates the City's compliance with Title VI of the Civil Rights Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL
OF ALEXANDRIA, VIRGINIA**

That the City Council of Alexandria, Virginia:

Adopt the attached plan for Title VI compliance and transmit it to the Northern Virginia Transportation Commission and Metropolitan Washington Council of Governments for submission to the Federal Transit Administration.

Adopted: _____

ALLISON SILBERBERG MAYOR

ATTEST:

Jacqueline M. Henderson, MMC City Clerk

The City of Alexandria's Title VI Program

The City of Alexandria (the "City") is an independent City in the Commonwealth of Virginia which was founded in 1749. The City receives Federal Transit Administration ("FTA") funds as a sub recipient of both the Northern Virginia Transportation Commission ("NVTC") and of the Metropolitan Washington Council of Governments ("MWCOC"). The City receives FTA funds for transit projects including studies and new infrastructure. The City also receives FTA funds for facilities for the Washington Metropolitan Area Transit Authority ("WMATA"), a direct recipient of FTA funds that produces its own Title VI report.

The City has established a Title VI Program to comply with the US Department of Transportation ("DOT") Title VI regulations (49 CFR part 21) and to integrate into their programs and activities elements of the DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency ("LEP") Persons (70 FR 74087, December 14, 2005).

FTA Circular 4702.1B requires subrecipients to have their own Title VI program. The Title VI program shall follow all the requirements of Chapter III-3 of the Circular and must be approved by the subrecipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions. Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts. Since the City is a subrecipient of NVTC, the City submits its Title VI program to NVTC for incorporation into its Title VI program.

1.0 Annual Assurance to MWCOC/NVTC that the City of Alexandria is Complying with Title VI of the Civil Rights Act of 1964

Assurance of Compliance

Under Title VI, it is the policy of the City of Alexandria not to discriminate against any employee because of race, color, religion, age, sex, national origin, ancestry, or disability. In addition, it is the policy of the City of Alexandria not to discriminate against any employee because of marital status or sexual orientation.

Title VI Assurance

In accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. The City fulfills this requirement by submitting the annual assurance to NVTC prior to receiving FTA funds. The City provides this assurance in consideration of and for the purpose of obtaining FTA grants, loans, contracts, property, discounts or other FTA financial assistance.

The City has signed the certifications and assurance document required by FTA and has forwarded it to NVTC as required by the sub recipient agreement signed between the parties.

2.0 Notice to the Public Regarding Title VI Obligations

The City of Alexandria has chosen to adopt the MWCOG notice, which has been changed to accommodate the City's information. It is included in Appendix A.

The notice states in English and Spanish that the City operates its programs without regard to race, color, and national origin. It informs the public how to request additional information on the City of Alexandria's Title VI obligations. It directs the public to a copy of the City's procedures for filing, receiving, and tracking complaints. The notice also includes the Title VI complaint form (see Appendix B). The notice states further that the City will translate the notice into other languages upon request.

This notice will be posted in or proximate to large facilities having many transit patrons, such as the City Hall, all of the City's libraries, such major transit facilities as the King St-Old Town Metrorail station, and on the City's web site.

3.0 Investigations of Alleged Discrimination

The City of Alexandria has a staffed Office of Human Rights which investigates any allegations of discrimination by the City. The City of Alexandria will record any Title VI investigations, complaints, or lawsuits. This list shall include the date of the investigation, lawsuit, or complaint filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the City of Alexandria in response to the investigation, lawsuit, or complaint. The City will use the complaint form attached in Appendix B to catalogue any complaints received by the Office of Human Rights.

4.0 Title VI Investigations, Complaints, and Lawsuits

The City of Alexandria has had no Title VI complaints since its last submittal in 2013. No Title VI complaints were filed prior to 2013.

5.0 Public Participation Plan

The City of Alexandria believes public participation is an integral part of transportation planning and decision making. The City provides access and opportunities to minority, low-income, and LEP populations for public participation in transportation decisions. By providing such access, the City offers an inclusive, representative, and equal opportunity for two-way communication resulting in appropriate action that reflects public involvement. The City's Department of Transportation & Environmental Services has and will continue to coordinate with the City's Office of Communications and Public Information and the City's Office of Human Rights and other organizations to implement strategies to reach out to members in affected minority, low-income, and LEP communities on proposed transportation decisions.

The City employs a wide variety of means to involve citizens in transportation planning. Examples are the following:

- Meeting with groups who have expressed interest in different projects, such as presentations to civic associations to provide information and solicit feedback on specific projects.
- Holding project-specific public meetings to solicit input. In areas of the City with large populations of LEP people, the city provides written materials in appropriate languages and ensures that translators are present at these meetings.
- Employing the City's general website and the City's Local Motion website to provide announcements of public meetings and to provide information to the general public about issues which were raised at the meetings. In addition, the City announces meetings using the eNews service and social media where appropriate.
- Before transportation surveys are administered, ensuring that major LEP populations affected by the action have surveys available in their native language. In the past, we have printed transportation surveys in Spanish and Amharic. This will be done by pulling down corridor demographic information, prior to the survey being administered to ensure that it is in the appropriate language.
- In corridors with a large LEP population, interpreters will be available upon request for all public meetings and any written materials which will be distributed at the meeting will be available in the second predominant language as well as English.
- Releasing news releases on important meetings which are picked up by the Washington Post and local newspapers.
- Distributing information monthly about transportation issues on the City's Local Motion website.
- In some cases, distributing paper flyers to the houses and/or businesses in the travel corridors being analyzed.
- Establishing ad hoc committees of citizens and elected officials to assist staff in gauging transportation decisions.
- Conducting City Council meetings.
- Making available online the proceedings from City Council meetings.
- Providing information on local cable television.
- Ensuring that information is distributed through such social media as Twitter and Facebook.

6.0 A Plan for Meaningful Access for Persons with Limited English Proficiency (LEP)

Four Factor Analysis

The City of Alexandria has performed a USDOT Four-Factor analysis of its program to encourage LEP people to become more involved in the process of planning transportation services.

This analysis consists of these four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee;
2. The frequency with which LEP individuals come into contact with the City's plans, programs, and activities;
3. The nature and importance of the program, activity, or service provided by the City to the LEP population; and
4. The resources available to the City and overall cost to provide LEP assistance.

Factor 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee.

In order to get the total number of LEP people in the City the results of the 2010-2014 American Community Survey conducted by the U.S. Census were used. According to these figures, 71.6% of the population of the City speaks English at home. The most common language other than English is Spanish, which is the primary language of 10.6% of the population. Approximately half of those who primarily speak Spanish speak English less than very well. Other Indo-European languages are used by 7.3% of the population, approximately a quarter of who do not speak English very well. Asian and Pacific Islanders languages are spoken at home by 3.4% of the population, with slightly over one-third not speaking English well. People speaking other languages, such as Amharic, constitute 7.2% of the City's population, slightly less than a third of whom do not speak English well.

Attached in Appendix C is a map showing the household language type spoken at home by census tract. Attached in Appendix D are maps which indicate the percentage of Black or African American people and the percentage of Hispanics by census block group.

For specific projects, the City or its contractor will perform a demographic analysis of the service area impacted by the project. As an illustration of this, the City reviewed the U.S. Census for part of the area which will be analyzed as part of the FTA-funded Van Dorn Beauregard Alternative Analysis/Environmental Assessment. City staff compared the demographics of Zip Code 22311, west of I-395 with the rest of the City by using the American Community Survey (2007-2011 5-year estimate), and found that this area has a higher percentage of Hispanics than the City as a whole. According the U.S. Census, 18.2% of the people in this Zip Code are Hispanics, in contrast to 15.4% in the City as a whole.

The City also reviewed another piece of data from the American Community Survey and it indicated for those households where English was not spoken at home, respondents answered whether they could speak English less than very well. For those speaking Spanish in the City, 6.7% of people stated that they can speak it less than very well. For those in Zip Code 22311, 7.3% indicated that they can speak English less than very well. In attempting to gauge the LEP population, it was suggested that the level of literacy of the population should be gauged. A cross-tabulation of ability to speak English well and levels of education would have provided the best information however that information was not obtainable. Comparing low levels education (less than 9th grade education) in Zip Code 22311 with the City as a whole finds them to be almost identical, with 4.6% of people in Zip Code 22311 having low levels of education while in the entire City the number is 4.5%. Based on this data, the City developed a public outreach plan that included methods to actively solicit the input of LEP people.

Factor 2: The frequency with which LEP individuals come into contact with the City of Alexandria's plans, programs, and activities.

The City has provided translation services and appointed members of non-English speaking groups to commissions; however it has not documented previously how many LEP individuals actually interface with the City.

Factor 3: The nature and importance of the program, activity, or service provided by the City of Alexandria to the LEP population.

The transit programs which are assisted by the City's Department of Transportation and Environmental Services are of critical importance to many in the LEP community. These services oftentimes represent the only means of transportation to members of this community, which enable them to find and keep jobs, and to take advantage of the many benefits provided for citizens of Alexandria. The City's Transportation Demand Management program, Local Motion regularly engages with the LEP population at several multi-cultural events that are held in the City including the Arlandria Chirilugua Festival and the Cambodian Festival. The City will continue to reach out to this important group in providing transit services and facilities which can improve their travel experience.

The City will make an effort to ensure that identify important projects which will affect LEP populations and will increase its efforts to get these people involved in the transportation planning process.

Factor 4: The resources available to the City of Alexandria and overall costs to provide LEP assistance.

The City worked with the United Way to develop a Hispanic Assessment in 1999. This study determined that that City needed to provide better interpretive services to Hispanic persons, to fully provide them with all City services. In response to these findings, the City developed its Language Assistance plan in 2003 and was updated in 2008. This plan, provided in Appendix E, indicates all of the resources which the City has available to the LEP population. The City has

historically provided an extensive amount of resources for interpretive services. Annually, the City invests almost \$200,000 in language interpretation.

7.0 Analysis of Non-Elected Transportation Boards and Commission Appointed by Alexandria

The City of Alexandria has had three City commissions or advisory groups which deal with transit issues. These are the Transportation Commission, the Potomac Yard Metrorail Implementation Work Group, and the Alexandria Transit Company Board of Directors. The following table illustrates the composition of these groups:

Table of the Composition of Transit-Related Citizen Groups

Name of Group	No. of Caucasians	No. of African-Americans	No. of Hispanics	No. of Asians/Pacific Islanders	Total
Transportation Commission	10	1	0	0	11
Potomac Yard Metrorail Implementation Work Group	10	1	0	0	11
Alexandria Transit Company Board of Directors	9	0	0	0	9

The Transportation Commission helps the City Council develop transportation policies. The Transportation Commission has one African-American representative. There are a total of eleven people on the Commission, whose members are appointed by other City commissions and the City Council. Its meetings are widely publicized in various local and city media and we have had considerable representation from audience members from such, throughout the planning process for the Potomac Yard Metrorail Station, citizen work groups have provided an important forum for community and stakeholder input. A Metrorail Station Feasibility Work Group was established in 2008 and met through 2010. In 2011, the Potomac Yard Metrorail Station Feasibility Work Group was re-convened as the Potomac Yard Metrorail Implementation Work Group (PYMIG) to ensure a thorough technical analysis of a potential new Metrorail station. In September 2015, City Council revised PYMIG's responsibilities and composition to enable PYMIG to function as a forum for the public outreach process through station opening and allow the group to consider the variety of issues that will arise as the project moves into design and construction. The group includes two members of City Council, four representatives from other

City commissions, one business representative, and four community representatives, one of whom is African-American.

The Alexandria Transit Company is governed by a nine member Board of Directors that is elected annually by the Alexandria City Council, acting in the capacity of the sole stockholders. Board members include residents and City staff. There are no representatives from minority groups or with limited English proficiency on the board. The City will renew its efforts to identify both members of minority groups and LEP people who will be affected by major City actions. Additional consideration will be given to minorities and LEP people for appointment to the community service boards which provide the City with policy guidance regarding some of these major transportation issues. The City will review the make-up of these boards and ensure that such representation is provided on these Boards, as vacancies become available.

8.0 Requirement to Collect Demographic Data

The City is not a transit service provider, and therefore is not required to collect demographic data. The Alexandria Transit Company is independent of the City and does not accept FTA capital or operating funds. Nevertheless, the City has performed demographic analyses during the planning stages of FTA-funded projects in Alexandria and projects for which the City is applying for federal funding, including the Crystal City-Potomac Yard Transitway (completed), the Potomac Yard Metrorail Station, the West End Transitway, the King Street Old Town Metrorail Access Improvements, and the Eisenhower South Metrorail Improvements. This demographic analysis helped to guide outreach strategies by identifying populations who might require additional outreach.

Appendix A

Notice to the General Public

In order to comply with 49 CFR Section 21.9(d), the City of Alexandria shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. The paragraph below will be inserted into all significant publications that are distributed to the public. The text will be placed permanently on the City's website: <http://alexandriava.gov>.

“The City of Alexandria fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to file a Title VI related complaint, see <http://alexandriava.gov> or call (703) 746-3140. Para información en español, llame al (703) 746-3140.”

Apéndice A

Aviso al Público en General

A los fines de cumplir con la Sección 21.9(d) del 49 CRF, la Ciudad de Alexandria le proporcionará al público información relacionada con las obligaciones de esta ciudad con respecto al Título VI y hará saber a todos las protecciones anti-discriminatorias que les brinda esta ley. El párrafo citado a continuación va a ser insertado en todas las publicaciones importantes que se distribuyen al público. Dicho texto también ocupará un lugar permanente en el sitio Web de la ciudad en: <http://alexandriava.gov>.

“La Ciudad de Alexandria cumple a plenitud con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y regulaciones afines en todos los programas y actividades. Para más información, o para presentar una queja relacionada con el Título VI, visite: <http://alexandriava.gov> o llame al (703) 746-3140. For information in english, call (703) 746-3140.”

Appendix B

INSTRUCTIONS FOR FILING A COMPLAINT AND COMPLAINT FORM

Procedures

1. Any individual, group of individuals, or entity that believes he/she, they, or it have been subjected to discrimination prohibited by Title VI nondiscrimination procedures may file a written complaint with the Human Rights Director, Jean Kelleher, 703-746-3143, Jean.Kelleher@alexandriava.gov, who serves as the City of Alexandria's Title VI Officer. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s).
 - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
 - d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(is) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for COG to be able to process it.
 - e. Complaints received by telephone will be entered into a log listing time, date, and complainant. Complainants will be informed to file a complaint in writing and will be directed to the website or other templates suggesting complaint form.
2. Upon receipt of the complaint, the Title VI Officer will refer the matter to the City Attorney who will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. Complaints against the Alexandria will be referred by the City Attorney to the appropriate state or federal agencies for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. In order to be accepted, a complaint must meet the following criteria:
 - a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

- b. The allegation(s) must involve a covered basis such as race, color, natural origin, gender, disability, or retaliation.
 - c. The allegation(s) must involve a program or activity of a Federal-aid recipient, sub-recipient, or contractor, or, in the case of ADA allegations, an entity open to the public.
 - d. The complainant(s) must accept reasonable resolution based on the City's administrative authority (reasonability to be determined by Alexandria).
- 4. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.
- 5. Once Alexandria or a state or federal agency decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in the records of Alexandria or the agency referred to identifying its basis and alleged harm, and the race, color, national origin, and gender of the complainant.
- 6. In cases where Alexandria assumes the investigation of the complaint, Alexandria will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of Alexandria's written notification of acceptance of the complaint to furnish his/her response to the allegations.
- 7. In cases where Alexandria assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, the City Attorney, with assistance from the appropriate Title VI Coordinator will prepare an investigative report for review by the City Manager. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
- 8. The City Attorney and the appropriate Title VI Coordinator will discuss the report and recommendations with the City Manager within 10 calendar days. The report will be modified as needed and made final for its release.
- 9. Alexandria's final investigative report and a copy of the complaint will be forwarded to the appropriate state agency within 60 calendar days of the acceptance of the complaint.
- 10. Alexandria will notify the parties of its preliminary findings, which may be subject to concurrence from the appropriate Commonwealth agency.
- 11. Once a Commonwealth agency issues its final decision, Alexandria will notify all parties involved about such determination. State determinations are not subject to an appeal.

**City of Alexandria
Title VI Complaint Form**

May 24, 2016

Name: _____

Address: _____

Telephone Numbers:

(Home) _____ (Work) _____

Electronic Mail Address: _____

Accessible Format Requirements?

Large Print _____ Audio tape _____

TDD _____ Other _____

Are you filing this complaint on your own behalf?

Yes _____ No _____

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party. _____

If you are filing on behalf of a third party, have you have obtained the permission of the aggrieved party?

Yes _____ No _____

Have you filed this complaint with any other federal, state or local agency, or with any federal or state court?

Yes _____ No _____

If Yes, please list:

Federal agency _____

State Agency _____

Local Agency _____

Federal Court _____

Have you filed a lawsuit regarding this complaint? Yes _____ No _____

If you answered "yes" to either of the two previous questions, please provide a copy of the complaint form or lawsuit.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court, and Alexandria will not take action.]

Name of office or department you believe discriminated against you:

Office or Department _____

Name of Individual (if applicable) _____

Address _____

City _____ State _____ Zip code _____

Telephone _____

Basis(es) for complaint, check all that apply:

☐ Race ☐ Color ☐ National Origin

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Please sign here: _____

Date: _____

[Note - We cannot accept your complaint without a signature.]

You may attach any written materials or other information that you think is relevant to your complaint.

Please mail your completed form to: Office of Human Rights, City of Alexandria, and 421 King Street, Suite 400, Alexandria, VA 22314

Alternative formats of this form can be made available by request: jean.kelleher@alexandriava.gov:
Phone: 703-746-3140 or please use the free Virginia Relay System at 7-1-1. Please allow seven (7) working days for preparation of the material.

Apéndice B

INSTRUCCIONES PARA PRESENTAR UNA QUEJA Y FORMULARIO DE QUEJA

Procedimientos

1. Toda persona, grupo de personas o entidades que crean que han sido objeto de un acto discriminatorio prohibido en los procedimientos sobre no discriminación del Título VI, podrán presentar una queja por escrito ante el Oficial del Título VI de la Ciudad de Alexandria. La queja formal tiene que ser presentada dentro de los 180 días calendarios siguientes a la supuesta ocurrencia, o cuando el demandante se enteró de la supuesta discriminación. La queja tiene que cumplir los requisitos siguientes:
 - a. La queja tiene que: estar por escrito y firmada por el demandante o demandantes.
 - b. Incluir la fecha del presunto acto discriminatorio (fecha en que el demandante o demandantes se enteraron de la supuesta discriminación; o la fecha en que se discontinuó esa conducta o la última vez que ocurrió.)
 - c. Presentar una descripción detallada de los actos, incluyendo los nombres y títulos de cargos ocupados por las personas de las que se percibió que fueron partes del incidente objeto de la queja.
 - d. Se acusará recibo de las acusaciones enviadas por fax o correo electrónico, y se procesarán una vez que se haya(n) establecido la(s) identidad(es) del demandante o demandantes y su intención de seguir adelante con la queja. Para esto, el demandante tiene que enviar por correo una copia original firmada del fax o correo electrónico, para que el Consejo de Gobiernos (COG) pueda procesarla.
 - e. Las quejas recibidas por teléfono serán anotadas en un registro indicando la hora, fecha y naturaleza de cada queja. A los demandantes se les informará que presenten la queja por escrito, para lo cual serán dirigidos al sitio Web para obtener plantillas que sugieren el formulario para la queja.
2. Una vez recibida la queja, el Oficial del Título VI la enviará al Procurador de la Ciudad, quien determinará su jurisdicción, aceptabilidad y si se necesita más información, además de investigar los méritos de la misma. Las quejas contra la Ciudad de Alexandria serán remitidas por el Procurador de la Ciudad a las agencias estatales o federales correspondientes para su debido procesamiento conforme a sus procedimientos. En casos especiales que justifiquen una intervención para asegurar equidad, estas agencias podrán asumir jurisdicción, o bien completar u obtener servicios para examinar o investigar los hechos.

3. Para que sea aceptada, una queja tiene que cumplir los criterios siguientes:
 - a. La queja tiene que ser presentada dentro de los 180 días calendarios siguientes a la presunta ocurrencia, o cuando el demandante se enteró de la supuesta discriminación.
 - b. La acusación o acusaciones tienen que referirse a un hecho previsto en la ley, tal como raza, color, nacionalidad, género, discapacidad o represalia.
 - c. La acusación o acusaciones tienen que estar relacionadas con un programa o actividad de un beneficiario o sub-beneficiario de ayuda federal, o contratista, o en el caso de acusaciones relacionadas con la Ley de Americanos con Discapacidades (ADA), una entidad abierta al público.
 - d. El demandante o demandantes tienen que aceptar una resolución razonable basada en la autoridad administrativa de la Ciudad (la calidad de razonable será determinada por Alexandria).
4. Una queja podrá ser rechazada por las razones siguientes:
 - a. El demandante solicita la retirada de la queja.
 - b. El demandante no responde a repetidas solicitudes de información adicional necesaria para procesar la queja.
 - c. No se puede localizar al demandante después de varios intentos razonables.
5. Una vez que Alexandria o una agencia estatal o federal decidan aceptar la queja e investigarla, el demandante y el demandado serán notificados por escrito de dicha determinación en el plazo de cinco días calendarios. A la queja se le asignará un número de caso y luego será asentada en los registros de Alexandria o de la agencia a donde fue enviada para identificar su fundamento y el supuesto perjuicio ocasionado, así como la raza, color, nacionalidad y género del reclamante.
6. En los casos en que Alexandria asuma la investigación de la queja, la Ciudad brindará al demandado la oportunidad de responder por escrito a las acusaciones. El demandado tendrá diez (10) días calendarios a partir de la notificación escrita de Alexandria de haber aceptado la queja, para responder a las acusaciones.
7. En los casos en que Alexandria asuma la investigación de la queja, y dentro de los 40 días calendarios siguientes a la fecha de su aceptación, el Procurador de la Ciudad, con la asistencia del correspondiente Coordinador del Título VI, preparará un informe de la investigación para que lo examine el Administrador de la Ciudad. Este informe incluirá una descripción narrativa del incidente, la identidad de las personas entrevistadas, los resultados y recomendaciones para su disposición.
8. El Procurador de la Ciudad y el Coordinador correspondiente del Título VI discutirán el informe y recomendaciones con el Administrador de la Ciudad dentro de un plazo de

diez días calendarios. El informe será enmendado en la medida necesaria y se redactará en forma final para su publicación.

9. El informe final de la investigación realizada por Alexandria, junto con una copia de la queja, serán enviados a la agencia estatal correspondiente dentro de los 60 días calendarios siguientes a la aceptación de la queja.
10. Alexandria notificará a las partes sus conclusiones preliminares, las cuales podrán estar sujetas al acuerdo de la agencia estatal correspondiente.
11. En cuanto una agencia del Estado emita su decisión final, Alexandria notificará esa determinación a todas las partes involucradas. Las determinaciones del Estado no están sujetas a apelación.

Ciudad de Alexandria
Formulario de Quejas sobre el Título VI
24 mayo 2016

Nombre: _____

Dirección: _____

Números de teléfono:

(Casa) _____ (Trabajo) _____

Dirección de correo electrónico: _____

¿Requisitos de formato accesible?

Letra de imprenta grande _____ Cinta de audio _____

Dispositivo telefónico para sordos (TDD) _____ Otro _____

¿Está usted presentando esta queja en su propio nombre?

Sí _____ No _____

[Si contestó que "sí" a esta pregunta, pase a la Sección III.]

Si contesta que no, por favor dé el nombre y relación de la persona por quien usted está presentando la queja: _____

Por favor explique por qué está presentando la queja a nombre de un tercero. _____

Si está presentando la queja en nombre de un tercero, ¿ha obtenido el permiso de la parte agraviada?

Sí _____ No _____

¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal?

Sí _____ No _____

Si contestó que sí, por favor indique cuál:

Agencia federal _____

Agencia estatal _____

Agencia local _____

Tribunal federal _____

¿Ha presentado usted una demanda sobre esta queja? Sí _____ No _____

Si contestó que "sí" a cualquiera de las dos preguntas anteriores, por favor proporcione una copia del formulario de queja o demanda.

[Nota: La información arriba mencionada es útil para los fines de seguimiento administrativo. No obstante, si está pendiente un pleito sobre los mismos problemas, deferiremos nuestra decisión a la del tribunal, y Alexandria no tomará ninguna acción al respecto.]

Nombre de la oficina o departamento que usted cree que discriminó contra usted:

Oficina o Departamento _____

Nombre de la persona (si procede) _____

Dirección _____

Ciudad _____ Estado _____ Código postal _____

Teléfono _____

Base(s) de la queja. Marque todas las que correspondan:

☐ Raza ☐ Color ☐ Nacionalidad

Haga el favor de describir su queja en horas separadas. Usted deberá incluir detalles específicos, tales como nombres, fechas, horas, testigos y cualquier otra información que nos ayude en nuestra investigación de sus acusaciones. Sírvase también proporcionar cualquier otra documentación pertinente a esta queja.

Favor de firmar aquí: _____

Fecha: _____

[Nota – No podemos aceptar su queja sin una firma.]

Usted puede adjuntar cualquier material escrito u otra información que considere que es importante para su queja.

Por favor envíe su formulario debidamente llenado a: Office of Human Rights, City of Alexandria, 421 King Street, Suite 400, Alexandria, VA 22314

Puede obtener otros formatos diferentes a este solicitándolos a: jean.kelleher@alexandriava.gov:

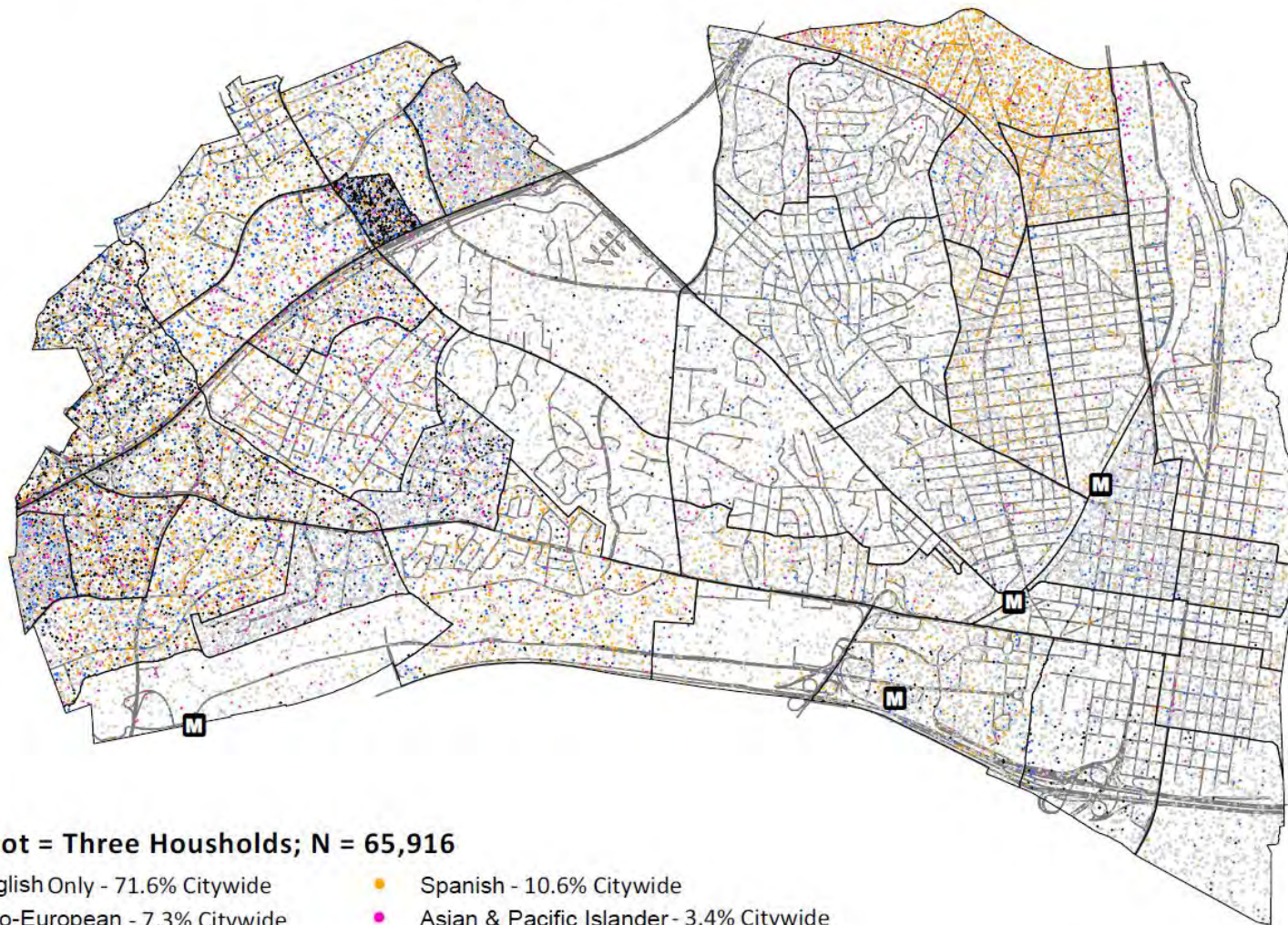
Teléfono: 703-746-3140 o por favor use el sistema gratuito de relevos de Virginia (Virginia Relay System) en el 7-1-1. La preparación de estos materiales tomará siete (7) días hábiles.

Appendix C

Languages Spoken at Home in Alexandria

Household Language-Type Spoken at Home by Census Tract

(ACS 2010-2014 Five Year Sample: Form B16002)



One Dot = Three Housholds; N = 65,916

- | | |
|----------------------------------|--|
| ● English Only - 71.6% Citywide | ● Spanish - 10.6% Citywide |
| ● Indo-European - 7.3% Citywide | ● Asian & Pacific Islander - 3.4% Citywide |
| ● Other Language - 7.2% Citywide | |

Note: American Community Survey estimates are based on a small sample of households and have a large margin of error.

0 0.25 0.5 1 Miles

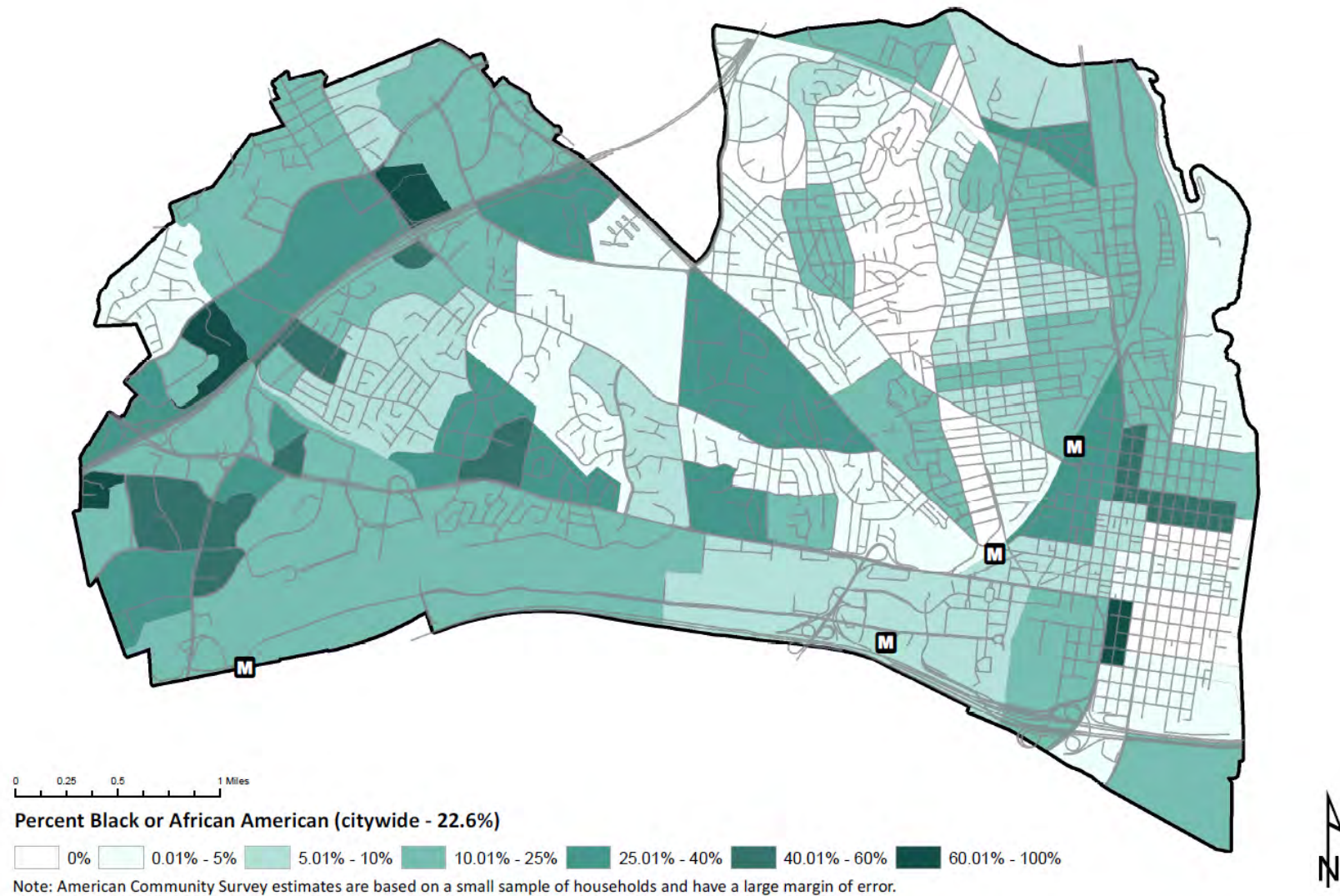


Appendix D

Percentages of Ethnic Groups by Census Tracts in Alexandria

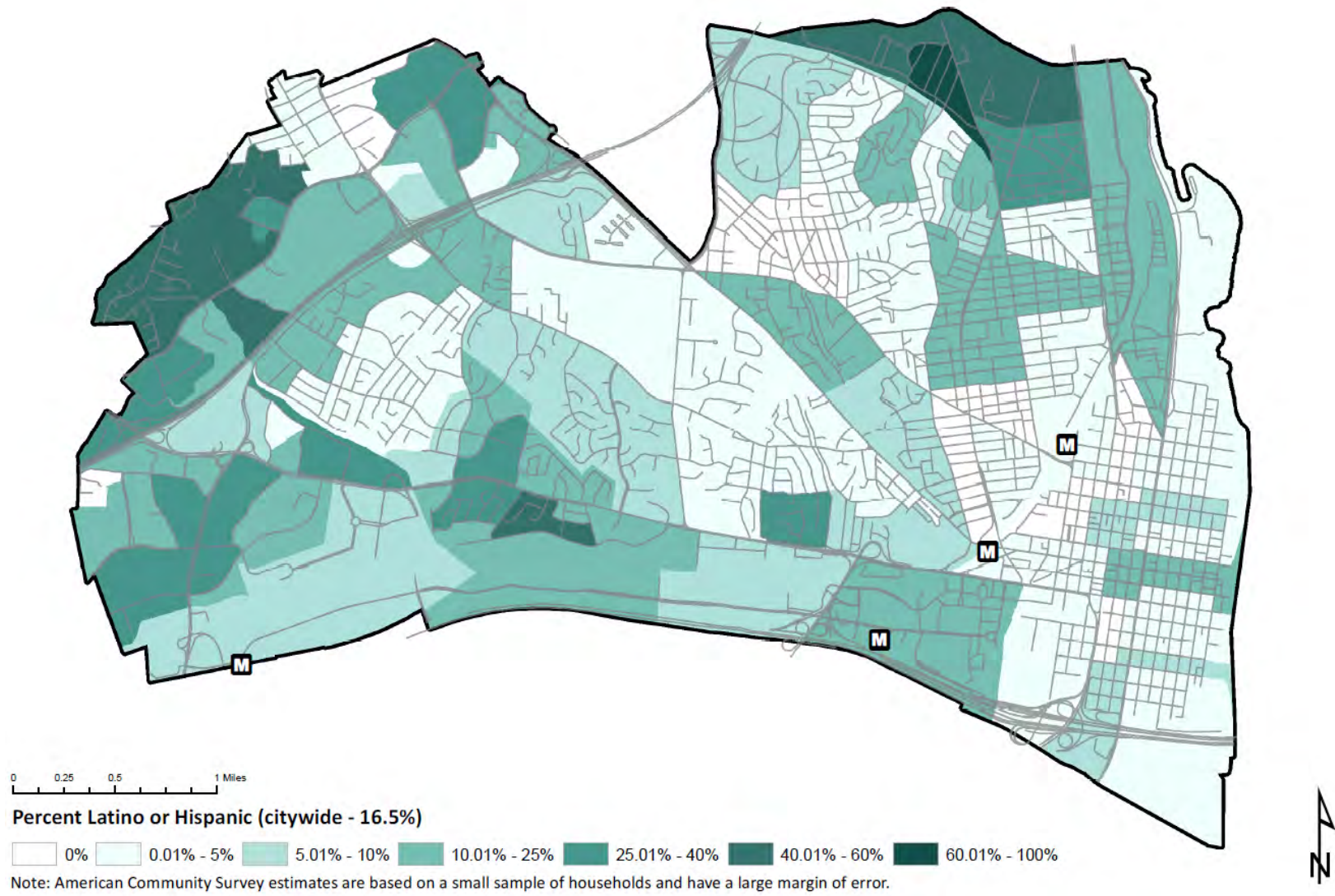
Percent Black or African American by Census Block Group

(ACS 2010-2014 Five Year Sample: Form B03002)



Percent Latino or Hispanic by Census Block Group

(ACS 2010-2014 Five Year Sample: Form B03002)



Appendix E

The City of Alexandria's Language Access Policy

- Policy:** All City departments will ensure that Persons with Limited English Proficiency (LEP) receive the language assistance necessary to allow access to services through individual department language assistance plans.
- Title:** Title VI of the Civil Rights Act of 1964; Policy on the Prohibition against National Origin Discrimination as it Affects Persons with Limited English Proficiency
- Staff:** The City of Alexandria has people in different departments facilitating this plan, with one person in the Communications and public Information/Community Relations coordinating all LEP services provided by the City.

1.0 CITY'S LANGUAGE ASSISTANCE PLAN

A. Persons covered by this plan

This plan was developed to serve all City of Alexandria residents who do not speak, read, write or understand English or who do on a limited basis. A city resident has Limited English Proficiency (LEP) when he/she is not able to speak, read, write or understand the English language to the extent that allows him/her to interact effectively with English-speaking City staff.

B. City of Alexandria Commitment to Program Access

No person will be denied access to City information, programs or services because he/she does not speak English or communicates in English on a limited basis. City staff will provide effective communication with Limited English Proficiency (LEP) residents and staff by making appropriate language assistance services available when city residents need these services. The City of Alexandria will provide its resident's access to City information, programs and services in a timely manner at no cost to the resident.

C. Affirmative Offer of Language Assistance

City staff will initiate an offer for language assistance services to residents who have difficulty communicating in English. In many offices, bilingual City employees are available to assist LEP people. If a person is not available, the Language Line can also be used to provide interpretive services to LEP people. In addition, when residents ask for language assistance, staff must offer free interpretation services in a language they understand, in a way that **preserves confidentiality**, and in a timely manner. Whenever possible, staffs are encouraged to follow the Limited English Proficiency (LEP) person's preferences.

2.0 USING AN INTERPRETER

A. General Requirements

- **Document Use of Language Assistance Services**

Staff must always document in the Limited English Proficiency (LEP) person's file, keeping appropriate records when an interpreter is used or when a Limited English Proficiency (LEP) person makes use of another form of language assistance. Accurate documentation is especially important for direct service staff. If the Limited English Proficiency (LEP) person has been offered free interpretive services and chooses to utilize their own interpreter, i.e. friend, family member or community member, the Limited English Proficiency (LEP) person must sign a waiver indicating that they are giving up their right to free interpreter services. The waiver will be in effect for the time period indicated on the form (to be determined jointly between the staff person and the Limited English Proficiency (LEP) person but will not exceed the period of one year. **Staff should never require, suggest, or encourage a Limited English Proficiency (LEP) person to use family members or friends as interpreters.**

- **Do Not Use Minor Children**

At no time will anyone under 18 years of age, including friends, family members or children, be utilized to provide interpretive services.

- **In-Person Interpreter Services**

If an interpreter is needed in-person, rather than over the telephone, staff will make every reasonable effort to have an interpreter available at a time and place that is convenient for both the interpreter and the Limited English Proficiency (LEP) person. Staff may arrange for in-person interpreting by contacting City-approved Language Assistance Services vendors directly.

- **Limited English Proficiency (LEP) person cannot read or write in their own language**

When confronted with a situation in which the Limited English Proficiency (LEP) person is illiterate – cannot read or write in his or her own language – the staff person, with assistance from an interpreter, will assist the Limited English Proficiency (LEP) individual in the completion of necessary forms and documents. Preferably, an in-person interpreter will be used. However, if that is not possible, a contracted Language Assistance Services interpreter will be utilized.

3.0 INTERPRETER RESOURCES (by Order of Preference)

As much as possible, staff should use interpreter services in the following order of preference:

1. Bilingual Staff

- a.** City departments will use their best efforts to assign Limited English Proficiency (LEP) persons to bilingual staff who speaks their language. In the event that there are not enough direct service bilingual staff available to assist with spoken language needs, the department's staff interpreters will augment available language assistance services on an as-needed basis. As not all departments have staff interpreters on site, the protocol may vary from department to department. Each department/unit must maintain a current and accessible list of staff with language interpretation capacity.

2. Volunteers and Interns

- a.** In the event that an insufficient number of permanent staff is available to assist with spoken language needs, volunteers and interns for that department are accessed for services for these language groups. As not all departments have volunteers or interns on site, the protocol may vary from department to department. Each department/unit must maintain a current and accessible list of volunteers and interns with language interpretation capacity.

3. Telephone Interpreter Services- Language Line Services

- a.** Language Line Services, formerly known as AT&T Language Line, provides telephone interpretation in over 150 languages 24 hours a day, seven days a week.
- b.** Staff should use Language Line Services when bilingual staff, volunteer staff interpreters or volunteers and interns are not available.
- c.** Access to Language Line:
 - Users of Language Line are charged on a per-minute basis.
 - Current flat rate is a \$1.30 per minute for all languages.
 - To access Language Line Services, staff are provided an ID number and access code.
 - All staff should be given the opportunity to familiarize themselves with the Language Line before they actually need to use it.

4.0 TRANSLATION RESOURCES (WRITTEN MATERIALS)

A. Translation of Written Materials

Each Department must translate written material, including vital documents for each Limited English Proficiency (LEP) language group that constitutes 5% or 1,000 (whichever is less) of population eligible to be served. The City of Alexandria has identified Spanish as one language that currently meets the above criteria for translation of vital documents.

1. Vital Documents or Information

Vital documents or information are those that are critical for accessing City services.

2. Limited English Proficiency (LEP) person cannot read or write in their native or preferred language

When confronted with a situation in which the Limited English Proficiency (LEP) person is illiterate – cannot read or write in his or her own language – the staff person, with assistance from an interpreter, will assist the Limited English Proficiency (LEP) individual in the completion of necessary forms and documents. Preferably, an on-site interpreter will be used. However, if that is not possible, a contracted service interpreter will be utilized.

Agenda Item #7: Proposed Changes to NVTC's By-Laws



TO: Chairman Fisette and NVTC Commissioners

FROM: Kate Mattice, Steve MacIsaac, Jen Deci and Rhonda Gilchrest

DATE: June 30, 2016

SUBJECT: Proposed Changes to NVTC's By-Laws

ACTION ITEM: Adopt Changes to NVTC's By-Laws

The Commission is asked to approve the updated NVTC By-Laws to reflect 2016 General Assembly action to add another member from Loudoun County. [The proposed changes are red-lined in the attached version.](#)

As presented to the Commission in June, staff and counsel reviewed the By-Laws and determined several changes were needed:

- 1) To comply with 2016 General Assembly action to add another member representing Loudoun County (Section 33.1-1904);
- 2) To align with Code citations and wording of the Transportation District Act (Current Section 33.2-1900 through 33.2-1935, previously located in Section 15.2-4500 through 15.2-4584); and
- 3) To conform with existing Commission processes and procedures.

As a result of discussions at the June meeting, the updated By-Laws presented for approval no longer amend the content of the mission statement.

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NVTC BY-LAWS

Proposed Red-Lined Changes

07-07-16

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

BY-LAWS

Adopted 3 Mar. 66

Revised 4 Aug. 66

Revised 9 Jan. 69

Revised 5 Jun. 75

Revised 6 May 81

Revised 11 Jul. 85

Revised 3 Oct. 85

Revised 3 Jan. 90

Revised 1 Mar. 90

Revised 1 Jul. 04

Revised 5 April 12

Proposed Action 7 July 16

1. PURPOSE

The Northern Virginia Transportation Commission (NVTC) was created by the Virginia General Assembly in 1964. NVTC's mission is to serve the public by providing a forum for elected officials, focusing primarily on public transit, to develop strategies, identify funding sources, advocate for additional funding, prioritize funding allocations, oversee transit systems such as VRE and WMATA, and pursue new transit programs and innovations. NVTC works to improve mobility, safety, and transit customer service; reduce traffic congestion; protect the environment; and stimulate the regional economy; all by increasing the use of transit and ridesharing. The duties and powers of the Commission are set forth in the Transportation District Act of 1964, Sections 15.2-4500 33.2-1900 through 15.2-4534 33.2-1935 of the Virginia Code¹.

¹ Previously located in Sections 15.2-4500 through 15.2-4534 of the Virginia Code.

2. PARTICIPATING GOVERNMENTS

- A. The following local governments, comprising the Northern Virginia Transportation District (Section ~~15.2-4503.1~~ 33.2-1904 of the Virginia Code) are eligible to participate in the Northern Virginia Transportation Commission, with representatives from their respective governing bodies as noted:

- (1) Fairfax County --Five members
- (2) Arlington County --Three members
- (3) City of Alexandria --Two members
- (4) City of Fairfax --One member
- (5) City of Falls Church --One member
- (6) Loudoun County^{2*} ~~--One~~ Two members³

- B. In addition, the chairman of the Commonwealth Transportation Board or his designee shall serve as designates one ex officio member of the Commission.
- C. The General Assembly of Virginia is represented by two senators and four delegates.
- D. Additional contiguous counties and cities may be added to the transportation district by agreement and shall appoint one representative.
- E. Local governments may appoint alternates to vote in the absence of their principal members from their respective governing bodies.

² Loudoun County's membership is governed by the terms of an agreement dated December 14, 1989 between NVTC and the county.

³ Chapter 117 of the 2016 Acts of Assembly amended Section 33.1-1904 of the Virginia Code to add a second Loudoun County member to NVTC.

3. MEETINGS

A. Regular Public Meetings

Regular public meetings will be held on the first Thursday night of each month unless two thirds of the members shall consent to an alternate date. If the meeting night occurs on a holiday, the Commission shall designate a substitute night as a matter of business during a prior meeting.

B. Quorum and Action by Commission

Section ~~15.2-4512~~ 33.2-1912 of the Virginia Code stipulates the requirements of a quorum and action by the Commission. A quorum requires eleven members including ~~individuals representing at least one member from each of~~ four jurisdictions. The chairman of the Commonwealth Transportation Board or his designee shall be included for the purposes of constituting a quorum. However, while the General Assembly is in session, NVTC's General Assembly members shall not be counted in determining a quorum. General Assembly members on the Commission represent the Commonwealth of Virginia and not the jurisdictions from which they are elected. The presence of a quorum and a vote of the majority of the members necessary to constitute a quorum of all the members appointed to the Commission, including an affirmative vote from ~~at least one commissioner from~~ a majority of the ~~jurisdictions represented at the meeting members~~, shall be necessary to take any action.

Notwithstanding the provisions of Sections 2.2-3708 and 3708.1, members of the General Assembly may participate in the meetings of the Commission through electronic communications while the General Assembly is in session.

4. RULES OF PROCEDURE

Robert's Rules, as amended shall apply.

5. OFFICERS

A. The officers of the Commission shall be elected from the membership of the Commission and shall serve terms of one year, or until their successors are elected, and may succeed themselves.

B. The officers and their duties shall be as follows:

(1) Chairman: The chairman presides at meetings of the Commission, represents the Commission before the United States Congress, the Virginia Assembly, and other commissions, and is the Commission's spokesman in matters of policy.

(2) Vice Chairman: The vice chairman shall, in the absence or disability of the chairman, perform the duties and exercise the powers of the chairman.

(3) Secretary-Treasurer: The secretary-treasurer shall monitor the financial administration of the Commission including the investment of funds and securities of the Commission and monitor financial records and the issuance of such reports as required by law, i.e., annual audit and other financial statements as determined by the Commission. He or she shall direct staff to present monthly reports of the financial condition of the Commission, giving the status and basis for all investments and of all money and other valuable effects in the name or in the credit of the Commission.

C. Election of the officers shall take place annually at the January meeting of the Commission, and the officers shall serve until their successors are duly elected. Notice of meeting must state that election of officers will be a matter of business at the meeting.

6. EMPLOYEES

- A. The Commission shall employ an executive director who shall hire and direct such other employees as may be necessary to perform the functions of the Commission.
- B. The duties, qualifications, terms, compensation and related benefits of employees shall be prescribed in NVTC's Administrative Regulations as adopted and amended from time to time by the Commission and/or executive director.

7. ACCOUNTS AND RECORDS

- A. The Virginia Code stipulates the types of records to be maintained by the Commission.
- B. The annual report of the Commission shall be for the fiscal year period.
- C. The official minutes of the Commission shall be in the custody of the executive director of the Commission who shall certify copies and abstracts of the minutes when required.

8. BONDING OF COMMISSIONERS AND EMPLOYEES

- A. The Commission shall secure a public official bond for the faithful performance of duties in the amount of:
 - (1) \$5,000 for each member of the Commission except the secretary-treasurer:
 - (2) \$25,000 for the secretary treasurer.

The bonds shall be filed with and preserved by the Comptroller of the Commonwealth.

B. The Commission shall secure a fidelity bond for the faithful performance of duties in the amount of:

- (1) \$1,000,000 for the executive director; and
- (2) As directed for other members of the Commission staff and officers as appropriate.

The executive director's and staff bonds will be held by the Commission.

9. FINANCES

A. Fiscal Year

The fiscal year shall begin the first day of July in each year.

B. Budget

- (1) The executive director shall submit a proposed budget for the succeeding fiscal year to the executive committee for approval prior to the month of January.
- (2) The budget approved by the executive committee shall be submitted to the Commission ~~at~~ by its January meeting. The notice of this meeting must state that the budget for the coming fiscal year is to be a matter of business at the meeting.
- (3) The administrative expenses of the Commission, to the extent funds for such expenses are not provided from other sources, shall be allocated among the component governments on the basis of the relative shares of state and federal transit aids allocated by the Commission among its component governments, as stated in the Virginia Code (Section ~~15.2-4515D~~ 33.2-1915E).

C. Audit

The books of the Commission shall be audited by a certified public accountant or accountants, and the audit report shall be included in the annual report.

10. **COMMITTEES**

All committees shall adhere to all open meeting requirements contained in the Virginia Code.

All members of NVTC are eligible to attend meetings of all NVTC's committees and subcommittees and in the case of closed meetings to attend and observe.

A. Executive Committee

(1) Membership: There shall be an executive committee consisting of the chairman, the immediate past chairman if still a member of the Commission, the vice chairman, the secretary-treasurer, the Commission's members of the WMATA Board, the chairman of the Fairfax County Board of Supervisors (if serving on NVTC) and one member of the General Assembly. The ~~legislative commissioner~~ General Assembly member on the executive committee shall be appointed by the senior member of the ~~legislative commissioners in~~ General Assembly members on the commission based on length of service in the General Assembly.

(2) Duties: The executive committee shall:

(a) Review the work program of the Commission and advise the executive director on activities within policies set by the Commission.

- (b) Identify and present to the Commission policy issues related to transportation improvements and the administration of NVTC.
 - (c) Review the current administration of the Commission including the expenditure and investment of Commission funds.
 - (d) Consider and make recommendations to the Commission on the substantive program areas for Commission activity and for the establishment and disestablishment of subcommittees required for each activity.
 - (e) Regularly report its deliberations to the Commission.
 - (f) Regularly review the performance of the executive director at least annually, including establishing performance goals and recommending any changes in compensation to the full Commission.
 - (g) Function as an audit committee by reviewing periodic financial reports, responding to recommendations from NVTC's auditors and meeting with those auditors as needed.
- (3) Meetings:
- (a) Each January the Commission shall establish a meeting schedule for the executive committee.
 - (b) Quorums, notices, minutes and other open meeting requirements contained in the Virginia Code shall be adhered to.

B. Other Committees

The Commission shall, at its January annual organizational meeting, or thereafter, establish such committees as it deems appropriate. Such committees shall continue throughout the calendar year unless dissolved. The chairman of the Commission shall designate the chairman and membership of each such committee.

11. AMENDMENT TO BY-LAWS

- A. The By-Laws may be altered or amended by the presentation of such proposed alterations or amendments at one meeting with explanations of the proposed changes. Action on the proposed changes shall be taken at the following or subsequent meetings. Notice of proposed action to amend the By-Laws shall be included in the meeting notice.
- B. The enactment of a change of the By-Laws requires a majority vote of the full Commission.

TO: Chairman Fiset and NVTC Commissioners

FROM: Kate Mattice and Rhonda Gilchrest

DATE: June 30, 2016

SUBJECT: Virginia Railway Express

A. VRE CEO Report and Minutes

Mr. Allen will update the Commission on VRE highlights. The [VRE CEO June 2016 Report and Minutes of the June 17th Operations Board Meeting](#) are attached.

B. ACTION ITEM: Approve [Resolution #2313](#): Authorize the VRE CEO to Amend the Contract for New Passenger Railcars with Sumitomo Corporation of Americas and to Execute an Assignment Agreement to Assign Options to Purchase Additional Railcars to Chicago Metra

The VRE Operations Board recommends that the Commission authorize the VRE CEO to execute a contract amendment with Sumitomo Corporation of Americas to assign up to 21 passenger railcar options to Chicago Metra in a form approved by legal counsel and to also enter into an assignment agreement with Metra to assign the options. VRE's current contract with Sumitomo has an option for 21 more railcars that expires in March 2017. VRE cannot exercise this option because it does not have the funding nor the space to store the additional cars. Metra, the commuter rail system serving the Chicago area, uses the same type of Nippon-Sharyo Gallery railcars as VRE. Metra approached VRE about purchasing railcars from VRE's contract with Sumitomo for the Nippon-Sharyo railcars. The attached [VRE memorandum provides more information about the contract](#).

C. ACTION ITEM: Approve [Resolution #2314](#): Authorize the VRE CEO to Execute an Agreement After Certificate to Transfer Property at the Woodbridge VRE Station to VDOT and to Accept a VDOT Permit for Continued Operation of Kiss-and-Ride at the Woodbridge VRE Station

The VRE Operations Board recommends that the Commission authorize the VRE CEO to execute an Agreement After Certificate to complete the transfer of VRE property at the Woodbridge VRE Station to the Virginia Department of Transportation (VDOT) and to accept a VDOT permit for continued operation of the bus loop and kiss-and-ride area at the VRE Woodbridge Station.

VDOT has been working with VRE and PRTC since 2014 to acquire property at the Woodbridge Station for Phases I and II of a grade separated interchange at US Route 1 and VA Route 123. Phase I expansion work is currently underway and has no effect on the station. The property that VDOT needs for Phase II is owned by VRE and used for a kiss-and-ride drop off area for VRE passengers. In July 2015, VDOT filed a certificate of take in the Prince William Circuit Court for this acquisition. After negotiations, VDOT agreed to compensate VRE for the property in an amount equal to VRE's appraisal, which is \$1,068,280. VDOT has also agreed to issue a permit allowing VRE to continue to operate the kiss-and-ride drop off area until such time as the property is needed for Phase II.

Because the project was federally funded, VRE was required to seek FTA approval of the proposed compensation, and FTA has approved this value. The FTA share if the proceeds, calculated at 80 percent of the land value and 80 percent of the depreciated value of the original improvements, must be reimbursed to FTA or applied to another future eligible project.

The attached [VRE memorandum](#) provides more information.

D. Gainesville-Haymarket Extension Study

VRE is currently studying a [VRE Gainesville-Haymarket Extension \(GHX\)](#), which includes an 11-mile extension of the Manassas Line through Gainesville to the general vicinity of VA Route 15 near Haymarket. The VRE Operations Board heard a [briefing on the status of the GHX study](#) at its June Board meeting in advance of a comprehensive work session in July.

CEO REPORT

JUNE 2016



OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



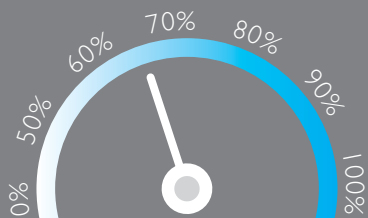
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 - Rolling Road Platform Extension
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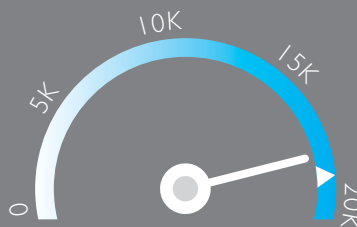
Virginia Railway Express | 1500 King Street, Suite 202 | Alexandria, VA 22314 | 703.684.1001 | www.vre.org

SUCCESS AT A GLANCE



PARKING UTILIZATION

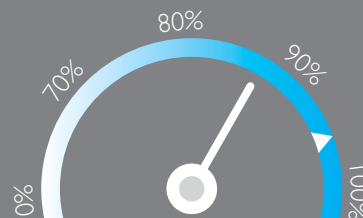
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.

▲ Same month, previous year.



ON-TIME PERFORMANCE

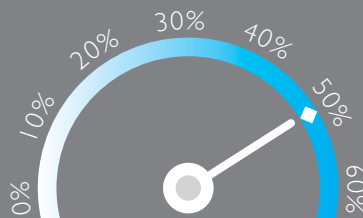
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ Same month, previous year.



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by riders.

◆ Board-established goal.

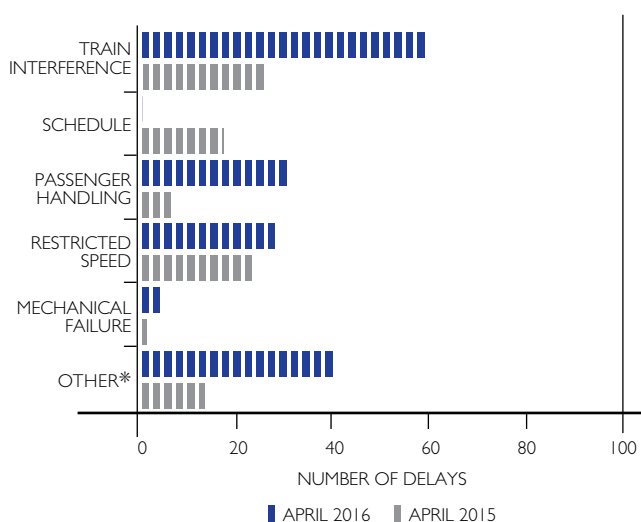
ON-TIME PERFORMANCE

OUR RECORD

	April 2016	March 2016	April 2015
Manassas Line	90%	92%	96%
Fredericksburg Line	86%	86%	96%
System Wide	88%	88%	96%

Train interference, passenger handling, maintenance of way and restricted speed orders were the principal causes of delays and reduced overall OTP.

REASONS FOR DELAYS



* Includes those trains that were delayed due to late turns, weather, signal/switch failures and maintenance of way.

In April, VRE operated 670 trains with 82 trains arriving more than five minutes late to their final destinations. There were 35 late trains on the Manassas Line and 47 late trains on the Fredericksburg line. There were a total of 161 delays during the month of April but only 82 late trains. April on-time performance was 88 percent as track improvements continue on the Fredericksburg line. Train interference was the primary reason for delayed trains during the month. VRE also experienced 24 maintenance-of-way delay instances during April primarily due to work authority related to the third track project on the Fredericksburg line. This will continue to cause delays as work is completed. VRE continues to work with CSX to minimize the disruption. Passenger handling and restricted speed orders from our host railroads were the remaining causes of delayed trains. A significant service disruption happened the afternoon of April 1, when all trains coming out of Union Station were delayed due to Amtrak's pressurized air system, which controls the switches, went down and took several hours to correct.

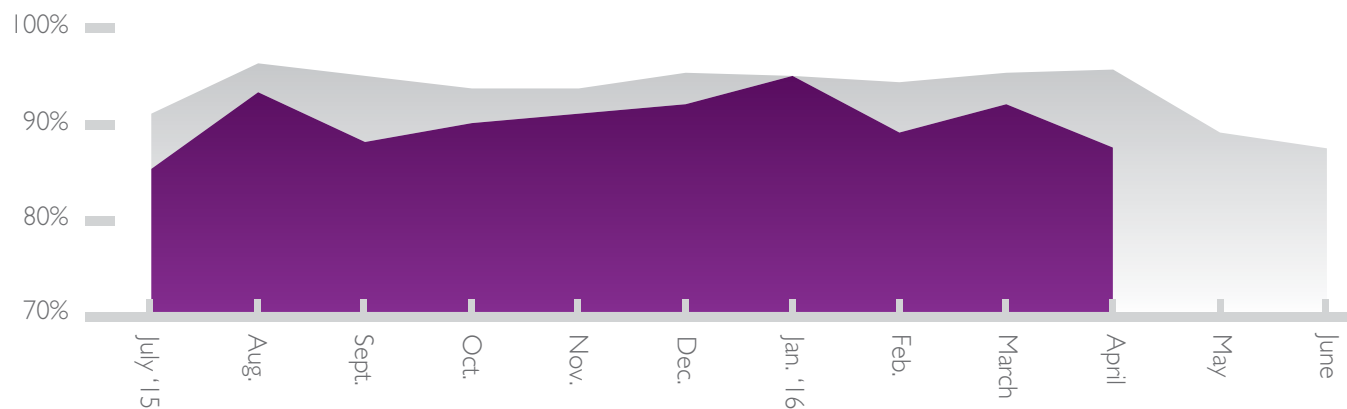
LATE TRAINS

	System Wide			Fredericksburg Line			Manassas Line		
	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.
Total late trains	73	60	82	49	42	47	24	18	35
Average minutes late	15	14	32	16	14	35	13	12	27
Number over 30 minutes	7	3	23	5	3	16	2	0	7
Heat restriction days / total days	0/20	0/23	2/21	—	—	—	—	—	—

ON-TIME PERFORMANCE

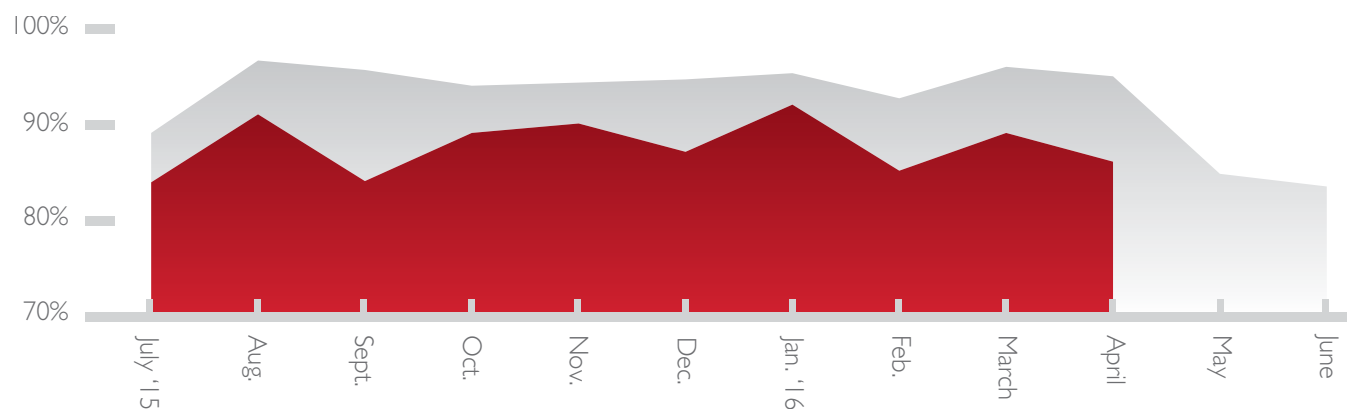
VRE SYSTEM

BOTH LINES ■ Current Stats ■ 3-Year Rolling Average

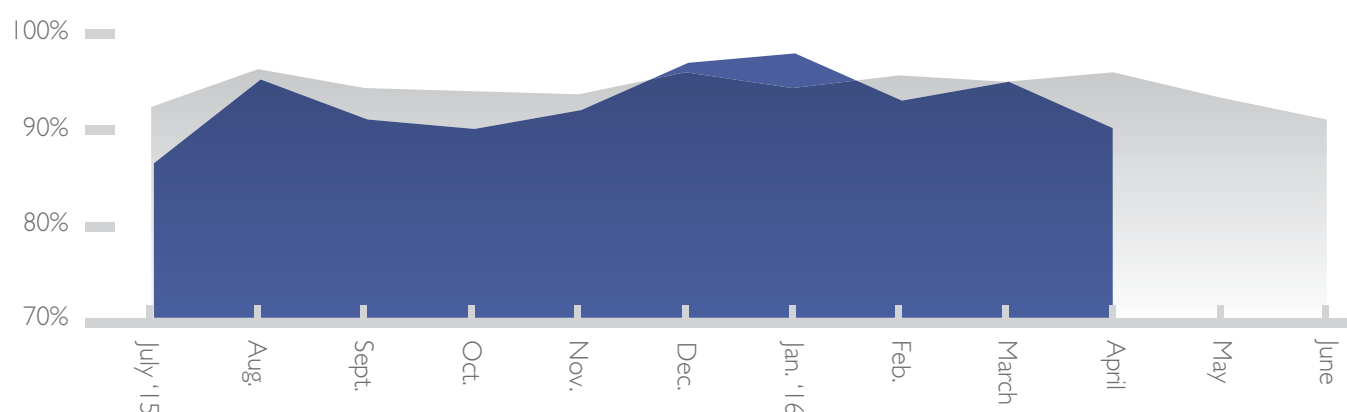


ON-TIME PERFORMANCE BY LINE

FREDERICKSBURG LINE ■ Current Stats ■ 3-Year Rolling Average



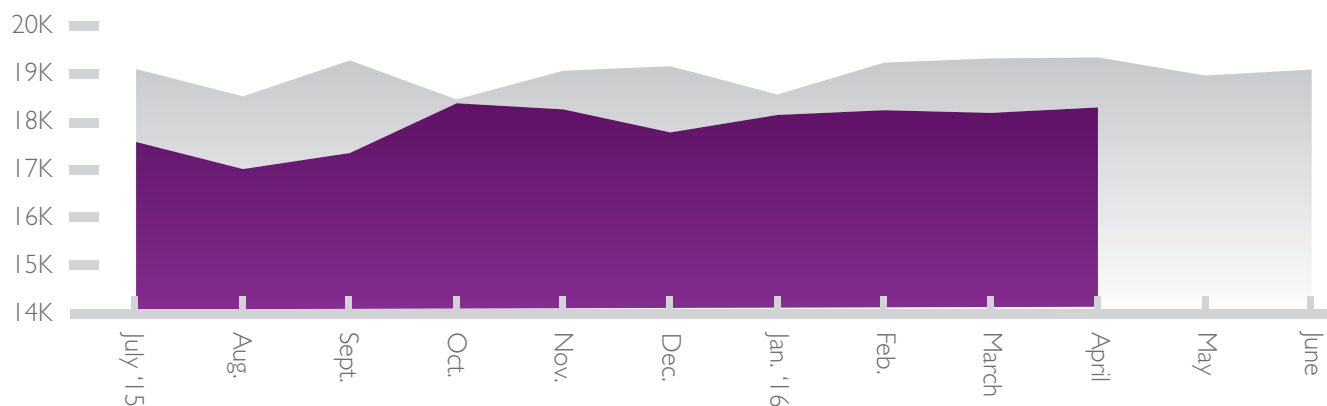
MANASSAS LINE ■ Current Stats ■ 3-Year Rolling Average



AVERAGE DAILY RIDERSHIP

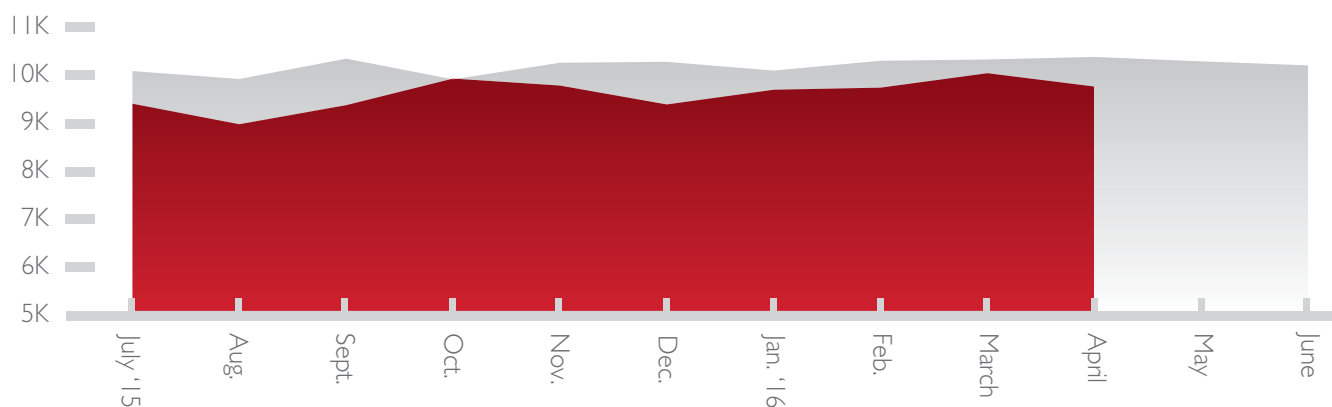
VRE SYSTEM

BOTH LINES ■ Current Stats ■ 3-Year Rolling Average

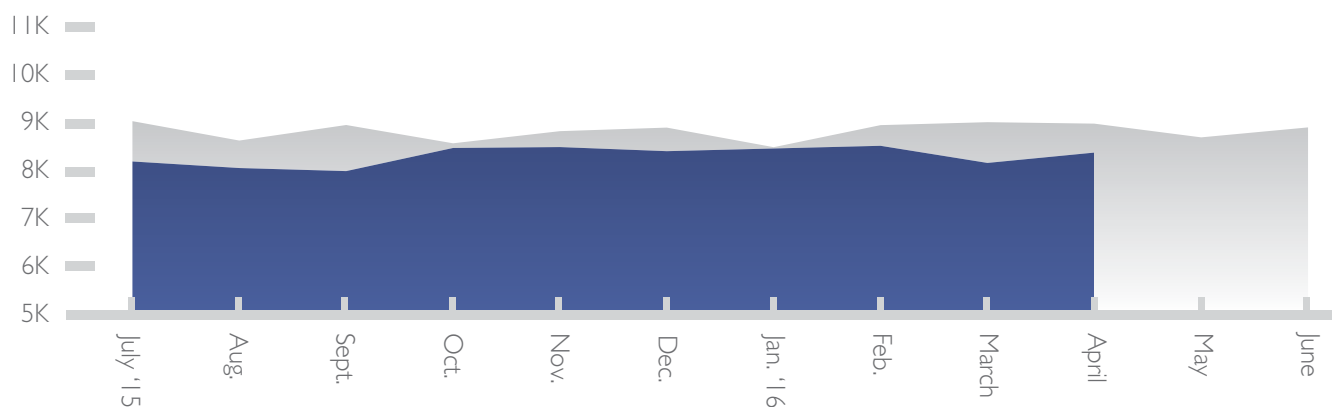


AVERAGE DAILY RIDERSHIP BY LINE

FREDERICKSBURG LINE ■ Current Stats ■ 3-Year Rolling Average



MANASSAS LINE ■ Current Stats ■ 3-Year Rolling Average



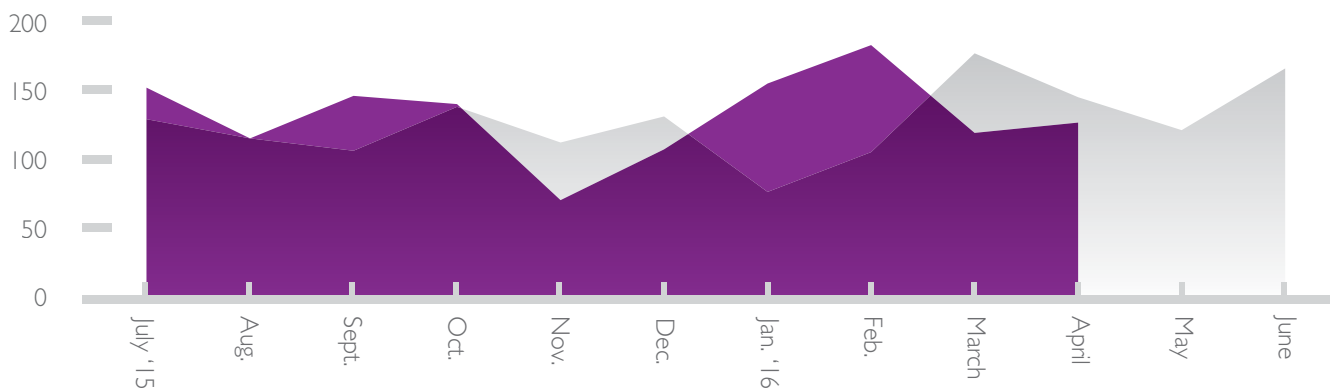
RIDERSHIP UPDATES



	April 2016	April 2015
Monthly Ridership	382,034	403,423
Average Daily Ridership	18,192	19,767
Full Service Days	21	22
"S" Service Days	0	1

SUMMONSES ISSUED

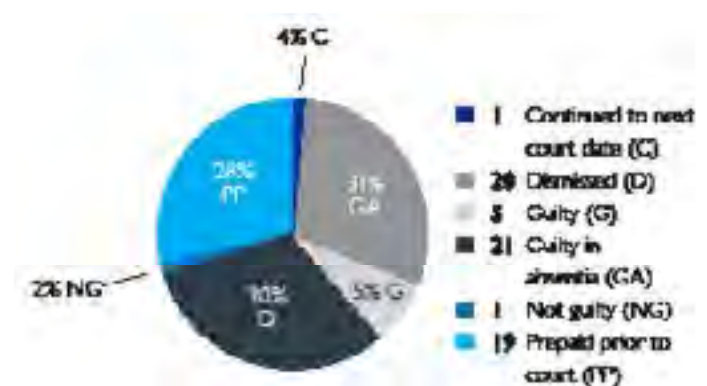
BOTH LINES ■ Current Stats ■ FY 2015



SUMMONSES WAIVED

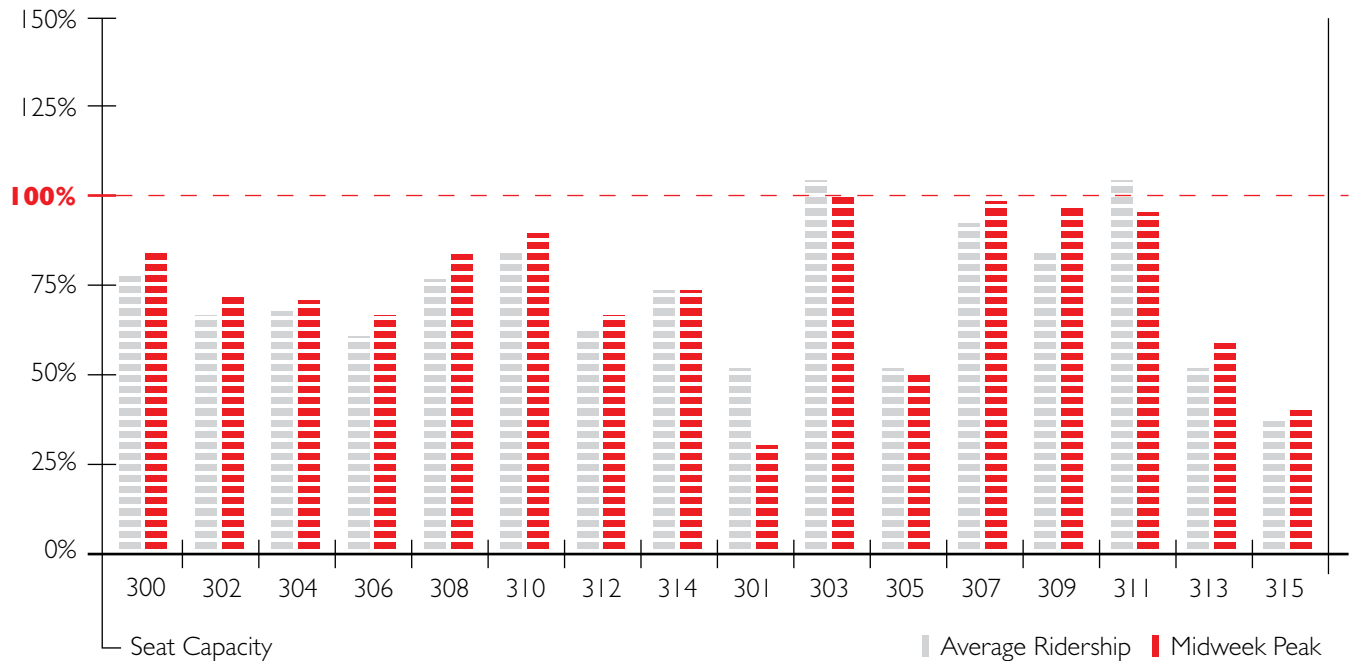
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	33
One-time courtesy	19
Per the request of the conductor	7
TVM error	0
Defective ticket	0
Per Ops Manager	1
Unique circumstances	0
Insufficient processing time	0
Insufficient information	1
Lost and found ticket	0
Other	0
Total Waived	61

MONTHLY SUMMONSES COURT ACTION

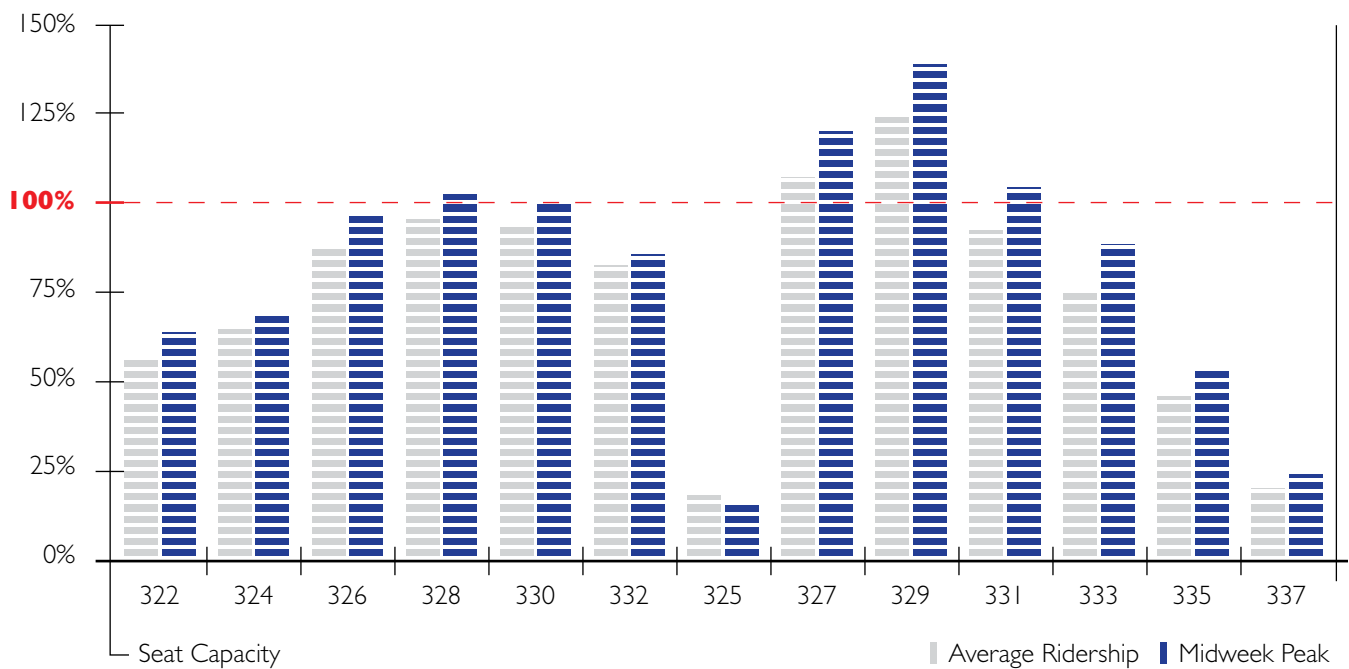


TRAIN UTILIZATION

FREDERICKSBURG LINE

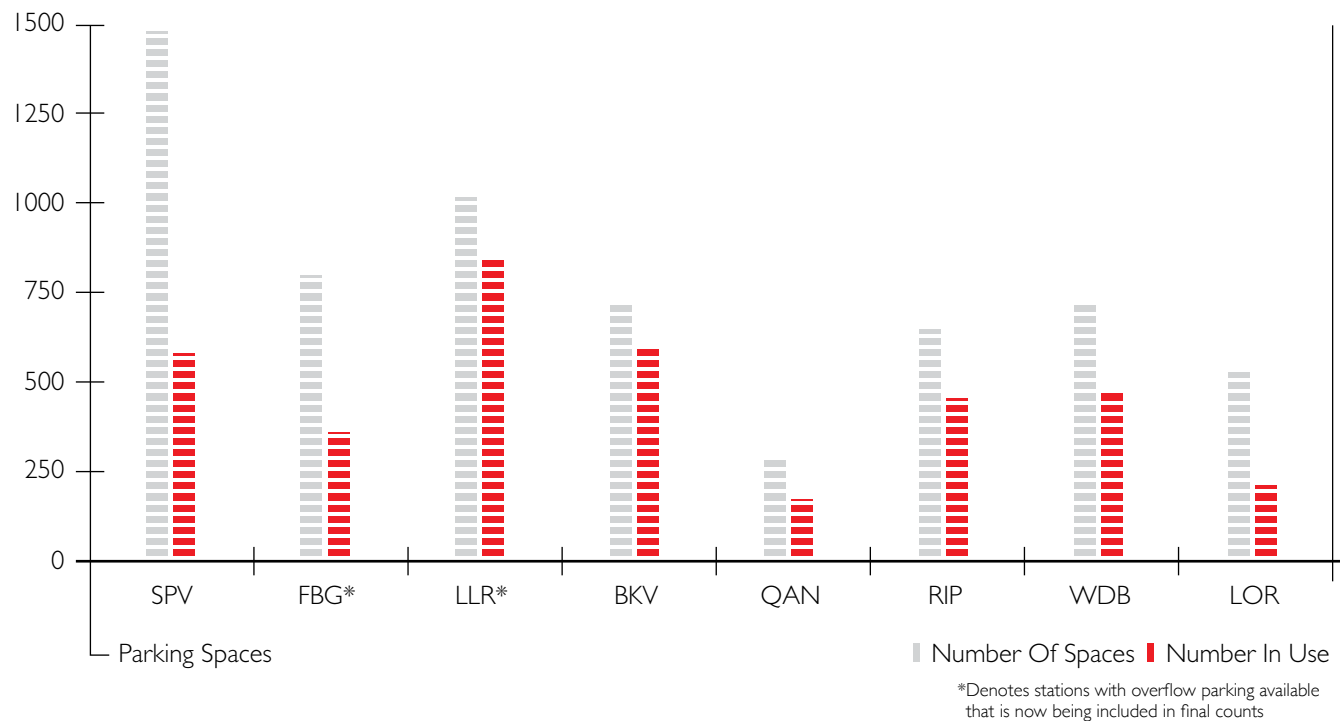


MANASSAS LINE

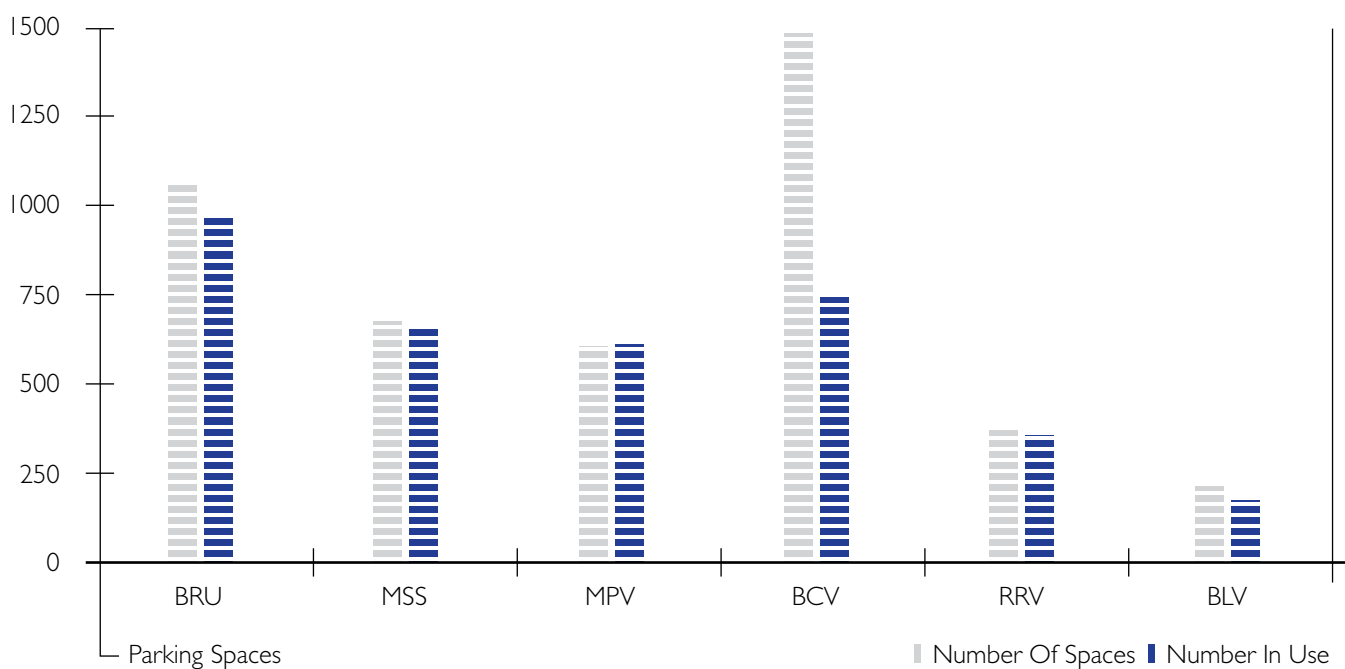


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

A copy of the April 2016 Operating Budget Report is listed below.

Fare income for the month was \$67,378 above the amended budget – a favorable variance of 2.14%. The cumulative variance for the year is -1.3% or \$398,205 below the amended budget. Revenue through the 10th month of FY 2016 is up 1.1% compared to the same period in FY 2015. We continue to monitor revenue closely.

The operating ratio is 55%. Our budgeted goal ratio for FY 2016 is 50%.

A summary of the financial results (unaudited) follows. Detail on the major revenue and expense categories is provided in the following Operating Budget Report.

Please Note: These figures are preliminary and unaudited.

FY 2016 OPERATING BUDGET REPORT MONTH ENDED APRIL 30, 2016

	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY16 BUDGET
OPERATING REVENUE (\$)							
Passenger Ticket Revenue	3,219,045	3,151,667	30,968,382	31,366,587	(398,205)	-1.3%	37,820,000
Other Operating Revenue	44,998	13,750	216,336	136,845	79,491	58.1%	165,000
Subtotal Operating Revenue	3,264,043	3,165,417	31,184,718	31,503,433	(318,715)	-1.0%	37,985,000
Jurisdict. Subsidy (1)	-	-	16,428,800	16,428,800	-	0.0%	13,037,070
Federal/State/Other	1,841,848	1,875,098	20,213,435	20,772,816	(559,381)	-2.7%	29,785,011
Jurisdict. Subsidy Appn. from Res.	-	-	-	-	-	0.0%	740,000
Interest Income	12,244	1,667	74,853	16,587	58,266	351.3%	20,000
Total Operating Revenue	5,118,135	5,042,181	67,901,806	68,721,636	(819,830)	-1.2%	81,567,080
OPERATING EXPENSES (\$)							
Deptml. Operating Expenses	5,387,129	5,892,488	56,332,674	60,791,139	4,458,465	7.3%	74,806,901
Debt Service	437	-	2,216,883	2,212,168	(4,715)		6,714,870
Other Non-Deptml. Expenses	-	-	136,625	-	(136,625)		45,310
Total Operating Expenses	5,387,566	5,892,488	58,686,182	63,003,307	4,317,125	6.9%	81,567,080
NET INC. (LOSS) FROM OPS (\$)	(269,430)	(850,307)	9,215,624	5,718,329	3,497,295	-	-
CALCULATED OPERATING RATIO	-	-	55%	52%	-	Goal	50%

(1) Total jurisdictional subsidy is \$16,428,800. Portion shown is attributed to Operating Fund only.

CAPITAL PROJECTS UPDATES

VRE contractor laying part of the new third track north of US Route 17 in Spotsylvania County.

VRE MANASSAS PARK STATION PARKING EXPANSION

There is a need to expand parking at the Manassas Park VRE Station. The lot is typically full prior to departure of the last morning train, and a number of VRE riders have been observed parking in the vicinity of the Manassas Park City Hall and then walking to the VRE station. The long-term demand for parking at this station was investigated as part of the VRE System Plan 2040 and the Gainesville-Haymarket Extension study, both of which confirmed more parking spaces are needed.

Potential sites for parking expansion include the existing station surface parking, as well as other parcels adjacent to the station. The City of Manassas Park would like to explore the potential for a shared-use parking facility that can support retail and other uses near the station. The parking solution must fit with the City's vision for the area as a mixed-use, pedestrian, and transit-friendly community center.

The Northern Virginia Transportation Authority (NVTA) has funded an alternatives analysis, preliminary design, and National Environmental Policy Act (NEPA) documentation. A request for additional NVTA funding to complete the final engineering and design phase of the project was submitted in November 2015 for NVTA's FY2017 program. NVTA expects to finalize that program by July 2016.



This aerial view of the VRE Manassas Park station identifies city-owned parcels that can be used for the parking expansion.

VRE issued an RFP for Engineering and Environmental Services for the VRE Manassas Park Station Parking Expansion on April 15, 2016. Proposals were due on May 16, 2016. The scope of work for the RFP includes an assessment of future parking demand for the Manassas Park VRE Station, and the evaluation of alternative concepts for expanding parking as a Base Task. Preparation of preliminary design plans for the preferred alternative, and preparation of NEPA documentation to evaluate the potential impacts of expanding parking are included as an optional task. The preparation of final engineering plans is also included as an additional optional task, contingent on funding availability.

ROLLING ROAD PLATFORM EXTENSION

The project entails extending the existing platform and associated canopy modifications at the Rolling Road Station in Fairfax County to accommodate longer trains. Extending the platform will permit the full length of an eight-car train to platform all their doors at Rolling Road, allowing passengers to board and alight faster. The proposed expansion project will occur entirely within the Norfolk Southern right-of-way thereby minimizing potential environmental and community impacts.

A competitive procurement was conducted in April for Preliminary Design and Environmental Studies. A contract award was made to Dewberry. Notice to Proceed was projected for mid-May 2016. A two-year schedule is proposed for project completion.

MIDDAY STORAGE FACILITY

Train storage is at a premium in the District of Columbia. The purpose of this project is to acquire property, conduct the necessary environmental clearance activities, design, and construct a midday storage facility for VRE equipment to replace the current space leased from Amtrak at Ivy City Coach Yard.

VRE is in the process of procuring engineering consulting assistance to conduct the necessary environmental, right-of-way acquisition, and engineering design activities for a new midday storage facility that will handle current and projected midday storage needs. VRE expects to select a consultant and start project development activities this summer.

SPOTSYLVANIA STATION

With the Spotsylvania station now in service, the construction project is being closed out. The punch list was completed in March 2016, and VRE is processing the final invoices. The last invoice from Hammerhead Construction is expected summer 2016. Anticipated final project closeout is this summer.



Spotsylvania Station with a 1500 space parking lot on a quiet weekend day.

LONG BRIDGE FEASIBILITY AND ENVIRONMENTAL STUDIES

The Long Bridge between the District of Columbia and Virginia is the eastern most railroad crossing of the Potomac River; the next being over 90 miles upstream at Front Royal.

It is currently a bottleneck for railroad operations up and down the Eastern Seaboard. It is also the primary constraint limiting additional passenger trains, including VRE service, from operating in the corridor.

VRE is currently collaborating with the District Department of Transportation, the Virginia Department of Rail and Public Transportation, the Federal Railroad Administration, and CSX Transportation (the current bridge owner) on development activities to expand capacity of the crossing from two to four tracks. The team is presently conducting engineering and environmental analyses funded by a USDOT ARRA grant. The work involves analyzing potential bridge replacement and expansion options aimed at increasing railroad capacity.

The environmental analysis will start in the fall of 2016 and will involve extensive coordination with the railroad stakeholders and a variety of local and federal agencies that have jurisdiction in the Capital Region. It is anticipated a Draft Environmental Impact Statement (DEIS) will be completed by 2018 with design and construction to follow, along with potential funding strategies. In May CSXT conducted a field tour of the Long Bridge and its approaches involving all the project partners (DDOT, VRE, and DRPT) describing the current engineering and operational issues associated with the project. VRE also participated in two Project Management Meetings and two design review meetings.

FREDERICKSBURG TO XR (SPOTSY) THIRD TRACK

This project adds approximately 2.5 miles of third track between Hamilton, near Fredericksburg, and Crossroads, in Spotsylvania County. Its implementation will allow for more operational flexibility and will increase capacity on a line that serves both passenger and freight service.

VRE contractors' project work was completed in April. CSX Transportation track and signal work as well as punch list items are expected to be completed in early May. The project is expected to go into service in mid-May 2016. VRE anticipates the CSX work to be completed by the end of the summer.



The transition from Crossroads Interlocking to the new third track is just north of the US Route 17 bridge.



The Mine Road grade crossing was also upgraded as part of this project.

QUANTICO STATION IMPROVEMENTS

The purpose of this project is to improve the existing station at Quantico by extending the present platform, as well as by adding an additional island platform, a pedestrian bridge, and bus facilities. It is being developed in conjunction with DRPT/CSX Arkendale to Powell's Creek Third Track Project.

Current work is focused on demolition of the West Platform, with asbestos removal and demolition of the West Platform anticipated in June. Retaining Wall 13 design is nearing completion, and construction is expected to begin this summer. VRE anticipates 6 months for the construction of retaining walls, track, and platform, with an additional 6-12 months for station completion. Phase I has a projected construction completion date of May 2017, and Phase 1A has an expected construction completion date of early 2018.

Currently, the re-design continues to be coordinated among the major stakeholders, including CSX Transportation and the Virginia Department of Rail and Public Transportation. Bi-weekly meetings have been ongoing, and a DRPT/CSXT/VRE Risk Assessment workshop was held in May for the entire Powell Creek-Arkendale Third Track project including Quantico. Collaboration among involved parties is key for the evolution of scope, schedules, and corresponding agreements as well as for the creation of design and construction contracts.

LORTON PLATFORM EXTENSION

The purpose of the Lorton Platform Extension Project is to extend the existing platform to accommodate 8-car trains. Currently the project is on hold pending availability of flagging services from CSX Transportation. It will resume in May with tree clearing and fiber optic relocation.

PENTA-PLATFORMS

The Penta-Platforms Project will improve existing stations by extending platforms and also by adding second platforms in certain locations. The five stations undergoing improvements are: Franconia-Springfield, Lorton, Rippon, Brooke, and Leeland Road. The Request for Proposals was released in April. A pre-proposal meeting is scheduled for May 17, 2016, and proposals are due on June 6, 2016.

ARKENDALE TO POWELLS CREEK THIRD TRACK PROJECT

The Virginia Department of Rail and Public Transportation and VRE are collaborating on the installation of 11 miles of new third track between Arkendale and Powell's Creek on the CSX Transportation RF&P Secondary. After several years of design and

preparations, the project is proceeding with earthwork, retaining wall work, new structures (as needed), and corresponding signal and track work. Anticipated completion is slated for early 2017.

The project includes track re-alignment design to facilitate a new island platform and intermodal bus facility at Quantico Station. Permit processes for the new station facilities are ongoing, and are being coordinated with Marine Corp Base Quantico, Town of Quantico, and other major stakeholders. Parking coordination throughout the construction process, along with parking and platform configuration, is essential to the effort to minimize pedestrian traffic at the Potomac Avenue grade crossing. Design is scheduled to be complete in mid-2016 with the new island platform and third track scheduled to go into service in early 2017. The new facility on the base side, an extension of the east side existing platform, and parking on the east side will all be completed later in calendar 2017.

Track re-alignment to support the new Potomac Shores Station is also being incorporated into the third-track project. The private developer providing the new station continues to coordinate station designs with CSXT and VRE. Foundation plans have been submitted to Prince William County for review. Permit processes are ongoing, as well as Right of Way coordination. Design is scheduled to be complete by mid-2016, with the new station scheduled to go into service as soon as late-2017. Bi-weekly Design Coordination Meetings continue. Construction is scheduled to begin on these elements during the third quarter of calendar 2016.

TURKISH DELEGATION VISITS VRE

A delegation from 26 public transport authorities across Turkey visited VRE on May 25, 2016, as part of a trade mission coordinated by the US Department of Commerce and the American Public Transportation Association. The purpose of the visit was to see how a typical US commuter rail operation works. VRE met the group at Washington Union Station where the delegation was provided an overview of the historic station by Amtrak representatives. The group then boarded a VRE train and rode alongside regular commuters to Alexandria Station, where they met VRE senior staff and observed their interaction with passengers at the annual Meet the Management session taking place at the station.



VRE Chief Development Officer Tom Hickey (center in hat) welcomes the Turkish transit officials at Washington Union Station.

ALEXANDRIA PEDESTRIAN TUNNEL PROJECT

A pedestrian connection between the Alexandria Union Station and Metro's King Street Station is in design. The new connection will also provide an ADA-compliant access between the east and west platforms at Union Station and remove the existing at-grade crossing. In addition, a widening and extension of the existing east platform will open access to the easternmost track (Track 1 of 3). Design completion is anticipated in or around Spring 2017.

LIFECYCLE OVERHAUL AND UPGRADE FACILITY

A new heavy maintenance facility is under design for the VRE Crossroads Yard in Spotsylvania County. The two indoor tracks will enable work to proceed under the locomotives and rail cars by using a drop table and a wheel truing machine. This new equipment will allow maintenance on-site instead of sending vehicles out of the area. Two replacement storage tracks will be built on adjacent property along with an upgraded access road to the south end of the property for construction and emergency. Construction will begin in late 2016/early 2017.

Design work is mostly complete with current efforts focused on preparations for procurement and property acquisition.

L'ENFANT (NORTH) STORAGE TRACK WAYSIDE POWER

A storage track was built just north of the VRE L'Enfant Station to provide additional mid-day storage. This project will provide power for the track to become operational. Substantial progress on construction has been made since spring. Work will be completed and the storage track operational by September 2016.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Installation of right-of-way security fencing at Burke Centre Station
2. Installation of upgraded LED light fixtures at Woodbridge Station west elevator/stair tower and pedestrian bridge
3. Execution of supplement to AECOM GEC VI Task Order I for continuation of VPDES General Permit compliance monitoring services at the Broad Run and Crossroads Yards
4. Tree trimming near Broad Run Yard security lighting power lines and automatic train gate

Projects scheduled to be completed this quarter:

1. Replacement of failed sewage pumps at Woodbridge Station east building
2. Canopy roof and gutter replacement at L'Enfant Station, followed by replacement at Leeland Road Station
3. Repairs to damaged railings at Manassas Station parking garage
4. Replacement of broken glass pane at Woodbridge Station west elevator/stair tower
5. Repairs to ADA damaged parking signage at Leeland Road and Broad Run Stations
6. Extension of outfall drainage pipe at Broad Run Yard to allow for accurate discharge sampling for VPDES General Permit compliance monitoring

Projects scheduled to be initiated this quarter:

1. Replacement of tactile warning strips at various stations
2. Cleaning of ductwork at Woodbridge Station vendor spaces, Quantico Station and VRE Fredericksburg office
3. Striping of parking lots at various stations
4. Painting of various stations
5. Replacement of name/address Braille signage at all stations
6. Repairs to pavement drainage facilities at Rippon Station
7. Repairs to stair railings at Rippon Station
8. Caulking of stairs at Rippon Station
9. Installation of pathfinder signs for Spotsylvania Station
10. Installation of inter-track warning signs at various stations
11. Ordering of new trash/recycling containers and poster cases for upcoming Lorton Platform Extension project
12. Construction of temporary pedestrian grade crossing for upcoming Lorton Platform Extension project
13. Replacement of main water supply backflow device at Crossroads Yard
14. Inspection of dry standpipe systems at Woodbridge Station and Manassas Station parking garages
15. Repairs to fascia and soffit at Woodbridge Station east building

Ongoing projects:

1. Elevator modernization project, underway at Franconia-Springfield Station and pending at Rippon Station
2. Renovations at Alexandria Headquarters
3. Installation of utility power status remote monitoring at various stations
4. Development of scope of work for platform concrete rehabilitation IFB for Fredericksburg Station
5. Design of emergency generator at Woodbridge Station west elevator/stair tower
6. Office space renovations at Crossroads Warehouse
7. Correction of canopy drainage problem at Crystal City Station

UPCOMING PROCUREMENTS

- Delivery of Lubrication Oil for VRE Locomotives
- General Planning Consulting (GPC) Services
- Graphic Design Services
- Tactile Strip Replacements
- Passenger Counter System
- Parking Counter System
- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Information Technology Services
- Crystal City Station Improvements
- Repair and Overhaul of Air Brake Equipment
- Program Management Consulting Services

PROJECTS PROGRESS REPORT

STATIONS AND PARKING LOTS

AS OF MAY 5, 2016

PROJECT	DESCRIPTION	PHASE					
		CD	PE	ES	RW	FD	CN
Union Station Improvements (Amtrak/VRE Joint Recapitalization Projects)	Station and coach yard improvements of mutual benefit to VRE and Amtrak.	◆	◆	◆	N/A	◆	●
Alexandria Station Improvements	Pedestrian tunnel to METRO, improve ADA access, and eliminate at-grade track crossing.	◆	◆	●	N/A	●	—
	Modify Slaters Lane Interlocking, track, and East Platform to accommodate trains on Track #1.	◆	●	—	N/A	—	—
	Extend East Platform for 8-car trains and elevate West Platform.	◆	—	—	N/A	—	—
Franconia-Springfield Station Improvements	Extend both platforms for 8-car trains and widen East Platform for future third track.	◆	—	—	N/A	—	—
Lorton Station Improvements	Extend existing platform for 8-car trains.	◆	◆	◆	N/A	◆	■
	New second platform for 8-car trains.	◆	—	—	N/A	—	—
Rippon Station Improvements	Extend existing platform and construct second platform for 8-car trains.	◆	—	—	N/A	—	—
Potomac Shores Station Improvements	New VRE station in Prince William County provided by private developer.	◆	◆	◆	N/A	●	—
Quantico Station Improvements	New island platform, pedestrian bridge, bus facilities, trackwork and extend existing platform.	◆	◆	◆	N/A	●	—
Brooke Station Improvements	Extend existing platform and construct second platform for 8-car trains.	◆	—	—	N/A	—	—
Leeland Road Station Improvements	Extend existing platform and construct second platform for 8-car trains.	◆	—	—	N/A	—	—
Spotsylvania Station Improvements	New VRE station in Spotsylvania County near the Crossroads MSF.	◆	◆	◆	N/A	◆	◆
Manassas Station Improvements	Parking garage to expand parking.	◆			N/A		
Rolling Road Station Improvements	Extend existing platform by 250 feet for 8-car trains.	◆	—	—	N/A	—	—
Broad Run Station Improvements	Parking garage to expand parking by 700 spaces.	◆	◆	■	N/A	—	—

PHASE: CD – Conceptual Design PE – Preliminary Engineering ES – Environment Screening RW – Right of Way Acquisition

ESTIMATED COSTS (\$)						COMPLETION		STATUS
Total	Funded	Unfunded	Authorize	Expended	Percent	Date		
3,201,176	3,201,176	—	3,201,176	2,078,300	75%	2nd QTR 2016	●	Amtrak rcompleted procurement. Ready to issue NTP for "hanger" roof repair.
10,021,865	10,021,865	—	2,200,824	1,341,465	51%	3rd QTR 2017	●	60% design under development.
7,000,000	7,000,000	—	467,500	—	5%	3rd QTR 2017	●	Platform design underway. Preparing CXST force account agreement.
2,400,000	400,000	2,000,000	—	—	5%	3rd QTR 2017	●	West Platform elevation funded.
13,000,000	13,000,000	—	—	—	5%	TBD	●	Part of Penta-Platform program. RFP released in May. Proposals due June 6, 2016.
2,500,000	2,500,000	—	—	410,351	50%	4th QTR 2016	●	Project resumed. Right of entry and flagging being coordinated with CSXT for tree clearing and fiber optic relocation.
16,140,000	16,140,000	—	—	—	5%	3rd QTR 2017	●	Part of Penta-Platform program. RFP released in May. Proposals due June 6, 2016.
16,633,535	16,633,535	—	—	—	5%	1st QTR 2020	●	Part of Penta-Platform program. RFP released in May. Proposals due June 6, 2016.
—	—	—	—	—	25%	3rd QTR 2017	●	Being coordinated in conjunction with the DRPT/CSX Arkendale to Powell's Creek Third Track Project.
9,500,000	9,500,000	—	—	—	25%	1st QTR 2017	●	Being coordinated in conjunction with the DRPT/CSX Arkendale to Powell's Creek Third Track Project.
14,650,000	9,264,300	5,385,700	21,790	—	5%	3rd QTR 2020	●	Part of Penta-Platform program. RFP released in May. Proposals due June 6, 2016.
14,000,000	9,264,300	4,735,700	—	—	5%	3rd QTR 2020	●	Part of Penta-Platform program. RFP released in May. Proposals due June 6, 2016.
3,422,500	3,422,500	—	3,901,886	3,620,000	99%	3rd QTR 2016	●	Station opened for revenue service November 16, 2015. Proceeding with close-out.
500,000	—	—	500,000	—	5%	2nd QTR 2018	●	Proposals due May 16, 2016. Award anticipated in June 2016.
2,000,000	2,000,000	—	—	—	5%	3rd QTR 2020	●	Award made to Dewberry. NTP anticipated mid-May 2016.
24,420,000	12,998,282	11,421,718	2,031,263	393,120	30%	TBD	■	NEPA documents submitted to FTA for review.

FD – Final Design CN – Construction ◆ Completed ● Underway ■ On Hold

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PE	ES	RW	FD	CN
L'Enfant Wayside Storage Track	Conversion of existing siding into a midday train storage track.	◆	◆	◆	N/A	◆	■
Hamilton-to-Crossroads Third Track	2¼ miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	●

MAINTENANCE AND STORAGE FACILITIES

Broad Run Yard Train Wash	New train wash facility to be added to the Broad Run MSF.	◆	◆	◆	N/A	◆	■
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	●

ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars (8 received • 12 being built • 9 pending).	◆	N/A	N/A	N/A	◆	●
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

PLANNING, COMMUNICATIONS AND IT

Gainesville-Haymarket Extension	NEPA and PE for an 11-mile extension of VRE service over the NS B-Line to I-66 near Haymarket.	◆	●	●	–	–	–
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

PHASE: CD – Conceptual Design PE – Preliminary Engineering ES – Environment Screening RW – Right of Way Acquisition

Total	ESTIMATED COSTS (\$)			COMPLETION		Date		STATUS
	Funded	Unfunded	Authorize	Expended	Percent			
4,283,618	4,283,618	–	4,207,057	512,982	60%	4th QTR 2016	●	Power construction has resumed with District permitting resolved.
32,500,000	32,500,000	–	32,823,227	22,907,609	98%	3rd QTR 2016	●	Contract Closeout with Abernathy and CSX Forthcoming in next 90 days.
2,494,711	307,513	2,187,198	307,513	174,875	55%	TBD	■	Design 90% complete; on hold.
35,100,000	22,500,000	0.00	3,146,403	2,201,768	60%	1st QTR 2018	●	Design 100% complete. Bids received for long-lead equipment.
75,264,693	75,264,693	–	72,296,772	21,760,988	48%	4th QTR 2018	●	Eight cars received in FY 2015, seven cars scheduled to be received in FY 2016 and five cars scheduled to be received in FY 2017.
10,553,000	10,553,000	–	7,980,877	4,548,008	50%	4th QTR 2016	●	Onboard installations ongoing.
291,724,300	5,823,052	285,988,586	4,815,163	654,235	15%	3rd QTR 2022	●	Planning underway: travel demand analysis/ridership projection, alternatives analysis, public outreach and conceptual engineering.
3,510,307	3,510,307	–	3,510,627	1,415,307	50%	–	●	Integration with S&B system complete. Mobile now accounts for about 12% of monthly revenue and more than 25% of all tickets sold.
FD – Final Design CN – Construction ◆ Completed ● Underway ■ On Hold								



VIRGINIA RAILWAY EXPRESS

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**Virginia Railway
Express**

Gary Skinner
Chairman

Paul Smedberg
Vice-Chairman

Maureen Caddigan
Secretary

Sharon Bulova
Treasurer

John C. Cook
Katie Cristol
John Jenkins
Matt Kelly
Paul Milde
Jennifer Mitchell
Suhas Naddoni
Martin Nohe
Bob Thomas
Jonathan Way

Alternates

Marc Aveni
Jay Fisette
Todd Horsley
Frank Jones
Jeanine Lawson
Jeff McKay
Wendy Maurer
Paul Trampe
Billy Withers

Doug Allen
Chief Executive Officer

1500 King Street, Suite 202
Alexandria, VA 22314-2730

M I N U T E S

#8A

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia June 17, 2016

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Paul Milde (PRTC)	Stafford County
Suhas Naddoni (PRTC)	City of Manassas Park
Martin Nohe (PRTC)	Prince William County
Gary Skinner (PRTC)	Spotsylvania County
Bob Thomas (PRTC)	Stafford County
Jonathan Way (PRTC)	City of Manassas

Members Absent	Jurisdiction
Jennifer Mitchell	DRPT
Paul Smedberg (NVTC)	City of Alexandria

Alternates Present	Jurisdiction

Alternates Absent	Jurisdiction
Marc Aveni (PRTC)	City of Manassas
Jay Fisette (NVTC)	Arlington County
Todd Horsley	DRPT
Frank C. Jones (PRTC)	City of Manassas Park
Jeanine Lawson (PRTC)	Prince William County
Jeff McKay (NVTC)	Fairfax County
Wendy Maurer (PRTC)	Stafford County
Paul Trampe (PRTC)	Spotsylvania County
Billy Withers (PRTC)	City of Fredericksburg

Staff and General Public	
Khadra Abdulle – VRE	John Kerins – Keolis
Doug Allen – VRE	Mike Lake – Fairfax County
Monica Backmon – NVTA	Lezlie Lamb – VRE
Donna Boxer – VRE	Bob Leibbrandt – Prince William County
Alex Buchanan – VRE	Steve MacIsaac – VRE legal counsel
Rich Dalton – VRE	Diana Marquez – VRE
James Davenport – Prince William County	Eric Marx – PRTC staff
Patrick Durany – Prince William County	Betsy Massie – PRTC
Rhonda Gilchrest – NVTC Staff	Kate Mattice – NVTC staff
Chris Henry – VRE	Matthew McDermott – Amec Foster Wheeler
Tom Hickey – VRE	Lynn Rivers – Arlington County
Gerri Hill – VRE	Sonali Soneji – VRE
Christine Hoeffner – VRE	Alex Sugatan – VRE
Naquana Jenkins – VRE	Joe Swartz – VRE
Maggie Kasperski – VRE	Melvin Waldrop – PFM

* Delineates arrival following the commencement of the Board meeting. Notation of exact arrival time is included in the body of the minutes.

Chairman Skinner called the meeting to order at 9:15 A.M. Chairman Skinner led the Board in a moment of silence for the tragic events in Orlando, Florida. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Caddigan, to approve the Agenda. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Approval of the Minutes of the May 20, 2016 Operations Board Meeting – 4

Ms. Bulova moved, with a second by Ms. Caddigan, to approve the Minutes. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe and Skinner. . Mr. Thomas and Mr. Way abstained.

Chairman's Comments – 5

Chairman Skinner announced the memorial service for Dick Peacock will be held on July 30th. VRE continues to work with the City of Manassas to install a bench near the train station in honor of Mr. Peacock.

Chairman Skinner stated the CEO Evaluation Committee met before this meeting and the following members were present: Paul Smedberg (Chair), Maureen Caddigan, John Cook, Matt Kelly, and Jonathan Way. He announced the Capital Committee will meet immediately following this meeting.

Chief Executive Officer's Report –6

Mr. Allen reported on safety and security activities for the month of May, including a rail crossing safety outreach blitz in Spotsylvania. He reported overall on-time performance (OTP) for the month of May was 90 percent and Average Daily Ridership was just over 18,000. VRE ran sold-out excursion trains for the annual Manassas Rail Festival on June 6th, worked with the Manassas Police Department to ensure safety, and provided information about VRE and the Gainesville-Haymarket Extension. He also introduced Maggie Kasperski, VRE's new Marketing and Strategic Communications Administrator.

Mr. Allen stated VRE will be giving a presentation at the next Commonwealth Transportation Board (CTB) meeting on VRE's 2040 Plan and financial analysis. DRPT has hired a contractor to review VRE's work and report back to the CTB.

Mr. Allen gave an update on VRE's activities in response to WMATA's SafeTrack work which began on June 4th. VRE has seen an increase in ridership of about six percent and expects additional ridership increases when work begins on the Blue and Yellow Metrorail lines.

Mr. Allen recognized Naquana Jenkins, Senior Communications Specialist, who saved the life of a choking Keolis employee by performing the Heimlich maneuver. Mr. Allen

presented Ms. Jenkins with a framed Certificate of Commendation. Mr. Allen stated that VRE takes safety very seriously and staff receives training in CPR and use of AED machines.

VRE Riders' and Public Comment – 7

There were no comments.

Authorization to Issue a Supplemental Task Order for Electrical Repair Services – 8A

Mr. Allen asked the Operations Board to authorize him to issue Supplemental Task Order 1D under the Facilities Maintenance Contract to NV Enterprises for electrical repair services in an amount of \$90,000, plus a five percent contingency of \$4,500, for a total of \$94,500. This brings the total not to exceed amount for Task Orders (plus Supplemental Task Orders 1A, 1B, 1C and 1D) to \$439,500. Resolution #8A-06-2016 would accomplish this.

Ms. Caddigan moved, with a second by Ms. Bulova, to approve Resolution #8A-06-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Authorization to Issue a Supplemental Task Order for Handyman Services – 8B

Mr. Allen asked the Operations Board to authorize him to issue Supplemental Task Order 2D under the Facilities Maintenance Contract to NV Enterprises for handyman services in an amount of \$30,000, plus a five percent contingency of \$1,500, for a total of \$31,500. This brings the total not to exceed amount for Task Order 2 (including Supplemental Task Orders 2A, 2B, 2C and 2D) to \$130,500. Resolution #8B-06-2016 would accomplish this.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #8C-06-2016.

In response to a question from Chairman Skinner, Mr. Allen stated the budget includes a total amount for facilities and maintenance and these types of actions draw down from the budgeted total.

The Operations Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Authorization to Execute a Contract for Engineering and Environmental Services for the Manassas Park Station Parking Extension Project – 8C

Mr. Allen asked the Operations Board to authorize him to execute a contract with Vanasse Hangen Brustlin, Inc., of Vienna, Virginia, to provide engineering and environmental services for the VRE Manassas Park Station Parking Expansion project in the amount of \$165,584, plus a 10 percent contingency of \$16,558, for a total amount not to exceed \$182,142. Resolution #8C-06-2016 would accomplish this.

Mr. Naddoni moved, with a second by Mr. Jenkins, to approve Resolution #8C-06-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Mr. Way stepped out of the room at 9:31 A.M.

Authorization to Execute a Contract for Station Platform LED Lighting Upgrades – 8D

Mr. Allen asked the Operations Board to authorize him to execute a contract with Capital Tristate Lighting and Supply of Upper Marlboro, Maryland for an initial order of 70 lamps and associated supplies in the amount of \$120,335, plus a 10 percent contingency of \$12,034, for a total amount not to exceed \$132,369. Resolution #8D-06-2016 would accomplish this.

Ms. Bulova observed only one bid was received. Mr. Allen stated staff conducted a survey to determine why there was only a single bid and conducted an historical and market price analysis, which was determined to be fair and reasonable.

Ms. Cristol asked about what the initial order covers and about the FTA grant. Mr. Allen stated, if needed, staff will come back for authorization for an additional drawdown for more lamps and supplies. Ms. Boxer stated this is being funded by a renewable 5307 federal grant which is a guaranteed funding stream.

Mr. Naddoni moved, with a second by Ms. Bulova, to approve Resolution #8D-06-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner and Thomas.

Mr. Way returned to the meeting at 9:33 A.M.

Authorization to Amend the General Engineering Consulting Services Contracts – 8E

Mr. Allen asked the Operations Board to authorize him to amend 14 separate General Engineering Consulting Services Contracts (GEC VII) in accordance with the recently revised Virginia Public Procurement Act (VPPA). The VPPA amendment increased the maximum aggregate value of all task orders initiated under the 14 GEC contracts from \$500,000 to \$6,000,000 per year. Since it is possible for one contract to use all the aggregate \$6,000,000 limit, each contract will be amended to allow this increase to the aggregate limit of \$6,000,000 per year for a one-year base period of four annual renewals for a total not to exceed \$30,000,000. Resolution #8E-06-2016 would accomplish this.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #8E-06-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Authorization to Execute a Revised Agreement for Utility Relocation for the Lorton Station Platform Extension Project – 8F

Mr. Allen asked the Operations Board to authorize him to execute a revision to the previously authorized Utility Relocation Agreement with CenturyLink for the Lorton

Station Platform Extension project. The increase is for \$89,772, plus a 10 percent contingency of \$8,977, for a total of \$98,749. The revised agreement requires Board authorization to increase from \$66,664 to an amount not to exceed \$165,413. Resolution #8F-06-2016 would accomplish this.

Ms. Bulova moved, with a second by Mr. Naddoni, to approve Resolution #8F-06-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Recommend Authorization to Amend the Contract for New Passenger Railcars and to Execute an Assignment Agreement to Assign Options to Purchase Additional Railcars to Chicago Metra – 8G

Mr. Allen asked the Operations Board to recommend the Commissions authorize him to execute a contract amendment with Sumitomo Corporation of the Americas to assign up to 21 passenger railcar options to Chicago's Metra in a form approved by legal counsel and to also enter into an assignment agreement with Metra to assign the options. Resolution #8G-06-2016 would accomplish this.

Mr. Allen explained VRE will not exercise the additional options to this contract because of funding and storage constraints. Chicago Metra uses the same Gallery style passenger railcar manufactured by Nippon-Sharyo. Metra approached VRE about assigning the remaining options from VRE's contract with Sumitomo to Metra.

Mr. Kelly moved, with a second by Ms. Bulova, to approve Resolution #8G-06-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Recommend Authorization to Execute an Agreement After Certificate to Transfer Property at the Woodbridge VRE Station to VDOT and to Accept VDOT Permit for Continued Operation of Kiss and Ride at Woodbridge VRE Station – 8H

Mr. Allen requested the VRE Operations Board recommend the Commissions authorize him to execute an Agreement After Certificate to complete the transfer of VRE property at the Woodbridge VRE station to the Virginia Department of Transportation and to accept a VDOT permit for continued operation of the bus loop and kiss-and-ride area at the VRE Woodbridge station. Resolution #8H-06-2016 would accomplish this.

Mr. Allen explained VDOT has been working with VRE and DRPT to acquire property at the Woodbridge VRE station for Phases I and II of a grade-separated highway interchange for the intersection of Route 1 and Route 123. Phase I is presently ongoing and has no effect on the station. For Phase II, VDOT needs the VRE property presently used for a bus loop and short-term kiss-and-ride parking along Route 1. VDOT has agreed to compensate VRE for the property in an amount equal to VRE's appraisal (\$1,068,280).

In response to a question from Chairman Skinner, Mr. MacIsaac explained because the original property purchase and bus loop and kiss-and-ride project were federally funded, the Federal Transit Administration (FTA) has a financial interest in this agreement. Part of

the funds will be given back to FTA, but FTA will allow those funds to be turned back into another VRE project.

In response to a question from Ms. Cristol, Mr. Allen stated there is another kiss-and-ride lot on the other side of the tracks.

Ms. Caddigan moved, with a second by Ms. Cristol, to approve Resolution #8H-06-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Skinner, Thomas and Way.

Spending Authority Report – 9A

Mr. Allen reported on the following expenditures, including a blank purchase order to MotivePower for Central Diagnostic Services for VRE locomotives for \$100,000 and a purchase order to Nippon Sharyo for Gallery IV car repairs for \$80,194. There were no questions.

Mr. Kelly left the meeting at 9:42 A.M. and did not return.

Gainesville-Haymarket Extension Update – 9B

Mr. Allen stated a work session on the Gainesville-Haymarket Extension (GHX) is planned following the July 2016 meeting to gain input from the Operations Board on preferences for specific stations, service and maintenance and equipment storage alternatives and refinements desired to optimize those alternatives. GHX-specific goals and how the extension contributes to achieving them as well as how it aligns with the long-term vision set out in the VRE System Plan 2040 will also be discussed.

Ms. Hoeffner gave an overview of the current Alternative Analysis phase of the project. Mr. Cook reminded Board Members under current planning the Gainesville-Haymarket Extension does not happen unless VRE implements the full System Plan. He observed that the project overview shows construction to begin in 2020. Mr. Cook stated he would like to see construction schedules for the capacity enhancements for VRE's existing system, such as platform extensions and station improvements, that come before expanding service.

The Operations Board discussed the pros and cons of express service, as well as funding sources. Mr. Nohe noted there is a value to having a study document overviewing what can be done and the best way to do the project. He asked about the shelf life of this type of study document. Mr. Allen responded it typically lasts for about five years, but new environmental issues would need to be addressed.

Mr. Cook stated the Operations Board has spent the last year developing a financial plan and putting together a strong legislative agenda to make the case that VRE needs \$50 million annually of state funding to maintain and build the system. VRE needs to keep this message strong.

Mr. Way expressed his hope that at least one-third of the July work session will be focused on the economics of the various alternatives, including the economic viability of the project. Chairman Skinner cautioned on relying on proffers, in light of the new proffer legislation.

Mr. Nohe stated regardless of the outcome, he thinks the study is going well and VRE is getting a realistic picture and creating realistic expectations.

Operations Board Members Time – 11

Mr. Naddoni thanked VRE staff for attending a work session of the Manassas Park parking garage project. The Manassas Park City Council and city staff are exited for this project.

On behalf of Mr. Smedberg, Mr. Cook announced the CEO Evaluation Committee will meet again next month. The Committee will make a recommendation to the Operations Board for action at its September meeting.

Adjournment

Without objection, Chairman Skinner adjourned the meeting at 10:22 A.M.

Approved this 15th day of July 2016.

Gary F. Skinner
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the June 17, 2016 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilchrest

**Virginia Railway Express
Operations Board**

**Resolution
8A-06-2016**

**Authorization to Issue a Supplemental
Task Order for Electrical Repair Services**

WHEREAS, in April of 2013, the Operations Board approved a five-year contract with one base year and four one-year options for the Facilities Maintenance Services Contract with NV Enterprises; and,

WHEREAS, the Operations Board approved the first option year in April of 2014, the second option year in April of 2015 and the third option year in April of 2016; and,

WHEREAS, routine electrical repairs, including lighting and conduit repairs, electrical circuit and component troubleshooting, and power restoration services at stations, parking lots, rail storage yards, and office spaces are necessary for safe operations; and,

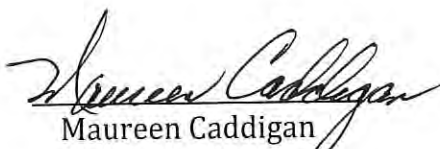
WHEREAS, the Operations Board previously approved Task Order 1 for \$75,000, Supplemental Task Order 1A for \$90,000, Supplemental Task Order 1B for \$90,000 and Supplemental Task Order 1C for \$90,000; and,

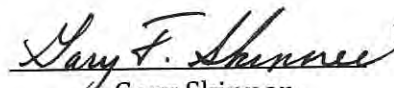
WHEREAS, the amount expended for Task Order 1 and Supplemental Task Orders 1A, 1B and 1C, Electrical Repair Services, has approached the approved Task Order total; and,

WHEREAS, this Supplemental Task Order 1D will allow NV Enterprises to continue performing electrical repair services through the end of the third option year;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 1D under the Facilities Maintenance Contract to NV Enterprises for electrical repair services in an amount of \$94,500 (\$90,000, plus a 5% contingency of \$4,500), for a total amount (Task Order 1 plus Supplemental Task Orders 1A, 1B, 1C and 1D) not to exceed \$439,500.

Approved this 17th day of June 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8B-06-2016**

**Authorization to Issue a Supplemental
Task Order for Handyman Services**

WHEREAS, in April of 2013, the Operations Board approved a five-year contract with one base year and four one-year options for the Facilities Maintenance Services Contract with NV Enterprises; and,

WHEREAS, the Operations Board approved the first option year in April of 2014, the second option year in April of 2015 and the third option year in April of 2016; and,

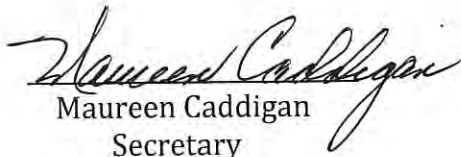
WHEREAS, routine minor repairs to benches, signage, windscreens, gutters and downspouts, flashing, windows, doors and locks, and other amenities at stations, rail storage yards, and office spaces are necessary for operations; and,

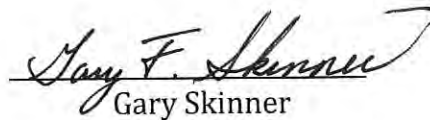
WHEREAS, Task Order 2 for \$30,000, Supplemental Task Order 2A for \$15,000, Supplemental Task Order 2B for \$40,000 and Supplemental Task Order 2C for \$14,000, were issued under the Chief Executive Officer's authority; and,

WHEREAS, authorization for Task Order 2D will allow NV Enterprises to continue performing handyman services through the end of the third option year;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 2D under the Facilities Maintenance Contract to NV Enterprises for handyman services in an amount of \$31,500 (\$30,000, plus a 5% contingency of \$1,500), for a total amount (Task Order 2 plus Supplemental Task Orders 2A, 2B, 2C and 2D) not to exceed \$130,500.

Approved this 17th day of June 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8C-06-2016**

**Authorization to Execute a Contract for Engineering and Environmental
Services for the Manassas Park Station Parking Expansion Project**

WHEREAS, the environmental and engineering studies are needed to refine the future parking demand estimates for the station, conduct an alternatives analysis, complete required NEPA analyses, and prepare engineering design documents for a parking expansion at the VRE Manassas Park station; and,

WHEREAS, NVRTA has provided funding through their FY2015-2016 program to complete an alternatives analysis, preliminary engineering, and NEPA documentation, and additional NVRTA funding has been requested to complete final engineering design for the parking expansion; and,

WHEREAS, VRE issued a Request for Proposals for Engineering and Environmental Services for the VRE Manassas Park Station Parking Expansion on April 15, 2016; and,

WHEREAS, on May 16, 2016, five responses were received; and,

WHEREAS, subsequent to a review by a technical evaluation team, review of the references and financial suitability, VRE staff recommends that the Operations Board award a contract to Vanasse Hangen Brustlin, Inc.; and,

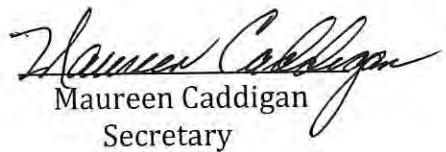
WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

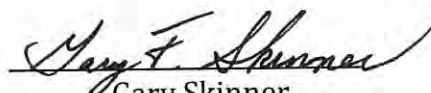
NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract Vanasse Hangen Brustlin, Inc., of Vienna, Virginia, to provide Engineering and Environmental Services for the VRE Manassas Park Station Parking Expansion in the amount of \$165,584, plus a 10% contingency of \$16,558, for a total amount not to exceed \$182,142

Resolution 8C-06-2016

Page 2

Approved this 17th day of June, 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8D-06-2016**

**Authorization to Execute a Contract for Station
Platform LED Lighting Upgrades**

WHEREAS, VRE employs a formal Threat and Vulnerability Assessment (TVA) process to identify measures to improve safety and security; and,

WHEREAS, seven VRE stations currently have been identified through the TVA process for lighting improvements as an important step in continuous safety and security improvement; and,

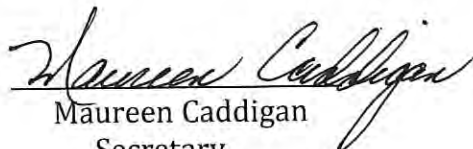
WHEREAS, initial program funding has been provided through Federal Transit Administration grants for lighting improvements; and,

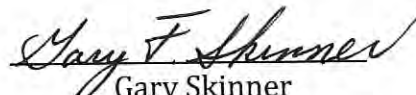
WHEREAS, VRE staff completed a competitive procurement process to establish a unit price for lighting supplies; and,

WHEREAS it was determined that Capital Tristate Lighting and Supply was the only responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Capital Tristate Lighting and Supply of Upper Marlboro, MD for an initial order of 70 lamps and associated supplies in the amount of \$120,335, plus a 10% contingency of \$12,034, for a total amount not to exceed \$132,369.

Approved this 17th day of June 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8E-06-2016**

**Authorization to Amend the General Engineering
Consulting Services Contracts (GEC VII)**

WHEREAS, it is the experience of VRE that General Engineering Consulting (GEC) contracts are an efficient and cost-effective means of performing engineering, planning, environmental and construction related activities required for a limited duration or needed in a timely manner on an as-needed basis; and,

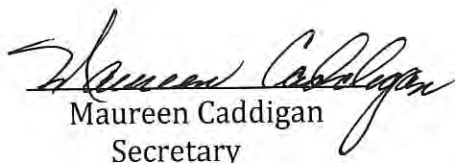
WHEREAS, in July 2015, the VRE Operations Board authorized execution of 14 GEC contracts for on-call general engineering consultant services related to project implementation with eight firms (A. Morton Thomas and Associates, Inc., Gannett Fleming, Inc., GeoConcepts Engineering, Inc., HDR Engineering, Inc., Michael Baker International, NXL Construction Services, Inc., Rummel, Klepper & Kahl, LLP, and STV Incorporated); and,

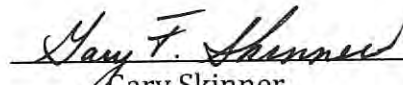
WHEREAS, the aggregate value of all Task Orders initiated under the 14 GEC contracts was set at a maximum of \$500,000 per year, in accordance with the Virginia Public Procurement Act (VPPA); and,

WHEREAS, HB 907, which passed during the 2016 legislative session and was signed by the Governor in March 2016, amended the VPPA granting Transportation Commissions, and thus VRE, an exception that allows the aggregate value of all Task Orders initiated under the 14 GEC contracts to be set at a maximum of \$6,000,000 per year;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the above-referenced General Engineering Consulting Services Contracts to the increased maximum limit of \$6,000,000 per year for one-year base period and four annual renewals for a total not to exceed of \$30,000,000.

Approved this 17th day of June 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8F-06-2016**

**Authorization to Execute a Revised Agreement for Utility
Relocation for the Lorton Station Platform Extension Project**

WHEREAS, due to current ridership demand along with future growth projections, VRE and Fairfax County have initiated a platform extension project at Lorton VRE Station that will accommodate ridership growth as well as provide flexibility for railroad operations; and,

WHEREAS, in March 2014, a contract for the Lorton Station platform extension was executed with Hammerhead Construction; and,

WHEREAS, the project was delayed for further analysis to resolve potential physical conflicts between the present platform location and the future third track being designed by the Virginia Department of Rail and Public Transportation as part of the DC2RVA project; and,

WHEREAS, the project was further delayed by difficulty acquiring a Right of Entry and flagging support from CSX Transportation due to concurrent commitments of qualified personnel to other construction projects on the RF&P Subdivision; and,

WHEREAS, the platform extension project requires the relocation of communications utilities; and,

WHEREAS, this authorization will allow CenturyLink to relocate their communications facilities presently in conflict with the proposed platform extension; and,

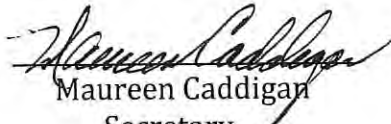
WHEREAS, a revised utility relocation agreement is required to account for the scope, schedule, and price increases;


NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a revision to the previously authorized Utility Relocation Agreement with CenturyLink for the Lorton Station Platform Extension project in an amount of ***\$89,772, plus a 10% contingency of \$8,977, for a total amount of \$98,749***, increasing the existing Board authorization from \$66,664 to an amount not to exceed ***\$165,413***.

Resolution 8F-06-2016

Page 2

Approved this 17th day of June 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8G-06-2016**

**Recommend Authorization to Amend the Contract for New
Passenger Railcars and to Execute an Assignment Agreement to
Assign Options to Purchase Additional Railcars to Chicago Metra**

WHEREAS, in March of 2012 the VRE CEO executed a Contract with Sumitomo Corporation of the Americas (SCOA) for a base order of eight passenger railcars with the option for 42 additional passenger railcars; and,

WHEREAS, the Contract has been amended three times to exercise options for the purchase of 21 passenger railcars; and,

WHEREAS, the current Contract expires in March of 2017; and,

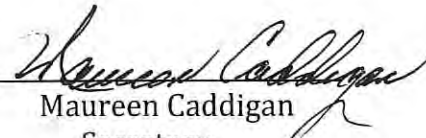
WHEREAS, VRE will not exercise the remaining options for 21 passenger railcars prior to March of 2017; and,

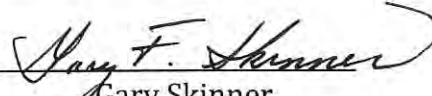
WHEREAS, Metra of Chicago approached VRE requesting VRE assign to them the remaining options; and,

WHEREAS, VRE, SCOA and Metra are currently working to finalize agreements to assign these options to Metra in a form approved by VRE's legal counsel;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a contract amendment with Sumitomo Corporation of the Americas to assign options for up to 21 passenger railcars to Metra in a form approved by legal counsel, and to execute an assignment agreement with Metra assigning the options for up to 21 passenger railcars in a form approved by legal counsel.

Approved this 17th day of June 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8H-06-2016**

**Recommend Authorization to Execute an Agreement After Certificate to
Transfer Property at the Woodbridge VRE Station to the Virginia
Department of Transportation and to Accept VDOT Permit for Continued
Operation of Kiss and Ride at Woodbridge VRE Station**

WHEREAS, the Virginia Department of Transportation requires property at VRE Woodbridge Station for improvements to the highway intersection of US Route 1 and Virginia Route 123; and,

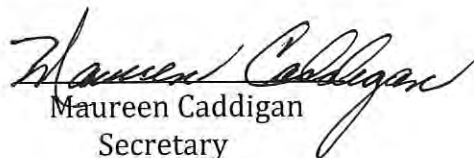
WHEREAS, the Virginia Department of Transportation, in accordance with its property acquisition policies, filed a Certificate of Take for this acquisition in the Prince William Circuit Court; and,

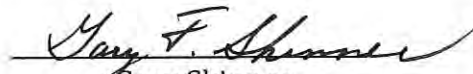
WHEREAS, VDOT and VRE subsequently resolved all of the issues regarding the property acquisition and reached agreement on the terms of an agreement which compensates VRE for the property and improvements in an amount equal to its appraisal; and,

WHEREAS, the Virginia Department of Transportation has agreed to issue a permit that allows VRE to continue to operate the bus loop and kiss-and-ride area until such time as the property is needed for Phase II of the interchange improvement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board hereby recommends the Commissions authorize the Chief Executive Officer to execute an Agreement After Certificate to complete the transfer of VRE property at the Woodbridge VRE Station to the Virginia Department of Transportation in the amount of \$1,068,280, and to accept a VDOT permit for continued operation of the bus loop and kiss-and-ride area at VRE Woodbridge Station.

Approved this 17th day of June 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

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RESOLUTION #2313

SUBJECT: Authorize the VRE CEO to Amend the Contract for New Passenger Railcars with Sumitomo Corporation of Americas and to Execute an Assignment Agreement to Assign Options to Purchase Additional Railcars to Chicago Metra

WHEREAS: In March of 2012 the VRE CEO executed a Contract with Sumitomo Corporation of the Americas (SCOA) for a base order of eight passenger railcars with the option for 42 additional passenger railcars;

WHEREAS: The Contract has been amended three times to exercise options for the purchase of 21 passenger railcars;

WHEREAS: The current Contract expires in March of 2017;

WHEREAS: VRE will not exercise the remaining options for 21 passenger railcars prior to March of 2017;

WHEREAS: Metra of Chicago approached VRE requesting VRE assign to them the remaining options;

WHEREAS: VRE, SCOA and Metra are currently working to finalize agreements to assign these options to Metra in a form approved by VRE's legal counsel; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute a contract amendment with Sumitomo Corporation of the Americas to assign options for up to 21 passenger railcars to Metra in a form approved by legal counsel, and to execute an assignment agreement with Metra assigning the options for up to 21 passenger railcars in a form approved by legal counsel.

Approved this 7th day of July 2016.

Jay Fisette
Chairman

Paul C. Smedberg
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-G
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: June 17, 2016

Re: Recommend Authorization to Amend the Contract for New Passenger Railcars and to Execute an Assignment Agreement to Assign Options to Purchase Additional Railcars to Chicago Metra

Recommendation:

The VRE Operations Board recommends the Commissions authorize the Chief Executive Officer to execute a contract amendment with Sumitomo Corporation of the Americas to assign up to 21 passenger railcar options to Metra in a form approved by legal counsel and to also enter into an assignment agreement with Metra to assign the options.

Background:

In March of 2012, VRE executed a five year Contract with Sumitomo Corporation of the Americas (SCOA) for a base order of eight Gallery style passenger railcars. The contract included the option for 42 passenger railcars to be exercised by VRE if funding was made available during the five-year term of the Contract. To date, VRE has amended the original agreement three times and exercised 21 options. There are options for 21 passenger railcars remaining on this Contract.

The current Contract expires in March of 2017. VRE will not exercise the additional options in this Contract prior to this date. VRE is unable to extend the current Contract due to the limitations for multi-year rolling stock contracts as stated in 49 USC 5325(e)(1):



Northern Virginia
Transportation Commission
2300 Wilson Blvd, #620
Arlington, VA 22201
703.524.3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703.684.1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703.580.6121

"(e) Multiyear Rolling Stock. — (1) CONTRACTS. — A recipient procuring rolling stock with Government financial assistance under this chapter may make a multiyear contract to buy the rolling stock and replacement parts under which the recipient has an option to buy additional rolling stock or replacement parts for not more than 5 years after the date of the original contract."

The Commuter Rail Division of the Regional Transportation Authority and the Northeast Illinois Regional Commuter Rail Corporation ("Metra"), the commuter rail system serving the Chicago area, uses the same Gallery style passenger railcars manufactured by Nippon-Sharyo. Metra approached VRE about assigning to them the remaining options from VRE's Contract with Sumitomo. From this, Metra would be able to purchase passenger railcars from VRE's Contract so long as Metra executes the order with SCOA prior to March of 2017. VRE, Metra and SCOA are working to develop a contract amendment to accomplish this in a form approved by VRE's legal counsel.

Fiscal Impact:

There is no fiscal impact to VRE.

**Virginia Railway Express
Operations Board**

**Resolution
8G-06-2016**

**Recommend Authorization to Amend the Contract for New
Passenger Railcars and to Execute an Assignment Agreement to
Assign Options to Purchase Additional Railcars to Chicago Metra**

WHEREAS, in March of 2012 the VRE CEO executed a Contract with Sumitomo Corporation of the Americas (SCOA) for a base order of eight passenger railcars with the option for 42 additional passenger railcars; and,

WHEREAS, the Contract has been amended three times to exercise options for the purchase of 21 passenger railcars; and,

WHEREAS, the current Contract expires in March of 2017; and,

WHEREAS, VRE will not exercise the remaining options for 21 passenger railcars prior to March of 2017; and,

WHEREAS, Metra of Chicago approached VRE requesting VRE assign to them the remaining options; and,

WHEREAS, VRE, SCOA and Metra are currently working to finalize agreements to assign these options to Metra in a form approved by VRE's legal counsel;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a contract amendment with Sumitomo Corporation of the Americas to assign options for up to 21 passenger railcars to Metra in a form approved by legal counsel, and to execute an assignment agreement with Metra assigning the options for up to 21 passenger railcars in a form approved by legal counsel.

Approved this 17th day of June 2016

Gary Skinner
Chairman

Maureen Caddigan
Secretary



RESOLUTION #2314

SUBJECT: Authorize the VRE CEO to Execute an Agreement After Certificate to Transfer Property at the Woodbridge VRE Station to the Virginia Department of Transportation and to Accept the VDOT Permit for Continued Operation of Kiss-and-Ride at the Woodbridge VRE Station

WHEREAS: The Virginia Department of Transportation (VDOT) requires property at the VRE Woodbridge Station for improvements to the highway intersection of US Route 1 and Virginia Route 123;

WHEREAS: The Virginia Department of Transportation, in accordance with its property acquisition policies, filed a Certificate of Take for this acquisition in the Prince William Circuit Court;

WHEREAS: VDOT and VRE subsequently resolved all of the issues regarding the property acquisition and reached agreement on the terms of an agreement which compensates VRE for the property and improvements in an amount equal to its appraisal;

WHEREAS: The Virginia Department of Transportation has agreed to issue a permit that allows VRE to continue to operate the bus loop and kiss-and-ride area until such time as the property is needed for Phase II of the interchange improvement;

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute an Agreement After Certificate to complete the transfer of VRE property at the Woodbridge VRE Station to the Virginia Department of Transportation in the amount of \$1,068,280, and to accept a VDOT permit for continued operation of the bus loop and kiss-and-ride area at VRE Woodbridge Station.

Approved this 7th day of July 2016.

Jay Fiset
Chairman

Paul C. Smedberg
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-H
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: June 17, 2016

Re: Recommend Authorization to Execute an Agreement After Certificate to Transfer Property at the Woodbridge VRE Station to the Virginia Department of Transportation and to Accept VDOT Permit for Continued Operation of Kiss and Ride at Woodbridge VRE Station

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute an Agreement After Certificate to complete the transfer of VRE property at the Woodbridge VRE Station to the Virginia Department of Transportation and to accept a VDOT permit for continued operation of the bus loop and kiss-and-ride area at VRE Woodbridge Station.

Background:

The Virginia Department of Transportation (VDOT) has been working with VRE and PRTC since 2014 to acquire property at the VRE Woodbridge Station for Phases I and II of a grade-separated highway interchange for the intersection of US Route 1 and VA Route 123. Phase I work is presently on-going and has no effect on the station. For Phase II, VDOT needs the VRE property presently used for a bus loop and short-term kiss-and-ride parking along Route 1. VDOT needs to acquire property for Phase II at this time but is amenable to VRE continuing to use the property until Phase II begins at an undetermined time in the future.



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Patomac and Rappahannock
Transportation Commission
14700 Patomac Mills Road
Woodbridge, VA 22192
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On July 2015, VDOT filed a certificate of take for this acquisition in the Prince William Circuit Court. The filing of the certificate had the effect of transferring title to the property and improvements to VDOT, and left remaining only the issue of the amount of compensation due VRE. VDOT and VRE subsequently were able to resolve all of the issues regarding the acquisition and reach agreement on a settlement. VDOT agreed to compensate VRE for the property in an amount equal to VRE's appraisal, specifically, \$1,068,280. Because the original property purchase and bus loop and kiss and ride project was federally funded VRE was required to obtain, and received, approval from the Federal Transit Administration (FTA) of the proposed compensation. A copy of the agreement with VDOT (an "Agreement after Certificate" or "AAC") is attached.

VDOT has also agreed to issue a permit allowing VRE to continue to operate the bus loop and kiss-and-ride area until such time as the property is needed for Phase II. This point in time is not known since Phase II will not begin until the project is funded. The purpose of this item is to request that the Operations Board recommend the Commissions authorize the CEO to execute the agreement with VDOT for payment of just compensation for the VRE property, and to accept a VDOT permit for continued operation of the bus loop/kiss-and-ride area.

Fiscal Impact:

VDOT will compensate VRE for the property in an amount of \$1,068,280, which is equal to VRE's appraisal. Because the original project was federally funded, the FTA share of the proceeds, calculated on 80% of the land value and 80% of the depreciated value of the original improvements, must be reimbursed to FTA or applied to another future eligible project.

**Virginia Railway Express
Operations Board**

**Resolution
8H-06-2016**

**Recommend Authorization to Execute an Agreement After Certificate to
Transfer Property at the Woodbridge VRE Station to the Virginia
Department of Transportation and to Accept VDOT Permit for Continued
Operation of Kiss and Ride at Woodbridge VRE Station**

WHEREAS, the Virginia Department of Transportation requires property at VRE Woodbridge Station for improvements to the highway intersection of US Route 1 and Virginia Route 123; and,

WHEREAS, the Virginia Department of Transportation, in accordance with its property acquisition policies, filed a Certificate of Take for this acquisition in the Prince William Circuit Court; and,

WHEREAS, VDOT and VRE subsequently resolved all of the issues regarding the property acquisition and reached agreement on the terms of an agreement which compensates VRE for the property and improvements in an amount equal to its appraisal; and,

WHEREAS, the Virginia Department of Transportation has agreed to issue a permit that allows VRE to continue to operate the bus loop and kiss-and-ride area until such time as the property is needed for Phase II of the interchange improvement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board hereby recommends the Commissions authorize the Chief Executive Officer to execute an Agreement After Certificate to complete the transfer of VRE property at the Woodbridge VRE Station to the Virginia Department of Transportation in the amount of \$1,068,280, and to accept a VDOT permit for continued operation of the bus loop and kiss-and-ride area at VRE Woodbridge Station.

Approved this 17th day of June 2016

Gary Skinner
Chairman

Maureen Caddigan
Secretary

Gainesville- Haymarket Extension (GHX)

**VRE Operations
Board Information
Item
June 17, 2016**

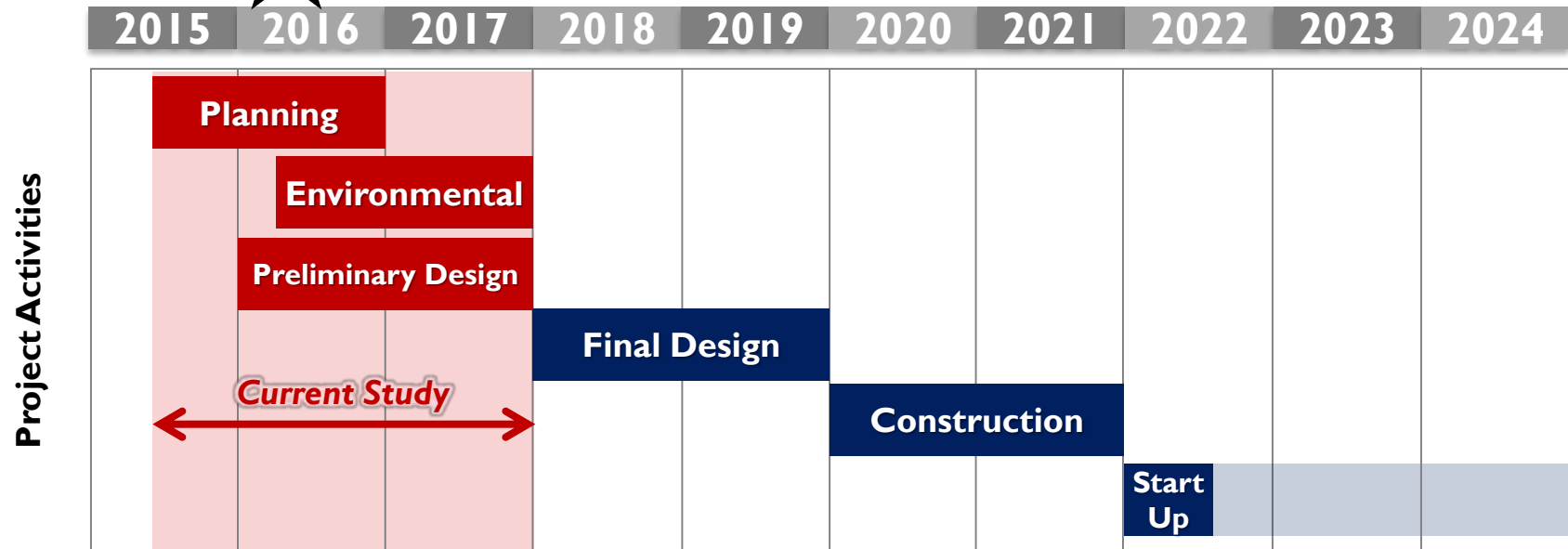


VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Project Overview



We are here



Contingent upon Norfolk Southern approval and funding availability.



Schedule as of April 2016



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Alternatives Analysis Timeline

Spring

INITIAL ALTERNATIVES

- Preliminary planning analysis and results
- Committee and community meetings

Summer

REFINED ALTERNATIVES

- More detailed engineering and technical evaluation
- Incorporate stakeholder input
- Identify most viable alternative(s)
- Initiate NEPA

Fall –Winter

PREFERRED ALTERNATIVE

- Seek Committee and community feedback
- Selection of Preferred Alternative by VRE Ops. Board, Prince William Co. for additional analysis in NEPA, preliminary engineering



GHX Project Goals

1. Add capacity to the I-66 corridor
2. Accommodate current and future freight operations
3. Provide cost-effective and reliable mobility options
4. Enhance service on existing line for current and future riders
5. Support local and regional economic development and plans



Service Plans

Existing Service

(16 trains per day)



Note:

Enhanced Service Options:

6 additional daily trains (22 Trains Per Day)

Allowed under current operating agreements

1. Broad Run Terminus



All trains go to Broad Run (No Extension)

2. Extension & Broad Run



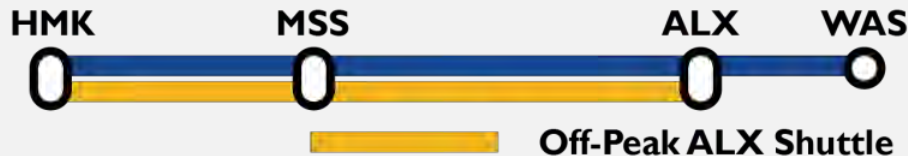
Split service: 10 peak Broad Run trains and 12 peak Haymarket trains

3. Extension



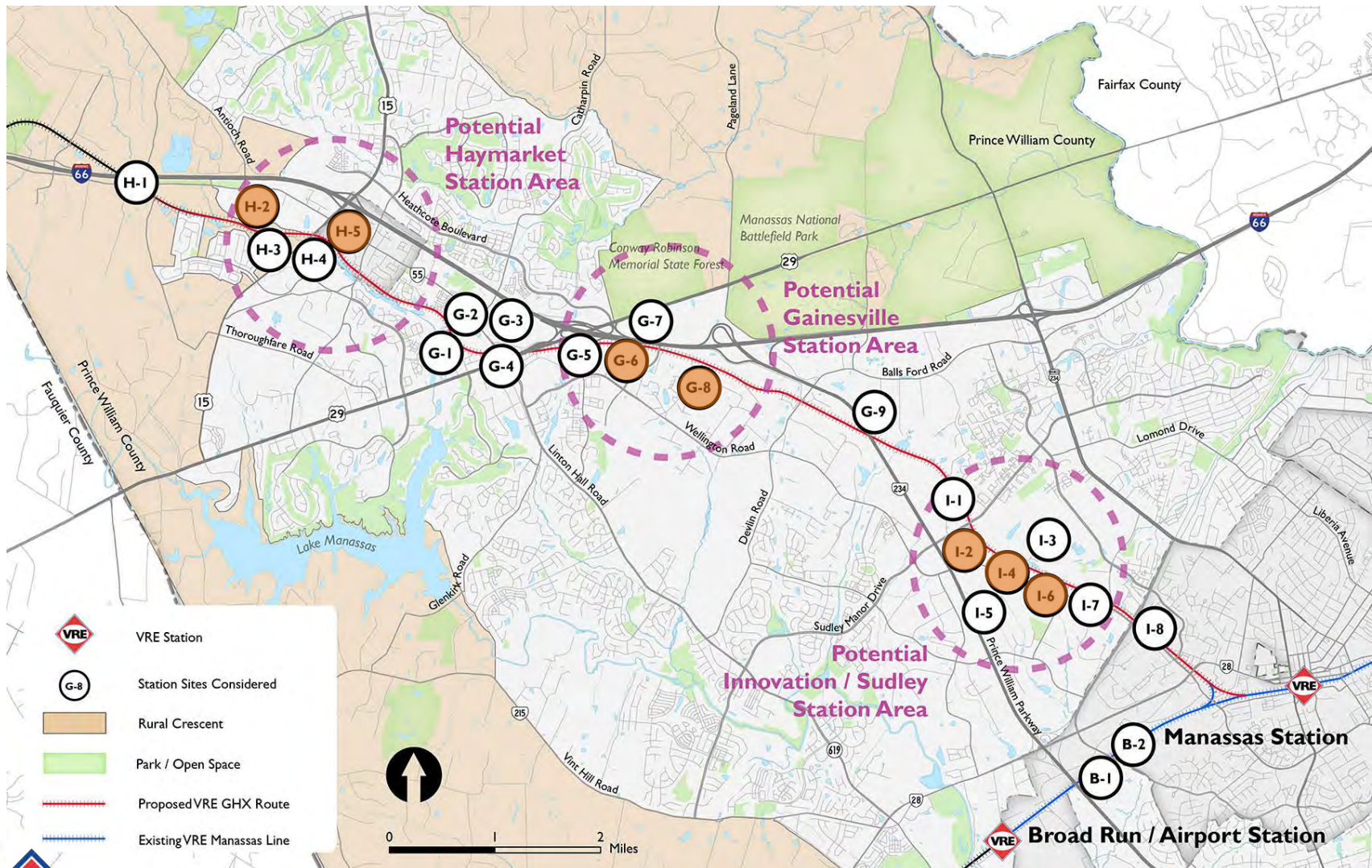
All trains go to Haymarket

4. Extension + Off-Peak Shuttle



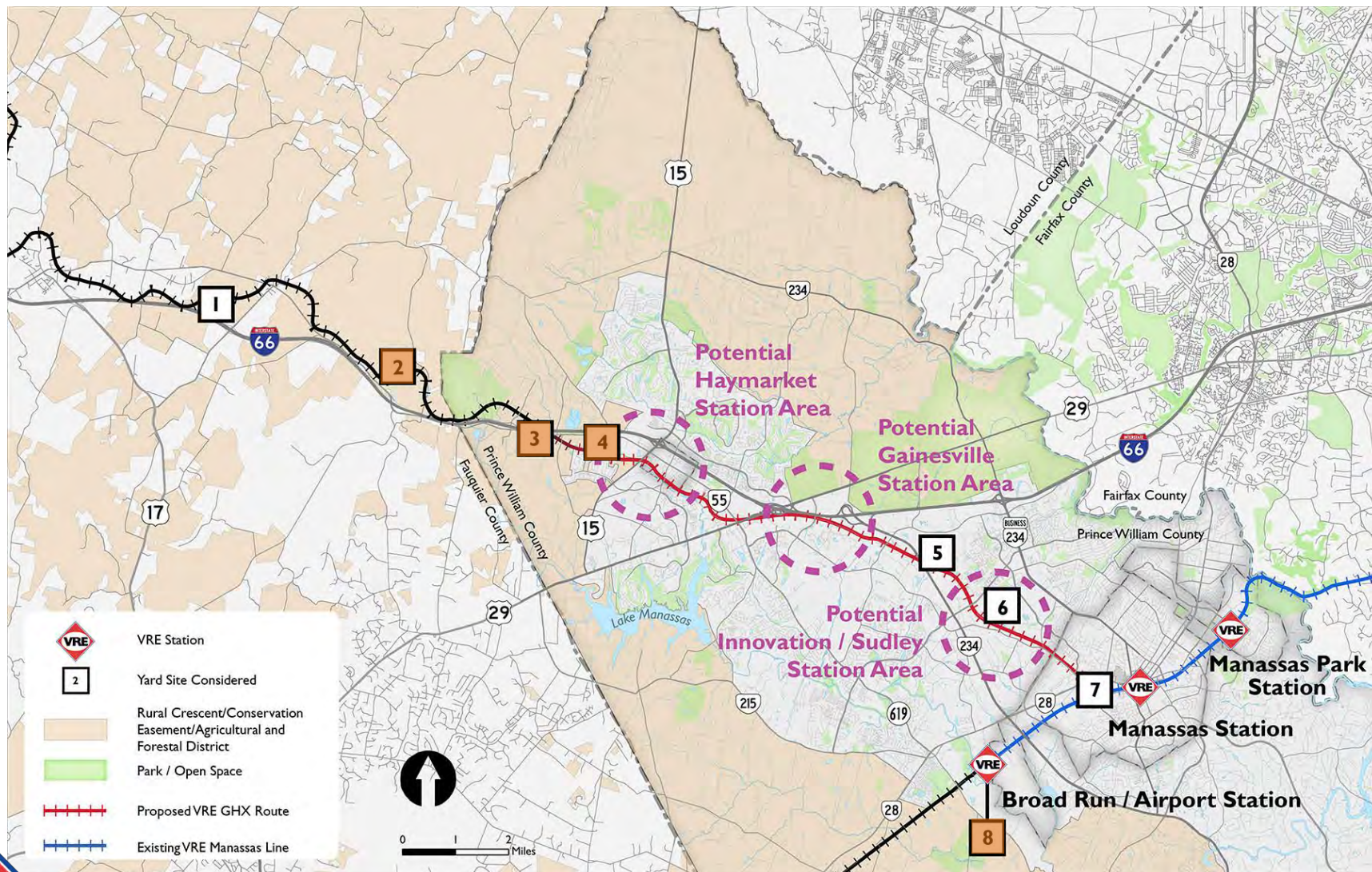
Additional 14 off-peak shuttle trains between Haymarket and Alexandria (connect with Metrorail)

Initial Alternatives for Station Sites



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

Alternatives for Yard Sites



VIRGINIA RAILWAY EXPRESS
Gainesville-Haymarket Extension

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Executive Director Report

July 2016



NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Agenda Item #9



The opportunity to explain [how WMATA is funded in Virginia](#) to the newly created [Transit Capital Project Revenue Advisory Board \(TCPRAB\)](#) in mid-June reminded me of the special relationship NVTC has with Metro. Founded to aid in the establishment of Metrorail, NVTC continues to work closely with the WMATA, especially now with [SafeTrack](#) underway. NVTC has, over the past six weeks, effectively coordinated the region's response to WMATA's aggressive track maintenance program.

By bringing together Northern Virginia transit operators; emergency managers; first responders; state highway, transit, police, and emergency management agencies; and MWAA, Northern Virginia Regional Intelligence Center, MATOC and Pentagon officials, NVTC has ensured that knowledge is widely shared and invaluable connections are made. The weekly conference calls have allowed agencies to strategize and formulate coordinated approaches to the first four surges. Our long-standing role as a forum for tackling local transportation issues uniquely positions us to coordinate this effort and ensure that Northern Virginia's residents, visitors and businesses have other transit options while Metrorail single-tracks and shuts down line segments over the next nine months.

SafeTrack is just one of several WMATA-related issues in which NVTC is having an impact. Fare collection and emergency preparedness are others. And, over the coming months, NVTC will be part of the effort to identify long-term funding solutions for WMATA.

As always, if you have any questions about these or other issues, please contact me.

Kate Mattice, Acting Executive Director

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State Update	3
WMATA Emergency Preparedness	3
NVTC Programs & Projects	4-5
Upcoming SafeTrack Surges	4
SafeTrack Resources	4
Envision Route 7	5
VTA's NOVA Award Winners	6
Virginia Statewide Travel Study	6
Transportation Planning Board	6
Northern Virginia Transportation Authority	6



Northern Virginia Transportation Commission
2300 Wilson Blvd., Ste. 620
Arlington, VA 22201
info@nvtc.org
www.novatransit.org

SafeTrack Update

After 13 days of single tracking between Ballston and East Falls Church Metrorail stations, WMATA brought the section of track 1 into a state of good repair. [During Surge 1, WMATA:](#)

- replaced 1,800+ crossties
- renewed 540+ insulators and 3,100 linear feet of spot rail
- inspected and repaired 30 power cables and 24 expansion cables

Some local transit systems added or adjusted bus service and communicated travel options through numerous channels.

[Surge 2, a 16-day shutdown between Eastern Market and Minnesota Ave/Benning Road and Arlington Cemetery and Rosslyn](#), ends July 3. On the first day of the surge, ridership was down 4.5 percent system-wide and 65 percent at stations east of Minnesota Ave/Benning Road.

NVTC continues to convene Northern Virginia stakeholders each week. The current focus is on [preparing for surges 3 and 4](#), details of which appear on page 4.

Key Dates

- July 7 [TSDAC Meeting](#)
- July 7 [NVTC Monthly Meeting](#)
- July 14 [WMATA Board Monthly Meeting](#)
- July 14 [NVTA Monthly Meeting](#)
- July 15 [VRE Op Board Monthly Meeting](#)
- July 20 [TPB Monthly Meeting](#)
- July 28 [CTB Monthly Meeting](#)
- Sept 1 [NVTC Monthly Meeting](#)

Transform 66 July Update

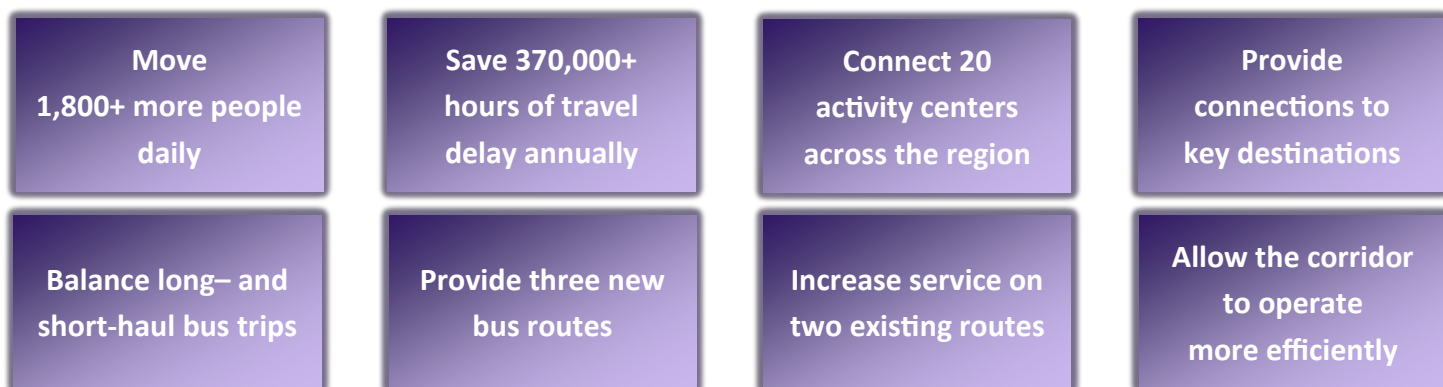
The Commonwealth Transportation Board's vote on July 28 to endorse NVTC's approved list of multimodal components will support improvements designed to move more people more efficiently through the I-66 corridor inside the Beltway.

The funding available for the first round of components is less than a quarter of the \$42.6 million in funding requests received from five jurisdictions and the Potomac

and Rappahannock Transportation Commission. Of the \$9.8 million in funding approved by NVTC in June:

- 77.7 percent (\$7.6 million) is for new or enhanced bus service;
- 12.5 percent (\$1.2 million) is to provide travel information or transit incentives to travelers; and
- 9.8 percent (\$0.96 million) is to improve access to Metrorail and bus services.

Benefits of NVTC-Approved Components



NVTC-Approved Multimodal Components

- [Bus Stop Consolidation and Accessibility Improvements](#)
- [Peak Period Service Expansion to ART Bus Route 55](#)
- [Peak Period Service Expansion to Metrobus Route 2A, Washington Blvd-Dunn Loring](#)
- [Loudoun County Stone Ridge Enhanced Transit](#)
- [Fairfax Connector Express Service from Government Center to State Department/Foggy Bottom](#)
- [PRTC Gainesville to Pentagon Commuter Service](#)
- [Expanded TDM Outreach to the I-66 Corridor](#)
- [Expanded Transit Access, Through Capital Bike-Share](#)
- [Loudoun County Transportation Demand Management](#)
- [Multimodal Real-Time Transportation Information Screens](#)

Transform 66 Resources

- [DRPT June 2016 Presentation to the CTB](#)
- [FY2017 Component Scores](#)
- [FY 2017 Component Profiles](#)
- [List of FY2017 Submitted Applications](#)
- [Transform 66 Evaluation/Prioritization Process](#)
- [Transform 66 Memorandum of Agreement](#)
- [Transform 66 Inside the Beltway Fact Sheet](#)
- [2013 DRPT Transit/TDM Study for the I-66 Corridor](#)
- [VDOT I-66 Multimodal Study – Inside the Beltway](#)

NVTC's Transform 66 website is updated regularly. Visit www.novatransit.org/i66multimodal for more information.

State Update

Transit Capital Project Revenue Advisory Board

To inform the work of the [Transit Capital Project Revenue Advisory Board \(TCPRAB\)](#), NVTC staff developed a [PowerPoint on how WMATA is funded in Northern Virginia](#). Acting Executive Director Kate Mattice gave the presentation at the board's inaugural meeting in Richmond on June 16. The panel will, among other things, examine the impact of the expiration of transit capital bonds. To that end, TCPRAB — with technical support from the [Transit Service Delivery Advisory Committee \(TSDAC\)](#) — will attempt to ascertain the true needs of transit agencies, most of which have limited their capital programs in light of the impending reduction in state revenues. Former NVTC Commissioner and General Assembly Delegate Tom Rust and NVTC Vice Chairman Jeff McKay are among the seven TCPRAB members appointed by Transportation Secretary Aubrey Layne. NVTC Acting Executive Director Kate Mattice serves as the Virginia Transit Association's representative on TSDAC.

Commonwealth Transportation Board

NVTC's list of [Transform 66 multimodal components](#) was [reviewed](#) by the Commonwealth Transportation Board (CTB) in mid-June. The panel will vote to approve the package in July so that components will be in place by summer 2017. The CTB accepted VDOT's recommendation to award a five-year contract to [TransCore](#) to set up and operate HOT lanes on I-66 inside the Beltway. It also approved the [FY 2017-2022 Six-Year Improvement Program \(SYIP\)](#), a \$14.4 billion package containing nearly 3,200 rail, road and other transportation-related projects. The SYIP is the first to employ the HB2 process, now known as Smart Scale, signed into law more than two years ago.

Emergency Preparedness Drill Held at Greensboro Metrorail Station



Photo by Laurel Hammig

Metro Transit Police, Fairfax County first responders and emergency personnel, and Metrorail Operations and Fairfax County DOT staff participated in a full-scale response drill on Sunday, June 26 at the Greensboro Metrorail Station, evacuating a train inside a tunnel during a simulated smoke and fire incident. Laurel Hammig, who manages NVTC's Emergency Preparedness Pro-



Photo by Laurel Hammig

gram, observed the drill, along with NVTC Commissioner and WMATA Board Member Catherine Hudgins, U.S. Representative Barbara Comstock, WMATA Board Member Carol Carmody, and Joe Montano from U.S. Senator Tim Kaine's office. NVTC is developing emergency plans to expedite the safe evacuation of thousands of riders from each of Virginia's 25 Metrorail stations.

NVTC Programs & Projects

Regional Response to SafeTrack

3

July 5 - 11 (7 days)

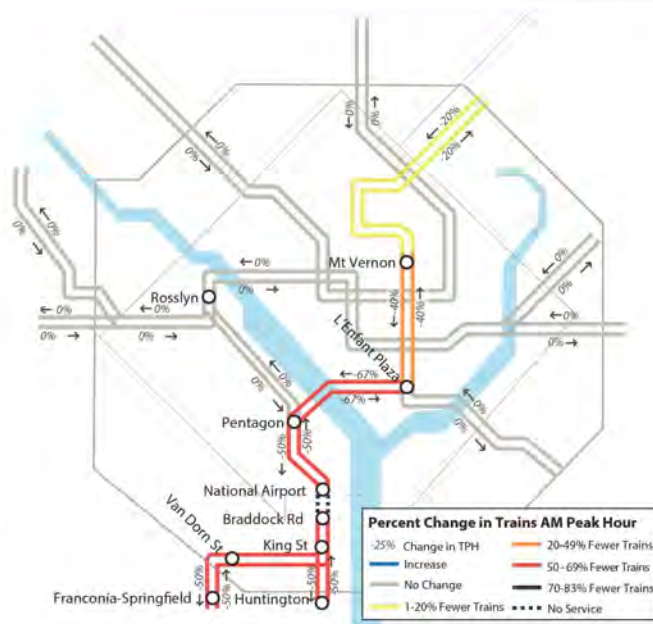
STARTS 8PM JULY 5



Line segment shutdown between National Airport & Braddock Road

REDUCED SERVICE AT ALL TIMES AT MANY STATIONS, PRIMARILY IN VIRGINIA

- Major impact to **50,000** weekday trips
- 50% reduction in rail service south of Pentagon
- Blue Line trains run **every 12 minutes**
- Yellow Line trains run **every 12 minutes**
- Blue/Yellow customers encouraged to consider alternate travel options & avoid traveling during rush hour if possible; expect significant crowding on Blue & Yellow line trains
- Free shuttle buses operate via Metroway between Braddock Road, Crystal City and Pentagon City
- Service between DC and Reagan National Airport available via train



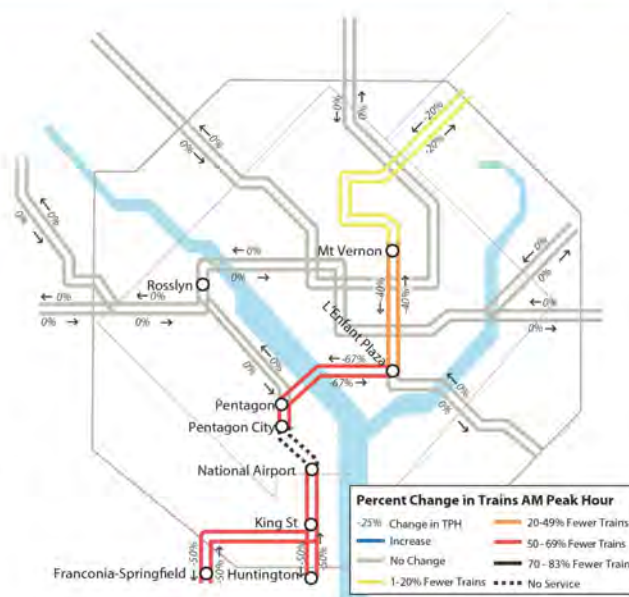
4

July 12 - 18 (7 days)


Line segment shutdown between National Airport & Pentagon City

REDUCED SERVICE AT ALL TIMES AT MANY STATIONS, PRIMARILY IN VIRGINIA

- Major impact to **86,000** weekday trips
- 50% reduction in rail service south of Pentagon
- Blue/Yellow customers encouraged to consider alternate travel options & avoid traveling during rush hour if possible; expect significant crowding on Blue & Yellow line trains
- Shuttle buses operate via Metroway between Braddock Road, Crystal City and Pentagon City
- Reagan National Airport served via shuttle bus to/from Pentagon City & Braddock Road
- Blue Line runs **every 12 minutes**
- Yellow Line runs **every 12 minutes**
- No Rush+ Yellow trains operating



Regional Response to SafeTrack Online Resources

NoVa SafeTrack Websites

[City of Alexandria](#)

[Fairfax County](#)

[Arlington County](#)

[City of Falls Church](#)

[City of Fairfax](#)

[Loudoun County](#)

[Virginia Railway Express](#)

Select YouTube Videos

[Fairfax Connector Bus Service](#)

[Virginia Railway Express](#)

[Around Arlington: SafeTrack](#)

[SafeTrack is Here! Rethink Your Commute](#)

Envision Route 7



Several dozen people attended public meetings in Fairfax County and the cities of Alexandria and Falls Church last month to learn about proposed bus rapid transit (BRT) along Route 7. Support for BRT was strong, with comments heavily focused on the

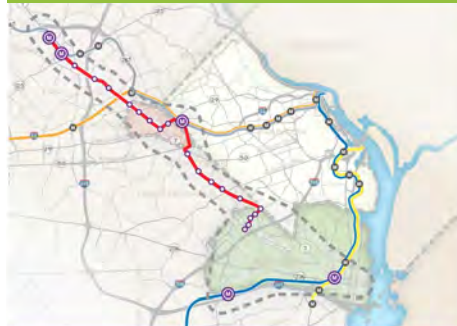
recommended alignment – an 11-mile route between Spring Hill Metrorail Station in Tysons and Mark Center in Alexandria, with a connection to the East Falls Church Metrorail Station. The Commission, which received a briefing on the preferred mode and alignment in April, will be asked to formally support the recommendations in July.

Bus Rapid Transit (BRT)



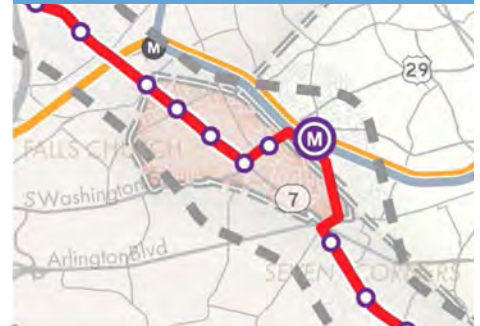
- Ridership is comparable to that of light rail
- Mode is compatible with Alexandria's West End Transitway
- Ability to compete for federal grants is highest
- Flexibility in meeting various travel conditions along Route 7 is greatest

Tysons to Mark Center



- Ridership estimates are comparable with other alignments
- Connection to Alexandria's West End Transitway is seamless, contributing to a developing regional BRT network
- Access to jobs at the Mark Center and residences and businesses along Route 7 is enhanced

Connection to East Falls Church Metrorail Station



- Ridership estimates are 38 percent higher with connection
- Connections to Downtown Falls Church and neighborhoods in Seven Corners are enhanced
- Mid-corridor connection to Metrorail's Orange and Silver lines is established

VTA Awards

Kelley MacKinnon of Arlington Transit (ART) and DASH's Plan Ahead...Pay It Forward Campaign were [among the recipients of 2016 awards from the Virginia Transit Association \(VTA\)](#). They were honored last month at VTA's annual conference in Fredericksburg.

Helen Poore Transit Professional Distinguished Service Award:



MacKinnon, who recently retired as ART's transit operations coordinator, was instrumental in building the base infrastructure for ART and helping to manage the local bus system's explosive growth.

Outstanding Program Award:



Alexandria's DASH system employed a comprehensive marketing and education campaign to alert riders that they no longer could add value to SmartTrip cards on the bus and to direct them to alternative add-value sites.

Transit Use Up, SOV Use Down

Fewer Virginians are driving solo to their jobs and the use of transit and telework is on the rise, according to the Department of Rail and Public Transportation's recently released [Virginia Statewide Travel Study](#). The report, which compares results from 2007 and 2015, includes seven key findings:

- Virginia is becoming more multimodal
- Commuting times and distances have not changed
- Use of transit and telework have increased dramatically
- Satisfaction with commute has increased slightly
- Awareness and use of rideshare support infrastructure have increased
- Satisfaction with work commute and Virginia's transportation system drives quality of life ratings
- The vast majority of Virginians see the value of investing in the state's transportation system, including alternative transportation options

Northern Virginia (↑26%), Hampton Roads (↑10%), and Fredericksburg (↑9%) are leading the way in increased commute satisfaction.

Transportation Planning Board



The TPB [Long Range Task Force](#) discussed prioritizing unfunded regionally significant multimodal projects to be analyzed for regional mobility and accessibility impact. After reviewing [characteristics of regionally significant projects](#), the task force

suggested criteria rooted in [TPB's adopted Vision, Goals, and Priorities](#). Member jurisdictions will decide which projects will be funded and advanced into the CLRP.

TPB was briefed on the new federal [Statewide and Metropolitan Planning Rule and its Transportation Performance Management Requirements](#). The rule updates federal surface transportation regulations and changes to MAP-21 and the FAST Act. State DOTs and public transportation providers must set targets to be adopted by MPOs. TPB is collaborating with agencies on Performance Based Planning and Programming processes for collecting and reporting on performance data and targets.

Northern Virginia Transportation Authority



NVRTA received comments from 29 people at a recent hearing [on its FY 2017 Program](#). Another 317 comments were submitted via the web or outreach activities. Among projects with significant support are the three Route 1 widening projects

in Fairfax County, Prince William County and the Town of Dumfries; Falls Church Bike Share; Leesburg Battlefield Parkway and Route 7 interchange; and VRE Manassas Park Station parking. NVRTA's Planning and Programming Committee is slated to make project recommendations at its July 1 meeting. Final recommendations will follow the Authority's July 14 meeting. NVRTA is considering bonding as an option to fund more projects.

[TransAction](#) is developing future year scenarios. The first phase of public outreach activities is coming to a close. A needs assessment is underway to define and a process is being developed to package projects. These packages will be evaluated based on the future year scenarios.

**Agenda Item #10: Transform 66 Multimodal Project
Proposed Component Grant
Agreement**



TO: Chairman Fiset and NVTC Commissioners

FROM: Kate Mattice

DATE: June 30, 2016

SUBJECT: Transform 66 Multimodal Project Proposed Component Grant Agreement

At the September meeting, the Commission will be asked to authorize the Acting Executive Director to execute Standard Component Agreements (SCA) for the approved Transform 66: Inside the Beltway project components. An [example of the SCA](#), which was reviewed by Counsel and jurisdiction staff, is attached for your information.

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**Standard Component Agreement for Transform 66: Inside the Beltway Project,
Toll Revenue Funding of Components and Administration**

Between the Northern Virginia Transportation Commission and

(Recipient Entity)

NVTC Project Number: _____

This Standard Component Agreement for Transform 66: Inside the Beltway Project, Toll Revenue Funding of Components and Administration ("this Agreement") is made and executed in duplicate on this _____ day of _____, 20__, by and between the Northern Virginia Transportation Commission ("NVTC") and _____ ("Recipient Entity").

WITNESSETH

WHEREAS, NVTC is a political subdivision of the Commonwealth of Virginia created by the General Assembly in accordance with the Transportation District Act of 1964, §§ 33.2-1900 et seq. of the Code of Virginia, 1950, as amended;

WHEREAS, NVTC entered into a Memorandum of Agreement ("MOA") Transform 66: Inside the Beltway Project, on January 5, 2016, with the Commonwealth Transportation Board ("CTB"), and the Virginia Department of Transportation ("VDOT") which MOA delegated to NVTC the authority to select and administer the implementation of multimodal transportation improvements to the roadways and associated transportation and transit facilities in the vicinity of the portion of I-66 beginning at the intersection of I-66 and I-495 (the "Beltway") and ending at U.S. Route 29 in the Rosslyn area of Arlington County, Virginia (the "Facility") designed to attain the Improvement Goals defined in the MOA, specifically, to (1) move more people; (2) enhance transportation connectivity; (3) improve transit service; (4) reduce roadway congestion; and (5) increase travel options all for the benefit of the toll paying users of the Facility;

WHEREAS, the MOA provides for the transfer to and use by NVTC of a portion of the funds collected from the CTB's tolling of the Facility ("Toll Revenue") for the implementation of multimodal transportation improvements ("Components") selected by NVTC and approved by the CTB, as well as operating costs related to Components, and NVTC financing and debt service payments and any costs related thereto;

WHEREAS, based on information provided by _____ in response to NVTC's call for Components, NVTC has determined the Component set forth and described on Appendix A to this Agreement satisfies the requirements of Section II.B.1 of the MOA, and the provisions of § 33.2-309 of the Code of Virginia, 1950, as amended;

WHEREAS, the Toll Revenue to be provided by NVTC described in Appendix B have been duly authorized and directed by _____ to finance the Component;

WHEREAS, NVTC agrees that _____ will design, construct, acquire and/or operate the Component or perform such other specific work for the Component and _____ agrees that it will perform such work on the terms and conditions set forth in this Agreement and the Appendices appended thereto;

WHEREAS, both parties have concurred in the _____'s administration, performance, and completion of the Component on the terms and conditions set forth in this Agreement and its Appendices and in accordance with all applicable federal, state, and local laws and regulations; and

WHEREAS, NVTC's governing body and _____'s governing body have each authorized that their respective designee(s) execute this Agreement on their respective behalf(s) as evinced by copies of each such entity's clerk's minutes which are appended hereto as Appendix E;

NOW THEREFORE, in consideration of the promises made mutual covenants, and agreements contained herein, the parties hereto agree as follows:

A. Recipient Entity's Obligations

_____ shall:

- I. Complete or perform all said work as described in Appendix A, advancing such work diligently and ensuring that all work is completed in accordance with all applicable federal, state, and local laws and regulations, and all terms and conditions of this Agreement. _____ expressly agrees that, for non-debt financed Components, _____ must obligate the Toll Revenue to the cost of the Component within two (2) fiscal years and to expend the Toll Revenue within five (5) fiscal years of

the fiscal year in which the funds for the Component were allocated by the CTB.

2. Ensure that all work performed or to be performed under this Agreement is in accordance with the Component Description Sheets attached to Appendix A.
3. Perform or have performed, and remit all payment requisitions and other requests for funding for design and engineering, including all environmental work, right-of-way acquisition, construction, contract administration, testing services, inspection services, or capital asset acquisitions for the Component, as is required by this Agreement and that may be necessary for completion of the Component.
4. Not use the NVTC Toll Revenues specified on Appendix B to pay any Component cost if the MOA does not permit such Component cost to be paid with NVTC Toll Revenue.
5. Recognize that, if the Component, as approved, contains “multiple phases” (as such “multiple phases” are defined for the Project on Appendix A), for which NVTC will provide funding for such multiple phases (as set forth on Appendix B), NVTC may not provide Toll Revenue funding to _____ to advance the Component to the next phase until the current phase is completed. In any circumstance where _____ seeks to advance a Component to the next phase using NVTC Toll Revenue, _____ shall submit a written request to NVTC’s Executive Director explaining the need for NVTC’s funding of an advanced phase. NVTC’s Executive Director will thereafter review the circumstances underlying the request in conjunction with Appendix B and NVTC’s current and projected cash flow position and make a recommendation to NVTC whether to authorize the requested advance phase funding. Nothing herein, however, shall prohibit _____ from providing its own funds to advance a future phase of the Component and from requesting reimbursement from NVTC for having advance funded a future phase of the Component. However, _____ further recognizes that NVTC’s reimbursement to _____ for having advance funded a Component phase will be dependent upon NVTC’s cash flow position at the time such a request for

reimbursement is submitted and to the extent that any such advanced funding is consistent with Appendix B.

6. Acknowledge that NVTC's Executive Director will periodically update NVTC's cash flow estimates with the objective toward keeping those estimates accurate throughout the life of the Component. _____ shall provide all information required by NVTC so as to ensure and facilitate accurate cash flow estimates and accurate updates to those cash flow estimates throughout the life of the Component as described in Appendix B.
7. Provide to NVTC requests for payment consistent with Appendix B and the most recently approved NVTC cash flow estimates that include NVTC's standard payment requisition(s), containing detailed summaries of actual Component costs incurred with supporting documentation as determined by NVTC and that certify all such costs were incurred in the performance of work for the Component as authorized by this Agreement. Each payment requisition shall be in substantially the same form as set forth in Appendix C of this Agreement. If approved by NVTC, _____ can expect to receive payment within twenty (20) days upon receipt by NVTC. Approved payments may be made by means of electronic transfer of funds from NVTC to or for the account of _____.
8. Promptly notify NVTC's Executive Director of any additional Component costs resulting from unanticipated circumstances which costs exceed the amount allocated by the CTB for the Component, and provide to NVTC detailed estimates of additional costs associated with those circumstances.
_____ understands that it will be within NVTC's sole discretion, subject to CTB approval, whether to seek and to provide any additional funding to the Component in such circumstances and that NVTC will do so only in accordance with NVTC's approved Component selection process and upon formal action and approval by NVTC. _____ shall timely provide to NVTC a complete and accurate update to Appendix B if NVTC approves funding of any additional Component costs for the Component under this Paragraph.

9. Release or return any unexpended funds to NVTC no later than 90 days after final payment has been made to the contractors.
10. Should _____ be required to provide matching funds in order to proceed or complete the funding necessary for the Component, _____ shall certify to NVTC that all such matching funds have been either authorized and/or appropriated by _____s governing body or have been obtained through another, independent funding source;
11. Maintain complete and accurate financial records relative to the Component for all time periods as may be required by the Virginia Public Records Act and by all other applicable state or federal records retention laws or regulations, unless superseded by the laws that govern _____ and provide copies of any such financial records to NVTC, free of charge, upon request.
12. Maintain all original conceptual drawings and renderings, architectural and engineering plans, site plans, inspection records, testing records, and as built drawings for the Component for the time periods required by the Virginia Public Records Act and any other applicable records retention laws or regulations, unless superseded by the laws that govern _____; and provide to NVTC copies of all such drawings and plans free of charge, upon request.
13. Reimburse NVTC for all NVTC Toll Revenue (with interest earned at the rate earned by NVTC) that _____ misapplied or used in contravention of the MOA or any term or condition of this Agreement.
14. Name NVTC and its Bond Trustee, the Commonwealth of Virginia, the CTB, VDOT, DRPT and their officers, employees and agents, or require that all _____'s contractors name NVTC and its Bond Trustee, the Commonwealth of Virginia, the CTB, VDOT, DRPT and their officers, employees and agents as additional insureds on any insurance policy issued for the work to be performed by or on behalf of _____ for the Component, and present NVTC with satisfactory evidence thereof before any work on the Component commences or

continues, so that they are protected from and against any losses actually suffered or incurred, except for losses to the extent caused by the negligence or willful misconduct of such entity or person, from third party claims that are directly related to or arise out of: (a) any failure by _____ to comply with, to observe or to perform in any material respect any of the covenants, obligations, agreements, terms or conditions in this Agreement, or any breach by _____ of its representations or warranties in this Agreement; (b) any actual or willful misconduct or negligence of _____, its employees or agents in direct connection with the Components; (c) any actual or alleged patent or copyright infringement or other actual or alleged improper appropriation or use of trade secrets, patents propriety information, know-how, trademarked or service-marked materials, equipment devices or processes, copyright rights or inventions by NVTC in direct connection with the Component; (d) inverse condemnation, trespass, nuisance or similar taking of or harm to real property committed or caused by NVTC, its employees or agents in direct connection with the Component; or (e) any assumed liabilities.

_____ will contractually require its contractors, subcontractors, vendors and others working or performing services related to any Component funded by NVTC Toll Revenue to indemnify NVTC and its Bond Trustee, the Commonwealth of Virginia, the CTB, VDOT, DRPT, and their officers, employees and agents from the same losses.

15. _____ covenants and agrees it will comply with all requirements of state and federal laws relating to anti-discrimination, including but not limited to Titles VI and VII of the Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act, and shall contractually require the same of all contractors, subcontractors, vendors, and recipients of any funding. _____ recognizes the importance of the participation of minority, women-owned and small businesses through the federal and local Disadvantaged Business Enterprise programs and will abide by such programs in implementing the Component. _____ shall comply with all applicable federal requirements, including those applicable to highways that are part of the National Highway System.

16. Give notice to NVTC that _____ may use NVTC Toll Revenue to pay outside legal counsel services (as opposed to utilizing the services of its own in-house counsel or NVTC's in-house legal counsel) in connection with the work performed under this Agreement _____ so as to ensure that no conflict of interest may arise from any such representation.
17. Provide certification to NVTC, that upon final payment to all contractors for the Component, _____ will use the Component for its intended purposes for the duration of the Component's useful life. Under no circumstances will NVTC or the Commonwealth of Virginia be considered responsible or obligated to operate and/or maintain the Component after its completion.
18. Comply with all requirements of the Virginia Public Procurement Act and other applicable Virginia Code provisions, or local ordinances which govern the letting of public contracts, unless superseded by the laws that govern _____.
19. Acknowledge that if the Component is being funded in whole or in part by NVTC Bond Proceeds, comply with the tax covenants attached as Appendix D.
20. Acknowledge that if _____ expects and/or intends that the Component is to be submitted for acceptance by the Commonwealth into its system that _____ agrees to comply with the Virginia Department of Transportation's ("VDOT's") "Standards, Requirements and Guidance."
21. Recognize that _____ is solely responsible for obtaining all permits, permissions and regulatory approval necessary to develop, construct, operate and/or maintain the Component, including but not limited to, obtaining all required VDOT and local land use permits, applications for zoning approvals, and regulatory approvals.
22. Recognize that if _____ is funding the Component, in whole or in part, with federal and/or state funds, in addition to NVTC Toll Revenue and/or NVTC Bond Proceeds, that _____ will need to comply with all federal

and Commonwealth funding requirements, including but not limited to, the completion and execution of VDOT's Standard Project Administration Agreement and acknowledges that NVTC will not be a party or signatory to that agreement; nor will NVTC have any obligation to comply with the requirements of that agreement.

23. Provide a certification to NVTC no later than 90 days after final payment to the contractors that _____ adhered to all applicable laws and regulations and all requirements of this Agreement.
24. Assist NVTC in the preparation of the annual report to the CTB required by the MOA, by providing data, or other project information as requested by NVTC, including data to measure the degree to which the expected benefits were realized, or are being realized, as well as other reporting as required by the NVTC reporting guidance.

B. NVTC's Obligations

NVTC shall:

- I. Provide to _____ the funding authorized by NVTC for design work, engineering, including all environmental work, all right-of-way acquisition, inspection services, testing services, construction, and/or capital asset acquisition(s), and operations, on a reimbursement basis as set forth in this Agreement and as specified in the Component Budget and Cash Flow contained in Appendix B to this Agreement or the most updated amendment thereto, as approved by NVTC. Funding may be provided on a scheduled basis at NVTC's discretion, and according to the NVTC guidelines.
2. Assign a Program Coordinator for the Component. NVTC's Program Coordinator will be responsible for monitoring the Component on behalf of NVTC so as to ensure compliance with this Agreement and the MOA, and all NVTC's requirements and for overseeing, managing, reviewing, and processing, in consultation with NVTC's Executive Director and its Director of Finance and Administration (DFA), all payment requisitions submitted by _____ for the Component. NVTC's Program Coordinator will have no independent authority to direct changes or make additions, modifications, or revisions to the

Component Scope of Work as set forth on Appendix A or to the Project Budget and Cash Flow as set forth on Appendix B.

3. Route to NVTC's assigned Program Coordinator all _____'s payment requisitions, containing detailed summaries of actual Component costs incurred which are in substantially the same form as shown on Appendix C submitted to NVTC for the Component. After submission to NVTC, NVTC's Program Coordinator will conduct an initial review of all payment requisitions and supporting documentation for the Component in order to determine the submission's legal and documentary sufficiency. NVTC's Program Coordinator will then make a recommendation to the NVTC's DFA and Executive Director whether to authorize payment, refuse payment, or seek additional information from _____. If the payment requisition is sufficient as submitted, payment will be made within twenty (20) days from receipt. If the payment requisition is deemed insufficient, within twenty (20) days from receipt, NVTC's Program Coordinator will notify _____ in writing and set forth the reasons why the payment requisition was declined or why and what specific additional information is needed for processing the payment request. Payment will be withheld until all deficiencies identified by NVTC have been corrected. Under no circumstances will NVTC authorize payment for any work performed by or on behalf of _____ that is not in conformity with the requirements of this Agreement or the MOA.
4. Route all _____'s supplemental requests for funding from NVTC under Paragraphs A.5 and A.8 of this Agreement to NVTC's Executive Director. NVTC's Executive Director will initially review those requests and all supporting documentation with NVTC's DFA. After such initial review, NVTC's Executive Director will make a recommendation to NVTC's Executive Committee for its independent consideration and review of whether CTB approval of, and an allocation for, supplemental funding should be sought. NVTC's Executive Committee will thereafter make a recommendation on any such request to NVTC for final determination by NVTC.

5. Conduct periodic compliance reviews scheduled in advance for the Project so as to determine whether the work being performed remains within the scope of this Agreement, the MOA, and other applicable law. Such compliance reviews may entail review of _____'s financial records for the Component and on -site inspections.
6. Acknowledge that if, as a result of NVTC's review of any payment requisition or of any NVTC compliance review, NVTC staff determines that _____ has misused or misapplied any NVTC Toll Revenue in derogation of this Agreement or in contravention of the MOA or applicable law, NVTC staff will promptly advise NVTC's Executive Director and will advise _____'s designated representative in writing. _____ will thereafter have thirty (30) days to respond in writing to NVTC's initial findings. NVTC's staff will review _____'s response and make a recommendation to the NVTC Executive Committee which will, in turn, make a recommendation to NVTC for a final determination. Pending final resolution of the matter, NVTC will withhold further funding of the Component. If NVTC makes a final determination that _____ has misused or misapplied funds in contravention of this Agreement, the MOA, or other applicable law, NVTC will cease further funding for the Component and will seek reimbursement from _____ of all funds previously remitted by NVTC (with interest earned at the rate earned by NVTC) which were misapplied or misused by _____. Nothing herein shall, however, be construed as denying, restricting or limiting the pursuit of either party's legal rights or available legal remedies.
7. Make guidelines available to _____ to assist the parties in carrying out the terms of this Agreement in accordance with applicable law.
8. Upon recipient's final payment to all contractors, retain copies of all contracts, financial records, design, construction, and as-built project drawings and plans for the Component for the time periods required by the Virginia Public Records Act and as may be required by other applicable records retention laws and regulations.

C. Term

1. This Agreement shall be effective upon adoption and execution by both parties.

2. _____ may terminate this Agreement, for cause, in the event of a material breach by NVTC of this Agreement. If so terminated, NVTC shall pay for all Component costs incurred through the date of termination and all reasonable costs incurred by _____ to terminate all Component related contracts. The Virginia General Assembly's failure to appropriate funds, or CTB's failure to allocate, or VDOT's failure to distribute to NVTC as described in paragraph F of this Agreement or shall not be considered material breaches of this Agreement by NVTC. Before initiating any proceedings to terminate under this Paragraph, _____ shall give NVTC sixty (60) days written notice of any claimed material breach of this Agreement; thereby allowing NVTC an opportunity to investigate and cure any such alleged breach.

3. NVTC may terminate this Agreement, for cause, resulting from _____'s material breach of this Agreement. If so terminated, _____ shall refund to NVTC all funds NVTC provided to _____ for the Component (including interest earned at the rate earned by NVTC). NVTC will provide _____ with sixty (60) days written notice that NVTC is exercising its rights to terminate this Agreement and the reasons for termination. Prior to termination, _____ may request that NVTC excuse _____ from refunding all funds NVTC provided to _____ for the Component based upon _____'s substantial completion of the Component or severable portions thereof; and NVTC may, in its sole discretion, excuse _____ from refunding all or a portion of the funds NVTC provided to _____ for the Component. No such request to be excused from refunding will be allowed where _____ has either misused or misapplied NVTC funds in contravention of applicable law.

4. Upon termination and payment of all eligible expenses as set forth in Paragraph C.3 above, _____ will release or return to NVTC all unexpended NVTC Toll Revenue with interest earned

at the rate earned by NVTC no later than sixty (60) days after the date of termination.

D. Dispute

In the event of a dispute under this Agreement, the parties agree to meet and confer in order to ascertain if the dispute can be resolved informally without the need of a third party or judicial intervention. NVTC's Executive Director and _____'s Chief Executive Officer or Chief Administrative Officer shall be authorized to conduct negotiations on behalf of their respective entities. If a resolution of the dispute is reached via a meet and confer dispute resolution method, it shall be presented to NVTC and to _____'s governing body for formal confirmation and approval. If no satisfactory resolution can be reached via the meet and confer method, either party is free to pursue whatever remedies it may have at law, including all judicial remedies.

E. NVTC's Financial Interest in Component Assets

_____ agrees to use the real property and appurtenances and fixtures thereto, capital assets, equipment and all other transportation facilities that are part of the Component and funded by NVTC Toll Revenues under this Agreement ("Component Assets") for the designated transportation purposes of the Component under this Agreement and in accordance with applicable law throughout the useful life of each Component Asset. NVTC shall retain a financial interest in the value of each of the Component Assets, whether any such Component Asset may have depreciated or appreciated, throughout its respective useful life proportionate to the amount of the cost of the Component Asset funded by NVTC under this Agreement. In the event that _____ fails to use any of the Component Assets funded under this Agreement for the transportation purposes as authorized by this Agreement or applicable law throughout its respective useful life, _____ shall refund to NVTC with interest at the rate earned by NVTC the amount attributable to NVTC's proportionate financial interest in the value of said Component Asset. If _____ refuses or fails to refund said monies to NVTC, NVTC may recover the proportionate financial interest from _____ by pursuit of any remedies available to NVTC, including but not limited to NVTC's withholding of commensurate

amounts from future distributions of NVTC Toll Revenue to

_____.

F. Appropriations Requirements

1. Nothing herein shall require or obligate any party to commit or obligate funds to the Component beyond those funds that have been duly authorized and appropriated by their respective governing bodies.

2. The parties acknowledge that all Toll Revenues provided by NVTC pursuant to the MOA are subject to appropriation by the Virginia General Assembly, allocation by the CTB and distribution by VDOT. The parties further acknowledge that NVTC's obligations under this Agreement are subject to such funds being appropriated by the General Assembly, allocated by the CTB and distributed by VDOT to NVTC.

G. Notices

All notices under this Agreement to either party shall be in writing and forwarded to the other party by U.S. mail, care of the following authorized representatives:

1) to: NVTC, to the attention of its Executive Director;
2300 Wilson Blvd., Suite 620
Arlington, VA 22201

2) to _____, to the attention of _____

_____ (address)

H. Assignment

This Agreement shall not be assigned by either party unless express written consent is given by the other party.

I. Modification or Amendment

This Agreement may be modified, in writing, upon mutual agreement of both parties.

J. No Personal Liability or Creation of Third Party Rights

This Agreement shall not be construed as creating any personal liability on the part of any officer, employee, or agent of the parties; nor shall it be construed as giving any rights or benefits to anyone other than the parties hereto.

K. No Agency

_____ represents that it is not acting as a partner or agent of NVTC; and nothing in this Agreement shall be construed as making any party a partner or agent with any other party.

L. Sovereign Immunity

This Agreement shall not be construed as a waiver of either party's sovereign immunity rights.

M. Incorporation of Recitals

The recitals to this Agreement are hereby incorporated into this Agreement and are expressly made a part hereof. The parties to this Agreement acknowledge and agree that such recitals are true and correct.

N. Mutual Preparation and Fair Meaning

The parties acknowledge that this Agreement has been prepared on behalf of all parties thereto and shall be construed in accordance with its fair meaning and not strictly construed for or against either party.

O. Governing Law

This Agreement is governed by the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written by their duly authorized representatives.

Northern Virginia Transportation Commission

By: _____

Date: _____

_____ (Name of Recipient Entity)

By: _____

Date: _____

Appendix A –Component Description and Performance Measures

Component Project Number:

Component Project Title:

Recipient Entity:

Component Description

Performance Measures and Reporting

APPENDIX B - COMPONENT PROJECT BUDGET & CASH FLOW

Component Project Title: Recipient Entity: Recipient Contact: Name: Email: Phone: 	Component Project Number: XXX-XXXX-XX Revision Number: Revision Date:
--	--

TABLE B-1 COMPONENT PROJECT BUDGET

Component Type	Total Component Budget	Funding Sources		Source of Other Funds
		Approved NVTC Toll Revenue Funds	Other Funds (if applicable)	
Capital	\$ -	\$ -	\$ -	
Operating	-	-	-	
TDM	-	-	-	
Other	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
Total	\$ -	\$ -	\$ -	

TABLE B-2 NVTC COMPONENT PROJECT FUNDS PROGRAMMED

Component Type	FY2017	FY2018	FY2019
Capital	\$ -	\$ -	\$ -
Operating	-	-	-
TDM	-	-	-
Other	-	-	-
	-	-	-
	-	-	-
	-	-	-
Total	\$ -	\$ -	\$ -

TABLE B-3 QUARTERLY COMPONENT PROJECT CASH FLOW FOR NVTC TOLL REVENUE FUNDS ONLY

Quarter	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
1st, September 30th	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2nd, December 31st	-	-	-	-	-	-
3rd, March 31st	-	-	-	-	-	-
4th, June 30th	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

This attachment is certified and made an official attachment to the Standard Project Agreement document by the parties of this agreement.

Recipient Entity <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> Signature _____ <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> Title _____ <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> Date _____ <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> Print name of person signing	Northern Virginia Transportation Commission Signature _____ NVTC Executive Director Title _____ Date _____	Signature _____ NVTC Director of Finance and Administration Title _____ Date _____
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APPENDIX C

REIMBURSEMENT REQUEST

NVTC Project Number: _____

NVTC Project Title: _____

Draw Request Number: _____

Date: _____, 20____

Northern Virginia Transportation Commission
2300 Wilson Blvd., Suite 620
Arlington, Virginia 22201

This requisition is submitted in connection with the Standard Component Agreement for Funding and Administration dated _____, 20____ (the "Agreement") between the Northern Virginia Transportation Commission ("NVTC") and _____ (the "Recipient Entity"). The Recipient Entity hereby requests \$_____ of NVTC Toll Revenue, to pay the costs of the Project set forth in the attached detailed Reimbursement Request form and in accordance with the Agreement.

The undersigned certifies (i) the amounts included within this requisition will be applied solely and exclusively for the payment or the reimbursement of the Recipient Entity's approved costs of the Project, (ii) the Recipient Entity is responsible for payment to vendors/contractors, (iii) the Recipient Entity is not in default with respect to any of its obligations under the Agreement, including without limitation (but only if applicable) the tax covenants set forth in Appendix D to the agreement, (iv) the representations and warranties made by the Recipient Entity in the Agreement are true and correct as of the date of this Requisition and (v) to the knowledge of the Recipient Entity, no condition exists under the Agreement that would allow NVTC to withhold the requested advance.

RECIPIENT ENTITY

By: _____

Name: _____

Title: _____

APPENDIX C - REIMBURSEMENT REQUEST

Component Project Number: _____ Request Number _____
Component Project Title: _____ Request Date _____
Recipient Entity: _____ Request Amount _____

Table C-1, SUMMARY

Component Type	Total NVTC Toll Revenue Funds	Previous Amount Requested to Date*	Amount of This Request	Total Requested to Date	Balance NVTC Toll Revenue Funds
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
TDM	-	-	-	-	-
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -

* Enter amounts from "Total Requested to Date" column from the previous reimbursement request.

Table C-2, LISTING OF ATTACHED INVOICES AND PROOF OF PAYMENT

Vendor/Contractor	Invoice Number	Item Number	Component Type	Invoice Total	NVTC Funding Request
				\$ -	\$ -
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
Total				\$ -	\$ -

APPENDIX D – Reserved for TAX COVENANTS (for components funded with bond proceeds, assuming NVTC issues bonds).

APPENDIX E –Authorization of designee(s)

If applicable, replace this page with recipient governing body's authorization for their respective designee(s) to execute this agreement on their behalf(s) as evinced by entity's clerk's minutes.

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Agenda Item #11: Department of Rail and Public Transportation



TO: Chairman Fiset and NVTC Commissioners

FROM: Kate Mattice

DATE: June 30, 2016

SUBJECT: Department of Rail and Public Transportation

A. Department of Rail and Public Transportation (DRPT) Report

DRPT Director Jennifer Mitchell will provide an update on DRPT activities. The monthly [Department of Rail and Public Transportation \(DRPT\) Report](#) is attached.

B. I-395 Transit/TDM Study

Tim Roseboom of DRPT and Tom Harrington of Cambridge of Systematics, Inc. will give a presentation on the status of the I-395 Transit/TDM Study. This study is an update to the previous I-395/I-95 Transit/TDM HOV/HOT study done in 2008 by DRPT. The previous study was done before the current HOT lanes were constructed and covered I-95/I-395 from south of Fredericksburg to the Potomac River. The current study is focusing on the northern part of I-395 where the HOV lanes still exist, but covers a similar distance south. The findings of this study will be used to inform the types of projects that may be considered for funding using toll revenue from the extension of the HOT lanes on I-395.

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COMMONWEALTH of VIRGINIA

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TO: Chairman Fissette and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: June 22, 2016

SUBJECT: DRPT Update

General Update

The FY 2017-2022 Six Year Improvement Program (SYIP) was approved by the CTB on June 14. The CTB also approved a special allocation of \$1 million for Northern Virginia transit providers to help offset the cost of supplemental local bus service (at a local match rate of 50%) during WMATA's SafeTrack program included in the SYIP. The final SYIP is available on DRPT's website at <http://www.drpt.virginia.gov/media/1876/fy17-final-syip-6-8-2016.pdf>. The SYIP totals \$3.7 billion for FY17-22 with \$2.9 billion for public transit and \$799 million for rail programs. For the Northern Virginia District, total state operating funding is \$152.9 million, capital funding is \$150.6 million, and TDM funding is \$2.5 million. The amount for each NVTC jurisdiction is listed below:

Jurisdiction	State Operating Assistance	State Capital Assistance
Arlington County	\$ 2,778,235	\$ 4,653,580
City of Alexandria	\$ 3,857,916	\$ 3,842,000
City of Fairfax	\$ 780,874	\$ 0
Fairfax County	\$16,347,226	\$11,331,350
Loudoun County	\$ 2,939,819	\$ 6,980,445

In addition VRE receives \$10.6 million in state operating assistance and a total of \$35.9 million in capital assistance. WMATA receives \$108.6 million in state operating assistance and \$36.3 million in state capital. The SYIP also includes \$46.0 million in Multi Year Capital Funding for WMATA Power System Upgrades and a total of \$200 million in state funding for PRIIA through FY2020.

DRPT's FY2017 budget was also approved by the CTB on June 14. It totals \$733 million, a 10.7% increase from FY2016. The administrative budget which includes seven new positions is \$13.4 million, or 1.8% of the total DRPT budget.

The Transit Capital Project Revenue Advisory Board (TCPBAB) held its first meeting in Richmond on June 16. HB1359 established the board by the General Assembly in the 2016 session. The TCPBAB is charged with examining the impacts of the revenue reduction caused by the expiration of the

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Improving the mobility of people and goods while expanding transportation choices.

2007 Capital Project Revenue bonds, identifying possible sources of replacement revenue, and developing methodologies for further prioritization of transit capital revenue. The TCPBAB is required to complete its work by August 1, 2017 and make recommendations for the 2018 General Assembly session. Fairfax County Supervisor and NVTC Commissioner Jeff McKay was appointed to the TCPBAB at the recommendation of the Virginia Association of Counties (VACO). Supervisor McKay was elected Vice Chair, and Urban At-Large CTB Member Marty Williams was elected Chair. NVTC Acting Executive Director Kate Mattice presented on how WMATA is funded. More information can be found on DRPT's website at <http://www.drpt.virginia.gov/transit/major-transit-initiatives/transit-capital-project-revenue-advisory-board-hb-1359/>.

I-66 Corridor Improvements

On June 13, the CTB was briefed on the \$9.8 million I-66 Inside the Beltway multimodal program that was approved by NVTC at its May 5 meeting. The CTB is expected to add the component list to the SYIP at its July meeting.

On June 14, the CTB approved a toll system and awarded a service contract to TransCore for I-66 Inside the Beltway. The CTB also approved the conversion of HOV-2 to HOV-3 and the designation of High Occupancy Toll (HOT) lanes effective in 2020 for I-66 Outside the Beltway.

A total of 183 people attended VDOT's HOV-2 to HOT-3 public hearings on May 23 at Oakton High School in Vienna, May 24 the VDOT Northern Virginia District Office in Fairfax, and May 25 at Piney Branch Elementary School in Bristow. 22 people spoke about issues concerning the length of the contract, protecting the public right of way, the commitment to the transit payment, and maintaining a public financing option.

Procurement activities continue for the Transform 66: Outside the Beltway project. The final RFP is expected to be issued on June 24. VDOT expects to receive technical proposals in July, financial proposals in August, and select the best value proposal in September. Execution of a comprehensive agreement is expected in November 2016 and financial close in April 2017.

I-395 Express Lanes

The fourth Key Stakeholder Group (KSG) meeting for the Transit and Transportation Demand Management (TDM) study for the I-95/395 project was held on June 15 at the Arlington County offices.

Data collection from transit agencies is nearly complete. Baseline conditions for transit and TDM were distributed at the meeting. TDM trends and future needs were presented as well as 2007 and 2015 mode share for I-95/395. At the Fredericksburg Area Metropolitan Planning Organization (FAMPO) Technical Committee on June 12, DRPT informed the committee of the project team's intent to include park and ride lots in the Fredericksburg region in the analysis of projects. The next KSG meeting is scheduled for July 6.

VTrans/HB2

The HB2 program has been renamed SMART SCALE. \$297 million is anticipated to be available for the second round for FY22. No estimate is available for FY17-21 or FY23. The pre-application

process opens on July 1, and the application period opens on August 1 and closes September 30. Beginning in FY2018, the application process will move to every two years.

A training session and webinar for the next round of HB2 applications and the next steps in the development of the VTrans 2040 plan was held at the VDOT NOVA District office on June 20 from 1:00 to 2:00 PM. More information can be found at <http://vtrans.org/vtrans2040.asp>.

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TO: Chairman Fisette and NVTC Commissioners
FROM: Kate Mattice, Scott Kalkwarf and Colethia Quarles
DATE: June 30, 2016
SUBJECT: NVTC Financial Items

The [Financial Reports for May 2016](#) are provided for your information.

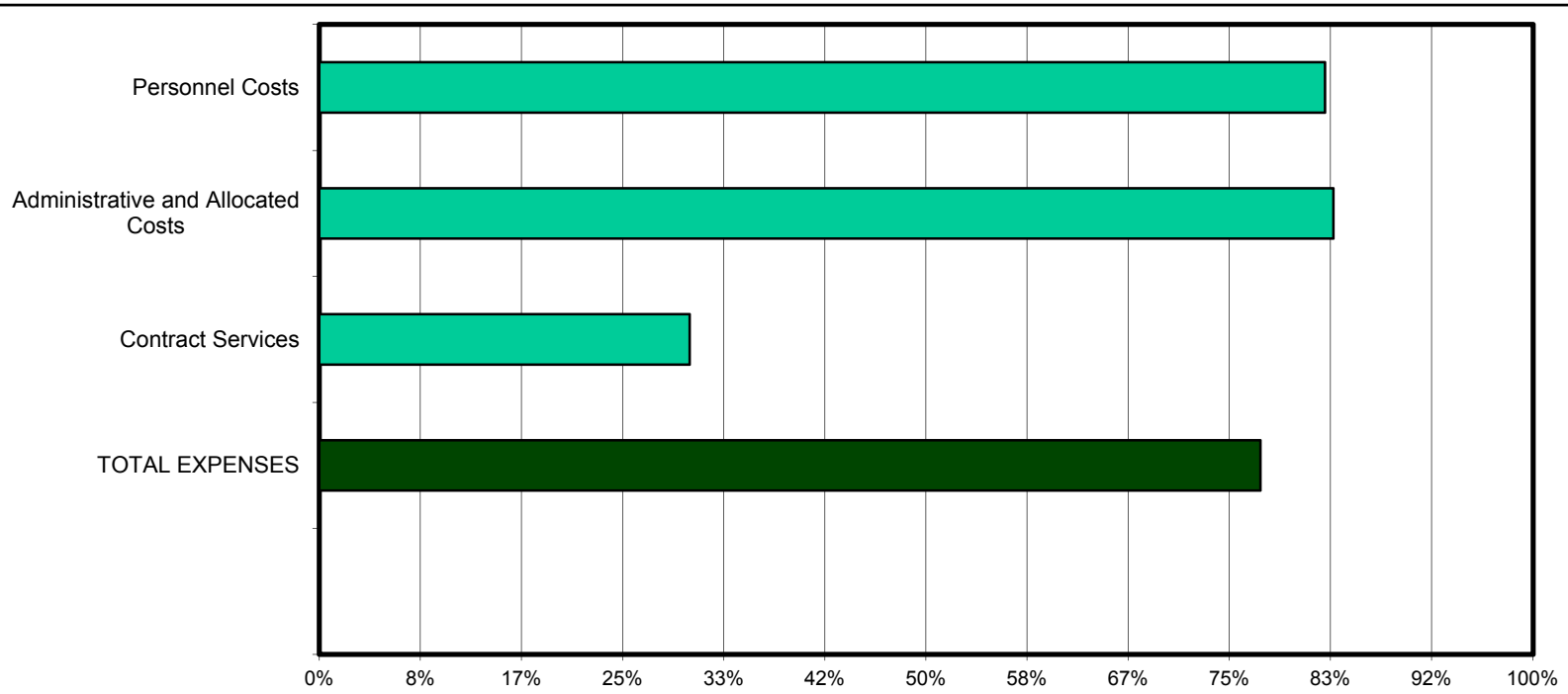
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Northern Virginia Transportation Commission

Financial Reports

May, 2016

Percentage of FY 2016 NVTC Administrative Budget Used
May 2016
(Target 91.67% or less)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
May, 2016

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries and Contract Wages	\$ 107,963.87	\$ 1,049,384.51	\$ 1,195,700.00	\$ 146,315.49	12.2%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>107,963.87</u>	<u>1,049,384.51</u>	<u>1,195,700.00</u>	<u>146,315.49</u>	<u>12.2%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	6,797.07	67,835.53	79,300.00	11,464.47	14.5%
Group Health Insurance	6,008.03	59,198.40	162,000.00	102,801.60	63.5%
Retirement	9,080.00	90,580.00	90,200.00	(380.00)	-0.4%
Workmans & Unemployment Compensation	69.45	3,607.67	4,700.00	1,092.33	23.2%
Life Insurance	317.43	2,879.83	5,100.00	2,220.17	43.5%
Long Term Disability Insurance	480.06	4,625.66	5,600.00	974.34	17.4%
Total Benefit Costs	<u>22,752.04</u>	<u>228,727.09</u>	<u>346,900.00</u>	<u>118,172.91</u>	<u>34.1%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	800.00	9,996.18	11,100.00	1,103.82	9.9%
<i>Rents:</i>	<i>19,786.84</i>	<i>200,370.07</i>	<i>227,700.00</i>	<i>27,329.93</i>	<i>12.0%</i>
Office Rent	18,628.59	188,408.57	211,100.00	22,691.43	10.7%
Parking & Transit Benefits	1,158.25	11,961.50	16,600.00	4,638.50	27.9%
<i>Insurance:</i>	<i>877.35</i>	<i>4,934.70</i>	<i>6,100.00</i>	<i>1,165.30</i>	<i>19.1%</i>
Public Official Bonds	500.00	1,700.00	2,300.00	600.00	26.1%
Liability and Property	377.35	3,234.70	3,800.00	565.30	14.9%
<i>Travel:</i>	<i>3,333.20</i>	<i>24,839.57</i>	<i>28,000.00</i>	<i>3,160.43</i>	<i>11.3%</i>
Conference / Professional Development	781.05	11,347.81	17,000.00	5,652.19	33.2%
Non-Local Travel	470.11	2,701.57	1,900.00	(801.57)	-42.2%
Local Travel, Meetings and Related Expenses	2,082.04	10,790.19	9,100.00	(1,690.19)	-18.6%
<i>Communication:</i>	<i>998.52</i>	<i>8,389.82</i>	<i>16,000.00</i>	<i>7,610.18</i>	<i>47.6%</i>
Postage	-	1,394.54	2,500.00	1,105.46	44.2%
Telephone and Data	998.52	6,995.28	13,500.00	6,504.72	48.2%
<i>Publications & Supplies</i>	<i>1,064.79</i>	<i>12,470.76</i>	<i>11,000.00</i>	<i>(1,470.76)</i>	<i>-13.4%</i>
Office Supplies	64.46	3,579.87	2,500.00	(1,079.87)	-43.2%
Duplication and Paper	1,000.33	8,490.89	8,000.00	(490.89)	-6.1%
Public Information	-	400.00	500.00	100.00	20.0%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
May, 2016

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	4,630.32	25,166.55	42,500.00	17,333.45	40.8%
Furniture and Equipment (Capital)	3,987.96	17,888.67	30,900.00	13,011.33	42.1%
Repairs and Maintenance	-	270.73	1,000.00	729.27	72.9%
Computer Operations	642.36	7,007.15	10,600.00	3,592.85	33.9%
<i>Other General and Administrative:</i>	591.99	7,411.27	9,000.00	1,588.73	17.7%
Subscriptions	-	-	-	-	0.0%
Memberships	79.67	1,041.70	1,800.00	758.30	42.1%
Fees and Miscellaneous	512.32	5,519.57	5,600.00	80.43	1.4%
Advertising (Personnel/Procurement)	-	850.00	1,600.00	750.00	46.9%
Total Administrative Costs	<u>32,083.01</u>	<u>293,578.92</u>	<u>351,400.00</u>	<u>57,821.08</u>	<u>16.5%</u>
<u>Contracting Services</u>					
Auditing	-	13,500.00	29,000.00	15,500.00	53.4%
Contract Services and Support	6,010.00	53,328.05	155,000.00	101,671.95	65.6%
Legal	-	-	35,000.00	-	0.0%
Total Contract Services	<u>6,010.00</u>	<u>66,828.05</u>	<u>219,000.00</u>	<u>117,171.95</u>	<u>53.5%</u>
Total Gross G&A Expenses	<u>\$ 168,808.92</u>	<u>\$ 1,638,518.57</u>	<u>\$ 2,113,000.00</u>	<u>\$ 439,481.43</u>	<u>20.8%</u>

NVTC
RECEIPTS and DISBURSEMENTS
May, 2016

Payer/			Wells Fargo	Wells Fargo	VA LGIP	
Date	Payee	Purpose	(Checking)	(Savings)	G&A / Project	Trusts
RECEIPTS						
3	DMV	Motor Vehicle Fuels Sales tax				\$ 2,013,307.78
10	DRPT	Capital grants receipts				158,248.00
16	DRPT	Operating assistance - WMATA				8,315,853.00
16	DRPT	Operating assistance - Alexandria				795,005.00
16	DRPT	Operating assistance - Fairfax				3,437,231.00
16	DRPT	Operating assistance - City of Fairfax				148,867.00
16	DRPT	Operating assistance - Arlington				578,478.00
16	DRPT	Capital grants receipts				36,695,968.00
24	DMV	Motor Vehicle Fuels Sales tax				2,623.99
27	US Life	Premium reimbursement		303.12		
31	Banks	Interest earnings		9.28	63.11	65,569.02
			-	312.40	63.11	52,211,150.79
DISBURSEMENTS						
1-31	Various	G&A expenses	(186,982.80)			
31	Banks	Service fees	(56.91)	(81.13)		
			(187,039.71)	(81.13)	-	-
TRANSFERS						
23	Transfer		150,000.00		(150,000.00)	
			150,000.00	-	(150,000.00)	-
NET INCREASE (DECREASE) FOR MONTH			\$ (37,039.71)	\$ 231.27	\$ (149,936.89)	\$ 52,211,150.79

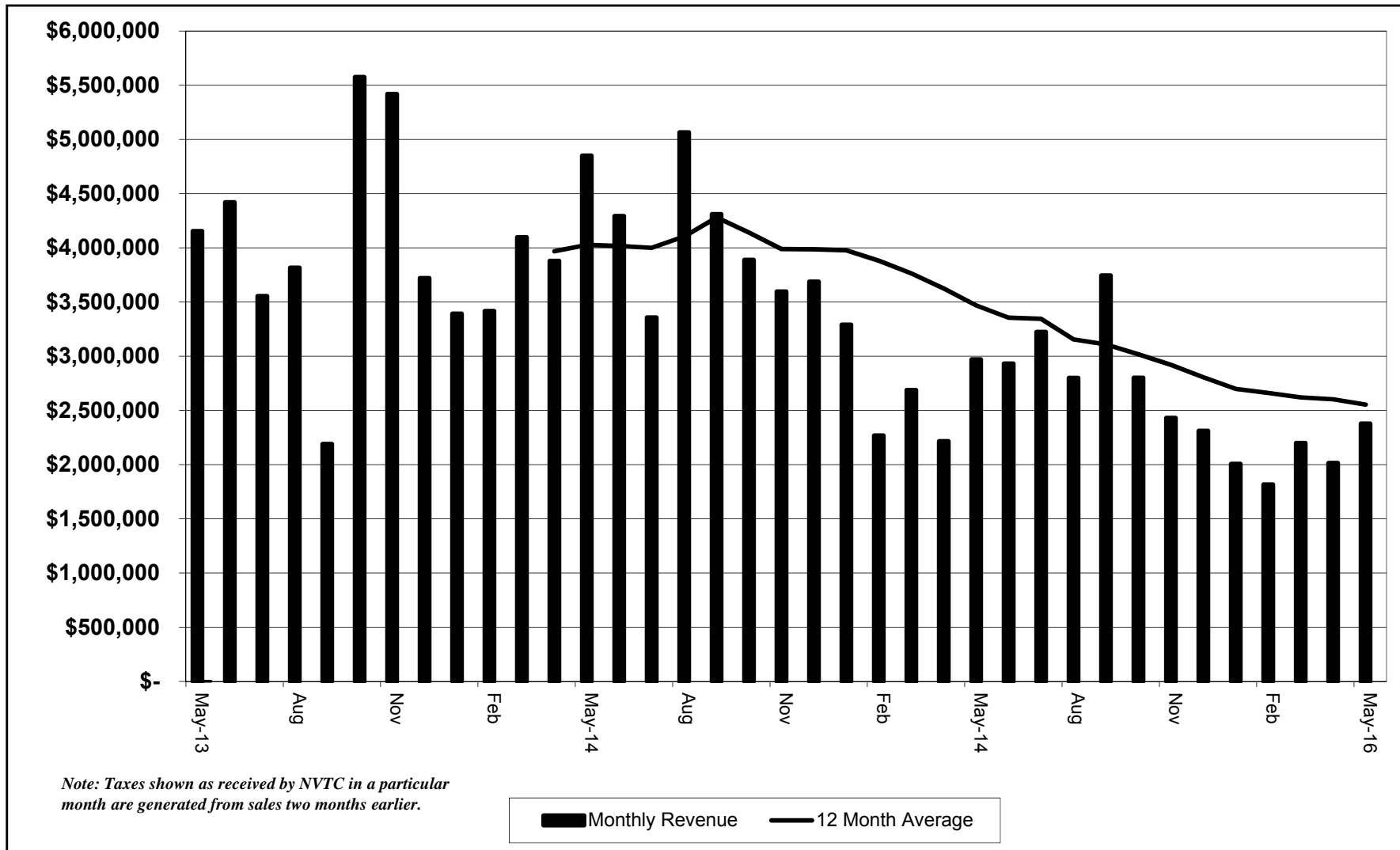
**NVTC
INVESTMENT REPORT
May, 2016**

Type	Rate	Balance 4/30/2016	Increase (Decrease)	Balance 5/31/2016	NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 114,360.03	\$ (37,039.71)	\$ 77,320.32	\$ 77,320.32	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	548,021.38	231.27	548,252.65	548,252.65	-	-
<u>Investments - State Pool</u>							
Bank of America - LGIP	0.480%	133,395,366.25	52,061,213.90	185,456,580.15	43,565.40	162,584,970.44	22,828,044.31
		<u>\$ 134,057,747.66</u>	<u>\$ 52,114,829.69</u>	<u>\$ 186,082,153.12</u>	<u>\$ 669,138.37</u>	<u>\$ 162,584,970.44</u>	<u>\$ 22,828,044.31</u>

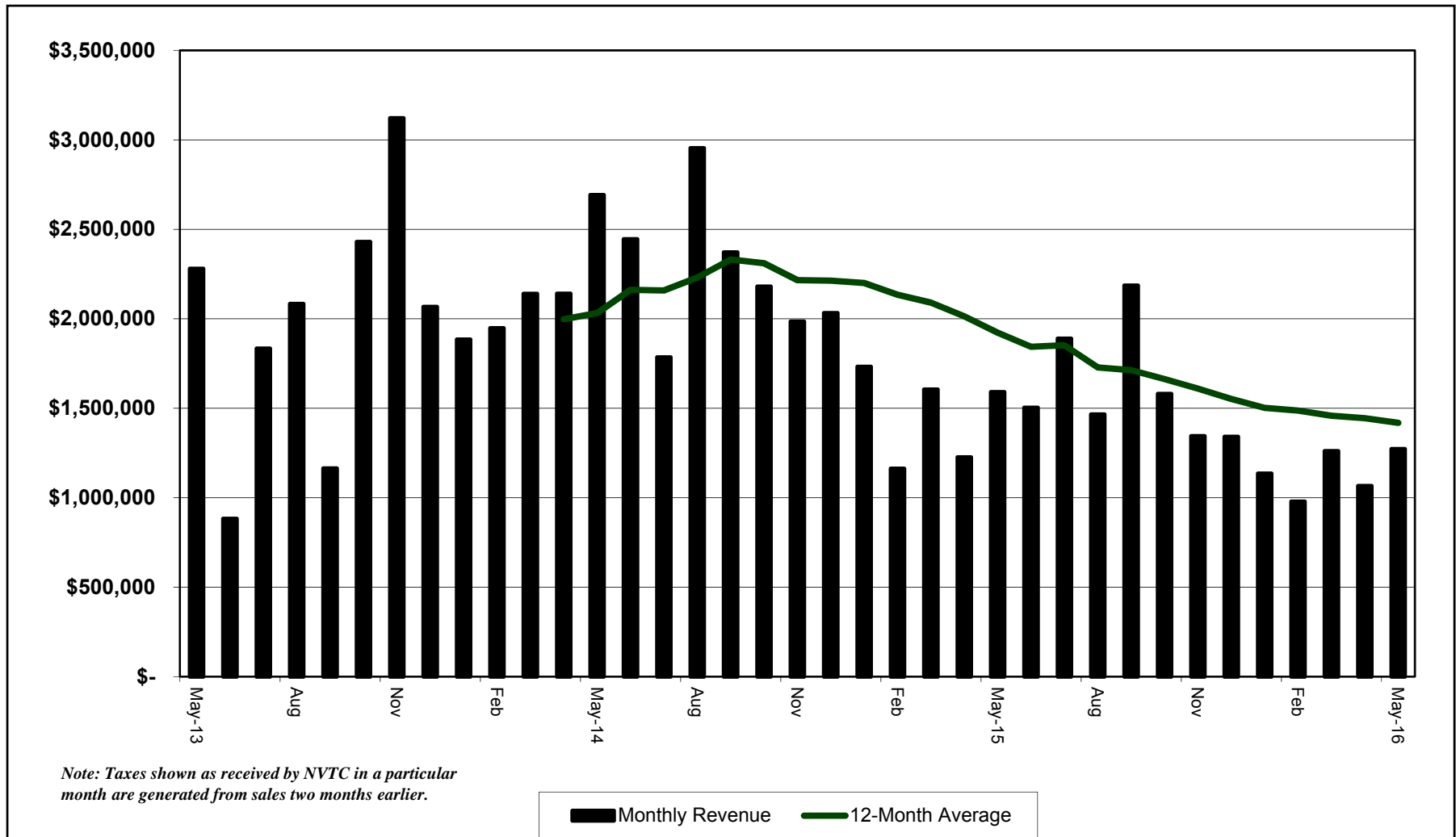
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

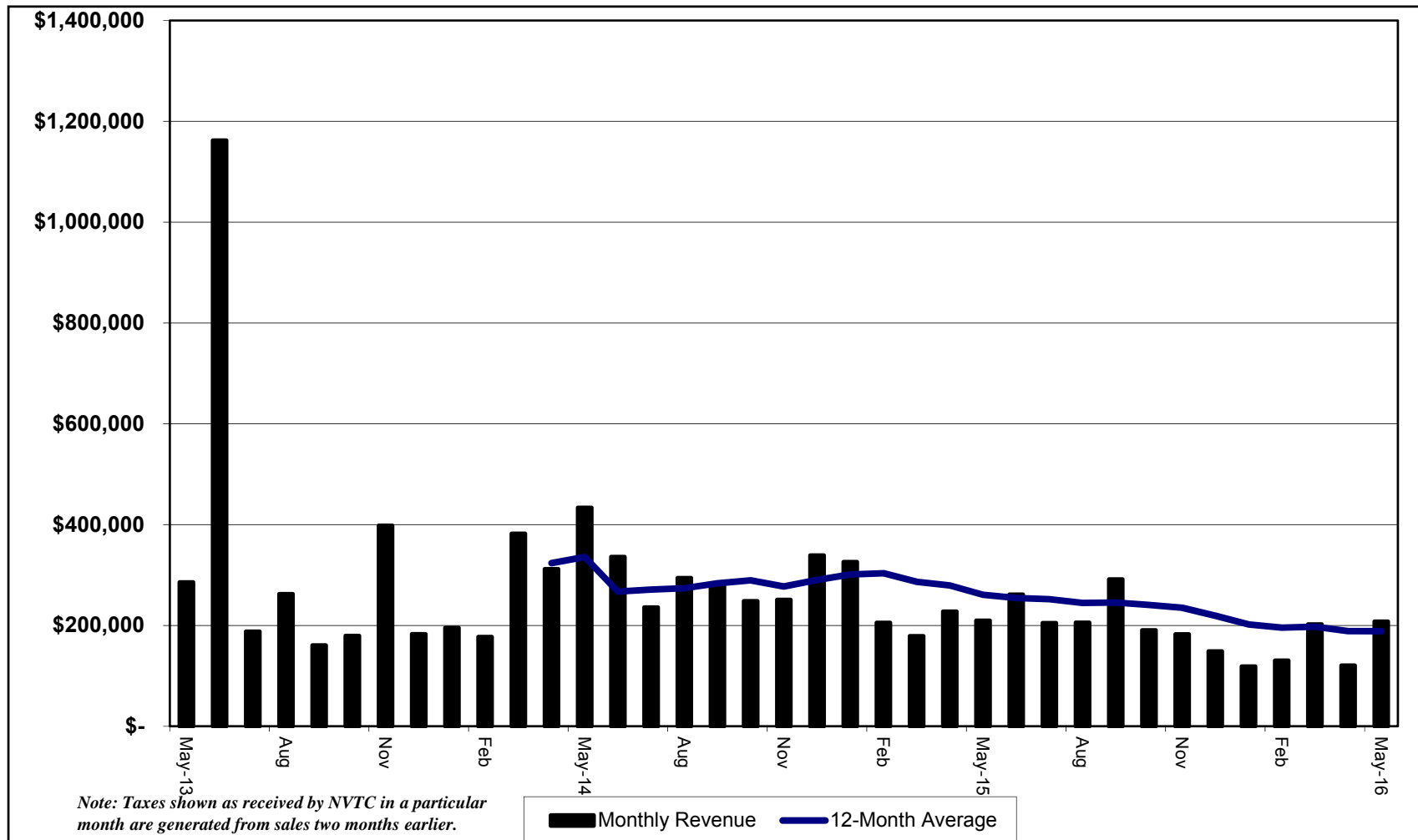
FISCAL YEARS 2013-2016



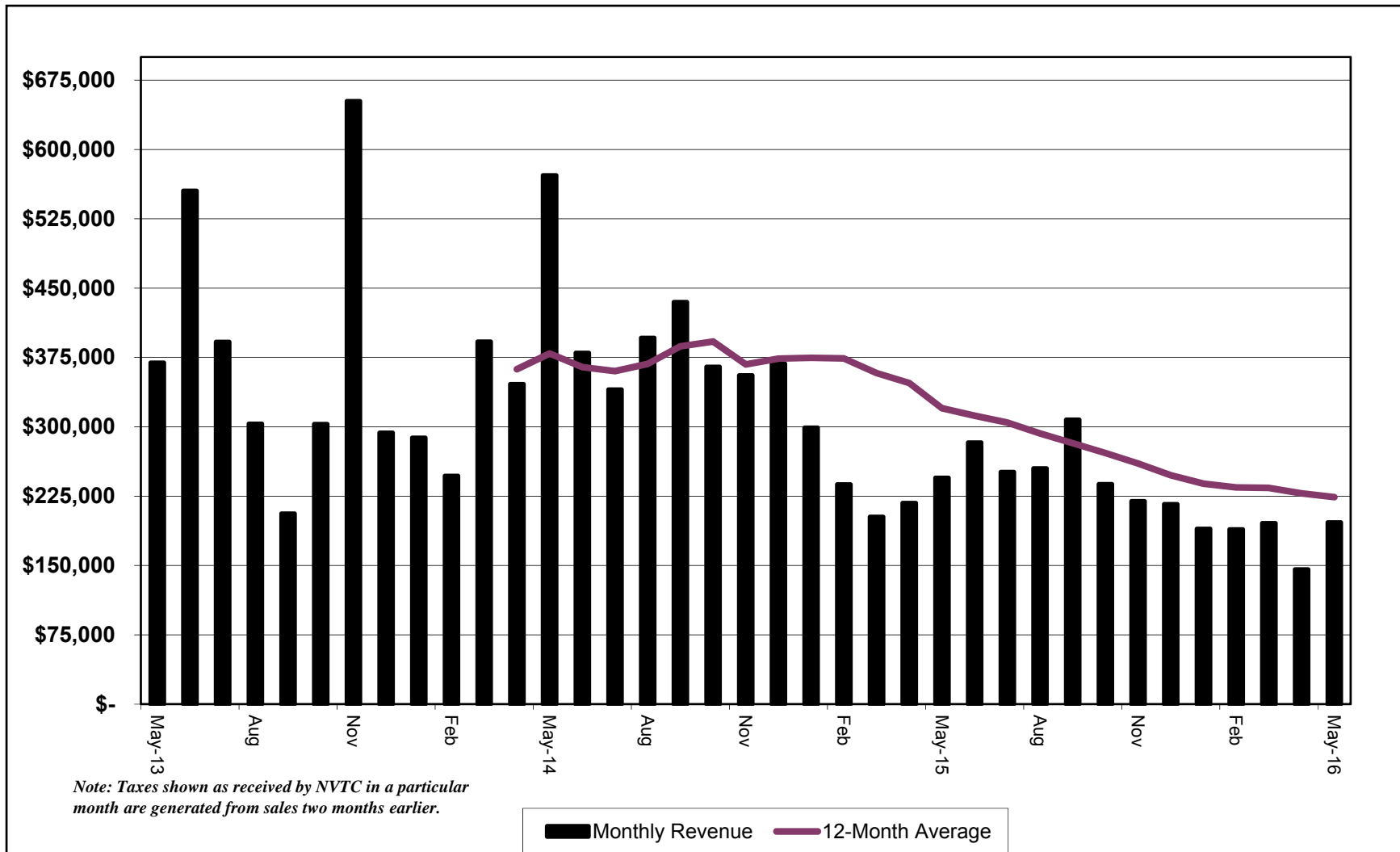
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2013-2016



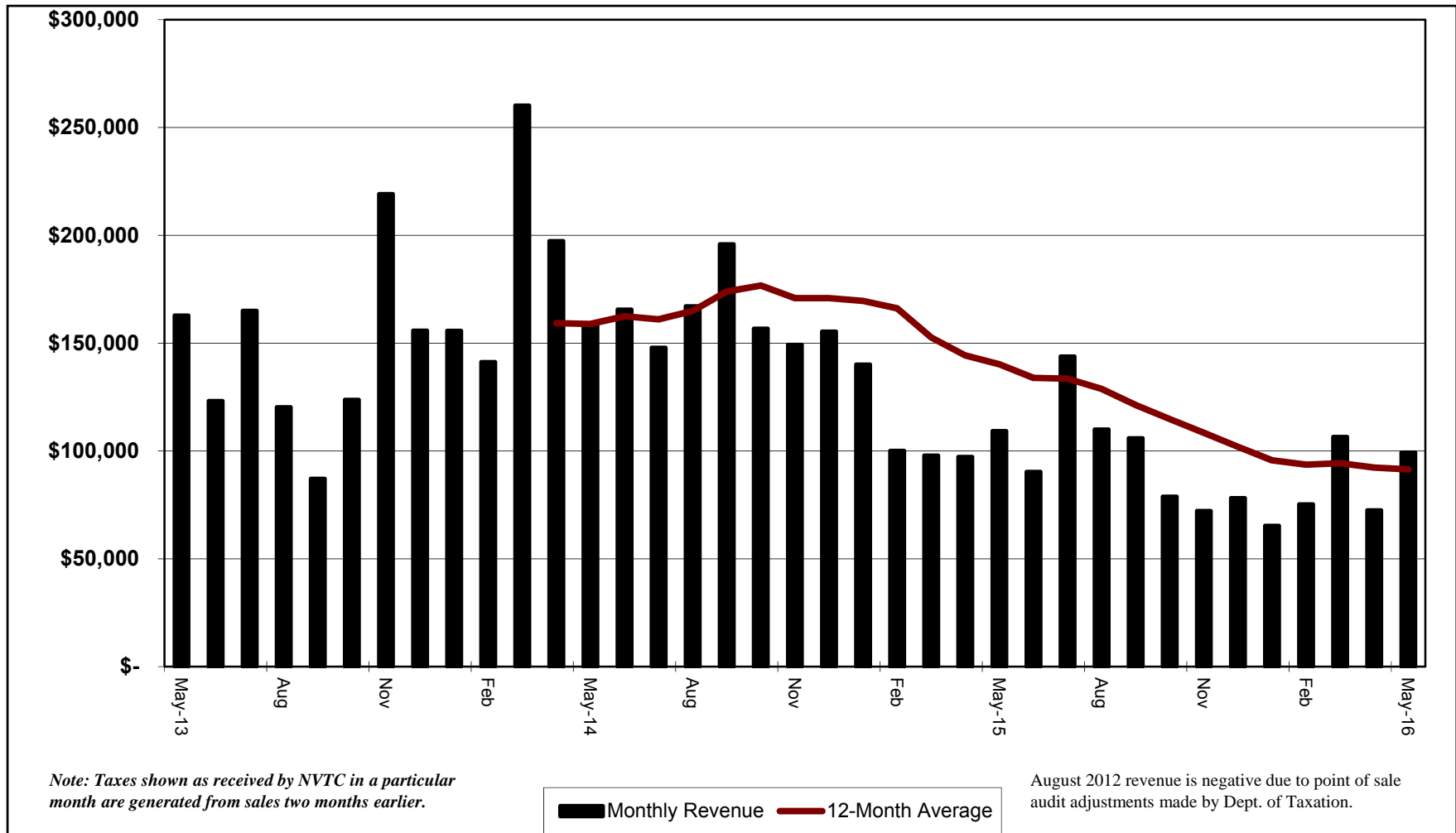
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2013-2016



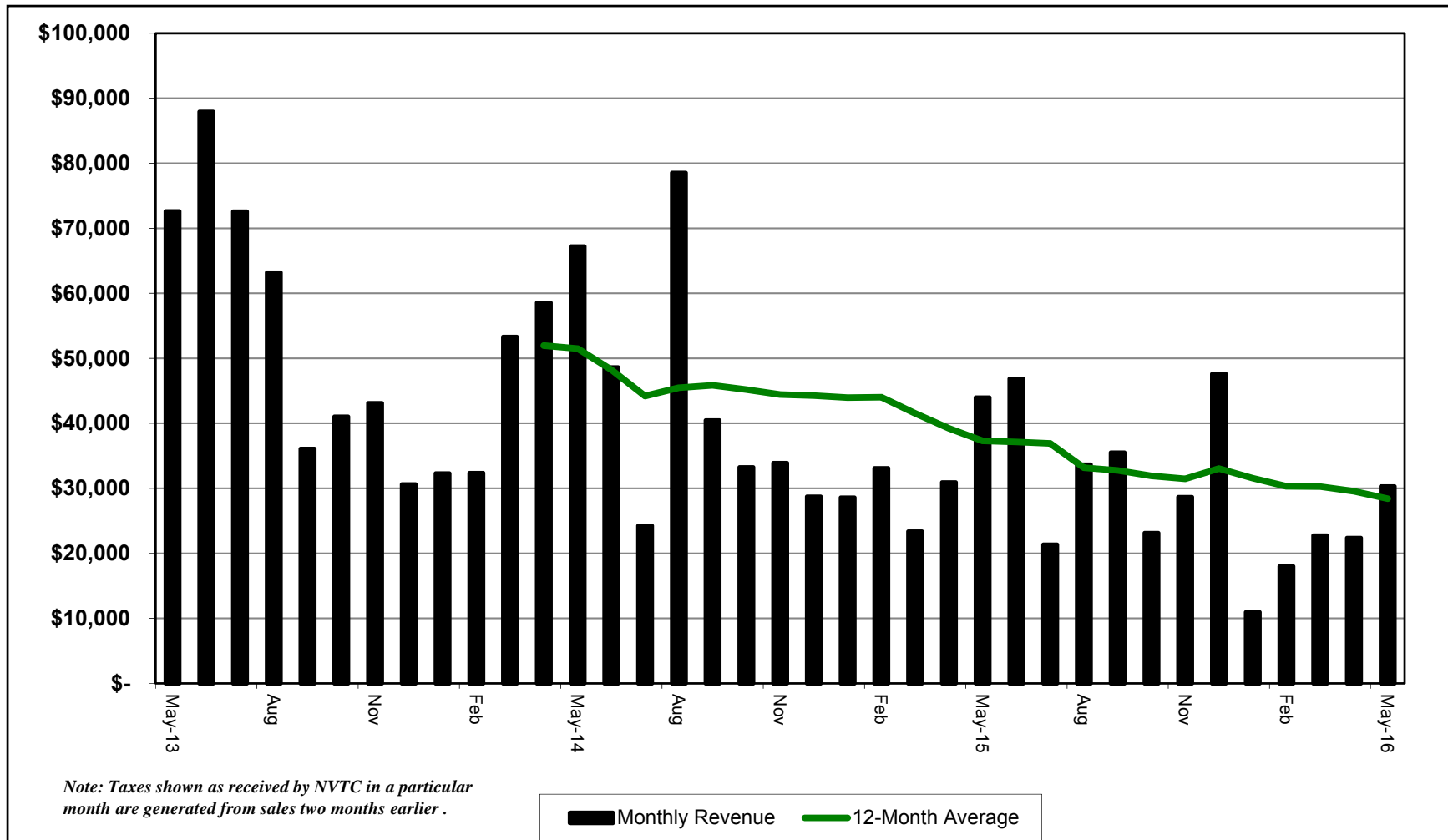
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2013-2016



NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2013-2016



NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2013-2016



NVTC MONTHLY GAS TAX REVENUE LOUDOUN COUNTY FISCAL YEARS 2013-2016

