



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Gregory A. Whirley
Commissioner

November 14, 2011

Mr. Stephen Williams, Executive Director
Thomas Jefferson Planning District Commission
Post Office Box 1505
Charlottesville, VA 22902-1505

Re: Reimbursement Request Invoice, PL Funds, July – Sept 2011

Dear Mr. Williams:

As per the *Agreement for the Utilization of Metropolitan Planning Funds in the Charlottesville-Albemarle Area* (June 24, 2008), VDOT is responsible for reviewing work tasks identified in the MPO Unified Planning Work Program prior to payment of invoices. Per the Charlottesville Albemarle MPO Fiscal Year 2012 Work Program (Task 1 C and 1 D), the MPO is responsible for information sharing of local and regional planning activities, and providing reasonable access to information. In addition, in the MPO work program, VDOT is identified as responsible for review of local and regional transportation planning activities. Both the agreement and the work program have their basis in the cooperative federal transportation planning process requirements identified in 23 CFR 420 and 23 CFR 450.

VDOT has requested electronic copies of all activities covered under the 1st Quarter Progress Report, Task 2 E, Data and Model Development, for review on numerous occasions. This request includes providing the entire travel demand model package, and any associated updates or changes including: network files, traffic analysis zone files, demographic data files, etc. To date this information has not been provided to VDOT for review.

You have five (5) business days from the date of this letter to submit the requested information to VDOT for review, or risk jeopardizing reimbursement.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Utterback".

Jim Utterback
VDOT Culpeper District Administrator

C: Rodney Thomas, Charlottesville-Albemarle MPO Chairman
Gregory Whirley, Commissioner of Highways
Ed Sundra, FHWA Virginia Division
Ivan Rucker, FHWA Virginia Division
Reta Busher, VDOT Chief of Planning and Programming
Marsha Fiol, VDOT Transportation and Mobility Planning Director