Richmond Regional Transportation Planning Organization

PUBLIC PARTICIPATION PLAN FOR THE METROPOLITAN TRANSPORTATION PLANNING AND PROGRAMMING PROCESS

Adopted June 2, 2016

Town of
Ashland
Counties of
Charles City
Chesterfield
Goochland
Hanover
Henrico
New Kent
Powhatan
City of
Richmond
Capital Region Airport Commission
GRTC Transit System
Richmond Metropolitan Transportation Authority
Virginia Department of Transportation

Richmond Regional Transportation Planning Organization
c/o Richmond Regional Planning District Commission
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Richmond, VA 23235
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Acknowledgements
This report was prepared by the Richmond Regional Planning District Commission on behalf of the Richmond Regional Transportation Planning Organization. Resource materials used in preparing the document include information from the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), Richmond Regional Transportation Planning Organization, and the Richmond Regional Planning District Commission.

Disclaimer
The contents of this report reflect the views of the Richmond Regional Transportation Planning Organization. The Richmond Regional Planning District Commission is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Department of Transportation (VDOT), or the Richmond Regional Planning District Commission (RRPDC). This report does not constitute a standard, specification, or regulation.

Title VI Notice

Nondiscrimination
The Richmond Regional Transportation Planning Organization (RRTPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The RRTPO will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. For more information on meeting accessibility, or to obtain a Title VI Complaint Form, see www.richmondregional.org or call the Title VI Coordinator at 804-323-2033.

No Discriminación
Aviso de Título VI abreviado al publicó: El Organización de Planeación Regional de Transporte de Richmond (RRTPO) cumple con el Título VI de la Ley de los Derechos Civiles de 1964 y con los estatutos y regulaciones relacionadas en todos los programas y actividades. RRTPO se esforzará en proveer acomodaciones razonables y servicios para personas que requieran asistencia especial para participar en esta oportunidad pública. Para más información sobre accesibilidad a la reunión o para obtener los documentos de reclamación del Título VI, entre a la página web (www.richmondregional.org) o llame al Coordinador del Título VI en 804-323-2033.
TPO AGENDA 6/2/16; ITEM 1D.2.

RRTPO PUBLIC PARTICIPATION PLAN (PPP) FOR THE METROPOLITAN TRANSPORTATION PLANNING AND PROGRAMMING PROCESS

Richmond Regional Transportation Planning Organization

On motion of Kathy C. Graziano, seconded by Patricia S. O’Bannon, the TPO unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization (TPO) adopts the Public Participation Plan (PPP) which includes new sections describing the process for public review of revisions to the long-range transportation plan and Transportation Improvement Program as submitted; and

RESOLVED, that the East End Festival be added to the list of potential events for staff attendance provided on page 14 of the PPP to address a comment received during public review of the document; and

BE IT FURTHER RESOLVED, that the TPO’s action to adopt the PPP as submitted meets all requirements noted in the VDOT/RRPDC Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Richmond Area as provided in Article IX, Publication Provisions, which includes approval by the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA) authorizing final publication and distribution of the PPP document as submitted.

This is to certify that the Richmond Regional Transportation Planning Organization (TPO) approved the above resolution at its meeting held June 2, 2016.

WITNESS: By:

_________________________ ___________________________
Sharon E. Robeson           Barbara S. Nelson
Administrative Secretary    Secretary
Richmond Regional Planning  Richmond Regional Transportation
District Commission          Planning Organization
Preface

This Public Participation Plan has been developed in consultation with interested parties as required by federal rules and regulations. Prior to its adoption, this Public Participation Plan was the subject of a formal presentation to the RRTPO Technical Advisory Committee, Citizens Transportation Advisory Committee, and TPO Board and a public notification process and comment period (minimum 45 days). The resulting public input has been addressed and incorporated as appropriate into this plan with a detailed list of comments received included in the Appendix (Appendix C).

Intent:

The intent of the Public Participation Plan is to provide meaningful citizen input for the metropolitan transportation planning and programming process through effective citizen involvement activities, open and accessible information, and opportunities for participation. The Plan also outlines standard procedures for various programs that require public participation and documentation of efforts for public outreach and engagement. As such, this requires a process for providing reasonable opportunities for involvement by the following:

- citizens
- affected public agencies
- representatives of public transportation employees
- freight shippers
- providers of freight transportation services
- private providers of transportation
- representatives of users of public transportation
- representatives of users of pedestrian walkways and bicycle transportation facilities
- representatives of the elderly and individuals with disabilities
- agencies or entities responsible for safety/security operations
- providers of non-emergency transportation services receiving financial assistance from a source other than title 49 U.S.C. Chapter 53
- other interested parties
Background

The Richmond Regional Transportation Planning Organization (TPO) maintains a public participation process for the development of regional transportation plans and programs. These procedures for public participation have been formally reviewed and certified as being in compliance with all applicable federal rules and regulations. The Richmond Regional TPO includes nine local jurisdictions: the Town of Ashland, the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the City of Richmond within its boundaries (see Figure One for TPO jurisdictions and study area). The voting members include representatives from each jurisdiction as well as the Capital Region Airport Commission, GRTC Transit System, Richmond Metropolitan Transportation Authority, and the Virginia Department of Transportation (VDOT). The TPO Board includes non-voting members from the Citizens Transportation Advisory Committee (CTAC), Elderly and Disabilities Advisory Committee (EDAC), Federal Highway Administration, Federal Transit Administration, Riderfinders, Inc., Virginia Department of Aviation, and Virginia Department of Rail and Public Transportation (see Table One for list of TPO voting and non-voting member organizations).

The TPO took final action at its October 2, 2014 board meeting to amend its bylaws, changing its name (for informal use) from the Richmond Area Metropolitan Planning Organization (MPO) to the Richmond Regional Transportation Planning Organization (TPO). The term MPO is based on federal and state regulations. Members of the TPO generally felt that changing its name to the RRTPO would be more effective and transparent in identifying the TPO as the forum for cooperative transportation decision-making in the Richmond Region. Note that there are places in this document where the term MPO is used which is the name that was in use at that time, prior to the October 2, 2014 MPO/TPO board meeting and its action to change its name for informal use.

Changes to certain aspects of public participation in the metropolitan planning process emanate from federal rules following the passage of federal legislation in 2005 (i.e., SAFETEA-LU) reauthorizing the federal-aid transportation program. The mandated changes in the public participation process place an increased emphasis on particular elements. For instance, an increased emphasis is placed on consultation with resource agencies responsible for natural resource management and historic preservation. Formal coordination with these agencies will help to identify effective mitigation strategies for potential impacts of projects included in the TPO’s Metropolitan Transportation Plan (MTP) also referred to as the Metropolitan Transportation Plan (MTP) under federal planning regulations.

Other elements of this Public Participation Plan address methods for coordinating the MTP with interested parties (e.g., elderly and persons with disabilities). Even though this type of outreach always has been an essential aspect of the planning process, new federal rules emphasize making documents available electronically, ensuring that public meetings are held in a convenient and accessible manner, and that visualization techniques are employed to help convey information.
TABLE ONE

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (TPO)

MEMBERSHIP

<table>
<thead>
<tr>
<th>Voting Member Organizations (Number of votes)</th>
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<tbody>
<tr>
<td>Local Governments:</td>
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<tr>
<td>• Town of Ashland (1)</td>
</tr>
<tr>
<td>• County of Charles City (1)</td>
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<tr>
<td>• County of Chesterfield (4)</td>
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<td>• County of Goochland (2)</td>
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<td>• County of Hanover (3)</td>
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<tr>
<td>• County of Henrico (4)</td>
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<tr>
<td>• County of New Kent (2)</td>
</tr>
<tr>
<td>• County of Powhatan (2)</td>
</tr>
<tr>
<td>• City of Richmond (4)</td>
</tr>
<tr>
<td>Agencies:</td>
</tr>
<tr>
<td>• Capital Region Airport Commission (1)</td>
</tr>
<tr>
<td>• GRTC Transit System (1)</td>
</tr>
<tr>
<td>• Richmond Metropolitan Transportation Authority (1)</td>
</tr>
<tr>
<td>• Virginia Department of Transportation (1)</td>
</tr>
</tbody>
</table>

Total number of votes = 27

Non-voting Member Organizations

| • Federal Highway Administration            |
| • Federal Transit Administration            |
| • RideFinders                               |
| • Virginia Department of Aviation           |
| • Virginia Department of Rail and Public Transportation |
| • TPO Chairman’s Citizen Appointees          |
| • Citizens Transportation Advisory Committee Chairman |
| • Elderly and Disability Advisory Committee Chairman |

* NOTE: TPO and MPO –
On 10/2/14, the Richmond Area Metropolitan Planning Organization (MPO) changed its name (for informal use) to Richmond Regional Transportation Planning Organization (TPO). The term MPO is used under federal code and regulations, and the Richmond Regional TPO is in the process of changing its logo, reports, documents and studies to reflect its new name.
**Federal Requirements**

In accordance with 23 CFR Part 450, public participation procedures are developed for citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other interested parties have a reasonable notice of and opportunity to comment on proposed plans and programs. The “Moving Ahead for Progress in the 21st Century Act” (MAP-21) was signed into law on July 6, 2012 and became effective on October 1, 2012, building on previous legislation (ISTEA, TEA-21, SAFETEA-LU) as the federal guidelines for requirements regarding public involvement processes and procedures.

MAP-21 legislation continues previous requirements for metropolitan planning organizations to provide individuals, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, users of pedestrian walkways and bicycle transportation facilities, representatives of those with disabilities, and other interested parties with a reasonable opportunity to be included in the metropolitan transportation planning process and to comment on transportation plans, studies, or other related programs.

This updated Public Participation Plan builds upon proven components of the TPO’s public participation process and expands on procedures and activities that were provided under SAFETEA-LU. Note that MAP-21 provides new requirements for a performance-based planning and programming process. As these new requirements are implemented under federal regulations, changes to the Public Participation Plan may be needed in order to accommodate these new regulations.

**Main Street Station and Use of the RRTPO Public Participation Plan for Meeting Federal Requirements**

The City of Richmond is designated by the Federal Transit Administration (FTA) as a designated recipient and charged with administering certain federal funds that go towards the reconstruction of Main Street Station as a multi-modal transportation facility. Based on the City’s standing as a designated recipient of federal funds that come directly to the City from FTA, and the City’s use of the TPO’s public participation process to meet federal requirements for public participation, the RRPDC staff has been advised that the TPO’s public participation plan (PPP) must be updated to include language in this document that states that the TPO’s TIP document meets FTA Program of Projects (POP) requirements. In addition, all public notices advertising public hearings for the TPO’s TIP should include a statement that the notice satisfies the POP requirements of the Urbanized Area Formula Program of the Federal Transit Administration. Details for the FTA requirements that are specific to the City of Richmond Main Street Station Project are provided in the TPO Public Participation Plan Procedures portion of the PPP Update (in Section C. Transportation Improvement Program (TIP), see pages 15-16).
**TPO Board and Committees**

The following section reviews the TPO’s organization structure (see Figure Two) and briefly describes important elements of public participation by the TPO Board and its two citizen advisory committees: the Citizens Transportation Advisory Committee (CTAC) and the Elderly and Disability Advisory Committee (EDAC), and a recent special purpose committee.

Note that all TPO board and committee meetings have public comment periods at or near the beginning of each meeting. Anyone can request to be added to the email/mailing list for upcoming TPO board and committee meetings. Also, all TPO board and committee meeting agendas are posted on the RRPDC’s website.

TPO Board: Elected officials from each TPO area local government serve as policy board voting members on the TPO. These local elected officials account for 23 of the TPO’s 27 votes and are directly accountable to citizens from their various districts. They serve as the primary means of citizen input for the TPO. These local elected officials are authorized to act on behalf of their governing bodies on TPO plans, programs, studies, and other matters related to the TPO planning and programming process. Public participation on the TPO board also includes the following:

- The CTAC and EDAC Chairman serve as non-voting TPO board members. All resolutions passed by CTAC and EDAC are reported to the TPO for their review and consideration.
- Public comment periods are on all TPO board meeting agendas, usually at the beginning of each meeting.
- The TPO Chairman may appoint up to two citizens to serve a one-year term as a non-voting TPO board member. Citizen TPO appointees may also be reappointed by the incoming TPO Chairman.

Citizen Transportation Advisory Committee (CTAC): The CTAC is composed of 12 members from the TPO’s nine jurisdictions (one or two members per jurisdiction) and up to 12 members from at-large organizations that represent diverse organizations with recognized transportation planning concerns. CTAC serves as a forum for citizen input into the TPO process fostering discussion and awareness among the jurisdictions’ citizen members and members from various at-large organizations with a prominent interest in transportation in the Richmond Region. CTAC advises the TPO on plans and other matters necessary and appropriate for providing viable and reasonable citizen input. Resolutions approved by CTAC are presented to the TPO. The TPO’s response to these resolutions is reported to CTAC.

Elderly and Disabilities Advisory Committee (EDAC): The EDAC is composed of up to 18 members from at-large organizations and individuals appointed by the TPO Chairman, with balanced representation for groups, organizations and individuals representing the elderly, persons with disabilities, and low-income populations. EDAC serves as a forum
TPO Organization Structure

FIGURE TWO
for citizen input into the TPO process and to GRTC, fostering discussion and awareness among prominent groups and organizations in the Richmond Region that deal with the needs of the elderly, persons with disabilities, and low-income populations. EDAC advises the TPO on plans and other matters concerning the TPO’s urban transportation planning process responsibility to conduct special efforts to plan public transportation facilities and services that can be effectively utilized by the elderly and individuals with mobility limitations. Resolutions approved by EDAC are presented to the TPO. The TPO’s response to these resolutions is reported to EDAC.

Ad Hoc MPO Committee on Increasing TPO Public Awareness and Accessibility:
At the November 7, 2013 MPO (TPO) meeting, the MPO took consensus action to establish an ad hoc MPO Committee on Increasing MPO Public Awareness and Accessibility. The purpose of this ad hoc committee (with members appointed by the MPO Chairman) was to provide recommendations to the MPO on ways to increase public awareness of the MPO and ways to increase public accessibility to the MPO. The ad hoc committee’s report was presented and discussed at the May 1, 2014 MPO board meeting and it was approved at the June 5, 2014 MPO meeting (see Appendix D for copy of the MPO’s resolution approving the report and the final report document).

**RRPDC Website and Social Media**

The Richmond Regional Planning District Commission (RRPDC) maintains a website for public information and engagement, featuring the Richmond Regional TPO within the website. The TPO section of the website provides up-to-date information on TPO plans, programs, meetings, and other appropriate information. The RRPDC website is also where draft documents, plans, and programs subject to the TPO public review process are posted for public review and comment. Some public comments have mentioned some difficulty in finding information on the TPO through the website and the several links to pages needed to reach a desired plan or program. In an effort to increase public awareness and transparency, staff will work on creating a standalone Richmond Regional TPO website for easier dissemination of information related to the TPO.

Staff is also researching the use of social media such as creating and maintaining a Facebook page to engage different demographic groups similar to the Richmond Regional Planning District Commission (RRPDC) page. The Facebook page could provide a different medium for meetings, news related to the TPO and projects, and regional transportation issues.

**TPO Public Participation Plan Procedures**

**A. General Public Outreach**

The TPO conducts a series of meetings to obtain public comments for consideration in developing various plans and programs including the MTP and TIP. Information meetings are also held in response to requests from business and civic groups, organizations, and state and local elected officials. Outreach activities will be
conducted to inform minority and low-income groups and limited English-speaking groups of availability of these meetings as well.

Whenever possible, the public involvement process shall coordinate with statewide public involvement processes in order to enhance public consideration of issues, plans, and programs, to reduce redundancies and costs, and to maximize citizen involvement.

In developing the MTP and TIP, the TPO shall consult, as appropriate, with agencies and officials responsible for other planning activities within the Richmond area that are affected by transportation. To coordinate the planning functions to the maximum extent practicable, such consultation shall compare the MTP and TIP as they are being developed, with the plans, maps, inventories, and planning documents developed by other agencies. This consultation shall include, as appropriate, contacts with state, local, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land-use management, natural resources, conservation, and historic preservation.

The MTP and TIP shall be developed with due consideration of other related planning activities within the Richmond area, including consideration given for the design and delivery of transportation services within the area that are provided by:

- recipients of assistance under title 49, U.S.C., Chapter 53;
- governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation service; and
- recipients of assistance under 23 U.S.C. 204.

The TPO shall involve federal land management agencies in the development of the MTP and TIP. To the extent possible, a documented process that outlines roles, responsibilities, and key decision points for consulting with other governmental agencies should be developed early in the MTP and TIP development process.

Periodic Review and Adoption of Public Participation Plan

The “Public Participation Plan for the Metropolitan Transportation Planning and Programming Process; Richmond Regional TPO” (i.e., TPO Public Participation Plan) replaces the TPO’s previously adopted “Richmond Area Metropolitan Planning Organization (TPO) Guidelines for Public Participation,” first adopted on July 14, 1994 and revised on October 9, 1997, July 21, 2004 and April 12, 2007. The review process for the Public Participation Plan includes:

1. A minimum of 45 days shall be provided for public review and comment before the initial adoption or revision of elements in the TPO Public Participation Plan.
2. The TPO shall periodically review the overall effectiveness of the public involvement process in order to ensure that the process is providing meaningful citizen input. Mechanisms shall be in place to gauge the effectiveness of certain participation activities and results of such review shall be reported to the TPO.

3. The best representative from the TPO staff will be sent to each event in order to address issues, answer questions, and help clarify any technical jargon.

The TPO will maintain available documentation of its Public Participation Plan for request or public viewing via the RRPDC website and hard copies at the RRPDC offices.

Public Notice, Review, and Open Access

Public notice for each TPO meeting shall be provided to the local news media at least one week in advance, and for TPO committee meetings, at least three days in advance. A calendar year schedule for regularly scheduled TPO and TPO committee meetings is posted and maintained (updated) on the RRPDC web site. The TPO will also make reasonable efforts to address identified language barriers in order to provide meaningful access to information on its plans and programs.

At least two weeks’ notice shall be provided for public review meetings with notice provided in at least one local newspaper of general circulation and in at least one local newspaper serving area minority populations. Consideration shall also be given to providing notice for such meetings in other area local newspapers and radio. Such notice shall be prominently displayed as paid advertisements in these newspapers. Citizens may submit comments following a public review meeting with consideration and staff response given to written comments that are received within one week (i.e., seven calendar days) after such meetings. Such written comments with staff’s response shall be submitted for TPO consideration.

There shall be opportunity for public input during each TPO and TPO committee meeting to gather timely information about transportation issues and processes from interested citizens, groups and organizations. The TPO shall consider and respond in a timely fashion and appropriate manner to resolutions submitted to the TPO by CTAC and EDAC.

TPO board and TPO committee meetings and public review meetings shall be held at a location and time that is convenient and accessible. When there are a series (i.e. four or more) of public review meetings being held throughout the region on a certain plan or program, at least two of these meetings shall be held at a time and location that is accessible by public transportation.
Copies of final draft MTPs and TIPs shall be made available at various locations throughout the region for public review and comment two weeks in advance of the deadline for submission of comments. Copies of such final draft plans and programs shall also be posted on the RRPDC web site. When significant written and oral comments are received on the draft MTP, draft TIP, or other draft item as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency’s conformity regulations, a summary, analysis and report on the disposition of comments shall be made part of the final MTP/TIP document.

If there are significant changes to the substance of final draft MTP, TIP, or document from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. The TPO chairman shall determine when changes are significant and warrant additional opportunity for public comments.

In addition to the public participation efforts for the MTP update and the TIP, the Richmond Regional TPO will work to engage different organizations, agencies, and the general public through a variety of events and activities throughout the year. Staff will aim to participate in a minimum of three events every year, engaging various target groups as time and resources are available. Potential events for staff attendance are identified on page 13.

Staff will also maintain a public participation activity log that documents activities conducted and input received from meetings with area groups and organizations, and through town hall type meetings (see Appendix A). Staff will review and consider the input provided from these activities as part of the MTP and TIP update development processes, and as part of the annual UWP development process.

The table below outlines an example of tracking which target groups are engaged in a public participation process or consulted with for the TPO or TPO committees. The TPO maintains and provides for CTAC and EDAC with representation for both committees including at-large member organizations with recognized transportation planning concerns and groups, organizations and/or individuals representing the elderly, those with disabilities, and low-income. These organizations and groups are also part of the groups involved in our public participation and outreach efforts. Notice will be provided to known interested parties that include representatives for the following groups/organizations:

- public transportation employees
- freight shippers
- providers of freight transportation services
- private providers of transportation
- users of public transportation
- users of pedestrian walkways and bicycle facilities
- individuals with disabilities
- elderly
- low-income
- limited English-speaking populations
- providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C., Chapter 53.

### Calendar Year 201X Public Outreach Activities

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Business</th>
<th>Special Needs</th>
<th>Non-Profit Organizations</th>
<th>General Public</th>
<th>State/Local Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTP Update</td>
<td></td>
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<tr>
<td>TIP</td>
<td></td>
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<tr>
<td>General Outreach</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

### Richmond Region Festivals and Events

**January**
- Jewish Food Festival

**February**
- Virginia Wine Expo
- ChinaFest

**March**
- Shamrock the Block
- VCU French Film Festival
- Church Hill Irish Festival
- Easter on Parade

**April**
- VCU Intercultural Festival
- French Food Festival
- Earth Day

**May**
- RVA East End Festival
- Que Pasa Festival
- Asian American Festival
- Arts in the Park
- Lebanese Food Festival
- Greek Food Festival

**June**
- Broad Appetit
- Richmond Vegetarian Festival
- Dogwood Dell Festival of the Arts

**July**
- Dogwood Dell Festival of the Arts

**August**
- Dogwood Dell Festival of the Arts

**September**
- 43rd Street Festival of the Arts
- Hispanic Parade and Festival

**October**
- 2nd Street Festival
- Richmond Folk Festival
- Richmond Oktoberfest
- Imagine Festival
- Harvest Festival
- Central VA Celtic Festival and Highland Games
- Hull Street Festival
- Shocktoberfest Folk Festival

**November**
- Brunswick Stew Festival
- Dia de los Muertos Festival
- Foods and Feasts of Colonial Virginia

**December**
- Capital City Kwanzaa Festival
B. **Metropolitan Transportation Plan (MTP)**

The Long Range Transportation Plan (LRTP) (i.e. previous term used for the MTP) documented the Citizen Participation and Public Outreach process in Chapter 3 of the LRTP document. The primary mechanism for on-going public input to the MTP is the TPO’s Metropolitan Transportation Plan Advisory Committee (MTPAC), composed of members from the TPO’s Technical Advisory Committee (TAC), Citizens Transportation Advisory Committee (CTAC) and the Elderly and Disability Advisory Committee (EDAC), as well as GRTC Transit System, VDOT and DRPT. The MTP Advisory Committee provided notices for all meetings on the RRPDC website with meeting agendas sent to area news media and interested citizens and each meeting included an open comment period at the beginning of the meeting.

*Revisions to the LRTP are conducted as either an amendment or as an administrative modification. Further information on the public review process for conducting amendments and administrative modifications is provided in Appendix E.*

A website will be developed for the 2040 MTP update, providing information about committee members, schedule, meeting agendas and meeting summaries, scope of work and information about public engagement. An interactive map using ArcGIS Online on the website is planned and will allow the public to identify projects proposed/included in the 2040 MTP.

The standard process for the MTP update includes the following steps:

1. Appointments to the MTP Advisory Committee and are made by the TPO.
2. The MTP-AC reviews and ranks projects as the public are invited to view and comment on the proposed list of candidate projects for the MTP.
3. Invitation for public comment advertised in regional newspapers, through the RRPDC website, notices to interested parties, and through other available opportunities (webcasts, articles, etc.)
   a. Email and mail notices
      - TPO Advisory Committees (TPO, TAC, CTAC, EDAC, members, alternates and interested parties)
      - Nonprofit, human service and civic service agencies and organizations
      - Miscellaneous public and private transportation providers
      - Federal and state resource agencies
      - Other interested parties
   b. Email memo, ad or Executive Summary of MTP to Richmond area news media
      - Newspapers, TV stations, radio stations, magazines, newsletters
   c. Paid advertisements in Richmond Area Newspapers
      - Richmond Times-Dispatch, Richmond Free Press
      - Typical ad size: 3 col x 6.5 inches
   d. Post notice of public review period on RRPDC website
4. Public review of the draft MTP document through planned public meetings (typically three) and access to the document at community libraries, RideFinders, the Greater Richmond Chamber and RRPDC offices and website

C. Transportation Improvement Program (TIP)

The schedule for a TIP update process usually takes ten months for review, development, completion of draft list of projects, public review, revisions and approval. The standard process includes the following steps:

1. Staff develops draft schedule for VDOT, FHWA and TPO review.
2. Presentation of the draft TIP schedule to the TAC for review and recommendation.
3. Presentation of the draft TIP schedule and TAC’s recommendation to the TPO for review and action.
4. Request for TPO member jurisdiction and agency input on projects and obligation schedule for the four year fiscal year program cycle.
5. TPO staff develops the draft TIP in collaboration with VDOT for information on previous obligations, estimates by phase and project schedule information for projects as requested by the TPO.
6. Draft TIP is provided to the TAC with a request to authorize release of the document for public review.
7. Public review of the Richmond Regional TPO TIP (45 day period) and staff review and response to public comments.
8. TAC review and action to recommend the draft TIP to the TPO.
9. TPO review and action on the draft TIP.
10. Submission of TIP to VDOT for incorporation into the Statewide TIP, including VDOT submission to FHWA and FTA for approval; anticipate approval of TIP within 60 days of TPO action.

Revisions to the current TIP (i.e. FY15 to FY18 TIP) are conducted as an adjustment or amendment. Further information on the public review process for conducting TIP adjustments and amendments is provided in Appendix F.

Main Street Station Program of Projects
The TIP is also used by the City of Richmond in meeting federal requirements which arise from its status as a “designated recipient” of FTA funds for the Main Street Station Multimodal Transportation Center project. The following applies to the TIP in order to be able for it to serve as the City of Richmond’s FTA Program of Projects:

As required by federal law and guidance, a Program of Projects (POP) for FTA projects must be developed by the Designated Recipient of FTA funds. The POP is a list of proposed FTA funded projects that must undergo a public review process. Guidance provided by FTA allows the Federal Transportation Improvements Program (FTIP) to function as the POP as long as the public is notified through TPO’s public notice that the FTIP public review process satisfies
the public participation requirements of the POP. Once the FTIP is approved, the
document will function as the POP for recipients of FTA funds in the TPO’s
region. RRTPO’s public participation process for the FTIP is intended to satisfy
FTA Section 5307 funding recipients’ (i.e. City of Richmond) public participation
process for the POP.

In addition, the following language must be included in all public notices
advertising public hearings for the TPO’s TIP in order to meet FTA requirements
related to the City of Richmond’s designated recipient status for the Main Street
Station Multimodal Transportation Center project:

“This notice satisfies the program-of-projects requirements of the Urbanized Area
Formula Program of the Federal Transit Administration.”

**Recommended Strategies and Implementation**

The following identifies recommended strategies and activities for improvements in the
public participation process. Staff will work towards including these recommended
strategies and activities in the Unified Work Program and carry them out as appropriate.

1. Establish the TPO’s website separate from the RRPDC’s website for easier access
to information such as meeting agendas, draft documents, and work programs.

2. Hold routine/frequent public outreach and community engagement activities (e.g.,
meetings, festivals, events, etc.). Set a target of at least five such meetings or events
every year, plus additional meetings when conducting the MTP and TIP process.

3. Schedule orientation meetings on an annual or semi-annual basis for new TPO
board and committee members and others who may benefit from such training.

4. Allow EDAC representation to be more flexible (i.e., reduce meeting quorum
requirements) and consider revising EDAC to a workgroup and to broad its
level of participation to include groups and organizations that help the TPO
meet Federal Title VI, Environmental Justice (EJ) and Limited English
Proficiency (LEP) requirements.

5. Connect TPO public review meetings with other events to increase public
participation and attendance. For example, MTP public meetings could be held
immediately before local planning commission meetings.

6. Periodically hold TPO board meetings in different parts of the region to provide
opportunities for more local exposure.

7. Continue the TPO Regional Transportation Agencies Forum/Roundtable on an
annual basis to increase awareness of regional transportation challenges and
opportunities.
8. Hold annual citizen input meeting for the TPO (as a joint TPO/CTAC/EDAC meeting with invitation for public input) with a primary purpose to receive general public comments on regional transportation plans, programs and issues. It would serve as the initial step in the TPO’s annual Unified Work Program (UWP) process.

9. Continued participation in the Capital Region Collaborative Transportation Work Group to promote the work of the TPO and establish collaborative partners to advance regional transportation initiatives.

10. Expanded development and use of TPO background information/fact sheets and reports for distribution to the public.

11. Consideration for funding a dedicated RRPDC staff position for public participation activities and Title VI, Environmental Justice, and Limited English Proficiency compliance.

12. The TPO shall establish joint technical and citizen special purpose committees as appropriate to review, advise and recommend work conducted in development of the Metropolitan Transportation Plan (MTP) and other plans and studies. Such joint technical/citizen committees shall provide for ongoing citizen involvement.

13. The TPO should annually conduct a citizen input meeting to obtain public comments for consideration in developing the MTP, Transportation Improvement Program (TIP), and Unified Work Program (UWP). Such meetings shall be held at various locations throughout the region. At least one-quarter of these meetings should be held in minority and/or low income areas.

14. Information meetings on TPO plans and programs are conducted in response to requests from business and civic groups, organizations, and state and local elected officials. Outreach activities are conducted to inform minority and low-income groups and limited English-speaking groups of availability of this service.

15. Visualization techniques are utilized as appropriate to enhance the public’s understanding of TPO plans and programs. Such techniques are used in an appropriate manner when presenting and describing TPO plans and programs.

16. Whenever possible, the public involvement process shall coordinate with the statewide public involvement processes in order to enhance public consideration of issues, plans, and programs, to reduce redundancies and costs, and to maximize citizen involvement.

17. The TPO will assess the distribution of impacts on low-income and minority groups for investments identified in the MTP.
## APPENDIX A

### DRAFT PUBLIC PARTICIPATION AND OUTREACH ACTIVITY LOG FOR FY 2014

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Outreach Effort</td>
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<table>
<thead>
<tr>
<th>ORGANIZATIONS/ GROUPS REACHED</th>
<th>TOPICS DISCUSSED</th>
<th>STAFF PRESENT</th>
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### SUMMARY OF ACTIVITY

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<th>INPUT RECEIVED</th>
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</table>

Richmond Regional TPO | 18
**APPENDIX B**

**FREQUENTLY USED TPO TERMS AND ABBREVIATIONS**

**Attainment**  A term that means an area is in compliance with the National Ambient Air Quality Standards (NAAQS) and/or the Clean Air Act (CAA). There are six atmospheric pollutants covered under the CAA. The Richmond area (i.e., Cities of Richmond, Colonial Heights, Hopewell, and Petersburg, and the counties of Charles City, Chesterfield, Hanover, Henrico and Prince George) is designated as a nonattainment area for ozone air quality standards.

**Highway Trust Fund (HTF)**  Provides dedicated funding for federal highway and mass transit programs. Revenues placed in the HTF come from the federal gasoline tax plus other user fees. The HTF consists of separate highway and mass transit accounts.

**RRTPO (TPO)**  Metropolitan Planning Organization. MPO’s, established under federal legislation, serves as the policy board of an organization created and designated to carry out the metropolitan planning process (see 23USC Part 450). The Richmond Area MPO’s membership includes the following local governments and agencies: Ashland, Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, Richmond, CRAC, GRTC, RMTA, VDOT, RideFinders, FHWA, FTA, and VDA; The MPO serves as the forum for cooperative transportation decision making in the Richmond area. Note that the MPO’s bylaws were amended in October, 2014 to change the MPO’s name, to be referred to (for informal use) as the Richmond Regional Transportation Planning Organization (i.e. TPO). The Richmond Area MPO remains as the official name for use in the MPO’s designation letter, memorandum of understanding, and other legal documents.

**MTP**  Metropolitan Transportation Plan. Serves as the initial step and framework in developing a regionally based network of transportation facilities and services that meets travel needs in the most efficient and effective manner possible. The current MTP is the 2035 long-Range Transportation Plan (LRTP) that was adopted by the TPO in July 2012 (see Transportation Plan below).

**NAAQS**  National Ambient Air Quality Standards; defined by EPA.

**Obligations**  Commitments made by USDOT agencies to pay out money for federal-aid transportation projects. The TIP serves as the TPO’s program of transportation projects for which federal funds have been obligated.

**Regionally Significant**  Term used for air quality conformity analysis to define highway and rail facilities covered by this analysis. Regionally significant projects are those projects on a facility that serves regional transportation needs and would normally be included in the modeling of a metropolitan area’s transportation network. This includes, as a minimum, all principal arterial highways and all fixed guide-way transit facilities that offer a significant alternative to regional highway travel.
SIP State Implementation Plan; identifies control measures and process for achieving and maintaining NAAQS; eligible for CMAQ funding.

Study Area The area projected to become urbanized within the next 20 years; defines the area for TPO plans, programs, and studies.

TPO Transportation Planning Organization. Serves as the policy board charged with conducting federal transportation planning and programming requirements under 23 USC Part 450. TPO is the term or name used for general reference purposes for the Richmond Area Metropolitan Planning Organization (see MPO above).

"3-C" Process ("Continuing, Cooperative and Comprehensive") Language from federal legislation establishing MPOs/TPOs and used in reference to the regional transportation planning and programming process.

TCM Transportation Control Measures (for Air Quality Control); eligible for CMAQ funding.

TDM Transportation Demand Management; various transportation control strategies and measures used in managing highway demand.

TIP Transportation Improvement Program; a staged, multiyear, intermodal program of transportation projects that is consistent with the transportation plan.

Transportation Plan The TPO's adopted Long-Range Transportation Plan or LRTP (under federal MPO/TPO planning regulations, referred to as the Metropolitan Transportation Plan or "MTP"); serves as the initial step and framework in developing a regionally based network of transportation facilities and services that meets travel needs in the most efficient and effective manner possible. The 2035 LRTP is the TPO’s current transportation plan, adopted by the TPO in July 2012.

TAZ (Transportation or Traffic Analysis Zone) Generally defined as areas of homogeneous activity served by one or two major highways. TAZs serve as the base unit for socioeconomic data characteristics used in various plans and studies.

Urbanized Area Term used by the U.S. Census Bureau to designate urban areas. These areas generally contain overall population densities of at least 1,000 persons per square mile in a continuously built-up area of at least 50,000 persons. Factors such as commercial and industrial development, and other types and forms of urban activity centers are also considered.

UWP Unified Work Program; TPO's program of work activities noting planning priorities, assigned staffs, work products, budgets, and funding sources.

VOC Volatile Organic Compounds; emissions from cars, power plants, etc; when VOCs react with oxides of nitrogen (NOx) in the presence of heat and sunlight to produce ground level ozone or smog.
# TPO STANDING COMMITTEES

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name</th>
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<tbody>
<tr>
<td>CTAC</td>
<td>Citizens Transportation Advisory Committee</td>
</tr>
<tr>
<td>EDAC</td>
<td>Elderly and Disability Advisory Committee</td>
</tr>
<tr>
<td>TAC</td>
<td>Technical Advisory Committee</td>
</tr>
</tbody>
</table>

# FEDERAL STATE AND REGIONAL AGENCIES

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name</th>
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<tbody>
<tr>
<td>CRAC</td>
<td>Capital Region Airport Commission</td>
</tr>
<tr>
<td>DRPT</td>
<td>Virginia Department of Rail and Public Transportation</td>
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<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
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<tr>
<td>FAA</td>
<td>Federal Aviation Administration</td>
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<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
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<tr>
<td>FRA</td>
<td>Federal Railroad Administration</td>
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<tr>
<td>FTA</td>
<td>Federal Transit Administration</td>
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<tr>
<td>GRTC</td>
<td>GRTC Transit System (formerly Greater Richmond Transit Company)</td>
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<tr>
<td>MRAQC</td>
<td>Metropolitan Richmond Air Quality Committee</td>
</tr>
<tr>
<td>RideFinders</td>
<td>A public nonprofit corporation that provides carpool/vanpool matching and other commuter and transportation services; also, a division of GRTC Transit System</td>
</tr>
<tr>
<td>MARAD</td>
<td>Maritime Administration</td>
</tr>
<tr>
<td>RMTA</td>
<td>Richmond Metropolitan Transportation Authority</td>
</tr>
<tr>
<td>RRPDC</td>
<td>Richmond Regional Planning District Commission; also referred to as the Richmond Region or Planning District 15 (PD-15)</td>
</tr>
<tr>
<td>USDOT</td>
<td>United States Department of Transportation</td>
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<tr>
<td>VCTIR</td>
<td>Virginia Center for Transportation Innovation and Research</td>
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<tr>
<td>VDA</td>
<td>Virginia Department of Aviation</td>
</tr>
<tr>
<td>VDEQ</td>
<td>Virginia Department of Environmental Quality</td>
</tr>
<tr>
<td>VDOT</td>
<td>Virginia Department of Transportation</td>
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</tbody>
</table>
FEDERAL LEGISLATION

**ADA of 1990**  
Americans with Disabilities Act

**CAAA of 1990**  
Clean Air Act Amendments

**ISTEA**  
Intermodal Surface Transportation Efficiency Act; passed in 1991; reauthorized federal surface transportation programs for highways, highway safety and transit for a six-year period, 1992 to 1997. ISTEA provided for significant expansion of MPO planning and programming authority and responsibilities. Replaced by TEA-21.

**TEA-21**  
Transportation Equity Act for the 21st Century; signed into law on June 9, 1998 (replaced ISTEA). Authorizes federal funds for highways, highway safety, transit, and other surface transportation programs for the next 6 years. Builds on and continues many of the initiatives established in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. Replaced by SAFETEA-LU.

**SAFETEA-LU**  

**MAP-21**  
Moving Ahead for Progress in the 21st Century; federal transportation legislation reauthorization signed into law on July 6, 2012 and went into effect on October 1, 2012.

FUNDING PROGRAMS

**SPR**  
State Planning and Research; federal funds allocated to VDOT in support of MPO program activities.

**Local Match**  
Funds required by recipients of PL and Section 5303 funds for matching federal and state grant funds. Section 5303 and PL funds require a 10% match, with VDOT/DRPT providing 10% and the remaining 80% provided by the federal source.

**RRPDC**  
Funds from the RRPDC (state appropriations and local dues) provided in addition to required local match funds (sometimes noted as RRPDC overmatch). The RRPDC provides local match funds for RRPDC staff work activities.

**PL**  
Planning funds available from FHWA for TPO program activities.

**Section 5303**  
Planning funds available from the FTA for TPO program activities.
CMAQ  Congestion Mitigation/Air Quality; federal funding program created under ISTEA (1991). Directs funding to projects that contribute to meeting National Ambient Air Quality Standards (NAAQS) in areas that are currently or previously designated by EPA as nonattainment or maintenance areas for NAAQS. CMAQ funds generally may not be used for projects that result in the construction of new highway capacity for single occupant vehicles. CMAQ funds may be available for eligible activities that lead to and result in project implementation (i.e. funds cannot be used for planning studies).

RSTP  Regional Surface Transportation Program; Federal funding program created under ISTEA (1991). Federal funds apportioned based on the Richmond Urbanized Area decennial census population and allocated to the Richmond TPO and Tri-Cities MPO with 86.5 percent allocated to the Richmond TPO and 13.5 percent allocated to the Tri-Cities MPO (as per the TPO’s April 4, 2013 action and agreed to by the Tri-Cities MPO and VDOT). Projects eligible for RSTP funding include highway and bridge construction and rehabilitation (for roads functionally classified as collector or higher; maintenance is not eligible); transit capital improvements; car and vanpool programs; bicycle and pedestrian facilities; safety and hazard elimination projects; traffic management systems; transportation enhancement/alternatives; wetlands and environmental mitigation; and TPO transportation planning activities.

TEIF  Transportation Efficiency Improvement Fund; purpose of program is to reduce traffic congestion by supporting transportation demand management programs designed to reduce use of single occupant vehicles and increase use of high occupancy vehicle modes; operated by the Commonwealth Transportation Board.

OTHER TERMS AND ABBREVIATIONS

ADT  Average Daily Traffic; used in conjunction with current and projected traffic volumes.

CAO  Chief Administrative Officer

CARE  Community Assisted Ride Enterprise; program operated by GRTC providing demand-response paratransit service for the elderly and disabled in the City of Richmond and Henrico County.

CMP  Congestion Management Process

CHSMP  Coordinated Human Services Mobility Plan

COA  Comprehensive Operational Analysis (for transit studies)

CTB  Commonwealth Transportation Board

CRC  Capital Region Collaborative; Cooperative planning process conducted by the RRPDC and the Greater Richmond Chamber of Commerce.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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<tbody>
<tr>
<td>EJ</td>
<td>Environmental Justice</td>
</tr>
<tr>
<td>FFY</td>
<td>Federal Fiscal Year (October 1 to September 30)</td>
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<tr>
<td>FY</td>
<td>State Fiscal Year (July 1 to June 30).</td>
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<tr>
<td>GIS</td>
<td>Geographic Information System</td>
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<tr>
<td>I/M</td>
<td>Inspection and Maintenance</td>
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<tr>
<td>LEP</td>
<td>Limited English Proficiency</td>
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<tr>
<td>MSA</td>
<td>Metropolitan Statistical Area. The Richmond/Petersburg 2010 MSA includes</td>
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<td></td>
<td>the cities of Colonial Heights, Hopewell, Petersburg, and Richmond; the</td>
</tr>
<tr>
<td></td>
<td>counties of Amelia, Caroline, Charles City, Chesterfield, Dinwiddie,</td>
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<td></td>
<td>Goochland, Hanover, Henrico, King William, New Kent, Powhatan, Prince</td>
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<td>George, Sussex; and the Town of Ashland.</td>
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<td>NHPP</td>
<td>National Highway Performance Program</td>
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<td>NHS</td>
<td>National Highway System</td>
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<td>NHTS</td>
<td>National Household Transportation Survey</td>
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<td>NOx</td>
<td>Nitrogen Oxides</td>
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<td>REVi</td>
<td>Richmond Electric Vehicle Initiative</td>
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<td>RFP</td>
<td>Request for Proposal; process used for reviewing and selecting proposals</td>
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<tr>
<td></td>
<td>for consultant study activities. (Goods and non-professional services)</td>
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<tr>
<td>RFQ</td>
<td>Request for Qualifications (Consultant Services).</td>
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<td>SIP</td>
<td>State Implementation Plan (for attainment and maintenance of national</td>
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<td></td>
<td>ambient air quality standards)</td>
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<td>SOV</td>
<td>Single Occupant Vehicles</td>
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<tr>
<td>STP</td>
<td>Surface Transportation Program</td>
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<tr>
<td>SYIP</td>
<td>Six Year Improvement Program; annual document approved by the CTB.</td>
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<td></td>
<td>Provides the state’s list of federal and state funded transportation</td>
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<td>projects and programs administered by VDOT and DRPT.</td>
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<td>TDP</td>
<td>Transit Development Plan; DRPT requirement for all public transit service</td>
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<td>operators. GRTC Transit System’s TDP was approved by the GRTC Transit</td>
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<td>System board in October 2011, and it was accepted as work received by the</td>
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<td>TPO on November 11, 2011. Note that GRTC submits annual updates to the</td>
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<td>TDP to DRPT and these updates are available for TPO review.</td>
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<table>
<thead>
<tr>
<th>TMA</th>
<th>Transportation Management Area (i.e., TPOs greater than 200,000 in population).</th>
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<tr>
<td>VAMPO</td>
<td>Virginia Association of Metropolitan Planning Organizations</td>
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<tr>
<td>VMT</td>
<td>Vehicle Miles Traveled</td>
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APPENDIX C

List of Comments Received on the Draft RRTPO Public Participation Plan Approved on June 2, 2016

Staff received one written response with several comments via email (on May 12, 2016) during the 45-day review period on the final draft of the PPP document. The comments and responses are provided below.

1) The RVA East End Festival should be added to the community festival calendar.
   Response: The list of festivals does not reflect meetings attended by the TPO and is intended to provide a list of possible events that could be attended. This listing will likely become an internal working document and not be included in the PPP document in the future.

2) Public meetings should be scheduled to meet the needs of residents who rely on public transit.
   Response: Efforts are made to make meetings accessible by public transit. Expanding access to meetings for transit dependent members of the community is a work program effort that will be addressed as part of the FY17 Unified Planning Work Program.

3) The TPO should evaluate and enable access to recreation areas outside of Richmond City for public transit users.
   Response: The RRTPO is expanding capacity to address Environmental Justice and equity in planning by evaluating access to key community facilities and services. This activity is included in the work program for the upcoming fiscal year and will be part of continuing TPO efforts to address equity in planning.
MPO AGENDA 6/5/14; ITEM I.C.6.

REPORT BY MPO AD HOC COMMITTEE ON INCREASING MPO PUBLIC AWARENESS AND ACCESSIBILITY

Richmond Area Metropolitan Planning Organization

On motion of Kathy C. Graziano, seconded by Carson L. Tucker, the Richmond Area Metropolitan Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO) approves the “Report of the MPO Ad Hoc Committee on Increasing MPO Public Awareness and Accessibility” as submitted and authorizes that the report’s recommendations for improving MPO awareness and accessibility be reviewed and considered for incorporation into the update of the MPO’s adopted Public Participation Plan.

This is to certify that the Richmond Area Metropolitan Planning Organization (MPO) approved the above resolution at its meeting held June 5, 2014.

WITNESS:                        BY:

Sharon E. Robeson               Daniel N. Lysy
Administrative Secretary        MPO Secretary
Richmond Regional Planning      MPO Secretary
District Commission

9211 Forest Hill Avenue, Suite 200 • Richmond, Virginia 23235 • Telephone: (804) 323-2033 • Fax: (804) 323-2025
www.richmondregional.org
MPO Ad Hoc Committee on  
Increasing MPO Public Awareness and Accessibility

**Purpose:** Provide recommendations to the MPO on ways to increase public awareness of the MPO and ways to increase public accessibility to the MPO.

**Current Activities and Mechanisms for MPO Awareness**

1. **MPO Citizens Transportation Advisory Committee (CTAC)** –
   - Standing MPO committee composed of 12 members from the MPO’s nine jurisdictions (one or two members per jurisdiction) and up to 12 members from at-large organizations that represent diverse organizations with recognized transportation planning concerns.
   - Serves as a forum for citizen input into the MPO process fostering discussion and awareness among several prominent groups and organizations in the region.
   - Significant staff time and commitment to maintaining committee including membership, meeting agendas, reports, and process.

2. **MPO Elderly and Disability Advisory Committee (EDAC)** –
   - Standing MPO committee composed of up to 18 members from at-large organizations with balanced representation for groups, organizations, and individuals representing the elderly, persons with disabilities and low-income populations.
   - Serves as a forum for citizen input into the MPO process and to GRTC, fostering discussion and awareness among several prominent groups and organizations in the region.
   - Significant staff time and commitment to maintaining committee including membership, meeting agendas, reports, and process.

3. **RRPDC Website** –
   - Electronic media based home for the RRPDC and MPO organizations. Provides public access to plans, studies and reports, meetings and schedules, membership, and other background information that may be of interest to the public.
   - Computer/mobile electronic media provides good access to younger generation, those more educated and affluent, and is rising in its availability and use; however, it is not as well used by the older generation, lower income
groups, or those without cable access (although wireless technology can now accommodate this need). Also, some electronic media is not accessible to visually impaired individuals.

- Requires significant staff time to maintain, update and manage website.

4. Public Outreach Meetings –

- Staff conducts public outreach meetings for community groups and organizations, and at various regional festivals and events. To date, limited staff resources have permitted less than desired level of participation at these festivals and events.

- Effective way to raise level of public awareness and promote the MPO; used to solicit citizen input on transportation issues, programs and projects.

- Helps MPO achieve public input from low-income, minority, ethnic, limited English proficiency and other disadvantaged populations as per federal Title VI, Environmental Justice, and Limited English Proficiency requirements by targeting such outreach meetings to appropriate festivals, events and venues.

- Requires significant levels of staff time and effort (both ongoing and during certain periods when focused public input is needed).

- During the Capital Region Collaborative (CRC) public input process, 85 public meetings were held around the Richmond Region to receive public input on regional priorities including transportation. The MPO was introduced at each of these meetings providing over 8,000 residents with background information on the MPO.

- Executive Director and other staff have been regular speakers at Leadership Metro Richmond (LMR) class events, and at several civic clubs/organizations events.

- Executive Director has been a frequent guest lecturer at VCU Planning Department graduate and undergraduate classes.

- Organized and coordinated two LMR public television broadcast and webinar events from the “Start the Conversation” program series. The first was a panel discussion of VDOT, GRTC and RRPDC staffs for the 2035 plan update on “More Than Just Point A to Point B: Transportation Plan 2035” (broadcast on November 17, 2011). The second was a panel discussion of three MPO Elderly and Disability Advisory Committee (EDAC) members and one human service agency staff on “Individuals with disABILITIES: Let’s
Start with Awareness” (taped and broadcast on October 20, 2011 and rebroadcast on January 6, 2012).

5. Press Releases/Media Advisories –

- RRPDC Communications Coordinator issues brief advisory report to news media on items of interest for upcoming MPO board meetings.
- Staff advisories issued when appropriate (for items judged newsworthy/of interest to media).

6. MPO/MPO Committees Interested Parties –

- Effective way to engage interested groups, organizations and individuals in MPO activities.
- Interested parties mailing/e-mail lists included for MPO board and all MPO committees.

7. Newspaper Ads –

- Required notice to public for upcoming public meetings or draft MPO plans (i.e., LRTP) and programs (i.e., TIP) with ads run in the Richmond Times-Dispatch, Richmond Free Press, and in suburban area newspapers (when appropriate).
- Declining use of newspaper media by public makes this means of public awareness less effective.

8. Social Media –

- MPO currently has no policies that address use of social media and staff experience has been limited to the draft 2035 LRTP.
- Staff has made use of Twitter through the RRPDC Communications Coordinator who has provided limited coverage during MPO meetings and events.

9. MPO Informational Handouts/Brochures –

- Background information fact sheet on the MPO available and distributed at MPO public information meetings.
- Other background information prepared and distributed at public information meetings as needed.
• RRPDC website has brief background descriptions of MPO major plans and programs (i.e., LRTP and TIP) and also a brief description of the MPO’s major work activities.

• Staff makes wide use of reports such as the MPO Regional Transportation Priority Projects report (updated annually) at various community meetings, MPO public information meetings and other events.

• Staff is completing work on the 2035 Long-Range Transportation Plan Citizen’s Guide. Staff plans to use this document to initiate work on the upcoming 2040 LRTP update and as a background information piece for public information meetings and other events.

**Current Activities and Mechanisms for MPO Accessibility**

1. **MPO and MPO Committee Meeting Times** –

   • MPO board and Executive Committee hold regularly scheduled meetings on first Thursday of the month in the morning.

   • Morning meeting times convenient for most MPO board/Executive Committee members’ busy schedules and for RRPDC, local governments, state, regional, and federal agency staffs, but not convenient for general public.

   • MPO’s CTAC and EDAC hold noontime lunch meetings which are convenient for committee members and staffs (with lunch provided), but may not be convenient for most of general public.

2. **MPO/MPO Committee Meetings Public Comment Period** –

   • Public comment periods held at the beginning of all MPO board and committee meetings.

3. **CTAC/EDAC Input to MPO** –

   • CTAC and EDAC Chairmen serve as nonvoting members on MPO board.

   • All CTAC and EDAC resolutions submitted for MPO review and consideration.

4. **MPO Meeting Location** –

   • Regularly scheduled MPO/MPO Committee meetings are held at the RRPDC offices, which are centrally located for the Richmond Region in the City of Richmond, with convenient parking and along a GRTC bus line.
Recommendations for Improving MPO Awareness and Accessibility

1. Change the name of the Richmond Area Metropolitan Planning Organization to Richmond Region Transportation Planning Organization (RRTPO) to more clearly convey our mission to the general public.

2. Increase use of the MPO board meeting consent agenda in order to allow the MPO to focus their time at board meetings on transportation policy issues that are of interest to the general public (and more likely to be understood and covered by the news media).

3. Hold routine/frequent public outreach and community engagement activities (e.g., meetings, festivals, events, etc.). Set a target of at least five such meetings/events every year, plus additional meetings when conducting the LRTP and TIP process.

4. Schedule orientation meetings on an annual or semi-annual basis for new MPO board and committee members and others who may benefit from such training.

5. Allow EDAC representation to be more flexible (i.e., reduce meeting quorum requirements). Also, consider revising EDAC to a workgroup and to broaden its level of participation to include groups and organizations that help the MPO meet federal Title VI, Environmental Justice (EJ) and Limited English Proficiency (LEP) requirements. Staff plans to seek EDAC input on this proposal.

6. Connect MPO public review meetings (e.g., draft LRTP and TIP input public meetings) with other events to increase public participation/attendance. For example, LRTP/TIP input public meetings could be held immediately before local planning commission meetings and at VDOT’s public input meetings on the draft Six-Year Improvement Program (SYIP).

7. Periodically, hold MPO board meetings in different parts of the region. This would provide opportunities for more local exposure.

8. Have the MPO host an annual regional transportation roundtable/forum to increase awareness of regional transportation opportunities.

9. Hold annual citizen input meeting/forum for MPO (joint MPO/CTAC/EDAC meeting with invitation for public input). Primary purpose would be to receive general public comments on regional transportation plans, programs and issues, and would serve as the initial step in the MPO’s annual Unified Work Program (UWP) process. Include 10-minute or so telephone call-in and e-mail input session to consider and respond to citizen questions.

10. Continue to participate in the Capital Region Collaborative Transportation Work Group to promote the work of the MPO and establish collaborative partners to advance regional transportation initiatives.
11. Expanded development and use of MPO background information/fact sheets and reports for distribution to public (e.g., serve as resource for public outreach meetings, and posting on the MPO website).

12. Establish separate website for RAMPO and create a Facebook page. Use to promote and inform the public of the MPO, provide updates on meeting minutes and summaries, and include links to local government websites and their transportation services, programs and priority projects.

13. Require that MPO funded projects and programs provide acknowledgement to the MPO as the source of funds (to be included in all media/news releases, reports, presentations, etc.).

14. Investigate use of local public access TV to broadcast MPO meetings.

15. Establish/fund dedicated RRPDC staff position for public participation and outreach activities (e.g., presentations on MPO/regional transportation issues at town hall meetings and civic/community groups and organizations, attending festivals/events for citizen input, etc.) and Title VI/Environmental Justice compliance.

16. Be available for those local elected officials that hold town hall/constituent meetings to provide presentations on the Richmond Region and address regional transportation issues, plans and projects.

**Other Recommendations/Comments**

1. MPO Public Participation Plan Update –

   Staff is currently updating the MPO’s adopted Public Participation Plan (PPP). Note the MPO’s current PPP was adopted by the MPO on April 12, 2007. Staff anticipates that as part of the recent federal certification review, a federal corrective action will be issued directing the MPO to proceed with conducting a review and update of the PPP.

   Staff is working to revise the content and structure of the PPP so it can serve as a useful guide when the MPO is conducting the LRTP and TIP updates, and for the MPO’s annual public outreach meetings. Staff will also incorporate MPO approved recommendations from the MPO Ad Hoc Committee on Increasing MPO Awareness and Accessibility into the draft PPP.
APPENDIX E

Process for Public Review of Revisions to the Long-Range Transportation Plan (LRTP)

Revisions to the TPO’s Metropolitan Transportation Plan (the LRTP) are conducted as either an amendment or as an administrative modification. Federal regulations for the TPO’s planning and programming process (see CFR Part 450, subpart A – Transportation Planning and Programming Definitions; Section 450.104) define amendment and administrative modification as follows:

- **Amendment**: A revision to a long-range statewide or metropolitan plan, Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP) that involves a major change to a project included in a metropolitan plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, and a redemonstration of fiscal constraint.

- **Administrative modification**: A minor revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, or a redemonstration of fiscal constraint.

Administrative modifications only require staff-level review and revision efforts. Appropriate documentation for such changes is provided for in the MTP/LRTP appendix.

Amendments to the MTP involve major changes to the list of regionally significant projects included as part of the LRTP’s financially constrained list of projects as noted in the above definition of an amendment. Amendment actions are generally initiated by staff or members of the TPO’s Technical Advisory Committee (TAC) as part of the TPO’s project review and selection process, through corridor or subarea plans, other special plans, or other studies. When a need to amend the MTP has been identified, and appropriate technical review and analysis indicates the amendment is acceptable (e.g. meets financial capacity requirements) public review of the proposed amendment is conducted as follows:

a. **Authorization to proceed with public review**: TPO review and action to authorize submitting a proposed amendment for public review.

b. **Public notice of proposed amendment**:
   - Proposed amendment posted on the TPO website.
   - Proposed amendment submitted to TPO interested parties and TPO Citizen Transportation Advisory Committee (CTAC).
• Proposed amendment advertised in area newspapers including the Richmond Times Dispatch (i.e. general circulation) and the Richmond Free Press (i.e. minority media) and if requested by the TPO chairman, in local circulation newspapers based on the location of projects covered in the proposed amendment. Note that newspaper ads are placed in a prominent location of the newspaper.

• Proposed amendments are open for a public review period of at least two weeks. The two week review period starts based on the date on which the public notice appears in the general circulation newspaper.

c. Review of public comments:
• Emails and written comments received are reviewed by staff, with staff response comments prepared (staff responses prepared based on individual comments or based on comments grouped together based on similar concerns).

• Documentation of the public review process prepared including public comments received and staff’s response.

• Documentation report submitted for TPO review and consideration (staff report included as part of the TPO’s meeting agenda package).

d. TPO review and action- Action by TPO board on proposed amendment following TPO review and consideration of public review comments and staff’s response comments. Note that further public comment on the proposed amendment can be provided at the TPO meeting (when the proposed amendment has been submitted for TPO review and action) as part of the TPO’s public review period (held at the beginning of TPO board meetings).

e. Federal and state agencies notification of final action.
• Following TPO review and approval of a proposed amendment, staff submits this action (i.e. TPO resolution) to VDOT, DRPT, FHWA, and FTA advising them of the TPO’s action.

• The MTP is revised to incorporate the TPO approved amendment.

• Documentation of the amendment is provided in the MTP’s appendix.
APPENDIX F

Process for Public Review of Revisions to FY16-FY18 Transportation Improvement Program (TIP)

The TIP is an agreed upon prioritization listing/program of transportation projects, covering a four year period, with projects that are either shown in or consistent with the TPO’s Metropolitan Transportation Plan (MTP). Revisions to projects listed in the TIP (plus the addition of new projects) occur on an ongoing basis and are classified as either administrative modifications (i.e. adjustments) or as amendments. Note that a comprehensive review and update of the TIP is generally done only every three years, and must be done at least every four years.

Federal regulations for the TPO’s planning and programming process (see CFR Part 450, Subpart A – Transportation Planning and Programming Definitions; Section 450.104) define amendment and administrative modification (also referred to in the TPO process as adjustment) as follows:

- **Amendment** - A revision to a long-range statewide or metropolitan plan, Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP) that involves a major change to a project included in a metropolitan plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, and a redemonstration of fiscal constraint.

- **Administrative modification** - A minor revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, or a redemonstration of fiscal constraint.

The following briefly describes the public review process and procedure for TIP adjustments and amendments:

1. **TIP Administrative Modifications (i.e. adjustments)** -
   - Requests for adjustments are initiated by VDOT.
   - Proposed adjustments are submitted to the appropriate local government or regional transportation agency TAC member for their review and concurrence.
   - Upon reviewing TAC member concurrence, the TIP project description is updated to reflect the proposed adjustment. Documentation of such adjustment action is provided for each project (included as part of the project description).
• Staff notice (memorandum on TIP adjustment action and documentation) is prepared and submitted to VDOT for VDOT records and files, and to FHWA and to appropriate local government or regional transportation agency TAC member (and to DRPT’s TAC member for transit/FTA funded projects).
• Updated/adjusted TIP document is posted on the TPO website.

2. TIP Amendments

• Requests for proposed TIP amendments are initiated by VDOT.
• Proposed amendments are submitted for TAC review and recommendation.
• Staff report on proposed amendment and TAC’s recommendation is submitted for review and action by the TPO (included as part of the TPO agenda distributed to the TPO and posted on the TPO website).
• Open public comment posted is held at the beginning of each TPO board meeting. Citizens are allowed to address/provide comments on any matter including items that are on the TPO meeting agenda (e.g. proposed TIP amendments).
• Following TPO approval action, staff notice (memorandum on TIP amendment action and documentation) is prepared and submitted to VDOT for VDOT records and files, and to FHWA and to appropriate local government or regional agency TAC member (and to DRPT’s TAC members for transit/FTA funded projects).
• Updated/amended TIP document is posted (in final form if any edits/changes are made) on the TPO website.