



U.S. Department  
of Transportation

Federal Transit Administration  
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Richmond, VA 23219-4825  
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October 2, 2015

The Honorable McKinley Price, Chair  
c/o Robert Crum, Jr., Executive Director  
Hampton Roads Transportation Planning Organization  
723 Woodlake Drive,  
Chesapeake, Virginia 23320

**RE: HRTPO 2016 Federal Planning Certification Review**

Dear Honorable Price:

The Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) continues the requirement for the certification of the transportation planning process in urbanized areas with over 200,000 in population once every four years. The certification review is intended to determine if the region's transportation planning process is addressing the major issues facing the area in accordance with the applicable Federal regulations, and will look at the cooperative planning process as conducted by the State, transit operators, and local governments in the area.

This is to notify you that the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) will be conducting the quadrennial Federal Planning Certification Review of the transportation planning process for the Hampton Roads Transportation Planning Organization's (HRTPO) metropolitan area on March 29-31, 2016.

It is expected that the on-site portion of the Certification Review will take place in the large conference room of the Regional Building offices. The formal review is tentatively scheduled to begin at 9:00 AM and end at 4:00 PM on March 30<sup>th</sup>. The discussion will continue from 9:00 AM to 3:00 PM on March 31<sup>st</sup>. Since policy and technical issues are likely to be discussed, please coordinate to have the appropriate representatives present at the on-site review (e.g., VDOT, VDRPT, WATA, HRT, City of Suffolk Transit, and TPO advisory committee members etc.). An agenda will be provided to the HRTPO staff prior to our meeting.

In addition, there will be an opportunity for the public to express thoughts and comments on the transportation planning process, and specifically, how the process is meeting the needs of the metropolitan area. This public meeting is scheduled for the evening of March 29<sup>th</sup> from 4:30 PM to 7:30 PM. Please ensure that this opportunity for public participation is advertised in accordance with your Public Involvement Procedures. We will also offer the opportunity for any committee members or other local elected officials to meet with us separately if they so desire. It is our intent

to provide preliminary findings to the HRTPO Policy Committee at their next scheduled TPO meeting following the on-site review.

Finally, given the sufficient information from previous Certification Reviews a detailed desk audit questionnaire prior to the on-site review is not merited. However, some background information is still required which can be found in *Attachment A*. Please provide appropriate responses to the items in the Attachment by **December 1, 2015** to FHWA and FTA.

If you have any questions regarding the 2016 HRTPO Planning Certification Review or Attachment A, please contact Mr. Ivan Rucker, Community Planner, at ([ivan.rucker@dot.gov](mailto:ivan.rucker@dot.gov)) (804) 775-3350 or Mr. Ryan Long, Community Planner ([ryan.long@dot.gov](mailto:ryan.long@dot.gov)) (215) 656-7051.

Sincerely,



for Irene Rico  
FHWA Division Administrator



Terry Garcia-Crews  
FTA Region III Administrator

Attachment

Cc: Mr. Charlie Kilpatrick, Commissioner, Virginia Department of Transportation  
Ms. Jennifer Mitchell, Director, Department of Rail and Public Transportation  
Mr. Chris Arabia, Department of Rail and Public Transportation  
Ms. Marsha Fiol, Virginia Department of Transportation (Central Office)  
Ms. Sandra Norman, Virginia Department of Transportation (Central Office)  
Mr. James Utterback, Virginia Department of Transportation (Hampton Roads District)  
Ms. Dawn Odom, Virginia Department of Transportation (Hampton Roads District)  
Mr. Eric Stringfield, Virginia Department of Transportation (Hampton Roads District)  
Ms. Queen Crittendon, Virginia Department of Transportation (Hampton Roads District)  
Mr. William Harrell, Hampton Roads Transit  
Mr. William Porter, Williamsburg Area Transit Authority  
Mr. L. J. Hansen, City of Suffolk Transit  
Ms. Sandra Jackson, FHWA D.C. Division  
Ms. Jill Stark, FHWA HQ  
Mr. Brian Betlyon, FHWA Resource Center

## **Attachment A**

### **Core MPO Processes Materials in advance of the on-site portion of the Certification Review**

Please provide, as is practical, web links or electronic copies of documentation for the most recent items listed below:

Financially Constrained Long Range Transportation Plan (CLRTP)  
Metropolitan Transportation Improvement Program (MTIP)  
Unified Planning Work Program (UPWP)  
Public Involvement Process  
Title VI, ADA Environmental Justice documents/procedures  
Congestion Management Process  
List of Obligated Projects  
Travel Demand Forecasting documentation  
Agreements and Contracts  
Self-Certification/Procurement Procedures  
Performance Measures documentation (i.e., how is HRTPO transitioning to MAP-21's Performance Based Planning requirement)  
Financial Planning/Fiscal Constraint documentation  
Organizational Structure, Board Membership and Planning Boundaries  
Agreements and Contracts  
Consultation and Coordination with Federal, State and local agencies (i.e., formal memoranda or agreements)

### **Changes to MPO Planning Process Elements**

Below is a list of planning process elements which are touched upon by Federal transportation planning regulations or via FHWA and FTA guidance. Responses are requested only if there have been significant changes in how the HRTPO conducts its planning processes in the following areas:

MAP-21 Transitional Issues (not including Performance Based Planning)  
Organizational Structure, Board Membership and Planning Boundaries  
Agreements and Contracts  
Self-Certification/Procurement Procedures  
Metropolitan Transportation Plan (MTP)  
Metropolitan Transportation Improvement Program (MTIP) and Project Selection  
Program Delivery/Project Monitoring  
Financial Planning/Fiscal Constraint  
Public Participation/Public Involvement  
Title VI, ADA and Environmental Justice  
Congestion Management Process (CMP)  
Intelligent Transportation Systems (ITS)  
Consultation and Coordination  
Travel Demand Forecasting  
Safety in the Transportation Planning Process  
Security in the Transportation Planning Process  
Visualization Techniques  
Integrating Freight into the Transportation Planning Process  
Land Use and Livability  
Pedestrian and Non-Motorized Transportation

### **Other MPO Materials**

Please provide copies of financial audits and results conducted on HRTPO's stewardship of Federal planning funds since the last Certification Review.