



# PUBLIC PARTICIPATION PLAN

Adopted by the HRTPO Board, February 2018

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Public Participation Plan

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**AUTHOR:**  
Kendall Miller, Public Involvement and Title VI Administrator

**ORGANIZATION CONTACT INFORMATION:**  
Hampton Roads Transportation Planning Organization  
723 Woodlake Drive  
Chesapeake, Virginia, 23320  
(757) 420-8300  
[www.hrtpo.org](http://www.hrtpo.org)

**PROJECT MANAGER:**  
Kendall Miller

**PROJECT TEAM:**  
Robert Crum, Executive Director  
Camelia Ravanbakht, Deputy Executive Director  
Kendall Miller, Public Involvement and Title VI Administrator  
Robert Cofield, Graphic and Web Designer  
Sam Braden IV, Community Outreach Planner  
Jenny Redick, Regional Inclusive Emergency Planner  
Mike Long, General Services Manager  
Christopher Vaigner, Assistant General Services Manager  
Shirley Core, Administrative Assistant II

#### **ABSTRACT:**

The Hampton Roads Transportation Planning Organization (HRTPO) Public Participation Plan 2017-2018 is part of a comprehensive effort to inform, increase awareness, and engage interested parties in our transportation planning and programming processes. The HRTPO Public Participation Plan incorporates input from local and regional stakeholders and interested persons. The HRTPO Public Participation Plan will serve as the blueprint for HRTPO public involvement and outreach activities and will be reviewed periodically. Whenever this plan is materially revised, it will undergo public review and HRTPO Board approval. For any questions, please contact the HRTPO Public Involvement and Title VI Administrator at **(757) 420-8300** or at [kmiller@hrtpo.org](mailto:kmiller@hrtpo.org).

#### **NON-DISCRIMINATION:**

The HRTPO assures that no person shall, on the grounds of race, color, national origin, handicap, sex, age, or income status as provided by Title VI of the Civil Rights Act of 1964 and subsequent authorities, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity. The HRTPO Title VI Plan provides this assurance, information about HRTPO responsibilities, and a Discrimination Complaint Form.

#### **ACKNOWLEDGMENTS & DISCLAIMERS**

Prepared in cooperation with the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), and Virginia Department of Transportation (VDOT). The contents of this report reflect the views of the Hampton Roads Transportation Planning Organization (HRTPO). The HRTPO is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, VDOT or Hampton Roads Planning District Commission. This report does not constitute a standard, specification, or regulation. FHWA or VDOT acceptance of this report as evidence of fulfillment of the objectives of this planning study does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

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# WHAT IS THE HRTPO?



The **Hampton Roads Transportation Planning Organization** (HRTPO) is the metropolitan planning organization (MPO) for the Hampton Roads area. As such, it is a federally mandated policy body made up of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for regional transportation planning and programming for the Hampton Roads Metropolitan Planning Area (MPA). Any highway or transit project or program to be constructed or conducted in the Hampton Roads region and to be paid for with federal funds, must receive approval by the HRTPO before any federal funds can be expended. In addition, any highway or transit project deemed to be regionally significant, must receive HRTPO approval to proceed. The Hampton Roads MPA includes the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the counties of Isle of Wight, James City, and York; and a portion of Gloucester County, Southampton County, and Franklin.





*A Vision for*

# PUBLIC PARTICIPATION

Realizing an efficient transportation system can only come from a true understanding of citizens' diverse and far-ranging needs, the HRTPO is fully committed to involving and collaborating with Hampton Roads citizens in a public involvement process that is grounded in mutual problem solving and understanding. In other words, a process whereby citizens walk away satisfied in knowing their voice has been legitimately heard and their thoughts, ideas, and opinions have the potential to impact future HRTPO decisions. This principle has been at the core of all HRTPO public involvement activities, including the formation of a Community Transportation Advisory Committee (CTAC), School Outreach Program and Environmental Justice Roundtable.

The HRTPO understands "**the public**" to mean all of those who **have the potential to affect or be affected by the Hampton Roads transportation system**. From cyclists to environmental activists, the majority of Hampton Roads citizens have a stake in the future of our transportation system. In the pages to follow, some of those diverse communities likely to play a role in the future of the Hampton Road's transportation system are showcased. As part of the fabric that is "Our Hampton Roads," outreach strategies based on each community's unique historical, cultural, and social identity are included.

Equally important, the HRTPO recognizes that not all communities and their members have enjoyed the same level of access or representation in transportation and other decisions made by public agencies. Therefore, as part of its public participation strategy, the HRTPO will take special steps and measures to understand and consider the wants, needs, and aspirations of minority, low-income, and other underserved groups in Hampton Roads.

The intention of this publication is that it serves as a quick and easy guide for citizens to understand the HRTPO's public participation approach and how one might become involved in shaping the future of transportation in Hampton Roads.



## **The HRTPO is committed to meeting the following goals in our public involvement efforts:**

- Build credibility and trust between the HRTPO and those whom it exists to serve;
- Facilitate an involvement process that begins early, is convenient and meaningful;
- Develop partnerships with local community leaders, groups and organizations to provide an integrated, environmentally aware and multi-modal approach to transportation needs and desires;
- Provide timely and easily understood information to citizens, other interested parties, and segments of the community affected by transportation plans, programs, and projects;
- Integrate citizen concerns and needs into the transportation planning process;
- Ensure adequate public input is obtained for developing solutions during project planning phases;
- Collaborate with traditionally underserved communities to understand and consider their needs by implementing Environmental Justice procedures recommended by federal law;
- Periodically evaluate the effectiveness of the public involvement process to ensure full and open access to all and revision of the process as necessary;
- Exceed federal requirements as they pertain to public involvement; and
- Facilitate a transparent, flexible public involvement process.



# **WHY SHOULD I PARTICIPATE?**

Simply put, you are the expert on your community. You possess intimate knowledge about your community and its needs, values, and concerns. Each resident of Hampton Roads has a unique perspective and the HRTPO wants to know what it is. Your thoughts, ideas, and opinions help the HRTPO and its stakeholders view transportation-related issues from a non-political or technical standpoint. Therefore, we cannot make the best possible decisions about transportation in Hampton Roads without your assistance. How do current transportation options affect employment opportunities? What additional transportation services would most benefit elderly members of your community? We need you to help answer these and other questions.

Understanding how important communication is, the HRTPO will take every available step to base public participation processes on conversations promoting mutual understanding and problem solving. That is, a process defined by two-way communication and interaction. We want to help create an efficient, equitable Hampton Roads transportation system together.

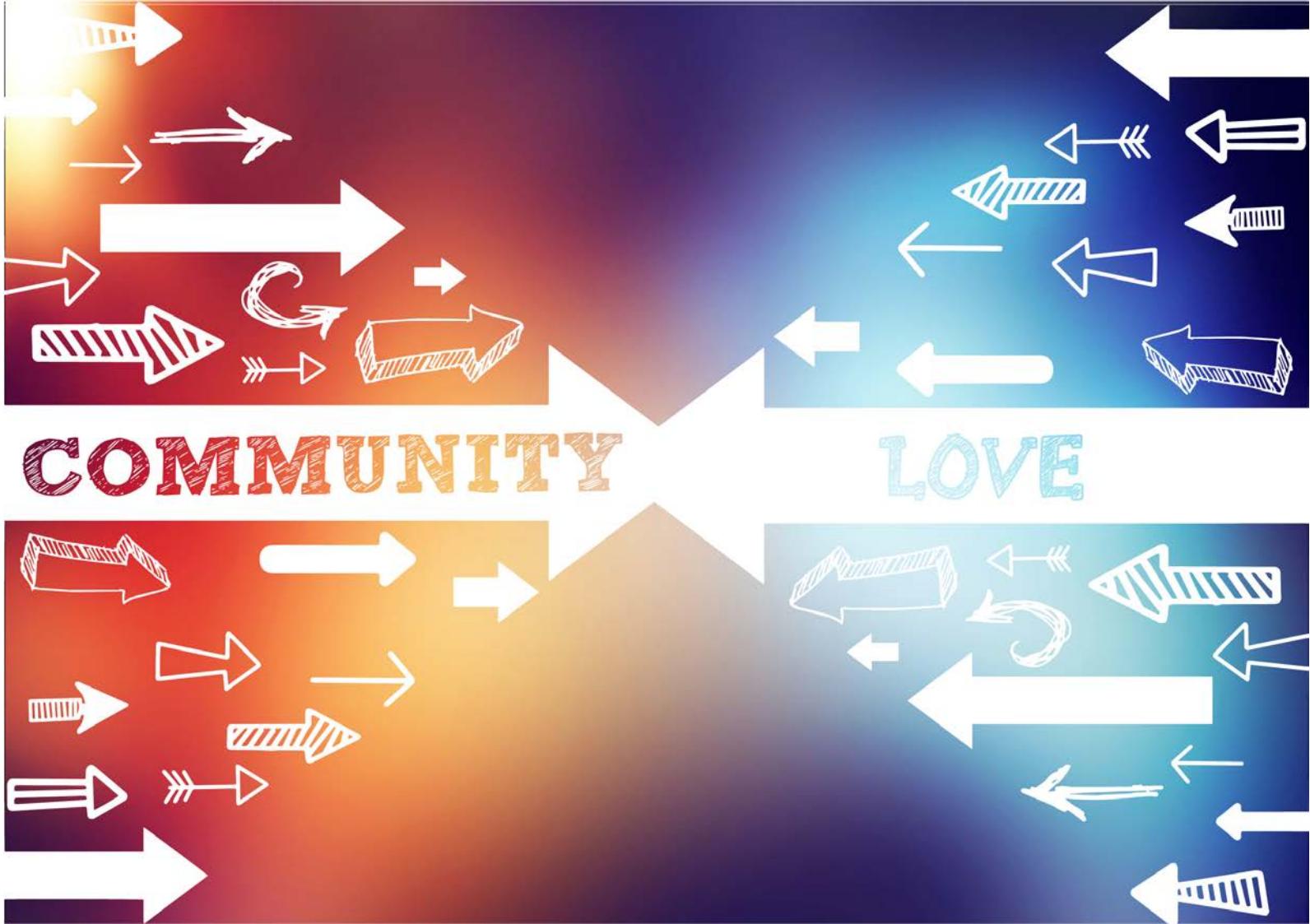
Ways you can become immediately involved include:

- Going to [www.hrtpo.org](http://www.hrtpo.org) and signing up for a community conversation that will be taking place in your neighborhood
- Attending HRTPO Community Transportation Advisory Committee meetings
- Attending HRTPO Board meetings and sharing your views with your local officials
- Taking part in the surveys located on the HRTPO website
- Inviting an HRTPO staff person to speak at your event, organization, or meeting
- Writing the HRTPO with your questions and concerns, so that HRTPO staff can respond
- Liking HRTPO on Facebook
- Providing comments on HRTPO Draft Reports and Studies





**COMMUNITIES**



## **WHAT IS A COMMUNITY?**

A commonly held definition of community is a population living and interacting with one another in a particular environment. For the HRTPO Public Involvement effort, community is defined as a feeling of fellowship with others, and the result of sharing mutual perspectives, interest, and goals.

The HRTPO is committed to establishing a setting where people can articulate a variety of ideas, information, and experiences that affect their environment. It is because of this unique perspective that the HRTPO has incorporated more public input within the regional transportation process.

The diversity of Hampton Roads in culture, ethnicity, and socioeconomic background creates a value and quality of life unique to Hampton Roads. Therefore, the HRTPO is entirely dedicated to connecting with traditionally underserved communities during planning efforts.

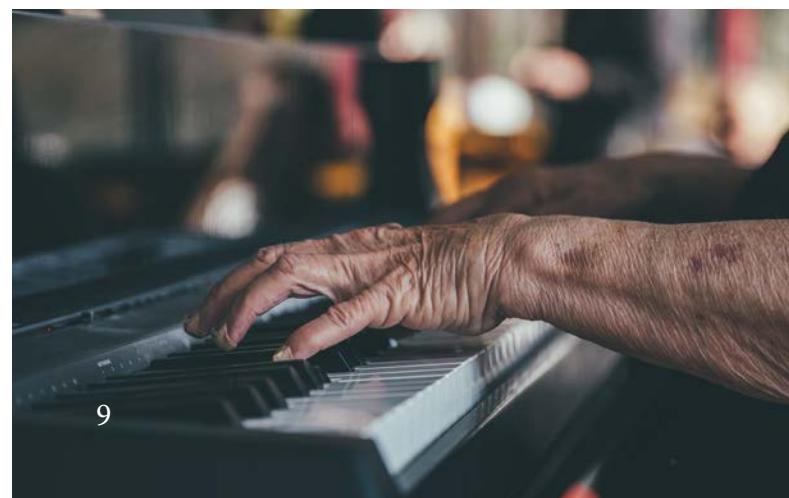


# SENIORS

According to bankrate's *200 Best Cities to Retire* list, Hampton Roads has become one of the most popular retirement destinations for older adults in the country. With the growth of this population, the HRTPO has focused on informing as well as gaining feedback from this community.

The HRTPO understands that older adults should be active participants in the transportation planning process. We know that it is important to understand how they think and that we engage them in the development of transportation solutions because older adults know first-hand the issues they face with regard to their own needs and challenges.

Hearing the voices of this community, the HRTPO has created a Senior Voices section on the HRTPO website, attended numerous events at senior centers, and incorporated a senior-friendly use of text size, fonts, and colors when developing publications. By the HRTPO continuing to build relationships within this community, the older population will remain an integral piece in all aspects of regional transportation planning efforts.





# COLLEGES

Colleges and universities have a critical role in the identity of the Hampton Roads region. The students at each of these higher learning institutions come from various age groups, races, and economic classes. Yet, they all have one essential need in common: regional connectivity.

College students comprise an active community and use all modes of transportation in Hampton Roads. The HRTPO understands the importance of involving this community in our planning efforts. It is essential to the growth of the region that the vision, ideas, and perspective of college students are considered in all transportation planning. The HRTPO has focused on this population through outreach efforts connecting with colleges and universities and using various forms of social media.





# CULTURALLY DIVERSE

The general demographic of Hampton Roads is illustrated by a landscape of cultural diversity. This has given the region an open environment to embrace the similarities as well as differences of others.

Historically, not all communities have had equal voice in the transportation planning process. Being mindful of this, the HRTPO has united with a multiplicity of residents – community leaders, stakeholders, special interest groups as well as community organizations that work collectively to lend their voice to our process.

In an effort to create a forum for all voices to be heard, the HRTPO developed the Environmental Justice Roundtable. One purpose of the Environmental Justice Roundtable is to address transportation concerns and potential solutions, in Hampton Roads. The HRTPO works via the EJ Roundtable, to inform the community of regional projects occurring throughout Hampton Roads, and to engage the community itself. Through this holistic method, the HRTPO has established necessary relationships with diverse communities which replicate the profile of the region.





In 2016, the Human Rights Campaign formally adopted the official use of "LGBTQ" for gender identity. Regionally, at 4.4 percent of the population, Gallup has ranked the Virginia Beach-Norfolk Metropolitan Statistical Area (MSA) 12th among the 50 largest U.S. metro areas of people self-identifying as LGBTQ. Shaping a unique cultural identity, this community has influenced business development such as Decorum in Norfolk, created an LGBTQ liaison position with Norfolk police department, and established student organizations at ODU, William & Mary, and Norfolk State. And each year, Hampton Roads is home to the largest annual LGBTQ festival in Virginia called PrideFest.

The Hispanic population has nearly doubled in Hampton Roads, currently accounting for 5.4 percent of the population, according to the 2010 US Census. In 2003, The Hampton Roads Hispanic Chamber of Commerce (HRHCC) began to promote businesses in the Hispanic community, and later broaden their scope more geographically. Hispanic-owned businesses range from construction to financial services, in addition to manufacturing, real estate, and retail. Hampton University has partnered with the HRHCC in an initiative to help local Hispanics develop their English skills, earn certificates, and gain career opportunities in their desired fields. Hispanics and Latinos also have student and community resources at Old Dominion University as well. Organizations such as Hispanic & Latinos Unidos, Latino Student Alliance (LSA), and La Unidad Latina (LUL) are structured to raise community awareness and presence at the university.



As stated by the U.S. Census Bureau, nearly one-quarter of Hampton Roads' foreign-born population comes from the Philippines. This is more than every other national group. Contributing to the essence and socioeconomic framework of the region, the Filipino-American population has sustained positions in the medical profession, started a television channel, and contributed heavily to the food culture of Hampton Roads. According to the Virginia Foundation for the Humanities, Hampton Roads has the largest Filipino community east of the Mississippi River. Largely, the growth of this community has led to the development of the Filipino-American Center at Old Dominion University and the Filipino American Cultural Society at Salem High School in Virginia Beach.

African-Americans in Hampton Roads comprise 31 percent of the region's population, according to the 2010 US Census. Most notably, African-Americans make significant contributions to the regional economy, around \$10 billion annually as stated by *Target Market News*. This has led to the development of The Greater Hampton Roads Black Chamber of Commerce in 2016, called Black Brand, which began as a way to promote businesses and further progress within the African-American community. Furthermore, contributing to the self-reliance and empowerment of the community, The Urban League of Hampton Roads, which was founded in 1978, provides services and programs in education, employment, health, and housing. Historically, the Emancipation Oak at Hampton University is the site of the first Southern reading of President Lincoln's Emancipation Proclamation. Also, there is the Black Soldiers Memorial at Elmwood Cemetery in Norfolk. And in education, both Norfolk State and Hampton University are each ranked on the list of the top 30 historically black colleges and universities (HBCUs) in the country by *BestColleges.com*.





# INDIVIDUALS WITH DISABILITIES AND/OR ACCESS AND FUNCTIONAL NEEDS

Hampton Roads is home to a large, vibrant community of those who have disabilities and/or access and functional needs. The Department of Justice defines disability as, "someone who (1) has a physical or mental impairment that substantially limits one or more "major life activities," (2) has a record of such an impairment, or (3) is regarded as having such an impairment." Disability does not exclude any group in our region, and in fact, touches all age groups as well as each rich and diverse cultural, ethnic and socio-economic group in Hampton Roads. The US Census Bureau clearly shows just how much the Hampton Roads area is a microcosm of VA and the US when it comes to disability. According to the American Community Survey as of 2015, the total population with disabilities and lived outside an institution in the Commonwealth was 11.2%. In the Hampton Roads Metropolitan Area the rate was slightly higher at 11.4%. An example of this is our growing senior community (65 and older), which is predicted to reach the same level as the State of Florida's senior community by approximately 2035. The region's seniors face an increase in disability, as they grow older. In our region alone, 33.9% of those who are 65 and older, who live independently, have a disability.

Our region is also home to one of the largest Category 5 military homesteading communities. A Category 5 classification, means that due to multiple/severe medical or educational conditions, a service member and their family is assigned to an area where both sea and shore duties can be fulfilled while the family member(s) with disabilities can maintain adequate medical, therapeutic, recreational and vocational support. Military family members in this category can range from wounded veterans to children with



developmental and medical disabilities and the large retired military community who decide to stay in the area. The vast majority of these individuals with disabilities in our community live independently (alone or with some assistance) or with their families outside of an institutional setting. While a significant portion of these individuals work, most live below the poverty line. However, both groups are challenged with access to transportation and transportation facilities and more specifically, transportation befitting their accessibility/mobility needs.

The HRPTO is committed to factoring this community's voice and their needs in to our transportation planning process. For example, the Active Transportation initiative research will address accessibility needs. In addition, the TPO continues to address inclusivity via the Environmental Justice Roundtable, as well as the Community Transportation Advisory Committee. It is through efforts such as these, that greater community resiliency is accomplished.

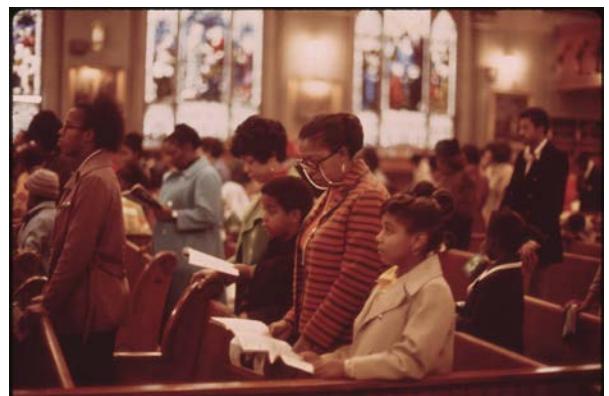


# PLACES OF WORSHIP

Traditionally, places of worship have been known as a source of spiritual direction, protection, and love within the community. The connection with places of worship and their congregations integrates many racial, cultural, and ethnic boundaries. And with the emergence of the "megachurch", which can have up to 20,000 members, the boundaries of conventional religious organization have changed.

In Hampton Roads, the diversity of places of worship is a direct reflection of the region. Each has its own structural nature and objective unique to its specific congregation.

Essentially, ministry initiatives and programs addressing young adults, GED course prep, single parents, and college students are a way to reach members as well as the "unchurched" in Hampton Roads. In the same manner, the HRTPO has strategically engaged the spiritual community through several outreach efforts, attended church events, and also involved churches in the EJ Roundtable.





# MILITARY

Hampton Roads is a region dedicated to playing a vital role in servicing and protecting our nation. According to the Daily Press, there are 230,784 veterans living in greater Hampton Roads. This is nearly 30 percent of Virginia's total veteran population. This includes all five military services' operating forces and major headquarters: Navy, Air Force, Army, Coast Guard, and Marines Joint Forces, as well as the only NATO command on U.S. soil.

The HRTPO has conducted surveys and studies that have taken the military's specific needs in regards to military base access. As part of planning efforts to determine military transportation needs, the Military Commuter Survey was conducted. From November 8, 2011 through February 20, 2012, a total of 10,994 responses were received to the surveys that inquired into the military personnel commuting experience.

Largely, the survey and other related reports demonstrate an extension of the partnership among regional leadership, transportation planners, and the military commands in Hampton Roads.

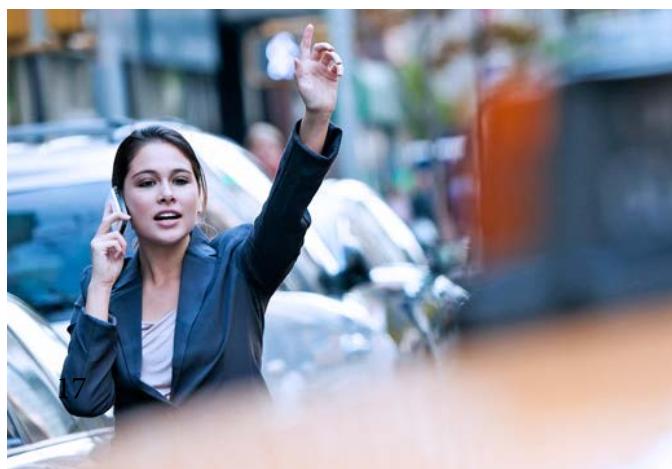




# CARLESS HOUSEHOLDS

Many in Hampton Roads, when choosing a neighborhood in which to live, make a choice based on accessibility to leisure options, such as pedestrian and bike trails, and parks, etc. For others, there is no choice. Because they don't have a vehicle, they must live within close proximity to public transit. The HRTPO recognizes that although this group may not navigate and make use of the transportation system in the same way as those who drive, they still rely on a safe, efficient transportation system. Therefore, we ensure that our meetings are accessible by public transit. And our public meeting map tool gives the public access to our meeting locations, as well as the best way to the meeting via public transit.

The HRTPO's Active Transportation initiative speaks to residents in the Hampton Roads population that engage in walking or cycling. Most recently, the HRTPO has conducted the Birthplace of America Trail (BOAT) study which examines establishing two 30 mile paths connecting the South Hampton Roads Trail and Fort Monroe to Jamestown and the Virginia Capital Trail.





# MILLENNIALS

According to the US Census Bureau, the millennial generation is the largest in US history, at 92 million. And in Hampton Roads, this community has continued to grow in a time of rapid change and development. Millennials are taking a different approach to ownership by influencing the "sharing economy", which focuses more on accessibility.

According to HRTPO's Mode Choices of Millennials study, millennials in Hampton Roads use alternative modes of transportation to work twice as frequently as non-millennials. Therefore, the HRTPO is focused on connecting with this population by their primary source of communication, social media.





**THE PROCESS**



# THE PROCESS

The HRTPO uses a variety of methods to inform, increase awareness, and engage the public during the development of plans and programs. The medium used and the degree to which the public is encouraged to be involved varies depending on the planning activity. The HRTPO commonly uses the following methods and techniques.

**News Media:** HRTPO staff distributes meeting agendas, public notices associated with the LRTP, TIP, PPP and UPWP, and public announcements for special studies using press releases to our media contact list maintained by the HRTPO Public Involvement/Title VI administrator.

**Contact Lists:** HRTPO staff maintains an extensive list of public participation contacts that includes representatives of:

- HRTPO Board
- Community Organizations
- HRTPO TTAC
- Places of Worship
- Hampton Roads General Assembly
- Public Information Officers
- HRTPO Advisory Committees
- Area Libraries
- EJ Groups
- Senior Groups
- Civic Leagues
- News Media
- Non-Profit Organizations
- Social Service Agencies
- Bicycle and Pedestrian Advocates
- Other Interested Parties



**Website:** HRTPO staff updates the site at [www.hrtpo.org](http://www.hrtpo.org) as needed with agendas and minutes from meetings, as well as draft and final plans and programs. Our plans and programs are available for quick viewing and download. The website also serves as a medium by which the public can submit comments and requests.

**Public Information Meetings (PIMs), Workshops, & Open Houses:** These activities provide opportunities for public input throughout the planning process. The results and comments obtained at these meetings are incorporated into the appropriate planning documents. The HRTPO strives to provide widespread access to these forums by conducting them at accessible times and locations. In addition, presentations at partner-agency meetings are scheduled to inform and engage. Supplemental materials such as questionnaires, surveys, and handouts of presentation materials may be distributed to the planning partners, interested parties, and posted on the website to accommodate those unable to participate in person. "Accessible" locations are those that fall within the service areas of Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and Suffolk Transit and have accommodations for persons with disabilities.



**Public Information Presentations:** HRTPO staff will, upon request, present before any civic organization, school, special interest group, neighborhood, or other group to inform and increase awareness about the HRTPO's planning functions, plans, programs, or special studies.

**Surveys:** Surveys, which may be project-specific, are used during the updates of plans for data gathering. The survey process and the survey results are incorporated into their respective planning documents.

**Video Recordings:** of monthly and special board meetings are available on the HRTPO website and YouTube. HRTPO will also use videos for distribution of transportation-related topics and issues.

**Information Booths/Kiosks:** HRTPO periodically sets up and maintains information booths or kiosks at locations and special events.

**Visualization Techniques:** HRTPO staff relies on maps, graphics, and PowerPoint presentations to describe and discuss the LRTP, TIP, and special studies. Products include maps, charts, graphs, and pictures, which are used extensively within the documents and supplement materials to illustrate existing and future conditions of transportation systems and to list recommendations.



**E-Newsletter:** HRTPO publishes an e-newsletter to 4,200 businesses, civic organizations, associations, agencies, and individuals 10-12 times per year. The E-Newsletter is used to inform members of the Hampton Roads community about project updates, upcoming meetings, public comment opportunities, and other activities occurring at the HRTPO.

**Radio/TV:** This media is periodically used to provide increased focus for broad reach to the general public for special projects. The HRTPO also uses this media when reaching out to specific populations, such as members of a community where an upcoming public meeting will be taking place or members of a community where English is not the primary language in use.

**Social Media:** HRTPO maintains YouTube, Facebook and Twitter accounts in order to engage with the Hampton Roads community in an immediate way. Staff posts on social media often throughout the day, and invite the public to respond with comments and questions. HRTPO's social media accounts are a great place to find information on the latest draft reports open for public comments, upcoming meetings open to the public, and planning meetings that are not only open to the public, but scheduled specifically for public feedback and guidance.



# FOCUSED APPROACH

The HRTPO's focus is on *providing information* about the transportation planning and programming processes of the HRTPO; *increasing awareness* about how to get involved and how participation will be considered; and *engaging citizens* in dialogue about regional transportation matters and issues important to Hampton Roads residents, so that we may learn from each person's unique experiences and perspectives.

## IN THE MEDIA

The HRTPO regularly issues press releases on our projects and programs to the media, and often, those projects are in the news.

## IN SCHOOLS

To increase awareness and focus community efforts on traditionally underrepresented areas, the HRTPO staff conducts outreach within schools.

The approach is two-pronged:

- Elementary school students, teachers and parents participate in a learning program that meets Virginia Standards of Learning (SOL).
- High school students are introduced to transportation planning, with the goal of increasing awareness about general transportation activities and careers in this field.

With both approaches, the HRTPO provides a setting for learning, dialogue, and engagement, one that promotes partnerships with schools and communities.



## WITHIN THE HRTPO

To inform the HRTPO Board and its Advisory Committee Members, the HRTPO along with the Virginia Division of the Federal Highway Administration (FHWA), will provide (as needed) an executive briefing detailing the activities, roles, and responsibilities of MPO policy and technical committee members. The session will build on FHWA and VDOT materials and be beneficial for new members or serve as a refresher for seasoned officials.

## IN THE COMMUNITY

In partnership with the Hampton Roads public, the HRTPO holds "Community Conversations" to inform, increase awareness, and engage interested parties from all walks of life. These conversations are local, community dialogues aimed at engaging citizens in conversations about transportation, access, transit, congestion and other topics.

## PARTNERSHIPS

The HRTPO has established formal and informal working relationships to promote plans, programs and activities with local, regional and community organizations for the purpose of creating synergy and regular channels of information exchange. The HRTPO focuses on partnerships with non-profit organizations, civic leagues, schools, libraries, service providers and advocates of persons with disabilities, bicycle and pedestrian advocates, private sector transportation service providers, and service organizations.

## SOCIAL MEDIA/WEB

The HRTPO uses Facebook, Twitter and YouTube to enhance our public involvement program. The HRTPO believes that the use of social media has improved the communication between the HRTPO, Hampton Road residents, the media, and interested parties.



## PUBLIC MEETING MAP

In a continuing effort to engage the public during the development of plans and programs, the HRTPO created an interactive Public Meeting Map. Among the various techniques the HRTPO uses to engage the public, public meetings are frequently held throughout Hampton Roads to hear citizens' perceptions of and experiences with transportation in their neighborhood and community. To maximize widespread access and foster open, honest dialogue, these forums are held in familiar, convenient, and accessible locations.

Based on these criteria, the Public Meeting Map allows users to retrieve detailed information on libraries, community/recreation centers, and other facilities throughout Hampton Roads where the HRTPO may have public meetings. Whether you are looking for libraries in Chesapeake or recreation centers in Williamsburg, the Meeting Map is a one stop shop resource to the public, localities, and HRTPO staff for transit, accessibility, and other detailed information on some of our fondest gathering places within the community. The map may be viewed by visiting [www.hrtpo.org](http://www.hrtpo.org).

## COMMUNITY TRANSPORTATION ADVISORY COMMITTEE (CTAC)

The Community Transportation Advisory Committee was established in 2009 to ensure the voices of Hampton Roads citizens are heard by HRTPO leadership and decision makers with regard to regional transportation issues, including strategies, funding, and priorities. At its core, CTAC serves as an advocate on behalf of citizens. As such, those members whom comprise CTAC – up to 30 – are residents of Hampton Roads. The Community Transportation Advisory Committee (CTAC) serves as an advisory committee to the Hampton Roads Transportation Planning Organization (HRTPO).

Meetings of the CTAC occur throughout the year and are open to the public. To ensure the public's viewpoints are heard and accounted for, citizens are invited to share their opinion's and concerns directly with the CTAC during the public comment period which occurs at the beginning of each CTAC meeting. Information about the CTAC, meeting dates, and agendas can be found on the HRTPO website [www.hrtpo.org](http://www.hrtpo.org).

## **TITLE VI AND ENVIRONMENTAL JUSTICE**



# ENVIRONMENTAL JUSTICE GUIDELINES

HRTPO is committed to the principles of Environmental Justice (EJ) and works to include traditionally underrepresented persons in development of plans, programs, and processes.

*Environmental Justice entails the **fair treatment and meaningful involvement** of all people regardless of race, color, national origin or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies.*

*U.S. EPA, Office of Inspector General, Evaluation Report; March 2004.*





## BACKGROUND

**Title VI of the Civil Rights Act of 1964** set a standard that **authoritatively outlawed discrimination** under any program or activity utilizing federal funds. Executive Order 12898 issued on February 11, 1994, reinforced the importance of fundamental rights and legal requirements contained in Title VI of the Civil Rights Act of 1964 and directed that **"each Federal agency shall make achieving environmental justice part of its mission."**

Environmental Justice helps to ensure that programs, policies, and activities that have adverse effects on communities do not have disproportionately high and adverse effects on minority populations and low-income populations. To prevent discrimination as described in Executive Order 12898, the Federal Highway Administration Order 6640.23 Order to Address Environmental Justice in Minority Populations and Low Income Populations dated December 2, 1998 defines minority populations and low-income individuals and populations as follows:

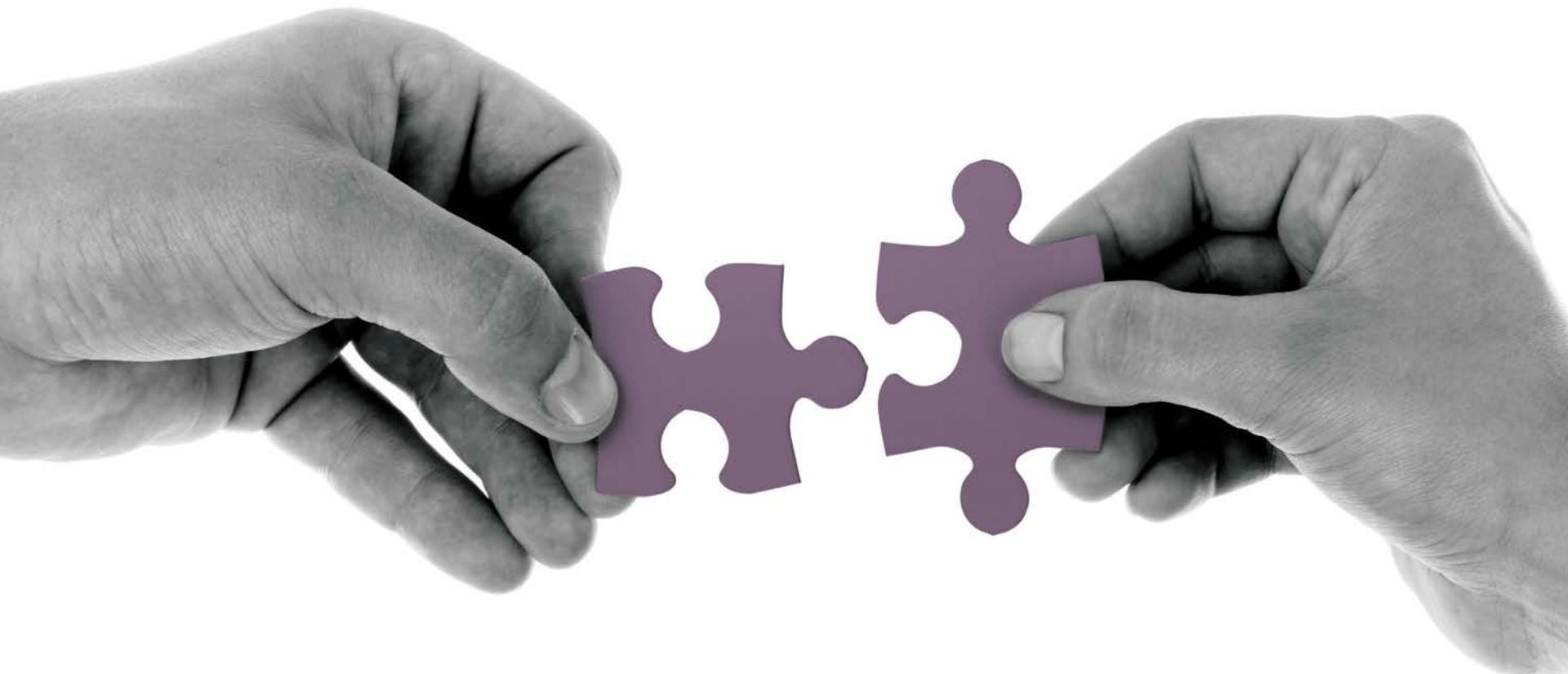
- **MINORITY** – a person who is Black, Hispanic, American Indian and Alaskan Native or Asian American:

Black – a person having origins in any of the black racial groups of Africa.

Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian and Alaskan Native – a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian American – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands.



- **MINORITY POPULATION** – any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy or activity.
- **LOW-INCOME** – a person or household whose median income is at or below the United States Department of Health and Human Services poverty guidelines.
- **LOW-INCOME POPULATION** – any group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed program, policy or activity.



## ENVIRONMENTAL JUSTICE FUNDAMENTAL PRINCIPLES

The USDOT has adopted three fundamental environmental justice principles to guide transportation justice efforts:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.



## ENVIRONMENTAL JUSTICE AND OUTREACH STRATEGIES

Environmental Justice unites social and environmental movements by addressing environmental degradation and the unequal burden often borne by minority and low-income populations. At the heart of EJ is the right to a safe, healthy, productive, and sustainable environment for all, where "environment" is considered in its totality to include the ecological, physical, social, political, aesthetic, and economic ecosystem. Title VI of the Civil Rights Act of 1964 and related authorities are intended to ensure that procedures are in place to protect groups that have been traditionally underrepresented. Given the regulatory framework and USDOT's commitment to a comprehensive, inclusive approach in transportation planning and programming processes, the HRTPO has developed an analysis of the Four-Step Environmental Justice Evaluation and the Environmental Justice/Title VI Methodology. The Methodology is used to ascertain disadvantaged populations within the Hampton Roads region. Federal Regulations state that MPOs must address EJ populations and evaluate the extent to which their current programs or activities may cause direct or disparate impacts. An important step in addressing EJ concerns is to identify those populations that may experience barriers to mobility and quality of life and therefore, may be adversely affected by transportation planning decisions. These groups include: minority populations, persons in poverty, elderly populations, medical and functional needs populations, carless households, households that receive Federal assistance, and linguistically-isolated households (non-English speaking households).



Based on analysis of the geographic distribution and citizen input, the HRTPO has defined specific outreach activities that include efforts to seek out, consider, and involve persons who have been traditionally underrepresented by existing transportation systems. Efforts are tailored within communities where traditionally underrepresented populations, specifically minority and/or low-income persons, live, work, and play. It is important to note, specific outreach approaches should be considered for each community. Listed below are outreach strategies the HRTPO implements:

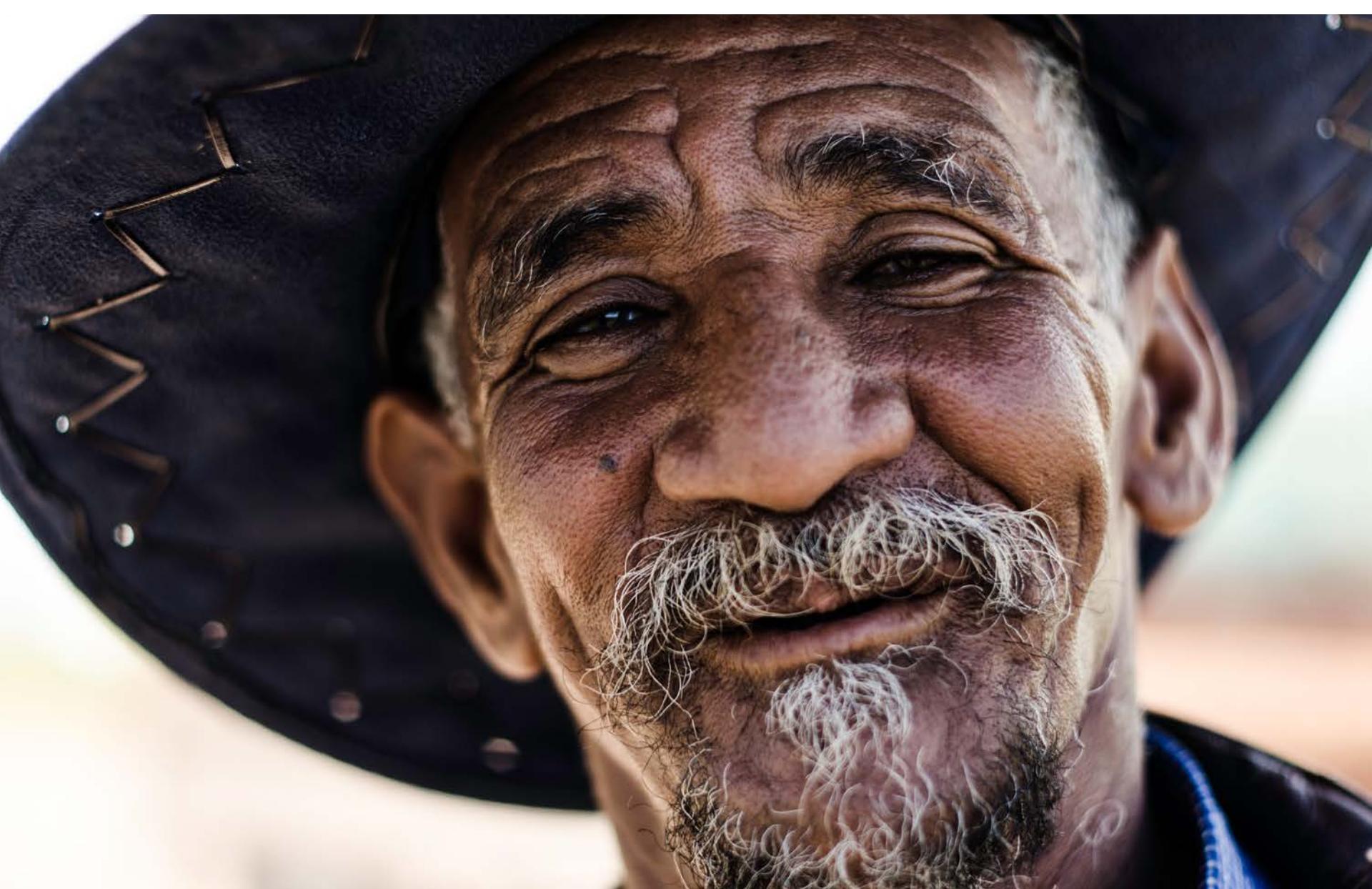
1. Publish ads and notices in newspapers, radio and other media, particularly media targeted to minority populations and low-income populations.
2. Develop language-outreach strategies, as determined by the Limited English Proficiency (LEP) Plan.
3. Hold public meetings in locations that are accessible to transit.
4. Hold meetings outside of core business hours and in transit-accessible locations throughout the Hampton Roads region.
5. Partnerships
6. Community Conversations
7. Coordination with schools



## EJ ROUNDTABLE

In 2012, the HRTPO convened the first gathering of the Environmental Justice Roundtable to discuss the unique role that transportation plays in the diverse communities that make up our Hampton Roads. We recognize that historically, not all communities and their members have enjoyed the same level of access or representation in the transportation planning process. By bringing together a wide range of citizens—community leaders, stakeholders, special interest groups and community organizations, the HRTPO planning process benefits from the intimate knowledge citizens have of their community's needs.

Roundtable discussions are candid conversations and the free flow of thoughts, ideas, and opinions that help us make the best possible decisions about transportation planning. They illustrate the way in which we communicate with and gain feedback from the public, and how to best create a transparent, inclusive process, here in Hampton Roads.



## TITLE VI/EJ METHODOLOGY

Because neither Title VI of the Civil Rights Act nor the Executive Order on Environmental Justice (#12898) outline measures used to evaluate potential EJ issues within our region's transportation decision-making process, the HRTPO devised a method to help ensure that these issues are identified and evaluated in our transportation planning efforts. In 2013, the HRTPO began the development of its Title VI/EJ Methodology to identify direct and disparate impacts of our plans, programs, and planning process. The Methodology Tool allows users to access environmental and demographic information for localities in Hampton Roads by helping users identify areas with minority and/or low-income populations, potential environmental quality issues, a combination of environmental and demographic indicators that is greater than usual and other factors that may be of interest. Use of the EJ Mapping Tool assists the HRTPO in its planning and public involvement efforts.



# LIMITED ENGLISH PROFICIENCY PROGRAM

## **Policy Statement**

The Hampton Roads Transportation Planning Organization (HRTPO) is committed to serving persons with Limited English Proficiency (LEP) as directed by Executive Order 13166 and as outlined within the U.S. Department of Transportation policy guidance for LEP persons.

## **Introduction**

A Limited English Proficient person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English. The objective of the HRTPO LEP Program is to meet the responsibilities of the HRTPO in regards to Limited English Proficient persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. This section provides an overview of the HRTPO LEP Program, developed in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. and its implementing regulations, which provide that no person in the United States shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

## **LEP Program Summary**

The HRTPO, through its LEP Program, is taking reasonable steps to seek out and provide language assistance for Limited English Proficient persons seeking access to HRTPO plans, programs, and activities. As part of the LEP Program, the HRTPO staff has developed an LEP Plan, which details procedures on how to identify persons who may need language assistance, outlines the ways in which assistance will be provided, and provides an overview of staff training and actions for future plan updates. The HRTPO LEP Plan is a stand-alone document, produced and updated as part of our Title VI Program. Information in this chapter provides a summary of the HRTPO LEP Program and key elements of the LEP Plan.

In developing the HRTPO LEP Plan, the HRTPO staff undertook a USDOT Four-Factor LEP analysis, which considers the following:

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 recipient or grantee.
2. The frequency with which LEP individuals come in contact with HRTPO's plans, programs and activities;
3. The nature and importance of the program, activity or service provided by the HRTPO to the LEP population; and
4. The resources available to the HRTPO and overall cost to provide LEP assistance.



# FOUR FACTOR ANALYSIS

## **Factor 1. The number or proportion of LEP persons eligible to be served or likely to encounter a HRTPO program, activity, or service:**

In order to determine the number of LEP persons, the HRTPO staff collected various data from the 2000 US Census Bureau Summary File Data. Based on the population 5 years and older, 12,529 or 0.85% of the Hampton Roads regional population is deemed an LEP person. This value is 0.86% or 9,972 LEP persons for populations 18 years and older. The largest language subpopulation within the LEP population was Spanish, which has 5,682 LEP persons 5 years and older (4,094 persons 18 years and older). Those LEP populations that did not speak English well nor Spanish were within general language categories such as Indo-European and Asian & Pacific Islander languages.

## **Factor 2. The frequency with which LEP individuals come in contact with a HRTPO programs, activity, or service:**

The HRTPO assess the frequency at which staff has or could possibly have contact with LEP persons. This includes documenting phone inquiries and surveying public meeting attendees. No previous LEP requests have been received (since November 2009). Documentation of LEP requests will be conducted annually upon implementation of the LEP Plan.

## **Factor 3. The nature and importance of the program, activity, or service provided by the HRTPO to LEP community:**

To assess the nature and importance of the programs, activities, and services provided by HRTPO to LEP and general community, there will be an internal and external assessment of these programs and services. Internally, HRTPO management staff will evaluate programs and services based on:

- The functions of the HRTPO;
- The delivery of HRTPO functions as plans, programs, and activities;
- The potential public interest or contact with plans, programs, and activities; and
- The impact upon the public of our plans, programs, and activities.

Externally, the HRTPO will engage in a public outreach effort with the identified language communities, to increase awareness about HRTPO plans, programs, and activities and identify key issues and services that they see as crucial. A set list of criteria will be developed to provide future guidance in determining whether a future HRTPO program, activity, or service will be considered when providing LEP services.

## **Factor 4. The resources available to the HRTPO and overall costs:**

HRTPO uses Google Translator to translate core documents and public notices into the languages spoken in Hampton Roads. The HRTPO website is also translatable via the Google tool.



# COMPONENTS OF THE HRTPO LEP PROGRAM

## Interpreter Services

When an interpreter or translator is needed, in person or on the telephone, the request will be directed to our Public Involvement and Title VI Administrator, who will check the Community Interpreter Directory to see what languages are offered. If the required language is not available, the Administrator will seek to address the request in coordination with VDOT, based on established protocols.

## HRTPO Staff Training

All HRTPO staff will be provided access to the Title VI and LEP Plan and will be offered training on procedures and services available. Training topics will include:

- *Understanding Title VI of the Civil Rights Act of 1964 and LEP responsibilities*
- *Language assistance services the HRTPO offers*
- *Use of LEP Language Assistance Cards ("I Speak Cards")*
- *Documentation of language assistance requests*
- *HRTPO sub-recipient LEP program responsibilities and obligations*

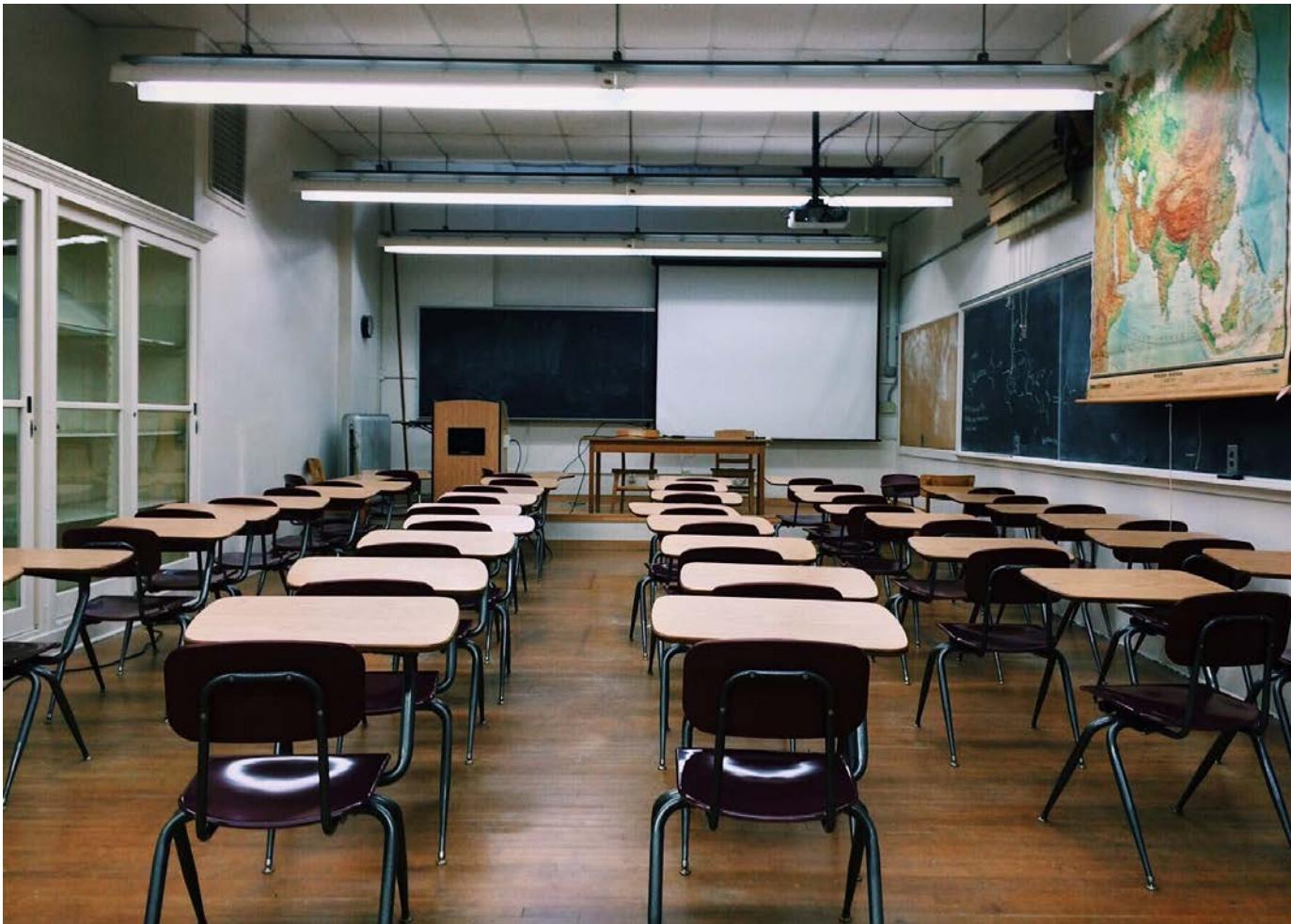
## Dissemination of the HRTPO Title VI and Limited English Proficiency Plan

The HRTPO posts the LEP Plan on its website at [www.hrtpo.org](http://www.hrtpo.org). Any person with internet access will be able to view the plan. For those without personal internet service, all Hampton Roads regional libraries offer free internet access. Copies of the LEP Plan will also be provided to the member jurisdictions of the Hampton Roads Transportation Planning Organization, Hampton Roads libraries, and other HRTPO stakeholders.

For complete information about the HRTPO LEP Program or related program activities, contact the HRTPO's Public Involvement and Title VI Administrator by phone: (757) 420-8300 or email: [kmiller@hrtpo.org](mailto:kmiller@hrtpo.org)



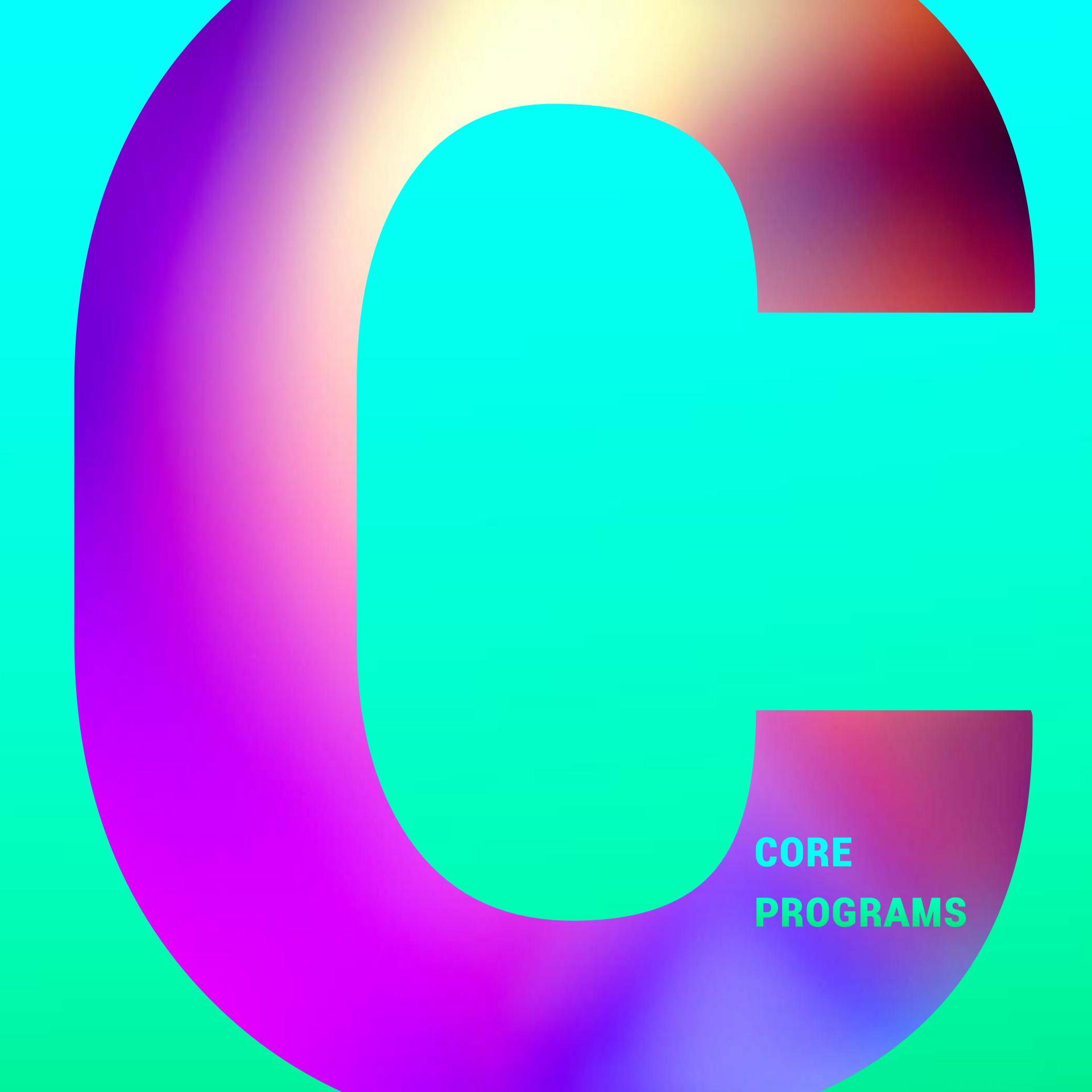
## SCHOOL OUTREACH PROGRAM



## SCHOOL OUTREACH PROGRAM

Although rarely considered, children are active users of Hampton Roads' transportation system. As bikers, walkers, and passengers, they too have a stake in its future. Therefore, HRTPO has teamed up with local elementary schools throughout Hampton Roads to teach students about transportation planning and engineering. The project, "Ask Me About Transportation," allows students the opportunity to ask questions, express ideas, and work collaboratively to envision the future of Hampton Roads transportation.

The School Outreach Program includes several key elements. First, HRTPO staff and teachers work together to create and present a series of lesson plans to students. Past topics of discussion include conservation and development, the importance of connecting the places where people live, work, and play. Students work on a project, which showcases important community features, including hospitals, schools, roads, and bridges. The program concludes with students presenting their projects to parents, teachers, and other students at an evening "town-hall" style meeting at the respective school. This event is also an important opportunity for HRTPO to gain insight and feedback from additional users of our transportation system (e.g. parents & teachers) and keep them up-to-date on our most recent projects, programs, and other work.



**CORE  
PROGRAMS**



# LONG-RANGE TRANSPORTATION PLAN (LRTP)

The 2040 Long-Range Transportation Plan (LRTP) is the regional transportation plan that will guide the programming and construction of transportation investments in Hampton Roads. To help improve the transportation network of the region, projects from the LRTP will be built and/or studied, and strategies will be implemented. Additionally, because the LRTP is a dynamic transportation policy document, there are mechanisms in place to amend the plan in order to reflect changing priorities and challenges, as well as incorporate evolving needs.

How will we meet the transportation needs of Hampton Roads in the future? What will our commute be like? Will there be mass transit or new tunnels? The LRTP, which is the blueprint for the region's transportation future over the next 20 years, plays a critical role in addressing these and other questions by identifying needed projects, programs, and improvements to the Hampton Roads transportation network.

Updated every four to five years to reflect changing circumstances, the 2040 LRTP, is the result of a multi-year effort and extensive public involvement process spanning initial development of the document to adoption. During the development of the LRTP, the public is engaged in visioning surveys, public meetings, community conversations, roundtable sessions, and LRTP status meetings. Throughout the LRTP planning process, the HRTPO meets with the public at key milestones.



## LONG-RANGE TRANSPORTATION PLAN (LRTP)

Some public involvement techniques utilized throughout the development of the LRTP include:

- Public meetings held on the Peninsula and Southside, whereby HRTPO staff presented the LRTP development process and citizens led an engaged conversation on regional transportation issues, as well as submitted oral and written comments for incorporation into the LRTP;
- Public surveys regarding (1) LRTP vision and goals and (2) criteria used to create a prioritized list of regional transportation projects.
- Series of community focus groups conducted among adults living in Hampton Roads in order to gain a better understanding of citizen perceptions, opinions, and understanding in regards to Hampton Roads transportation.
- Partnerships between the HRTPO and various organizations, which received newsletters, weekly HRTPO emails, and presentations by staff.
- Intensive Social Media Campaigns on Twitter, Facebook and YouTube
- School Outreach Program



# TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The HRTPO's Transportation Improvement Program (TIP) is a four-year program for the implementation of surface transportation projects within MPO geographic regions. The TIP is developed in cooperation with the State and public transportation operators and contains all federally-funded and/or regionally significant projects that require an action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). Before any federally funded and/or regionally significant surface transportation project can be built in the region, it must be included in a current HRTPO-approved TIP.

Like the LRTP, a number of outreach activities are performed throughout the development of the TIP, including:

- Distribution of draft TIP document to 56 Hampton Roads public libraries.
- Placement of draft TIP document on member localities' websites.
- Distribution of draft TIP document to 4,000 HRTPO stakeholders.
- Several public comment and review periods throughout multiple phases of TIP development.
- Social Media on Facebook and Instagram



# **PUBLIC PARTICIPATION GUIDELINES**



# PROCEDURES

The HRTPO public involvement and community outreach process provides the review of transportation plans and programs as they are being developed and as they go into HRTPO's approval process. Information below provides HRTPO's procedures for informing and engaging the public and interested parties.

## ***REASONABLE OPPORTUNITY FOR REVIEW AND COMMENT***

The opportunity to review and comment on the documents, plans and programs is posted on the HRTPO website, publicized via media advisories to regional news providers, messages to HRTPO's list of interested parties, distribution to the member jurisdictions, advertisements at the office location, and via e-mail to partner organizations for posting at their locations.

The HRTPO provides a public review and comment period of no less than 30 days for full updates of the LRTP and TIP, the associated Regional Conformity Analyses (RCA) for Air Quality, (as necessary) and no less than 14 days for special studies and reports developed by the HRTPO staff. This is in addition to the participation outlined in the LRTP and TIP sections of this document. The HRTPO provides no less than 14 days for LRTP and TIP amendments (See LRTP/TIP Revisions below for details).

For the Air Quality RCA, (if required) the HRTPO provides public access to technical and policy information associated with the conformity determination at the beginning of the process and during key analysis points.

## ***LRTP/TIP REVISIONS***

There are two types of revisions with regard to the LRTP and TIP. *Administrative Modification* means a minor revision to the LRTP or TIP. This includes minor changes to project or phase costs, minor changes to funding sources of previously included projects, and minor changes to project or phase initiation dates. An administrative modification does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination.

*Amendment* means a major revision to the LRTP or TIP. This includes the addition or deletion of a project, major changes to project or phase costs, or major changes in design concept or scope (e.g. changing project termini or the number of through traffic lanes), and major changes in project or phase initiation dates. An amendment requires a public review and comment period, and may require demonstration of fiscal constraint and a conformity determination.

For proposed amendments to the adopted LRTP or TIP, the HRTPO will provide the public a period of no less than 14 days to review and comment on the proposed change(s) prior to the action. During the comment period, the proposed amendment will be circulated through the email contact list and to partner agencies that will assist distribution to partners and or groups that may not have electronic access. A public notice regarding the proposed amendment will also be posted on the HRTPO website. All comments will be considered.



## PUBLIC NOTICES FOR MEETINGS

Meetings of the HRTPO Board, as well as those of its advisory committees and associated subcommittees are advertised in accordance with the provisions of the Virginia Freedom of Information Act. Such notices provide the date, time, and location of the meeting and are posted in the reception area of the regional office building in Chesapeake. A notice is also posted on the HRTPO website and in the HRTPO newsletter.

## PUBLIC PARTICIPATION PLAN

The PPP is developed in consultation with all interested parties listed on page 1 of this document. In accordance with federal regulations, a 45-day public review and comment period of the draft PPP is provided and comments are taken into consideration as the document is finalized.



## AMERICANS WITH DISABILITIES STATEMENT

In accordance with the Americans with Disabilities Act (ADA), the HRTPO will strive to provide reasonable accommodations and services for persons who require special assistance to participate in HRTPO's public involvement process. Services for persons with hearing or speech loss are available through the Virginia Relay System at 7-1-1, 1-866-894-4116 (voice) or 1-866-246-9300 (TTY). For assistance with the Virginia Relay System or assistance with services for persons with a physical disability, who are visually disabled or reading disabled, please contact the HRTPO Public Involvement Administrator at (757)-420-8300. We request you provide reasonable notice for requests. The HRTPO will coordinate with the Virginia Disabilities Services Council to provide assistance.

### **ADDITIONAL REVIEW AND COMMENT PERIODS**

If any final draft plan or program changes significantly during a public review and comment period, an additional review and comment period will be provided, as outlined in this PPP.

### **COMMENT DOCUMENTATION AND DISTRIBUTION**

Comments for LRTP, TIP, and PPP updates are consolidated in summary format and included in the agenda packets for meetings of the HRTPO Board and its advisory committees and in each of the listed documents. The summary of the comments is made available to the public at large through the HRTPO website or by e-mail/mail upon request.

## POLICY FOR PUBLIC COMMENT AT HRTPO MEETINGS

In accordance with the Virginia Freedom of Information Act, all meetings of the HRTPO Board and its advisory committees and subcommittees shall be open to the public unless lawfully convened into a closed session in accordance with the Act. Any member of the public may submit written comments. Public comments are recorded in the minutes and conveyed as needed to other planning partners.

## **APPENDIX : GLOSSARY**

# GLOSSARY A-F

**ADMINISTRATIVE MODIFICATION** means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (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, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

**AMENDMENT** means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation 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). 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, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

**ATTAINMENT AREA** means any geographic area in which levels of a given criteria air pollutant (e.g., ozone, carbon monoxide, PM10, PM2.5, and nitrogen dioxide) meet the health-based National Ambient Air Quality Standards (NAAQS) for that pollutant. An area may be an attainment area for one pollutant and a nonattainment area for others. A "maintenance area" (see definition below) is not considered an attainment area for transportation planning purposes.

**CITIZEN PARTICIPATION** – An open process in which the rights of the community to be informed, to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

**CONFORMITY** means a Clean Air Act (42 U.S.C. 7506(c)) requirement that ensures that Federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Conformity, to the purpose of the SIP, means that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the NAAQS. The transportation conformity rule (40 CFR part 93) sets forth policy, criteria, and procedures for demonstrating and assuring conformity of transportation activities.

**CONGESTION MANAGEMENT PROCESS** means a systematic approach required in transportation management areas (TMAs) that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C., and title 49 U.S.C., through the use of operational management strategies.

**CONSULTATION** means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the "consultation" performed by the States and the MPOs in comparing the long-range statewide transportation plan and the metropolitan transportation plan, respectively, to State and Tribal conservation plans or maps or inventories of natural or historic resources (see §450.214(i) and §450.322(g)(1) and (g)(2)).

**COOPERATION** means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

**COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN** means a locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

**COORDINATION** means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

**DISABLED POPULATION** means for transportation planning purposes, the "disabled" population includes persons defined by the U.S. Census as having sensory, physical, mental, self-care, and employment disabilities.

**ELDERLY POPULATION** means for planning purposes, the HRTPO defines "elderly" as: Persons 65 and older (persons eligible for Medicare).

**ENVIRONMENTAL MITIGATION ACTIVITIES** means strategies, policies, programs, actions, and activities that, over time, will serve to avoid, minimize, or compensate for (by replacing or providing substitute resources) the impacts to or disruption of elements of the human and natural environment associated with the implementation of a long-range statewide transportation plan or metropolitan transportation plan. The human and natural environment includes, for example, neighborhoods and communities, homes and businesses, cultural resources, parks and recreation areas, wetlands and water sources, forested and other natural areas, agricultural areas, endangered and threatened species, and the ambient air. The environmental mitigation strategies and activities are intended to be regional in scope, and may not necessarily address potential project-level impacts.

**FINANCIAL PLAN** means documentation required to be included with a metropolitan transportation plan and TIP (and optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency between reasonably available and projected sources of Federal, State, local, and private revenues and the costs of implementing proposed transportation system improvements.

## GLOSSARY F-M

**FINANCIALLY CONSTRAINED OR FISCAL CONSTRAINT** means that the metropolitan transportation plan, TIP, and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are "available" or "committed."

**FREIGHT SHIPPERS** mean any business that routinely transports its products from one location to another by providers of freight transportation services or by its own vehicle fleet.

**ILLUSTRATIVE PROJECT** means an additional transportation project that may (but is not required to) be included in a financial plan for a metropolitan transportation plan, TIP, or STIP if reasonable additional resources were to become available.

**INDIAN TRIBAL GOVERNMENT** means a duly formed governing body for an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, Public Law 103-454.

**INTELLIGENT TRANSPORTATION SYSTEM (ITS)** means electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system.

**LIMITED ENGLISH PROFICIENT (LEP) PERSON** is a person who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English..

**LONG-RANGE STATEWIDE TRANSPORTATION PLAN** means the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

**LONG-RANGE TRANSPORTATION PLAN (LRTP)** is the blue print for the region's transportation development and identifies all regionally significant transportation projects and programs for the Hampton Roads metropolitan planning area. The LRTP has a planning horizon of at least 20 years and is updated every four years to reflect changing conditions such as new planning priorities, population projections, and economic change, as well as anticipated travel demand. Regionally significant transportation projects must be included in the LRTP to receive state and federal funding.

**LOW-INCOME** is a person or household whose median income is at or below the Department of Health and Human Services poverty guidelines. For persons in family over eight, an additional \$3,740 is added per person.

### 2016 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

PERSONS IN FAMILY	POVERTY GUIDELINE
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730
8	\$40,890

Source: US Department of Health and Human Services

**LOW-INCOME POPULATION** is any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy or activity.

**MAINTENANCE AREA** means any geographic region of the United States that the EPA previously designated as a nonattainment area for one or more pollutants pursuant to the Clean Air Act Amendments of 1990, and subsequently re-designated as an attainment area subject to the requirement to develop a maintenance plan under section 175A of the Clean Air Act, as amended.

**METROPOLITAN PLANNING AREA (MPA)** means the geographic area determined by agreement between the metropolitan planning organization (MPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out

**METROPOLITAN PLANNING ORGANIZATION (MPO)** means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

# GLOSSARY M-T

**MINORITY** is a person, as defined by the US Census Bureau, who is:

- *Black (a person having origins in any of the black racial groups of Africa);*
- *Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);*
- *Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or*
- *American Indian and Alaskan Native (a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).*

**MINORITY POPULATION** is any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed USDOT program, policy or activity.

**NATIONAL AMBIENT AIR QUALITY STANDARD (NAAQS)** means those standards established pursuant to section 109 of the Clean Air Act.

**NONATTAINMENT AREA** is an area considered to have air quality worse than the National Ambient Air Quality Standards as defined in the Clean Air Act Amendments of 1970 (P.L. 91-604, Sec. 109). Nonattainment areas must have and implement a plan to meet the standard, or risk losing some forms of federal financial assistance. An area may be a nonattainment area for one pollutant and an attainment area for others.

**OPERATIONAL AND MANAGEMENT STRATEGIES** means actions and strategies aimed at improving the performance of existing and planned transportation facilities to relieve congestion and maximizing the safety and mobility of people and goods.

**PROJECT SELECTION** means the procedures followed by MPOs, States, and public transportation operators to advance projects from the first four years of an approved TIP and/or STIP to implementation, in accordance with agreed upon procedures.

**PROVIDER OF FREIGHT TRANSPORTATION SERVICES** means any entity that transports or otherwise facilitates the movement of goods from one location to another for others or for itself.

**PUBLIC PARTICIPATION** – The active and meaningful involvement of the public in the development of transportation plans and programs.

**PUBLIC TRANSPORTATION OPERATOR** means the public entity which participates in the continuing, cooperative, and comprehensive transportation planning process in accordance with 23 U.S.C. 134 and 135 and 49 U.S.C. 5303 and 5304, and is the designated recipient of Federal funds under title 49 U.S.C. Chapter 53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by Amtrak.

**REGIONALLY SIGNIFICANT PROJECT** means a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation (40 CFR part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant.

**STATE IMPLEMENTATION PLAN (SIP)** means, as defined in section 302(q) of the Clean Air Act (CAA), the portion (or portions) of the implementation plan, or most recent revision thereof, which has been approved under section 110 of the CAA, or promulgated under section 110(c) of the CAA, or promulgated or approved pursuant to regulations promulgated under section 301(d) of the CAA and which implements the relevant requirements of the CAA.

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)** means a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

**STRATEGIC HIGHWAY SAFETY PLAN** means a plan developed by the State DOT in accordance with the requirements of 23 U.S.C. 148(a)(6).

**TRANSPORTATION CONTROL MEASURE (TCM)** means any measure that is specifically identified and committed to in the applicable SIP that is either one of the types listed in section 108 of the Clean Air Act or any other measure for the purpose of reducing emissions or concentrations of air pollutants from transportation sources by reducing vehicle use or changing traffic flow or congestion conditions. Notwithstanding the above, vehicle technology-based, fuel-based, and maintenance-based measures that control the emissions from vehicles under fixed traffic conditions are not TCMs.

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** means a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

## GLOSSARY T-V

**TRANSPORTATION MANAGEMENT AREA (TMA)** means an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation.

**UNIFIED PLANNING WORK PROGRAM (UPWP)** means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

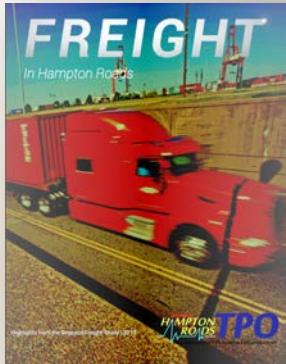
**UPDATE** means making current a long-range statewide transportation plan, metropolitan transportation plan, TIP, or STIP through a comprehensive review. Updates require public review and comment, a 20-year horizon year for metropolitan transportation plans and long-range statewide transportation plans, a four-year program period for TIPs and STIPs, demonstration of fiscal constraint (except for long-range statewide transportation plans), and a conformity determination (for metropolitan transportation plans and TIPs in nonattainment and maintenance areas).

**URBANIZED AREA** means a geographic area with a population of 50,000 or more, as designated by the Bureau of the Census.

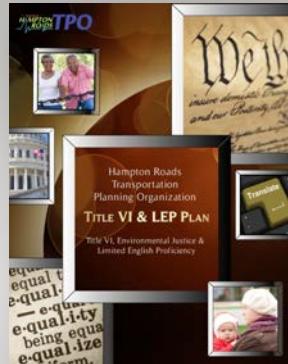
**USERS OF PUBLIC TRANSPORTATION** means any person, or groups representing such persons, who use transportation open to the general public, other than taxis and other privately funded and operated vehicles.

**VISUALIZATION TECHNIQUES** means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as maps, pictures, and/or displays, to promote improved understanding of existing or proposed transportation plans and programs.

# HRTPO PUBLICATION



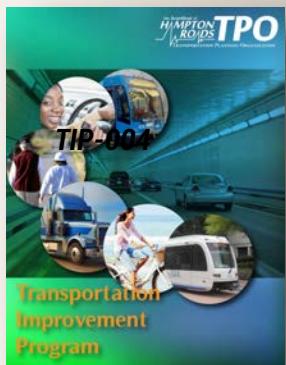
**Freight in Hampton Roads-001**



**Title VI and Environmental Justice-002**



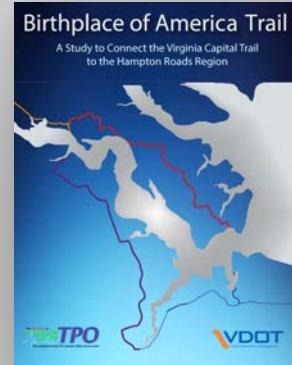
**At a Glance-003**



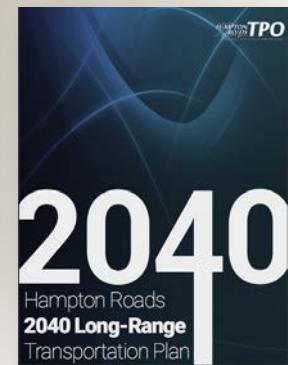
**TIP-004**



**Engage-005**



**B.O.A.T-006**



**2040-007**

The HRTPO invites you to review the brochures we have created for you, our stakeholders. Each brochure outlines an HRTPO program or policy. Brochure topics range from Long-Range planning to Public Involvement and Civil Rights. The HRTPO will provide these brochures to you at no cost. To assist you with ordering publications, we have included a publication order form in this PPP.

# HRTPO PUBLICATIONS

## **Freight Brochure**

*This brochure covers regional freight policies, programs, and investments that will not only affect Hampton Roads, but the Commonwealth as well.*



## **Title VI and LEP Plan**

*This brochure describes Title VI, Environmental Justice and the responsibilities that the HRTPO has under both*



## **HRTPO At a Glance**

*This brochure provides a description of the HRTPO, its programs, planning projects and initiatives*



## **Transportation Improvement Program**

*This brochure gives an overview of the HRTPO's four year program for the implementation of transportation projects in Hampton Roads*



## **B.O.A.T. Brochure**

*This brochure discusses the implementation of a 140 mile network of off-roads shared use paths connection Richmond with Virginia Beach via Active Transportation*



## **Public Involvement**

*This brochure provides an overview of public involvement opportunities at the HRTPO.*



## **2040**

*This summary reviews the formation and scope of the HRTPO's 2040 Long-Range Transportation Plan*





## PUBLIC PARTICIPATION PLAN

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P P P

723 Woodlake Dr.  
Chesapeake, VA 23320  
(757) 420-8300