



**THE  
HAMPTON ROADS  
TRANSPORTATION PLANNING  
ORGANIZATION  
PUBLIC  
PARTICIPATION PLAN**

# HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

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**ABSTRACT:**

The Hampton Roads Transportation Planning Organization (HRTPO) Public Participation Plan 2012 is part of a comprehensive effort to inform, increase awareness, and engage interested parties in our transportation planning and programming processes. The HRTPO staff developed this document cooperatively, with assistance from the Virginia Department of Transportation, Hampton Roads Transit, and the Williamsburg Area Transit Authority. Furthermore, 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 ground 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:**

This document was prepared by the Hampton Roads Transportation Planning Organization (HRTPO) in cooperation with the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), Transportation District Commission of Hampton Roads (TDCHR), and Williamsburg Area Transit Authority (WATA). The contents of this report reflect the views of the HRTPO. The HRTPO staff 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, FTA, VDOT or DRPT.

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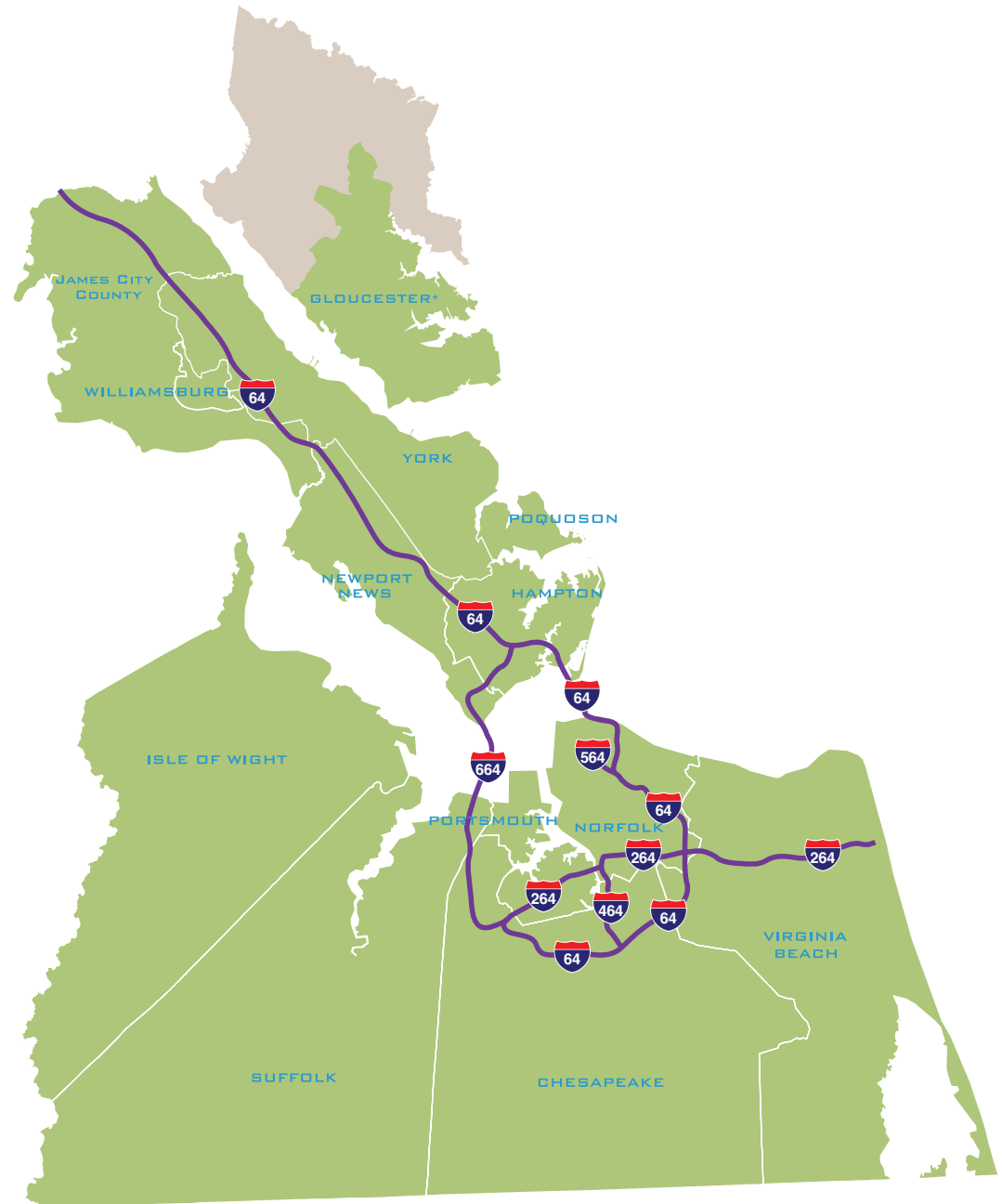
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# INTRODUCTION



## 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.



\*A portion of Gloucester County is included in the metropolitan planning area.



**PUBLIC  
INVOLVEMENT**



## 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 recent HRTPO public involvement activities, including the formation of a Citizen 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 bikers 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 Roads' 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 its 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 under served groups in Hampton Roads.

The intention of this publication is that it serve 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 developmental process;
- Ensure adequate public input is obtained for developing solutions during project planning phases;
- Collaborate with traditionally under served communities to understand and consider their needs by implementing Environmental Justice procedures recommended by federal transportation agencies;
- 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 public officials 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.

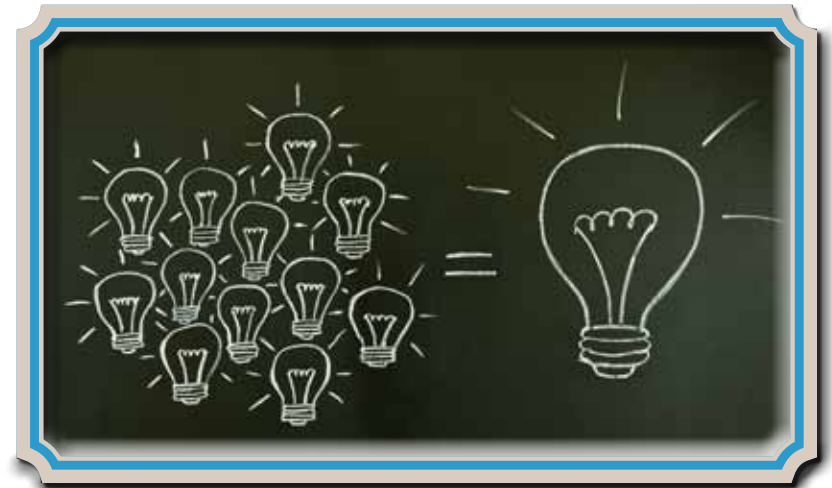
Understanding how important communication is, the HRTPO will take every available step to base public participation processes on conversations promoting mutual understanding and problem solving. That is, a process defined by **two-way** communication and interaction. We want to help create an efficient,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

*"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed it is the only thing that ever has."*

*– Margaret Mead*





**NEIGHBORHOODS**

## neigh·bor·hood/'nābər,hood/

- A district or area with distinctive characteristics: *a neighborhood of fine homes; an ethnic neighborhood.*
- The people who live near one another or in a particular district or area: *The noise upset the entire neighborhood.*
- The surrounding area; vicinity: *happened to be in the neighborhood.*
- *Informal.* Approximate amount or range: *in the neighborhood of five million dollars.*
- Friendliness appropriate to a neighbor: *a feeling of neighborhood.*

The HRTPO is working to create a series of neighborhood highlights for the HRTPO website. Located in the public involvement section, these highlights will include outlines of the diverse communities within Hampton Roads and speak to each community's special qualities and richness. The following pages are an example of the new community highlights initiative here at the HRTPO.

## Newport News Southeast Community

Mature oak trees, Victorian style homes, and neighbors gathering in the street are a few features that still define one of Newport News' remaining urban neighborhoods – the Southeast Community. The Southeast Community got its start in the late 19<sup>th</sup> Century following the extension of the Chesapeake and Ohio Railroad from Richmond and founding of the Newport News Shipbuilding and Dry Dock Company. The adjacent Southeast Community quickly formed and became the commercial and entertainment center of the City, featuring a large number of theaters, hotels, and restaurants. One observer described the Southeast Community at the time as “crowded and busy.”



This middle class community also housed a diverse mix of people. Bankers, laborers, African Americans, and Jewish immigrants lived side-by-side, tending to their yards and gathering on each other's porches. Former Newport News City Councilman Charles Allen recounts his childhood growing up in the Southeast Community: “Everybody knew everybody else on the street. We looked out for each other. If our parents weren't around to correct us when we did something we shouldn't have, you can bet that one of the neighbors would tell us we did wrong.”

Similar to the story of many urban areas across the United States at the time, the Southeast Community was deeply affected by urban renewal efforts and flight to the surrounding suburbs in the 1970s and 1980s. The exit of both people and commercial activities resulted in a sharp decline in resources and opportunities in the Southeast Community. Among the largest blows to the areas was the elimination of the comfortable pedestrian network that once existed. As a result of a series of road widenings to accommodate the automobile, traffic and speeding greatly increased in the area, making comfortable pedestrian circulation often difficult and unsafe - an important fact given that only 60 percent of Southeast Community members own a private vehicle.

Despite challenges, the Southeast Community remains vibrant and close-knit. Primarily African American, neighbors can still be found walking and talking in the street amidst the faint dribble of a basketball. Young men practice their music, while elders sing along at Wednesday night service. Like an echo of the past, the corner market, nearby barber shop, and neighboring front porch remain important gathering places for news, entertainment, and social interaction. Community pride is displayed through the Martin Luther King, Jr. Plaza and “Build a Dream” sculpture, while community organizations such as the Southeast Community Weed & Seed Project, C. Waldo Scott Center, and Downing-Gross Cultural Arts Center are helping meet the needs of the Southeast Community each and every day.



Given the Southeast Community’s unique history, culture, and character, the following strategies may be used to ensure the needs, values, and concerns of community members are represented in decisions affecting regional transportation:



- Build relationships and collaborate with local churches, community organizations, schools, and other “anchors” within the community to reach residents.
  - Supply printed material featuring QR Codes.
  - Host meetings and other events at locations in the community that are familiar, easily accessible, and trusted.
  - Outreach efforts should be “conversational” in nature, giving community members the opportunity to express their wants, needs, and aspirations. Topics of conversation should be those that are of primary importance to the community.
- Utilize outreach techniques geared toward more personal methods of contact, such as in-person surveys (as opposed to electronic surveys).
  - Staff or team members performing outreach activities should have wide and varying backgrounds.

## Hampton's Phoebus Community

Affectionately nicknamed “Hampton’s hidden treasure,” Phoebus is a waterfront community located on Hampton’s east side at the foot of the Hampton Roads Bridge Tunnel (HRBT). Since its early days, Phoebus has enjoyed a strong connection to the military and African American rights, initially serving as camp for Union troops stationed at neighboring Fort Monroe and safe refuge for runaway slaves during the Civil War. Giving rise to modern day Phoebus was the establishment of the Hampton Normal and Agricultural Institute (now the prestigious Hampton University) in 1868 to educate African Americans and the Veterans Administration Medical Center in 1870 to house disabled veterans. Before long, Phoebus was sprawling with restaurants, hotels, and exciting nightlife. It is reported that troops of both World Wars passing through on their way to Fort Monroe and travelers catching the ferry over to Norfolk could find a saloon on almost every corner.

The bustling, prosperous community of Phoebus quieted down significantly following the reduction of troops passing through and construction of the HRBT in 1957. The HRBT, which bypassed Phoebus, eliminated ferry service between Hampton and Norfolk, leading to a downturn in the local economy and virtually suspending area development into the twenty-first century.

According to the Phoebus Improvement League, although hard hit, “[Phoebus] never lost its strong sense of identity and pride.” Indeed, Phoebus looks and feels much the way it did fifty years ago. Streets dotted with Bungalow, Colonial Revival, and Queen Anne style structures are filled with eager

shoppers perusing the quaint shops of Mellen and Mallory Streets, featuring a wide array of jewelers, bookstores, antiques, and artisans. Theatregoers can still catch an evening performance at the turn of the century American Theatre, which is fondly remembered by past generations for offering ten cent Saturday mornings movies.

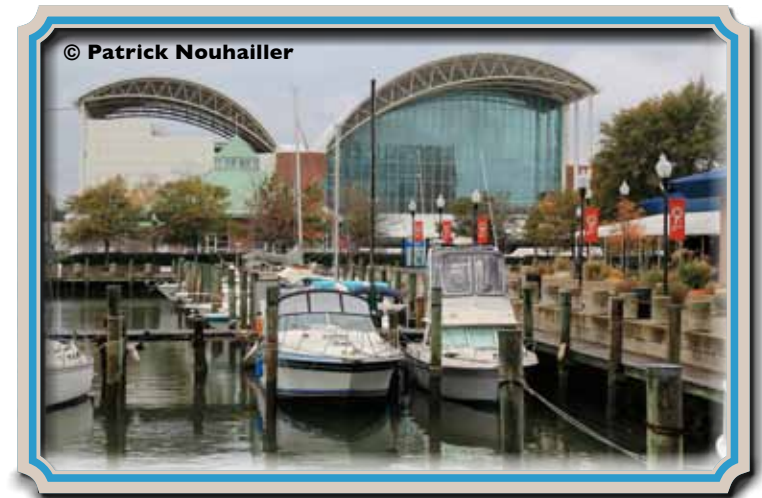




More importantly, the history and heritage that gave rise to Phoebus remains alive and well. Residents and visitors alike can visit the sacred National Hampton Cemetery, where nearly 28,000 soldiers from major U.S. conflicts find their final resting place or the Emancipation Oak tree on campus of Hampton University, where African Americans of the Virginia Peninsula gathered to hear the first reading of Abraham Lincoln's Emancipation Proclamation.

Featuring a diverse population of military personnel, college students, and business owners, Hampton's Phoebus community requires a set of diverse, innovative outreach strategies, such as:

- Take advantage of opportunities to reach citizens at events already happening in the community, such as the Phoebus Days Parade or Hampton University football games.
- For college students, focus efforts on outreach strategies utilizing new media and technology, such as Facebook, texting campaigns, etc.
- Collaborate with groups and/or associations that local businesses may be a part of or communicate with, such as chambers of commerce, small business associations, etc.



# 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 Communications Manager.
- **Contact Lists:** HRTPO staff maintains an extensive list of public participation contacts that includes representatives of:
  - HRTPO Board
  - HRTPO TTAC
  - Hampton Roads General Assembly
  - HRTPO Advisory Committees
  - General List for the LRTP
  - Civic Leagues
  - Non-Profit Organizations
  - Bicycle and Pedestrian Advocates
  - Other Interested Parties
  - Community Organizations
  - Churches
  - Public Information Officers
  - Area Libraries
  - Senior Groups
  - News Media
  - Social Service Agencies
- **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) and Williamsburg Area Transit Authority (WATA) 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, 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 Tapes** of monthly and special Board meeting are available on the HRTPO website and YouTube. The HRTPO will also use videos for distribution of transportation-related topics and issues.
- **Information Booths/Kiosks:** The 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 existing and future conditions of transportation systems and to illustrate recommendations.
- **E-Newsletter:** HRTPO publishes an e-newsletter to 4,200 businesses, civic organizations, associations, agencies, and individuals twice a month. 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.

### Focused Approach

The HRTPO's focus is on **providing information** about 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 2011 and 2012, the HRTPO Military Needs Study was covered more than a dozen times by the media.

### 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, and to promote partnerships with schools and communities.

## Within the HRTPO

To inform the HRTPO Board and its Advisory Committee Members, the HRTPO along with the Virginia Federal Highway Administration (FHWA) Division, 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 person with disabilities, bicycle and pedestrian advocates, private sector transportation service providers, and service organizations.

## Social Media/Web

The HRTPO uses Facebook 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 the HRTPO may have public meetings at in the future. 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)



## Citizen Transportation Advisory Committee (CTAC)

The Citizen Transportation Advisory Committee was established in early 2010 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 Citizen 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 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

The Hampton Roads Transportation Planning Organization (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 is currently working on refining its Title VI Methodology. The Title VI Methodology is being created in order 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 therefore, may be adversely affected by transportation planning decisions. These groups include: minority populations, persons in poverty, elderly populations medical and functional needs populations, households with no vehicles, 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 narrowed down 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 core business hours and transit-accessible locations throughout the Hampton Roads region.
5. Partnerships
6. Community Conversations
7. Coordination with schools

### Potential Strategies For Reaching Traditionally Under Represented Populations

	MINORITY	LOW-INCOME	LEP	DISABLED	ELDERLY	ZERO-CAR	PUBLIC ASSISTANCE
<b>Targeted Ads &amp; Notices</b>	X	X					
<b>Language-Outreach Strategies</b>	X		X				
<b>Transit-Accessible Meetings</b>		X		X		X	X
<b>Convenient Meeting Times &amp; Locals</b>		X			X	X	X
<b>Partnerships with Other Organizations</b>	X	X	X	X	X	X	X
<b>Community Conversations</b>	X	X			X		
<b>Coordination with Schools</b>	X	X					

### 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 its 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 benefits from the intimate knowledge citizens have of their community’s needs.

Roundtable discussions are based upon candid conversations and the free flow of thoughts, ideas, and opinions that help us make the best possible decisions about transportation planning, 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.

# 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 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, kept 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 costs 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 or 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 (as of 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

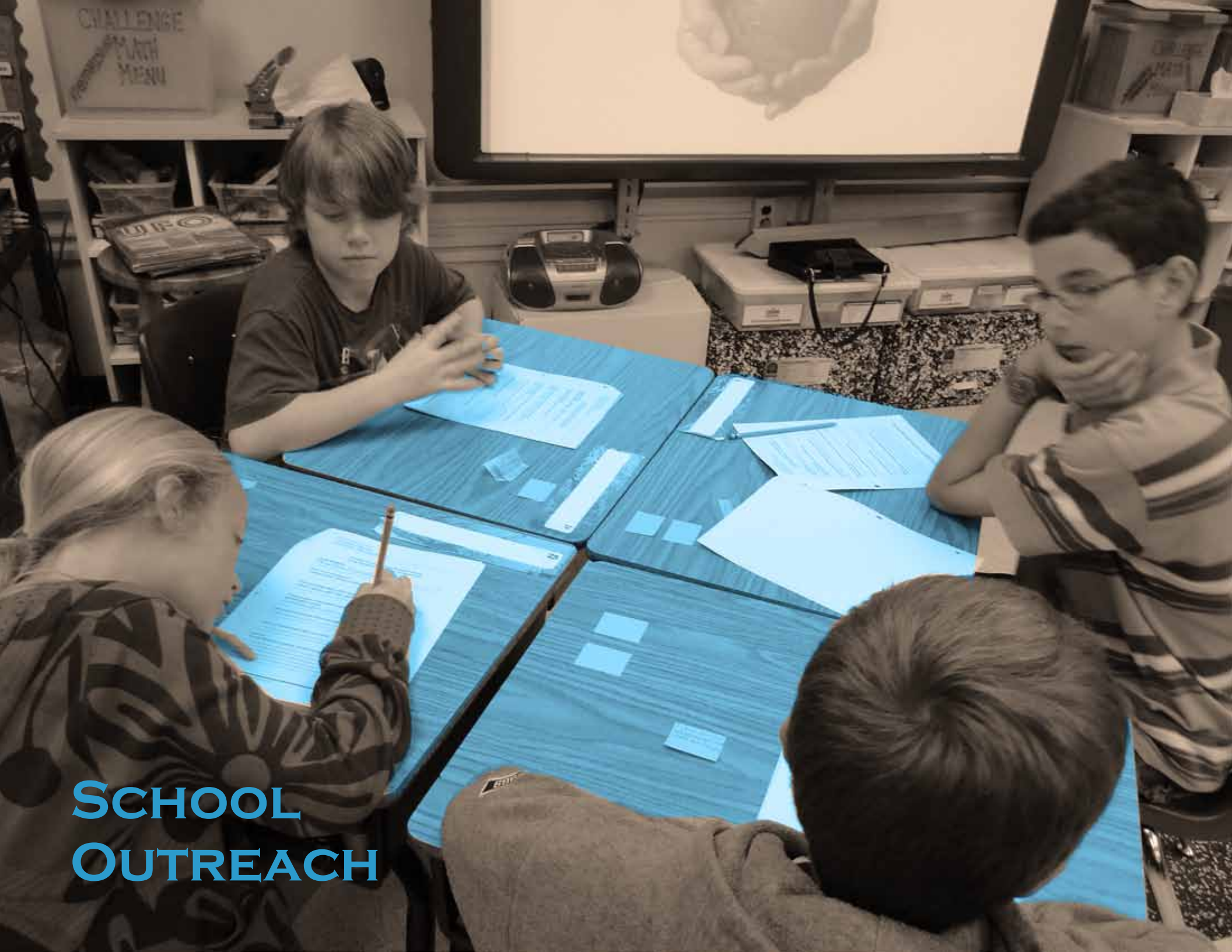
All HRTPO staff will be provided access to the LEP Plan and will be offered training on procedures and services available. Training topics will include:

- 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 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.

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**

## 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, called "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 lessons plans to students. Past topics of discussion include conservation and development, the importance of connecting the places where people live, work, and Play. Students then construct a cardboard Box Community, which showcases important community features, including hospitals, schools, roads, and bridges. The project concludes with students presenting their communities to hundreds

of parents, teachers, and other students at an evening "town-hall" style meeting at the respective school, complete with a student presentation and ribbon-cutting ceremony. This event is also an important opportunity for HRTPO to gain insight and feedback from additional users of our transportation system (e.g. parents) and keep them up-to-date on our most recent projects, programs, and other work.

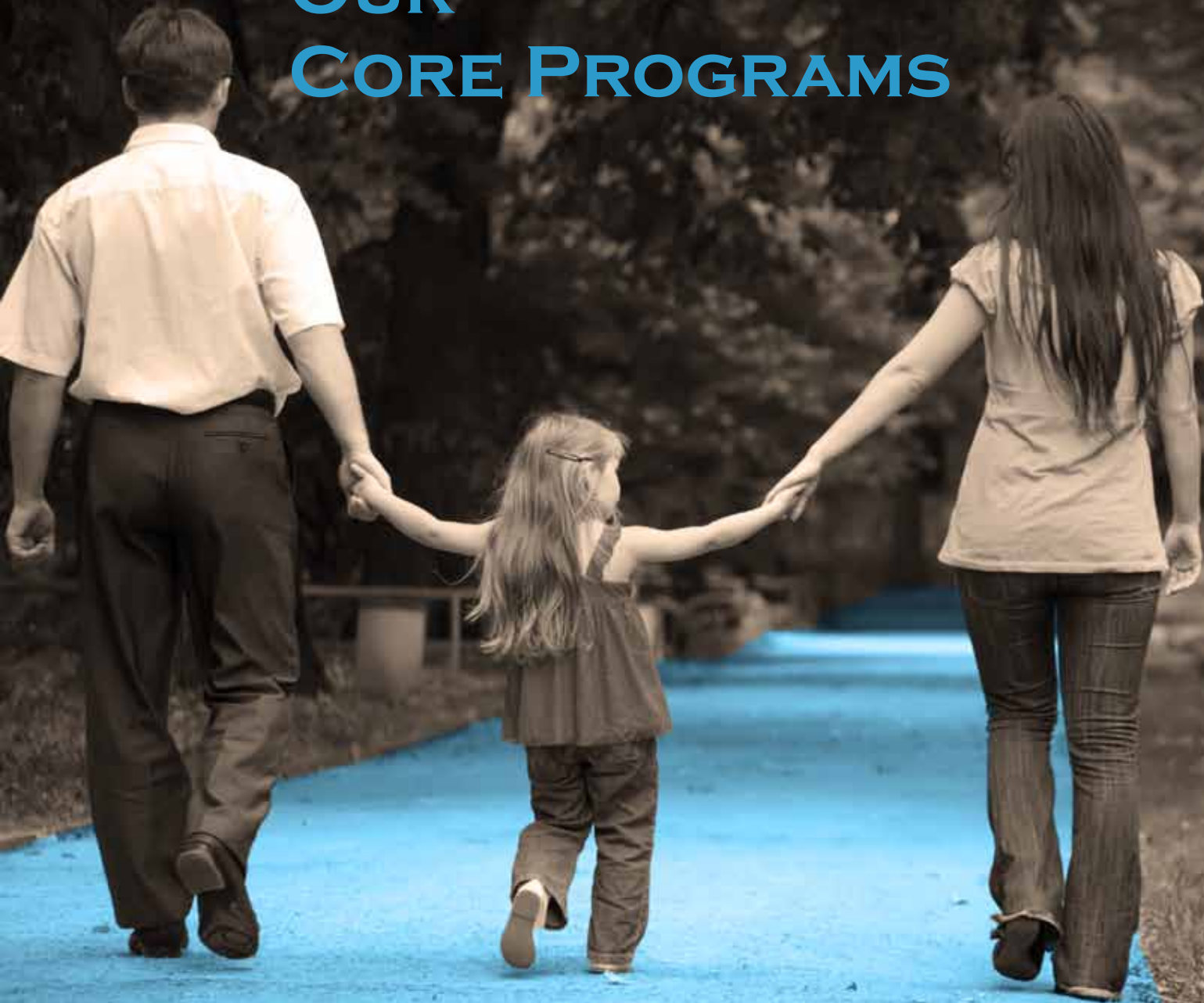


Although a young and evolving project, the School Outreach Program has thus far received positive feedback, as comments from *students*, *teachers*, and *parents* below demonstrate.





# OUR CORE PROGRAMS



Two of the HRTPO's core programs are the Long Range Transportation Plan (LRTP) and the Transportation Improvement Plan (TIP). The LRTP is the document that identifies and plans for critically important transportation improvements that impact our region's economic vitality and quality of life. Before these improvements can be made however, readily available funds need to be identified. These funds, along with the projects they are slated for, are listed in the TIP. Because transportation has such a direct and personal effect on each and every resident of Hampton Roads, the HRTPO works to communicate the vital issues that are contained within the LRTP and the TIP.

Because the LRTP and TIP affect each citizen of Hampton Roads personally, the HRTPO also works to ensure that citizens are involved with the development of the LRTP by educating the public on the way in which their involvement can shape and enhance programs and policies. As such, a major goal of the HRTPO's public involvement effort is to reach out to all citizens in Hampton Roads and engage them in meaningful dialogue regarding the process itself, their needs and perceptions and potential impacts to their way of life and their community. Although public involvement for the TIP is not conducted in the same way as for the LRTP, the HRTPO does conduct educational outreach efforts to ensure that the public understands the TIP and how funds are budgeted for transportation projects in Hampton Roads.

*How does the LRTP affect each citizen of Hampton Roads? One way, is that it considers and plans for such issues as congestion. The Congestion Management Process (CMP) is a core program of HRTPO and addresses the fact that roadway congestion is a primary concern facing the users of the Hampton Roads transportation system as it adversely impacts quality of life and economic competitiveness. The CMP is a vital element of the HRTPO planning process and is used as a guide to develop project recommendations for the Transportation Improvement Program and the Long-Range Transportation Plan.*

## Long-Range Transportation Plan (LRTP)

The 2034 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 years to reflect changing circumstances, the 2034 LRTP, entitled Navigating the Future, is the result of a multi-year effort and extensive public involvement process spanning initial development of the document to adoption. During the four year 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. Core issues such as Air Quality Conformity have direct effects on the transportation planning process. The HRTPO is responsible for ensuring that air quality plans are reflective of community priorities and transportation plans. Once the list of proposed projects to be included in the LRTP are analyzed to ensure compliance with the Clean Air Act, the analysis is made available for public review and comment.

Work on the 2040 LRTP began in July of 2012 and is slated to be completed in 2016.

Some public involvement techniques utilized throughout the development of the 2034 LRTP include:

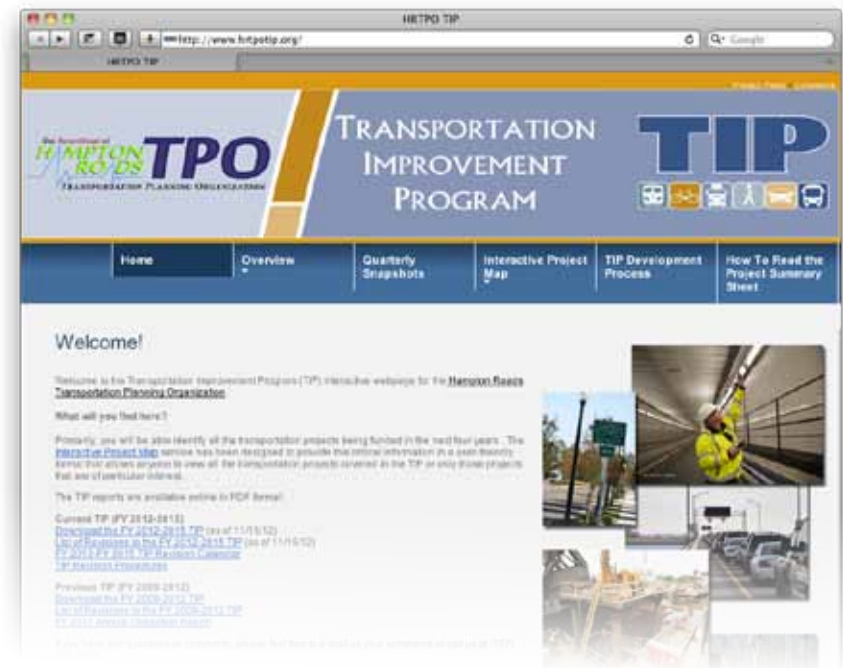
- Public meetings held on the Peninsula and Southside, whereby HRTPO staff presented the LRTP development process and citizens led an engaged conversation on regional transportation issues, as well as submitted oral and written comments for incorporation into the LRTP;
- Public surveys regarding (1) LRTP vision and goals and (2) criteria used to create a prioritized list of regional transportation projects. Combined, approximately 1,600 surveys were completed.
- Series of six 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.
- 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), this includes VDOT and local government projects. 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.



## APPENDIX A: Glossary

**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.

**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** means 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.

### 2009 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

PERSONS IN FAMILY	POVERTY GUIDELINE
1	\$10,830
2	\$14,570
3	\$18,310
4	\$22,050
5	\$25,790
6	\$29,530
7	\$33,270
8	\$37,010

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.



**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** means any geographic region of the United States that has been designated by the EPA as a nonattainment area under section 107 of the Clean Air Act for any

**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.

**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.

## APPENDIX B: Acronyms and Abbreviations

<b>ADA</b>	Americans with Disabilities Act of 1990	<b>SIP</b>	State Implementation Plan
<b>CAA</b>	Clean Air Act	<b>STIP</b>	Statewide Transportation Improvement Program
<b>CDR</b>	Air Quality Conformity Determination Report	<b>TAC</b>	Transportation Advisory Committee
<b>CEQ</b>	Council on Environmental Quality	<b>TDCHR</b>	Transportation District Commission of Hampton Roads
<b>CFR</b>	Code of Federal Regulations	<b>TIP</b>	Transportation Improvement Program
<b>CTAC</b>	Citizen Transportation Advisory Committee	<b>TMA</b>	Transportation Management Area
<b>EJ</b>	Environmental Justice	<b>TTAC</b>	Transportation Technical Advisory Committee
<b>EPA</b>	Environmental Protection Agency	<b>UPWP</b>	Unified Planning Work Program
<b>FHWA</b>	Federal Highway Administration	<b>USDOT</b>	U.S. Department of Transportation
<b>FTA</b>	Federal Transit Administration	<b>VDOT</b>	Virginia Department of Transportation
<b>FTAC</b>	Freight Transportation Advisory Committee	<b>WATA</b>	Williamsburg Area Transit Authority
<b>GIS</b>	Geographic Information Systems		
<b>HRPDC</b>	Hampton Roads Planning District Commission		
<b>HRT</b>	Hampton Roads Transit		
<b>HRTPO</b>	Hampton Roads Transportation Planning Organization		
<b>LEP</b>	Limited English Proficiency		
<b>LRTP</b>	Long Range Transportation Plan		
<b>MPA</b>	Metropolitan Planning Area		
<b>MPO</b>	Metropolitan Planning Organization		
<b>PPP</b>	Public Participation Plan		
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users		

