

# Public Participation Plan (PPP) for Regional Transportation Planning

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**Fredericksburg Area Metropolitan Planning Organization**

406 Princess Anne Street, Fredericksburg, Virginia 22401



# TABLE OF CONTENTS

## **INTRODUCTION AND OVERVIEW**

### **THE FAMPO ORGANIZATION**

George Washington Regional Commission (GWRC)

Fredericksburg Area Metropolitan Planning Organization (FAMPO)

Policy Committee (PC)

Air Quality Committee (AQC)

Air Quality Advisory Committee (AQAC)

FAMPO Technical Committee (FTC)

Transportation Advisory Group (TAG)

Public Transit Advisory Board (PTAB)

Bicycle & Pedestrian Advisory Committee (BPAC)

### **FAMPO TRANSPORTATION PLANNING DOCUMENTS**

Unified Planning Work Program (UPWP)

Constrained Long Range Plan (CLRP)

Transportation Improvement Plan (TIP)

Public Participation Plan (PPP)

Air Quality Conformity Analysis

Bicycle & Pedestrian Plan

Regional Transit Policy Plan

Corridor Studies, Special Projects, Projects of Regional Importance

### **WHAT IS PUBLIC PARTICIPATION**

### **GENERAL GUIDELINES FOR PUBLIC PARTICIPATION**

### **EXPANDING DIVERSITY IN PLANNING**

**PUBLIC PARTICIPATION GOALS & STRATEGIES**

**PUBLIC INVOLVEMENT TOOLS EVALUATION MEASURES**

**APPENDICES**

Appendix 1 FAMPO Staff, Committees, Involved Agencies

Appendix 2 FAMPO Committee, Public Meeting & Public Hearing Schedules

Appendix 3 Public Participation Process for CLRP, TIP, UPWP, PPP

Appendix 4 How to Review & Comment on Transportation Planning Documents

Appendix 5 Libraries to View FAMPO Transportation Planning Documents

Appendix 6 History of Public Involvement Regulations & Policies

Appendix 7 Glossary of Commonly Used Transportation Terms

## INTRODUCTION AND OVERVIEW

The Fredericksburg Area Metropolitan Planning Organization (FAMPO), the forum for regional comprehensive, continuing, and cooperative transportation planning, is committed to engaging all area citizens in its planning and programming activities. It is FAMPO's policy to manage a collaborative process that is proactive and ensures timely public notice, complete information, a wide range of opportunities for submitting comments and full public access to key decisions.

The purpose of the Public Participation Plan (PPP) is to serve as a guide to encourage public involvement in the regional transportation planning process. Through this PPP, FAMPO formalizes its intent to provide open access to the transportation planning process to *all* stakeholders. Because transportation has a substantial impact on an area, public involvement is vital to the planning process and special effort is made to ensure the inclusion of those affected by that planning and those traditionally underserved, such as seniors, persons with disabilities, ethnic groups and low income populations. Effective transportation planning recognizes the critical link between transportation and other societal goals.

Transportation systems can shape an area's growth patterns, economic vitality and quality of life. The region's transportation system provides for the mobility of people and goods, and influences patterns of growth and economic activity through accessibility to land. Furthermore, the performance of this system affects such public policy concerns as air quality, environmental resource consumption, social equity, "smart growth," economic development, safety and security.

FAMPO seeks public input through a variety of techniques, including public notices, workshops, public hearings, comment periods, website, email, surveys, media relations, and the use of committees and work groups, with citizen representatives as appointed. The specific public outreach techniques employed by FAMPO will vary by the individual planning tasks.

FAMPO's PPP is consistent with the following federal requirements (detailed legislation and requirements can be found in the History of Regulations Appendix).

- Intermodal Surface Transportation Efficiency Act (ISTEA)
- TEA-21, and successive federal legislation, including SAFETEA-LU
- National Environmental Policy Act of 1969 (NEPA)
- FTA/FHWA Guidance on Public Participation

# THE FAMPO ORGANIZATION

FAMPO carries out the regional transportation planning process in partnership with the George Washington Regional Commission (GWRC). FAMPO has several committees to advise the organization on technical matters and to provide public perspective of projects, plans and programs. FAMPO has the ultimate authority on all regional transportation planning decisions, however the advisory committees are tasked with analyzing data and making recommendations to FAMPO that shape the transportation planning process. All FAMPO meetings are open to the public, and participation in the metropolitan transportation planning process is encouraged.

The following highlights FAMPO's organizational structure and the roles of the various committees engaged by FAMPO.

## **GEORGE WASHINGTON REGIONAL COMMISSION (GWRC)**

**Executive Director: Mr. Robert Wilson, AICP**

The GWRC is the planning district commission for Virginia Planning District 16, which includes the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford. The GWRC, formerly known as the Rappahannock Area Development Commission, has served Planning District 16 for more than 40 years. GWRC principal functions are regional land-use planning, transportation planning (FAMPO), and transportation demand-management activities, including the GWRC Rideshare program as well as the management and operation of area telework centers. GWRC also supports a number of affiliated organizations, including the Rappahannock Economic Development Corporation, the Rappahannock River Basin Commission and the Rappahannock Disabilities Services Board.

## **FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION (FAMPO)**

**Director of Transportation Planning, FAMPO Administrator: Mr. Lloyd Robinson**

FAMPO is the regional transportation planning department for the GWRC. Created in 1992, FAMPO has managed all transportation planning processes and data for the GWRC region since 1994, when a Memorandum of Understanding was executed with the Transportation Planning Board in Washington, giving FAMPO responsibility for transportation planning in the portion of North Stafford County included in the Washington Urbanized Area by the 2000 Census.

FAMPO's mission is to provide an efficient and equitable surface transportation system for the area's planning district (GWRC) by fostering interagency coordination, providing information and technical support to board members and advisory committees, and by facilitating public input and feedback.

The principal responsibilities of FAMPO include the development of the region's 20-year Constrained Long Range Transportation Plan (CLRP) for the urbanized area. Planning activities also include a three-year Transportation Improvement Program (TIP), and a Unified Planning Work Program (UPWP). FAMPO is the clearinghouse for all regional transportation planning. Staff works closely with city and county transportation planning departments to develop regional transportation plans and programs, which are then forwarded to the Virginia Department of Transportation (VDOT) for inclusion in the overall state-wide transportation plan. VDOT programs these projects for funding and development along with others all over the state, in priority order.

### ***Understanding the Relationship between FAMPO and Other Agencies***

***While FAMPO is not necessarily the implementing agency for projects, it provides an overall coordination role in planning and programming funds for projects and operations throughout the region. Transportation planning amongst regional governments must be cooperative, because no single agency has responsibility for the construction, operation, or maintenance of the entire transportation system. FAMPO is responsible for actively seeking the participation of all relevant agencies and stakeholders in the planning process.***

## **POLICY COMMITTEE (PC)**

The PC is the decision-making body of FAMPO and reviews and adopts all transportation planning activities. It provides direction and vision for transportation planning. Specifically, members review and approve the CLRP, the TIP, the UPWP and all associated amendments. Technical support to this committee is provided by the Technical Committee. Staff support to the Policy Committee is provided by GWRC (refer to the Appendix for details about the Policy Committee membership and meeting schedules).

## **AIR QUALITY COMMITTEE (AQC)**

This Standing Committee is made up of regional elected and appointed officials. Its responsibilities are to meet periodically to assess the air quality conditions in the region and to examine efforts to improve regional air quality in relation to the State Implementation Plan (SIP). Its findings and recommendations are forwarded to the Policy Committee and the State and Federal governments for consideration and action.

## **AIR QUALITY ADVISORY COMMITTEE (AQAC)**

This Standing Committee is made of region, State and Federal staff. Its purpose is to annually review the TIP and to conduct an air quality conformity analysis and determination. This committee also conducts and air quality conformity analysis and determination for the CLRO. Findings and recommendations are provided to the Policy Committee, for approval and transmittal to the Federal Highway Administration (FHWA), for ultimate Federal approval by FHWA and the Environmental Protection Agency (EPA).

## **FAMPO TECHNICAL COMMITTEE (FTC)**

The FTC is made up of engineers and transportation planners from all FAMPO area cities and counties. This committee provides technical expertise and develops recommendations to assist the Policy Committee by reviewing and recommending revisions to the planning process, data collection, forecasts, the CLRP, the TIP and the UPWP.

## **TRANSPORTATION ADVISORY GROUP (TAG)**

The TAG membership is composed of citizens representing all FAMPO cities and counties and at-large members representing various groups and/or organizations with an interest in transportation. The purpose of the TAG is to provide comments, advice and recommendations to the Policy Committee as well as to play a significant role in FAMPO's public participation for area transportation projects and studies.

## **REGIONAL HUMAN SERVICES TRANSPORTATION COORDINATING COMMITTEE (RHSTCC)**

The Regional Human Services Transportation Coordinating Committee (RHSTCC) is established to inform and collaborate with FAMPO regarding efforts to enhance public mobility services for disadvantaged persons. This includes working with the Regional Mobility Coordinator in achieving the goals of the New Freedom grant, responding to human services transportation recommendations in the FAMPO 2035 Long Range Transportation Plan (LRTP) and participating in planning and policy discussions related to the establishment of a regional transportation entity.

## **PUBLIC TRANSIT ADVISORY BOARD (PTAB)**

The PTAB advises FAMPO's Policy Committee on public transportation issues from a regional perspective. Issues include overall regional levels of transit service, specific service segments, service for the transportation disadvantaged , transportation demand management, revenue sources, governance and related items..

## **BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)**

The BPAC is an action group made up of citizens, planners, biking and walking clubs and others whose purpose is to advise the Policy Committee on bicycle and pedestrian issues from a regional perspective. The BPAC also provides recommendations for the encouragement and education of the public regarding bicycle and pedestrian routes, safety and other issues.

## FAMPO TRANSPORTATION PLANNING DOCUMENTS

FAMPO produces many plans and studies as part of the regional planning and funding process. There are four core documents developed by FAMPO. These documents are completely updated on regular cycles and amended as necessary in between updates. Public involvement is critical to successful planning. The following chart offers a snapshot of the core documents and their update schedules. To assist the public in becoming involved, the Appendix includes Policy Meeting and Public Meeting schedules for the upcoming document updates.

Document Name	Updated	Next Scheduled Updates	Public Information Workshop(s)	Public Hearing
<b>Unified Planning Work Program (UPWP)</b>	Annually	July 2007	NO	YES
<b>Constrained Long Range Plan (CLRP)</b>	Every four years	Jan. 2008	YES	YES
<b>Transportation Improvement Plan (TIP)</b>	Annually	Apr. 2007	YES	YES
<b>Public Participation Plan (PPP)</b>	Every three years	Apr. 2007	NO	YES

Other plans and studies include: The Regional Bicycle and Pedestrian Plan, The Regional Public Transit Policy Plan, Air Quality Conformity Determination, and other special projects. The following offers more insight into the four core planning documents.

### **UNIFIED PLANNING WORK PROGRAM (UPWP)**

The UPWP serves as the annual work program for FAMPO. It provides details of the transportation-related planning activities that FAMPO intends to accomplish during the program year utilizing federal, state and local resources. The UPWP further contains a compendium of related transportation planning known to be undertaken by other jurisdictions in the region. It also delineates responsibilities and procedures for carrying out the cooperative transportation planning process. Included in the UPWP is a budget, which details how each fund source will be utilized. This permits the UPWP to act as a grant application for federal funds and also as a management tool for directing the staff activities throughout the year. The UPWP is reviewed and updated every July.

## **CONSTRAINED LONG RANGE PLAN (CLRP)**

The CLRP reflects transportation investments for the next twenty plus years in the GWRC and FAMPO region. Each transportation project that is regionally significant and/or utilizes federal transportation funds must be listed, providing a vision of how the transportation network will function in twenty years time. The long-range planning process involves many steps. FAMPO staff research and analyze what the communities and region will be like in terms of population, jobs, housing, commuting patterns, financing and land use. It is "financially constrained" to include only projects that the region can afford to build and operate during the period. In order to make this picture of the future as accurate as possible, public participation is vital. FAMPO involves many agencies and organizations with different viewpoints and areas of expertise. The Policy Committee (PC) is ultimately responsible for the final decision concerning the plan's adoption. The CLRP is updated every four years.

## **TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The TIP is a short-range fiscal planning document that represents the first three years of the twenty year CLRP. The TIP includes projects on the Interstate, Primary, Urban and Secondary Highway Systems. Also included are safety projects, transportation enhancement, aviation projects, rail projects bicycle and pedestrian projects and public transit projects. Because the TIP is updated annually, it gives the planning agencies and the public the opportunity to regularly review transportation needs for the shorter term, based on real time changes population, traffic, condition, land use and other factors.

## **PUBLIC PARTICIPATION PLAN (PPP)**

The PPP outlines the strategies utilized to provide and receive information from the public on the transportation planning and programming process including projects, studies, plans and committee actions. The PPP is intended to provide direction for public involvement activities to be conducted by FAMPO and contains the goals and strategies used by the MPO for public involvement.

## **AIR QUALITY CONFORMITY ANALYSIS**

All projects that are determined to add capacity (i.e., adding a travel lane) to the road network must undergo an air quality analysis as part of the CLRP and TIP processes. Capacity adding projects cannot exceed the amount of allowable emissions as stated in the Statewide Transportation Improvements Plan (SIP). The CLRP and TIP must fall within the budgeted amounts. The Air Quality Conformity Analysis is included as part of the CLRP and TIP.

## **BICYCLE & PEDESTRIAN PLAN**

The primary goals of the Bicycle and Pedestrian Plan are to preserve and enhance the bicycling and pedestrian network; and to improve the safety, attractiveness, and overall viability of cycling and walking as legitimate transportation alternatives to the transportation system. The Plan is reviewed and updated every four years.

## **REGIONAL TRANSIT POLICY PLAN**

The Regional Transit Policy Plan is a comprehensive, regional public transit system blue print which defines regional transit levels of service, facilities, revenues and governance. The Regional Transit Policy Plan is reviewed and updated every four years.

## **CORRIDOR STUDIES, SPECIAL PROJECTS, PROJECTS OF REGIONAL SIGNIFICANCE**

These are studies and projects that do not fall within the CLRP, TIP or other major plans. FAMPO staff coordinates with interested and affected parties (VDOT, the Virginia Department of Rail and Public Transportation (DRPT) municipalities, residents, organizations) as necessary. While a public comment period is typically included as part of special projects, public hearings and other public meetings may be optional depending on the type of project. The sponsors of these types of projects may make presentations to FAMPO's Policy Committee as appropriate.

## WHAT IS PUBLIC PARTICIPATION?

Public participation is the process of involving all parties including citizens, agencies, policy-makers and technical staff in the transportation planning process from inception to completion. Public involvement benefits all participants by bringing a variety of viewpoints to the transportation planning process. The earlier the public is involved in the planning process, the better the plans can address the community's needs for today and the future.

Public participation is integral to FAMPO's transportation planning success. With participation, it is possible to make a long-lasting contribution to an area's economic vitality and quality of life. Public involvement is more than an agency requirement and more than a means of fulfilling a statutory obligation – it is central to good decision-making.

The fundamental objective of public participation programs is to ensure that the concerns and issues of everyone with a stake in transportation decisions are identified and addressed in the development of the policies, programs, and projects being proposed in their communities.

FAMPO regularly evaluates and refines the public participation process to provide a wide variety of opportunities for people to get involved in transportation planning. Details are listed in the Public Participation Goals and Strategies section of this document.

### GENERAL GUIDELINES FOR PUBLIC PARTICIPATION

FAMPO carries out the following practices for effective communication with the public. These guidelines have been derived from Federal Regulation Code 450.316.

1. **Provide timely information** about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, local jurisdictional concerns).
2. **Provide reasonable public access** to technical and policy information used in the development of the Constrained Long Range Transportation Plan (CLRP), the Transportation Improvement Program (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. **Give adequate public notice** of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the CLRP, TIP, and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by FAMPO and raises new material issues,

which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.

4. **Provide a public comment period of not less than 30 calendar days** prior to adoption of the CLRP, TIP, UPWP, Transit Development Plans, any formal amendments or updates, and other appropriate transportation plans and projects.
5. **Provide a public comment period of 45 calendar days** prior to the adoption of this PPP and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the forty-five day comment period. Notice will also be sent to the entire FAMPO contact list prior to the start of the comment period.
6. **Respond in writing**, when applicable, to public input. When significant written and oral comments are received on the draft transportation plan, a report on the disposition of comments shall be made part of the final plan.
7. **Solicit the needs of those traditionally underserved**, including, but not limited to, the transportation disadvantaged, minorities, elderly persons, persons with disabilities, and low-income households. (SAFETEA-LU legislation requires that the MPO shall provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process via Section 6001(i)(5)(A).)
8. **Coordinate the public participation process** with statewide public participation processes wherever possible, to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.

## EXPANDING DIVERSITY IN PLANNING

FAMPO is committed to reaching out to all members of the community for their input, and embraces the fact that all people and communities should receive equal protection under environmental, health, employment, housing, transportation and civil rights laws. As the agency responsible for coordinating the regional transportation planning process, FAMPO makes sure that all segments of the population are given the opportunity to become involved with the planning process. These groups are a rich source of ideas and can improve transportation not only for themselves, but also for the entire community. In order to improve opportunities to reach all segments of the population, greater outreach emphasis will be given to low income, minority, elderly, disabled, low literacy, limited English proficiency and non-English speaking individuals, and the organizations that advocate and/or provide services on their behalf.

### *Virginia's Fastest Growing Region*

*The George Washington Regional Commission (GWRC) has been Virginia's fastest growing region for six consecutive years, with a 2006 population of 310,000 people and is one of the four largest metropolitan/urbanized areas in Virginia, with a forecast population in 2035 of at least 540,000 people. Of the current population, approximately 75% is Caucasian, 20% is African American and about 5% is Hispanic, Asian-American or other minority. Senior citizens comprise about 10% of the total population. Because of the growing number of minority groups, casting a diverse net through public involvement efforts is a vital element to transportation planning.*

To read more about legislation affecting public outreach and transportation planning: Environmental Justice, Americans with Disabilities Act, and Title VI of the Civil Rights Act and others, please refer to the section on Public Involvement Regulations and Policies in the Appendix.

## STRATEGIES TO BROADEN OUTREACH

Effective planning requires that diverse socioeconomic groups be included early in the planning effort and that their concerns be understood and addressed. A few ways FAMPO is expanding diversity through public involvement include:

- Examining the location and service area of each of its transportation improvements to ensure that its transportation system adequately and appropriately benefits all groups of the region's population;

- Using census and mapping data to identify areas with large concentrations of seniors, minority and ethnic populations, and use this information to broaden FAMPO’s master contact database mailing list;
- Providing direct notice of public meetings and public input periods to identified groups of stakeholders as is practicable;
- Holding public information meetings in facilities that are centrally located and accessible by persons with disabilities and by as many transportation modes as possible;
- Writing all documents so they are easy to read
- Making all informational materials easy to access
- Providing documents and other pertinent materials to other public and private agencies and advocates to extend FAMPO resources for outreach
- Using the Transportation Advisory Group (TAG) to improve, evaluate and enhance communication with minority and low income audiences
- Providing “how to request special assistance” notices on all promotional information including the website
- Maximizing the accessibility of the FAMPO website for visually impaired individuals per Section 508 of the Americans with Disabilities Act
- Evaluating and, where necessary, improving the public involvement process to encourage a diverse group of people to take part in transportation decision-making.

### ***Defining Diversity***

***Minority groups are those persons who are African American, Hispanic, Asian American, American Indian or Alaskan Native. These minority populations are those that are readily identifiable groups who will be affected by a proposed FAMPO program, policy, or activity.***

***Low-Income populations are those groups whose household income is at or below the Department of Health and Human Services poverty guidelines and who will be affected by a proposed FAMPO program, policy, or activity. (Ref: DOT Order on Environmental Justice)***

### **Assessing Diversity Efforts:**

Most MPOs agree that assessing the success of diversity goals can be challenging. Because receiving input from a broad range of stakeholders is vitally important to the planning process, FAMPO will establish a plan to regularly review and evaluate the public involvement program to determine its effectiveness in providing feedback from diverse audiences. As an example, during meetings, attendees may be asked to fill out a simple survey asking them their income level, ethnic background, education level, etc. A similar survey could be used when the public accesses the FAMPO website for information and comments. The TAG will review, assessment and future recommendations of these efforts for action by the Policy Committee.

# **PUBLIC PARTICIPATION GOALS & STRATEGIES**

## **PUBLIC PARTICIPATION PROCESS**

FAMPO seeks public input through a variety of techniques to ensure we are reaching a broad and diverse public. The public outreach techniques employed by FAMPO will vary depending on the specific planning task.

## **PUBLIC PARTICIPATION GOALS**

- Raise the level of understanding of the transportation planning process among all groups in the FAMPO transportation study area and identify how interested citizens can become involved.
- Provide the public with opportunities for involvement in the transportation planning process, and make access to documents easy.
- Identify and involve traditionally underserved communities (those communities with high concentrations of minority, low-income, or elderly populations) in the transportation planning process.
- Regularly review and enhance the public involvement plan.

## **WHO IS THE PUBLIC TO BE REACHED?**

The public includes anyone who resides, has an interest, or does business in a given area potentially affected by transportation decisions. This includes both individuals and organized groups. Those persons traditionally underserved by existing transportation systems, such as low-income or minority households and the elderly, should be encouraged to participate in the transportation decision making process. Federal, state, and local agencies with an interest in transportation issues also play a particularly important role in the development of transportation projects. Many of those agencies have a statutory responsibility to review environmental documents or issue permits for transportation projects.

## **TARGET PUBLICS ON FAMPO'S MAILING LIST**

- General public
- Directly affected public, such as property owners, including those of abutting properties and those in the vicinity of a proposed project
- Elected officials
- Affected agencies, e.g., U.S. Environmental Protection Agency, Virginia Department of Environmental Quality, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation and Public Works Departments

- Freight shippers, providers and users of freight transportation services – via rail, air and highway routes
- Providers and users of private transportation services, e.g., taxis, commuter buses, shuttle buses, limousines, car pools and van pools
- Providers and users of public transportation services, e.g., bus, airlines, and train
- The business community (retail, services, aggregate industry, etc.)
- Advocacy groups – e.g., civic and special interest groups, Chambers of Commerce, homeowner’s associations, public interest groups for bicycle use and pedestrians, civil rights groups, and senior citizen organizations
- Traditionally underserved communities such as people with disabilities, children and youth, elderly, low-income, and racial and ethnic minorities
- Non-English speaking public, as appropriate
- Emergency service providers and users

# STRATEGIES & TACTICS

## STRATEGY 1

Provide timely and continuous information about transportation issues and processes to stakeholders.

### Tactics

- 1.1 **Master Contact Database/Mailing List:** FAMPO's Public Involvement Department maintains an up-to-date database of contacts to assure that all interested parties have reasonable opportunities to comment on the transportation planning process and products. The database will include all groups listed previously as target publics.
- 1.2 **Website - [www.fampo.gwregion.org](http://www.fampo.gwregion.org):** FAMPO will develop and maintain an internet website that will be compliant with Section 508 of the Americans with Disabilities Act for disabled users. The website will provide the most current and accurate transportation planning information available and use visualization techniques as appropriate. The website will contain the following information:
  - A. Contact information (mailing address, phone, fax, and e-mail)
  - B. Current MPO committee membership
  - C. Meeting notices, calendars and agendas
  - D. Transportation planning documents (UPWP, CLRP, TIP, PPP, etc.)
  - E. Public comment/question form and other public involvement opportunities
  - F. Links to related agencies
- 1.3 **Meeting Notices:** Notices for committee meetings, public meetings and public comment periods will be advertised. Locations where they may be advertised include the FAMPO website, local news sections of regional newspapers and on cable television bulletin boards. Local member jurisdictions also may be asked to publicize the public comment period/hearing in their local media (newsletters, websites, etc.). A complete list of committee and public meetings is available on the FAMPO website: [www.fampo.gwregion.org](http://www.fampo.gwregion.org)
- 1.4 **Press Releases/Media Relations:** News releases are developed and distributed to local and regional television, radio and print media. Topics for releases will include meeting notices and transportation planning news and general FAMPO news. As part of media relations, Corridor Tours (familiarization tours) may be conducted to introduce the media to the affected area(s).
- 1.5 **Email:** Meeting announcements, project and other FAMPO updates are sent electronically to the master contact database or to targeted groups for upcoming activities.
- 1.6 **Postcards/Direct Mail:** Meeting notices in the form of a postcard mailer may be utilized prior to key public forums, meetings and hearings. Mailers will be sent to those on the master

contact mailing list and also may be sent to households and businesses in affected areas through the purchase of a targeted mailing list to supplement the master contact mailing list.

- 1.7 **GWRC Newsletter:** GWRC will begin production of a regional quarterly newsletter for distribution to the master contact mailing list and for circulation to area libraries. The newsletter also will be available for review and download from the GWRC and FAMPO websites. The newsletter will include a section on FAMPO activities. The newsletter could include updates on current or recently completed projects, design projects, announcements of upcoming meetings, and contact information.
- 1.8 **Flyers/Informational Inserts:** Flyers may be developed to provide information about FAMPO activities to interested groups to insert into their regular mailings, e.g., Homeowner's Association Newsletters.
- 1.9 **Signage:** Directional signs may be considered for posting outside meeting locations to announce public workshops at least two days prior to the meeting date, e.g., sandwich boards, marquees, electronic signage (VDOT).
- 1.10 **Informational Brochures:** Over the next three years, FAMPO will assess current informational brochures and consider updates and the need for new informational guides to help the public learn more about FAMPO and the transportation planning process and how the public can become involved.
- 1.11 **Speakers Bureau:** FAMPO staff members are available to provide general and project-specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice. TAG members also may assist in performing public outreach to community and advocacy groups.
- 1.12 **Public Meetings:** Workshops, seminars, and exhibits can provide vital information directly to the public to help inform and educate. A complete schedule of public meetings is found on the FAMPO website: [www.fampo.gwregion.org](http://www.fampo.gwregion.org).

## **STRATEGY 2**

Provide reasonable public access to technical and policy information used in the development of plans and projects.

### **Tactics**

- 2.1 **FAMPO Library:** The MPO will make all publications and work products available at the FAMPO office and electronically via the FAMPO website.
- 2.2 **Community Buildings:** Place printed materials in public areas that are easily accessible.
  - A. Local/Regional Government Offices

- B. Libraries (In the Reference area; not available for checkout)
- 2.3 **Committee & Public Meetings:** Use public meetings and hearings as a conduit to release information used in the development of studies, plans and amendments as appropriate. Public meetings will be held at various locations throughout the region. Whenever feasible, hold public meetings at a site(s) and time(s) convenient to potentially affected citizens. FAMPO will conduct public workshops and a public hearing during CLRP and TIP updates. A complete schedule of committee and public meetings is found on the FAMPO website: [www.fampo.gwregion.org](http://www.fampo.gwregion.org).
- 2.4 **Copies of Reports:** Invite members of the public to request copies of reports and other technical information (other than proprietary software or legally confidential data). These requests will be handled as follows:
- A. Relevant reports and technical information will be distributed free of charge at committee meetings. To the extent practicable within budget limitations, relevant reports and technical information will also be made available free of charge for other meetings and outreach activities related to FAMPO activities.
  - B. In circumstances other than (a), requests for reports and technical information will be fulfilled on an "at cost" basis, including duplication costs and staff time associated with responding to the requests.
  - C. Reports and technical information will be made available through the FAMPO Website.
- 2.5 **Committee Meeting Access:** Provide access to all committee meetings by welcoming the public to attend. The chairs of various committees and subcommittees will recognize members of the public who wish to ask questions or make comments at these meetings, to the maximum extent possible under the time constraints imposed by the agendas. Comments will be recorded, reviewed and considered and appropriate feedback will be given to the individual/group.
- 2.6 **Internet:** Place easy to upload materials on the FAMPO website: [www.fampo.gwregion.org](http://www.fampo.gwregion.org) for 24-hour public access. For those who do not have the ability to go online at home, local libraries are available to access online information.
- 2.7 **Graphics:** FAMPO will use visualization techniques on its website, in printed materials and during meetings as practicable to depict transportation plans. Examples of visualization techniques include: charts, graphs, photo interpretation, maps, use of GIS systems, artist renderings, physical models, and/or computer simulation.
- 2.8 **Public Access – Underserved and Disabled Americans:** Recognizing that certain members of the public who may be interested in transportation may have difficulty in attending FAMPO's public meetings, public hearings, and the open meetings of the FAMPO Policy Board to specifically address planning activities regarding transportation, the following arrangements shall be observed:

- A. Advertisements also will include information for those who may need special assistance (sign language interpreter, etc.) to attend.
- B. Meetings will be held at ADA accessible locations.
- C. Meetings will be held on or near transit routes whenever possible.

### **STRATEGY 3**

Provide a reasonable time to comment prior to adoption of any plan or amendment. Notice of the comment period should be advertised.

#### **Tactics**

##### **3.1 Set reasonable comment periods for each plan/report.**

- A. Unified Work Program– 30 days
- B. Constrained Long Range Plan– 30 days
- C. Transportation Improvement Program– 30 days
- D. CLRP & TIP Amendments – 14 – 30 days
- E. Bicycle & Pedestrian Plan – 30 days
- E. Regional Transit Plan – 30 days
- F. Public Participation Plan & Amendments - 45 days

##### **3.2 Give notice of the comment period & public meetings at the start of the comment period.**

- A. Display Ad (at the start of the comment period weeks prior and then again 1 to 2 weeks prior to end of comment period or before a public meeting/hearing.)
- B. GWRC Newsletter (one quarter prior, if dates are known)
- C. Website (at the start of the comment period)
- D. Press Release (at the start of the comment period and again after the comment period as a follow up)

##### **3.3 Provide various methods for providing public input during comment periods.**

- A. Public Meetings/Hearings
- B. Policy Committee, Technical Committee, Transportation Advisory Group meetings and hearings
- C. Comment Forms at meetings and on the website. Comment forms also may be included in GRWC newsletter, as appropriate.
- D. Comment forms may be postage paid to encourage their return
- E. Email
- F. Fax
- G. 711 Virginia Relay Service
- H. Briefings/Stakeholder Interviews/Speakers Bureau

- I. Include comment forms at libraries and with reports and publications.
- 3.4 **Respond in writing, when applicable, to public input.** When significant comments are received on the draft FAMPO CLRP as a result of public participation, a report on the disposition of comments shall be made as part of the final FAMPO CLRP.
- 3.5 **Additional Opportunities for Comment:** If there are significant changes to the final draft transportation plan or program from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. FAMPO shall determine when changes to the transportation plan or program are significant and warrant additional opportunity for public comments.

## **STRATEGY 4**

Encourage and solicit the involvement of all area citizens including those under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, Non-English speaking, elderly, persons with disabilities, and low-income households.

### **Tactics**

- 4.1 **Use socioeconomic map information to identify target audiences for each planning study.** These include: those traditionally underserved and underrepresented populations, including but not limited to, low income and minority households, within the study area.
- 4.2 **When feasible, hold public meetings at a site convenient to potentially affected citizens.** Public meetings will be held in locations accessible to persons with disabilities and will be located near or on a transit route.
- 4.3 **Community Information/Events:** FAMPO staff may bring informational materials, presentation boards, and visualization tools to regional festivals, grocery stores, major retail organizations, and others as appropriate.
- 4.4 **Partnering Activities:** Consider partnering with the TAG and advocate organizations to educate and broaden outreach and involve underserved audiences.
- 4.5 **Accessible Formats:** In accordance with the Americans with Disabilities Act (ADA) regulations, all planning documents will be made available in larger print during the review period. These will be available upon request.

## STRATEGY 5

Coordinate the PPP with local, regional and statewide Public Participation Processes wherever possible to enhance public consideration of the issues, plans and programs, and reduce redundancy and cost.

### Tactics

- 5.1 **Partnering:** FAMPO will work with public involvement representatives from VDOT and the local jurisdictions to share information, coordinate public meeting schedules and ensure that the public does not experience “meeting overload” and/or confusion of study purposes, processes or sponsors. FAMPO will identify agency contacts and establish a regular meeting schedule and/or mechanism for regular information sharing.
- 5.2 **Assistance:** Whenever feasible, FAMPO will assist VDOT, local governments and transportation agencies in the development and implementation of public involvement techniques for planning and other studies, including Major Corridor/Feasibility Studies, Project Development and Environmental Studies or other documents to support planning.

## STRATEGY 6

Evaluate and improve public participation and maintain and make readily available documentation of its public participation activities and procedures.

### Tactics

- 6.1 **Continuous Monitoring:** FAMPO staff will evaluate public involvement techniques after every public meeting and hearing. Citizen surveys during meetings and via the Internet will solicit opinions to improve public participation techniques.
- 6.2 **Annual Review:** The PPP will be reviewed each year by FAMPO staff and TAG as part of the self-certification process and appropriate modifications will be recommended to the Policy Committee.
- 6.3 **Full Review:** Every three years, the FAMPO staff will conduct a thorough review of the PPP with the TAG. Any changes to the PPP shall include at a minimum a forty-five day public comment period which has been advertised in a newspaper of general circulation in the region.

## PUBLIC INVOLVEMENT TOOLS EVALUATION MEASURES

Successful evaluation of the effectiveness of the public participation plan requires tracking outreach activities and establishing initial baseline measurements. Reasonable effort will be made to evaluate the public involvement regularly.

<b>Public Involvement Tool</b>	<b>Evaluation Criteria</b>	<b>Performance Goal(s)</b>	<b>Methods to Meet Goal(s)</b>
Public Participation Plan (PPP)	Required by law; TAG discussion	NA	Update at least every 3 years to incorporate the improvement strategies resulting from public involvement evaluations and insight from TAG review.
Master Contact Database/Mailing List	Number of returned items	Decrease the number of returns on each mailing.	Make immediate corrections when items are returned. Use First Class postage for mailings at least twice per year to “clean up” the mailing list.
Website	Number of web hits	Increase number of web hits over the course of each year.	Include website address on all organization products. Link website to partner organizations.
GWRC Newsletters (FAMPO Section)	Calls, letters, etc.; Number of persons reached	Increase the number of meeting attendees/comment form respondents indicating that they received a newsletter.	Increase or decrease distribution to more accurately target an area that may be affected.
E-mail Announcements/ Internet Message Boards	Calls, letters, etc.; Number of persons reached	Increase the number of meeting attendees/comment form respondents indicating that they	Increase e-mail list by advertising the availability of e-mail announcements using other public involvement tools. (Sign up for email via the

		saw the announcement.	FAMPO Website)
Newspaper Advertisements	Required by law	Increase the number of activity attendees/comment form respondents indicating that they saw the ad.	Place publication in prominent location of paper if able. Increase size or change layout to make ads more visible.
Press Releases	# of media reached  Press Log maintained for press releases and resulting news articles.	Information must be included in the major newspapers as a result of the releases.	Encourage publication of press releases by keeping the media informed and through follow up.  Send a release for each significant FAMPO activity (public meeting, public hearing, comment period, etc.)  Maintain a current media contact list.
Postcards/Direct Mailings	Calls, letters, etc.; Number of persons reached	Increase the number of meeting attendees/comment form respondents indicating that they received the mailing.	Increase/Decrease mailing list to more accurately target affected areas. Use the most up-to-date information from the County Property Appraisers to maintain the mailing list.
Flyers/Posters	Calls, letters, etc.; Number of persons reached	Increase the number of meeting attendees/comment form respondents indicating that they saw a poster.	Increase distribution to common areas where posters will be more visible to the general public.
Information Brochures	Distribution	Distribute to FAMPO and key regional libraries in 1 <sup>st</sup> year; increase by 2-4 locations annually.	Develop a distribution strategy for informational brochures about FAMPO. Include number of locations, how many brochures per location, replenishment needs/times.
Speakers Bureau/Small	Number of	5 presentations 1 <sup>st</sup>	Advertise opportunities to make

Group meetings	persons reached based on sign up sheet and number of groups reached.	year; increase by 2 presentations annually OR Increase # of persons reached annually.	presentations. Proactively seek speaking engagements. Maintain a presentation log noting the group, the contact person, how many attended and issues.
Public Forums/Workshops/Hearings	Attendance at meetings.	Increase the number of affected population (based on study area) in attendance.	Schedule at convenient times and locations. Use other public involvement tools to increase awareness of hearings. Hold multiple workshops.
FAMPO Library	Number of persons using library	Increase the number of visits per quarter.	Promote library hours on various outreach materials.
Planning Document Distribution	Number of distribution sites	100% distribution on vital documentation	Build distribution list to include locations in addition to FAMPO library. Include county and city government buildings, libraries and provide links to Websites.
Comment Forms	Calls, letters, etc.; Number of responses	Increase the number of meeting attendees that filled out a form -OR- return the form by mail - OR – submit a form as a visitor to a web site	Encourage responses by explaining the importance of receiving comments.
Graphics/Visualization	Comment form noted that graphics were “useful”	Increase the number of comment form and web users that find the graphics and visualization techniques “useful”	Include graphics/visualization techniques online and during public meetings and hearings.
Surveys	Calls, letters, etc.; Number of responses	Increase the number of contacted persons that participate in the survey -OR- increase the number of mail recipients	Encourage responses by explaining the importance of receiving feedback. Offer incentives for returning surveys.

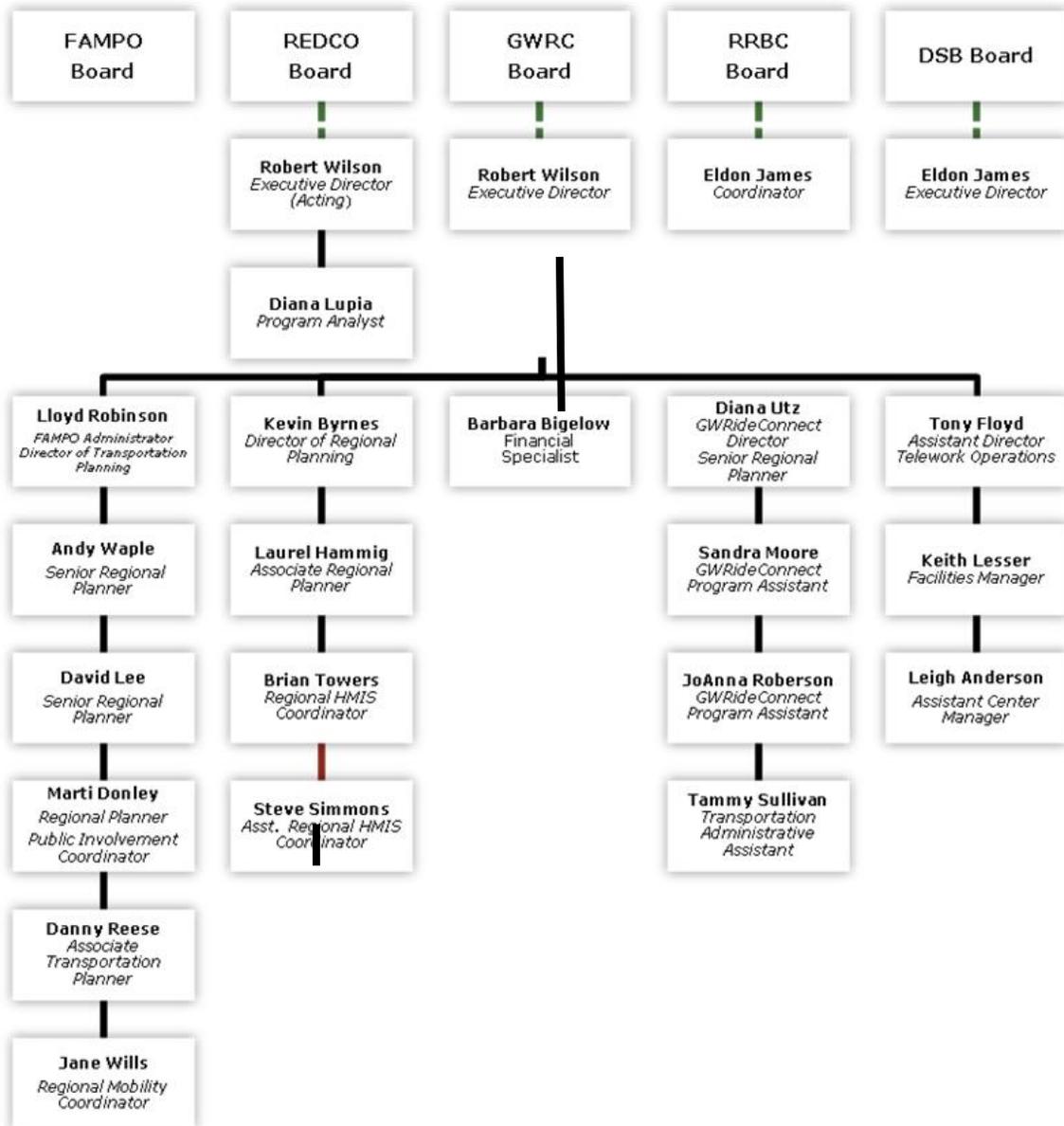
		that return the survey	
MPO Logo		Increase recognition of the logo.	The MPO logo should be used on all MPO products and publications, and on materials for all MPO sponsored activities.

# APPENDIX 1

## FAMPO STAFF, COMMITTEES AND AGENCIES

### George Washington Regional Commission

Figure 1



## **POLICY COMMITTEE – 2010**

**Membership:** The Policy Committee is made up of ELEVEN voting members and six non-voting members. Voting members include: two elected officials and the head administrator of the City of Fredericksburg and Spotsylvania and Stafford Counties, a representative from the Potomac and Rappahannock Transportation Commission (PRTC), and a representative for the Commonwealth of Virginia that is designated by the Virginia Secretary of Transportation. Non-voting members include Caroline and King George Counties, the Federal Highway Administration, the Federal Transit Administration, and the Virginia Department of Rail and Public Transportation (DRPT) and Virginia Department of Aviation.

**Membership Term:** The Chair serves one year or until the Committee elects a new Chair. Other MPO membership is in accordance with Memorandum of Understanding (MOU) as adopted by the Localities and approved by the Department.

**Meeting Date:** Third Monday of each month

**Meeting Time:** 7:00 p.m.

**Meeting Place:** GWRC/FAMPO  
406 Princess Anne Street  
Fredericksburg, Virginia 22401

### **Members:**

#### **City of Fredericksburg**

Matthew J. Kelly, Chair, City Council, Ward 3  
Mary Katherine Greenlaw, Vice Chair, City Council  
Beverly Cameron, City Manager  
Kerry Devine (alternate)  
George Solley, Ward 2 (alternate)

#### **Spotsylvania County**

Benjamin T. Pitts, Battlefield District  
Jerry I. Logan, Courtland District  
Douglas Barnes, County Administrator

#### **Stafford County**

Mark Dudenhefer, Treasurer, Garrisonville District  
Susan Stimpson, Falmouth District

Anthony Romanello, County Administrator  
Paul Milde, Aquia District (alternate)  
Mike Neuhard, Deputy County Administrator (alternate)

**Caroline County**

Maxie Rozell, Reedy Church District (non-voting)  
Robert J. Popowicz, Port Royal District (non-voting)

**King George County**

Dale W. Sisson, Jr., (at-large) (non-voting)  
Joseph W. Grzeika, Madison District (non-voting)

**Virginia Dept. of Transportation (VDOT)**

Quentin Elliott, District Administrator  
Jamie Brown-Porter, Assistant District Administrator (alternate)

**Potomac & Rappahannock Transportation Commission (PRTC)**

Alfred Harf, Executive Director  
Betsy Massie, Director of Grant & Project Management (alternate)

**Department of Rail and Public Transportation (DRPT)**

Amy Inman, Planning and Project Manager

**Federal Highway Administration (FHWA)**

Ivan Rucker, Highway Safety Programs Manager (non-voting)

## **FAMPO TECHNICAL COMMITTEE – 2010**

**Membership:** The FAMPO Technical Committee is made up of transportation planners, engineers and other staff members from the FAMPO cities and counties, Virginia Rail Express (VRE), VDOT, DRPT and other regional, state and federal transportation agencies.

**Membership Term:** The Chair serves one year and is from the same jurisdiction as the Policy Committee Chair. Other membership is in accordance with Memorandum of Understanding (MOU) as adopted by the Localities and approved by the Department.

**Meeting Date:** 2nd Monday of each month

**Meeting Time:** 9:00 a.m.

**Meeting Place:** GWRC/FAMPO  
406 Princess Anne Street  
Fredericksburg, Virginia 22401

### **Members:**

#### **City of Fredericksburg**

Erik Nelson, Chair. Senior Planner  
Bassam Amin, City Engineer

#### **Spotsylvania County**

Rodney White, Transportation Planner  
Daniel Cole, Traffic Manager

#### **Stafford County**

Brad Johnson, Redevelopment Administrator

#### **Caroline County**

Mike Finchum, Director of Planning  
Angeline Pitts, Planner

#### **King George County**

Jack Green, Director of Community Development

**Virginia Department of Transportation:**

Jamie Brown-Porter, Assistant District Administrator

Wayne Woodcock, Transportation Engineer

Joe Ponticello, Air Quality Program Manager

Jim Witherspoon, Planning & Programming, Northern Region Operations

Dan Grinnell, Air Quality Engineer (alternate)

**FREDericksburg Regional Transit (FRED)**

Kathy Beck, Director of Public Transit

Wendy Kimball, Deputy Director of Public Transit

Arnie Levine, Manager of Policy, Planning and Compliance (alternate)

**Potomac & Rappahannock Transportation Commission (PRTC)**

Anthony Foster, Transportation Project Manager

**Virginia Railway Express (VRE)**

Christine Hoeffner, Planning Manager

**Virginia Department of Rail & Public Transportation (DRPT)**

Joseph Swartz, Urban Transit Program Administrator

**Federal Highway Administration (FHWA)**

Ivan Rucker, Highway Safety Programs Manager

**George Washington Regional Commission (GWRC)**

Diana Utz, GWRideConnect Director

## **TRANSPORTATION ADVISORY GROUP - 2010**

**Membership:** The TAG's membership includes 18 locality representatives representing Stafford County, Spotsylvania County, Caroline County, Department of Social Services and more. The TAG members are appointed by their local jurisdictions. To explore transportation issues in detail, the TAG is subdivided into a series of subcommittees to address special area transportation issues and needs. These subcommittees include: (1) Membership, By-Laws and Public Involvement; (2) Transportation and Land Use; (3) Environment, History, Recreation and Safety; and (4) Mass Transit.

**Membership Term:** One year

**Meeting Date:** 2nd Wednesday of each month

**Meeting Time:** 6:30 p.m.

**Meeting Place:** GWRC/FAMPO  
406 Princess Anne Street  
Fredericksburg, Virginia 22401

### **Members:**

#### **Stafford County**

Bruce Iosco, Chairman  
Steven Apicella  
Roland Stanford  
Byron Hinton

#### **Spotsylvania County**

Susan Templeton, Vice Chair  
Den Boyd  
Billy Seargeant  
Alfred King  
Allen Ludwig  
Gerald Pederson  
Larry Gross (at-large)  
Peter Kolakowski (at-large)

#### **King George County**

Dave Coman

**National Park Service (NPS)**

John Hennessy

**Fredericksburg Area Metropolitan Planning Organization (FAMPO)**

Rupert Farley

**REGIONAL HUMAN SERVICES TRANSPORTATION COORDINATING COMMITTEE  
(RHSTCC)**

**Membership:** The RHSTCC membership includes Committee members include representatives of organizations serving people with disabilities, seniors and other transportation disadvantaged people,

**Membership Term:** One year

**Meeting Date:** 1<sup>st</sup> Monday of each month

**Meeting Time:** 1:30 p.m.

**Meeting Place:** disAbility Resource Center  
409 Progress Street  
Fredericksburg, Virginia 22401

**Members:**

**Human Services Agencies:**

Michael Jenkins, Executive Director, Bay Consortium Workforce Investment Board

Fronce W. Wardlaw, Executive Director, Project Faith, Inc.

James Gillespie, Executive Director, Rappahannock Area Community Services Board (RACSB)

Michael Muse, Director, Stafford County Social Services (DSS)

Sue Parr, Director, Bragg Hill Community Coalition

Debe Fults, Executive Director, disAbility Resource Center (dRC)

Jim Schaefer, Executive Director, Rappahannock Area Agency on Aging (RAAA)

Sarah Walsh, Director of Community Investment, Rappahannock United Way

Bunny Melzer, Executive Director, Thurman Brisben Center

**Commercial or Private Providers:**

Quintin Hardy, Owner, Wisdom Ride, Inc.

Kristen Gregg, Consultant, Ride-Away Handicap Equipment Corporation

**George Washington Regional Commission/Fredericksburg Area Metropolitan Planning Organization**

Jane Wills, Regional Mobility Coordinator

Diana Utz, Director of GWRideConnect

**Governmental Agencies**

Kathy Beck, Director of FREDericksburg Regional Transit (FRED)

Wendy Kimball, Deputy Director of FREDericksburg Regional Transit (FRED)

Bob Canaday, Director, Department of Rehabilitative Services (DRS)

**Ex Officios**

Neil Sherman, Specialized Program Manager, Department of Rail and Public Transportation (DRPT)

Eldon James, Executive Director, Eldon James and Associates

Janet Hill, Program Disability Consultant, Department of Rail and Public Transportation (DRPT)

Robert (Bob) Knox, Transportation Manager, Department of Medical Assistance Services (DMAS)

Lloyd Robinson, FAMPO Administrator, Fredericksburg Area Metropolitan Planning Organization (FAMPO)

## **PUBLIC TRANSIT ADVISORY BOARD (PTAB) – 2010**

**Membership:** PTAB is comprised of members representing all jurisdictions served by FREDericksburg Regional Transit, FRED partners and a citizen representative.

**Membership Term:** No Set term

**Meeting Dates:** January, March, May June, July, August, September & October

**Meeting Time:** 9:00 a.m.

**Meeting Place:** FREDericksburg Regional Transit  
1400 Jefferson Davis Hwy.  
Fredericksburg, VA 22401

### **Members:**

Lawrence A. Davies, Chair, Mayor at-Large, City of Fredericksburg

Debe Fults, Director, disAbility Resource Center (dRC)

Jan Erkert, Fredericksburg Regional Chamber of Commerce

Jack Green, Director of Community Development, King George County

Deneal Helms, Marketing Director, Free Lance Star

Ed Houck, Director of Corporate and Community Program, Mary Washington Hospital

John Moen, General Manager, Star Radio Group

Richard R. Pearce, Associate VP of Business and Finance, University of Mary Washington

Fred Sisk, Citizen Representative

Diana Utz, Director of GWRideConnect, George Washington Regional Commission (GWRC)

Rodney White, Transportation Planner, Spotsylvania County

Lloyd Robinson, FAMPO Administrator, Fredericksburg Area Metropolitan Planning Organization (FAMPO)

## **BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2010**

- Membership:** This committee consists of 15 members including appropriate counties and cities, the Fredericksburg Cyclist’s Club, the Fredericksburg Pathways Partners, the Sierra Club, and the National Park Service.
- Membership Term:** No set term
- Meeting Date:** First Monday of each month
- Meeting Time:** 6:30 p.m. (as needed)
- Meeting Place:** GWRC/FAMPO  
406 Princess Anne Street  
Fredericksburg, Virginia 22401

### **Members:**

#### **George Washington Regional Commission**

Andy Waple, Senior Regional Planner  
Diana Utz, GWRideConnect Director

#### **Stafford County**

Kathy Baker, Assistant Planning Director

#### **Spotsylvania County**

Gregory Slocum, Planner

#### **Caroline County**

Rebecca Broaddus, Director of Special Projects  
Sheryl Finucane, Citizen Representative

#### **King George County**

Dave Jones, President of Dahlgren Heritage Rail Trail  
Jim Lynch, Dahlgren Heritage Trail/Potomac Heritage Trail  
Jack Green, Director of Planning

#### **City of Fredericksburg**

Scott Howson, Rappahannock Chapter Sierra Club  
George Solley, President, Fredericksburg Pathways Partners  
Kathy Beck, Director, FREDericksburg Regional Transit (FRED)

Erik Nelson, Senior Planner

Kathryn Poplin McGhee, Fredericksburg Cyclist Club

Robert Burch, Director Operations & Construction, Fredericksburg City Schools

**Virginia Department of Transportation (VDOT)**

Jamie Brown-Porter, Assistant District Administrator

**National Park Service (NPS)**

Keith Kelly, Chief Ranger

## **AGENCIES INVOLVED IN REGIONAL TRANSPORTATION PLANNING**

The following is a list of Federal, State and Local agencies included on FAMPO's mailing list to be included in transportation planning coordination and collaboration.

### **FEDERAL:**

- Bureau of Indian Affairs
- Bureau of Land Management
- Federal Highway Administration
- Federal Transit Administration (FTA)
- FEMA
- Homeland Security
- National Parks Service (Department of Interior)
- National Marine Fisheries Service, Northeast Region
- USDA Natural Resources Conservation Service National Tech Center
- USDA Wildlife Services
- US Fish and Wildlife Service
- US Army Corps of Engineers
- US Dept. of Transportation (DOT)
- US Environmental Protection Agency, Region 3
- US Coast Guard
- US Geological Survey

### **STATE:**

- Virginia Department of Transportation
- Virginia Department of Rail & Public Transportation
- Virginia Department of Conservation & Recreation, Division of Natural Heritage
- Virginia Department of Emergency Management
- Virginia Department of Environmental Quality
- Virginia Department of Historic Resources, State Historic Preservation Office
- Virginia Department of Forestry (also US Dept. of Agriculture)
- Virginia Department of Game and Inland Fisheries
- Virginia Department of Housing and Community Development
- Virginia Department of Mines, Minerals and Energy
- Virginia Economic Development Partnership
- Virginia Marine Resources Commission
- Virginia Parks and Wildlife
- Virginia Outdoors Foundation

- Virginia Tourism Corporation

**LOCAL/REGIONAL:**

- Caroline County Board of Supervisors
- Caroline County Planning Department
- City of Fredericksburg City Council
- City of Fredericksburg Regional Transit (FRED)
- City of Fredericksburg Architectural Review Board (ARB)
- City of Fredericksburg Public Works
- Caroline County Department of Planning and Community Development
- George Washington Regional Commission (GWRC) Rideshare Program?
- King George County
- King George County Department of Community Development
- Potomac & Rappahannock Transportation Commission (PRTC)
- Spotsylvania County Board of Supervisors
- Spotsylvania County Planning Department
- Spotsylvania County Administrator
- Stafford County Dept. of Public Works
- Stafford County Board of Supervisors
- Stafford County Administrator
- Virginia Railway Express
- Police, Fire & Rescue
- Local Land Use Plans (All counties and cities, military bases)
- Local Economic Development Agencies
- Local/Regional Transit Agencies (FRED, VRE)
- Local Department of Health
- Local Department of Housing & Community Development
- Local Historical Agencies
- Department of Social Services

## APPENDIX 2

### PUBLIC AND COMMITTEE MEETING SCHEDULES

<b>Document Name</b>	<b>Updated</b>	<b>Next Scheduled Update</b>	<b>Public Information Workshop</b>	<b>Public Hearing</b>
Unified Planning Work Program (UPWP)	Annually	July 2007	NO	NO
Constrained Long Range Plan (CLRP)	Every three years	January 2008	YES	YES
Transportation Improvement Plan (TIP)	Annually	April 2007	YES	YES
Public Participation Plan (PPP)	Every three years	March 2007	NO	YES

## APPENDIX 3

### PUBLIC PARTICIPATION PROCESS: CLRP, TIP, UPWP, PPP

1. **Document is Drafted:** An updated document based on new data and analyses is sent to all participating agencies for review and comment and made available to the public for their feedback. The draft document is available for review in these locations:
  - a. All regional libraries in the FAMPO region hold the document on reserve
  - b. FAMPO office
  - c. FAMPO website in pdf format
  - d. County Transportation Planning offices (City of Fredericksburg, Caroline County, King George County, Spotsylvania County, Stafford County)
  - e. Public Meetings, Workshops, Hearings (as appropriate)
  
2. **Comment Opportunities:** Once the draft document is released for review, the public and agencies have 30 days to submit questions and comments on the CLRP, TIP and UPWP. For the PPP, the public and agencies have 45 days to submit questions and comments. If amendments are necessary throughout the year(s), the public and agencies will have 15 – 30 days to comment, depending on the extent of the change. For amendments to the PPP the public and agencies will have 45 days to comment. Comments are accepted in the following ways:
  - a. Mail: Send comments to: FAMPO, 406 Princess Anne Street, Fredericksburg, VA 22401
  - b. Mail/Fax in Form: Pick up a comment form at a committee meeting, at a public meeting or download one from the FAMPO website, complete and fax to 540-899-4808, or mail to FAMPO.
  - c. Attend FAMPO committee meetings to comment in person. *Policy Committee, FAMPO Technical Committee, Transportation Advisory Group and Regional Human Services Transportation Coordinating Committee meetings are open to the public.*
  
3. **Public Information Workshop/Open House:** A public open house or information meeting may be held to discuss the CLRP/TIP prior to developing the draft for the public hearing. Open houses provide a forum for the CLRP/TIP development team to present information to the public and agencies and to receive feedback on particular issues as they develop the draft document. Open houses are held at the initiation of the CLRP/TIP update. Open house style meetings are conveniently located in the appropriate county and are ADA accessible. Spanish interpreters and sign language interpreters also are available upon request. Open houses are typically held from 4 p.m. – 8 p.m. unless otherwise requested by the public. There is a 30-day comment period to receive input and questions on the CLRP/TIP process and plans.

4. **Public Hearing:** The public hearing is held once the draft document is released and at the initiation of the comment period. The hearing is held by FAMPO's Policy Committee. The public and agencies are encouraged to attend in order to review the draft document and give input before the document is finalized and adopted. Public hearings are typically held during Policy Committee meetings at the FAMPO offices in Fredericksburg, Virginia and other locations around the region. Spanish interpreters and sign language interpreters are available upon request.

Comment Periods for key documents:

- a. CLRP: 30
  - b. TIP: 30 days
  - c. UPWP: 30 days
  - d. Public Participation Plan & Amendments: 45 days
  - e. All other Amendments: 14 – 30 days
5. **Public Information Workshop & Hearing Notices:** To publicize public meetings and maximize comment opportunities, FAMPO uses a mix of the following methods. When appropriate or requested, notices are translated into Spanish for the growing Hispanic community.
    - a. Ad notices are placed in the local news section of regional newspapers.
    - b. Press releases are sent to regional and local print, television and radio media for inclusion as a story and/or in the calendar of events.
    - c. FAMPO Website with links to other locality websites.
    - d. Informational Mailer/Postcard to interested citizens and key stakeholder groups.
    - e. Email to interested citizens on FAMPO's Master Mailing List (Homeowner Associations, Citizens, Agencies, Special Interest Groups).
    - f. GWRC Quarterly Newsletter
    - g. Flyers may be circulated to neighborhoods (apartment complexes, senior centers, grocery stores, libraries, community centers).
  6. **Briefings/Small Group Meetings/Interviews:** In order to reach special interest groups, target regional areas, and target groups (homeowners, businesses, transit users, etc.), small group meetings are especially helpful. This type of meeting allows the FAMPO staff to take the information to the people. It can foster more meaningful information flow between FAMPO and the public, particularly when there is a need for input on a very specific issue. This technique also may be useful when reaching out to non-English speaking groups. Translators can be involved to assist the community in understanding the material presented. Small groups meetings and interviews may be utilized at the discretion of the FAMPO staff in updating transportation planning documents.

7. **Environmental Justice:** Special care will be taken to reach out to minority groups that include: seniors, Hispanic, African Americans, Americans with Disabilities, low income groups. Outreach may include:
  - Using census and mapping data to identify areas with large concentrations of seniors, minority and ethnic populations, and use this information to broaden FAMPO's master contact database mailing list.
  - Providing direct notice of public meetings and public input periods to these identified groups as is feasible.
  - Writing all documents so they are easy to read (i.e. simplify the reading level)
  - Making all informational materials easy to access (i.e. taking them out into the community).
  - Providing documents and other pertinent materials to agency and organization advocates working with low-income and minority groups for discussion and distribution.
  
8. **Summary of Comments:** Written and verbal comments are collected, reviewed by FAMPO. Substantive comments are summarized and included in the Appendix of the plan.
  
9. **Thank You Letters:** All meeting attendees and commenters are recognized for their participation.
  
10. **Final Adopted Document:** This document is made available by FAMPO in the following locations:
  - a. All county libraries in the FAMPO region hold the document on reserve
  - b. FAMPO office
  - c. FAMPO website in pdf format
  - d. County Transportation Planning offices (City of Fredericksburg, Caroline County, King George County, Spotsylvania County, Stafford County)
  
11. **Evaluation Technique:** To evaluate the transportation document planning process, FAMPO will:
  - a. Document the number of participants at meetings and compare this to previous meetings.
  - b. Count the number of comments received and compare against previous document comments.
  - c. Count Web hits to the meeting notification page.
  - d. Survey meeting attendees and website visitors to find out their thoughts on the public participation process, ease of commenting and more.
  - e. Collect and summarize news stories appearing in print publications.
  - f. Review master database meeting attendance and comment receipts to analyze which parts of the FAMPO region we are reaching and which we are not and should.

## APPENDIX 4

### HOW TO REVIEW & COMMENT ON TRANSPORTATION PLANNING DOCUMENTS

#### WHERE TO FIND TRANSPORTATION PLANNING DOCUMENTS TO REVIEW

- Access the FAMPO Website at [www.fampo.gwregion.org](http://www.fampo.gwregion.org)
- Visit FAMPO's in house library of documents (call in advance to make an appointment)
- Visit the public libraries listed in Appendix 5.
- Attend a public meeting, open house or other activity
- Attend a committee meeting or hearing

#### TO REQUEST A PRINTED COPY OF DOCUMENTS FROM FAMPO

Call: (540) 373-2890

Fax: (540) 899-4808

Email: [fampo@gwregion.org](mailto:fampo@gwregion.org)

Internet: <http://www.fampo.gwregion.org/transportationplanningdocuments.html>

Write: Fredericksburg Area Metropolitan Planning Organization  
406 Princess Anne Street  
Fredericksburg, VA 22401

#### COMMENTS MAY BE SUBMITTED BY:

- E-mail to the FAMPO staff at [fampo@gwregion.org](mailto:fampo@gwregion.org)
- Online on the FAMPO Website: [www.fampo.gwregion.org](http://www.fampo.gwregion.org)
- At public meetings & hearings
- At Policy Committee meetings and hearings
- Voice Relay System for Hearing Assistance: #711
- Phone to FAMPO: (540) 373-2890
- Fax to FAMPO: (540) 899-4808
- Mail letters to FAMPO

FAMPO presents comments to the Policy Committee (PC) for their review and consideration and facilitates discussion of the comments.

## APPENDIX 5

### LIBRARIES TO VIEW FAMPO TRANSPORTATION PLANNING DOCUMENTS

#### **Stafford & Spotsylvania Counties Libraries:**

##### **Central Rappahannock Regional Library –Headquarters**

1201 Caroline St.  
Fredericksburg, VA 22401-3701

##### **Salem Church Library**

2607 Salem Church Rd  
Fredericksburg VA 22407-6451

##### **C. Melvin Snow Memorial Branch**

8740 Courthouse Rd.  
Spotsylvania VA 22553-2513

##### **John Musante “Porter” Branch**

2001 Parkway Blvd.  
Stafford, VA 22554-3972

#### **Caroline County Libraries:**

##### **Caroline Library, Inc. – Main Branch**

17202 Richmond Turnpike  
Bowling Green, VA 22427

##### **Port Royal Branch**

419 King St  
Port Royal, VA 22535

##### **Ladysmith Branch**

7199 Clara Smith Drive  
Ruther Glen, VA 22546

**King George County Library:**

**Lewis Egerton Smoot Memorial Library**

9533 Kings Hwy

King George, VA 22485

# APPENDIX 6

## **PUBLIC INVOLVEMENT REGULATIONS & POLICIES**

### **HISTORY REGULATIONS AND POLICIES AFFECTING PUBLIC INVOLVEMENT**

The following is a list of regulations and legislation pertaining to public involvement for federally funded agencies and projects. Many of these regulations overlap, but the overlying theme is the same, everyone must be given equal opportunity to become involved in the transportation planning process. The Public Participation Plan is a living document and will be continually reviewed for possible revisions and new legislation.

FAMPO fulfills the requirements and criteria provided for public involvement under recent SAFETEA-LU requirements [per Section 6001]: and 23 CFR 450.316(b)(1), that address elements of the metropolitan planning process. Public involvement also is addressed specifically in connection with the Constrained Long Range Transportation Plan (CLRP) in 450.322 (c) and the Transportation Improvements Plan (TIP) in 450.324(c); air quality-related public involvement requirements, which pertain to the CLRP and TIP, also are included in 450.322(c) and 450.324(c).

### **Americans with Disabilities Act (ADA)**

The Federal Americans with Disabilities Act (ADA) of 1990 encourages the involvement of people with disabilities in the development and improvement of transportation and para-transit plans and services. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. This includes providing accommodations for persons with disabilities for all public involvement activities, including access to meetings, as well as effectively communicating with people who have hearing, vision, or speech disabilities.

### **Americans with Disabilities Act (ADA) – Section 508**

In 1998, Congress amended the Rehabilitation Act to require federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all federal agencies when they develop, procure, maintain, or use electronic and information

technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.

### **Code of Federal Regulations (CFR 23, Planning/Research, Public Involvement, Part 450)**

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government. It is divided into 50 titles that represent broad areas subject to federal regulation.

Planning Assistance and Standards, Subsection 450.212 requires that the MPO shall have in place a documented process for carrying out public involvement efforts.

- a. Public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The processes shall provide for:
  1. Early and continuing public involvement opportunities throughout the transportation planning and programming process;
  2. Timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects;
  3. Reasonable public access to technical and policy information used in the development of the plan and Statewide Transportation Improvement Plan (STIP);
  4. Adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to action on the plan and STIP;
  5. A process for demonstrating explicit consideration and response to public input during the planning and program development process;
  6. A process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households which may face challenges accessing employment and other amenities;
  7. Periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary.

- b. Public involvement activities carried out in a metropolitan area in response to metropolitan planning requirements in §450.322(c) or §450.324(c) may by agreement of the State and the MPO satisfy the requirements of this section.
- c. During initial development and major revisions of the statewide transportation plan required under §450.214, the State shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation and other affected agencies, private and public providers of transportation, and other interested parties a reasonable opportunity to comment on the proposed plan. The proposed plan shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. Likewise, the official statewide transportation plan (see §450.214(d)) shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
- d. During development and major revision of the statewide transportation improvement program required under §450.216, the Governor shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation or other affected agencies, private providers of transportation, and other interested parties, a reasonable opportunity for review and comment on the proposed program. The proposed program shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. The approved program (see §450.220(c)) if it differs significantly from the proposed program, shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
- e. The time provided for public review and comment for minor revisions to the statewide transportation plan or statewide transportation improvement program will be determined by the State and local officials based on the complexity of the revisions.
- f. The State shall, as appropriate, provide for public comment on existing and proposed procedures for public involvement throughout the statewide transportation planning and programming process. As a minimum, the State shall publish procedures and allow 45 days for public review and written comment before the procedures and any major revisions to existing procedures are adopted.
- g. The public involvement processes will be considered by the FHWA and the FTA as they make the planning finding required in §450.220(b) to assure that full and open access is provided to the decision making process.

### **Environmental Justice**

Derived from Title VI of the Civil Rights Act of 1964, “Environmental Justice” is Presidential Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), issued on February 11, 1994. It focuses federal agencies’ attention on reaching out to certain segments of the community. This order requires each federal agency to achieve environmental

justice by identifying and addressing, as appropriate, disproportionately high and adverse human health or *environmental* effects of its programs, policies, and activities on minority populations and low-income populations in the United States.

### **Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA) & Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)**

ISTEA and its 1998 successor, TEA-21, emphasize public participation in the transportation planning and programming process. This legislation calls for early and continuing opportunities for the public to be involved in the identification of social, economic and environmental impacts, as well as impacts associated with the relocation of individuals, groups or institutions. TEA-21 requires states and MPOs to involve constituents. Federal legislation also requires public involvement in developing and amending metropolitan and rural long-range transportation plans, Transportation Improvement Programs (TIPs), the Statewide Long-Range Transportation Plan (LRTP), the State Transportation Improvement Program (STIP), and project development.

### **Title VI/Civil Rights Act of 1964**

This Act ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the United States Department of Transportation.

### **National Environmental Policy Act of 1969 (NEPA)**

FHWA and other federal agencies implementing the National Environmental Policy Act (NEPA) of 1969, FHWA environmental procedures (23 CFR 771) and Council on Environmental Quality implementing regulations outline requirements for public input during the project development process. These regulations include publishing notices and providing the opportunity for public hearings to obtain input about transportation projects.

### **SAFETEA-LU - 2005**

Public participation in the transportation planning and programming process is a priority for federal, state, and local officials. The current federal transportation legislation called the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU), signed on August 10, 2005, continues this. SAFETEA-LU authorizes funding for Federal highway, highway safety, transit and other surface transportation programs and requires that Metropolitan Planning Organizations establish,

periodically review, and update public participation processes to assure early and continued public awareness of, and access to, the transportation decision-making process.

SAFETEA-LU mandates that the metropolitan transportation planning process contain the following public participation elements:

1. Include a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and Transportation Improvement Programs (TIPs) and meets the requirements and criteria specified as follows:
  - ◆ Require a minimum public comment period of 45 days before the public participation process is initially adopted or revised
  - ◆ Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects
  - ◆ Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered
  - ◆ Require adequate public notice of public participation activities and time for public review and comment at key decision points, including, LRTPs and TIPs
  - ◆ Demonstrate explicit consideration and response to public input received during the planning and program development processes
  - ◆ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households
  - ◆ When significant written and oral comments are received on the draft LRTP or TIP (including the financial plan) as a result of the public participation process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the LRTP and TIP
  - ◆ If the final LRTP or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts, an additional opportunity for public comment on the revised LRTP or TIP shall be made available
  - ◆ Public participation processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all
  - ◆ These procedures will be reviewed by the FHWA and the FTA during certification reviews to assure that full and open access is provided to MPO decision-making processes
  - ◆ Metropolitan public participation processes shall be coordinated with statewide public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs

2. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation.
3. Comply with Presidential Executive Order 12898 Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.
4. Comply with the Americans with Disabilities (ADA) Act of 1990 and US DOT regulations "Transportation for Individuals with Disabilities." Meetings and hearings must be held in ADA-compliant buildings and special accommodations must be made for those with disabilities to participate in meetings, planning, and programming activities.
5. Consult with entities responsible for planned growth, economic development, environmental protection, airport operations, freight movement, bicycles, pedestrians, the disabled community, land use management, natural resources, and historic preservation
6. Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials.
7. Provide for the involvement of local, State, and Federal environment resource and permit agencies as appropriate.
  - a. In attainment areas not designated as TMAs simplified procedures for the development of plans and programs, if considered appropriate, shall be proposed by the MPO in cooperation with the State and transit operator, and submitted by the State for approval by the FHWA and the FTA. In developing proposed simplified planning procedures, consideration shall be given to the transportation problems in the area and their complexity, the growth rate of the area (e.g., fast, moderate or slow), the appropriateness of the factors specified for consideration in this subpart including air quality, and the desirability of continuing any planning process that has already been established. Areas experiencing fast growth should give consideration to a planning process that addresses all of the general requirements specified in this subpart. As a minimum, all areas employing a simplified planning process will need to develop a transportation plan to be approved by the MPO and a TIP to be approved by the MPO and the Governor.
  - b. The metropolitan transportation planning process shall include preparation of technical and other reports to assure documentation of the development, refinement, and update of the transportation plan. The reports shall be reasonably available to interested parties, consistent with §450.316(b)(1).

## APPENDIX 7

### GLOSSARY OF COMMONLY USED TRANSPORTATION TERMS

#### FAMPO STANDING COMMITTEES:

**AQC - Air Quality Committee:** This Standing Committee is made up of regional elected and appointed officials. Its responsibilities are to meet periodically to assess the air quality conditions in the region and to examine efforts to improve regional air quality in relation to the State Implementation Plan (SIP).

**AQAC - Air Quality Advisory Committee:** This Standing Committee is made of regional, State and Federal staff. Its purpose is to annually review the TIP and to conduct an air quality conformity analysis and determination. This committee also conducts and air quality conformity analysis and determination for the CLRP.

**BPAC – Bicycle & Pedestrian Advisory Committee:** BPAC is a citizens group whose purpose is to advise the policy committee on bicycle and pedestrian issues within the MPO region.

**PTAB – Public Transit Advisory Board:** The Public Transportation Advisory Board advises the FAMPO Transportation Policy Committee on public transportation issues.

**PC - Policy Committee:** The PC is a standing committee created for the purpose of serving as spokespersons for the citizens of the metropolitan area to prioritize and direct federal transportation funds to local projects. The PC is comprised of elected and non-elected officials from the urbanized areas as well as Caroline and King George Counties, the Commonwealth, transit operators, and the Federal Government. The PC is responsible for creating policies regarding transportation funding and planning issues. PC meetings are open to the public to address the MPO and PC on any transportation issue.

**FTC – FAMPO Technical Committee:** The FTC is a standing committee of FAMPO; function is to provide advice on plans or actions of FAMPO from planners, engineers and other staff members (not general citizens).

**TAG – Transportation Advisory Group:** The purpose of the TAG is to provide comments, advice and recommendations and plays a major role in FAMPO’s public participation for area transportation projects and studies. The TAG Membership is composed of citizens representing the three FAMPO jurisdictions, Caroline and King George Counties, and at-large members representing various groups and/or organizations with an interest in transportation. Each TAG member is responsible for carrying out community outreach activities as needed for specific transportation projects and issues.

## **GWRC & FAMPO PRODUCTS:**

**Air Quality Conformity:** The Environmental Protection Agency sets air quality standards or limits for six air pollutants: lead, carbon monoxide, nitrogen dioxide, sulfur dioxide, particulate matter and ozone. In accordance with the Clean Air Act, states must develop State Implementation Plans (SIPs) that explain how each state will do its job to reduce air pollutants and improve air quality. All projects that are determined to add capacity (i.e., adding a travel lane) to the road network must undergo an air quality analysis as part of the long-range planning process.

**Bicycle & Pedestrian Plan:** FAMPO includes bicycle and pedestrian elements in transportation plans and programs by addressing bicycle and pedestrian issues throughout the transportation planning process and integrating bicycle and pedestrian elements as appropriate in the transportation plan and programs.

**CLRP – Constrained Long Range Transportation Plan:** The MPO's adopted Transportation Plan; serves as the initial step and framework in developing a regionally based network of transportation facilities and services that meets travel needs in the most efficient and effective manner possible.

**Emergency Ride Home:** A program offered by GWRC's RideFinders. Emergency Ride Home provides help for enrolled commuters by paying for them to get home if something unexpected arises while they are at work. This program provides extra security for carpoolers, vanpoolers, bus riders, bike riders or walkers.

**GIS – Geographic Information Systems:** GIS is a collection of computer hardware, software, and geographic data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. It can integrate any data with a special component so that one can analyze it as a whole and leverage it to make critical business and planning decisions.

**Public Participation:** Is an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Citizen participation offers 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.

**RADCO Rideshare:** RADCO Rideshare is the ridesharing agency that serves the citizens of Stafford, Spotsylvania, Caroline, King George counties and the City of Fredericksburg. Rideshare promotes ridesharing and assists persons seeking transportation to their employment locations. It is the primary goal of the program to place commuters in various modes of transit, eliminating their single occupancy vehicles from the highways, thus improving the quality of life for the citizens of the region.

**Telecommuting:** A work arrangement in which employees enjoy limited flexibility in working location and hours as the daily commute to a central place of work is replaced by telecommunication links. The GWRC RideFinders serves as a resource center for program development at employer sites; provides technical assistance and financial incentives to employers who are considering the establishment of a telework program.

**TIP - Transportation Improvement Program:** A priority list of transportation projects developed by an MPO that is to be carried out within the three year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.

**UPWP - Unified Planning Work Program:** Developed by Metropolitan Planning Organization (MPO); identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

### **AGENCIES/ORGANIZATIONS:**

**AMPO - Association of Metropolitan Planning Organizations:** A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

**DOT - Department of Transportation:** Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal Transit Administration.

**DRPT – Virginia Department of Rail & Public Transportation:** A state agency that works closely with the Virginia Department of Transportation in order to accomplish its mission of improving the mobility of people and goods while expanding transportation choices in the Commonwealth. Its three primary areas of activity include rail transportation, public transportation and commuter services. Rail transportation involves the movement of people and goods on railways owned and operated by private railroad companies. Public transportation systems help manage traffic congestion and provide transportation choices while safely transporting people to destinations across the Commonwealth. Commuter services programs work to promote carpools, vanpools, telework and other alternative modes of transportation to Virginia’s commuters.

**EPA – Environmental Protection Agency:** A federal agency that works to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people.

**FAA – Federal Aviation Administration:** The agency responsible for the safety of civil aviation. It issues and enforces regulations and minimum standards covering manufacturing, operating, and maintaining aircraft, manages air space and air traffic, builds or installs visual and electronic aids to air navigation, regulates and encourages the U.S. commercial space transportation industry, and does research in order to develop the systems and procedures needed for a safe and efficient system of air navigation and air traffic control.

**FAMPO – Fredericksburg Area Metropolitan Planning Organization:** The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000. The Fredericksburg MPO includes the following local governments and agencies: GWRC, VDOT, Ridefinders,

FHWA, FTA, and VDA; serves as the forum for cooperative transportation decision making in the Fredericksburg area.

**FHWA - Federal Highway Administration:** Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under title 23 U.S.C.

**FRA – Federal Railroad Administration:** This federal department was created by the Department of Transportation Act of 1966. The purpose of FRA is to: promulgate and enforce rail safety regulations; administer railroad assistance programs; conduct research and development in support of improved railroad safety and national rail transportation policy; provide for the rehabilitation of Northeast Corridor rail passenger service; and consolidate government support of rail transportation activities. Today, the FRA is one of ten agencies within the U.S. Department of Transportation concerned with intermodal transportation

**FTA - Federal Transit Administration:** Federal entity responsible for transit planning and programs under title 49 U.S.C.

**GWRC – George Washington Regional Commission:** Formerly, the Rappahannock Area Development Commission (RADCO), GWRC cooperatively determines and establishes guidelines for land use in the following areas: Stafford, King George, Spotsylvania, and Caroline counties, along with the city of Fredericksburg and towns of Bowling Green and Port Royal.

**VDA – Virginia Department of Aviation:** A state transportation agency whose mission is to cultivate an advanced, market-driven aviation system that is safe, secure, and provides for economic development; promotes aviation awareness and education; and provides executive flight services for the Commonwealth leadership.

**VDEQ - Virginia Department of Environmental Quality:** VDEQ works to protect and enhance the environment of Virginia in order to promote the health and well being of citizens of the Commonwealth. VDEQ administers state and federal laws and regulations for air quality, water quality, water supply and waste management, issues environmental permits to businesses, local governments, and state and federal facilities and inspects and monitors these permitted facilities.

**VDOT – Virginia Department of Transportation:** The agency responsible for building, maintaining and operating the state's roads, bridges and tunnels. It also provides funding for airports, seaports, rail and public transportation through the Commonwealth Transportation Board.

**VTDP - Virginia Transportation Development Plan:** The Plan was approved June 15, 2006 by the CTB (previously the 6-Year Improvement Program) and is based on realistic revenue estimates and responsible business practices. It was developed by Virginia DOT, after consultation with citizens across the State. VTDP allocates funds for transportation projects proposed for construction, development or study in the next six fiscal years. It will be updated annually.

**VTRC - Virginia Transportation Research Council:** A VDOT division in the Technology, Research & Innovation directorate. Its research center is headquartered in Charlottesville, Virginia. The Council specializes in basic and applied transportation research and providing technical consulting, technology transfer, and technical education and training. It also promotes advances in environmental issues, business practices, materials, pavements, planning, safety, structures, systems operations and traffic engineering.

**USDOT - United States Department of Transportation:** A cabinet-level executive department of the United States government, whose mission is to develop and coordinate policies that will provide an efficient and economical national transportation system, with due regard for need, the environment, and the national defense. It is the primary agency in the federal government with the responsibility for shaping and administering policies and programs to protect and enhance the safety, adequacy, and efficiency of the transportation system and services.

### **FUNDING PROGRAMS:**

**SPR - State Planning and Research:** Funds allocated by VDOT in support of MPO program activities.

**Local Match:** Funds required by recipients of SPR/PL and Section 5303 funds for matching federal and state grant funds. Section 5303 and PL funds require a 10% match, with VDOT/VDRPT providing 10% and the remaining 80% provided by the federal source. SPR funds require a 20% local match.

**PL - Planning Funds:** Available from FHWA for MPO program activities.

**CMAQ - Congestion Mitigation and Air Quality Improvement Program:** A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide. FAMPO reviews these funds annually based on a formula which includes population and air quality.

**Section 5303** - Planning funds available from the FTA for MPO program activities.

**MG - Minimum Guarantee:** A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.

**RSTP – Regional Surface Transportation Program from FHWA:** FAMPO receives these funds annually, based on population.

### **FEDERAL LEGISLATION:**

**ADA - Americans with Disabilities Act of 1990:** Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

**CAA - Clean Air Act Amendments:** 1990 amendments to the federal Clean Air Act that classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

**Environmental Justice:** Describes the impact of transportation plans or projects, either positive or negative, on a particular community or population. Derived from Title VI of the Civil Rights Act of 1964. Environmental Justice strives to ensure public involvement of low income and minority groups in decision making, to prevent disproportionately high and adverse impacts on low income and minority groups, and to assure that these groups receive equal benefits from transportation improvements.

**ISTEA - Intermodal Surface Transportation Efficiency Act of 1991:** Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

**SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users -** legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

**TEA-21 - Transportation Equity Act for the 21st Century:** Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority setting process. TEA-21 emphasizes increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation.

**Title VI Civil Rights Act 1964:** Ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation.

### **OTHER GENERAL TERMS:**

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

**CIA - Community Impact Assessment:** Community impact assessment is "a process to evaluate the effects of a transportation action on a community and its quality of life." It is a way to incorporate community considerations into the planning and development of major transportation projects. From a policy perspective, it is a process for assessing the social and economic impacts of transportation projects as required by the National Environmental Policy Act (NEPA). The assessment may address a variety of important community issues such as land development, aesthetics, mobility, neighborhood cohesion, safety, relocation, and economic impacts.

**CMP - Congestion Management Process:** A systematic process required under SAFETEA-LU for all TMAs that shall address congestion management through the metropolitan planning process 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 and chapter 53 of title 49 through the use of travel demand reduction and operational management strategies. The CMP is required under 23 CFR 500.109 and shall include methods to monitor and evaluate the performance of the multi-modal transportation system, identify causes of congestion, identify and evaluate alternative actions, provide information supporting the implementation of actions, and evaluate the efficiency and effectiveness of implementation actions. The CMP is periodically reviewed for efficiency and effectiveness of the implemented strategies, the results of this evaluation shall be provided to decision-makers to provide guidance on selection of effective strategies for future implementation purposes.

**EIS - Environmental Impact Statement:** A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

**Fiscal Constraint:** A requirement, originally of ISTEA, that all plans be financially – constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

**FY - Fiscal Year:** A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

**HOT Lanes:** HOT lanes are limited-access, normally barrier-separated highway lanes that provide free or reduced cost access to qualifying HOVs, and also provide access to other paying vehicles not meeting passenger occupancy requirements.

**HOV - High Occupancy Vehicle:** Vehicles carrying 3 or more people receive this designation and may travel on freeways/interstates, expressways and other large volume roads in lanes designated for high occupancy vehicles.

**IMS - Incident Management System:** A systematic process required under SAFETEA-LU to provide information on accidents and identify causes and improvements to the transportation system to increase safety of all users.

**Intermodal Transportation:** Refers to transport by two or more modes of transportation. For example, passenger stations which provide transfers between buses and trains are described as intermodal.

**ITS - Intelligent Transportation System:** Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection” and “transit information kiosks.”

**Intergovernmental Agreement:** Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

**Low-Income Populations:** Those groups whose household income is at or below the Department of Health and Human Services poverty guidelines and who will be affected by a proposed FAMPO program, policy, or activity. (Ref: DOT Order on Environmental Justice)

**Minority Groups:** Those persons who are Black, Hispanic, Asian American, American Indian or Alaskan Native. These minority populations are those that are readily identifiable groups who live in geographic proximities who will be affected by a proposed FAMPO program, policy, or activity.

**MIS – Major Investment Study:** The major investment study (MIS) is a subset of the more comprehensive metropolitan transportation system planning process. Metropolitan planning regulations require major investment studies to support decisions on significant transportation investments. While federally funded major transportation investments are being contemplated, the MIS identifies all reasonable alternative strategies for addressing the transportation demands and other problems at a corridor or subarea level of the metropolitan area. The MIS provides information to elected officials, technical staff, the business community, and the general public on the costs, benefits, and impacts of these alternatives so that an informed choice can be made.

**MSA - Metropolitan Statistical Area:** An urban area that meets specified size criteria: either it has a core city of at least 50,000 inhabitants within its corporate limits, or it contains an urbanized area of at least 50,000 inhabitants and has a total population of at least 100,000. Virginia has eight MSAs. Fredericksburg is a part of the Washington-Arlington-Alexandria, D.C., Va., Md., W.Va Statistical Area.

**NAAQS - National Ambient Air Quality Standards:** The primary NAAQS are defined as the levels of air quality that the EPA judges necessary to protect the public health. EPA also establishes secondary NAAQS that protect the public welfare from any known or anticipated adverse effects. .

**ROW - Right-of-Way:** Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

**RTDM - Regional Travel Demand Model:** This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative solutions to traffic patterns. The travel patterns are determined from US census results and in simple terms tell where residents live and where they go to work or school on a regional wide basis.

**SIP – State Implementation Plan:** State Implementation Plan (for attainment and maintenance of air quality standards)

**Smart Growth:** An effort to resolve growing concern that current development patterns -- dominated by what some call "sprawl" -- are no longer in the long-term interest of our cities, existing suburbs, small towns, rural communities, or wilderness areas. In general, smart growth invests time, attention, and resources in restoring community and vitality to center cities and older suburbs. New smart growth is

more town-centered, is transit and pedestrian oriented, and has a greater mix of housing, commercial and retail uses. It also preserves open space and many other environmental amenities.

**SMP - Statewide Mobility Plan:** VDOT's 10 year plan for adding capacity to the transportation system using the Mobility Category Funds of Federal and State Transportation funding.

**STIP – State Transportation and Improvement Program:** The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the State Highway Account and other funding sources.

**STP - Surface Transportation Program:** This program provides flexible funding that may be used by States and localities for projects on any Federal-aid highway, including the National Highway System, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities. A portion of funds reserved for rural areas may be spent on rural minor collectors.

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

**TDM - Traffic Demand Management:** various traffic control strategies and measures used in managing highway demand.

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

**Transportation Disadvantaged:** People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

**Transportation Enhancements:** Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

**The Public:** Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

**TMA - Transportation Management Area:** An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-33.6.

**TSM - Transportation Systems Management:** Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

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