George Washington Regional Commission
Fredericksburg Area Metropolitan Planning Organization
Title VI Nondiscrimination Plan

Adopted May 21, 2012/Updated February 22, 2016
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FAMPO Policy Committee Members:

*Members of the Policy Committee are either elected officials or appointed by elected officials or agency administrators.*

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<th>Name</th>
<th>County/Department</th>
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<td>Charles Steigerwald</td>
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<td>Cheng Yan</td>
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<td>Hap Connors</td>
<td>Commonwealth Transportation Board</td>
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<td>Guy Gormley</td>
<td>Citizens Transportation Advisory Group</td>
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**FAMPO Staff**

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<tr>
<th>FAMPO Staff</th>
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<tr>
<td>Paul Agnello</td>
<td>Director of Transportation/FAMPO Administrator</td>
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<tr>
<td>Lloyd Robinson</td>
<td>Policy Specialist</td>
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<tr>
<td>Marti Donley</td>
<td>Principal Planner</td>
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<td>Public Involvement Coordinator</td>
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<td>Title VI Coordinator</td>
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<tr>
<td>Daniel Reese</td>
<td>Senior Regional Planner</td>
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<tr>
<td>Nicholas Quint</td>
<td>Regional Planner</td>
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<td>Name</td>
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<tr>
<td>Leigh Anderson</td>
<td>Transportation Demand Management Specialist</td>
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<td>Fiona Curtis</td>
<td>Intern</td>
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TITLE VI NONDISCRIMINATION PLAN

INTRODUCTION

This document will serve as the Title VI Nondiscrimination Plan for the George Washington Regional Commission and the Fredericksburg Area Metropolitan Planning Organization.

Title VI of the Civil Rights Act of 1964 prohibits federal agencies and sub-recipients of federal funds from discriminating on the basis of race, color or national origin, against participants or clients of programs that receive Federal funding. Succeeding laws and Presidential Executive Orders added sex, age, income status and disability to the criteria for which discrimination is prohibited. This plan addresses prohibition of discrimination as mandated by Title VI as well as by the authorities listed in the following section.

In addition to nondiscrimination, this plan provides information regarding two Presidential Executive Orders concerning fairness and inclusiveness. Executive Order 12898 mandates that federal agencies address equity and fairness or Environmental Justice toward low-income and minority populations. Executive Order 13166 mandates that federal agencies ensure that people who have limited English Proficiency (LEP) have meaningful access to federally-conducted and/or funded programs and activities.

Detailed Environmental Justice procedures and outreach strategies for minority, low-income and LEP populations to comply with Executive Orders 1298 and 13166 are included in the GWRC Public Participation Plan.

GEORGE WASHINGTON REGIONAL COMMISSION

The George Washington Regional Commission (GWRC) is the planning district Commission for Virginia Planning District 16. The GWRC was created in 1961 as a result of Virginia’s Regional Cooperation Act. The purpose of Planning District Commissions, as set out in the Code of Virginia, Section 15.2-4207, is "...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance. The cooperation resulting from this chapter is intended to facilitate the recognition and analysis of regional opportunities and take account of regional influences in planning and implementing public policies and services.

The role of the GWRC is to assist its five member localities with regional issues such as growth, the environment, transportation and housing. Other roles of the Commission
include grant application assistance, management services for program implementation, land use planning services, GIS mapping and collecting/maintaining demographic and socioeconomic data for the region.

Planning District 16’s member jurisdictions include the City of Fredericksburg as well as the counties of Caroline, King George, Spotsylvania and Stafford. The George Washington Region, with a population of more than 347,000, is the fastest-growing region in Virginia and the fourth most populous of the Commonwealth’s 21 planning districts.

FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION

The Federal-Aid Highway Act of 1962 created the federal requirement for urban transportation planning. The Act required, as a condition attached to federal transportation financial assistance, that transportation projects in urbanized areas of 50,000 or more in population be based on a continuing, comprehensive, urban transportation planning process undertaken cooperatively by the states and local governments. The Fredericksburg Area Metropolitan Planning Organization (FAMPO), created in 1992 as a result of the Fredericksburg, Virginia Urbanized Area’s population surpassing 50,000, is the metropolitan planning organization for the Fredericksburg Region. FAMPO serves the City of Fredericksburg, Spotsylvania County and Stafford County.

FAMPO’s mission is to provide a cooperative, continuous and comprehensive ("3C") transportation planning process to build regional agreement on transportation investments that balance roadway, public transit, bicycle, pedestrian, and other transportation needs and support regional land use, economic, and environmental goals for the safe and efficient movement of people and goods. Special emphasis is placed on providing equal access to a variety of transportation choices and effective public involvement in the transportation planning process.

FAMPO develops plans and programs that the federal government must approve in order for federal-aid transportation funds to flow to the Fredericksburg Region. In particular, federal law and regulations relating to the work of MPOs require the FAMPO to adopt a Fiscally Constrained Long-Range Transportation Plan (CLRIP) and a short-term, four-year, Transportation Improvement Program (TIP). FAMPO must also ensure compliance with other federal laws and requirements, including federal air quality conformity requirements and planning factors specified in SAFETEA-LU. FAMPO conducts an extensive public involvement process, and provides a 30-day public comment period before taking action on plans and programs.
GWRC/FAMPO RELATIONSHIP

The GWRC serves as the administrative and financial agent for the Fredericksburg Area Metropolitan Planning Organization (FAMPO) under an agreement with the Virginia Department of Transportation (VDOT). Although the FAMPO is an independent body, its staff is provided by the GWRC. FAMPO administers a Unified Planning Work Program (UPWP) in accordance with the requirements of the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub.L. 109-59).
Title VI “declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.” Any organization that receives Federal funds is bound to comply with Title VI.

Since the Civil Rights Act of 1964, other nondiscrimination laws have been enacted to expand the range and scope of Title VI coverage and applicability:

*The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970* prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.

*The Federal Aid Highway Act of 1973* states that no person shall, on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

*Section 504 of the Rehabilitation Act of 1973* states that no qualified disabled person shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. This Act protects qualified individuals from discrimination based on their disability.

*The Age Discrimination Act of 1975* states that no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This act prohibits age discrimination in Federally Assisted Programs.

*The Civil Rights Restoration Act of 1987, P.L.100-209* amends Title VI of the 1964 Civil Rights Act to make it clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.

*The American Disabilities Act (ADA) of 1990* prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.


In addition to the laws listed above, two executive orders must be taken into account when ensuring compliance with federal nondiscrimination laws, directives, and mandates:

Executive Order 12898 – Environmental Justice (February 11, 1994), a presidential mandate to address equity and fairness toward low-income and minority persons/population. Executive Order 12898 organized and explained the federal government’s commitment to promote Environmental Justice. Each federal agency was directed to review its procedures and make environmental justice part of its mission. U.S. DOT Order 5610.2 (April 15, 1997) expanded upon Executive Order 12898 requirements and describes process for incorporating Environmental Justice principles into DOT programs, policies, and activities. FHWA Order 6640.23 (December 2, 1998) – FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

Executive Order 13166 – Limited English Proficiency (August 11, 2000), a presidential directive to federal agencies to ensure people who have limited English proficiency have meaningful access to services. Executive Order 13166 ensures federal agencies and their recipients to improve access for persons with Limited English Proficiency to federally-conducted and federally assisted programs and activities.
ENVIRONMENTAL JUSTICE

On February 11, 1994, President William J. Clinton signed Executive Order 12898: Federal Actions to: Address Environmental Justice in Minority Populations and Low-Income Populations, which directs federal agencies to develop strategies to help them identify and address disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority and low-income populations. Executive Order 12898 was also intended to provide minority and low-income communities with access to public information and opportunities for public participation in matters relating to human health or the environment.

Adverse effects as described in Executive Order 12898 is the totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

1. Bodily impairment, infirmity, illness or death.
2. Air, noise, and water pollution and soil contamination.
3. Destruction or disruption of:
   - man-made or natural resources
   - aesthetic values
   - community cohesion or a community’s economic vitality
   - the availability of public and private facilities and services
4. Adverse employment effects.
5. Displacement of persons, businesses, farms, or non-profit organizations.
6. Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community.
7. Denial of, reduction in, or significant delay in the receipt of benefits of GWRC/FAMPO programs, policies, or activities.

Environmental Justice joins social and environmental movements by addressing the unequal environmental burden often borne by minority and low-income populations. The right to a safe, healthy, productive, and sustainable environment for all, where "environment" is considered in its totality to include the ecological (biological), physical (natural and built), social, political, aesthetic, and economic environments.

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

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

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

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

**Low-Income** – a person whose household income is at or below the United States Department of Health and Human Services poverty guidelines.

**Low-Income Population** – any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed program, policy or activity.

Environmental Justice Provisions are incorporated through all phases of the transportation planning and programming process.
On August 11, 2000, President William J. Clinton signed Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency. The Executive Order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Executive Order also requires that federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient, or “LEP.” For an LEP individual, language can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. These individuals may be entitled to language assistance at no cost to them with respect to a particular type of service, benefit, or encounter.

The United States Department of Transportation guidelines require that recipients of federal financial assistance provide “meaningful access to programs and activities” by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where appropriate. Recipients of federal funds must take reasonable steps to remove barriers for LEP individuals. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. Demographics: number and/or proportion of LEP persons served and languages spoken in service area.
2. Frequency: rate of contact with service or program.
3. Importance: nature and importance of program/service to people’s lives.
4. Resources: available resources, including language assistance services.

The FAMPO Public Participation Plan (PPP) includes LEP guidelines that outline outreach strategies for LEP populations during the development and implementation of all FAMPO programs and planning efforts. Policy Statement and Assurances.
As sub-recipients of Federal funds, the GWRC and FAMPO are committed to assuring that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The GWRC and FAMPO further assure that every effort will be made to ensure nondiscrimination in all of their programs and activities whether those programs and activities are federally funded or not. In the event that the GWRC or FAMPO distribute federal-aid funds to another governmental entity, Title VI language will be included in all written agreements and will be monitored for compliance. The GWRC Title VI Coordinator is responsible for initiating and monitoring Title VI activities, overseeing the preparation of required reports and overseeing other GWRC responsibilities as required by Title 23 Code of Federal Regulations (CFR) part 200 and Title 49 CFR Part 21.

The GWRC Executive Director is responsible for ensuring implementation of the organization’s Nondiscrimination Plan. The Title VI Coordinator, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Nondiscrimination Plan and assurances. The authorities that provide guidance on Title VI and related nondiscrimination laws, regulations, and executive orders can be found in the “Title VI and Other Nondiscrimination Authorities” section of this document.

This plan was developed to document the efforts the GWRC and FAMPO undertake on a continual basis to ensure compliance with Title VI and related statutes regarding nondiscrimination and Environmental Justice. Refer to Appendix V for the signed Policy Statement and Assurances.
The George Washington Regional Commission (“Recipient“), HEREBY AGREES THAT as a condition to receiving any federal financial assistance, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d, et seq. (“Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances regarding its federal aid assisted programs:

1. That the Recipient agrees that each “program” and each “facility”, as defined in the Regulations, will be (with regard to a “program”) conducted or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with federal aid assisted programs, and in adapted form in all proposals for negotiated agreements:

“The George Washington Regional Commission, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award.”

3. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

4. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.
5. That the Recipient shall include the appropriate clauses regarding a covenant running with the land, in any future deeds, leases, permits, licenses and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under federal aid-assisted programs; and (b) for the construction or use of, or access to space on, over, or under real property acquired or improved under federal aid-assisted programs.

6. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

7. The Recipient shall provide for such methods of administration for the program, as are found by the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

8. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of, and for the purpose of obtaining, any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient and is binding on it, other recipients, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

Refer to Appendix VI for the following adopted resolutions:

- **FAMPO Resolution 12-14** – Recommending that the George Washington Regional Commission Adopt the Joint GWRC/FAMPO Title VI Nondiscrimination Plan
- **GWRC Resolution 12-21** – Adoption of the Joint GWRC/FAMPO Title VI Nondiscrimination Plan
- **FAMPO Resolution 12-16** - Adoption of the Joint GWRC/FAMPO Title VI Nondiscrimination Plan
ORGANIZATION RESPONSIBILITIES

TITLE VI COORDINATOR

The GWRC Title VI Coordinator is generally responsible for overseeing compliance with applicable nondiscrimination authorities in each of the metropolitan transportation planning and programming areas. Other staff members are expected to provide data and technical support to assist this staff member perform his or her tasks.

Responsibilities of the Title VI Coordinator

The Title VI Coordinator is responsible for supervising staff activities pertaining to nondiscrimination regulations and procedures set forth in federal guidance and in accordance with the GWRC Nondiscrimination Plan. In support of this, the Title VI Coordinator will:

- Identify, investigate, and work to eliminate discrimination when found to exist.
- Process discrimination complaints received by the GWRC/FAMPO. Any individual may exercise his or her right to file a complaint with the GWRC/FAMPO, if that person believes that he or she or any other program beneficiaries have been subjected to discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, sex, disability, age, or income status. The GWRC/FAMPO will make a concerted effort to resolve complaints in accordance with Discrimination Complaint Procedures.
- Meet with appropriate staff members to monitor and discuss progress, implementation, and compliance issues related to the GWRC Nondiscrimination Plan.
- Periodically review the GWRC Title VI Nondiscrimination Plan to assess whether administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Work with staff involved with consultant contracts and the sub-recipient found to not be noncompliant, to resolve the deficiency status and write a remedial action if necessary, as described in the Consultant Contracts section of this document.
- Review important issues related to nondiscrimination with the Executive Director, as needed.
- Maintain a list of Interpretation Service Providers.
- Assess communication strategies and address additional language needs when needed.
- Disseminate information related to the nondiscrimination authorities. The GWRC Nondiscrimination Plan is to be disseminated to GWRC employees, contractors, the general public, and any of GWRC services.
• Coordinate with appropriate federal, state, and regional entities to periodically provide GWRC employees with training opportunities regarding nondiscrimination.

ORGANIZATIONAL RESPONSIBILITIES

The GWRC and FAMPO ensure compliance with all applicable nondiscrimination authorities and with regard to the following:

• Planning and Programming
• Communications and Public Participation
• Environmental Justice
• Consultant Contracts
• Education and Training

In addition to the responsibilities listed in this section, GWRC staff responsibilities may include reviewing and updating Title VI guidelines and procedures for the GWRC Nondiscrimination Plan, and incorporating Title VI-related language and provisions into GWRC documents, as appropriate.

PLANNING AND PROGRAMMING

As previously stated on page 5, the FAMPO, which is staffed by the GWRC, is the metropolitan planning organization for the Fredericksburg Region. FAMPO serves the City of Fredericksburg, Spotsylvania County and Stafford County and is responsible for developing long and short-range transportation plans and programs to provide efficient, comprehensive transportation services. FAMPO coordinates its planning and programming processes and with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), area transit providers, local governments as well as the FHWA and FTA.

GWRC staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the planning and programming processes which include:

• Ensuring that all aspects of FAMPO’s planning and programming processes are in compliance with all of the Title VI Non-Discrimination Authorities.
• Develop and maintain a detailed demographic profile of the Region using the most current and suitable statistical information pertaining to race, nationality, income levels
• Make the demographic profile publicly available to member agencies via the FAMPO website or by hard copy, if requested.
• Continue that staff makes concerted, documented efforts to involve members of all of the Region’s social, economic and ethnic groups in the planning and programming processes.

ENVIRONMENTAL JUSTICE

Environmental Justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies or activities on low-income and minority groups. Within the realm of transportation planning, Environmental Justice considers the distribution of costs and benefits from capital transportation investments and policies among various segments of society. GWRC/FAMPO staff is responsible for monitoring and evaluating all applicable nondiscrimination authorities, including Environmental Justice, in all aspects of its planning and programming which include:

• Prepare and maintain a demographic profile of the Region using the most current statistical information available on race, income and other relevant data.
• Ensure all aspects of the efforts to address Environmental Justice are in compliance with nondiscrimination authorities.
• Undertake an Environmental Justice analysis of proposed projects during Long-Range Transportation Plan Updates.
• Disseminate information to the public on the processes used and findings of any analyses.

The FAMPO Public Participation Plan includes Environmental Justice guidelines that outline outreach strategies for minority, low-income and LEP populations during the development and implementation of all FAMPO programs and planning efforts.
COMMUNICATIONS AND PARTICIPATION

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 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.

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. The FAMPO Public Participation Plan contains specific information and strategies regarding outreach and communications.

GWRC staff is responsible for evaluating and monitoring compliance with applicable non-discrimination authorities in all aspects of the public participation and process which include:

- Develop and dispense information on nondiscrimination and FAMPO programs to the public
- Assure that all public participation activities and communications adhere to applicable nondiscrimination authorities.
- Provide services, upon advance notice, for individuals with special needs such as deaf interpreters, translators and Braille documents for public meetings.
- Hold all events at locations that meet ADA Standards.
• Include the Nondiscrimination Notice to the Public (found in Appendix I) in relevant press releases and on the GWRC/FAMPO websites.

EDUCATION AND TRAINING

In order to improve and maintain nondiscrimination compliance, all nondiscrimination training will be coordinated with FHWA and VDOT. Training will be made available to all GWRC staff on an ongoing basis. This will ensure that all staff members are up-to-date on all nondiscrimination statutes.

The Title VI Coordinator is responsible for overseeing the following activities regarding education and training:

• Maintain and updating of the GWRC/FAMPO Title VI Nondiscrimination Plan.
• Dissemination of information to staff regarding nondiscrimination training programs and opportunities.
• Follow and oversee staff participation in nondiscrimination training.

CONSULTANT CONTRACTS

The GWRC and FAMPO are responsible for selection, negotiation and administration of its consultant contracts under the provisions of the George Washington Regional Commission Procurement Policy as well as all applicable state and federal laws.

The Title VI Coordinator is responsible for evaluating and monitoring consultant contracts for compliance with nondiscrimination authorities to:

• Ensure inclusion of all applicable nondiscrimination language in contracts and requests for proposals (RFP’s).
• Review outreach activities to ensure small, disadvantaged, minority, women and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts.
• Review consultants for compliance as follows:
  • The Title VI Coordinator will ensure that consultants are monitoring and verifying compliance with all applicable nondiscrimination authorities, procedures and requirements within the workplace and in the conduct of grant-funded activities.
  • If a recipient or sub-recipient is found to not be in compliance with the nondiscrimination authorities, the Title VI Coordinator and appropriate staff members will work to resolve the deficiency and prepare a remedial action, if necessary.
NONDISCRIMINATION CLAUSES

The following nondiscrimination clauses shall be included in all GWRC/FAMPO Requests for Proposals and other solicitations for bid:

**DBE** – The George Washington Regional Commission, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000 d – 42 and Title 49, Code of Federal Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award.

The following nondiscrimination clauses are included in all GWRC contracts and subgrant agreements:


**DBE Assurance** – The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

**Nondiscrimination** – In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 175, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and all other provisions of Federal law, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations.

**Equal Employment Opportunity** – The following equal employment opportunity requirements apply to the underlying contract:

Order 11246 Relating to Equal Employment Opportunity,“ as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,“ 42 U.S.C. § 2000e note), and with any applicable Federal Statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the course of this Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements the funding federal agency may issue.

**Age** – In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and other applicable law, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements the funding federal agency may issue.

**Disabilities** – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act”, 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements the funding federal agency may issue.

The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal Assistance, modified only if necessary to identify the affected parties.
Title VI of the Civil Rights Act of 1964 prohibits federal agencies and sub-recipients of federal funds from discriminating, on the basis of race, color or national origin, against participants or clients of programs that receive federal funding. Succeeding laws and Presidential Executive Orders added sex, age, income status and disability to the criteria for which discrimination is prohibited. As a sub-recipient of federal assistance, the GWRC and FAMPO has adopted a Discrimination Complaint Procedure as a part of its Nondiscrimination Plan to comply with Title VI and associated statutes.

PROCEDURES

1. Any individual, group of individuals, class or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, or any nondiscrimination authority, may file a complaint with the GWRC or FAMPO. All complaints will be referred to the GWRC Title VI Coordinator for review and action. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
   a. The complaint shall be in writing and signed by the complainant(s).
   b. The date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date in which the conduct was discontinued or the latest instance of the conduct).
   c. Submit a detailed description of the issues including names and job titles of the individuals perceived as parties in the incident.
   d. Allegations received by fax or email will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. In order to process the complaint, the complainant is required to mail a signed, original copy of the fax or email transmittal to the GWRC.
   e. In the event that a person makes a verbal complaint (received by telephone or in person) of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in putting the complaint in writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.

2. In order for the complaint to be accepted, the complaint must meet the following criteria:
a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

b. The allegation(s) must involve a covered basis such as race, color, natural origin, gender, disability, or retaliation.

c. The allegation(s) must involve a program or activity of a federal-aid recipient, sub-recipient, or contractor, or, in the case of ADA allegations, an entity open to the public.

3. Within 10 days, the GWRC Title VI Coordinator will acknowledge receipt of the allegation in writing, inform the complainant of action taken or proposed action to process the allegation, advise the respondent of their rights under Title VI and related statutes, and advise the complainant of other avenues of redress available, such as the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA).

4. Within 10 days, a letter will be sent to the VDOT Central Office, Civil Rights Division, and a copy to the FHWA Virginia Division Office. This letter will list the names of the parties involved, the basis of the complaint, and the assigned investigator.

5. In the case of a complaint against the GWRC, a VDOT investigator will prepare a final investigative report and send it to the complainant, respondent (GWRC person listed), the GWRC Title VI Coordinator, and FHWA Virginia Division.

6. Generally, the following information will be included in every notification to the VDOT Office of Civil Rights:
   a. Name, address, and phone number of the complainant.
   b. Name(s) and address(es) of alleged discriminating official(s).
   c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, income status, limited English proficiency).
   d. Date of alleged discriminatory act(s).
   e. Date of complaint received by the recipient.
   f. A statement of the complaint.
   g. Other agencies (federal, state or local) where the complaint has been filed.
   h. An explanation of the actions of the recipient has taken or proposed to resolve the issue in the complaint.

7. Within 60 days, the GWRC Title VI Coordinator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director of the recipient of federal assistance. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
8. Within 90 days of receipt of the complaint, the GWRC Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with the Virginia Department of Transportation or the Federal Highway Administration, if they are dissatisfied with the final decision rendered by the GWRC. The GWRC’s Title VI Coordinator will also provide the VDOT Civil Rights Central Office with a copy of the determination and report findings.

9. In the case a nondiscrimination complaint that was originated at the GWRC is turned over to and investigated by VDOT, FHWA or another agency, the GWRC Title VI Coordinator will monitor the investigation and notify the complainant of updates, in accordance with applicable regulations and VDOT policies and procedures.

10. In accordance with federal law, the GWRC will require that applicants of federal assistance notify the GWRC of any law suits filed against the applicant or sub-recipients of federal assistance or alleging discrimination; and a statement as to whether the applicant has been found in noncompliance with any relevant civil rights requirements.

11. The GWRC will submit Title VI accomplishment reports to the VDOT Central Office, Civil Rights Division, in compliance with VDOT’s established processes.

12. The GWRC will collect demographic data on staff, committees, and program areas in accordance with 23 CFR, 49 CFR and VDOT’s established procedures and guidelines.

13. Pursuant to the Virginia Public Records Act (VPRA) § 42.1-76 et seq., the GWRC will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by the GWRC.

14. Records of complaints and related data will be made available by request in accordance with the Virginia Freedom of Information Act.
LIMITED ENGLISH PROFICIENCY PLAN

INTRODUCTION

The George Washington Regional Commission (GWRC) is the planning district commission for Virginia Planning District 16. The GWRC was created in 1961 as a result of Virginia’s Regional Cooperation Act. The purpose of Planning District Commission is “to...encourage and facilitate local government cooperation and state-local cooperation in addressing regional basis problems for greater than local significance.”

The role of the GWRC is to assist its five member localities with regional issues such as growth, the environment, transportation, and housing. Other roles of the Commission include grant application assistance, GIS mapping, and collecting/maintaining demographic and socioeconomic data for the GW Region. The GW Region’s member jurisdictions include the City of Fredericksburg as well as the counties of Caroline, King George, Spotsylvania, and Stafford.

The Fredericksburg Area Metropolitan Planning Organization (FAMPO) was created in 1992 as a result of the Fredericksburg, Virginia Urbanized Area’s population surpassing 50,000. It is a transportation policy-making board responsible for planning and prioritizing transportation projects and funding allocation in the George Washington Region. FAMPO serves the City of Fredericksburg and the counties of Spotsylvania and Stafford.

FAMPO works with the public, planning organizations, government agencies, transit agencies, elected officials, and community groups to develop transportation plans and programs through a continuing, cooperative, and comprehensive (3-C) planning process. The planning process guides the use of federal and state dollars spent on existing and future transportation projects and programs. The Limited English Proficiency (LEP) Plan plays an important part in that process. It ensures individuals with Limited English Proficiency have meaningful access to the transportation process.

FAMPO has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to FAMPO services as required by EXECUTIVE ORDER 13166. It was prepared in accordance with TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, 42 U.S.C. 2000D, ET SEQ., and its implementing regulations provide that no person shall be subject to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.
This plan details procedures on how to identify a person who may need language assistance, the way in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates.
The Limited English Proficiency Plan addresses TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, which prohibits discrimination based on race, color, or national origin. In 1974, the U.S. Supreme Court affirmed that the failure to ensure meaningful opportunity for national origin minorities, with limited-English proficiency, to participate in a federally funded program violates Title VI (Federal-Aid Recipient Programs & Activities) regulations. Additionally, requirements are outlined in EXECUTIVE ORDER 13166: IMPROVING ACCESS TO SERVICE FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY signed on August 11, 2000. Its purpose is to ensure accessibility to programs and services to eligible persons who have limited proficiency in the English language.

Furthermore, the U.S. Department of Transportation (DOT) published POLICY GUIDANCE CONCERNING RECIPIENTS’ RESPONSIBILITIES TO LIMITED ENGLISH PROFICIENT PERSONS in the December 14, 2005 Federal Register VOLUME 70; NUMBER 239. The guidance explicitly identifies Metropolitan Planning Organizations (MPOs) as organizations that must follow this guidance. The final Limited English Proficiency Plan must be consistent with the fundamental mission of the organization, though not unduly burdening the organization.

WHO IS A LIMITED ENGLISH PROFICIENT PERSON?

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or “LEP”. The U.S. Census Bureau does not define limited English proficiency or non-limited English proficient populations. It reports data based on the four categories of English-speaking ability; very well, well, not well, and not at all.

DETERMINING THE NEED OF LIMITED ENGLISH PROFICIENCY

As a recipient of federal funds, FAMPO must take reasonable steps to ensure meaningful access to the information and services it provides. As noted in the FEDERAL REGISTER, VOLUME 70; NUMBER 239 ON WEDNESDAY, DECEMBER 14, 2005, there are four factors to consider when determining “reasonable steps.” This is known as “THE FOUR-FACTOR ANALYSIS” and is outlined below:

Factor 1 - The number or proportion of LEP persons eligible to be served or likely to encounter an MPO program, activity, or service.
**Factor 2** - The frequency with which LEP individuals come in contact with an MPO programs, activity, or service.

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

**Factor 4** - The resources available to the MPO and overall costs.

The Department of Transportation (DOT) policy guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in the FAMPO Region in relation to the four factors and the transportation planning process.
FAMPO has assessed its programs and services using the following four (4) factor analysis:

**Factor 1** - The number or proportion of LEP persons eligible to be served or likely to encounter an MPO program, activity, or service.

The planning area of FAMPO includes the City of Fredericksburg, and the counties of Spotsylvania and Stafford.

The first step was to collect demographic data on the number of LEP persons in the GW Region who are eligible to be served, likely to be served, or likely to be encountered by the MPO through participation in the transportation planning process.

It should be noted that for our planning purposes, people that speak English “less than very well” are included in the analysis. Further, only the top four language groups are examined.

The table below is derived from the U.S. Census Bureau’s 2005-2009 American Community Survey. It shows the number and percent of LEP persons 5 years and over, in total and by language in the GW Region. (LEP Person: Person that speaks English “less than very well”)

Table 1 shows that the LEP persons within the GW Region area, 2.3 % speak Spanish at home, making this the most significant language group as a percentage of population. The Chinese and Korean both at 0.1% are the next common language of the area’s LEP population.

TABLE 1: The TOP Three Languages Spoken at Home in the GW Region by LEP Persons

(U.S. Census Bureau's 2005-2009 American Community Survey)

<table>
<thead>
<tr>
<th>Population 5 years and older</th>
<th>Number of LEP Persons</th>
<th>Percentage of LEP Persons</th>
<th>LEP Persons who speak Spanish</th>
<th>Total</th>
<th>Percent</th>
<th>LEP Persons who speak Chinese</th>
<th>Total</th>
<th>Percent</th>
<th>LEP Persons who speak Korean</th>
<th>Total</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>287,964</td>
<td>7504</td>
<td>2.6%</td>
<td>6760</td>
<td>2.3%</td>
<td>426</td>
<td>0.1%</td>
<td>0.1%</td>
<td>318</td>
<td>0.1%</td>
<td></td>
</tr>
</tbody>
</table>

The Limited English Proficiency Population Aggregations shows that the LEP population for the GW Region is 3.38% with the largest concentration of LEP individuals residing in the City of Fredericksburg at 5.40%. The other four localities follow close behind with Stafford County at
3.74%, Spotsylvania County at 3.48%, Caroline County at 1.57% and King George County at 1.07%. (See Appendix VII)

**Factor 2** - The frequency with which LEP individuals come in contact with an MPO programs, activity, or service.

The four-factor analysis identified Spanish as the most significant language spoken by the LEP population in the GW Region. The size of the LRP population in this region will likely continue to increase and, as a result, the probability of increased future contact with FAMPO. To date, FAMPO has not received any formal requests by LEP individuals for language translation of any document nor for an interpreter at any public meeting. Public notices in both English and Spanish have been provided for various planning and programming activities.

FAMPO conducts regular board meetings, advisory committee meetings, public workshops and public hearings throughout the year. The main source of potential contact between the MPO and LEP persons have been the community outreach, the MPO’s website and social media. As a result, the frequency of contact is difficult to anticipate.

FAMPO anticipates the development of a web-based interactive map that will provide the identification of Title VI/Environmental Justice populations that would be useful in identifying effective public involvement strategies.

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

The MPO uses federal funds to plan transportation projects, and therefore, does not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs. The MPO does not conduct activities which required activities such as applications, interviews or other activities prior to participation in its program or events. Involvement by any citizen with FAMPO or its committees is voluntary.

However, the FAMPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy.

The impact of proposed transportation investments on underserved and underrepresented population groups is part of the evaluation process in use of federal funds in THREE MAJOR AREAS for the MPO.

- The *Unified Planning Work Program (UPWP)* outlines tasks to be performed in the upcoming year.
• The four-year *Transportation Improvement Program (TIP)* is a program or schedule of short-range transportation improvements and activities intended to be implemented through a combination of Federal, State, and local funding.

• The *Long Range Transportation Plan (LRTP)* provides direction for transportation investments out to 20 years in the future.

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the process. The MPO is concerned with input from all stakeholders, and every effort is taken to make the planning process as inclusive as possible. The use of the web-based interactive mapping tool will allow the MPO staff to identify concentrations of particular populations for use in effective public involvement outreach planning and programming activities.

**Factor 4** - The resources available to the MPO and overall costs.

Given the size of the LEP population in the MPO area and current financial constraints, full multi-language translations of large transportation plan documents and maps is not considered as warranted at this time. However, continued growth of the MPO area and its Spanish-speaking population makes offering Spanish translations a sound community investment.

As a result, the MPO intends to initiate a program to make the Executive Summaries for the Long Range Transportation Plan, the Transportation Improvement Program, the Public Participation Plan, and other key documents available in Spanish. The translation of these documents will begin after the final English version has been completed. To accommodate the cost, these summaries may be presented in alternative formats, such as fact sheets, flyers or brochures.

The MPO will continue to provide in both English and Spanish notifications for newspaper advertisements, government access channels and flyers. The MPO website has a user-friendly tool available for easy webpage translations which allows users to view HTML content in 52 languages. Although, the website translation tool, powered by GoogleTM Translate, is not a perfect system, it should provide enough information for a potential LEP individual or group to make contact with FAMPO should they have comments or questions.

Spanish language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible.
IDENTIFYING LEP INDIVIDUALS WHO NEED LANGUAGE ASSISTANCE

FAMPO staff will use language identification cards when first encountering a LEP individual. These cards, as shown in FIGURE 2 and developed by the U.S. Census Bureau, have the phrase “Mark this box if you read or speak [name of language]” translated into 38 different languages. It was developed by the Census Bureau and is used by government and non-government agencies to identify the primary language of LEP individuals during fact to fact contacts.

The Language Identification flashcards will be made available at public workshops/hearings and at the front desk of the GWRC/FAMPO office. Once a language is identified, the Title VI/LEP coordinator or relevant point of contact will be notified to assess feasible translation or oral interpretation assistance. (See Appendix VIII)

When FAMPO sponsored citizen informational workshops/public hearings are held, a sign-in sheet and a demographic survey will be utilized to determine the demographic profile of the attendee. (See Appendix IX)

LANGUAGE ASSISTANCE AND TRANSLATION OF MATERIALS

- Language assistance will be provided for LEP individuals through the translation into Spanish of some key materials as stated on page 6, upon request or as necessary, as well as through oral interpretation when necessary and possible.
- When an interpreter is needed, in person or on the telephone, and the FAMPO staff has exhausted the above options, stall will first attempt to determine what language is required. Staff shall use the telephone interpreter service, Language Line Services at http://www.languageline.com. On the Language Line home page, the staff will select the Need an Interpreter Now link and follow the directions to receive and access code.
- A list of FAMPO staff that speaks and/or writes a language other than English and who are willing and able to acts as interpreters has been identified.
PROVIDING NOTICE TO LEP PERSONS

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand.

- FAMPO will include the following language in English and Spanish (where appropriate) on meeting notifications, for example:

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact GWRC/FAMPO at 540-373-2890 or fampo@gwregion.org at least seven days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).*

*La participación pública es solicitado sin motivos de raza, color, origen nacional, edad, sexo, religión, discapacidad o familia. Las personas que requieren alojamiento especial en el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben ponerse en contacto GWRC/FAMPO al 540-373-2890 o fampo@gwregion.org al menos siete días antes de la reunión. Si personas con problemas auditivos, teléfono 1-800-273-7545 (TDD).*

- All outreach documents will state that language services are available;
- Partner with community-based organizations and other stakeholders to inform LEP individuals of MPO services and the available of language assistance.

DISCRIMINATION-COMPLAINT PROCEDURES

LEP persons should be provided notice of their opportunity to file a discrimination complaint in accordance with Title VI. LEP persons may be advised orally of the opportunity to file a discrimination complaint pursuant to the regulations using an interpreter or any type of translator tool. LEP persons should be made aware of the free, oral translation of vital information we will provide upon request.

As a sub-recipient of federal assistance, the Discrimination Complaint Procedures has been adopted by GWRC and FAMPO. The Title VI Nondiscrimination Plan outlines the Discrimination Complaint Procedures and a copy of the Discrimination Complaint Form can be found in Appendix II.
STAFF TRAINING

FAMPO will incorporate the LEP Plan in the next update of the Public Participation Plan. In order to establish meaningful access to information and services for LEP individuals, FAMPO staff will be trained on the following topics:

- Understanding the Title VI Discrimination Plan and the LEP;
- What language assistance programs does FAMPO offer;
- How to approach and assist individuals with LEP;
- How to use the Language Line interpretation and translation services;
- How to use of LEP “I Speak Cards”;
- How to access Google Translator via computer. Encourage any staff member with Smart Phones to download the free Google translator app. This app can translate by speaking the text instead of typing it and would be very useful for off-site interpretation. This app can translate text between 58 languages, translate by speaking the text instead of typing in 15 languages, and listen to your translations spoken aloud in 23 languages;
- How to handle a Title VI and/or LEP complaint as noted in Appendix II in the Title VI Nondiscrimination Plan

MONITORING AND UPDATING THE LEP

FAMPO understands that its community profile is changing and that the four-factor analysis may reveal the need for more LEP services in the future. Annually, the LEP plan will be examined annually to ensure that it remains reflective of the community’s needs. The web-based interactive map will be used to validate the community profile of the GW Region. The following criteria will be used to review the effectiveness of the LEP plan:

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population for the GW Region?
- Has there been a change in the types of language assistance for previously identified MPO programs? Are there other programs that should be included?
- Have the MPO’s available resources, such as technology, staff, and financial costs, changed?
- Has the MPO fulfilled the goals of the LEP Plan?
- Were any complaints received?

DISSEMINATION OF THE LEP
• Any person with internet access will be able to access the LEP Plan on the FAMPO website at http://www.fampo.gwregion.org. For those without personal internet service, the libraries in the GW Region offer free internet access. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost. The Plan will be made available in English and Spanish.

• The LEP will be shared with community-based organizations and other stakeholders.

CONTACT INFORMATION

FAMPO does not intend that its LEP Plan exclude anyone requiring language assistance and will try to accommodate requests. Anyone who requires special language services should contact GWRC/FAMPO’s Public Information Officer/Title VI Coordinator:

Public Information Officer/Title VI Coordinator
GWRC/FAMPO
406 Princess Anne Street
Fredericksburg, VA  22401
(540) 373-2890 (phone)
(540) 899-4808 (fax)
fampo@gwregion.org
INTRODUCTION AND OVERVIEW

The Fredericksburg Area Metropolitan Planning Organization (FAMPO) is a key organization charged with planning for transportation improvements to meet future demands. FAMPO is committed to engaging a broad spectrum of community input during its transportation planning and programming activities to ensure that the process considers all possible strategies to meet the needs of our region.

The purpose of this update to the Public Participation Plan (PPP) is to continue to serve as a guide for FAMPO staff in the development of public outreach methods that encourage the citizen involvement in the regional transportation planning process. This update includes an enhanced emphasis on the outreach effort to ensure the inclusion of those affected including older adults, persons with disabilities, ethnic groups and low income populations. Effective transportation planning recognizes the critical link between transportation and other societal goals.

FAMPO’s public involvement process is consistent with the following federal requirements.

- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
  
  Continued and enhanced emphasis on strong planning processes and public involvement

- United States Code (USC) Title 23, Sections 134
  
  Participation by interested parties

- United States Code (USC) Title 23, Sections 135
  
  Provides for reasonable access to comment on proposed plans

- United States Code (USC) Title 23, Section 128
  
  Requires public hearings or the opportunity for public hearings for plans for federal-aid highway projects

- Code of Federal Regulations Title 23, Part 450
Guides the development of statewide transportation plans and programs; requires early and continuous public involvement

- Code of Federal Regulations Title 49, Part 24
  Ensures property owners and people displaced by federal-aid projects are treated fairly, consistently and equitably

- National Environmental Policy Act of 1969 (NEPA)
  Requires consideration of impacts on human environments

- Americans with Disabilities Act (ADA)
  Requires government programs to be accessible to people with disabilities

- Title VI of the Civil Rights Act of 1964
  Declares that no person shall be excluded from participating in any program receiving federal assistance on the basis of race, color or national origin

- Executive Order 12898 on Environmental Justice
  Addresses avoidance of actions that can cause disproportionately high and adverse impacts on minority and low income populations

- Executive Order 13166 on Limited English Proficiency
  Improving access to services for people with limited English proficiency
The Fredericksburg Area Metropolitan Planning Organization (FAMPO) is a federally-designated transportation planning agency for the City of Fredericksburg, and the counties of Spotsylvania and Stafford, and serves as a regional partnership among the United States Department of Transportation (USDOT), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), transit agencies, local elected leadership, local planning and public works directors, the business community and citizens in the planning area.

The following highlights the structure of MPO and the roles of the committees engaged in the transportation planning process. Please visit FAMPO’s website for current organization and committee information at www.fampo.gwregion.org.

GEORGE WASHINGTON REGIONAL COMMISSION (GWRC)

The George Washington Regional Commission (GWRC) is the planning district commission for the 320,000 residents of Planning District 16 which includes the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford. Formerly known as the Rappahannock Area Development Commission (RADCO), GWRC has served Planning District 16 for more than 50 years. The principal functions include regional and environmental planning, energy-conservation, hazard mitigation and rural transportation planning programs; and operation of GWRideConnect, the region’s nationally-recognized rideshare brokerage that facilitates and promotes vanpooling and transit use. To learn more about GWRC, visit the GWRC website at www.gwregion.org.

FAMPO carries out the regional transportation planning process in partnership with the George Washington Regional Commission (GWRC). GWRC is the fiscal agent of FAMPO and is responsible for maintaining accounting records for state and federal funds consistent with current state and federal requirements.

FAMPO STRUCTURE

The following highlights FAMPO’s structure and the roles of the various committees engaged in the transportation planning process. Visit the FAMPO website for current committee membership and meeting information.
POLICY COMMITTEE (PC)

The Policy Committee (PC) is the policy decision-making board comprised of eleven elected and non-elected voting members. Caroline County, King George County and the Fredericksburg District Representative of the Commonwealth Transportation Board (CTB) serve as ex officio members. The PC acts as the authority on all regional transportation planning matters and ensures that all entities engaged in transportation related activities conform to statutory requirements. The PC works with the public, local governments, organizations, state and federal government agencies, elected and non-elected officials and community groups to develop regional transportation plans.

FAMPO TECHNICAL COMMITTEE (FTC)

The FAMPO Technical Committee (FTC) was established to advise and to provide technical engineering and planning expertise during the transportation planning process. The FTC consists primarily of engineers, planners, and other professionals who represent the region’s local governments and transportation/transit agencies and works with the FAMPO staff to develop planning and programming recommendations for the Policy Committee.

TRANSPORTATION ADVISORY GROUP (TAG)

The Transportation Advisory Group (TAG) is an advisory group to the Policy Committee and consists of citizens appointed by the Policy Committee, local governments and local organizations. The TAG functions to encourage citizen participation during the transportation planning process and to advise the Policy Committee of the citizen’s perspective on transportation planning, programs and projects.

BICYCLE & PEDESTRIAN COMMITTEE (BPC)

The Bicycle and Pedestrian Committee (BPC) is comprised of citizens, planners, biking and walking organizations and was established to provide guidance to the Policy Committee on issues related to the non-motorized modes of transportation. This committee also provides recommendations for the encouragement and education of the public regarding bicycle and pedestrian routes, safety and other issues.

PUBLIC TRANSIT ADVISORY BOARD (PTAB)

The PTAB is appointed and managed by the City of Fredericksburg. This committee provides FAMPO with citizen, private and public partnership input on the public transit
needs of the City of Fredericksburg and the region. The PTAB evaluates the operational and financial performance of the region’s public transit system, and advises the Fredericksburg City Council on any public transit issues that the PTAB considers appropriate for City Council consideration. To learn more about the PTAB, visit the City of Fredericksburg website.

**FAMPO STAFF**

A professional staff provides information and support to the FAMPO Committees, prepares the documents and plans produced as part of the transportation planning process, facilitates public outreach activities to gain input and feedback, and manages the planning process.

All committee meetings are open to the public and citizens are encouraged to attend and to participate. The best decisions are made with a fully-informed and involved public.
TRANSPORTATION PLANNING DOCUMENTS

The Fredericksburg Area Metropolitan Planning Organization (FAMPO) leads in the development of the region’s key transportation planning documents that identify transportation programs, funding alternatives and projects. FAMPO 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 statewide transportation plan. VDOT programs these projects for funding and development along with others all over the state, in priority order.

With public involvement being integral to good transportation planning, it is very important that the public and federal, state and local partners are involved early in the transportation planning process as it affects the quality of life of every citizen within our region. Early involvement will ensure that the concerns and issues are identified and addressed in the development of the policy, programs, and projects being proposed in their communities.

The following are brief descriptions of the key transportation planning documents developed through FAMPO.

**AIR QUALITY CONFORMITY ANALYSIS (AQCA)**

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 Transportation Plan (LRTP) and the Transportation Improvement Plan (TIP) processes. Capacity adding projects cannot exceed the amount of allowable emissions as stated in the Statewide Transportation Improvements Plan (SIP). The AQCA is updated along with and included as part of the LRTP and TIP.

**BICYCLE & PEDESTRIAN PLAN (BPP)**

The primary goals of the Bicycle and Pedestrian Plan are to preserve and enhance the bicycling and pedestrian network, to improve the safety, attractiveness and overall viability of cycling and walking as legitimate transportation alternatives to the transportation system. The BPP is reviewed and updated every four years in conjunction with the update of the LRTP.
CONGESTION MANAGEMENT PROCESS (CMP)

A Congestion Management Process (CMP) presents a systematic process for managing traffic congestion and enhancing the mobility of persons and goods. It includes alternative strategies for alleviating congestion and enhancing the mobility of persons and goods to levels that meet state and local needs. At the core, a CMP should include a data collection and monitoring system, a range of strategies for addressing congestion, performance measures or criteria for identifying when action is needed, and a system for prioritizing which congestion management strategies would be most effective.

LIMITED ENGLISH PROFICIENCY PLAN (LEP)

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be Limited English Proficient (LEP). These individuals are entitled to language assistance under Title VI or the Civil Rights Act of 1964.

The LEP Plan outlines how to identify persons who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP individuals that assistance is available. The goal of the LEP plan is to ensure that all residents in the George Washington Region can, to the fullest extent practicable, participate in the transportation planning and decision-making process.

LONG RANGE TRANSPORTATION PLAN (LRTP)

The LRTP is an evaluation of the current status and future needs of our regional transportation system. The LRTP includes anticipated improvements for all modes of travel over the next 20-30 years including streets and highways, public transportation/transit, railroads, aviation, and bicycle and pedestrian needs.

Development of the LRTP is a collaborative effort using input provided from regional government, agencies, citizens, committees, and staff. The projects included in the LRTP will ultimately fold into a regional Transportation Improvement Plan (TIP). Updating the LRTP every four years ensures that regional demographics, economic trends and travel demands are reviewed and that needed projects are approved and programmed for funding and construction.
PUBLIC PARTICIPATION PLAN (PPP)

The purpose of the Public Participation Plan (PPP) is to serve as a guide in the development of outreach methods that encourage the public’s involvement in the regional transportation planning process. 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 takes into account Title VI populations and limited English proficiency populations. The PPP is updated every three years.

TITLE VI NONDISCRIMINATION PLAN

The Title VI Nondiscrimination Plan assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency sponsored program or activity. Nor shall sex, age, or disability stand in the way of fair treatment of all individuals.

REGIONAL TRANSIT POLICY PLAN (RTPP)

The Regional Transit Policy Plan (RTPP) was an integral part in the development of the Transit Needs Plan for the LRTP. The RTPP examined a large number of transit improvement scenarios, representing a range of choices, from relatively low levels of transit service to large expansion that could make transit a more integral component of the region’s transportation system.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Plan (TIP) is a financially constrained, four-year list of transportation projects programmed for the FAMPO study area. The TIP is updated annually and includes projects on the Interstate, Primary, Urban and Secondary Highway Systems. It also includes safety, transportation enhancement and public transportation projects. The TIP may also include funding for feasibility studies, preliminary engineering activities and environmental impact studies.
UNIFIED PLANNING WORK PROGRAM (UPWP)

The Unified Planning Work Program (UPWP) serves as the annual work program for FAMPO. It provides details of 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 funding 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 annually.

OTHER TRANSPORTATION STUDIES

Corridor Studies, Special Projects, Projects of Regional Significance:

FAMPO may also become involved in local and regional projects and studies that do not fall within the core planning documents. In these cases, FAMPO staff coordinates with interested and affected parties (local jurisdictions, Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), residents, organizations) on specific projects and studies affecting the region.
WHAT IS PUBLIC INVOLVEMENT?

Public involvement is the process of including a broad spectrum of stakeholders and citizens in the transportation decision making 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 citizen input, it is possible to make a long-lasting contribution to our region’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 involvement programs is to ensure that the ideas, 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 involvement process to provide a wide variety of opportunities for people to get involved in transportation planning. Details are listed in the Public Involvement Goals and Strategies section of this document.

GENERAL GUIDELINES FOR PUBLIC INVOLVEMENT

FAMPO carries out the following practices to provide an effective communication process with the public. Strategies for each guideline will be explained in the next section. These guidelines have been derived from Federal Regulation Code 450.316 and 450.212 for Metropolitan Planning processes.

PROVIDE TIMELY INFORMATION

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.
PROVIDE REASONABLE PUBLIC ACCESS

Provide reasonable public access to technical and policy information used in the development of the Long Range Transportation Plan (LRTP), the Transportation Improvement Plan (TIP), the Unified Planning Work Program (UPWP), and other appropriate transportation plans and projects, and to conduct open public meetings where matters related to transportation programs are being considered.

GIVE ADEQUATE PUBLIC NOTICE

Give adequate public notice of public participation activities that allow time for public review and comment on key transportation planning documents. If the final draft of any transportation plan differs significantly from the one available for public comment by FAMPO and raises new material issues of which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.

PROVIDE A PUBLIC COMMENT PERIOD

Provide a public comment period of not less than 30 calendar days prior to adoption of the key transportation planning document, non-technical amendments and other appropriate transportation plans and projects with the exception of providing a public comment period of 45 calendar days prior to the adoption of this Public Participation Plan (PPP) and non-technical amendments.

RESPOND IN WRITING

Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft transportation plan, a report of the disposition of comments shall be made part of the final plan.

SOLICIT THE NEEDS OF THE TRADITIONALLY UNDERSERVED

Environmental justice and public involvement complement one another in ensuring the fair and equitable participation by all potentially affected communities in the transportation decision-making process. For transportation, Title VI means assessing the nature, extent and incidence of probable impacts, both negative and positive, by soliciting the needs of those traditionally underserved.
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 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).

**COORDINATE THE PUBLIC INVOLVEMENT PROCESS**

Coordinate the public involvement process with local and statewide public participation processes wherever possible, to enhance public consideration on related issues, plans and programs. This coordinated effort reduces redundancies and costs.
PUBLIC INVOLVEMENT STRATEGIES

STRATEGY 1

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

TACTICS

1.1 Interested Parties/Mailing List (Master Contact Database): FAMPO maintains a master contact database. This database is used during the transportation planning process to disseminate timely information to interested parties to ensure reasonable opportunities to review and provide comments. Interested parties follow the guidelines recommended by Federal Regulations (23 USC 134 (i)(5) – Participation by Interested Parties. The database is updated periodically and includes participants from FAMPO studies and projects as well as those who request to be added the FAMPO website or social media outlets.

1.2 Website: www.fampo.gwregion.org - FAMPO maintains a website that is compliant with Section 508 of the Americans with Disabilities Act for disabled users and includes a translation feature for non-English speakers. In 2011, the website received over 20,000 documented web hits. The FAMPO website Accessibility Policy and Document Accessibility Notice are outlined below:

- **ACCESSIBILITY POLICY:** Through its Web Accessibility Initiative (WAI), the World Wide Web Consortium (W3C) is promoting a high degree of Web access for people with disabilities. In coordination with organizations around the world, WAI is pursuing Web accessibility through five primary areas of work: technology, guidelines, tools, education and outreach, and research and development. To help support the WAI, the Fredericksburg Area Metropolitan Planning Organization’s website, www.fampo.gwregion.org/, is complying with W3C guidelines for Web accessibility.

- **DOCUMENT ACCESSIBILITY POLICY:** Hard copy documents are available for those unable to access or view the downloadable files on this website. Simply contact the Fredericksburg Area Metropolitan Planning Organization by phone at 540.373.2890, by e-mail at fampo@gwregion.org, by fax at 540.899.4808, or by mail at:
To ensure the public receives timely and continuous information, the website provides the most current and accurate transportation planning information available and uses visualization techniques as appropriate. The website is a comprehensive repository for documents and data, and includes the following tools and information:

- Automatic translation to languages other than English
- Ability to increase font size for easier reading
- Contact information (mailing address, phone, fax or email)
- Current MPO committee membership
- Meeting notices, calendars and agendas
- Transportation planning documents
- Public comment form(s)
- Links to related agencies
- Social networking opportunities
- Really Simple Syndication (RSS) Feed direct updates

1.3 **Social Media:** FAMPO has added two social media outreach opportunities through Facebook (www.facebook.com/FAMPO1VA and Twitter (twitter.com/FAMPO_VA).

1.4 **Mobile Applications:** For instant and effortless access to the FAMPO website via the Smart Phone, a Quick Response (QR) code is included in various print media. For staff members with Smart Phones, translator applications are also available for free download for the use of translation when necessary.

1.5 **Public Notices:** The public is notified on a timely basis of upcoming committee meetings, public meetings, public hearings and public comment periods through various outreach methods. These outreach methods may include local, regional and military newspaper, FAMPO website, electronic mail, social media, RSS feed, internet advertising and/or on local government television bulletin boards. Public notices will include the following Title VI Statement in both English and Spanish. (The Title VI Statement can also be found in Appendix I)

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require
translation services (free of charge) should contact the GWRC/FAMPO at 540-373-2890 or fampo@gwregion.org at least two days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).

La participación pública es solicitada sin distinción de raza, color, origen nacional, edad, sexo, religión, discapacidad o su estado familiar. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con la GWRC / FAMPO al 540-373-2890 o fampo@gwregion.org al menos dos días antes de la reunión. Personas con problemas auditivos, llame 800-273-7545 (TDD).

1.6 **Press Releases/Media Relations:** Press releases are developed and distributed to local, regional and military media outlets. Topics for releases include notices for public meetings, public hearings, updates to transportation planning studies and general FAMPO news.

1.7 **Electronic Mail:** Electronic mail is used to disseminate notifications regarding upcoming committee meetings, project-related public meetings, public hearings, updates to planning studies as well as informational updates regarding transportation legislation.

1.8 **Postcards/Direct Mail:** Budget allowing, meeting notices in the form of a postcard mailer may be utilized prior to key public forums, meetings and hearings. It is cost prohibitive to use this method for mass outreach in the greater George Washington region. Postcards are distributed to those in a specific, targeted area either through the master contact database or through a targeted mailing list received from local planning departments.

1.9 **Informational Flyers:** Informational flyers are developed as appropriate to provide information about FAMPO planning activities. These flyers are distributed to specifically targeted groups and businesses in their region/neighborhood with information announcing projects and studies, public meetings, and review and comment opportunities.

1.10 **Signage:** Budget allowing, the renting of directional signage may be used to announce public meetings. These signs may be posted outside meeting locations at least two days prior to the meeting date, e.g., sandwich boards, marquees, electronic signage.

1.11 **Informational Brochures:** Throughout the year, informational brochures are distributed at public meetings, speaker bureaus and inserted into the
GWRideConnect Information Packets placed in the regional libraries and real estate agencies.

1.12 **Speakers Bureau:** Upon request and with a reasonable notice, FAMPO staff members are available to provide general and project-specific information to community interest groups.

1.13 **Public Meetings:** Public meeting formats such as workshops, seminars, and exhibits can provide vital information directly to the public to help inform and educate. Meeting locations are ADA accessible and, if applicable, are accessible to transit.

1.14 **Public Hearings:** Public hearings are scheduled during the Policy Committee meetings to give the public a more formal opportunity to provide their comments on transportation planning documents, projects and studies.

**STRATEGY 2**

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

**TACTICS**

2.1 **FAMPO Document Library:** All final publications of planning documents, projects and studies are available to view in house at the FAMPO office and electronically via the FAMPO website.

2.2 **Community Buildings:** During all public comment periods, draft planning documents are available at regional libraries and local government planning offices.

2.3 **Public Meetings and Hearings:** Public meetings and hearings are used as a conduit to release information in the development of studies, plans and amendments as appropriate. Public meetings are held at various locations throughout the region. Whenever feasible, public meetings are held at a site(s) and time(s) convenient to potentially affected citizens. FAMPO conducts public meetings and/or public hearings during the updates key transportation planning documents. Spanish translators and deaf interpreters are made available upon request.

2.4 **Copies of Reports/Technical Information:** The public is invited to request copies of final reports/documents (other than proprietary software or legally confidential data). These requests are handled as follows:
• Relevant reports and technical information will be distributed “free of charge” during FAMPO committee meetings.
• Requests for relevant reports and technical information not distributed during a FAMPO committee meeting can be provided on an “at costs” basis which would include the costs of duplication and cost of staff time associated with the duplication process.
• Reports and technical information are made available for electronic download via the FAMPO website.
• Upon request, Spanish translation of certain materials is available at a nominal fee.

2.5 Committee Meeting Access: The public is encouraged to attend the FAMPO Committee meetings. The public is notified via newspaper, FAMPO website and social media. Each meeting provides the opportunity for the public to provide comments or express concerns under a reasonable time constraint. Comments are recorded, reviewed and considered. Appropriate feedback is given to the individual/group.

2.6 Internet Access: The FAMPO website provides public access to planning documents, meeting notifications, comment opportunities, etc. For those who do not have the internet access at home, the public can access the online information at many regional libraries.

2.7 Visualization Techniques: Visualization techniques are used during to strengthen public participation in the planning and project delivery process. These techniques include the FAMPO website, facebook and printed materials. Examples include the use of charts, graphs, maps, artist renderings and/or computer simulations.

2.8 Public Access for the Traditionally Underserved and for Persons with Disabilities: Recognizing that certain members of the public may have difficulty attending on-site meetings, the following arrangements shall be observed:

• Print and electronic meeting notifications will include information for those who may need special assistance to attend.
• Meetings will be held at American with Disabilities Act (ADA) accessible locations.
• Meetings will be held on or near transit routes whenever possible.

See Strategy 4 for additional insight on reaching the underserved populations.
STRATEGY 3

Provide a reasonable time to comment prior to the adoption of any plan or non-technical amendment.

TACTICS

3.1 Comment periods

- United Planning Work Program (UPWP) – 30 days
- Long Range Transportation Plan (LRTP) – 30 days
- Transportation Improvement Program (TIP) – 30 days
- Title VI Nondiscrimination Plan – 30 days
- Limited English Proficiency Plan (LEP) (included in PPP) – 30 days
- LRTP, TIP, UPWP, Title VI Nondiscrimination Plan, and LEP Non-Technical Amendments – 15 to 30 days, as appropriate
- Bicycle & Pedestrian Plan (BPP) (included in LRTP) – 30 days
- Regional Transit Plan (included in LRTP) – 30 days
- Public Participation Plan (PPP) & Non-Technical Amendments – 45 days

3.2 Public Notice of Comment Periods, Public Meetings and Public Hearings:

- Print Notifications: Print notifications will be placed at the start of the comment period and then again 1 to 2 weeks prior to the end of the comment period, before a public meeting or public hearing.
- Electronic Notifications: Electronic notifications will be sent via electronic mail or Constant Contact at the start of the comment period.
- Website: Website notifications will be posted on the FAMPO website at the start of the comment period in the Public Notice and Planning Document webpages.
- Social Media: Social media notifications will be posted at the start of the comment period and then again 1 to 2 weeks prior to the end of the comment period or before a public meeting or public hearing.
- Really Simple Syndication (RSS) Feeds: RSS feeds will be posted at the start of the comment period and then again 1 to 2 weeks prior to the end of the comment period or before a public meeting or public hearing.

3.3 Offer Methods for Providing Public Input During Comment Periods:

- Public meetings
• Public hearings
• Briefings, stakeholder interviews, or speaker bureaus
• Comment forms
• Electronic Mail
• Fax
• 711 Virginia Relay Service

3.4 Additional Opportunities for Comment: If significant public comments are received on the final draft transportation plan or program made available to the public for review and comment, an additional public comment opportunity will be provided on the revised changes. FAMPO staff shall determine when changes to the transportation plan or program are significant and warrant. A report on the disposition of comments shall be included in the final transportation planning document or program. Responses from FAMPO staff are usually made within 1-2 days.

STRATEGY 4

This strategy has been developed in coordination with FAMPO’s Title VI Nondiscrimination and Limited English Proficiency (LEP) Plans which detail how FAMPO intends to reach out to and consider the needs of the traditionally underserved citizens. The goal of this strategy is to encourage and solicit the involvement of these groups. These special groups include older adults, persons with disabilities, ethnic groups and low income populations.

TACTICS

4.1 General Outreach to Traditionally Underserved Citizens

• Community Resource Directory/Contact List: FAMPO maintains a contact list for local and regional organizations (including local/regional chapters of national organizations) whose membership is drawn principally or largely from underrepresented communities and organizations.

• Demographic Survey: This informal survey is used to track profile/background information of public meeting and hearing attendees during the transportation planning process. The demographic survey reviews age, ethnic background, income, and special needs to give FAMPO staff a better understand of the diversity and needs of those participating in transportation planning as well as serving as an indicator of who is not being represented. (See Appendix 4)
• **Title VI/LEP Focus Group:** During the next Public Participation Plan (PPP) update, FAMPO may convene the Title VI Focus Group. The Title VI Focus Group provided valuable input and consisted of individuals of underrepresented communities during this PPP update. These focus groups are a way to remain in contact with these groups, to solicit their input on FAMPO communication and outreach to underrepresented groups and to evaluate and enhance Public Participation, Title VI Nondiscrimination and Limited English Proficiency (LEP) Plans.

• **Citizens Transportation Advisory Group (CTAG) Membership:** The Citizens Transportation Advisory Group (CTAG) encourages citizen participation during the transportation planning process and advises the Policy Committee of the citizen’s perspective on transportation planning, programs and projects. FAMPO continuously strives to include individuals from underrepresented communities in the TAG membership. Their inclusion serves to guide FAMPO in Title VI and LEP activities and also to serve as ambassadors to their communities.

• **Postcards/Direct Mail Notifications:** For projects and studies affecting a specific area, FAMPO may choose to notify citizens and businesses via postcards or direct mail of public comment opportunities.

• **Speakers Bureau:** Upon request and with a reasonable notice, FAMPO staff members are available to provide general and project-specific information to special interest groups.

• **Community Informational Events:** Occasionally, FAMPO staff may bring informational materials and visualization tools to community events.

4.2 **Outreach to Older Adult Citizens**

• **Partnering Activities:** Outreach efforts may be coordinated with agencies and organizations to help reach the older adult citizens.

• **Informational/Educational Materials:** Informational and educational materials may be distributed to senior housing and recreation centers.

• **Website:** The font on the FAMPO website can be increased or decreased as needed.

4.3 **Outreach to Low Income Citizens**

• **Partnering Activities:** Outreach efforts may be coordinated with human service agencies to reach the low income households.
• **Flyers:** Flyers may be posted in libraries, community centers, subsidized housing, and grocery stores, etc. that are patronized by low income citizens.

### 4.4 Outreach to Minority Citizens

- **Newspaper Advertisements:** Newspaper advertisements may be translated into Spanish and placed in local, regional and military newspapers for public comment periods, public meetings and public hearing notices.
- **Press Releases:** Press releases will be distributed to minority media outlets and translated as appropriate.
- **Email Notifications:** By utilizing the Title VI Community Resources Directory, email notifications will be sent to minority leaders who will in turn forward the information to their groups. (Translate message as feasible and necessary).
- **Partnering Activities:** Coordinate information-sharing with minority/human service agencies and other advocate organizations to distribute information and meeting notices.

### 4.5 Outreach to Persons with Disabilities

- **Accessible Formats:** In accordance with the Americans with Disabilities Act (ADA) regulations, key planning documents will be made available upon request in larger print during the public review period.
- **Website Font:** FAMPO maintains a website that is compliant with Section 508 of the Americans with Disabilities Act for disabled users including a feature to increase font size.
- **Public Meetings:** Public meetings will be held at ADA accessible locations.
- **Public Notice Statement:** Print and electronic advertisements/notifications will include information for those who may need special assistance to attend.

“*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact the GWRC/FAMPO at 540-373-2890 or fampo@gwregion.org at least two days prior to the meeting. If hearing impaired, please telephone 1-800-273-7545 (TDD).”*

### 4.6 Outreach to Limited English Proficient (LEP) Citizens

- **Translation/Interpreter Assistance:** All outreach materials and notifications will state that language services are available free of charge, upon request. When an
interpreter is needed, in person or on the telephone, and the FAMPO staff has exhausted the above option, staff will first attempt to determine what language is required.

• **Interpretation Services:** All outreach materials and notifications will state that language services are available free of charge, upon request. When an interpreter is needed, in person or on the telephone, and the FAMPO staff has exhausted the above options, staff will first attempt to determine what language is required.

• **Public Notice Statement:** Public Notices will include the following Title VI Statement in both English and Spanish.

  *Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact the GWRC/FAMPO at 540-373-2890 or fampo@gwregion.org at least two days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).*

  *La participación pública es solicitada sin distinción de raza, color, origen nacional, edad, sexo, religión, discapacidad o su estado familiar. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con la GWRC / FAMPO al 540-373-2890 o fampo@gwregion.org al menos dos días antes de la reunión. Personas con problemas auditivos, llama 800-273-7545 (TDD).*

• **Website Translation Tool:** Powered by Google™, the FAMPO website includes a user-friendly tool available for easy webpage translations which allows users to view HTML content in 52 languages. The service provides automated computer translations that are only an approximation of the websites' original content.

• **Materials/Document Translation:** FAMPO will provide one page summaries the Long Range Transportation Plan, The Transportation Improvement Program, the Public Participation Plan, and other key documents available in Spanish. These summaries may be presented in alternative formats such as fact sheets, flyers or brochures.

• **Language Identification Cards:** If needed, the FAMPO staff may use language identification cards to aid in the communication of LEP individual. These cards, as shown in the appendix and developed by the U.S. Census Bureau, have the phrase “Mark this box if you read or speak [name of language]” translated into 38 different languages. The Language Identification flashcards will be made available at public workshops/hearings and at the front desk of the GWRC/FAMPO office. Once a
language is identified, the Title VI/LEP Coordinator or relevant point of contact will be notified to assess feasible translation or oral interpretation assistance. (See Appendix VII)

- **Partnering Activities:** Using the Community Resource Guide, FAMPO will partner with community-based organizations and other stakeholders to inform LEP individuals of MPO services, public information, and comment opportunities.

- **Spanish Language Outreach Materials:** When available and upon request, FAMPO may use already prepared translated educational materials from organizations such as federal, state, and local transportation agencies.

- **Newspaper Public Notices:** Meeting notices will be translated into Spanish and placed in area newspapers when available. (Please note that Hispanic publications are currently not available in the region.)

- **Email Notifications:** Use the Community Resource Directory to reach out to key Limited English Proficiency (LEP) groups and organizations.

- **Press Releases:** Press releases may be translated into Spanish and distributed to print and broadcast Hispanic media outlets as available in the region. (Please note that Hispanic publications are currently not available in the region.)

- **Flyers:** Translate and post meeting notice flyers in areas identified in the Community Resource Directory. Flyers can also be distributed as PDF attachments to email messages.

- **Comment Forms:** FAMPO comment form will be translated into Spanish upon request.

- **Social Media Posts:** Posts will be made to FAMPO’s Facebook and Twitter accounts in Spanish for key informational opportunities such as public meeting/hearing announcements.

- **Limited English Proficiency (LEP) Availability:** The LEP will be shared with community-based organizations and other stakeholders.

### 4.7 Outreach to Transportation Disadvantaged

- **Partnering Activities:** Partnerships and regular communication with special interest groups (human service organizations, area agencies on aging, transportation service providers, and other social service agencies) will enhance the public outreach to those without access to an automobile.

- **Public Meetings:** Public meetings will be held on or near transit routes whenever possible.
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 local governments to coordinate and publicly share information.

5.2 Assistance: Whenever feasible, FAMPO will assist VDOT, local governments and other agencies in the implementation of public involvement techniques for planning and other studies, including major corridor/feasibility studies, project development and environmental studies and 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.

Under the provisions of the Federal Aid Highway Act of 1962 and the Urban Mass Transportation Act of 1964, as amended, FAMPO has the responsibilities for developing and carrying out a comprehensive, continuing and coordinated transportation planning process in the Fredericksburg Urbanized Area.

The Joint Planning regulations issued by the FTA and FHWA on October 29, 1993 require that “the State and the MPO shall annually certify to FHWA and FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements...”.

In 2010, FAMPO underwent a Federal Certification Review resulting in recommendations and corrective actions issued by the Federal Team. It was recommended that FAMPO develop a procedural guidance for verifying the process and implementation of the self-certification process resulting in the development of a yearly self-certification schedule and checklist. On July 18, 2011, FAMPO adopted a self-certification process which established a procedural guidance for verifying the process and implementation of the yearly self-certification. (Resolution No. 11-27)

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:** As part of the self-certification process adopted in June 2011, FAMPO established a procedural guidance for verifying the process and implementation of self-certification.

6.3 **Full Review:** Every three years, a thorough review will conducted of the PPP. Any changes to the PPP shall include at a forty-five day public comment period.
APPENDIX I: NOTICE TO THE PUBLIC

Per 49 CFR § 21.9(d), the GWRC and FAMPO shall provide the following statement to the public regarding their Title VI requirements and describe members of the public of the process against discrimination furnished to them by Title VI. This statement will be included into all publications that are distributed to the public, including the Long-Range Transportation Plan (LRTP), the Transportation Improvement Plan (TIP) and the Unified Planning Work Program (UPWP).

“The George Washington Regional Commission and the Fredericksburg Area Metropolitan Planning Organization fully comply with Title VI of the Civil Rights Act of 1964 and its related statutes and regulations in all programs and activities. For more information or to obtain a Discrimination Complaint Form, please visit www.gwregion.org or www.fampo.gwregion.org or call (540)-373-2890. Para información en español, llame al (540)-373-2890.”
In order to process your complaint, the form must be completed in its entirety. Assistance is available upon request. Please complete the form and mail or deliver to:

George Washington Regional Commission
Attn: Title VI Coordinator
406 Princess Anne St.
Fredericksburg, VA 22401

The GWRC Title VI Coordinator can be reached Monday-Friday from 8:00 a.m. to 4:30 p.m. at (540) 373-2890 or by email at donley@gwregion.org

Complainant’s Name: ________________________________
Street Address: __________________________________
City: __________________ State: __________ Zip Code: ______
Telephone # (Home): ___________________ (Business): __________
Email Address: ________________________________

Person discriminated against (if other than the complainant):

Name: ________________________________
Street Address: ________________________________
City: __________________ State: __________ Zip Code: ______
Telephone #: ________________________________

Name and address if the agency or department you believe discriminated against you:

Name: ________________________________
Street Address: ___________________________
City: __________________ State: ___________ Zip Code: ___________
Telephone: ____________________________
Date of incident resulting in discrimination: ____________________________

Describe how you were discriminated against. What happened and who was responsible? If additional space is required, please attach an extra sheet to this form:

Does the complaint involve a specific individual(s) associated with GWRC or FAMPO? If yes, please provide the name(s) of the individual(s), if known: ____________________________

Where did the incident take place? ____________________________

Were there any witnesses? If so, please provide their contact information:

Name: ____________________________
Street Address: ____________________________
City: __________________ State: ___________ Zip Code: ___________
Telephone: ____________________________

Name: ____________________________
Street Address: ____________________________
City: __________________ State: ___________ Zip Code: ___________
Telephone: ____________________________

Did you file this complaint with another state, federal or local agency, or with a state or federal court?
[ ] Yes  [ ] No
If the answer to the previous question is yes, check each agency the complaint was filed with:

[ ] Federal Agency  [ ] Federal Court
[ ] State Agency   [ ] State Court
[ ] Local Agency   [ ] Other

Please provide the contact information for the agency you also filed the complaint:

Agency: __________________________________________________________
Contact Person: ___________________________________________________
Street Address: ___________________________________________________
City: ___________________ State: ___________ Zip Code: ___________
Telephone: ______________________

Please sign and date the complaint form in the space below. Attach any documents you believe support your complaint.

Complainant’s Signature: ________________________ Date: ______________
Para poder procesar su queja, se debe completar el formulario en su totalidad. Se proveerá asistencia si es solicitada. Llene por favor el formulario y envíelo por correo electrónico o correo normal a:

George Washington Regional Commission
Atención: Coordinador Título VI
406 Princess Anne St.
Fredericksburg, VA 22401

Puede localizar al Coordinador GWRCT Título VI de Lunes a Viernes de 8:00 a.m. a 4:30 p.m. al (540) 373-2890 o por correo electrónico a donley@gwregion.org

Nombre del Denunciante: ______________________________
Dirección: ______________________________
Ciudad: ______________________________ Estado: ____________ Código Postal: ____________
Número de Teléfono (Casa): ________________ (Negocio): ________________
Correo Electrónico: ______________________________

Persona que fue discriminada (si no es el denunciante):

Nombre: ______________________________________
Dirección: ______________________________________
Ciudad: ______________________________________ Estado: ____________ Código Postal: ____________
Número de Teléfono (Casa): ______________________________

Nombre y dirección de la agencia o departamento que usted cree que lo discriminó:

Nombre: ______________________________________
Dirección: ______________________________________
Ciudad: ___________________________ Estado: _________ Código Postal: _______
Número de Teléfono: ____________________________________________
Fecha del incidente que generó la discriminación: ________________________________

Describa cómo fue discriminado. Qué pasó y quien fue el responsable? Si necesita espacio adicional, adjunte por favor una hoja extra a este formulario.

Esta queja involucra a una persona(s) especifica(s) relacionada(s) con la GWRC o FAMPO? Si es si, provea por favor el nombre(s) del/los individuo(s), si lo(s) conoce: ________________________________

En donde tuvo lugar del incidente? __________________________________________

Hubo algún testigo? Si es así, por favor provea su información de contacto:

Nombre: ________________________________________________________________
Dirección: ________________________________________________________________
Ciudad: ___________________________ Estado: _________ Código Postal: _______
Número de Teléfono (Casa): ________________________________________________

Nombre: ________________________________________________________________
Dirección: ________________________________________________________________
Ciudad: ___________________________ Estado: _________ Código Postal: _______
Número de Teléfono (Casa): ________________________________________________

Presentó esta queja a otro estado, agencia federal o local, o a una corte estatal o federal?
[ ] Si [ ] No
Si su respuesta a la pregunta anterior es afirmativa, indique cada agencia en la que presentó la queja:

[ ] Agencia Federal  [ ] Corte Federal
[ ] Corte Estatal  [ ] Agencia Local
[ ] Agencia Estatal  [ ] Otro

Provea por favor, la información de contacto de la agencia donde también presentó la queja:

Nombre de la Agencia: __________________________________________
Persona de Contacto: __________________________________________
Dirección: ____________________________________________________
Ciudad: __________________________ Estado: __________ Código Postal: __________
Número de Teléfono: __________________________________________

Por favor firme y feche el formulario de quejas en el espacio de abajo. Adjunte cualquier documento que usted crea que respalda su queja.

Firma del Denunciante: __________________________ Fecha de la Firma: __________________________
GEORGE WASHINGTON REGION DEMOGRAPHIC PROFILE

The GWRC and Fredericksburg MPO weigh impacts that its programs may have on Title VI protected populations. Additionally, FAMPO evaluates areas that have a high concentration of Limited English Proficiency populations being served by the MPO in order to ensure that the materials are translated in the respected languages as needed.

To identify Title VI protected populations, GWRC and FAMPO staff have utilized data from the 2000 Census and the 2005-2009 American Community Survey on the county and census tract levels, and evaluated the following social characteristics: minority populations, low-income, persons with disabilities, older adults, and limited English speakers. This data was used to geographically illustrate traditionally underrepresented communities and to begin assessing the needs of, and analyzing potential impacts on Title VI protected populations, as well as assisting the process of outreach to Title VI protected populations.

Each of the maps illustrates a story. That story is where the minority populations live within the George Washington Region and Fredericksburg Metropolitan Planning Region. The FAMPO region is comprised of the City of Fredericksburg, and the Counties of Spotsylvania and Stafford. Additionally the GWRC Region includes the three aforementioned municipalities as well as the Counties of Caroline and King George.

AFRICAN AMERICAN POPULATION

The first set of maps and graphs to be analyzed depict the settlement patterns of African Americans within the five municipalities that comprise the FAMPO and GWRC regions. Persons with African American ancestry make up roughly 17.5% of the total regional population. Stafford has the lowest percentage of African Americans with higher proportions located near Hartwood, Glendie, and Berea in the south-central portion of the county along the US Route 17 corridor as well as the areas comprising of Aquia, southern Aquia Harbour, Garrisonville, Garrisonville Estates, and the Stafford Courthouse. Following Stafford County is Spotsylvania County a lower percentage residing in the census tract that comprises the Wilderness and Chancellorville areas of the county. In contrast the single highest census tract is the one that wholly surrounds the Ni River Reservoir and the area of Chancellor that is south of Old Plank Road. King George County also has a relatively low African American population concentration throughout the county except for the northeastern most census tract which is heavily comprised of the Dahlgren, Hooes, and
Owens communities. The City of Fredericksburg has higher proportions in the Mayfield neighborhood as well as the neighborhoods along Fall Hill to the west of Route 1 along Fall Hill and Cowan Avenues. Finally Caroline County has the highest percentage within the Region with a relatively high percentage uniformly distributed throughout the county. However the highest proportion resides in and around the Dawn area of southern Caroline County near the Hanover County line. The following map illustrates the information that was previously mentioned about the African American population aggregations.

Map 1: African American Population

ASIAN AMERICAN POPULATION

The second set of maps being analyzed comprises data pertaining to the percentage of Asian Americans living within the Region. To the contrary of the data observed for African American populations; Asian Americans have a higher concentration in the more urbanized areas of the region. Stafford County has the highest percentage with a majority of the population living in the neighborhoods to the west of US Route 1. Neighborhoods and communities such as Aquia, Aquia Harbour, Berea, Glendie, Hartwood, Ramoth, and Stafford depict high concentrations of this demographic. One other area of the county that
has seen relatively higher concentrations of Asian Americans is the southern area of the county closest to the City of Fredericksburg. This is comprised of the neighborhoods and communities of Dahlgren Junction, Falmouth, and McCarthy’s Corner. Caroline County has the lowest with its highest concentration of Asian Americans living in and around the Bowling Green area in the central portion of the county. Next King George County has the second lowest overall population concentrations with its highest percentages of Asian Americans living near Berthaville, Chestnut Hill, Dahlgren, Edgehill, Hooes, King George Courthouse, and Owens. The City of Fredericksburg has its highest proportions living in the neighborhoods to the west of US Route 1 along Fall Hill Avenue and Cowan Boulevard as well as the areas of Confederate Ridge, Idlewild, and Maryes Heights. Finally Spotsylvania County where its highest population concentrations live in the Bellvue, Concord Heights, Courthouse, Leavells, Massaponax, and Sylvania Heights neighborhoods and communities. The following map illustrates the information that was previously mentioned about the Asian American population aggregations.

Map 2: Asian American Population
The third set of maps being analyzed coincides where the percentages of the Hispanic/Latino demographics reside. Overall this population group is spread evenly throughout the Region. Stafford County takes the lead in this segment with a bulk of the population descending from Hispanic/Latino heritage living in the Aquia, Aquia Harbour, Berea, Courthouse, England Run, Falmouth, Garrisonville, Glendie, Hartwood, Ramoth, and Spring Valley neighborhoods and communities. King George County follows closely behind; however the bulk of its Hispanic/Latino population lives in the southeastern most segment of the county. This area is roughly bordered by US Route 301 to the west, Route 205 to the north, the Westmoreland County line to the east, and the Rappahannock River to the south. The communities and neighborhoods located in this area comprises of Edgehill, Gulvey, Jersey, Office Hall, and Shiloh. Spotsylvania County has the third highest concentrations with higher proportions in the Chancellor, Five Mile Fork, Leavells, and Massaponax neighborhoods. Caroline County has a relatively low proportion within its borders but the communities of Bowling Green, Corbin, Dawn, Port Royal, Ruther Glen, and Sparta have higher percentages of Hispanic/Latino population groups living within the area. Finally the City of Fredericksburg has higher proportions of this demographic group living in the westernmost area of the City and in the areas to the south of Route 3 and the west of US Route 1. The following map illustrates the information that was previously mentioned about the Hispanic/Latino population aggregations.

Map 3: Hispanic/Latino American Population
LOW-INCOME POPULATION

The fourth set of maps being analyzed are those depicting the distribution of the Low-Income population group in the Region. The total overall regional percentage of residents that make up this population group is relatively low and disproportionately affects the rural and urban areas as compared to the suburban areas. The City of Fredericksburg has the highest levels of poverty with residents of the Confederate Ridge, Mayfield, and Maryes Heights neighborhoods being predominately affected as well as the neighborhoods to the west of US Route 1 along Fall Hill Avenue and Cowan Boulevard. Following the city is Caroline County with a high proportion of its west central residents having low incomes. This area stretches from Woodford to the Ladysmith areas of the County. Other areas that have higher low income percentages include the communities of Bowling Green, Corbin, Dawn, Port Royal, and Ruther Glen. The southernmost portion of Spotsylvania County near Chewings Corner and Partlow has the highest percentages within this locality. King George County has a relative low level of inhabitants having low-incomes with the communities of Fairview Beach and Sealston having the highest percentage. Finally Stafford County has the lowest aggregations of people with low-incomes, however the Chatham area and points east along Route 218 have higher than average proportions of low-income residents.
along with the communities and neighborhoods to the north and west of Hartwood along the US Route 17 Corridor. The following map illustrates the information that was previously mentioned about the Low Income population aggregations.

**Map 4: Low-Income Population**

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**DISABLED POPULATION**

The fifth set of maps being analyzed are those depicting the distribution of the Disabled population group in the Region. Caroline County has the highest percentage of disabled persons. In every census tract of the county there is at least 15.1% of the population having some form of disability. The communities and neighborhoods that have the highest percentages include Bowling Green, Corbin, Port Royal, and Sparta. The City of Fredericksburg came in second with the neighborhoods of Mayfield as well as those to the west of US Route 1 having the highest proportions. King George County was next with the neighborhoods and communities of Fairview Beach, Jersey, King George, Gulvey, Sealston, and Shiloh sharing the highest concentrations of disabled residents. Spotsylvania County came next with a majority of its population having some form of disability. The southernmost portion of the county which comprises of the Chewings Corners, Gatewood,
Partlow, Post Oak, and Snell neighborhoods has the highest concentration with the remaining portions of the county having an equally distributed proportion. Finally Stafford County has the lowest percentage of all the Regions localities with the neighborhoods of Aquia, Brooke, Courthouse, Hartwood, Leeland, and Ramoth having the highest figures. The following map illustrates the information that was previously mentioned about the Disabled population aggregations.

**Map 5: Disabled Population**

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**OLDER ADULT POPULATION**

The sixth set of maps to be analyzed depict where Older Adults live within the Region. The City of Fredericksburg has the highest percentage of Older Adults with many residents of this demographic living in the historic Downtown and Maryes Heights neighborhoods as well as those surrounding the Mary Washington Hospital Complex and Mayfield to the southeast. Caroline County comes in second with a high percentage living around the Bowling Green area of the county. The rest of Caroline County has a relatively uniform distribution of older adults. King George County is next with high percentages living near King George and the westernmost communities in the county including Fairview Beach and...
Sealston. Spotsylvania County follows with the communities of Chancellorsville, Chewings Corner, and Partlow having the highest percentages within the county. Finally Stafford County comes up last with the lowest proportion of Older Adults living within the locality. The southeastern most communities and neighborhoods such as Argyle Heights, Brooke, Chatham, and McCarthy’s Corner have the highest proportions of Older Adults. The following map illustrates the information that was previously mentioned about the Older Adult population aggregations.

*Map 6: Older Adult Population*
APPENDIX IV: LONG RANGE TRANSPORTATION EQUITY ANALYSIS

A BRIEF HISTORY OF ENVIRONMENTAL JUSTICE

Title VI of the Civil Rights Act of 1964 prohibited discrimination on the basis of race, color, and national origin. During the decade after passage of the Civil Rights Act, Congress passed a series of laws extending civil rights protections in federally assisted programs and activities. These laws, modeled on Title VI, prohibited discrimination on the basis of sex in Federally assisted education programs (Title IX of the Education Amendments of 1972), disability in Federally assisted and conducted programs (Section 504 of the Rehabilitation Act of 1973), and age in Federally assisted programs (the Age Discrimination Act of 1975).

More recently, Congress has passed legislation and the White House has issued Executive Orders to further clarify and expand the reach of Title VI: The Americans with Disabilities Act (ADA) of 1990 was passed to eliminate discrimination on the basis of physical or mental disability in employment and in programs and services provided by state and local governments. Executive Order 12898 was issued in February 1994 to address Environmental Justice (EJ) in Minority Populations and Low Income Populations (Environmental Justice). Federal agencies were called upon to make achieving environmental justice part of its mission by identifying and addressing disproportionately high and adverse human health and environmental impacts of its programs, policies and activities on minority and low-income populations. Executive Order 13166, issued in August 2000, requires that Federal Agencies undertake proactive efforts to ensure meaningful access to federally funded programs for persons with Limited English Proficiency (LEP).

On May 2, 2012, DOT reaffirmed their commitment to Environmental Justice by issuing an update to Departmental Order 5610.2(a). This order explicitly states the purpose and authority of the order and EJ policy, as well as data collection and analysis procedures associated with EJ. The result of the past 47 years of Civil Rights regulations, statutes, policies, technical advisories and Executive Orders, is that nondiscrimination provisions apply to all programs and activities of Federal-aid recipients, sub-recipients, and contractors, regardless of tier. Fredericksburg Area Metropolitan Planning Organization (FAMPO), the metropolitan planning organization for the Fredericksburg, VA urbanized area, is subject to these requirements.
METHODOLOGY

The Federal Highway Administration (FHWA) does not specifically outline how an EJ analysis should be conducted. Using data provided by FAMPO, Parsons Brinckerhoff conducted an equity analysis on the distribution of the existing 2035 Long Range Transportation Plan (LRTP) as they relate to identified EJ areas.

Geographic Information Systems (GIS) mapping, based on 2009 American Community Survey (ACS) data, was used to define the aggregated 2009 populations for seven characteristics identified as a Title VI or EJ population. Data provided included County and Regional averages for each population as well as the percentage of each population at the Census Tract level. These populations include:

EJ Populations—Low Income and Minority

- African American Populations
- Asian Populations
- Hispanic Populations
- Low Income Populations

Title VI Populations

- Disabled Populations
- Older Adult Populations
- Limited English Proficiency

The locations of site specific highway and transit projects from FAMPO’s 2035 Long-Range Transportation Plan were then analyzed against the EJ mapping. Current transit routes, stations and proposed transit projects were also evaluated.

Census tract data for each population was evaluated based on the overall percent for each City and County, shown in Table 1. For example, any census tract in Fredericksburg City that was above 21.02% for the African American Population Aggregation, was designated an African American “EJ” Census Tract. The same was done for all EJ and Title VI populations. In this way, the region was divided into EJ/ Title VI and non-EJ/Title VI Census Tracts.

Overall, there was considerable overlap among the minority EJ populations, which were widely spread in the central and northern parts of FAMPO’s service area. Over 50% of the Census tracts were designated Hispanic, and 42% of the Census tracts were designated African American and Asian. Low Income populations were clustered in 3 Census tracts.
The Older Adult populations were the most prevalent of the Title VI populations. Fully 63% of the Census tracts are designated Older Adult. Forty-four percent of the Census tracts were disabled, and almost forty percent are LEP.

In order to evaluate which highway projects, both fully and partially funded, were in an EJ or Title VI area, a project layer file was overlaid on the maps. Projects that fell partially in or ran along the border of an EJ or Title VI Census tract were selected as an EJ or Title VI project for each criterion. This was also done separately for each criterion.

### Table 1: Average Percent of Select Population by Location

<table>
<thead>
<tr>
<th>Population Aggregations</th>
<th>Fredericksburg City</th>
<th>Stafford County</th>
<th>Spotsylvania County</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>21.02%</td>
<td>15.09%</td>
<td>16.58%</td>
</tr>
<tr>
<td>Asian American</td>
<td>2.05%</td>
<td>2.61%</td>
<td>2.17%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>3.15%</td>
<td>7.97%</td>
<td>6.36%</td>
</tr>
<tr>
<td>Low Income</td>
<td>13.38%</td>
<td>4.03%</td>
<td>7.08%</td>
</tr>
<tr>
<td>Disabled</td>
<td>19.70%</td>
<td>12.55%</td>
<td>16.32%</td>
</tr>
<tr>
<td>Older Adult</td>
<td>11.07%</td>
<td>4.55%</td>
<td>6.35%</td>
</tr>
<tr>
<td>Limited English Proficiency</td>
<td>5.40%</td>
<td>3.74%</td>
<td>3.48%</td>
</tr>
</tbody>
</table>

1 If only a very small portion of the project fell in or along the Census tract it was not selected as a project for that criteria.

### RESULTS

The Federal Highway Administration does not specifically outline how EJ analysis should be conducted. FAMPO prepared the equity analyses for both highway and transit projects separately for the individual EJ or Title VI populations. The result is a series of 14 tables included in the report and 14 maps. The results are presented sequentially by population characteristic.
Examination of the location of highway projects against the percent of minority populations (Tables 2-4) indicates that these EJ areas will receive a greater percent of transportation investments than their overall population by Census Tract.

- African American Census Tracts are the site of 74% of all high highway projects, and between 41-85% of all transit projects, depending on the type. The percentage of African American Census Tracts overall is 42%.
- Asian Census Tracts are the site of 88% of all highway projects and between 0-100% of all transit projects, depending on the type. Significantly, 100% of the transit stops are in Asian American Census Tracts. Again, the percentage of Asian American Census Tracts overall is 42%.
- Hispanic Census Tracts are the site of 90% of all highway projects and between 58 and 100% of all transit projects. The overall percent of Hispanic Census Tracts is 53%.
- Low income Census Tracts are the site of 5% of all high highway projects, and between 0-33% of all transit investments. The percentage of Low Income Census Tracts overall is 8%.

**Table 2: African American Population – Highway Analysis**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Census Tracts in FAMPO Region</td>
<td>38</td>
</tr>
<tr>
<td>Number of African American Census Tracts</td>
<td>16</td>
</tr>
<tr>
<td>Total Number of Projects</td>
<td>58</td>
</tr>
<tr>
<td>Projects Fully Funded within African American Census Tracts</td>
<td>31</td>
</tr>
<tr>
<td>Projects Partially Funded within African American Census Tracts</td>
<td>12</td>
</tr>
<tr>
<td>Total Projects within African American Census Tracts</td>
<td>43</td>
</tr>
</tbody>
</table>

**Table 2: Asian Population – Highway Analysis**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Census Tracts in FAMPO Region</td>
<td>38</td>
</tr>
</tbody>
</table>
Often other factors are taken into consideration when evaluating transportation projects including disabilities, age, and Limited English Proficiency (LEP). As shown in Tables 6, 7 and 8, all of these criterions had a greater percent of highway projects located within the

<table>
<thead>
<tr>
<th>Table 3: Hispanic Population – Highway Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Census Tracts in FAMPO Region</td>
</tr>
<tr>
<td>Number of Hispanic Census Tracts</td>
</tr>
<tr>
<td>Total Number of Projects</td>
</tr>
<tr>
<td>Projects Fully Funded within Hispanic Census Tracts</td>
</tr>
<tr>
<td>Projects Partially Funded within Hispanic Census Tracts</td>
</tr>
<tr>
<td>Total Projects within Hispanic Census Tracts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 4: Low Income Population – Highway Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Census Tracts in FAMPO Region</td>
</tr>
<tr>
<td>Number of Low Income Census Tracts</td>
</tr>
<tr>
<td>Total Number of Projects</td>
</tr>
<tr>
<td>Projects Fully Funded within Low Income Census Tracts</td>
</tr>
<tr>
<td>Projects Partially Funded within Low Income Census Tracts</td>
</tr>
<tr>
<td>Total Projects within Low Income Census Tracts</td>
</tr>
</tbody>
</table>
identified census tracts as compared to the total percentage of census tracts in the FAMPO region.

**Table 5: Disabled Population – Highway Analysis**

<table>
<thead>
<tr>
<th>Total Number of Census Tracts in FAMPO Region</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Disabled Census Tracts</td>
<td>17 44.7%</td>
</tr>
<tr>
<td>Total Number of Projects</td>
<td>58</td>
</tr>
<tr>
<td>Projects Fully Funded within Disabled Census Tracts</td>
<td>28 48.3%</td>
</tr>
<tr>
<td>Projects Partially Funded within Disabled Census Tracts</td>
<td>14 24.1%</td>
</tr>
<tr>
<td>Total Projects within Disabled Census Tracts</td>
<td>42 72.4%</td>
</tr>
</tbody>
</table>

**Table 6: Older Adult Population – Highway Analysis**

<table>
<thead>
<tr>
<th>Older Adult Population – Highway Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Census Tracts in FAMPO Region</td>
</tr>
<tr>
<td>Number of Older Adult Census Tracts</td>
</tr>
<tr>
<td>Total Number of Projects</td>
</tr>
<tr>
<td>Projects Fully Funded within Older Adult Census Tracts</td>
</tr>
<tr>
<td>Projects Partially Funded within Older Adult Census Tracts</td>
</tr>
<tr>
<td>Total Projects within Older Adult Census Tracts</td>
</tr>
</tbody>
</table>

**Table 7: Limited English Proficiency – Highway Analysis**
Examination of the location of transit projects against the percent of minority populations (Tables 9-11) indicates that these EJ areas will receive a greater percent of transit investments than their overall population by Census Tract.

**Table 8: African American Population – Transit Analysis**

<table>
<thead>
<tr>
<th>Total Number of Census Tracts in FAMPO Region</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of African American Census Tracts</td>
<td>16</td>
</tr>
<tr>
<td>Total Number of Local Bus Routes</td>
<td>13</td>
</tr>
<tr>
<td>Number within African American Census Tracts</td>
<td>11</td>
</tr>
<tr>
<td>Total Number of Park and Ride Lots</td>
<td>12</td>
</tr>
<tr>
<td>Number within African American Census Tracts</td>
<td>5</td>
</tr>
<tr>
<td>Total Number of Transit Centers</td>
<td>4</td>
</tr>
<tr>
<td>Number within African American Census Tracts</td>
<td>3</td>
</tr>
<tr>
<td>Total Number of Rail Stations</td>
<td>3</td>
</tr>
<tr>
<td>Number within African American Census Tracts</td>
<td>2</td>
</tr>
<tr>
<td>Total Number of Flex Routes (1-7)</td>
<td>7</td>
</tr>
<tr>
<td>Number within African American Census Tracts</td>
<td>5</td>
</tr>
</tbody>
</table>

**Table 10: Asian Population – transit analysis**
<table>
<thead>
<tr>
<th>Total Number of Census Tracts in FAMPO Region</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Asian Census Tracts</td>
<td>16</td>
</tr>
<tr>
<td>Total Number of Local Bus Routes</td>
<td>13</td>
</tr>
<tr>
<td>Number within Asian Census Tracts</td>
<td>12</td>
</tr>
<tr>
<td>Total Number of Park and Ride Lots Lots</td>
<td>12</td>
</tr>
<tr>
<td>Number within Asian Census Tracts</td>
<td>7</td>
</tr>
<tr>
<td>Total Number of Transit Stations</td>
<td>4</td>
</tr>
<tr>
<td>Number within Asian Census Tracts</td>
<td>4</td>
</tr>
<tr>
<td>Total Number of Rail Stations</td>
<td>3</td>
</tr>
<tr>
<td>Number within Asian Census Tracts</td>
<td>0</td>
</tr>
<tr>
<td>Total Number of Flex Routes (1-7)</td>
<td>7</td>
</tr>
<tr>
<td>Number within Asian Census Tracts</td>
<td>6</td>
</tr>
</tbody>
</table>

Table 9: Hispanic Population – Transit Analysis

<table>
<thead>
<tr>
<th>Total Number of Census Tracts in FAMPO Region</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Hispanic Census Tracts</td>
<td>20</td>
</tr>
<tr>
<td>Total Number of Local Bus Routes</td>
<td>13</td>
</tr>
<tr>
<td>Number within Hispanic Census Tracts</td>
<td>11</td>
</tr>
<tr>
<td>Total Number of Park and Ride Lots Lots</td>
<td>12</td>
</tr>
<tr>
<td>Number within Hispanic Census Tracts</td>
<td>7</td>
</tr>
<tr>
<td>Total Number of Transit Stations</td>
<td>4</td>
</tr>
<tr>
<td>Number within Hispanic Census Tracts</td>
<td>4</td>
</tr>
<tr>
<td>Total Number of Rail Stations</td>
<td>3</td>
</tr>
<tr>
<td>Number within Hispanic Census Tracts</td>
<td>2</td>
</tr>
<tr>
<td>Total Number of Flex Routes (1-7)</td>
<td>7</td>
</tr>
</tbody>
</table>
Low Income Census Tracts will contain 23% of all the local bus routes and 33% of all rail stations, significantly higher than their overall percentage of the population. Thus it appears they are well served by transit. However, there will be no Park and Ride Lots and “other” transit stations serving Low Income areas.

**Table 10: Low Income Population – Transit Analysis**

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Census Tracts in FAMPO Region</td>
<td>38</td>
</tr>
<tr>
<td>Number of Low Income Census Tracts</td>
<td>3 7.9%</td>
</tr>
<tr>
<td>Total Number of Local Bus Routes</td>
<td>13</td>
</tr>
<tr>
<td>Number within Low Income Census Tracts</td>
<td>3 23.1%</td>
</tr>
<tr>
<td>Total Number of Park and Ride Lots</td>
<td>12</td>
</tr>
<tr>
<td>Number within Low Income Census Tracts</td>
<td>0 0.0%</td>
</tr>
<tr>
<td>Total Number of Transit Stations</td>
<td>4</td>
</tr>
<tr>
<td>Number within Low Income Census Tracts</td>
<td>0 0.0%</td>
</tr>
<tr>
<td>Total Number of Rail Stations</td>
<td>3</td>
</tr>
<tr>
<td>Number within Low Income Census Tracts</td>
<td>1 33.3%</td>
</tr>
<tr>
<td>Total Number of Flex Routes (1-7)</td>
<td>7</td>
</tr>
<tr>
<td>Number within Low Income Census Tracts</td>
<td>0 0.0%</td>
</tr>
</tbody>
</table>

The Census Tracts that contained a higher percentage of Disabled, Older Adult and Limited English Proficiency populations fared well when looking at the transit availability. There were many bus routes that serve these areas as well as many Park and Ride Lots and transit stations located in these Census tracts.

**Table 11: Disabled Population– Transit Analysis**

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Census Tracts in FAMPO Region</td>
<td>38</td>
</tr>
</tbody>
</table>
### Table 12: Older Adult Population – Transit Analysis

<table>
<thead>
<tr>
<th></th>
<th>Total Number of Census Tracts in FAMPO Region</th>
<th>Total Number of Disabled Census Tracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Local Bus Routes</td>
<td>38</td>
<td>17</td>
</tr>
<tr>
<td>Number of Older Adult Census Tracts</td>
<td>13</td>
<td>10</td>
</tr>
<tr>
<td>Total Number of Park and Ride Lots</td>
<td>12</td>
<td>7</td>
</tr>
<tr>
<td>Number within Older Adult Census Tracts</td>
<td>13 100.0%</td>
<td>7 76.9%</td>
</tr>
<tr>
<td>Total Number of Transit Stations</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Number within Older Adult Census Tracts</td>
<td>4 75.0%</td>
<td>3</td>
</tr>
<tr>
<td>Total Number of Rail Stations</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Number within Older Adult Census Tracts</td>
<td>3 100.0%</td>
<td>3 100.0%</td>
</tr>
<tr>
<td>Total Number of Flex Routes (1-7)</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Number within Older Adult Census Tracts</td>
<td>7 57.1%</td>
<td>4</td>
</tr>
</tbody>
</table>

The table shows the distribution of various transit-related facilities within disabled and older adult census tracts in the FAMPO region.
Table 13: Limited English Proficiency – Transit Analysis

<table>
<thead>
<tr>
<th>Total Number of Census Tracts in FAMPO Region</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of LEP Census Tracts</td>
<td>15</td>
</tr>
<tr>
<td>Total Number of Local Bus Routes</td>
<td>13</td>
</tr>
<tr>
<td>Number within LEP Census Tracts</td>
<td>11</td>
</tr>
<tr>
<td>Total Number of Park and Ride Lots</td>
<td>12</td>
</tr>
<tr>
<td>Number within LEP Census Tracts</td>
<td>6</td>
</tr>
<tr>
<td>Total Number of Transit Stations</td>
<td>4</td>
</tr>
<tr>
<td>Number within LEP Census Tracts</td>
<td>4</td>
</tr>
<tr>
<td>Total Number of Rail Stations</td>
<td>3</td>
</tr>
<tr>
<td>Number within LEP Census Tracts</td>
<td>1</td>
</tr>
<tr>
<td>Total Number of Flex Routes (1-7)</td>
<td>7</td>
</tr>
<tr>
<td>Number within LEP Census Tracts</td>
<td>7</td>
</tr>
</tbody>
</table>

Overall, the analysis shows that the distribution of projects in FAMPO’s 2035 Long-Range Transportation Plan is equitable. With the sole exception of Low Income populations, the percent of projects in EJ or Title VI areas greatly exceeds their percent of the overall population. However, there are several limitations with this analysis that should be noted. First, only location specific projects were analyzed. EJ and Title VI populations may be receiving benefits from programs funded under the LRTP that are not mappable. Secondly, the Census tracts are quite large, especially in Spotsylvania and Stafford Counties. It is not known whether the relevant populations live near the identified transportation project. The last note is that proximity to a transportation project is not always a guarantee that the transportation project is beneficial to that population. There are several projects, such as widening of a highway that may be more of a burden to the population present, through possible property or health impacts.

EJ MAP ANALYSIS
Map 8: African American Population – Highway Analysis

Map 9: Asian Population – Highway Analysis
Map 10: Hispanic Population – Highway Analysis
Map 12: Disabled Population – Highway Analysis
Map 13: Older Adult Population – Highway Analysis
Map 14: Limited English Proficiency – Highway Analysis
Map 15: African American Population – Transit Analysis
Map 16: Asian Population – Transit Analysis
Map 17: Hispanic Population – Transit Analysis
Map 18: Low Income Population – Transit Analysis
Map 19: Disabled Population – Transit Analysis
Map 20: Older Adult Population – Transit Population
Map 21: Limited English Proficiency – Transit Analysis
Limited English Proficiency EJ Analysis - Transit

Legend
- Rail Line Stations
- Park and Ride (New Expansion)
- Park and Ride (Increments/Inc.)
- Non-Park and Rides
- Transit Centres
- Stations & Bus Routes
- Local Bus Routes
- Regional Bus Routes
- OCF Route
- FRT Routes
- PA FMPS Corridor
- PA FMPS/Census Tracts
- LEP/EJ Census Tracts

Note: “LEP” Census tracts were calculated based on a County average for each collection. If it was above the county, it was calculated as an “EJ” Census tract for that group.
APPENDIX V: SIGNED POLICY STATEMENT & ASSURANCES

GEORGE WASHINGTON REGIONAL COMMISSION & FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION
TITLE VI NONDISCRIMINATION PLAN

POLICY STATEMENT

As sub-recipients of Federal funds, the GWRC and FAMPO are committed to assuring that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100-259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The GWRC and FAMPO further assure that every effort will be made to ensure nondiscrimination in all of their programs and activities whether those programs and activities are federally funded or not. In the event that the GWRC or FAMPO distribute federal-aid funds to another governmental entity, Title VI language will be included in all written agreements and will be monitored for compliance. The GWRC Title VI Coordinator is responsible for initiating and monitoring Title VI activities, overseeing the preparation of required reports and overseeing other GWRC responsibilities as required by Title 23 Code of Federal Regulations (CFR) part 200 and Title 49 CFR Part 21.

The GWRC Executive Director is responsible for ensuring implementation of the organization’s Nondiscrimination Plan. The Title VI Coordinator, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Nondiscrimination Plan and assurances. The authorities that provide guidance on Title VI and related nondiscrimination laws, regulations, and executive orders can be found in the “Title VI and Other Nondiscrimination Authorities” section of this document.

This plan was developed to document the efforts the GWRC and FAMPO undertake on a continual basis to ensure compliance with Title VI and related statutes regarding nondiscrimination and Environmental Justice.

TITLE VI ASSURANCES

The George Washington Regional Commission (“Recipient”), HEREBY AGREES THAT as a condition to receiving any federal financial assistance, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 254, 42 USC 2000d, et seq. ("Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal assistance.
financial assistance, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances regarding its federal aid assisted programs:

1) That the Recipient agrees that each "program" and each "facility", as defined in the Regulations, will be (with regard to a "program") conducted or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2) That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with federal aid assisted programs, and in adapted form in all proposals for negotiated agreements:

"The George Washington Regional Commission, in accordance with Title VI of the Civil Rights Act of 1964 and 28 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award."

3) That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

4) That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.

5) That the Recipient shall include the appropriate clauses regarding a covenant running with the land, in any future deeds, leases, permits, licenses and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under federal aid-assisted programs; and (b) for the construction or use of, or access to space on, over, or under real property acquired or improved under federal aid-assisted programs.

6) That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
7) The Recipient shall provide for such methods of administration for the program, as are found by the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

8) The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of, and for the purpose of obtaining, any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient and is binding on it, other recipients, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

GWRC Executive Director

Date
APPENDIX VI: SIGNED RESOLUTIONS

RESOLUTION NO. 16-17

AMENDING THE JOINT GWRC/FAMPO TITLE VI NONDISCRIMINATION PLAN

WHEREAS, the George Washington Regional Commission (GWRC) acts as the fiscal and staffing agent for the Fredericksburg Area Metropolitan Planning Organization, and

WHEREAS, the Fredericksburg Area Metropolitan Planning Organization (FAMPO) has the responsibilities under the provisions of the Federal Aid Highway Act of 1962 and the Urban Mass Transportation Act of 1964, as amended, for developing and carrying out a comprehensive, continuing and coordinated transportation planning process in the Fredericksburg Urbanized Area, and

WHEREAS, Title VI of the 1964 Civil Rights Act “declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.”, and

WHEREAS, as sub recipients of federal funds, the GWRC and FAMPO must fully comply with all aspects of Title VI, and

WHEREAS, as requested from the Department of Rail and Public Transportation, the current GWRC/FAMPO Title VI Plan has been amended to include administrative amendments only, therefore, not requiring a 30 day public comment period.

NOW THEREFORE BE IT RESOLVED by the George Washington Regional Commission that the Joint GWRC and FAMPO Title VI Nondiscrimination Plan is hereby amended.

Adopted by the George Washington Regional Commission at its duly called meeting of February 22, 2016 in the City of Fredericksburg, Virginia, a quorum being present.

James B. Howard, Chairman

February 22, 2016
FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION (FAMPO)

Fredericksburg City
Spotsylvania County
Stafford County

Timothy McLaughlin
Chairsman

Paul Agerello
FAMPO Administrator

FAMPO RESOLUTION 16-20

A RESOLUTION OF THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION AMENDING THE JOINT GWRC/FAMPO TITLE VI NONDISCRIMINATION PLAN

WHEREAS, the Fredericksburg Area Metropolitan Planning Organization (FAMPO) has the responsibilities under the provisions of the Federal Aid Highway Act of 1962 and the Urban Mass Transportation Act of 1964, as amended, for developing and carrying out a comprehensive, continuing and coordinated transportation planning process in the Fredericksburg Urbanized Area, and

WHEREAS, the George Washington Regional Commission (GWRC) acts as the fiscal and staffing agent for the Fredericksburg Area Metropolitan Planning Organization, and

WHEREAS, Title VI of the 1964 Civil Rights Act “declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy.”, and

WHEREAS, as sub recipients of federal funds, the GWRC and FAMPO must fully comply with all aspects of Title VI, and

WHEREAS, as requested from the Department of Rail and Public Transportation, the current GWRC/FAMPO Title VI Plan has been amended to include administrative amendments only, therefore, not requiring a 30 day public comment period.

NOW THEREFORE BE IT RESOLVED BY THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION THAT THE JOINT GWRC AND FAMPO TITLE VI NONDISCRIMINATION PLAN IS HEREBY AMENDED.

Adopted by the FAMPO Policy Committee at its meeting on February 22, 2016.

FAMPO Resolution 16-20

[Signature]
Chairman
Fredericksburg Area Metropolitan Planning Organization
Date: 03/05/2016

406 Princess Anne St.
Fredericksburg, Virginia 22401

(540) 372-2800
FAX: (540) 899-6868
www.fampo.gwregion.org
APPENDIX VII – LEP POPULATION AGGREGATIONS MAP
# APPENDIX VIII – “I SPEAK CARDS”

<table>
<thead>
<tr>
<th>Language</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>1</td>
</tr>
<tr>
<td>Armenian</td>
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</tr>
<tr>
<td>Bengali</td>
<td>3</td>
</tr>
<tr>
<td>Cambodian</td>
<td>4</td>
</tr>
<tr>
<td>Chamois</td>
<td>5</td>
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<tr>
<td>Simplified Chinese</td>
<td>6</td>
</tr>
<tr>
<td>Traditional Chinese</td>
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<td>23</td>
</tr>
<tr>
<td>Latvian</td>
<td>24</td>
</tr>
<tr>
<td>Lithuanian</td>
<td>25</td>
</tr>
<tr>
<td>Polish</td>
<td>26</td>
</tr>
</tbody>
</table>

---

**Example:**

- **French:** "Je parle français.
- **German:** "Ich spreche Deutsch.
- **Greek:** "Αμαντήσω σε εκείνον και την κωπή να παραλάβει τις κάρτες.
- **Hindi:** "कुछ भी बोल नहीं, हमें मस्त करना है.
- **Hmong:** "Maj kyuay xi yeung xay khowx.
- **Italian:** "Parliamo di carte da gioco.
- **Japanese:** "Ezuremon koto o suru.
- **Korean:** "Mokdo i hassi dae?
- **Lithuanian:** "Mano tėvui ne galvojate, kaip tai daromi?
- **Polish:** "Mówię karty.

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**Note:** The above examples are illustrative and do not reflect the full content of the document.
APPENDIX IX – DEMOGRAPHIC SURVEY

DEMOGRAPHIC SURVEY

Public Participation in the transportation planning process is essential to ensuring that the interests of all citizens are considered and reflected. The Fredericksburg Area Metropolitan Planning Organization (FAMPO) asks citizens to complete this survey in order to evaluate if access needs are being met for citizen information meetings/public hearings. Disclosure of this information is strictly voluntary and anonymous.

1. What is your current age?
   - 18-25
   - 26-35
   - 40-65
   - Over 65

2. Check the block for the ethnic group with which you most identify:
   - White/Caucasian (not of Hispanic origin)
   - Black/African American (not of Hispanic origin)
   - Asian
   - Chinese
   - Other (please specify) ____________________________

3. What is your total household income?
   - Under 20,000
   - 20,001 – 40,000
   - 40,001 – 60,000
   - Over 100,000

4. Did you request any special accommodations such as language translation, sign language, Braille or large print documents in order to participate in this citizen informational workshop/public hearing?
   - Yes
   - No

5. If yes, were the special accommodations you requested received?
   - Yes
   - No

6. Please indicate how you learned about today’s meeting/ hearing (please check all that apply):
   - Website
   - Email
   - Postcard
   - Library
   - News Story
   - Facebook
   - Twitter
   - RSS feed
   - Word of Mouth
   - Other (please specify) ____________________________

7. May we add you to our mailing list?
   - Yes
   - No

Additional Comments

Thank you for your participation!

Meeting Type: __________________
Date: __________________
Encuesta Demográfica

La Participación Pública en el proceso de la planeación del transporte es esencial para garantizar que el interés de todos los ciudadanos se considere y refleje. La Organización de Planeación del Área Metropolitana (FAMPO por sus siglas en inglés) solicita a los ciudadanos completar esta encuesta con el propósito de evaluar si las necesidades de acceso a las reuniones de información ciudadana/audiencia pública se están cumpliendo.

1. ¿Cuál es su edad actual?
   - □ 18-25
   - □ 26-39

2. Marque en el cuadro el grupo étnico con el que más se identifica:
   - □ Blanco/Caucásico (no es de Origen Hispano)
   - □ Africano/Amerindio
   - □ Negra/Americano Africano
   - □ (No es de Origen Hispano)
   - □ Nativo de Alaska
   - □ Hilo del Pacífico
   - □ Otros (especifique por favor)
   - □ Chino

3. ¿Cuál es el ingreso total en su hogar?
   - □ Menos de 20,000
   - □ 20,001 – 40,000
   - □ 40,001 – 60,000
   - □ Más de 60,000

4. Solicitó algún arreglo especial como traducción, lenguaje de señas o tráiler con letras grandes para poder participar en este taller informativo ciudadano/audiencia pública?
   - □ Sí
   - □ No

5. Si respondió sí, recibió los arreglos especiales que solicitó?
   - □ Sí
   - □ No

6. Por favor indique como se enteró de la reunión/audiencia de hoy (por favor marque todas las que aplique):
   - □ Página Web
   - □ Facebook
   - □ Twitter
   - □ RSS Feed
   - □ Comunicación Verbal
   - □ Otros (especifique por favor)

7. ¿Podemos añadirlo a nuestra lista de correos?
   - □ Sí
   - □ No

Comentarios Adicionales

Gracias por su participación!

Tipo de Reunión: __________
Fecha: __________
APPENDIX X – PUBLIC PARTICIPATION COMMENT PROCESS FOR KEY PLANNING DOCUMENTS

DRAFT DOCUMENT

The document is drafted and sent to all participating agencies for review and comment. The draft document is made available to the public for feedback through the following outlets:

- **FAMPO Document Library**
- **FAMPO Website**
- **Regional Libraries**
  - Central Rappahannock Regional Library
  - England Run Library
  - Salem Church Library
  - C. Melvin Snow Library
  - John Musante Porter Library
  - Caroline Library
  - Ladysmith Library
  - Port Royal Library
  - L. E. Smoot Library
- **Local Government Planning Offices**
- **Public Meetings and Public Hearings**

PUBLIC MEETINGS & PUBLIC HEARINGS

- **Public Open Houses/Informational Meetings:** A public open house or information meeting may be held to discuss the LRTP OR update prior to developing the draft for the public hearing. Open houses provide a forum for the LRTP development team to present information to the public and agencies and to receive feedback on particular issues as the draft is being developed. These open houses/meetings are conveniently located in the appropriate jurisdiction and are ADA accessible and convenient to transit, where applicable. These meetings are announced through print and internet advertisements in regional and local newspapers, FAMPO website, electronic mail, social media and RSS feed. Upon advance notice, services
are provided for individuals with special needs such as deaf interpreters, translators and Braille documents.

- **Public Hearings:** A public hearing is held during the Policy Committee meeting once the public comment period has ended, the draft document is finalized and the document is ready for consideration for adoption. Upon advance notice, services are provided for individuals with special needs such as deaf interpreters, translators and Braille documents.

- **Public Meetings and Hearing Notices:** The public is notified of public meetings and public hearings through print and internet advertisements in regional and local newspapers, FAMPO website, electronic mail, social media and RSS feed. Upon advance notice, services are provided for individuals with special needs such as deaf interpreters, translators and Braille documents.

- **Briefings/Small Group Meetings/Interviews:** In order to reach special interest groups and target regional areas or groups, small group meetings and interviews may be utilized at the discretion of the FAMPO staff in updating transportation planning documents. These meeting types can foster more meaningful information flow between FAMPO and the public, particularly when there is a need for input on a very specific issue.

- **Comment Opportunities:** Once the draft document is release for review and comment, the public and related agencies have the following allotted amount of time to submit questions and/or comments:
  - United Planning Work Program (UPWP) – 30 days
  - Long Range Transportation Plan (LRTP) – 30 days
  - Transportation Improvement Program (TIP) – 30 days
  - Title VI Nondiscrimination Plan – 30 days
  - Limited English Proficiency Plan (LEP) (included in PPP) – 30 days
  - LRTP, TIP, UPWP, Title VI Nondiscrimination Plan, and LEP Non-Technical Amendments – 15 to 30 days, as appropriate
  - Bicycle & Pedestrian Plan (BPP) (included in LRTP) – 30 days
  - Regional Transit Plan (included in LRTP) – 30 days
  - Public Participation Plan (PPP) & Non-Technical Amendments – 45 days

Comments are accepted in the following ways:

- Electronic Mail: fampo@gwregion.org
- Printed comment forms can be submitted via:
  - USPS: FAMPO, 406 Princess Anne street, Fredericksburg, Virginia 22554
  - Fax: 540.899.4808
• Public meetings and public hearings
• Online comment forms can be submitted electronically via:
  • FAMPO website: www.fampo.gwregion.org
  • FAMPO facebook page: www.facebook.com/FAMPO1VA
  • Call Voice Relay System for Hearing Assistance: #711
  • In person: Attend FAMPO committee meetings, public meetings and/or public hearings

**SUMMARY OF COMMENTS**

Written, verbal and electronic comments are collected and reviewed by FAMPO staff. Substantive comments are summarized and included in the final planning document.

**ADOPTED DOCUMENTS**

The adopted documents are available on the FAMPO website and in the FAMPO Document Library.
The following is a list of federal, state and local agencies included in the coordination, collaboration and review of the Long Range Transportation Plan (LRTP).

**FEDERAL**

- Bureau of Indian Affairs – Eastern Regional Office
- Bureau of Land Management
- Environmental Protection Agency – Region 3 (Mid-Atlantic)
- Federal Highway Administration
- Federal Transit Administration – Region 3
- Federal Emergency Management Agency
- Department of Homeland Security – Region 3
- National Parks Service
- National Marine Fisheries Service, Northeast Region
- US Fish and Wildlife Service
- US Army Corps of Engineers – Mid East District
- US Department of Transportation
- US Coast Guard
- US Army Fort A.P. Hill
- Naval Surface Warfare Center, Dahlgren Division
- US Marine Base Quantico
- US Geological Survey- Northeast Region

**STATE**

- Virginia Department of Transportation
- Virginia Department of Rail & Public Transportation
- Virginia Department for the Deaf and Hard of Hearing
- Virginia Department for the Aging
- Virginia Department of Aviation
- Virginia Department for the Blind and Vision Impaired
- Virginia Department of Conservation & Recreation, Stormwater Management
- Virginia Department of Conservation & Recreation, Natural Heritage
• Virginia Department of Conservation & Recreation, Land Conservation
• Virginia Department of Conservation & Recreation, Recreation Planning
• Virginia Department of Emergency Management – Region 2
• Virginia Department of Environmental Quality
• Virginia Department of Historic Resources
• Virginia Department of Forestry
• Virginia Department of Game and Inland Fisheries
• Virginia Department of Housing and Community Development
• Virginia Department of Mines, Minerals and Energy
• Virginia Department of Public Safety
• Virginia Tourism Cooperation
• Virginia Economic Development Partnership
• Virginia Marine Resources Commission
• Virginia Outdoors Foundation
• Virginia Marine Resources Commission

REGIONAL & LOCAL

• Elected Officials
• County Administrators/City Manager
• Planning and Community Development Departments
• Public Works Departments
• Economic Development Agencies
• Transit and Transportation Agencies
• Emergency Services Departments
• Health and Social Services Departments
• Historical Agencies
• Environmental Departments
Successful evaluation of the effectiveness of the public participation plan requires tracking outreach activities and establishing initial baseline measurements. By continuously evaluating public participation activities, it is possible to discontinue activities that are ineffective and to improve or add new public participation activities to the program. The following describes the evaluation methods used in gauging the effectiveness of the Public Participation Plan:

NOTE: In each Public Participation Tool, the Performance Goal is to strive for an increase of the Evaluation Criteria statistics over the previous calendar year.

<table>
<thead>
<tr>
<th>Public Participation Tool</th>
<th>Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Participation Plan</td>
<td>No measure (PPP should reflect the policies and practices of the MPO)</td>
</tr>
<tr>
<td>Master Contact Database</td>
<td>Number of contacts listed</td>
</tr>
<tr>
<td>Website</td>
<td>Number of times site is visited</td>
</tr>
<tr>
<td>Electronic Notifications</td>
<td>Number of electronic notifications sent</td>
</tr>
<tr>
<td>Newspaper &amp; Website Public Notices/Advertisements</td>
<td>Required by law</td>
</tr>
<tr>
<td>Translation Tools</td>
<td>Number of times translation tools were requested</td>
</tr>
<tr>
<td>Virginia Relay</td>
<td>Number of times Virginia Relay was utilized</td>
</tr>
<tr>
<td>Planning Document Distribution</td>
<td>Number of distribution sites</td>
</tr>
<tr>
<td>Internet Advertisements</td>
<td>Number of click-throughs</td>
</tr>
<tr>
<td>Citizen Mailing Lists</td>
<td>Number of electronic mails received from citizens who have requested to be on a mailing list</td>
</tr>
<tr>
<td>Press Releases</td>
<td>Number of media outlets reached</td>
</tr>
<tr>
<td>Other Website Links</td>
<td>Number of website links posted on other websites</td>
</tr>
<tr>
<td>Facebook</td>
<td>Number of fans</td>
</tr>
<tr>
<td>Twitter</td>
<td>Number of followers</td>
</tr>
<tr>
<td>Radio Interviews</td>
<td>Number of times staff was engaged in a radio</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Government Access Channels</td>
<td>Number of times information was placed on the local government access channels</td>
</tr>
<tr>
<td></td>
<td>Number of times information in Spanish was placed on the local government access channels</td>
</tr>
<tr>
<td>Informational Brochures</td>
<td>Number of informational brochures distributed</td>
</tr>
<tr>
<td>Member Orientation Manuals</td>
<td>Number of orientation manuals distributed</td>
</tr>
<tr>
<td>Public Meetings/Workshops/Hearings</td>
<td>Number of citizens in attendance</td>
</tr>
<tr>
<td>Surveys/Questionnaires</td>
<td>Number of surveys returned</td>
</tr>
<tr>
<td></td>
<td>Number of Spanish surveys returned</td>
</tr>
<tr>
<td>Postcards/Direct Mailings</td>
<td>Number of postcards and direct mailings sent</td>
</tr>
<tr>
<td></td>
<td>Flyers Number of flyers distributed</td>
</tr>
<tr>
<td></td>
<td>Number of Spanish flyers distributed</td>
</tr>
<tr>
<td>Speakers Bureaus</td>
<td>Number of speaker bureaus attended</td>
</tr>
</tbody>
</table>
APPENDIX XIII - GLOSSARY

FAMPO COMMITTEES:

Bicycle & Pedestrian Committee (BPC): The BPC is comprised of citizens, planners, biking and walking organizations and was established to provide guidance to the Policy Committee on issues related to the non-motorized modes of transportation. This committee also provides recommendations for the encouragement and education of the public regarding bicycle and pedestrian routes, safety and other issues.

Public Transit Advisory Board (PTAB): The PTAB is appointed and managed by the City of Fredericksburg. This committee provides FAMPO with citizen, private and public partnership input on the public transit needs of the City of Fredericksburg and the region. The PTAB evaluates the operational and financial performance of the region’s public transit system, and advises the Fredericksburg City Council on any public transit issues that the PTAB considers appropriate for City Council consideration. To learn more about the PTAB, visit the City of Fredericksburg website.

Policy Committee (PC): The PC is the policy decision-making board comprised of eleven elected and non-elected voting members. Caroline County, King George County and the Fredericksburg District Representative of the Commonwealth Transportation Board (CTB) serve as ex officio members. The PC acts as the authority on all regional transportation planning matters and ensures that all entities engaged in transportation related activities conform to statutory requirements. The PC works with the public, local governments, organizations, state and federal government agencies, elected and non-elected officials and community groups to develop regional transportation plans.

FAMPO Technical Committee (FTC): The FTC was established to advise and to provide technical engineering and planning expertise during the transportation planning process. The FTC consists primarily of engineers, planners, and other professionals who represent the region’s local governments and transportation/transit agencies and works with the FAMPO staff to develop planning and programming recommendations for the Policy Committee.
Citizens Transportation Advisory Group (CTAG): The CTAG is an advisory group to the Policy Committee and consists of citizens appointed by the Policy Committee, local governments and local organizations. The TAG functions to encourage citizen participation during the transportation planning process and to advise the Policy Committee of the citizen’s perspective on transportation planning, programs and projects.

FAMPO PRODUCTS:

Air Quality Conformity Analysis (AQCA): 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 Transportation Plan (LRTP) and the Transportation Improvement Plan (TIP) processes. Capacity adding projects cannot exceed the amount of allowable emissions as stated in the Statewide Transportation Improvements Plan (SIP). The AQCA is updated along with and included as part of the LRTP and TIP.

Bicycle & Pedestrian Plan (BPP): The primary goals of the BPP are to preserve and enhance the bicycling and pedestrian network, to improve the safety, attractiveness and overall viability of cycling and walking as legitimate transportation alternatives to the transportation system. The BPP is reviewed and updated every four years in conjunction with the update of the LRTP.

Congestion Management Process (CMP): A CMP presents a systematic process for managing traffic congestion and enhancing the mobility of persons and goods. It includes alternative strategies for alleviating congestion and enhancing the mobility of persons and goods to levels that meet state and local needs. At the core, a CMP should include a data collection and monitoring system, a range of strategies for addressing congestion, performance measures or criteria for identifying when action is needed, and a system for prioritizing which congestion management strategies would be most effective.

Limited English Proficiency Plan (LEP): Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be Limited English Proficient (LEP). These individuals are entitled to language assistance under Title VI or the Civil Rights Act of 1964. The LEP Plan outlines how to identify persons who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP individuals that assistance is available. The goal of the LEP plan is to ensure that all residents in the George Washington Region can, to the fullest extent practicable, participate in the transportation planning and decision-making process.
**Long Range Transportation Plan (LRTP):** The LRTP is an evaluation of the current status and future needs of our regional transportation system. The LRTP includes anticipated improvements for all modes of travel over the next 20-30 years including streets and highways, public transportation/transit, railroads, aviation, and bicycle and pedestrian needs.

**Public Participation Plan (PPP):** The purpose of the PPP is to serve as a guide in the development of outreach methods that encourage the public’s involvement in the regional transportation planning process. 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 takes into account Title VI populations and limited English proficiency populations. The PPP is updated every three years.

**Title VI Nondiscrimination Plan:** The Title VI Nondiscrimination Plan assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency sponsored program or activity. Nor shall sex, age, or disability stand in the way of fair treatment of all individuals.

**Regional Transit Policy Plan (RTPP):** The RTPP was an integral part in the development of the Transit Needs Plan for the LRTP. It examined a large number of transit improvement scenarios, representing a range of choices, from relatively low levels of transit service to large expansion that could make transit a more integral component of the region’s transportation system.

**Transportation Improvement Program (TIP):** The TIP is a financially constrained, four-year list of transportation projects programmed for the FAMPO study area. The TIP is updated annually and includes projects on the Interstate, Primary, Urban and Secondary Highway Systems. It also includes safety, transportation enhancement and public transportation projects. The TIP may also include funding for feasibility studies, preliminary engineering activities and environmental impact studies.

**Unified Planning Work Program (UPWP):** The UPWP serves as the annual work program for FAMPO. It provides details of 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 funding 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 annually.

AGENCIES & ORGANIZATIONS:

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

*Department of Transportation (DOT):* 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.

*Virginia Department of Rail & Public Transportation (DRPT):* 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, and other alternative modes of transportation to Virginia’s commuters.

*Environmental Protection Agency (EPA):* 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.

*Federal Aviation Administration (FAA):* 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.
**Fredericksburg Area Metropolitan Planning Organization (FAMPO):** The Fredericksburg Area Metropolitan Planning Organization (FAMPO) is a federally-designated transportation planning agency for the City of Fredericksburg, and the counties of Spotsylvania and Stafford, and serves as a regional partnership among the United States Department of Transportation (USDOT), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), transit agencies, local elected leadership, local planning and public works directors, the business community and citizens in the planning area.

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

**Federal Railroad Administration (FRA):** 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.

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

**George Washington Regional Commission (GWRC):** The planning district commission for the 320,000 residents of Planning District 16 which includes the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford. Formerly known as the Rappahannock Area Development Commission (RADCO), its principal functions include regional and environmental planning, energy-conservation, hazard mitigation and rural transportation planning programs; and operation of GWRideConnect, the region’s nationally-recognized rideshare brokerage that facilitates and promotes vanpooling and transit use.

**Virginia Department of Aviation (VDA):** 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.
Virginia Department of Environmental Quality (VDEQ): The 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.

Virginia Department of Transportation (VDOT): 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.

United States Department of Transportation (USDOT): 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

Transportation Alternative Program Funds: The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Congestion Mitigation and Air Quality Improvement Program (CMAQ): 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.

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.

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

**Regional Surface Transportation Program (RSTP):** FAMPO receives these funds annually, based on population.

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

**Americans with Disabilities Act of 1990 (ADA):** 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.

**Clean Air Act Amendments (CAAA):** 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.

**Code of Federal Regulations Title 23, Part 450:** Guides the development of statewide transportation plans and programs; requires early and continuous public involvement.

**Code of Federal Regulations Title 49, Part 24:** Ensures property owners and people displaced by federal-aid projects are treated fairly, consistently and equitably.

**Environmental Justice (EJ):** Derived from Title VI of the Civil Rights Act of 1964, Environmental Justice describes the impact of transportation plans or projects, either positive or negative, on a particular community or population. 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.

**Executive Order 12898 on Environmental Justice:** Addresses avoidance of actions that can cause disproportionately high and adverse impacts on minority and low income populations.

**Executive Order 13166 on Limited English Proficiency:** Improving access to services for people with limited English proficiency.

**Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA):** 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.

**National Environmental Policy Act of 1969 (NEPA):** Requires consideration of impacts on human environments.


**Transportation Equity Act for the 21st Century (TEA-21):** Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, this landmark legislation clarifies 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.

**United States Code (USC) Title 23, Sections 134:** Participation by interested parties.

**United States Code (USC) Title 23, Sections 135:** Provides for reasonable access to comment on proposed plans.

**United States Code (USC) Title 23, Section 128:** Requires public hearings or the opportunity for public hearings for plans for federal-aid highway projects

**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.

**Community Impact Assessment (CIA):** 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.

Commonwealth Transportation Board (CTB): Appointed by the governor, the 17-member Commonwealth Transportation Board (CTB) establishes the administrative policies for Virginia's transportation system.

Congestion Pricing: A type of tolling created to manage traffic congestion.

Environmental Impact Statement (EIS): 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.

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

High Occupancy Lanes (HOT): 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.

High Occupancy Vehicle (HOV): 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.

Incident Management System (IMS): A systematic process required under SAFETE-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.

Intelligent Transportation System (ITS): 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 African-American, 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.

**National Ambient Air Quality Standards (NAAQS):** 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.

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

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

**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.

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

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

**State Transportation and Improvement Program (STIP):** 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.
**Strategic Highway Safety Plan (SHSP):** A statewide-coordinated safety plan that provides a comprehensive framework for reducing highway fatalities and serious injuries on all public roads. The SHSP strategically establishes statewide goals, objectives, and key emphasis areas developed in consultation with Federal, State, local, and private sector safety stakeholders.

**Surface Transportation Program (STP):** 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 intercity and intercity bus terminals and facilities. A portion of funds reserved for rural areas may be spent on rural minor collectors.

**Six Year Improvement Program (SYIP):** The Six-Year Improvement Program (SYIP) is a document that outlines planned spending for transportation projects proposed for construction development or study for the next six years.

**Traffic Analysis Zone (TAZ):** 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.

**Traffic Demand Management (TDM):** Various traffic control strategies and measures used in managing highway demand.

**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.

**Transportation Management Area (TMA):** 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.
**Transportation Systems Management (TSM):** 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:** 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.

**Virginia Surface Transportation Plan (VSTP):** The VSTP is a coordinated effort between the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation. The VSTP contains specific recommendations for highway, rail, transit and transportation demand management; representing the first time Virginia's surface transportation agencies have coordinated recommendations across various modes in a single plan.
FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION (FAMPO)

FAMPO RESOLUTION 12-34

A RESOLUTION OF THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION RECOMMENDING THE ADOPTION OF THE PUBLIC PARTICIPATION PLAN (PPP)

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

WHEREAS, the SAFETEA-LU (FY 2005-2009) continues upon the metropolitan and statewide planning cooperative, continuous and comprehensive (3C) requirements under 23 U.S.C. 134 and 135 and builds upon the laws and provisions of ISTEA in FY 1991 and TEA-21 and FY 2003, and

WHEREAS, the SAFETEA-LU Act require that all metropolitan and statewide transportation plans and programs updates shall reflect the new metropolitan and statewide planning requirements by July 1, 2007, and

WHEREAS, the Fredericksburg Area MPO, in cooperation with the Commonwealth of Virginia and transit operators, remains responsible for determining the best transportation investments to meet metropolitan transportation needs, including the development of the long-range metropolitan plan and transportation Improvement Plan (TIP), and

WHEREAS, the Fredericksburg Area MPO has been designated the role and responsibility for implementing all metropolitan 3C regional transportation planning for the metropolitan planning area under 23 U.S.C. 134, and

WHEREAS, the SAFETEA-LU Act provides additional statutory requirements related to the MPO 3C public participation process under Section 6001 of 23 U.S.C. 134 for preparation of long-range metropolitan transportation plans and TIPS, with periodic reviews of its effectiveness and revisions and a 45-day review period to allow input and comment, and

WHEREAS, this MPOs Public Participation Plan shall be developed in consultation with all interested parties; and shall provide that all interested parties have reasonable opportunities to comment on the contents of the long-range transportation plan and TIP updates and any major revisions, per Section 6001(5)(B) of SAFETEA-LU, and

WHEREAS, this MPOs Public Participation Plan will demonstrate explicit consideration and response to public input received during the planning and program development processes, and
WHEREAS, the MPO will be consistent with Title VI and the ADA requirements and policies, and

WHEREAS, the MPO shall consult, as appropriate, with State and Local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation concerning the development of a long-range transportation and TIP under Section (i)(4)(A) of SAFETEA-LU, and

WHEREAS, this Public Participation Plan provides changes from our previous Public Involvement Policy in that it conforms to the requirements of SAFETEA-LU, adds guidance on evaluating the performance of our plan and defines strategies for optimizing public participation, and

WHEREAS, the Public Participation Plan is a working document that will be regularly reviewed for effectiveness and revised as appropriate, and

NOW, THEREFORE BE IT RESOLVED THAT BY THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ACTING AS THE DESIGNATED MPO POLICY BOARD DOES HEREBY ADOPT A PUBLIC PARTICIPATION PLAN THAT WILL PROVIDE CITIZENS, AFFECTED PUBLIC AGENCIES, REPRESENTATIVES OF PUBLIC TRANSPORTATION EMPLOYEES, FREIGHT SHIPPERS, PRIVATE PROVIDERS OF TRANSPORTATION, PROVIDERS OF FREIGHT TRANSPORTATION, REPRESENTATIVES OF USERS OF PUBLIC TRANSIT, REPRESENTATIVES OF PERSONS WITH DISABILITIES AND OTHER INTERESTED PARTIES WITH TIMELY, EASY TO FIND INFORMATION AND A REASONABLE OPPORTUNITY TO PROVIDE COMMENT AND INPUT INTO THE TRANSPORTATION PLANNING PROCESS OF THE MPO IN ORDER TO MEET THE METROPOLITAN REQUIREMENTS TO SECTION 6901(11)(A) OF SAFETEA-LU.

Adopted by the FAMPO Policy Committee at its meeting on November 19, 2012.

FAMPO Resolution 12-34

[Signature]
Chairman
Fredericksburg Area Metropolitan Planning Organization

Date: 11/19/2012

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