



# CA-MPO ENGAGEMENT PLAN

Charlottesville Albemarle Metropolitan Planning  
Organization

## ABSTRACT

The engagement plan outlines the process and activities the Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects.

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**Federal "Title VI/Nondiscrimination" Protections**

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration, or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within the CA-MPO's Title VI Programs consistent with federal interpretation and administration. Additionally, the CA-MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

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## Introduction

The engagement plan is the process by which an organization involves interested or affected individuals, organizations, and government entities during the planning process.

The engagement plan documents the process and activities the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects including the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Planning and Work Program (UPWP) and other CA-MPO transportation studies.

Additionally, this plan specifies the following:

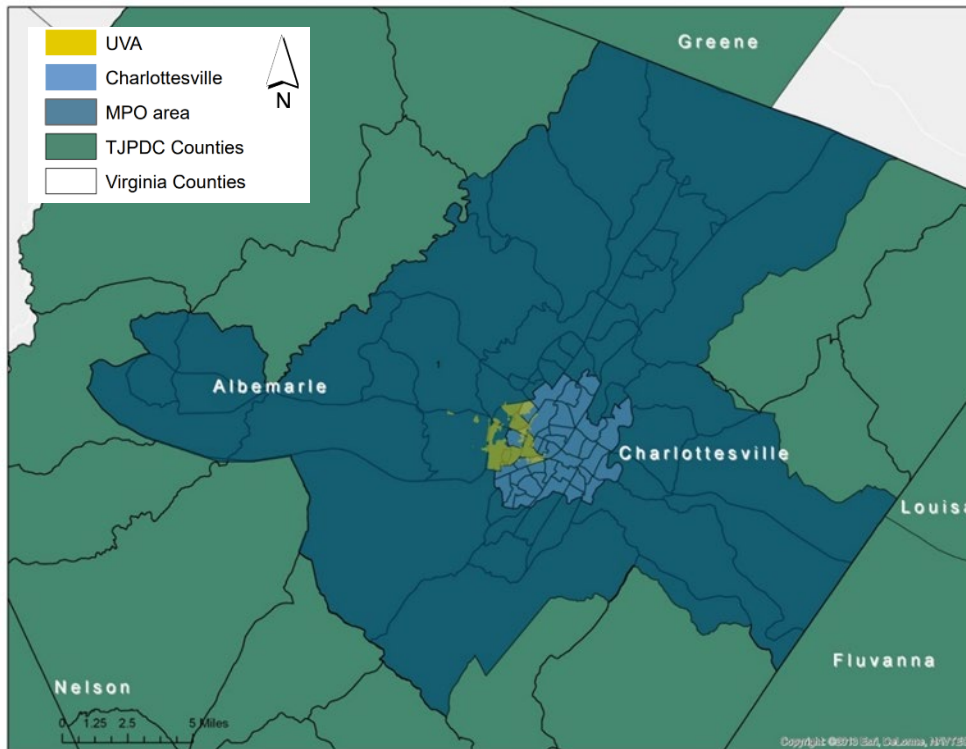
- CA-MPO plans and projects will include an engagement component;
- Legal requirements for public involvement will be met or exceeded;
- Official meetings of the CA-MPO will be open to the public and include opportunities for public comment at the beginning and end of the meeting;
- A public comment period of 45 calendar days will be provided prior to the adoption of this engagement plan and/or any significant amendment to the process; and
- The engagement plan will be reviewed and revised or amended as needed, in consultation with the interested or affected individuals, organizations, and government entities, and with the review of the CA-MPO committees.

## What is the CA-MPO

**An MPO, or Metropolitan Planning Organization, is an organization comprised of representatives and policymakers from an urbanized area's local governments dedicated to the coordination of transportation planning and policy development within its geographical boundaries.**

Federal regulations require that MPOs be designated for urbanized areas with populations of more than 50,000 to provide comprehensive, cooperative, and continuing transportation planning. The boundary of an MPO is based upon U.S Census populations and is determined by an agreement between the MPO and the Governor. The current boundaries of the Charlottesville-Albemarle MPO contain all the city of Charlottesville and the urbanized portions of Albemarle County. The Map in Figure 1 shows the area included in the CA-MPO.

Figure 1: Map of the CA-MPO Service Area



The governing body of the CA-MPO is the Policy Board, which has decision-making authority. The CA-MPO also has two standing committees: (1) the Technical Committee made up of technically qualified staff from the local governments, state agencies, area transit providers, the University of Virginia, and Planning Commissioners; and (2) the Citizens Transportation Advisory Committee made up of citizen representatives from within the MPO boundaries with appointments made by each of the member localities as well as the Policy Board.

### What Does the CA-MPO Do?

The primary purpose of an MPO is to ensure that the region is compliant with federal transportation and planning statutes, as well as facilitate a coordinated and collaborative process for decision-making concerning the present and future transportation goals of a region.

The core functions of an MPO are to:

- Create and maintain a Long Range Transportation Plan (LRTP), which is a federally-mandated plan that outlines a region's transportation goals over the next 20 years
- Create and maintain a Transportation Improvement Program (TIP), which outlines scheduled spending of transportation funds within the region over a period of 4 years
- Coordinate transportation planning efforts and prioritize transportation improvement needs throughout the region considering financial, political, and environmental constraints

The CA-MPO and Thomas Jefferson Planning District Commission (TJPDC) can also work on special transportation projects like road improvements, transit operations, corridor plans, and bike and pedestrian planning.

For example, the TJPDC, which also staffs the CA-MPO, produced the **Jefferson Area Bike and Pedestrian Plan** to identify and prioritize bike and pedestrian infrastructure needs in the TJPDC region. The plan is the culmination of more than two years of work and an extensive community engagement process made possible by a grant from the Charlottesville Area Community Foundation and assistance from the Piedmont Environmental Council. The plan seeks to encourage implementation by providing a focused list of regionally-significant bicycle and pedestrian projects that enhance regional connectivity and provide routes connecting the region's important residential and economic centers. The urban areas in the City of Charlottesville and Albemarle County are emphasized. Recommendations are also provided for towns, development areas, and rural areas in Albemarle, Greene, Louisa, Nelson and Fluvanna Counties. The City of Charlottesville also hosts a voluntary advisory Bicycle & Pedestrian Advisory Committee dedicated to improving bicycle and pedestrian facility design and safety for all road users.

Some MPOs are more involved in transit planning, freight, and rail and even aviation planning. The CA-MPO could expand to those areas if a need arises in the future.

## **CA-MPO's Role in Transportation Planning**

The ability to travel throughout the region affects the safety and quality of life for everyone in the community. The CA-MPO provides an independent cooperative forum for regional planning in collaboration with state, local government, transit agency, and university planning partners on select transportation plans and projects. Transportation planning is the first step of a multi-year process to design, fund, purchase land for, and ultimately construct transportation projects. The CA-MPO is one of many agencies involved in the development and maintenance of transportation infrastructure.

The CA-MPO's main responsibilities are maintaining a list of funded transportation projects called the Transportation Improvement Program (TIP) and generating a Long Range Transportation Plan (LRTP). The LRTP, updated every 5 years, outlines the region's priority transportation improvements over the next 20 years. Regional transportation projects must be included in the LRTP to qualify for federal funding. The LRTP exists to provide guidance on current transportation conditions and prioritizes future transportation improvement projects based on estimated funding sources. The state and localities choose which of these projects will be funded and how they will be implemented.

### **Partnerships**

The CA-MPO collaborates with the City of Charlottesville and Albemarle County to coordinate transportation planning and prioritize projects throughout the CA-MPO region.

The **Virginia Department of Transportation and the Department of Rail and Public Transportation** both support the efforts of the MPO by providing programming oversight, ensuring that the MPO meets all of the state and federal requirements, and providing technical support as needed.

The majority of the funding for MPO operations comes from the **Federal Highway Administration and Federal Transit Administration**. Both agencies have non-voting members represented on the MPO Policy Board.

**Public transportation** for the MPO area is provided by Charlottesville Area Transit (CAT), run by the City of Charlottesville. JAUNT, contracts with the city and county to provide specialized public transportation services to the City of Charlottesville, Albemarle County, Buckingham County, Fluvanna County, Louisa County, and Nelson County. JAUNT works to coordinate transit services with human services agencies, ensuring access to transportation services. Both transit agencies have Transit Development Plans available for public review and comment. The CA-MPO staffs the Regional Transportation Partnership (RTP) to facilitate regional transit coordination in the Thomas Jefferson Planning District region.

The **University of Virginia** operates the University Transit Service (UTS) which provides fare-free transit service to UVA students, faculty, and staff between UVA facilities and around the main campus. UVA is represented on the CA-MPO Technical Committee and as a non-voting member of the CA-MPO Policy Board.

The **Regional Transit Partnership** (RTP) is an official advisory board, created by the City of Charlottesville, Albemarle County, and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters. While being part of the RTP from its inception, UVA was added as a voting member in 2019. The RTP is not a formal committee of the CA-MPO, but the RTP's Memorandum of Understanding states that funding for the RTP will be a regular item in the CA-MPO's Unified Planning Work Program.

## CA-MPO's Engagement Goals and Strategies

It is the policy of the CA-MPO to facilitate engagement through open access to the transportation planning process for all stakeholders. To the extent possible by law and budget constraints, planning processes will be inclusive of and accessible to interested or affected individuals, organizations, and government entities well as to other regional stakeholders.

The CA-MPO is committed to developing an engagement process based on the following principles:

- Transparency
- Coordination
- Responsiveness
- Inclusiveness



The CA-MPO recognizes that not all citizens and groups have been represented in past planning processes. It aspires to actively engage and represent historically underserved populations in the planning process through effective engagement activities, making information accessible and understandable to a broad range of stakeholders considering those who may experience barriers to participation.

CA-MPO will use the following steps/goals to approach engagement. For engagement to be effective, effort must be taken to provide interested parties with contextual educational materials and listen to the resulting feedback. CA-MPO strives to make its engagement process accessible and satisfactory for all parties.

### **CA-MPO's Public Engagement Goals**

- 1) Create thoughtful opportunities to engage all affected parties in MPO planning projects
- 2) Provide information and education about the MPO's transportation planning activities
- 3) Listen and respond to public feedback on MPO activities

Each goal is defined in this following section with associated strategies to engage interested or affected individuals, organizations, and government entities.

### **ONE: Create thoughtful opportunities to engage all affected parties in MPO planning projects**

The CA-MPO will provide robust, appropriate opportunities for all members of the community to participate in its planning processes. This will include outreach to affected parties who are not easily engaged because of their race, location, age, ability, and/or limited resources.

The CA-MPO will strive to utilize a variety of strategies to promote engagement including the following as appropriate for the project/plan:

- 1) CA-MPO Committees
  - Utilize CTAC and MPO Tech committees to facilitate public and partner engagement
- 2) Public Meetings
  - Involve the public earlier in the planning process
  - Host public meetings at accessible times and locations
  - Use a variety of formats to present technical information to include tables, charts, graphs, maps, and other visual elements in addition to verbal and written explanations
  - Utilize and maintain an email list of interested parties to share information about public meetings and CA-MPO projects
- 3) Engage Historically Underserved Populations
  - Offer interpretive services at public meetings and events (with advanced notice)
  - Host events in locations welcoming to historically underserved communities
  - Partner with organizations that serve historically underserved communities
- 4) Utilize technology in a strategic manner to reach affected parties

- Employ digital surveys, interactive maps, and other tools to make engagement convenient
  - Use social media to solicit feedback on planning activities
  - Host streamed and/or recorded public meetings on the CA-MPO website
  - Solicit comments using email and partner electronic news sources
- 5) Public Comments
- Allow for public comments at the beginning and end of all MPO public meetings
  - Offer periods for review and comment before adopting planning and process documents
  - Provide staff point-of-contact information for the public to submit feedback or ask questions in a variety of ways including in person, through email, through paper mail, and on the phone

## **TWO: Provide information and education about the MPO's transportation planning activities**

Understanding the transportation planning process is key to making effective contributions to transportation projects and plans. The CA-MPO will seek new and effective ways to educate interested or affected parties on transportation planning, regulations, and best practices. Some of the strategies the CA-MPO may use to inform and educate interested parties about the transportation planning process include the following.

- 1) Media engagement
  - Publish notices and press releases with a variety of regional media outlets
  - Utilize local radio and podcasts to promote engagement activities
  - Partner with other agencies to disseminate information
  - Share engagement opportunities and project information on social media platforms
- 2) Notice of meetings and events
  - Utilize a stakeholder email distribution list to provide notice of meetings and materials
  - Post agenda and materials on the CA-MPO website when sent to committee members
  - Share meeting notices with partner agencies for dissemination to their audiences, including neighborhood associations and local organizations
  - Use email, website, and social media to advertise public meetings
- 3) Website and visual designs
  - Utilize the MPO website to share information about MPO projects and process documents
  - Post public meeting times, locations, and agenda packets on the website
  - Provide educational information and MPO Process documents for viewing or download on the website

### **THREE: Listen and respond to feedback on MPO activities**

Effective engagement requires empowering interested or affected individuals, organizations, and government entities with easily understandable information and listening and responding to comments and feedback. This is especially important for plans and processes that may have impacts for historically underserved communities or populations. When developing transportation plans for areas where historically underserved populations are likely to be impacted, the MPO will communicate with interested parties and leaders in the community to hear what they want in their neighborhood. Some strategies that the MPO will employ to engage, consider, and respond to feedback include the following.

- 1) Be accessible
  - a. Staff will be available to meet with stakeholders, partners, and historically underserved communities in settings and times that are convenient to the stakeholders, partners, and historically underserved communities
  - b. Staff will be available during normal business hours to respond to questions and comments
  - c. Public comments will be collected in appropriate and accessible formats—via, mail, email, phone, in person, and during meetings
- 2) Be responsive
  - a. Public feedback on plans will be made available to the public, stakeholders, and decision makers
- 3) Be considerate
  - a. The MPO values its partnerships and will continue to prioritize collaboration among regional stakeholders
  - b. Demonstrate explicit consideration and response to public input received during planning and development processes

## **Opportunities for Engagement**

This section first outlines the planning document that the CA-MPO produces and updates and how interested or affected individuals, organizations, and government entities can engage during the planning process. Then, next this section describes tools the CA-MPO uses to engage interested parties.

### **CA-MPO Plans and Document**

All residents of the CA-MPO area are entitled to engage with the transportation planning process. The MPO's main activities include developing the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Both documents provide clear avenues for public engagement during the development process. The table below lists the CA-MPO process documents and how the public can find information and engage with the development of these transportation planning documents. Following the table, are descriptions of each document and how they interact with the CA-MPO community.

<b>MPO Planning Documents and Engagement Process</b>			
<i>Document</i>	<i>How often updated</i>	<i>Comment Period for Approval/Amendment</i>	<i>How to engage</i>
<b>Long Range Transportation Plan (LRTP)</b>	Every 5 years	Approval 30 days Amendment 15 days	Public events, submit comments, public hearing, MPO committee meetings, email notices
<b>Transportation Improvement Program (TIP)</b>	Every 4 years	Approval 30 days Amendment 15 days	Public hearing, submit comments, MPO committee meetings, email notices
<b>Unified Planning Work Program (UPWP)</b>	Annually	Approval 15 days	MPO committee meetings, submit comments, email notices
<b>CA-MPO Engagement Plan</b>	Periodic review	Approval 45 days Amendment 45 days	MPO committee meetings, submit comments, email notices
<b>Title VI Plan</b>	Every 3 years	Approval 15 days	MPO committee meetings, submit comments, email notices
<b>Other studies and plans, Bicycle and Pedestrian Plan, corridor studies, and area plans</b>	As needed	Approval 15 days	MPO committee meetings, submit comments, email notices

### **Long Range Transportation Plan (LRTP)**

The Long Range Transportation Plan (LRTP) is a federally-mandated plan that outlines the region's priority transportation improvements over the next 20 years and beyond. Regional transportation projects must be included in a Metropolitan Planning Organization (MPO)'s LRTP to qualify for federal funding. The LRTP provides guidance on current transportation conditions and attempts to project what projects and monies will be needed in the future.

The LRTP provides for extensive public engagement. The CA-MPO engages the public and stakeholders in developing goals and objectives for area transportation systems and creating performance criteria used to select projects to submit for funding. The CA-MPO works closely with VDOT to identify transportation deficiencies, develop a project list, evaluate the projects, and develop a constrained project list based on available funding.

During the LRTP planning process project proposals are submitted to the CA-MPO and judged upon the criteria created for the LRTP that highlights priorities for the future. The LRTP is adopted by the CA-MPO Policy Board after public hearings and presentation of the final plan. Public hearings, along with technical committees of the MPO and other stakeholder input, help shape the direction of the plan.

### **Transportation Improvement Program (TIP)**

The Transportation Improvement Program (TIP) reflects the goals and values of the LRTP. The TIP is, in essence, the realization of the LRTP, because it establishes the projects that have funds allocated and creates a schedule for completion.

The TIP is connected to the Statewide Transportation Improvement Program (STIP), Virginia's federally required four-year program that identifies the transportation projects (highway, passenger rail, freight, public transit, bicycle and pedestrian) that will utilize federal transportation funding or require approval from either the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). Virginia provides many opportunities for the public to provide input on transportation projects and priorities as part of the continuing transportation planning process for the development of the STIP and the state required Six-Year Improvement Program.

The TIP informs the CA-MPO partners and the public of the state's planned spending of federal transportation funds in the MPO, in coordination with significant state and local funds for four consecutive fiscal years. The goal of the TIP is to provide a clear picture of upcoming transportation improvements in an MPO's area, how much they will cost, and an estimate of how long they will take to complete.

The TIP is updated every 4 years, the MPO Technical Committee will reviewing the plan and the MPO Policy Board must hold a public hearing to adopt the plan. The MPO Technical Committee holds a discussion of the TIP and makes a recommendation on action to the MPO Policy Board. The public can attend and comment at the MPO Technical Committee meeting and also during the MPO Policy Board's public hearing.

### **Unified Planning Work Program (UPWP)**

The Unified Planning Work Program (UPWP) is a formal presentation of the transportation planning projects that will be undertaken by an MPO for a designated fiscal year. The UPWP serves as a mechanism for the MPO to plan the money that it receives from federal and state sources—it can go towards project research, committee management, or other responsibilities of the MPO.

Federal law dictates that work programs identified in the UPWP must incorporate one or more of eight basic planning factors in order to be included. These factors include safety, security, and connectivity, and generally represent most or all of an MPO's planning goals. The MPO, after considering these factors, will then formulate its own set of planning priorities after input from staff, transportation stakeholders, local governments, and the general public, and use these priorities to guide and formulate projects. Long term transportation planning efforts, like the Long Range Transportation Plan developed by an MPO, will also guide and prioritize projects.

The UPWP reflects the priorities of an MPO in terms of its desired transportation planning, but also provides a detailed list of projects, their associated costs and timelines for completion, as well as end products and deliverables. In addition to its critical function, accounting for the expenditure of federal funds which make up the majority of the MPO's budget, it serves as a way to communicate the MPO's priorities to associated localities and residents and ensure that the work that will be completed throughout the year is in line with the goals and vision of the region.

The UPWP is prepared by the CA-MPO to support transportation and planning priorities that have been determined by the CA-MPO Policy Board with opportunities for input from its member localities, other state agencies, and the public. These priorities are reflected in the long range transportation planning process and broader transportation goals and vision.

### **CA-MPO Engagement Plan**

The Charlottesville Albemarle Metropolitan Planning Organization Engagement Plan is a federally required document demonstrating how the CA-MPO will engage interested or affected individuals, organizations, and government entities during the planning process. This plan outlines the CA-MPO's engagement goals and illustrates opportunities for engagement. The CA-MPO is committed to actively seeking out and engaging historically underserved communities, as demonstrated in the goals previously outlined in this document.

The engagement plan is periodically reviewed and updated as needed. In addition to opportunities to participate in the engagement plan update during MPO committee meetings, by submitting comments or contacting staff, there will be a 45-day public review period where the CA-MPO will actively seek out comments and engagement.

### **Title VI Plan**

The CA-MPO's Title VI/Environmental Justice Plan outlines how the CA-MPO mitigates against and avoids inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the planning process and in the development of planning documents. This plan will also include a procedure that allows members of these populations to submit grievances regarding perceived discriminatory actions.

The Title VI Plan is updated by the MPO every three years using population data from the US Census. It identifies populations that may be disproportionately disadvantaged from participating in transportation planning activities and plans to mitigate the disadvantages. In addition to opportunities to participate in the Title VI update during MPO committee meetings, by submitting comments or contacting staff, there will be a 15-day public review period where the CA-MPO will actively seek out comments and engage with organizations and community leaders representing any disproportionately disadvantaged populations identified.

### **Other Studies and Plans**

In addition to the federally required planning documents outlined above, the CA-MPO offers additional opportunities for engagement with the Charlottesville-Albemarle community. The MPO works closely with state and local planning staff on additional transportation plans and studies. As each CA-MPO project is different, the approaches to engagement are tailored to

match the needs of the project. For example, in response to needs identified by the public and CA-MPO partners, the CA-MPO developed a more robust engagement process for selecting Smart Scale applications to submit for funding.

The most common funding sources that localities can apply for are Smart Scale, Revenue Sharing, and Transportation Alternatives. Localities, Metropolitan Planning Organizations, and Planning Commissions are the primary applicants for these transportation funding sources.

Smart Scale is a bi-annual state funding process that allocates funds to projects to help satisfy the state's long-range transportation plan, VTrans. There are many different types of projects that can be submitted for Smart Scale funding, including improvements to significant state transportation corridors, urban areas, and regional transportation networks. Localities, MPOs, and public transit agencies can submit requests for funding, and the state uses a criteria system that measures a project's effect on transportation system performance factors including congestion, economic development, and public safety to select projects for funding.

The CA-MPO can submit four applications to the Smart Scale process for funding. Typically, these project applications are submitted in coordination with the state on behalf of the localities the MPO represents. Smart Scale projects being considered for application through the MPO with high public interest will be selected for enhanced public participation, as funding allows. This will include public workshops and the collection and dissemination of comments. Public participation is encouraged throughout the Smart Scale project selection process for all the MPO applications. Committee meetings will review all the projects selected for application and the Policy Board also allows comments during their selection process.

### **CA-MPO Engagement Tools**

The CA-MPO uses a variety of engagement tools based on the planning project or document and interested parties. Most of the CA-MPO's projects include collaboration with the state, local governments, and the public. Some planning documents, like the Long Range Transportation Plan, require extensive public engagement and the CA-MPO will employ multiple engagement strategies. The CA-MPO is always looking for new and creative ways to engage interested parties below are *some* of the tools that the CA-MPO uses.

#### **CA-MPO Committees**

Committees are the forums where issues are discussed and formal decisions are made. There are two standing committees, and the Policy Board. All committee meetings are open to the public and meeting schedules and records of past meetings are posted on the CA-MPO website and will be made available in alternative formats upon request.

**Policy Board:** Decision-making authority rests with the Policy Board, whose voting membership is made up of two members each from the Albemarle Board of Supervisors and Charlottesville City Council, and the District Engineer for the VDOT Culpeper District.

**Technical Committee:** The voting membership of the Technical Committee consists of individuals with technical knowledge in transportation and land use planning, and the voting

membership consists of representatives from local government staff and Planning Commissions, area transit providers, the University of Virginia, and state agencies.

**Citizens Transportation Advisory Committee:** Comprised of members of the Charlottesville-Albemarle community, the committee provides feedback, recommendations, and community input on transportation proposals to the Policy Board. The Citizens Transportation Advisory Committee is specifically convened to enhance public engagement and incorporate a broad range of community interests into the decision-making process. Each of the local government governing bodies and the Policy Board have a designated number of members to appoint to this committee.

Meeting agendas, materials, and notes for all these committees are available on the CA-MPO website and the public can request to be added to the stakeholder email list and have the meeting notices and materials emailed directly to them. Time is set aside during all the public meetings for public comments.

### **Website**

The CA-MPO maintains a website where interested parties can access transportation planning documents, like the TIP and LRTP. Committee meeting dates, agendas, recordings, and notes are also available on the website.

### **Stakeholder Emails**

Interested or affected individuals, organizations, and government entities can request to be added to a stakeholder email list for topics they are interested in. The website lists committees and other events that people might want to sign up to receive more information on.

### **Informational Presentations**

The CA-MPO staff are available to visit agencies, neighborhoods, organizations, and government entities to share information and present on CA-MPO transportation planning projects that interest them, as funds allow. If the CA-MPO is conducting a transportation planning project in an area that affects a community, they will make efforts to connect with community leaders to share information and gather public comments, as funds allow.

### **Other Engagement Tools**

The CA-MPO uses a variety of methods to engage interested or affected individuals, organizations, and government entities in their planning projects. Some of the tools the CA-MPO uses include:

- Surveys
- Video Recordings
- Information Booths/Kiosks
- Social Media
- Public hearings
- Public workshops and other events
- Attendance at community events with engagement materials



The CA-MPO uses surveys as a tool to gather public comments as appropriate. Many of the CA-MPO meetings are recorded and available to interested or affected individuals, organizations, and government entities on the CA-MPO website. To further engage with a diverse audience, the TJPDC maintains a Facebook page to periodically update page followers on topics of interest related to the TJPDC and the MPO. This format allows for information to easily be disseminated. CA-MPO staff is enthusiastic about including affected parties in planning projects and uses the most effective engagement innovations and strategies according to the needs of each project.

## **Outreach to Underserved Populations**

The CA-MPO maintains a Title VI/Environmental Justice Plan to mitigate against and avoid inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the transportation planning process and in the development of planning documents. That plan also includes contact information and procedures to allow members of these populations to submit grievances regarding perceived discriminatory actions. This plan is reviewed and updated periodically by the CA-MPO and VDOT.

The CA-MPO strives to ensure that its planning efforts are holistic and inclusive of all populations that are part of the regional community. Arrangements will be made for interpreters for hearing impaired individuals, and every effort will be made to ensure provision of interpreters for non-English speaking persons, provided a request is submitted at least one week before the meeting. For meetings conducted electronically, interpretation services may be provided through closed captioning options.

Every effort is made for public hearings, workshops, and forums to be scheduled at times and locations that are accessible and convenient. The CA-MPO works to include stakeholders in both the development and approval of planning documents like the TIP and LRTP. These efforts can vary depending on the type of plan. In the development of new plans MPO staff makes every effort to not only ensure that these plans consider the needs of minority and low-income populations, but also strives to include these populations in the development of these plans.

## Appendices

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## Appendix A: Glossary of Terms

The following transportation-related acronyms are used in this document:

<b>ACCT</b>	Alliance for Community Choice in Transportation
<b>BRT</b>	Bus Rapid Transit
<b>CA-MPO</b>	Charlottesville Albemarle Metropolitan Planning Organization
<b>CAT</b>	Charlottesville Area Transit
<b>CTAC</b>	Citizen’s Transportation Advisory Committee
<b>DRPT</b>	Virginia Department of Rail and Public Transportation
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year (refers to the state fiscal year July 1 – June 30)
<b>GIS</b>	Geographic Information System (mapping)
<b>IS</b>	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Greene, and Buckingham Counties
<b>LRTP</b>	Long Range Transportation Plan. Refers to the 20-year transportation plan.
<b>LRT</b>	Light Rail Transit
<b>MAP-21</b>	Moving Ahead for Progress in the 21 <sup>st</sup> Century
<b>MPO</b>	Metropolitan Planning Organization
<b>PL</b>	FHWA Planning Funding (used by MPO)
<b>PPP</b>	Public Participation Plan
<b>RideShare</b>	Free Carpool matching service for Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties
<b>RTP</b>	Regional Transit Partnership
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation governing the metropolitan planning process)
<b>SOV</b>	Single Occupant Vehicle
<b>SPR</b>	FHWA State Planning and Research Funding (used by VDOT to support MPO)
<b>TDP</b>	Transit Development Plan (for CTS and JAUNT)
<b>TIP</b>	Transportation Improvement Program
<b>TJPDC</b>	Thomas Jefferson Planning District Commission
<b>TMPD</b>	VDOT Transportation and Mobility Planning Division
<b>UPWP</b>	Unified Planning and Work Program (also referred to as Work Program)
<b>UTS</b>	University Transit Service
<b>UVA</b>	University of Virginia
<b>VDOT</b>	Virginia Department of Transportation

**Appendix B: Comments and Responses Collected for this Engagement Plan**

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## **Appendix C: Title VI and Non-Discrimination**

The Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The CA-MPO operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the CA-MPO Title VI Coordinator. A complaint must be filed no later than 180 days after the date of the alleged discrimination. Please contact the Title VI Coordinator via phone at 434-979-7310 for more information. The CA-MPO meetings are conducted in accessible locations and materials can be provided in accessible formats and in languages other than English. If you would like accessibility or language accommodation, please contact the Title VI Coordinator at 434-979-7310. If you wish to attend a CA-MPO function and require special accommodations, please give CA-MPO one week's notice in advance.

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**Appendix D: Resolution of Adoption**

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