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## Agenda

### MPO CTAC

Wednesday, July 16th, 2020 @ 7:00 p.m.

Virtual Meeting via Zoom

<https://us02web.zoom.us/j/81623462451?pwd=TnYzL2ZUTWRERjNwUDM2eEo1UDYzZz09>

Password: 100374

Item	Time	Description
1	7:00-7:03	<b>Matters from the Public: limit of 3 minutes per speaker</b> <i>Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda – limit three minutes per speaker</i>
2	7:03-7:05	<b>Approval of July 15th draft meeting minutes (See <a href="#">July 2020 CTAC Minutes DRAFT</a>)</b>
3	7:05-7:30	<b>Electric Vehicles – Alleyn Harned (Exec Director of VA Clean Cities) and Lucinda Shannon (CAMPO)</b> <ul style="list-style-type: none"><li>Increased Highway Use Fee (HUF) for personal electric and fuel-efficient vehicles (Alleyn Harned). For more information, see <a href="https://www.dmv.virginia.gov/vehicles/#highwayuse_fee.asp">https://www.dmv.virginia.gov/vehicles/#highwayuse_fee.asp</a></li><li>Brief overview of CAMPO project to inventory and assess future need for personal electric vehicle charging infrastructure (Lucinda Shannon). For more information, see <a href="#">EV Study Memo</a></li></ul>
4	7:30-7:45	<b>MPO Documents – Sandy Shackelford (CAMPO) and Lucinda Shannon</b> <ul style="list-style-type: none"><li>Public Participation Plan (See <a href="#">MPO Public Participation Plan packet for feedback received</a> and <a href="#">2020 Public Participation Plan</a> for the draft plan)</li><li>TIP amendment (See <a href="#">TIP Adjustment Memo Sept 2020</a>)</li><li>Title VI Update (See <a href="#">Title VI Plan Update Memo</a> and <a href="#">Title VI 2020 update DRAFT</a>)</li></ul>
5	7:45-8:15	<b>Smart Scale updates – Chuck Proctor (VDOT), Lucinda Shannon, and Chip Boyles (TJPDC/CAMPO)</b> <ul style="list-style-type: none"><li>Fontaine project update (Chuck Proctor and Lucinda Shannon)</li><li>Smart Scale process update (Chip Boyles). For more information, see <a href="#">Smart Scale Memo Procedures</a></li></ul>
6	8:15-8:25	<b>COVID-19 Impacts on Transportation (ONLY if sufficient time available) – Jessica Hersh-Ballering (CAMPO)</b> <ul style="list-style-type: none"><li>Early transit impacts</li></ul>
7	8:25-8:30	<b>Additional Matters from the Public: Limit of 3 minutes per speaker</b> <i>Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda – limit three minutes per speaker</i>

### Upcoming Meetings:

MPO Tech Committee (3<sup>rd</sup> Tuesday): September 15<sup>th</sup> at 10am

MPO Policy Board (4<sup>th</sup> Wednesday): September 23<sup>rd</sup> at 4pm

MPO CTAC (3<sup>rd</sup> Wednesday): November 18<sup>th</sup> at 7pm

## **Citizen Transportation Advisory Committee**

### **Draft Meeting Minutes: July 15, 2020**

#### **Committee – Voting Members (Present)**

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*Chair* – Tristan Fessell (Albemarle County)

*Vice Chair* - Stuart Gardner (MPO)

Joseph French (City of Charlottesville)

Lucas Beane (City of Charlottesville)

Martin Meth (Albemarle County)

Travis Pietila (MPO)

Tim Keller (Albemarle County – Planning Commission)

Donna Chen (MPO)

Ray Heron (City of Charlottesville)

#### **Voting Members (Absent)**

Gary Heaton (City of Charlottesville – Planning Commission)

Vacant (City of Charlottesville)

Vacant (Albemarle County)

Vacant (Albemarle County)

#### **Staff (Present)**

Chuck Proctor – VDOT

Ian Baxter – Intern

Jessica Hersh-Ballering – TJPDC/CAMPO

Lucinda Shannon – TJPDC/CAMPO

Sandy Shackelford – TJPDC/CAMPO

#### **Call to Order**

The virtual meeting (held on the Zoom platform) was called to order by Chair Tristan Fessell at 7:06pm.

#### **Matters from the Public**

There were no matters from the public.

#### **Approval of January 18<sup>th</sup> Meeting Minutes**

Travis Pietila moved to approve the January 18<sup>th</sup> meeting minutes. Martin Meth seconded the motion. Joseph French, Ray Heron, and Lucas Beane abstained from the vote because they were not in attendance at the January meeting. The rest of the committee voted unanimously in favor. The motion passed.

#### **May 20<sup>th</sup> Meeting Summary**

There was not a quorum of voting members in attendance at this meeting. As such, a summary of the meeting content was prepared in lieu of minutes.

## **MPO Transportation “One-pagers” – Ian Baxter**

Ian Baxter, a UVA graduate student who is working at the TJPDC/CAMPO as an intern this summer, presented on a series of informational “one-pagers” or “primers” he created to succinctly summarize and explain the purpose and work of different aspects of the MPO’s transportation initiatives. Committee members had received a first draft of these in the CTAC meeting packets, and Ian showed colorized/stylized versions. Ian asked for feedback from the committee.

Sandy Shackelford briefly spoke to situate this “primer” project within the TJPDC/CAMPO’s goals to improve public outreach. Primarily, these primers are intended to be a piece of our efforts to reduce the barriers to understanding our planning documents and participating in our committees – and thus the regional planning process. She stated that copies of these primers would be available on the website and included in orientation packets for new committee members, as well as other strategic places.

Joseph French noted that he felt these draft primers were the perfect introduction for him to CTAC, but he had a strong education background and personal experience with committees and local government, and he noted that people without that background or experience might find the density and breadth of these documents to be less useful. He specifically mentioned an acquaintance at the Legal Aid Justice Center who might be available to help simplify the documents and prioritize the most relevant information to underserved populations.

Travis Pietila commented specifically on the CTAC primer and the section summarizing how it is staffed, asking that it include “members of the public.” And, on the following page, Travis noted a correction needed on the third bullet point regarding the process of appointing CTAC membership.

Martin Meth asked if there was an even shorter, “Cliff note” version of the primers. Martin also noted that additional nuance needed to be added to one of the points on the CTAC primer.

Stuart Gardner clarified that the audience for these primers should determine the length and depth of the documents.

Ian added that there had been a discussion about how, as a next step, TJPDC/CAMPO might figure out a way to graphically represent the connections between the committees and projects as a very initial introduction to the TJPDC/CAMPO and it’s work when someone truly knows very little about it.

Tim Keller commented that the most exclusionary part of transportation planning might be the acronyms and so recommended that the acronym be the title of each primer (with the true name written out underneath). Tim also asked if this was reinventing the wheel with the creation of these primers, as other MPOs and PDCs all operate in similar ways and might also be creating similar outreach materials. Sandy said she had not seen anything like it. Tim noted that he may have seen something similar (at least an old-fashioned paper version) created by Fairfax County.

Donna Chen added that she agreed with another committee member that these were very detailed, which was great in some cases, but someone who is just being introduced to these particular concepts might benefit from something more succinct and more graphically-based.

Joseph French clarified that the intention of the committee's comments is not to say that the primers should be "dumbed down" for the general public, but "succinct" and "concise" to empower people to participate in what can be an opaque process.

Tristan noted that if anyone had any additional comments to email Jessica and thanked Ian for his work on the primers.

### **MPO Documents – Lucinda Shannon and Sandy Shackelford**

Sandy Shackelford began with a summary of the MPO's Public Participation Plan. It is a requirement for the MPO to review this standing document regularly, and it was time to update this for this for two main reasons 1) to reflect procedures for electronic meetings and 2) there were some procedures that no longer reflected the MPO's practices.

The Public Participation Plan is an FHWA-required document. As such, staff wanted to ensure that the document met all requirements while leaving flexibility for CAMPO to customize our process to make sense for a specific project or program. Another document (the Communications Plan) will specify the ways in which TJPDC/CAMPO intend to go above and beyond what is required by the Public Participation Plan, but still gives the organizations flexibility.

Sandy clarified that the parts of the Public Participation Plan that have been changed were limited to descriptions of how CAMPO shares information and accessibility for people with disabilities and non-native English speakers. Additional changes described new and better ways of reaching out to historically underserved populations. Furthermore, references to specific people/organizations have been removed to prevent the document from getting outdated too quickly. There is a 45-day comment period on this document per federal regulations.

There were some clarification questions from the committee.

Lucinda Shannon shared information on an amendment to the Transportation Improvement Program (TIP). The TIP is basically the "budget" showing how the state is spending federal transportation funding. This amendment adds a little over \$8 million for preventative maintenance and system preservation within FY2020.

Stuart Gardner asked if that \$8 million is new money or if it was transferred from some other project/program. Chuck Proctor clarified that this was essentially new money for the region and was not taken from other local programs (although it may have been taken from another region or state that was not going to spend it). Martin Meth clarified that this amendment was labeled "transportation" but only applied to roads (rather than transit, etc.).

Lucinda Shannon then informed the group that the STIP was available on VDOT's website and it is open for public comment. She noted that it is related to the regional TIP. It is a four-year planning document to show the federal government how the state plans to spend federal funds. Tristan Fessell asked a question about the funding for a specific rail project.

Lucinda Shannon described the FOIA resolution that names TJPDC/CAMPO staff member David Blount as the organizations/ FOIA officer. There was no discussion or vote taken by the committee members.

### **Smart Scale updates – Chuck Proctor, VDOT and Lucinda Shannon**

Lucinda Shannon reviewed the basics of Smart Scale funding and the restrictions on who can apply for this funding source and how many projects for which each entity can apply.

Lucinda described two Smart Scale-related resolutions. The first was a resolution by which the MPO Policy board would voice its support for the projects being submitted by the localities within the MPO. The second was a resolution by which the MPO Policy board would voice its support for the projects being submitted by the MPO on behalf of Albemarle County. Lucinda described the public outreach that the MPO has done in regards to these projects and then opened the floor for questions.

Martin Meth asked Chuck Proctor about the next steps for these projects. Chuck summarized by saying that all submitted projects would be ranked based on the Smart Scale's pre-determined scoring process and final decisions would be made by the Commonwealth Transportation Board (CTB) next spring. Chuck also reviewed the scoring categories.

Travis Pietila asked if the total amount of funding for Smart Scale remained at about \$500 million or if that was going to be reduced due to COVID. Chuck said the total amount available was dependent on the amount of money projected for next year's (FY2022) budget; as that has not been determined yet, the total amount of money available for Smart Scale has not yet been finalized.

Martin Meth gave some general Smart Scale feedback, saying that people he has talked to who have made comments on projects that were submitted for Smart Scale funding in the pre-application phase feel that their comments have not been taken into account as changes to the projects being submitted for the final submission in August. Lucinda commented that the TJPDC/CAMPO is considering revising the Smart Scale process. Travis Pietila commented that Smart Scale applications had come up on the CTAC agenda repeatedly, but as part of a long agenda, they did not always get enough time; perhaps CTAC could dedicate a full meeting to such an important topic in the future to allow for more in-depth discussion.

Tristan Fessell asked about how projects that are being submitted for Smart Scale were chosen by the TJPDC/CAMPO/localities and how CTAC and the public might be involved earlier in this decision-making process rather than offering feedback only on Smart Scale applications being put together after the projects have been chosen for submission. Jessica noted that, at least for our region's Smart Scale submissions, this process starts with long-range planning documents (such as the LRTP and the Jefferson Area Bicycle and Pedestrian Plan) that have relied heavily on public input to identify and prioritize transportation projects for our region. When Smart Scale funding becomes available, locality staff chose projects from these long-range planning documents, opting for the most highly prioritized projects that also complement/leverage projects that are already funded.

Travis Pietila noted the limits on time and suggested that we only discuss specific projects if committee members had specific questions.

Martin Meth asked how much a project could be changed after it is submitted for funding. Chuck Proctor responded that some minor project components could be changed, but nothing that would be considered a change of project scope.

Martin Meth also asked to clarify if the MPO would be approving the Smart Scale applications at their July meeting; Jessica confirmed and noted that the MPOs approval was a necessary requirement of the official submission for these applications. Tim Keller noted that the localities in which the projects are planned to take place would also need to pass resolutions of support for the projects to move forward.

Tristan Fessell asked whether the projects identified in the meeting materials were all going forward or if they would be voted on individually. Sandy Shackelford clarified that the projects would all be voted on by the policy board as a group, but they could pull any number of projects, revising the resolution if they so desired.

Stuart Gardner asked if the state of Virginia would accept all projects submitted. Chuck Proctor clarified that all projects had passed the pre-application phase and met VDOT's requirements at that stage, but it was not likely that all would be funded.

Martin Meth asked what would be the purpose of a vote by CTAC on this topic. Jessica clarified that CTAC could move to encourage or not encourage the MPO Policy Board to make a resolution of support in favor of any or all of these projects. Stuart Gardner noted that people might be hesitant to make such a motion because they had not thoroughly reviewed all of the projects. Joseph French agreed.

Tim Keller noted that this made him concerned about the purpose of CTAC, specifically that its role is to bring the localities together for collective decision-making, but the process in place currently effectively gives the localities most of the decision-making power and CTAC ends up "rubber-stamping something that is fait accompli." Sandy Shackelford noted that the letters of support by the MPO for projects being submitted by the jurisdictions is not to say we approve the projects, but to confirm that the projects are aligned with the priorities identified in the long-range transportation plan (LRTP).

Tim Keller then moved and Tristan Fessell seconded that CTAC encourages the MPO Policy Board to pass a resolution of support for the Smart Scale project submissions included in the meeting packet. A voice vote was used with all members voting in favor of the motion, though Lucas Beane and Joseph French abstained. Several members noted that they would still like to have more CTAC involvement earlier in the process in the future.

### **COVID-19 Impacts on Transportation and other topics - Jessica**

Jessica noted that COVID-19 has dramatically impacted the way we move and outlined a few different ways early data is showing that change. She asked if the group is interested in learning more about this topic in future agenda items.

Travis Pietila voiced an interest in the topic. Tristan Fessell specifically mentioned wanting to know more about COVID impacts to tax revenue might impact transportation funding in the future. Donna Chen voiced an interest in how transit access and use has been impacted across socioeconomic class and how that can be considered with regards to service changes. Stuart Gardner voiced an interest in learning about other cities around the world that have used COVID as a catalyst to close streets (to vehicles) and transform their cities – and how they might serve as inspiration for our area. Joseph French voiced an interest in learning more about COVID impacts on local communities who are 1) far from grocery stores and 2) have low rates of car ownership.

Tristan Fessell said that aside from COVID, he was also interested in learning more about locally-relevant rail projects.

Travis Pietila asked about how COVID has impacted use of bike and ped trails. Tim Keller asked about how we could make better use of technology to gather data that would help us better answer transportation-related questions, especially origin and destination information. Donna Chen spoke briefly about VDOT's contract with Streetlight, and Chuck Proctor spoke about the contract and the quality of the data in a bit more detail.

**Additional Matters from the Public:**

There were no matters from the public.

The meeting was adjourned at 8:46 PM.

## Memorandum

**To:** MPO-Citizens Transportation Advisory Committee  
**From:** Lucinda Shannon, Transportation Planning Manager  
**Date:** September 2020  
**Reference:** Electric Vehicle Charging Station Needs Assessment Project

**Purpose:** To share about the Electric Vehicle Charging Station Needs Assessment project and gather information.

### Summary of the Electric Vehicle Charging Station Needs Assessment Project:

As Electric Vehicles take up greater shares of the automotive market, the importance of developing infrastructure to support the use of these vehicles becomes a larger concern. The parking garages in downtown Charlottesville are being outfitted with EV charging stations, and the demand for these facilities will continue to grow as more consumers opt for electric vehicles. MPO staff will assess the predicted need for EV charging stations in the area, and begin identifying locations that could likely support this need.

### End Products:

- Projection of EV use and charging station needs throughout the MPO area;
- Develop a network of key stakeholders to assess and build strategies for meeting charging station needs;
- Build partnerships with government, community, and business leaders to plan for infrastructure in key locations; and
- Investigate funding sources available for providing EV charging infrastructure at various types of facilities.

**Action Item:** MPO staff would like guidance on developing a network of key stakeholders to assess and build strategies for supporting the use of electric vehicles in the TJPDC region.

### Possible stakeholders could include representatives from:

- Albemarle County
- City of Charlottesville
- VDOT
- EV manufacture
- Virginia Department of Motor Vehicles
- Citizen/EV user
- Major employers (University of Virginia)
- Ride Share (commuter lots)
- Virginia Clean Cities
- MPO Tech and CTAC Committees
- TJPDC Rural Tech Committee



## Memorandum

**To:** MPO Committee Members  
**From:** Sandy Shackelford, Director of Planning & Transportation  
**Date:** September 4, 2020  
**Reference:** Public Participation Plan

### Purpose:

MPOs are required to comply with federal regulations to ensure that there are adequate public participation opportunities for the public when developing and adopting planning documents. The Public Participation Plan is the document the Charlottesville-Albemarle MPO uses to communicate the strategies that will be utilized to satisfy those requirements.

This Plan is intended to provide as much flexibility as possible in meeting the requirements established in the federal regulations. The TJPDC as an organization, which includes the MPO operations, is committed to exceeding the minimum requirements and developing meaningful public engagement opportunities for the public, considering the diversity of needs and preferences throughout the MPO area.

### Background:

The current Public Participation Plan was last updated in 2016 and is in need of revision. A summary of the proposed changes is listed below:

- Updating references to Thomas Jefferson Planning District Commission (TJPDC) reports and *News Briefs* to reflect current practices.
- Including procedures for electronic meetings when authorized.
- Updating sections on accessibility for people with disabilities and non-English speakers.
- Updating plans for communicating with traditionally underserved communities.
- Generalizing the committee membership to remove references to specific individuals.

The draft of the Public Participation Plan included in your packets reflect all of these recommended changes. This is an initial opportunity for the MPO committees to review the document and provide feedback. The federal regulations require that there be a 45-day public comment period prior to any significant changes to the plan being made. This comment period commenced following the MPO Policy Board meeting in July and will commence on September 10, 2020.

MPO staff took the following actions to make the public aware of the opportunity to provide feedback:

- Updated the CA-MPO website with a link to the Public Participation Plan, a summary of changes, and staff contact information.

- Posted boosted Facebook advertisements to reach populations in the MPO region.
- Shared the information with the MPO committee members for them to disseminate at their discretion.
- Utilized the Albemarle County and City of Charlottesville Public Relations departments to disseminate information.

At the date this memo is being prepared, staff received two comments from the public that are attached for your review. Staff also received a request from Jaunt to update references throughout the document (changing “JAUNT” to “Jaunt” and removing the reference to “Jefferson Area United Transit” from the acronym table) and add them to the 5307 plan in Appendix B to establish that they will be using the Transportation Improvement Program to satisfy public engagement and public hearing requirements. Those changes are reflected in the draft of the Public Participation Plan included in the packet.

In compliance with the Public Participation Plan guidelines, a public hearing has been advertised for the MPO Committee meeting on September 23<sup>rd</sup>, 2020.

**Recommendation:**

It is the request of staff that the MPO Technical Committee and Citizens Transportation Advisory Committee review the draft plan and the public comments and provide a recommendation to the Policy Board for consideration at their meeting on September 23<sup>rd</sup>, 2020.

It is the request of staff that the MPO Policy Board conduct the scheduled public hearing and take one of the following actions:

1. Approve the current draft of the Public Participation Plan (draft date of 9-4-2020).
2. Approve the Public Participation Plan with amendments.
3. Delay the approval of the Public Participation Plan and provide staff with specific direction on revisions that you would like made prior to reconsideration.

If there are any questions or comments, please contact Sandy Shackelford at [sshackelford@tjpd.org](mailto:sshackelford@tjpd.org).

Dear TJPDC,

per guidance - announced by Albemarle County -

Public comments on the proposed changes to the Plan are being accepted through September 10<sup>th</sup>, 2020. Comments and questions on the Plan can be directed to Sandy Shackelford at [sshackelford@tjpd.org](mailto:sshackelford@tjpd.org).

I am providing brief comments on the Charlottesville-Albemarle Metro Planning Organizations' 'public participation plan'.

Because I note apparent serious omissions in the plan regarding proper attention to THE ELDERLY AND AGING I have copied **JABA** and hope the JABA and JABA partners will send comments.

Because I note apparent serious omissions in the plan regarding BURDENS ON THE CLIMATE and other biological/ecological systems I have copied the **Climate Collaborative** and hope that the CCC and CCC partners will send comments.

Because I note apparent serious omissions in the plan regarding the role of taxpayers and feepayers I have copied the **Free Enterprise Forum** and hope that it and its partners will send comments.

My comments, per your solicitation, are below:

A LOT is missing and very strangely so!

These omissions include that

a. the proposed plan exhibits NO ATTENTION to the unique, special and/or complex transportation needs of THE ELDERLY and those with increasing infirmities and challenges AGING, nor to their caregivers. As much or more than many they needs affordable, effective and efficient transportation systems. They - as all others do - need SAFETY when encountering and using transportation systems. As we now see in pandemic times - with disease spreading from public transportation contacts - and as we see in violent times - with city buses set on fire, mass civil unrest contrary to safety of frail elderly, persons with special needs, and other pedestrians and public transportation users in Richmond and other cities - public participation in the systems and public participation in discussing the systems REQUIRES TRUST! Where is building and sustaining TRUST discussed?

b. the proposed plan exhibits NO FOCUSED ATTENTION to the needs, interests, and concerns of riders and users of metropolitan area transportation FROM RURAL AREAS, including

1. the THOUSANDS of rural area residents coming into the metro area daily FOR WORK.

2. the MANY THOUSANDS of rural area residents coming into the metro area in the course of the year for MEDICAL AND OTHER CLINICAL APPOINTMENTS, tests, procedures, and research purposes and the MANY MORE THOUSANDS of their family members

c. the proposed plan exhibits SCARCE ATTENTION to INNOVATION in transportation system design, effectiveness and efficiency including regarding

1. MULTIMODAL TRANSPORTATION OPPORTUNITIES for each and every encounter in the metro area where some sort of transportation is needed
2. REDUCTION OF BURDENS ON THE CLIMATE and on biological and ecological systems from transportation systems

d. the proposed plan does not properly recognize the uniquely necessary role of taxpayers and fee payers for the health of metro transportation systems and therefore the uniquely necessary duty to engage taxpayers and fee payers directly, explicitly and with ongoing sustained effort. TAX PAYERS and FEE PAYERS need the most effective and the most efficient transportation systems available because they are perhaps the most crucial and necessary 'public participation' in the metro transportation system. Fleets of whatever - buses, electric taxis, pedicabs, donkey carts, or those flying bubbles on the Jetsons - are POINTLESS without PARTICIPATION of riders who can afford to pay the fees required and taxpayers who can afford the taxes required to keep everything and everyone moving.

Thank you,

Edward Strickler

Hey Sandy.

You deserve much better than the small amount of information I'm about to provide here, about to head out on vacation, but I suppose something is better than nothing.

1. Get Out in the Field. Your staff is very effective at speaking directly to the public but it doesn't seem to happen that often. I can cite work that Will and Nick did with the Cherry Ave Small Area Plan, and I also observed Nick and Shirese working an event in Darden Towe for the Rivanna River Study and they were quite good at getting residents to speak to issues that may never come up at Water Street Center.

2. Give staff latitude to try new things. Not only will they pursue their work with much-enhanced enthusiasm if they are pursuing an idea but it also encourages the public to pay closer attention because it isn't the "same old thing" and it pulls people into the work.

3. Ask for public input really early in the process. Too often public meetings are really just pro-forma session in which an engineer presents an idea, with alot of thought and investment behind it and then it acquires inertia which the public can either accept or apply alot of negative energy to stop. This is what happened with the Route 20 project. In retrospect, it would have been better to say, "We have this problem of getting from A to B, how would \*you\* suggest we solve it?"

The public participation plan doesn't really speak to this stuff--it's mostly about meeting procedural due process but it's important.

I hope these suggestions will help.

Peter

Good afternoon,

I'm a member of CTAC and would like to provide the following comments on the MPO's draft updated Public Participation Plan (PPP).

I first wanted to thank MPO staff for all of its efforts to engage the public, as well as your continuing work to find opportunities to expand and enhance these efforts, including those specifically related to CTAC.

Below are a number of suggestions and recommendations on the draft PPP:

- **Introduction and Policy Statement (page 1):** To me, these two sections read a bit technical and legal. Particularly given the increasing interests and concerns in our community about ensuring adequate community engagement, I encourage the MPO to make these up-front sections more accessible and aspirational. The recent update of the Richmond MPO's PPP at the link below provides a good example (see the "What is Public Engagement" section):

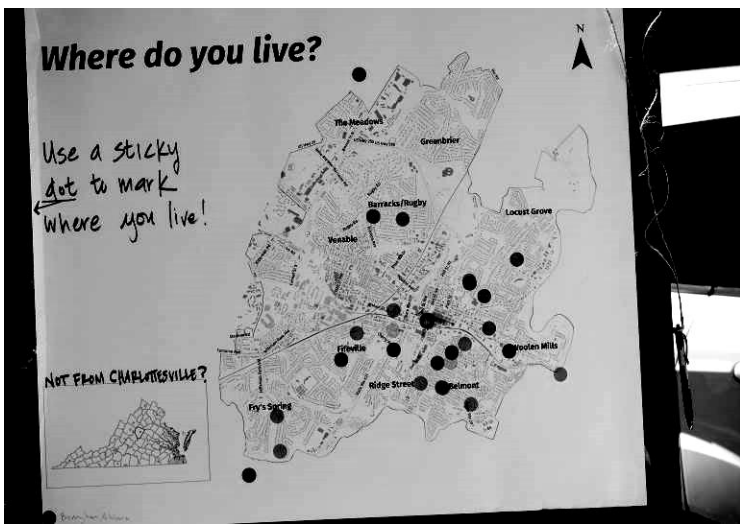
<https://planrva.org/wp-content/uploads/Public-Engagement-Plan-FINAL.pdf>

- **Readability:** Along similar lines, I encourage the MPO to incorporate a few images, diagrams, and/or charts for some key information to make the document more easily understandable, such as when outlining timelines and public input opportunities for key documents, or to simply depict how the MPO's committees/bodies interrelate.
- **Dropping caveats:** As another general point, the PPP includes several caveats which, while undoubtedly true, do not seem necessary for this document and seem to detract from the intent of encouraging public participation. A few examples:
  - Page 1: "To the extent possible by law and budget constraints, the policy and technical processes will be made inclusive of and accessible to the public as well as other regional stakeholders."
  - Page 2: Regarding TJPDC's list of interested parties: "TJPDC staff will include to the extent practicable, but not limited to: private citizens, public agencies..."
  - Page 7: "Continually experiment with a wide variety of marketing tools and visualization techniques (within limited budgets) to describe transportation plans..."
- **Public notices (pages 6 and 7):**
  - In the listing of locations where notice of public meetings will be provided, it would be helpful to specify the TJPDC and/or MPO's Facebook page (and any other relevant social media).
  - In the section on "Public Notice for Amending Major Documents," I noticed that the LRTP is not listed among the others. Should it be?
- **Public participation (page 7)**

- In one of the first two bullets (or in a separate bullet) on public participation, I suggest adding mention of the MPO seeking community input at community events and festivals, which is something we have discussed at several recent CTAC meetings.
- The bullet providing the MPO will “Conduct focus group meetings in traditionally underserved communities...,” should be expanded to not just mention “long range planning efforts,” but also other MPO studies and plans.
- **State planning processes:** Key state planning processes, such as development of the Six Year Improvement Program also have significant effects on planning in our region. It would be helpful if this PPP discusses/provides for information and/or notice to the public of key state processes and input opportunities as well.
- **CTAC (Appendix A):**
  - The second sentence of the CTAC overview provides that CTAC will help the MPO plan a transportation system that is “safe, efficient, and responsive...” In recent changes to our bylaws, I believe we added “equitable” and “accessible” to this statement, and I encourage you to do so here as well.
  - In the first bullet on the committee’s list of roles, I would suggest the following tweak to reflect CTAC’s recent discussions: “Host community forums and/or participate in community events to solicit public input from a diverse range of citizens and reflecting a broad range of interests.”

Thank you for your consideration, and I hope you enjoy the holiday weekend.

Travis Pietila



# Public Participation Plan

Approved **September 23rd, 2020**

Information contained herein has been derived from Federal Regulation Code 450.316



**First Adopted:**

- August 12, 2002

**Revised:**

- February 14, 2005
- June 20, 2007
- April 22, 2009
- January 23, 2013
- September 28, 2016
- September 23, 2020

## Glossary of Acronyms

**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>Jaunt</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 25-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>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

## I. Introduction

The *Intermodal Surface Transportation Efficiency Act* (ISTEA) of 1991 changed how Metropolitan Planning Organizations (MPO's) conduct the transportation planning process, requiring enhanced public involvement. TEA-21 reiterated and strengthened requirements for stakeholder and public involvement in 1998. In 2005, *Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) reinforced TEA-21 and particularly focused on ensuring environmental justice and the involvement of minority and low-income citizens in the planning process. In October 2012 *Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP-21) continued the trend developed by SAFETEA-LU. This document reflects the requirements of the present transportation act, contained in Federal Regulation Code 450.316. This document outlines the MPO's base Public Participation Requirements. MPO Staff make every effort to go above and beyond these requirements.

## II. Policy Statement

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) is the regional forum for comprehensive, continuing, and cooperative transportation planning in the urban study area and is committed to engaging all area citizens in its planning and programming activities. It is the policy of the CA-MPO to facilitate public information, access and involvement under the Three-C Agreement (for comprehensive, continuing, and cooperative planning) through which the interests of both public and private stakeholders are duly considered. To the extent possible by law and budget constraints, the policy and technical processes will be made inclusive of and accessible to the public as well as to other regional stakeholders.

## III. Purpose

The Public Participation Plan documents the process and activities through which the MPO carries out the following practices for effective participation, communication and consultation with all parties interested in the transportation planning process. This process includes, but is not limited to:

- Adherence to state and federal regulations regarding public notices and public hearings
- Complete access to information barring legal or fiduciary restraints
- Public input on key decisions
- Development of innovative public involvement strategies

This plan also describes standard procedures for the development, adoption and amendment of major planning documents including the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Planning and Work Program (UPWP) and other major transportation studies. Additionally, this PPP specifies the following:

- MPO Plans and projects will include a public involvement component
- Legal requirements for public involvement will be met or exceeded by the CA-MPO
- All official meetings of the CA-MPO will 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 public involvement process and/or any significant amendment to the process
- The Public Participation Plan will be reviewed every three years and revised or amended as needed, in consultation with the public, and with the review by all three MPO committees

## IV. Ongoing Activities

- The Thomas Jefferson Planning District publishes a regular report that informs the public about the PDC and MPO's activities. The mailing list for this report includes a broad cross-section of civic organizations, business leaders, press members, leaders in education, public transit officials, elected officials, and members of the community who request to receive the newsletter.
- TJPDC publishes *News Briefs* on its website of the efforts and accomplishments for the TJPDC and the Charlottesville MPO.
- The TJPDC and CA-MPO staff is available on a full-time basis to respond to direct questions and inquiries from citizens concerning transportation plans, programs, and the transportation planning process for the region. Staff will make presentations at the request of local civic organizations and routinely provides information to the local print and electronic media. Staff will be accessible to the public through a variety of means (i.e. e-mail, phone, and in-person).
- The TJPDC maintains an extensive library of transportation, environmental, demographic, community planning, and GIS materials that are available for use by the public during the regular workday (8:30 a.m. to 5:00 p.m.).
- The TJPDC and the MPO maintain relationships with local academic institutions, making presentations to college and graduate level classes and often hosting an undergraduate or graduate intern on staff. The CA-MPO regularly utilizes the assistance of the CTAC in its transportation planning activities. CTAC is composed of City, County and MPO-appointed community members with interest and expertise in planning-related topics.
- In an effort 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 to the public.
- According to the provisions of SAFETEA-LU, the TJPDC and the CA-MPO maintain a list of "interested parties" and "stakeholder organizations." TJPDC staff will include to the extent practicable, but not limited to: private citizens, public agencies, providers of freight services, private providers of transportation, representatives of public transportation, employee representatives of users of pedestrian walkways and bicycle transportation facilities, and representatives of the disabled. All citizens/groups requesting inclusion on the MPO mailing and e-mail list will be added.

## V. Procedures

### 1. MPO Policy Board and Committee Meetings

- All MPO Policy Board and Committee meeting agendas will include meeting guidelines establishing time limits and procedures for public interaction with the Policy Board and Committees.
- As far as technically possible, access to MPO Policy Board and Committee members via email will be facilitated.
- All meetings of the Policy Board, Technical Committee and other MPO committees will

be open to the public and will be held in locations accessible to persons with handicaps and on public transit lines. In circumstances where electronic meetings are authorized and held, the meeting information will be posted on the MPO website at the time that the agenda is posted with details on how the public can access the meeting. Meeting information will also be distributed electronically.

- 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 two days before the meeting. For meetings conducted electronically, interpretation services may be provided through closed captioning options.
- Every effort will be made for public hearings, workshops, and forums to be scheduled at times that are accessible and convenient.

## **2. Public Notice for Proposed Adoption of Major Documents**

- The MPO Policy Board will hold no fewer than two (2) public hearings and one 30-day comment period prior to the adoption of the Long Range Transportation Plan.
- The MPO Policy Board will hold at least one (1) public hearing and one 30-day comment period prior to the adoption of the Transportation Improvement Program.
- The MPO Policy Board will hold at least one (1) public hearing and at least one 2 week comment period prior to the adoption of:
  - The Unified Planning and Work Program
  - Other planning documents developed by the MPO requiring approval
- The MPO will advertise all public hearings at least two (2) weeks prior to the date of the hearing.
- The MPO will provide notice for the proposed adoption of major documents by:
  - Publishing legal notice in the *Daily Progress* two weeks prior to the public hearings
  - Emailing legal notice to the MPO Stakeholder mailing list and the media two weeks prior to the public hearing
  - Posting legal notice at the TJPDC Offices and on the TJPDC website
  - Posting notices in central places of low-income and minority communities
  - Providing notices to agencies and organizations that support or are affiliated with low-income and minority populations
  - DRAFT documents will be available on the TJPDC website and at the TJPDC offices two weeks prior to advertised public hearings
- Public information sessions and/or interactive workshops will be held regarding the LRTP, the TIP and other major studies affecting the region's transportation network as deemed necessary by the Policy Board, MPO staff, or requests from the public.
- Summaries of all comments received and responses to these comments will be included in the TIP, LRTP, and other relevant documents (i.e. meeting minutes).

### 3. Public Notice for Amending Major Documents\*

- At least one public hearing will be held prior to amending:
  - The Transportation Improvement Program
  - The Unified Planning and Work Program
  - The Title VI Plan
  - Other MPO Documents where a hearing is deemed necessary
- The MPO will provide notice for the amending of major documents by:
  - Publishing legal notice in the *Daily Progress* two weeks prior to the public hearings
  - Emailing legal notice to the MPO Stakeholder mailing list and the media two weeks prior to the public hearing
  - Posting legal notice at the TJPDC Offices and on the TJPDC website
  - Posting notices in central places of low-income and minority neighborhoods, such as Friendship Court.
- Materials documenting the proposed amendments will be made available two weeks prior for public review:
  - At the TJPDC Offices
  - On the MPO website
- Summaries of all comments received and responses to these comments will be included in the TIP, LRTP, and other relevant documents (e.g. meeting minutes).

### 4. Public Participation in the Development of the LRTP, UPWP, TIP, Plans, and Studies

During the updating process, the MPO will employ the following strategies as appropriate:

- Encourage and accept public input in a variety of ways (i.e. by mail, in person, website, phone, and via e-mail).
- Include a broad segment of the population in development of programs, plans, and studies by conducting regional workshops to obtain public input on transportation and land use issues.
- Conduct focus group meetings in traditionally underserved communities to ensure the interests of these groups are incorporated into long range planning efforts.
- Meet with and identify needs of other groups with special interests in the community.
- Continually experiment with a wide variety of marketing tools and visualization techniques (within limited budgets) to describe transportation plans (including LRTP and TIP) and to incorporate public participation into planning workshops.
- In developing the LRTP and TIP, the MPO will consult with agencies and officials responsible for other planning activities within the MPO that are affected by

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\* †Minor technical, spelling, grammatical, and similar routine corrections to the LRP, TIP, and/or other TJPDC/CA-MPO documents shall not be required to be advertised per "2.Public Notice for Review and Adoption of Major Documents." Interpretation of the term minor shall be made by the appropriate state or federal agency at the time that the correction is to be made. For TIP related "adjustments," this is formalized in the "Unifying the System Improvement Process" (USIP) Memorandum of Agreement signed by VDOT, VDRPT and CA-MPO officials. The USIP MOA was approved on March 19, 2008. The USIP MOA shall be referred to in the interpretation of the term "minor" for TIP related adjustments.

transportation or coordinate its planning process with such planning activities.

- The MPO will consider other related planning activities within the metropolitan area when developing the LRTP, TIP, and other relevant plans or studies.
- The MPO will provide an additional opportunity for public comment if the final LRTP, TIP or other transportation plan differs significantly from the version that was made available for comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

## **5. Documentation of Public Participation**

- The MPO staff will create a notebook (or database) to record public comments and records of public opinion acquired from a variety of sources.
- The review process will help MPO staff evaluate its success at meeting Environmental Justice goals and Title VI regulations.
- Comments and other input that come to the MPO will be forwarded to all members of the MPO Policy Board in a timely manner to allow adequate consideration but, no later than its next meeting.
- Copies of the approved Participation Plan shall be provided to FHWA and FTA for informational purposes and shall be posted on the MPO website.

## **6. Communications with the Public and Community Organizations<sup>†</sup>**

- The MPO will coordinate with the statewide transportation planning public involvement and consultation process, as appropriate.
- The MPO will identify and communicate with populations traditionally underserved by the transportation network, such as those with disabilities and low-income persons through organizations and media outlets known to serve these populations.
- The MPO has identified locations of low income and minority communities using Geographic Information Systems (GIS) and has included this mapping data in the Title VI Plan. The MPO will also seek input from these communities throughout the planning phase, and specifically for the TIP and the Long Range Transportation Plan updates. Methods for communicating to this audience may include:
  - Presenting at or sponsoring a community meeting in the targeted area and/or
  - Seeking representatives from the community to participate in an MPO meeting focusing their concerns and/or
  - Seeking representatives from the community and/or from service agencies familiar with the needs of these communities
- Information regarding achievement of goals and deliverables identified in the UPWP will be provided for public review. A final report on the work programmed in the UPWP will be prepared and available for public review annually.

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<sup>†</sup> The MPO Policy Board may act on an agenda item in the absence of proper notice with approval of a waiver of requirement by 75 percent vote.

- Meeting materials will be made available electronically and/or distributed to those on the MPO contact list and to the media approximately one week prior to the meeting.
- Notice will be sent to those on the MPO contact list approximately one week prior to each meeting to announce when meeting materials are electronically available.
- Arrangements will be made to accommodate individuals that require special assistance to review meeting materials and other documents and reports.



## Appendix A- Committees of the MPO

The following pages include descriptions of current MPO committees:

- MPO Policy Board
- MPO Technical Committee
- CTAC (Citizen's Transportation Advisory Committee)

Once approved by a committee, committee meeting schedules and membership may be changed without amending the Public Participation Plan. Any changes will be listed on the TJPDC website and included with other committee advertisement materials.

Advisory committees can be established for major studies and issues affecting the region's transportation network. Examples of such committees past and present include the Community Mobility Committee (CMC), and the Transit Technical Committee.

City and County citizens will be represented on the CTAC, the MPO Policy Board (via a CTAC representative), and the MPO Technical Committee (via a CTAC representative).

The meeting schedule for all committee meetings will be posted on the TJPDC and CA-MPO websites, [www.tjpd.org](http://www.tjpd.org) & [www.campo.tjpd.org](http://www.campo.tjpd.org), per provisions in the Public Participation Plan. Furthermore, special meetings will be held as it becomes necessary and shall be posted in accordance with the established procedures as well.

There are public comment periods at the beginning and end of all meetings held by all three MPO Committees.

### 1. Charlottesville-Albemarle MPO Policy Board

The MPO Policy Board is the decision-making body for the purpose of carrying out the continuing, cooperative and comprehensive ("3-C") transportation planning and programming process as defined in United States Code Title 23, Section 134 and Title 49 Section 1607; and in accordance with the constitution and statutes of the Commonwealth of Virginia. In carrying out its responsibility the MPO Policy Board shall:

- Establish policy for the continuing, comprehensive and cooperative transportation planning process;
- Develop the long range transportation plan for the urban study area;
- Review the Long Range Transportation Plan for the study area on an annual basis;
- Update the Long Range Transportation Plan no less frequently than every five years;
- Recommend action by other appropriate agencies;
- Revise the Long Range Transportation Plan study area, defined by the "cordon boundary", as required, and in conjunction with VDOT;
- Develop, in coordination with local governments and VDOT, socio-economic data for the regional traffic model;
- Develop and approve the annual Transportation Improvement Program and alter planning documents as required by the U.S. Department of Transportation Regulations, as amended;
- Perform or oversee other transportation reviews and evaluations; and,
- Develop and approve the Work Program and Public Participation Plan

Voting Members: Two Albemarle County Board of Supervisors Representatives, two Charlottesville City Council Representatives, and one VDOT Representative

Nonvoting Members: UVA Office of the Architect, JAUNT, CAT, CTAC member, TJPDC representative, FHWA, FTA, DRPT.

## **2. Charlottesville-Albemarle MPO Technical Committee**

The MPO Technical Committee is composed of individuals with technical knowledge in transportation and land use matters. It will provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues.

The voting members of the committee shall consist of three (3) members appointed by the City of Charlottesville, three (3) members appointed by Albemarle County, one (1) designated representative from the Virginia Department of Rail and Public Transportation, one (1) member each from the University of Virginia, Jaunt, Charlottesville Area Transit (CAT), the A-95 Review Agency, and any other appropriate agency as determined by the MPO. Nonvoting members of the committee shall consist of one (1) representative each designated by the CTAC, the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Charlottesville-Albemarle Airport Authority.

The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use, and the environment. The Committee will:

- Determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends;
- Cooperate in the development of the procedures for the collection of traffic data and reassignment of traffic;
- Work with the staffs of the TJPDC and VDOT to review, comment, recommend, and assist VDOT, participating political jurisdictions, or the TJPDC on any proposal, alternatives, and work performed on the location and design of facilities in the Long Range Transportation Plan; and serve in an advisory capacity to the MPO

## **3. Citizen's Transportation Advisory Committee (CTAC)**

The CTAC is composed of citizens appointed by the City, County and MPO to represent a broad range of interests in the community. The purpose of CTAC is to advise and make recommendations to help the MPO plan a transportation system that is safe, efficient, and responsive to the needs of the broadest range of citizens in the region. The committee will meet as frequently as needed during plan updates, but will meet at least six times annually during interim years.

The committee shall consist of 13 interested citizens who reside within the Thomas Jefferson Planning District Commission's boundaries. Five (5) representatives will be appointed by the Charlottesville City Council, five (5) representatives appointed by the Albemarle County Board of Supervisors, and three (3) representatives will be appointed by the MPO Policy Board. Every effort will be made to ensure that the committee represents a broad range of interests and embodies the diverse character of the community.

Roles of the committee will be to:

- Host community forums to solicit public input;

- Present plan updates and recommendations for plan amendments to MPO Technical Committee for endorsement and approval by MPO Policy Board;
- Create Policy Guidelines for the operation of the Committee, to be approved by the MPO Policy Board, to assure consistent and equitable operations while providing accountability of the processes;
- Continue to assist, review, plan, and recommend to MPO Technical Committee on-going changes and needs to the current Long Range Transportation Plan;
- Serve in a project specific advisory capacity; and,
- Via its own initiative and public input shall identify multi-modal transportation problem areas and recommend solutions to the MPO Technical Committee for consideration and inclusion in the current Long Range Transportation Plan

## Appendix B- Section 5307 Grant Program

While a Federal Transit Administration grant applicant may choose to maintain a separate approach for complying with the public participation requirements of 49 U.S.C. Section 5307 concerning the applicant's proposed Section 5307 grant program, the grant applicant is encouraged to integrate compliance with these requirements with the local MPO's adopted public involvement process associated with the Transportation Improvement Plan (TIP). Charlottesville Area Transit and Jaunt choose to integrate coordination with the Charlottesville-Albemarle MPO and give formal public notice in this Public Participation Plan that the MPO's TIP development process is being used to satisfy Charlottesville Area Transit's and Jaunt's public participation and public hearing requirements of Section 5307(c). The public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the program-of-projects requirements of the Urbanized Area Formula Program. A project that requires an environmental assessment or an environmental impact statement will involve additional public involvement, as presented in joint FHWA/FTA environmental regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771.

## Memorandum

**To:** MPO-Policy Board  
**From:** Lucinda Shannon, Transportation Planning Manager  
**Date:** September 23, 2020  
**Reference:** Adjustments to the Transportation Improvement Program (TIP)

**Purpose:** To adjust two Maintenance blocks in the TIP by transferring \$6,096,000 from Preventative Maintenance Traffic and Safety to Preventative Maintenance System Preservation in FY 2020.

### Old Table

GROUPING		Maintenance : Preventive Maintenance and System Preservation				
PROGRAM NOTE		Funding identified to be obligated districtwide as projects are identified.				
ROUTE/STREET					TOTAL COST	\$14,821,995
	FUND SOURCE	MATCH	FY18	FY19	FY20	FY21
CN	Federal - NHS/NHPP	\$0	\$0	\$0	\$10,790,569	\$0
	Federal - STP/STBG	\$0	\$1,109,104	\$1,286,434	\$0	\$1,635,888
CN TOTAL		\$0	\$1,109,104	\$1,286,434	\$10,790,569	\$1,635,888
MPO Note		TIP AMD - add an addit'l \$8,659,856 (NHPP) FFY20				

### New/Adjusted Table

MPO		Charlottesville				
GROUPING		Maintenance : Preventive Maintenance and System Preservation				
PROGRAM NOTE		Funding identified to be obligated districtwide as projects are identified.				
ROUTE/STREET					TOTAL COST	\$20,918,706
	FUND SOURCE	MATCH	FY18	FY19	FY20	FY21
CN	Federal - NHS/NHPP	\$0	\$0	\$0	\$10,790,569	\$0
	Federal - STP/STBG	\$0	\$1,109,104	\$1,286,434	\$6,096,711	\$0
CN TOTAL		\$0	\$1,109,104	\$1,286,434	\$16,887,280	\$1,635,888
MPO Note		FFY20 -16 STIP ADJ - add an addit'l \$6,096,711 (STP/STBG) FFY20 from MN Traffic & Safety				

Old Table

GROUPING		Maintenance: Traffic and Safety Operations				
Program NOTE		Funding identified to be obligated districtwide as projects are identified.				
ROUTE/STREET					TOTAL COST	
	FUNDING SOURCE	MATCH	FY18	FY19	FY20	FY21
CN	Federal-STP/STBG	\$0	\$290,503	\$336,950	\$6,096,711	\$428,481
MPO Notes		TIP AMD to update FFY20 planned obligations based on revised projected revenue. Add \$6,096,711 (STP/STBG) Amendment 3, approved at the January 22, 2020 MPO Policy Board Meeting.				

New/Adjusted Table

MPO		Charlottesville				
GROUPING		Maintenance : Traffic and Safety Operations				
PROGRAM NOTE		Funding identified to be obligated districtwide as projects are identified.				
ROUTE/STREET					TOTAL COST	\$290,503
	FUND SOURCE	MATCH	FY18	FY19	FY20	FY21
CN	Federal - STP/STBG	\$0	\$290,503	\$0	\$0	\$0
MPO Note		FFY20-16 STIP ADJ - move \$6,096,711 (STP/STBG) FFY20 to MN System Preservation				

**Action Item:** MPO staff recommends a motion to approve the TIP adjustments.

Once the TIP adjustments are reviewed and approved by the MPO Policy Board, the TIP document for FY18-21 will be updated with the modified tables.

IN WITNESS WHEREOF, the MPO Policy Board on September 23, 2020, approved the amendments proposed above.

**Signature:**

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Michael Payne, Policy Board Chair  
Charlottesville-Albemarle Metropolitan Planning Organization

If there are any questions, please contact Lucinda Shannon at [lshannon@tjdc.org](mailto:lshannon@tjdc.org) or (434) 979-7310 Ext.113.

## Memorandum

**To:** MPO Committee Members  
**From:** Lucinda Shannon, Transportation Planning Manager  
**Date:** September 8, 2020  
**Reference:** Title VI Plan Update

### Purpose:

This is an initial opportunity for the MPO committees to review updates to the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Title VI Plan and provide feedback. The federal regulations require that there be a Public Hearing prior to any significant changes to the plan being made. CA-MPO staff will begin a comment period following the MPO committees' initial review of this document and host a Public Hearing before the updated Title VI Plan is brought to the Policy Board for approval.

### Background:

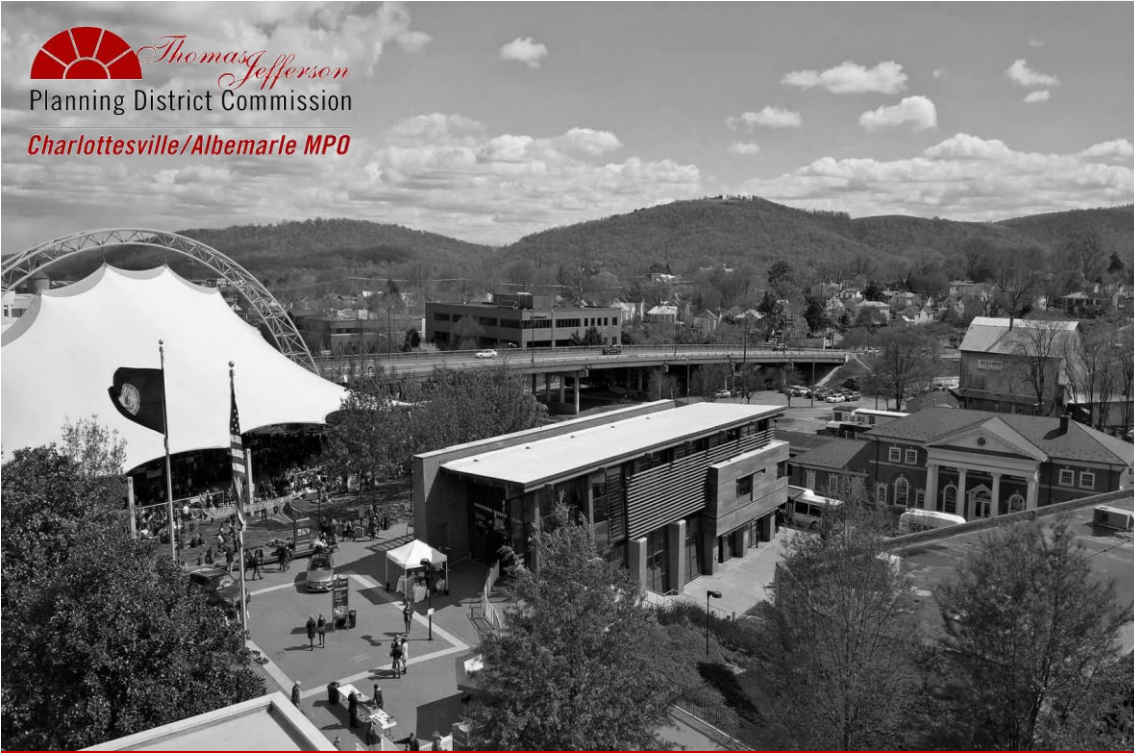
As a sub-recipient of federal financial assistance, the CA-MPO, is required to comply with Title VI and subsequent nondiscrimination laws, as well as provide an overview of how the CA-MPO addresses Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency (LEP). The CA-MPO Title VI Plan describes the measures taken by the CA-MPO to assure compliance with the rules and regulations associated with Title VI and subsequent nondiscrimination laws, Environmental Justice, and LEP.

The current Title VI Plan was last updated in 2016 and needs another update. The draft of the Title VI Plan included in your packets reflects recommended changes (highlighted in blue). These changes include updating the LEP data from the US Census and the *Communication and Public Participation* section of the plan to match the proposed updates to the CA-MPO's Public Participation Plan.

### Recommendation:

At this time, each of the committees and the Policy Board are being asked to review the current draft of the Title VI Plan and provide feedback to staff. Once staff has received feedback, recommendations for changes will be incorporated and the Title VI Plan will be distributed publicly for comment. Once the committee and public comments are incorporated, the updated Title VI Plan will be brought to the CA-MPO Policy Board for approval.

If there are any questions or comments, please contact Lucinda Shannon at [lshannon@tjpd.org](mailto:lshannon@tjpd.org).



# Title VI Plan

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Approved: DRAFT



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## I. Purpose

This Title VI/Environmental Justice Plan will discuss how the Charlottesville-Albemarle Metropolitan Planning Organization (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 numerous planning documents. This plan will also include a procedure that allows members of these populations to submit grievances regarding perceived discriminatory actions.

## II. Title VI

In 1964, the United States Congress passed the Civil Rights Act, an Act that enforced constitutional and civil rights for minority populations. This landmark piece of legislation was made up of 11 titles, all of which are listed below. Title VI of this Act is the driving force behind this document.

- I. Voting Rights
- II. Public Accommodation
- III. Desegregation of Public Facilities
- IV. Desegregation of Public Education
- V. Commission of Civil Rights
- VI. Nondiscrimination in Federally-Assisted Programs and Activities
- VII. Equal Employment Opportunity
- VIII. Registration and Voting Statistics
- IX. Intervention and Procedure after Removal in Civil Rights Cases
- X. Establishment of Community Relations Service
- XI. Miscellaneous

Title VI of the 1964 Civil Rights Act is made up of five sections. The first section states the following...



## Charlottesville-Albemarle Metropolitan Planning Organization

**SEC. 601:** No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The remaining four sections discuss how Section 601 will affect federal agencies.

**SEC. 602:** No federal agencies can enact or fund projects that do not adhere to the criteria outlined in Section 601.

**SEC. 603:** Any agency that does not adhere to the parameters outlined in SEC. 601 and 602 are subject to judicial review. Funding for any federal agency can be withdrawn if SEC. 601 and 602 are not met.

**SEC. 604:** Title VI will not affect employment unless said employment is federally-funded.

**SEC. 605:** Title VI will not affect any federal agencies' authority regarding contract of insurance guaranty.

Title VI applies to the Charlottesville-Albemarle MPO in that the MPO is a federally-mandated agency, funded primarily through federal tax dollars. Currently the MPO handles Title VI through its public participation plan, last updated in 2012. Over the years, Title VI has been expanded by numerous other Acts and Executive Orders. Below is a list of nondiscrimination laws that have expanded upon the original scope of Title VI.

### Non-Discrimination Acts:

- **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 handicapped person shall, solely by reason of his handicap, 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.
- **23 CFR Part 200** – Federal Highway Administration regulations: Title VI Program and Related Statutes – Implementation and Review Procedures.
- **49 CFR Part 21** – Nondiscrimination in Federally-Assisted Programs.
- **23 CFR Part 450** – Federal Highway Administration planning regulations.
- **23 CFR Part 771** – Federal Highway Administration regulations, Environmental Impact Procedures.

#### Non Discrimination Executive Orders:

- **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

- **DOT Order 5610.2** on Environmental Justice summarized and expanded upon the requirements of Executive Order 12898 to include all policies, programs, and other activities that are undertaken, funded, or approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), or other U.S. DOT components.
- **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.
- **The National Environmental Policy Act (NEPA) of 1969** addresses both social and economic impacts of environmental justice. NEPA stresses the importance of providing for “all Americans, safe, healthful, productive and aesthetically pleasing surroundings,” and provides a requirement for taking a “systematic interdisciplinary approach” to aid in considering environmental and community factors in decision-making
- **HWA/FTA Memorandum Implementing Title VI Requirements in Metropolitan and Statewide Planning** - This memorandum provides clarification for field officers on how to ensure that environmental justice is considered during current and future planning certification reviews. The intent of this memorandum was for planning officials to understand that environmental justice is equally as important during the planning stages as it is during the



project development stages.

### III. Environmental Justice

In 1994, President Bill Clinton signed Executive Order 12898 that directed federal agencies to develop strategies to mitigate against adversely impacting the health or environmental quality of minority and low-income populations. This order also pushed forward efforts to keep these populations more informed about their communities and their rights.

Adverse effects are defined as...

- Bodily or physical harm
- Pollution (noise, water, air, soil, or other)
- Destruction of elements and features that can bind a community, such as available resources, aesthetics, and economic sufficiency
- Displacement of people, employment, or resources
- Isolation from a broader community
- Delay in receiving available resources

Environmental Justice is meant to address the undue burden of these adverse effects on these specialized populations. This Executive Order was structured to not only require federal agencies and those benefitting from federal funding to mitigate potential adverse effects on these specialized populations, but also empower these populations to know their rights and participate in the betterment of their community.

### IV. Limited English Proficiency

Like the Environmental Justice Executive Order, the Limited English Proficiency Executive Order is structured to avoid adversely affecting these populations and to develop strategies to better engage these populations in their community. This order





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was signed by President Clinton in 2000. Limited English-speaking populations are often isolated from engaging in their larger communities. By making materials and opportunities accessible to these populations it becomes easier to communicate and perhaps determine methods of providing necessary resources.

In considering how to access these populations four factors need to be addressed. These factors include...

- Demographics: Knowing where the populations are located.
- Frequency: Determining how often the populations are contacted or engaged by the agency.
- Importance: Determining if the issues under consideration are important to these communities.
- Resources: Keeping an inventory of the resources available to engage these populations.

This analysis, known as the four-factor analysis, is used to determine which language assistance services are appropriate to address the identified needs of the Limited English Proficiency (LEP) population. Below is the four-step process taken by the Charlottesville-Albemarle MPO.

### Factor 1

*Demographics: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population.*

The Charlottesville-Albemarle MPO has reviewed census data on the number of individuals in its service area that have LEP, as well as the languages that they speak. This data comes from the American Community Survey (2014-2018). This data indicates the extent to which translations into other language are needed to meet the needs of LEP persons within the community. Because the MPO's boundaries encompass both the City of Charlottesville and portions of Albemarle County, it should be noted that the figures below represent all the population of the City of Charlottesville



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and all of the population of Albemarle County, thus these numbers are not specific to the MPO. It should also be noted that these figures are estimates that consider the major language spoken at home. These figures do not assess if these populations are fluent in English.

• Spanish	6,830	4.7%
• Indo-European	5,855	4.0%
• Asian and Pacific Island Languages	4,818	3.3%
• Other Languages	1,712	1.2%

The most pervasive, non-English language in the region is Spanish, which makes up more than 4.7% of the total population. The Indo-European and the Asian and Pacific Island groups represent 4.0% and 3.3% of total population respectively. It is important to note that these broad census categories encompass numerous languages. Please see Appendix B for the full list of languages.

### Factor 2

*Frequency: Determining how often the populations are contacted or engaged by the agency.*

The Charlottesville-Albemarle MPO is rarely approached for information by any populations who do not have a reasonable competent grasp of the English language. This agency has made efforts for certain projects to create materials in both English and Spanish should the project affect these populations, but this need is on a project-by-project basis.

The goal of the Charlottesville-Albemarle MPO is to make sure that for any potential project that could affect this community the MPO staff makes every effort to include all stakeholders that could be affected by the project, including limited-English-speaking populations. The MPO performs outreach when needed and provides assistance when



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requested.

### Factor 3

*Importance: Determining if the issues under consideration are important to these communities.*

As stated above, the Charlottesville-Albemarle MPO provides materials for limited-English-speaking populations if they are needed for a particular project. For example, the MPO recently did a customer satisfaction survey to determine how riders felt about Charlottesville Area Transit (CAT). The survey was both in English and in Spanish due to the extreme importance of transit to the Hispanic population in our region. This allowed Spanish-speaking citizens the opportunity to contribute input on a service that was important to them. According to the survey responses, the Spanish-speaking population generally had the same opinion about CAT service as the English-speaking population.

### Factor 4

*Resources: Keeping an inventory of the resources available to engage these populations.*

The following language assistance measures are currently being provided by the Charlottesville-Albemarle MPO. The MPO provides translators for MPO meetings for Spanish-speaking citizens if given at least two days' notice. The MPO will do its utmost to provide translators for other languages if requested. The MPO will also make major plans available in a variety of languages if requested to do so. This agency aims to complete a document translation within a reasonable timeframe. Also, for various projects the MPO makes every effort to include all stakeholders in the planning and implementation process. When a project affects a limited-English-speaking population,



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the Charlottesville-Albemarle MPO takes action to make the information about the project as accessible as possible. At this time this agency has not had to do any of the actions mentioned above. Because of this, it is very difficult to assess the costs that would be incurred. The MPO is prepared for these costs should the need arise.

### LEP Implementation Plan

Through the four-factor analysis, the Charlottesville-Albemarle MPO has determined that the following types of language assistance are most needed and feasible.

Limited-English-speaking populations make up approximately 11.7% of the total 100,664 residents age 5 years and older in Albemarle County and 16.6% of the total 44,468 residents 5 years and older in the City of Charlottesville. The largest group within this cohort is Spanish-speaking individuals. The MPO will do outreach to the Spanish-speaking population as a part of our general community outreach or our project-specific efforts. Again, the MPO will do its utmost to engage all stakeholder groups and meet all limited-English-speaking requests. Further demographic information may be found in Appendix B.

Commented [LS1]:

## V. Title VI Coordinator

The Title VI coordinator is expected to maintain the Title VI plan, develop strategies to maintain Title VI compliance, and oversee the Discrimination Complaint Process. Below is a list of the Title VI Coordinator's specific responsibilities.

- Monitor and review agency programs, policies, and activities for Title VI compliance in primary and special emphasis areas;
- Collect and review statistical data (race, color, sex, age, disability or national origin) of participants and beneficiaries of state highway programs, to prevent or eliminate potential disparate impact or disparate treatment discrimination;
- Work with staff involved in procurement or consulting contracts to insure that Title



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VI compliance is met; and mitigate any issue if not met;

- Train new staff members on Title VI compliance procedures;
- Maintain a list of interpretation service providers;
- Periodically review and update the agencies Title VI Plan;
- Attend trainings to keep aware of nondiscrimination opportunities and procedures; and,
- Resolve Title VI complaints in a timely and thorough fashion

The Title VI coordinator will be responsible for incorporating Title VI efforts into various plans produced by the Charlottesville-Albemarle MPO. The Title VI coordinator will also make every effort to insure that all information regarding the Charlottesville-Albemarle MPO is reasonably accessible to all populations. Informational materials will be readily available both on the MPO's website and in the TJPDC offices.

The CA-MPO has designated the Executive Director of the Thomas Jefferson Planning District Commission, Chip Boyles, as the Title VI Coordinator. He may be contacted at 434.422.4821 or by email at [cboyles@tjpd.org](mailto:cboyles@tjpd.org).

Other MPO employees that could be a part of the Title VI process include the TJPDC's Executive Director, who will be kept informed of all Title VI complaints and has taken numerous Title VI training courses over the course of his/her career. Also, the TJPDC's Administrative Assistant will likely be the first point of contact if a Title VI or Environmental Justice complaint or request is made. The Administrative Assistant will do the initial processing for these situations and will forward the request on to the Title VI coordinator.

## **VI. Charlottesville-Albemarle MPO Community Characteristics**

Figure 1 on the following page is provided to help orient the reader with the



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Charlottesville-Albemarle area. The large map displays the Charlottesville-Albemarle MPO broken down by block group. Similarly, the informational maps in the following sections (Figure 2 and Figure 3) use Charlottesville-Albemarle data sets on a block group scale. The column of maps on the right of Figure 1, from top to bottom, show the Thomas Jefferson Planning District Commission's jurisdiction, the middle map shows the Charlottesville-Albemarle MPO within the state of Virginia, and the bottom map shows the distinction between the campus and the City of Charlottesville within the city limits.



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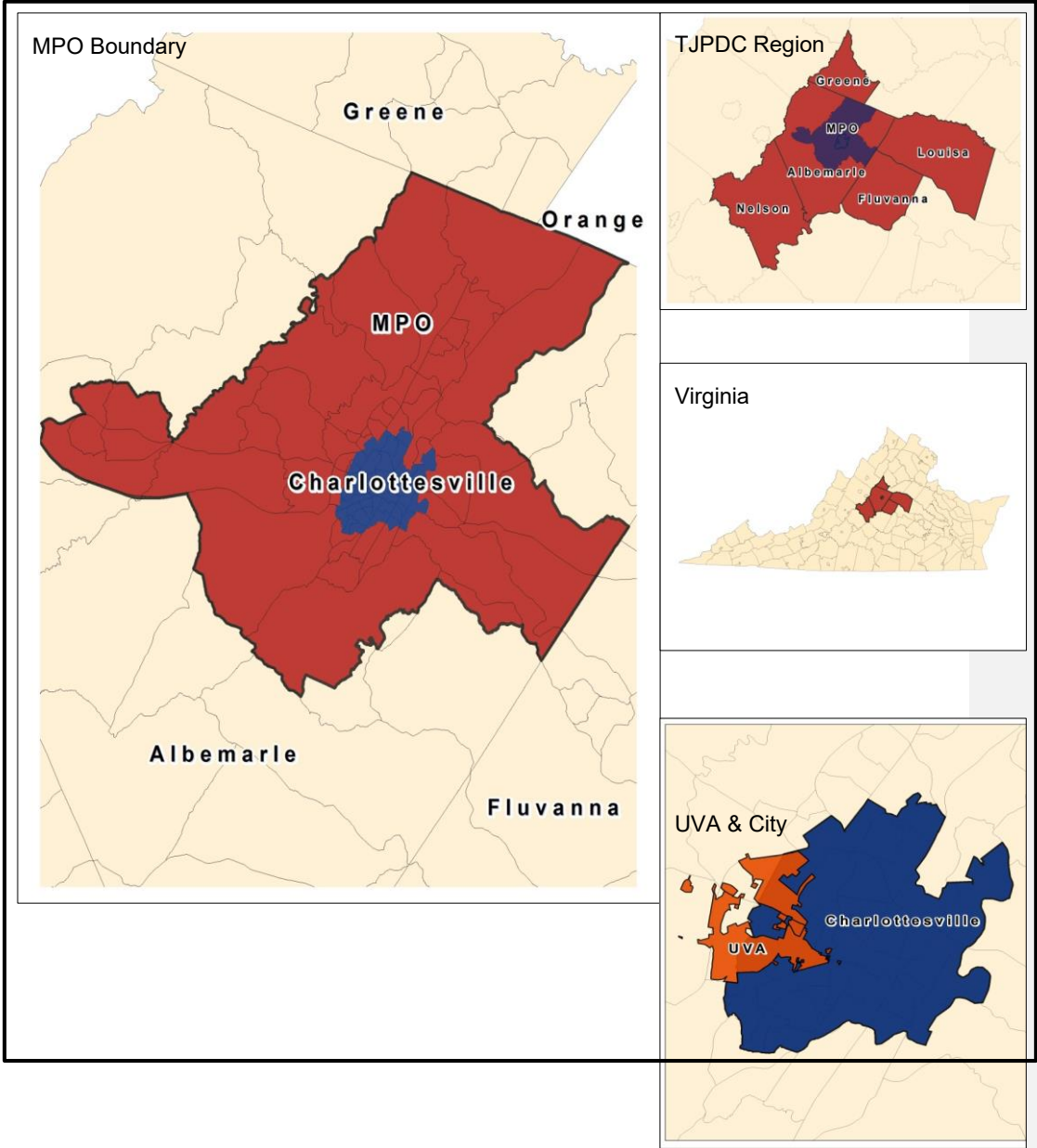




Figure 1: MPO & TJPDC

### Race

The percentage of the minority population for each census tract is shown in figure 2. The data was extracted from the 2014 to 2018 American Community Survey 5-Year Estimates. The percentage of the minority population was calculated by dividing the “White Alone” category by the total population figures for each census tract. Shades of dark blue represent higher concentrations of minority populations. Highly diverse census tracts can be found within the boundaries of the City of Charlottesville, with less diverse census tracts to the west of the City.





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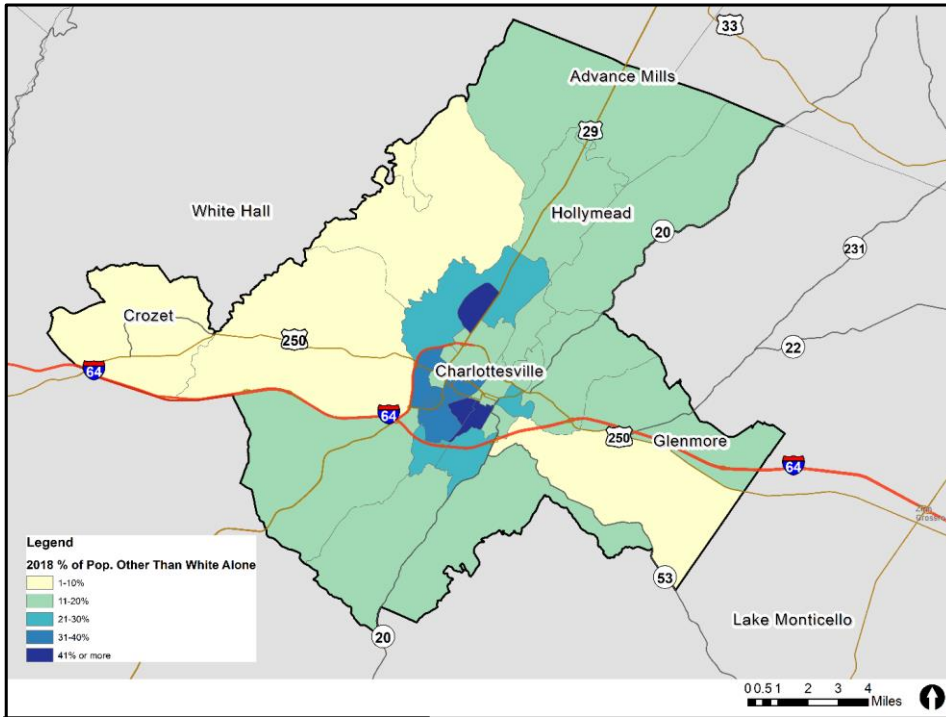


Figure 2: Percent Minority



### Low-Income

The map in figure 3 displays the percentage of the population at the block group level living below the poverty line based on 2018 American Community Survey data estimates. The darker shades of blue denote block groups with higher percentages of individuals living below the poverty line. It is important to note that the data can be misleading, as a large proportion of students occupy block groups within close proximity to the University. Students typically report lower incomes, thus placing them below the poverty threshold and causing the data to skew towards an inflated population in that category.

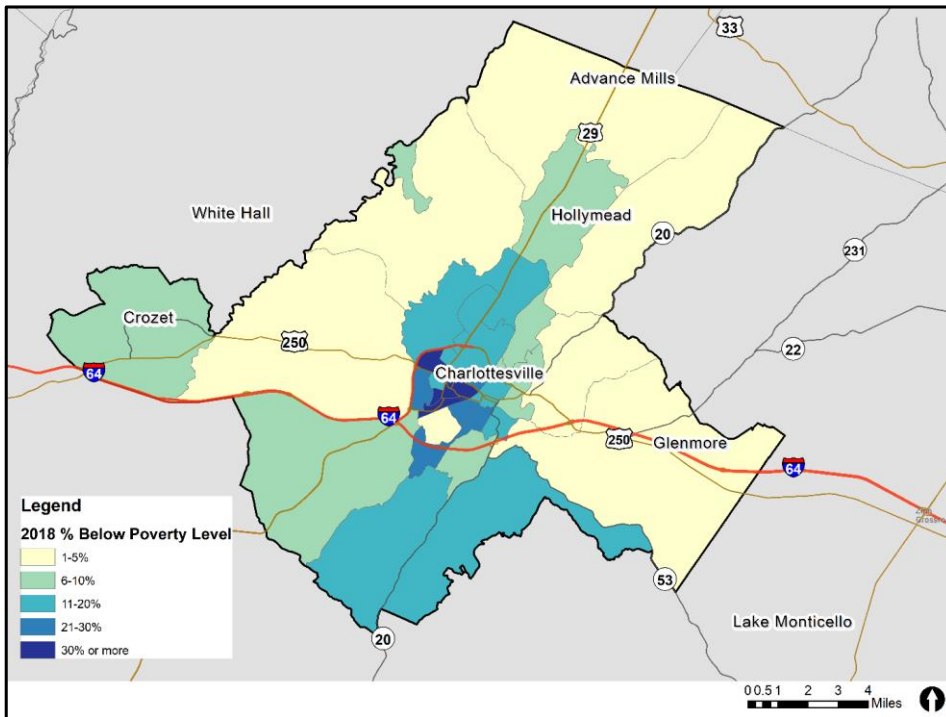


Figure 3: Percent Below Poverty Line



### Age

Figure 4 represents the percentage of individuals in the 65 and older age category by the census tract level, using data extracted from the 2018 American Community Survey. Darker shades of blue denotes higher percentages of individuals in the 65 and older age bracket. As expected, census tracts within close proximity to the UVa grounds have low concentrations of older individuals, while census tracts outside of the City of Charlottesville boundaries have proportionately higher concentrations of older individuals.

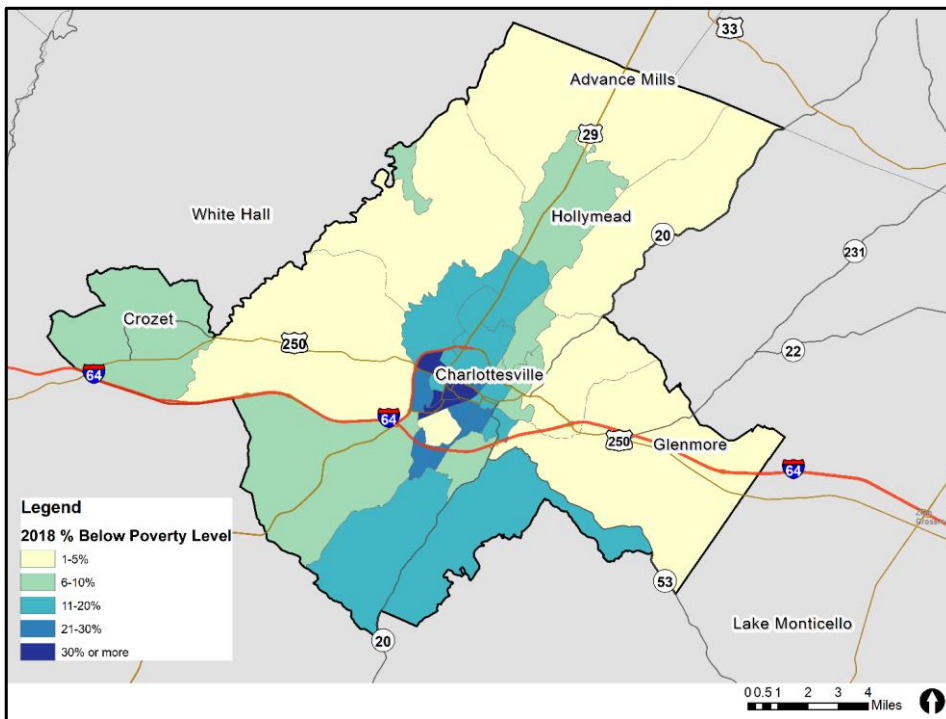


Figure 4: Percent 65 and Older



## Disabled

The 2014 to 2018 American Community Survey five-year estimate data on county/city level estimates regarding disability characteristics shows that, because of the higher density in Charlottesville, the amount of people with disabilities is similar between the county and city. Table 1 below provides estimates of these characteristics for Albemarle County and the City of Charlottesville. This data was pulled from the 2014 to 2018, 5-year ACS estimates. It is important to note that the ACS data is based on sampling data. ACS requires a data confidence level of 90%, meaning that each figure could be off by as much as 10% either high or lower. The figures below should be treated as estimates. Margin of error information is available via American Factfinder.

This data shows that for both Albemarle County and the City of Charlottesville the population with a disability is about 9% of the total population. The estimates increase with age, and estimates begin to skew toward the category “With an ambulatory difficulty”. The amount of minority people with a disability is proportionally lower than the white population with disabilities.



Table 1: Disability Characteristics

<b>Disability Characteristics</b>		
	Albemarle County With a Disability	City of Charlottesville With a Disability
Total civilian noninstitutionalized population	9461	9002
<b>SEX</b>		
Male	4741	3884
Female	4720	5118
<b>RACE AND HISPANIC OR LATINO ORIGIN</b>		
White alone	7811	6359
Black or African American alone	1139	1978
American Indian and Alaska Native alone	22	45
Asian alone	192	314
Native Hawaiian and Other Pacific Islander alone	23	23
Some other race alone	58	41
Two or more races	216	242
White alone, not Hispanic or Latino	7662	6229
Hispanic or Latino (of any race)	209	207
<b>AGE</b>		
Under 5 years	0	0
5 to 17 years	541	337
18 to 34 years	998	1449
35 to 64 years	3055	3239
65 to 74 years	1608	1421
75 years and over	3259	2556
<b>DISABILITY TYPE BY DETAILED AGE</b>		
With a hearing difficulty	2979	2252
With a vision difficulty	1723	1714
With a cognitive difficulty	3018	3174
With an ambulatory difficulty	4731	4862
With a self-care difficulty	1878	1773
With an independent living difficulty	3243	3337

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates



## VII. Charlottesville-Albemarle MPO Responsibilities and Strategies

As a federally mandated and funded agency the Charlottesville-Albemarle MPO is required to develop strategies to engage populations that are low-income, minority, limited-English-speaking, disabled, and elderly. The MPO makes efforts to ensure that its planning efforts are holistic and will include all populations that are part of the regional community.

In the Unified Planning and Work Program (UPWP), the MPO is responsible for a variety of tasks, including administration tasks, long-range planning, short-range planning and special projects (as needed). All of these tasks fall under several general responsibilities. With all of these tasks the MPO is responsible for communicating its efforts with numerous stakeholders, including the public. Therefore, Communication and Public Participation are a central part to the MPO's activities. MPO staff is also responsible for the development and maintenance of two transportation planning documents, the Long-Range Transportation Plan and the Transportation Improvement Program. All transportation projects that are anticipated to receive federal funds must be included in these documents. Therefore, the MPO and its stakeholders must work together to ensure that the projects listed in these two documents, do not cause adverse effects to these specific population groups.

### Communication and Public Participation

To reach out to the community the MPO makes every effort to be as broad sweeping as possible. As part of our existing Public Participation Plan the MPO has numerous on-going activities to keep the public informed. These activities are listed below and in the Public Participation Plan.

#### Ongoing Activities

- The Thomas Jefferson Planning District publishes a regular report that informs the public about the PDC and MPO's activities. The mailing list for this report includes a broad cross-section of civic organizations, business leaders, press



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members, leaders in education, public transit officials, elected officials, and members of the community who request to receive the newsletter.

- TJPDC publishes *News Briefs* on its website of the efforts and accomplishments for the TJPDC and the Charlottesville MPO.
- The TJPDC and CA-MPO staff is available on a full-time basis to respond to direct questions and inquiries from citizens concerning transportation plans, programs, and the transportation planning process for the region. Staff will make presentations at the request of local civic organizations and routinely provides information to the local print and electronic media. Staff will be accessible to the public through a variety of means (i.e. e-mail, phone, and in-person).
- The TJPDC maintains an extensive library of transportation, environmental, demographic, community planning, and GIS materials that are available for use by the public during the regular workday (8:30 a.m. to 5:00 p.m.).
- The TJPDC and the MPO maintain relationships with local academic institutions, making presentations to college and graduate level classes and often hosting an undergraduate or graduate intern on staff. The CA-MPO regularly utilizes the assistance of the CTAC in its transportation planning activities. CTAC is composed of City, County and MPO-appointed community members with interest and expertise in planning-related topics.
- In an effort 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 to the public.
- According to the provisions of SAFETEA-LU, the TJPDC and the CA-MPO maintain a list of “interested parties” and “stakeholder organizations.” TJPDC staff will include to the extent practicable, but not limited to: private citizens, public agencies, providers of freight services, private providers of transportation,



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representatives of public transportation, employee representatives of users of pedestrian walkways and bicycle transportation facilities, and representatives of the disabled. All citizens/groups requesting inclusion on the MPO mailing and e-mail list will be added.

### MPO Policy Board and Committee Meetings:

- All MPO Policy Board and Committee meeting agendas will include meeting guidelines establishing time limits and procedures for public interaction with the Policy Board and Committees.
- As far as technically possible, access to MPO Policy Board and Committee members via email will be facilitated.
  
- All meetings of the Policy Board, Technical Committee and other MPO committees will be open to the public and will be held in locations accessible to persons with handicaps and on public transit lines. In circumstances where electronic meetings are authorized and held, the meeting information will be posted on the MPO website at the time that the agenda is posted with details on how the public can access the meeting. Meeting information will also be distributed electronically.
  
- 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 two days before the meeting. For meetings conducted electronically, interpretation services may be provided through closed captioning options.
  
- Every effort will be made for public hearings, workshops, and forums to be scheduled at times that are accessible and convenient.





### Transportation Planning Documents

Regarding specific transportation plans, the MPO makes efforts to include stakeholders in both the development and approval of these regionally significant documents. For the development process, the efforts can vary depending on the type of plan. In the development of new plans MPO staff makes every effort to not only make sure that these plans consider minority and low-income populations, but also attempt to include these populations in the development of these plans. How we work to include these populations differs with each plan. For example, for the previous Long Range Transportation Plan (LRTP) MPO staff presented the draft plan at community meetings for the public housing developments within the MPO; a method that allowed MPO staff to connect with both minority and low-income populations. MPO staff also hosted an open house for local citizens that focused on information for the 2045 LRTP. The workshop was heavily advertised through various outlets, in order to capture participation from a diverse cross-section of this community. MPO staff also reached out to agencies that deal with low-income and minority populations in an effort to piggyback on their outreach efforts. During FY16, staff held a transportation academy in an effort to further engage with citizens of the community on a variety of transportation-related topics, including future growth patterns of the community and transit. Each effort is unique and tailored to the planning document that is being developed. Below is a list of methods MPO staff can implement during plan development.

- Encourage and accept public input in a variety of ways (i.e. by mail, in person, website, phone and via e-mail)
- Include a broad segment of the population in development of programs, plans, and studies by conducting regional workshops to obtain public input on transportation and land use issues.
- Conduct focus group meetings in traditionally underserved communities to ensure the interests of these groups are incorporated into long range planning efforts.
- Meet with and identify needs of other groups with special interests in the



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community.

- Continually experiment with a wide variety of marketing tools and visualization techniques (within limited budgets) to describe transportation plans (including LRTP and TIP) and to incorporate public participation into planning workshops.
- In developing the LRTP and TIP, the MPO will consult with agencies and officials responsible for other planning activities within the MPO that are affected by transportation or coordinate its planning process with such planning activities.
- The MPO will consider other related planning activities within the metropolitan area when developing the LRTP, TIP, and other relevant plans or studies.
- The MPO will provide an additional opportunity for public comment if the final LRTP, TIP or other transportation plans differ significantly from the version that were made available for comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

During the approval process the MPO follows strict guidelines that are meant to allow members of the public and other stakeholders, ample opportunity to review plans and provide feedback. Below is a list of the MPO's plan approval process.

1. The Policy Board will advertise using the standard MPO public notice procedures for input no fewer than two times prior to adoption for:
  - a. The Unified Planning and Work Program
  - b. Transportation Improvement Program (TIP)
  - c. The Long Range Plan (LRP)
2. The Policy Board will hold no fewer than two public hearings prior to adoption of the aforementioned documents, and will provide for a 30-day public comment period between the first advertisement of the public hearing and adoption of the document.



3. Legal notice of public hearings:
  - a. Will be published two weeks prior in The Daily Progress, Charlottesville (a local daily newspaper)
  - b. Will be published two weeks prior in The Free Press, Richmond (a statewide publication serving African American communities)
  - c. Will advertise on the Charlottesville Radio Station, WPVC 94.7 (serving Latin American communities during the El Club Del Sabor program)
  - d. Will advertise on-line with Naciones Radio
  - e. Will be sent to those on the MPO contact list and the media two weeks prior
  - f. Will be posted on the TJPDC website two weeks prior and in the TJPDC offices
  
4. Draft copies of the aforementioned documents will be made available two weeks prior for public review:
  - a. On the MPO website
  - b. Through MPO-area public libraries
  - c. Local planning offices
  - d. VDOT and MPO offices
  
5. Advertisements of MPO public hearings for the aforementioned documents, as well as for critical or adjacent projects that will influence regional transportation; will be posted in central places of low-income and minority neighborhoods.
  
6. At least one public hearing will be held by the Policy Board regarding amendments to the UPWP, TIP, and LRP.



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7. Public forums will be held during the update or amendment of the LRP and TIP.
8. Summaries of all comments received and responses to these comments will be included in the TIP, LRTP, and other relevant documents (e.g. meeting minutes).
9. Public information sessions and/or interactive workshops will be held regarding other major studies affecting the region's transportation network as deemed necessary by the Policy Board or by request of the public.

During FY16, MPO staff conducted a strategic planning survey in an effort to help guide the future direction of the MPO. The survey was distributed to local elected officials, MPO Committee members, and state and local planning staff. Respondents to the survey were in agreement that current MPO Committees lack diversity and greater efforts should be made to further engage these populations. Going forward, the MPO and its staff will actively advocate for more diversity and foster a sense of inclusion.

One example of this is the FY2021 Equity in Transportation project where staff will identify under-represented/underserved communities and identify key stakeholders in those communities. We plan to connect with those key stakeholders to improve outreach and engagement with underserved populations.

### Communications with the Public and Community Organizations<sup>1</sup>

- The MPO will coordinate with the statewide transportation planning public involvement and consultation process, as appropriate.
- The MPO will identify and communicate with populations traditionally underserved by the transportation network, such as those with disabilities and

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<sup>1</sup> The MPO Policy Board may act on an agenda item in the absence of proper notice with approval of a waiver of requirement by 75 percent vote.



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low-income persons through organizations and media outlets known to serve these populations.

- The MPO has identified locations of low income and minority communities using Geographic Information Systems (GIS) and has included this mapping data in the Title VI Plan. The MPO will also seek input from these communities throughout the planning phase, and specifically for the TIP and the Long Range Transportation Plan updates. Methods for communicating to this audience may include:
  - Presenting at or sponsoring a community meeting in the targeted area and/or
  - Seeking representatives from the community to participate in an MPO meeting focusing their concerns and/or
  - Seeking representatives from the community and/or from service agencies familiar with the needs of these communities
- Information regarding achievement of goals and deliverables identified in the UPWP will be provided for public review. A final report on the work programmed in the UPWP will be prepared and available for public review annually.
- Meeting materials will be made available electronically and/or distributed to those on the MPO contact list and to the media approximately one week prior to the meeting.
- Notice will be sent to those on the MPO contact list approximately one week prior to each meeting to announce when meeting materials are electronically available.
- Arrangements will be made to accommodate individuals that require special assistance to review meeting materials and other documents and reports.



## VIII. Discrimination Complaint Procedures

Title VI, Environmental Justice, and other subsequent laws prohibit discrimination based on race, color, national origin, handicap, sex, age, income-status and limited-English-speaking proficiency. As a federally-funded agency, the Charlottesville-Albemarle MPO has developed a method for receiving and handling such complaints should they be made. The complaint procedures are outlined as follows:

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, programs or activities, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes, may file a written complaint. This complaint must be submitted using the appropriate Title VI form, which is included as an appendix to this document. All written complaints received by the MPO shall be referred immediately by the MPO's Title VI Coordinator, to the VDOT's Central Office: Civil Rights Division and FHWA District Office.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after the date of the alleged act of discrimination. In this case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.
3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints should set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint 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



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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.

4. Within 10 days of the MPO receiving the allegation in writing, the Title VI Coordinator will 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).
5. 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.
6. In the case of a complaint against the Charlottesville-Albemarle MPO, a VDOT investigator will prepare a final investigative report and send it to the complainant, respondent (MPO person listed), the MPO Title VI Coordinator, and FHWA Virginia Division.
7. Generally, the following information will be included in every notification to the VDOT Office of Civil Rights:
  - Name, address, and phone number of the complainant.
  - Name(s) and address (es) of alleged discriminating official(s).
  - Basis of complaint (i.e., race, color, national origin, sex, age, handicap/disability, income status, limited English proficiency).
  - Date of alleged discriminatory act(s).
  - Date of complaint received by the recipient.



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- A statement of the complaint.
  - Other agencies (state, local or federal) where the complaint has been filed.
  - An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
8. Within 60 days, the MPO Title VI Administrator 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.
9. Within 90 days of receipt of the complaint, the MPO Title VI Administrator 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 MPO. The MPO will also provide the VDOT Civil Rights Central Office with a copy of the determination and report findings.
10. In the case a nondiscrimination complaint that was originated at the MPO is turned over to and investigated by VDOT, FHWA or another agency, the MPO will monitor the investigation and notify the complainant of updates, in accordance with applicable regulations and VDOT policies and procedures.
11. In accordance with federal law, the MPO will require that applicants of federal assistance notify the MPO of any law suits filed against the applicant or sub-





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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.

12. The MPO 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 MPO will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by the MPO.

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



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## Appendix A: Discrimination Complaint Form

Please provide the following information in order to process your complaint. Assistance is available upon request. Complete this form and mail or deliver:

Thomas Jefferson Planning District Commission, Title VI Coordinator, 401 E Water Street, Charlottesville, VA 22902

You can reach our office Monday-Friday from 8:00am to 5:00pm at (434) 979-7310, by email at [info@tjpd.org](mailto:info@tjpd.org).

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Complainant's Name: \_\_\_\_\_

Street

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone

No. (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

Email

Address \_\_\_\_\_

Person discriminated against (if other than complainant)

Name:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_







## Appendix B: Language Use

**Survey/Program:** American Community Survey

**Universe:** Population 5 years and over

**Year:** 2018

**Estimates:** 5-Year

**Table ID:** C16001

### Language Spoken at Home

Albemarle County, Virginia

Charlottesville City, Virginia

Label	Estimate	Estimate
Total:	100664	44468
Speak only English	88836	37081
Spanish:	4605	2225
Speak English "very well"	2720	1401
Speak English less than	1885	824



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"very well"		
French, Haitian, or Cajun:	473	337
Speak English "very well"	428	326
Speak English less than "very well"	45	11
German or other West Germanic languages:	397	245
Speak English "very well"	371	178
Speak English less than "very well"	26	67
Russian, Polish, or other Slavic languages:	600	213
Speak English "very well"	405	162
Speak English less than "very well"	195	51
Other Indo-European languages:	2208	1382
Speak English "very well"	1325	910



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Speak English less than "very well"	883	472
Korean:	529	159
Speak English "very well"	326	132
Speak English less than "very well"	203	27
Chinese (incl. Mandarin, Cantonese):	1376	968
Speak English "very well"	718	638
Speak English less than "very well"	658	330
Vietnamese:	229	171
Speak English "very well"	182	114
Speak English less than "very well"	47	57
Tagalog (incl. Filipino):	171	18
Speak English "very well"	161	6
Speak English less than	10	12



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"very well"		
Other Asian and Pacific Island languages:	659	538
Speak English "very well"	450	355
Speak English less than "very well"	209	183
Arabic:	300	421
Speak English "very well"	204	248
Speak English less than "very well"	96	173
Other and unspecified languages:	281	710
Speak English "very well"	244	279
Speak English less than "very well"	37	431

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates

<https://data.census.gov/cedsci/table?q=Charlottesville%20city,%20Virginia&text=Language%20spoken%20at%20home&t=Language%20Spoken%20at%20Home&g=0500000US51003,51540&tid=ACSDT5Y2018.C16001&hidePreview=true>



## MEMO

**To:** CA-MPO Policy Board  
**From:** Chip Boyles, Executive Director  
**Date:** July 22, 2020 REVISED September 8, 2020  
**Re:** 2022 Smart Scale MPO Project Selection Process

**Purpose:** To identify and fully vet with equitable and engaged community participation, transportation projects to be submitted for 2022 Smart Scale consideration.

**Background:** The MPO has since the beginning of Smart Scale received recommendations for Smart Scale application in two methods:

1. The MPO Technical Committee recommends projects to be reviewed and recommended to the MPO Citizen's Advisory Committee for review and to the MPO Policy Board and local government for final consideration; and
2. Receive recommendations directly from the City of Charlottesville and Albemarle County for the MPO to apply on their behalf.

During the 2020 application process, one project, the Route 20 Bike/Ped Path, experienced the need for additional community engagement and design review beyond the review provided for past project applications. A number of citizens and interested stakeholder groups had not been fully engaged in the preliminary conceptual designs and project options. The result was a conceptual project that was not adequately vetted by the public. Following the Smart Scale and MPO Policy Board protocol, the project did not receive approval to be submitted for funding consideration through Smart Scale. Because of the timing of this, the MPO will be asked to submit only three projects for their four available submissions.

**Issues:** The MPO Policy Board needs to determine a way to identify priority projects much earlier to be considered for future Smart Scale submissions. To be included in this selection process, determining which possible projects require any additional community engagement or design or local match and which may require only minor community engagement. The MPO would not have resources available to fully engage four or more projects for each Smart Scale round.

**Action Needed:** MPO staff recommends that Smart Scale selection procedures be drafted that will help to prioritize transportation projects for Smart Scale consideration; determine which priority projects require additional community engagement and/or design and/or local match; determine how to address direct project requests by the City of Charlottesville and Albemarle County. These procedures should be in place by February, 2021 when current Smart Scale scores are expected.

## Sample procedures:

Once Smart Scale scoring is provided from the most recent submission round, usually in February, present current scores to the MPO Policy Board, CTAC and Technical Committee.

CTAC and the MPO Tech Committee will recommend projects to be considered for the next Smart Scale round.

Recommendations will be shared with the City of Charlottesville and Albemarle County. Charlottesville and Albemarle may support these recommendations or offer their own projects for consideration. Projects to be considered must be submitted by May 2021.

CTAC and Tech Committee will review and consider the requested projects and will provide a list of up to five recommended projects for to the MPO Policy Board.

In that recommendation, projects will be prioritized as major or minor projects. No more than two projects may be considered major.

Major projects will require an appointed advisory panel to advise on project development and community engagement to include specific online information (web site), similar but smaller than the Hydraulic and 29 Advisory Panel. It is likely outside consulting will be required to develop technical options. The advisory panel will be appointed by the MPO Policy Board and staffed by the TJPDC staff. Panel meetings should begin in October, 2021. This panel will meet regularly to review the objectives of the project and possible options, to include opportunities and threats of the transportation and land use changes of the potential project. Updates will be provided to the Technical Committee, CTAC and MPO Policy Board.

Minor projects will not require an advisory panel and will rely solely on VDOT, MPO Technical Committee and VDOT consultants for technical expertise. TJPDC staff will coordinate public engagement through grouped engagement meetings and CTAC meetings.

## SAMPLE SCHEDULE

March '21	Project Scores from VDOT
May '21	Projects must be submitted to CTAC and Tech Committee for consideration as MPO Smart Scale applications
June '21	Award of project funding by CTB
July '21	Projects are recommended by CTAC and Tech Committee to MPO Policy Board.
Sept '21	MPO Policy Board approves projects to be considered, differentiates between Major & Minor
Nov '21	MPO Policy Board appoints Advisory Panels. (May occur in September if needed)

Jan– June'22 Panels Meet (may begin in October if needed)

April ' 22 Letters of Intent due to VDOT

May '22 MPO considers resolutions for projects to submit for funding

Aug '22 Smart Scale Applications due

Concerns:

1. Will require the MPO and local governments to identify priority projects much earlier than previously
2. Limits the ability of the MPO to apply on behalf of the local government
3. Does not have resources for engineering and design consulting. The MPO only has resources for limited planning and facilitation.

Benefits:

1. Improved community engagement beyond what is required to submit Smart Scale applications
2. Early consideration of match funding to improve project scores
3. Identification of design/engineering funding to assist in application development