



**U.S. Department  
of Transportation**

**Federal Highway Administration**  
Virginia Division  
400 North 8<sup>th</sup> Street, Room 750  
Richmond, Virginia 23219  
804-775-3320

July 2, 2020

The Honorable John Rowe, Chair  
c/o Robert Crum, Jr., Executive Director  
Hampton Roads Transportation Planning Organization  
723 Woodlake Drive,  
Chesapeake, Virginia 23320

**RE: HRTPO 2020 Federal Planning Certification Review**

Dear Mr. Rowe:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will be conducting a virtual site visit for the Certification Review of the transportation planning process for your metropolitan area on September 23-24, 2020. These dates were selected in consultation with Michael Kimbrel, of your staff. The public meeting portion of the Certification Review will take place on Wednesday, September 23, 2020, and is anticipated to be virtual as well. The review will look at the cooperative planning process as conducted by the Hampton Roads Transportation Planning Organization (HRTPO), VDOT/VDRPT, transit operators, and local governments in the area. You and all participants in the planning process are welcome to attend the review.

The Fixing America's Surface Transportation Act (FAST) continues the requirement for Certification of the transportation planning process in urbanized areas over 200,000 population once every four years. Certification Reviews are conducted with the objective of evaluating the "3-C" (coordinated, continuing, and comprehensive) metropolitan transportation planning process. The Certification process will rely extensively on the federal team's day to day interaction with the regional planning process, as well as the Certification's desk review and site-visit. During this review, we intend to highlight good practices, exchange information, and identify opportunities for improvements.

Following our desk review, we will follow a risk-based approach for the site visit portion of the Certification Review. This will include focusing on select topics chosen by the federal team (from the desk review) that requires additional focus or discussion. These topics are to be provided in advance of the site visit. The site visit will also consist of a follow-up of any "corrective actions" and/or "recommendations" from the previous Certification Review. On September 23, 2020, the federal team will lead an open dialogue concerning the planning process with the public and the Community Advisory Committee. This event should be done in a manner consistent with the TPO's adopted public involvement process.

At the conclusion of the site visit, a *Certification Review Report* that summarizes our findings and provides potential actions will be prepared. Subsequently, a formal presentation of the review's findings will be made by the federal team at the next TPO Board Meeting following transmittal of the *Certification Review Report* (to the extent practical).

Over the next several weeks, our offices will continue to coordinate with your staff in finalizing the site visit agenda topics, provision of review documents/data requests, as well as other logistical coordination items. In the meantime, given the sufficient information from previous Certification Reviews, a detailed desk audit

questionnaire prior to the on-site review is not merited. However, some background information is still requested and that can be found in *Attachment A*.

Should you have any questions regarding the 2020 HRTPO Planning Certification Review, please contact Mr. Ivan Rucker, FHWA Virginia Division, at (804) 775-3350 or Mr. Ryan Long, FTA Region III, at (215) 656-7051.

Sincerely,

Ivan Rucker  
Statewide Planner

Attachment

Cc: Ms. Jennifer Mitchell, Department of Rail and Public Transportation  
Ms. Marsha Fiol, Virginia Department of Transportation (Central Office)  
Ms. Sandra Norman, Virginia Department of Transportation (Central Office)  
Mr. Christopher Hall, Virginia Department of Transportation (Hampton Roads District)  
Mr. Eric Stringfield, Virginia Department of Transportation (Hampton Roads District)  
Mr. William Harrell, Hampton Roads Transit  
Mr. Zach Trogdan, Williamsburg Area Transit Authority  
Ms. Sandra Jackson, FHWA D.C. Division  
Mr. Ryan Long, FTA Region III Office  
Ms. Tonya Holland, FTA  
Mr. Michael Kimbrel, HRTPO  
Ms. Kendall Miller, HRTPO  
Mr. Mohamed Dumbuya, FHWA Resource Center

## Attachment A

### Core MPO Processes Materials in advance of the on-site portion of the Certification Review

Please provide web links or electronic copies of documentation for the most recent items listed below:

Constrained Long Range Transportation Plan (CL RTP)  
Transportation Improvement Program (MTIP)  
Unified Planning Work Program (UPWP)  
Public Involvement Process/Procedures  
Title VI, ADA, Environmental Justice documents/procedures  
2017 HRPDC Title VI/Nondiscrimination Review Report and Findings  
HRTPO Title VI/Nondiscrimination Review Report and Findings  
Congestion Management Process  
List of Obligated Projects  
Travel Demand Forecasting documentation  
Self-Certification/Procurement Procedures  
Performance Based Planning and Programming, Transportation Performances Management/TAM  
Performance Measures documentation (including measures and targets)  
Financial Planning/Fiscal Constraint documentation  
Organizational Structure, Board Membership and Planning Boundaries  
Agreements and Contracts ((e.g., “3C” and PBPP data sharing and target adoption))  
Consultation and Coordination with Federal, State and local agencies (i.e., formal memoranda or agreements)  
Bike and Pedestrian Plans  
Freight Plan