I. HRTPO Board Resolution for the FY 2021-2024 Transportation Improvement Program (TIP) and the Certification of the Transportation Planning and Programming Process

In accordance with Federal regulations for all Metropolitan Planning Areas (MPAs), concurrent with the submittal of the entire proposed FY 2021-2024 Transportation Improvement Program (TIP) to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as part of the Statewide Transportation Improvement Program (STIP) approval, the state and the Metropolitan Planning Organization (MPO) shall certify at least every four years that the metropolitan planning process is being carried out in accordance with applicable requirements. These requirements include highway, transit, and air-quality regulations and laws, as well as Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. This requirement is met via a self-certification process.

The HRTPO has documented how it meets this requirement in its *Self-Certification Procedural Guide*. The Guide serves as a reference for staff, reviewing agencies, and the public to assure that metropolitan planning and programming processes are being carried out in accordance with applicable requirements. The Guide, approved by the HRTPO Board in July 2009 and again in April 2017, has been updated to correlate with the new FY 2021-2024 TIP and is attached for approval.

The attachment includes:

- HRTPO Board Resolution 2020-06
- Certification of the Transportation Planning and Programming Process
- Accomplishments Report
- Updated Self-Certification Procedural Guide

Attachment 9-I

**RECOMMENDED ACTION:**

Approve the Resolution, Certification Form, and Updated Self-Certification Procedural Guide.
A RESOLUTION OF THE HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION APPROVING THE FY 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM AND THE ACCOMPANYING CERTIFICATION OF THE TRANSPORTATION PLANNING AND PROGRAMMING PROCESS.

WHEREAS, the HRTPO is the Federally designated metropolitan planning organization (MPO) for the Hampton Roads metropolitan planning area (MPA) and, as such, is required to coordinate the transportation planning activities for the MPA including the planning and programming of funds through the Transportation Improvement Program (TIP), which must be consistent with the current Long-Range Transportation Plan;

WHEREAS, to ensure compliance, the financially-constrained FY 2021-2024 TIP was developed in adherence to all applicable Federal regulations associated with the current Federal transportation legislation entitled the Fixing America’s Surface Transportation (FAST) Act;

WHEREAS, the FY 2021-2024 TIP was developed by the HRTPO in cooperation with the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, Hampton Roads Transit, and the Williamsburg Area Transit Authority;

WHEREAS, the TIP contains all Federally-funded and/or regionally-significant transportation projects for the Hampton Roads MPA and that before any such project may be conducted or constructed it must be included in the current TIP that has been approved by the HRTPO; and

WHEREAS, in accordance with Federal regulations, for all MPAs, concurrent with the submittal of the entire proposed TIP to the Federal Highway Administration and Federal Transit Administration as part of the Statewide Transportation Improvement Program approval, the State and the MPO shall certify at least every four years that the metropolitan planning process is being carried out in accordance with applicable requirements.

NOW THEREFORE BE IT RESOLVED that the Hampton Roads Transportation Planning Organization hereby approves the HRTPO FY 2021-2024 Transportation Improvement Program and the accompanying Certification of the Transportation Planning and Programming Process.

APPROVED and ADOPTED by the Hampton Roads Transportation Planning Organization at its meeting on the 16th day of July, 2020.

______________________________  ________________________________
John L. Rowe, Jr.               Robert A. Crum, Jr.
Chair                           Executive Director
Hampton Roads Transportation    Hampton Roads Transportation
Planning Organization           Planning Organization
CERTIFICATION OF THE TRANSPORTATION PLANNING AND PROGRAMMING PROCESS

The Hampton Roads Transportation Planning Organization, Virginia Department of Transportation, and Virginia Department of Rail and Public Transportation hereby certify that the conduct of the metropolitan planning and programming process complies with all applicable requirements as listed below, and that this process includes activities that support the development and implementation of the Long-Range Transportation Plan and associated Air Quality Conformity Determination (as applicable), the Transportation Improvement Program and associated Air Quality Conformity Determination (as applicable), and the Unified Planning Work Program.

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR part 450.336 (a);
2. Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d–1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114–357 and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C regarding the prohibition of discrimination based on gender; and

______________________________
Hampton Roads Transportation Planning Organization
Robert A. Crum, Jr.
Printed Name
Executive Director
Title
Date

______________________________
Virginia Department of Transportation
Christopher G. Hall
Printed Name
Hampton Roads District Engineer
Title
Date

______________________________
Virginia Department of Rail & Public Transportation
Jennifer Mitchell
Printed Name
Director
Title
Date
ACCOMPLISHMENTS REPORT

The following HRPTO initiatives and accomplishments have been achieved since the previous self-certification in April 2017 through regional transportation planning and programming processes.

Ongoing Activities:

1. **Long-Range Transportation Plan (LRTP)** - The Long-Range Transportation Plan (LRTP) is the blueprint for the region’s multimodal transportation development and identifies all regionally significant transportation projects for the Hampton Roads metropolitan area. The LRTP has a planning horizon of at least 20 years and is updated every five years to reflect changing conditions such as new planning priorities, population projections, economic change, and anticipated travel demand. The public is engaged at every stage throughout the development of the plan. The current 2040 LRTP for Hampton Roads ([http://hrtpo.org/page/2040-long-range-transportation-plan/](http://hrtpo.org/page/2040-long-range-transportation-plan/)) was approved by the HRPTO Board in July 2016. Since 2016, HRPTO staff has coordinating with regional stakeholders on the next update to the LRTP, which has a horizon year of 2045. Efforts to date related to the 2045 LRTP are documented on the HRPTO website: [https://www.hrtpo.org/page/2045-long-range-transportation-plan/](https://www.hrtpo.org/page/2045-long-range-transportation-plan/)

2. **Transportation Improvement Program (TIP)** – In an effort to improve the transparency of the TIP as well as enhance the capability of HRPTO staff to monitor the status of projects in Hampton Roads, staff updated the TIP format in 2017. The current format significantly improves access to project information, including funding allocations, scheduled obligations, and expenditures. In addition, the TIP website ([www.hrtpotip.org](http://www.hrtpotip.org)) was updated to provide easier access to TIP information with a more robust project information search tool. A full update of the TIP (FY 2021-2024) was approved by the HRPTO Board in May 2020.

3. **Congestion Management Process** – The Congestion Management Process (CMP) is an on-going process that identifies congested locations, determines the causes of congestion, ranks the most congested segments, and develops transportation strategies to reduce traffic congestion and enhance safety and mobility regionwide. The HRPTO is currently updating the CMP Report, with Part I - Introduction and System Monitoring being approved by the HRPTO Board in May 2020. Part II – System Performance and Part III – Congestion Mitigation will be released by the HRPTO in late 2020.

4. **Regional Performance Measures and Targets** – The Moving Ahead for Progress in the 21st Century (MAP-21) surface transportation legislation established a performance-and outcome-based program. As part of this program, MAP-21 and the current Fixing America’s Surface Transportation (FAST) Act legislation require that States and Metropolitan Planning Organizations (MPOs) prepare and use a set of...
federally-established performance measures that are tied to the national performance goals. Each MPO must set regional targets in the areas of roadway safety, Transit Asset Management, pavement condition, bridge condition, roadway performance, and freight.

Setting HRTPO targets is a collaborative effort. The Transportation Technical Advisory Committee (TTAC) recommends targets for the HRTPO Board to consider. In order to assist the TTAC, the committee formed a Performance Measure Working Group. This Working Group includes staff from localities, transit agencies, VDOT, and subject-matter experts.

The Regional Performance Measures – System Performance Report includes a description of the methodology used to calculate each measure, historical data trends for each of the areas, information on statewide targets, a description of the targets that have been established by the HRTPO, and the progress being made towards meeting the established targets. This report is updated on an annual basis to reflect updated targets as well as progress towards meeting the established targets. The initial System Performance Report was approved by the HRTPO Board in April 2019, and the updated report was approved in July 2020.

5. **Operations Strategy** – With the 2004 Hampton Roads Intelligent Transportation System Strategic Plan becoming dated, the HRTPO Board allocated funds in 2014 for an update to the plan. The first phase of the new plan – the Hampton Roads Transportation Operations Strategy – was completed in May 2016. The initial task of the Operations Strategy was to identify the Regional Vision for Transportation System Management and Operations (TSM&O), assess each individual locality’s TSM&O capabilities, and identify the challenges and opportunities of the localities and the region in developing a TSM&O strategy. Subsequent reports have been completed based on the Operations Strategy, including Corridors of Regional Significance, Common Controller Standard Migration Assessment for Regional Signal System Operators, and Regional Traffic Operations Center – Expanded Analysis.

6. **Updates to the HRTPO Project Prioritization Tool** – Evaluation criteria for the HRTPO Project Prioritization Tool are based on the current regional vision and can be modified to address changing regional priorities. In 2017, per the direction of the LRTP Subcommittee, HRTPO staff initiated a formal process to review and update the Project Prioritization Tool to incorporate feedback received from regional stakeholders as well as ensure continued alignment with Federal and State planning factors. Recommended enhancements to the Tool have been developed through a collaborative process with various HRTPO committees and regional stakeholders. These efforts are documented on the HRTPO Project Prioritization webpage: [https://www.hrtpo.org/page/project-prioritization/](https://www.hrtpo.org/page/project-prioritization/)

7. **Hampton Roads 2045 Long-Range Transportation Plan: Scenario Planning efforts** – The HRTPO is applying scenario planning to the 2045 LRTP, in coordination...
with another regional effort, the Regional Connectors Study. As part of this, several webinars describing the methodology for establishing the framework, assumptions, and data tools that will be used to conduct scenario planning have been presented. These efforts are documented on the 2045 LRTP Scenario Planning webpage: https://www.hrtpo.org/page/2045-long_range-transportation-plan-scenario-planning/

8. Regional Connectors Study – The HRTPO kicked-off the Regional Connectors Study in June 2018. The study will focus on Hampton Roads connectivity through the lenses of congestion relief, economic vitality, resiliency, accessibility, and quality of life. Some aspects of the RCS are being coordinated with the 2045 LRTP update. Products produced as a part of this effort can be found on the RCS webpage: https://connectorstudy.org/

9. Public Participation – The HRTPO employs a number of strategies to engage the public in the regional transportation planning process, including the HRTPO website, a Community Guide to Transportation Planning (formerly Citizens Guide to Transportation Planning), the Community Advisory Committee, the Environmental Justice Roundtable, Facebook and Twitter, special surveys, library outreach, school outreach, and public meetings. These strategies are documented in the HRTPO Public Participation Plan. The most recent version of the Plan was approved by the HRTPO Board in November 2018 and updated in 2020. The original Citizens Guide to Transportation Planning, which provides the residents of Hampton Roads with a compact view of the HRTPO, its programs and projects and provides a step by step guide to becoming involved in the transportation planning process, was approved by the HRTPO Board in 2011. The updated Guide was approved by the HRTPO Board in November 2018. It is slated to be approved by the HRTPO board in 2020. Specific activities include:

   a. Extensive Public Outreach for 2045 LRTP – The HRTPO staff conducted extensive public outreach during the development of the 2045 LRTP. Efforts included a region wide, four-month survey process that resulted in over 18,000 engagements, an updated LRTP Public Involvement Page on the HRTPO website, over 160 meetings with area civic groups on the development of the 2040 LRTP, and public opportunities to gain input on the 2045 LRTP Vision and Goals as well as candidate projects.

   b. Extensive Public Outreach for the FY 2021-2024 TIP – The HRTPO staff conducted extensive public outreach during the development of the FY 2021-2024 TIP. Efforts include postings on the HRTPO website, Facebook, and Twitter; as well as Facebook campaign to help educate the public on the TIP and provide another invitation for comments on the document. In the Facebook campaign – which ran 37,776 times from March 1, 2020 through March 30, 2020 – 16,385 individuals clicked on the ad and were taken to the
10. **Title VI, Environmental Justice, and Limited English Proficiency** – The HRTPO strives to assure compliance with the rules and regulations associated with Title VI of the Civil Rights Act of 1964 and subsequent nondiscrimination laws, Executive Order 12898 on Environmental Justice (EJ), and Executive Order 13166 on Limited English Proficiency (LEP). The measures taken by the HRTPO to assure compliance are documented in the HRTPO **Title VI and LEP Plan**. The most recent version of the Plan was approved by the HRTPO Board in June 2017. Specific activities include:

   a. **Environmental Justice Database** – The HRTPO has developed a database of over 400 EJ groups throughout the region. These groups are communicated with regularly, via project updates, media releases, and meeting invitations.

   b. **EJ Roundtable** – The EJ Roundtable was established in March of 2012 in order to discuss the unique role that transportation plays in the diverse communities that make up our Hampton Roads. The group meets to share knowledge and opinions that help the HRTPO make the best possible decisions about transportation planning, the way in which we communicate with and gain feedback from the public, and how to best create a transparent, inclusive process, here in Hampton Roads.

   c. **Development of Title VI/Environmental Justice Methodology** – The HRTPO staff developed a methodology by which a candidate LRTP project could be assessed and graded with respect to potential disparate impacts to Environmental Justice communities.

11. **Legislative Agenda** – The HRTPO Board developed and approved a list of legislative priorities for the first time in October 2010, to form the 2011 Legislative Agenda for the purpose of conveying the information to the Virginia General Assembly (GA) for its review, consideration, and approval for the 2011 GA session. The Board has developed and approved a Legislative Agenda every year since.

**Other Activities and Documents:**


2. **Birthplace of America Trail Study (Jul 2017)** – HRTPO and VDOT oversaw the development of an alignment for two multi-use trails- one connecting the existing Va. Capital Trail (VCT) with Ft. Monroe, and the other connecting the VCT with the western end of the proposed South Hampton Roads Trail.
3. **Hampton Roads Regional Freight Study (Jul 2017)** – Over the last couple of decades, the HRTPO has engaged in numerous important freight planning activities. This included the development of the Hampton Roads Regional Freight Study, which serves as a comprehensive resource document on the Hampton Roads multimodal transportation system.

4. **Hampton Roads 2040 Rural-Long-Range Transportation Plan (RLRTP) (Sep 2017)** – This report is a financially unconstrained vision plan, serving as a blueprint to address the needs of the transportation system for the rural localities of the City of Franklin and Southampton County. The 2040 RLRTP update provides guidance and information to decision makers on which transportation recommendations to advance and helps position the rural localities for SMART SCALE and other potential funding opportunities.

5. **Identifying Candidate Streets for Conversion from One-Way to Two-Way (Oct 2017)** – For the benefit of the HRTPO member cities, HRTPO staff prepared this study to identify specific opportunities for converting one-way streets to two-way operation.

6. **State of Transportation in Hampton Roads 2017 (Oct 2017)** – This report details the current status of all facets of the transportation system in Hampton Roads. Many aspects of the highway system are highlighted, including roadway usage, bridge conditions, costs of congestion, commuting characteristics, roadway safety, truck data, transit usage, bicycle and pedestrian facilities, highway funding, and operations.

7. **Hampton Roads 2040 Long-Range Transportation Plan: Summary Brochure (Nov 2017)** – The 2040 LRTP is documented in a series of reports detailing the multi-year development process. HRTPO staff developed this brochure summarizing plan highlights.

8. **Moving the Economy (Nov 2017)** – HRTPO staff prepared this study to inform the HRTPO Board how well the transportation system of Hampton Roads serves three key economic sectors—port, military, and hospitality.

9. **Amazon HQ2 & Rail Transit (Feb 2018)** – HRTPO staff measured the statistical importance of rail transit in Amazon's selection of 20 finalists for its second headquarters (and successfully identified NYC and Washington DC as the top candidates for the ultimate selection).

10. **Highway Gateways used by Port Trucks (Mar 2018)** – HRTPO staff used StreetLight data to identify those highway routes port-related trucks primarily use to enter and exit Hampton Roads.

11. **Hampton Roads Regional Bridge Study (May 2018)** – This 2018 update of the Hampton Roads Regional Bridge Study builds on the 2007 study and the update
released in 2012. The anticipated cost of maintaining bridges through 2045 is included in this update.


13. Hampton Roads Military Transportation Needs Study – 2018 Update (Jul 2018) – The overall purpose of this study is to determine military transportation needs and to provide an efficient and safe transportation network for the military in Hampton Roads.

14. Hampton Roads 2015 Socioeconomic Data by Transportation Analysis Zone (Jul 2018) – This report contains base year (2015) socioeconomic data by Transportation Analysis Zone for the Hampton Roads region to be used in the regional Travel Demand Model and transportation planning analyses.

15. Candidate Segments for Road Diets in Hampton Roads (Jul 2018) – To help localities find roads to investigate for a possible road diet, HRTPO staff determined the criteria defining situations in which road diets may be desirable, and then prepared a database and maps providing information based on those criteria for existing 4-lane undivided segments with suitable traffic volumes in Hampton Roads.

16. Hampton Roads Regional Land Use Data Update (2018) – As part of the development of the 2045 LRTP, HRTPO staff coordinated with regional stakeholders to update the existing and future regional land use datasets. These updated datasets are available on the Hampton Roads Geospatial Exchange Online (HRGEO) data portal: [https://www.hrgeo.org/](https://www.hrgeo.org/)

17. State of Transportation in Hampton Roads 2018 (Nov 2018) – This report details the current status of all facets of the transportation system in Hampton Roads. Many aspects of the highway system are highlighted, including roadway usage, bridge conditions, costs of congestion, commuting characteristics, roadway safety, truck data, transit usage, bicycle and pedestrian facilities, highway funding, and operations.

18. Hampton Roads 2045 Socioeconomic Forecast and Transportation Analyses Zone Allocation (Feb 2019) – This report contains the horizon year (2045) socioeconomic data forecast and allocation to Transportation Analysis Zones for the Hampton Roads region to be used in the regional Travel Demand Model and transportation planning analyses.

19. HRTPO Regional Performance Measures (RPMs) FY19 Update (Apr 2019) – This report documents the historical values and current targets for the HRTPO Regional Performance Measures that were developed in response to Virginia HB30 (2010).
20. **Economic Impact of Bicycle Facilities in Hampton Roads- Phase One: Literature Review, Benchmarking, and Analysis of Existing Data (Apr 2019)** – In order to measure economic impact of bicycle facilities, HRTPO staff conducted a literature review, which served as a guide for this study, and then prepared benchmarking criteria, chose competitor cities (with the help of project steering team), and did an analysis of existing data including: path length, number of bike shops, bicycle event spending.


22. **Southampton County Active Transportation Plan (Apr 2019)** – The purpose of this plan is to provide Southampton County with a resource to help pursue future opportunities for active transportation improvements that meet commuting and recreational needs.

23. **Isle of Wight County Transportation Study (July 2019)** – The purpose of this report is to assist Isle of Wight County officials with the transportation section of their Comprehensive Plan update.

24. **State of Transportation in Hampton Roads 2019 (Oct 2019)** – This report details the current status of all facets of the transportation system in Hampton Roads. Many aspects of the highway system are highlighted, including roadway usage, bridge conditions, costs of congestion, commuting characteristics, roadway safety, truck data, transit usage, bicycle and pedestrian facilities, highway funding, and operations.

25. **Current Status of the Birthplace of America Trail (Nov 2019)** – To further the construction of the Birthplace of America Trail, HRTPO staff categorized sections of the Birthplace of America Trail study as Unfunded, Funded, Interim and Complete.

26. **Guide for Adding Historical Markers to the Birthplace of America Trail (Nov 2019)** – The purpose of this document is to guide the developers of segments of the Birthplace of America Trail (VDOT, localities, etc.) in the inclusion of historical markers in segment construction.

27. **Impact of HOT Lane Operations- Lessons from I-64 Reversible Lanes (Nov 2019)** – The purpose of this analysis is to observe the impact of the January 10, 2018 change in the operation of the I-64 reversible lanes in Norfolk:
   - during original managed hours: change from HOV operation to HOT operation
   - during additional managed hours: change from unrestricted operation to HOT operation.
   The analysis uses vehicle volumes and speeds to measure the impact of these changes.
28. **Hampton Roads Travel Demand Model Update (Jan 2020)** – Working with VDOT and its consultants, HRTPO staff updated the regional Travel Demand Model. In addition to updated Transportation Analysis Zones and network improvements, the updated model has improved mode choice, toll components, and the ability to apply exploratory planning to investigate potential impacts of connected and automated vehicles on the transportation network.

29. **Rail Planning (Jan 2020)** – HRTPO staff prepared ten alternative service designs (destinations, timing, frequency, etc.) for the proposed 3rd train for Norfolk.

30. **Linking Hampton Roads- A Regional Active Transportation Plan (Mar 2020)** – The purpose of this regional plan is to provide a clear structure for the development of new facilities, programs, and policies that will link our region by developing greater active transportation facilities and promote active and healthy lifestyles throughout the region.

31. **Hampton Roads 2040 Long-Range Transportation Plan: Amendments (May 2020 Update)** – This report summarizes amendments to the Hampton Roads 2040 LRTP. The latest amendment was approved by the HRTPO Board at its May 21, 2020 meeting.

32. **Hampton Roads 2045 Long-Range Transportation Plan: Regional Needs (Jul 2020)** – This report summarizes the visioning process as well as the collection and spatial analysis of candidate projects being considered for inclusion in the 2045 LRTP.

33. **Hampton Roads 2045 Long-Range Transportation Plan: Title VI/Environmental Justice Candidate Project Evaluation (Jul 2020)** – This report documents the assessment of 2045 LRTP candidate projects using the HRTPO Title VI/Environmental Justice Methodology.

34. **Economic Impact of Bicycle Facilities in Hampton Roads- Phase Two: Visitor Spending in Hampton Roads due to Virginia Capital Trail (Jul 2020)** – The impetus of this report is to estimate the annual amount of money spent locally by visitors drawn to Hampton Roads by the Virginia Capital Trail (VCT). A survey was done to determine the annual visitor spending. An estimate of annual visitor spending was calculated by multiplying average factored spending, the number of annual trail users, and the percentage of eligible respondents. Based on this calculation, it is estimated that approximately $3 million per year is spent in Hampton Roads by visitors drawn to the region by the Virginia Capital Trail.
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION
VOTING MEMBERS
Robert A. Crum, Jr. – Executive Director

VOTING MEMBERS:
CHESAPEAKE
Rick West
Ella P. Ward – Alternate

JAMES CITY COUNTY
Michael Hipple
Vacant - Alternate

SOUTHAMPTON COUNTY
William Gillette
Vacant - Alternate

FRANKLIN
Vacant
Frank Rabil - Alternate

NEWPORT NEWS
McKinley L. Price
David H. Jenkins - Alternate

SUFFOLK
Linda T. Johnson
Leroy Bennett - Alternate

GLOUCESTER COUNTY
Phillip Bazzani
Christopher A. Hutson – Alternate

NORFOLK
Kenneth Alexander
Martin A. Thomas, Jr. – Alternate

VIRGINIA BEACH
Robert Dyer
James Wood - Alternate

HAMPTON
Donnie Tuck – Vice Chair
Jimmy Gray – Alternate

POQUOSON
W. Eugene Hunt, Jr.
Herbert R. Green – Alternate

WILLIAMSBURG
Paul Freiling
Douglas Pons – Alternate

ISLE OF WIGHT COUNTY
William McCarty
Rudolph Jefferson - Alternate

PORTSMOUTH
John L. Rowe - Chair
Shannon E. Glover – Alternate

YORK COUNTY
Thomas G. Shepperd, Jr.
Sheila Noll - Alternate

MEMBERS OF THE VIRGINIA SENATE
The Honorable Mamie E. Locke
The Honorable Lionell Spruill, Sr.

MEMBERS OF THE VIRGINIA HOUSE OF DELEGATES
The Honorable Stephen E. Heretick
The Honorable Jeion A. Ward

TRANSPORTATION DISTRICT COMM OF HAMPTON ROADS
William E. Harrell, President/Chief Executive Officer
Ray Amoruso – Alternate

VIRGINIA DEPARTMENT OF TRANSPORTATION
Christopher Hall, Hampton Roads District Engineer
Todd Halacy – Alternate

VA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
Jennifer Mitchell, Director
Jennifer DeBruhl – Alternate

VIRGINIA PORT AUTHORITY
John F. Reinhart, CEO/Executive Director
Cathie Vick – Alternate

WILLIAMSBURG AREA TRANSIT AUTHORITY
Zach Trogdon, Executive Director
Joshua Moore – Alternate

Attachment 9-I
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

NON-VOTING MEMBERS:

CHESAPEAKE
Christopher Price

JAMES CITY COUNTY
Scott Stevens

SOUTHERN HAMPTON ROAD
Michael W. Johnson

SUFFOLK
Patrick Roberts

GLOUCESTER COUNTY
J. Brent Fedors

FRANKLIN
Amanda Jarrett

NEWPORT NEWS
Cynthia Rohlf

SUFFOLK
Patrick Roberts

HAMPTON
Mary Bunting

VIRGINIA BEACH
Thomas Leahy

ISLE OF WIGHT COUNTY
Randy Keaton

WILLIAMSBURG
Andrew Trivette

NEWPORT NEWS
Cynthia Rohlf

PORTSMOUTH
Lydia Pettis Patton

YORK COUNTY
Neil A. Morgan

HAMPTON
Mary Bunting

POQUOSON
J. Randall Wheeler

FEDERAL HIGHWAY ADMINISTRATION
Jessie Yung, Acting Division Administrator – Virginia Division

FEDERAL TRANSIT ADMINISTRATION
Terry Garcia Crews, Region 3 Administrator

FEDERAL AVIATION ADMINISTRATION
Jeffrey W. Breeden, Airport Planner, Washington Airports District Office

VIRGINIA DEPARTMENT OF AVIATION
Mark Flynn, Director

PENINSULA AIRPORT COMMISSION
Michael A. Giardino, Executive Director

NORFOLK AIRPORT AUTHORITY
Robert S. Bowen, Executive Director

COMMUNITY ADVISORY COMMITTEE
Theresa Danaher, Chair

FREIGHT TRANSPORTATION ADVISORY COMMITTEE
Vacant
Larry Ewan

MILITARY LIAISONS
Richard Hayes, Captain, U.S. Navy
Brad Rosen, Captain, U.S. Navy - Alternate
Kevin Carroll, Captain, U.S. Coast Guard
Ed Vedder, Colonel, Langley-Eustis

INVITED PARTICIPANT
John Malbon, CTB
Stephen A. Johnsen, CTB
W. Sheppard Miller, CTB

HRTP PROJECT STAFF
Michael S. Kimbrel
Deputy Executive Director
John V. Mihaly
Principal Transportation Planner
Kendall L. Miller
Principal Planner, Community Affairs and Civil Rights
Andrew Margason
General Services Manager
Chris Vaigneur
Assistant General Services Manager

Attachment 9-I
Abstract

The Hampton Roads Transportation Planning Organization (HRTPO) Self-Certification Procedural Guide serves as a reference for staff, reviewing agencies, and the public to assure that metropolitan transportation planning and programming processes are being carried out in accordance with applicable requirements. This guide includes self-certification questions and information about pertinent authorities.

Acknowledgement & Disclaimers

Prepared in cooperation with the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), and Virginia Department of Transportation (VDOT). The contents of this report reflect the views of the Hampton Roads Transportation Planning Organization (HRTPO). The HRTPO is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, VDOT or Hampton Roads Planning District Commission. This report does not constitute a standard, specification, or regulation. FHWA or VDOT acceptance of this report as evidence of fulfillment of the objectives of this planning study does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

Non-Discrimination

The HRTPO assures that no person shall, on the ground of race, color, national origin, handicap, sex, age, or income status as provided by Title VI of the Civil Rights Act of 1964 and subsequent authorities, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity. The HRTPO Title VI Plan provides this assurance, information about HRTPO responsibilities, and a Discrimination Complaint Form.
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In accordance with Federal regulations (23 CFR 450.336), metropolitan planning areas (MPAs) must certify at least every four years, concurrent with the submittal of the entire proposed Transportation Improvement Program (TIP) as part of the Statewide Transportation Improvement Program, that the metropolitan transportation planning and programming process is being carried out in accordance with applicable requirements. These requirements include highway, transit, and air-quality regulations and laws, as well as Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. The questions within this document serve as a guide to issues considered during the self-certification process.

The Hampton Roads Transportation Planning Organization (HRTPO) is the metropolitan planning organization (MPO) for the Hampton Roads area. As such, it is a federally mandated transportation policy board comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for transportation planning and programming for the Hampton Roads MPA. Any highway or transit project or program to be constructed or conducted within the MPA and to be paid for with Federal funds, must receive approval by the HRTPO before any Federal funds can be expended. In addition, any highway or transit project deemed to be regionally-significant, regardless of the source(s) of funding, must receive HRTPO approval to proceed. The Hampton Roads MPA includes the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the counties of Isle of Wight, James City, and York; a portion of the City of Franklin, and portions of the counties of Gloucester and Southampton.
INTRODUCTION

The Hampton Roads Transportation Planning Organization (HRTPO) Self-Certification Procedural Guide was developed to serve as a reference for staff, reviewing agencies, and the public to assure that metropolitan transportation planning and programming processes are being carried out in accordance with applicable requirements.

This Guide is organized as follows:

- **Self-Certification Questions** – This section includes the questions used to ascertain that the HRTPO transportation planning and programming processes comply with pertinent laws and regulations.

- **Appendix A** – Enumerates and defines applicable requirements. Items 1 and 2 of this section list and briefly explain highway, transit, and air-quality regulations and laws. Items 3 through 10 provide information about Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

- **Appendix B** – Includes the HRTPO Self-Certification Form. When the Self-Certification Form is submitted, it will be accompanied by an Accomplishments Report highlighting HRTPO initiatives and accomplishments achieved through the regional transportation planning and programming processes since the previous self-certification.

The self-certification process takes place at least every four years, concurrent with the submittal of the entire proposed HRTPO Transportation Improvement Program (TIP). The FY 2021-2024 TIP was approved by the HRTPO Board on May 21, 2020.

The Self-Certification Form and Accomplishments Report will be included in the appendix of the approved FY 2021-2024 TIP.
SELF-CERTIFICATION QUESTIONS

ORGANIZATION AND STRUCTURE
1. Is the HRTPO properly designated by agreement between the Governor and 75% of the urbanized area, including the central city, and in accordance with procedures set forth in state and local law?

2. Does the HRTPO Board include elected officials, providers of major modes of transportation, and appropriate state officials?

3. Is training about the transportation planning process provided for the HRTPO Board and its advisory committees?

4. Does the HRTPO boundary encompass the existing urbanized area and the contiguous area expected to become urbanized within the 20-year forecast period?

TRANSPORTATION PLANNING AND PROGRAMMING PROCESS
1. Is the transportation planning process continuous, cooperative and comprehensive?

2. Is there a currently adopted Unified Planning Work Program (UPWP)?
   a. Are tasks and products clearly outlined?
   b. Does the UPWP include sufficient detail of who will perform the work, the schedule for completing work, the resulting products, proposed funding and a summary of the total amounts of federal and matching funds?
   c. Is the work identified in the UPWP completed in a timely fashion?

3. Is there a valid Long Range Transportation Plan (LRTP)?
   a. Does the LRTP have at least a 20-year horizon at the time of adoption?
   b. Does it address the ten planning factors?
   c. Does it cover all modes applicable to the area?
   d. Does the LRTP specify the HRTPO’s project selection methodology?
   e. Is it financially constrained?
   f. Does it include funding for the maintenance and operation of the system?
   g. Is it updated/reevaluated in a timely fashion (at least every four or five years)?
   h. Does the area have a process for including environmental mitigation discussions in the planning process?

4. Is there a valid Transportation Improvement Program (TIP)?
   a. Is it consistent with the LRTP?
   b. Is it fiscally constrained?
   c. Is it developed cooperatively with the state and local transit operators?
d. Is it updated at least every four years and adopted by the HRTPO and submitted to the Governor?

5. Does the area have a valid Congestion Management Process?
   a. Is it consistent with the LRTP?
   b. Is it used for the development of the TIP?
   c. Is it monitored and reevaluated to meet the needs of the area?

6. Does the area have a process for including environmental, state, other transportation, historical, local land use and economic development agencies in the planning process?

**TITLE VI AND RELATED AUTHORITIES**

1. Does the planning process meet the following requirements of federal law?
   a. Title VI: Are there procedures in place to address complaints related to Title VI of the Civil Rights Act of 1964 and related statutes and do they comply with federal regulation?
   b. American Disabilities Act (ADA): Are there procedures in place to address ADA complaints of non-compliance and do they comply with federal regulation?
   c. Disadvantaged Business Enterprises (DBE): Does the HRTPO have a DBE policy statement that expresses commitment to the DBE program?

2. Environmental Justice: Has the HRTPO identified low-income and minority populations within the planning area and considered the effects in the planning process?

**PUBLIC PARTICIPATION PLAN**

1. Does the area have an adopted Public Participation Plan (PPP)?
   a. Did the public participate in the development of the PPP?
   b. Was the PPP made available for public review for at least 45-days prior to adoption?
   c. Is adequate notice provided for public meetings?
   d. What sources does the HRTPO use to educate and inform the public about plans, programs, and activities (i.e. website, press releases, newspapers, mailers, etc.)?
   e. Are meetings held at convenient times and at accessible locations?
   f. Is the public given an opportunity to provide oral and/or written comments on the planning process?
   g. Does the HRTPO seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households?
   h. Is the PPP periodically reviewed and updated to ensure its effectiveness?
   i. Are plans/program documents available in an electronic accessible format?
2. Does the area participate in an interagency process designed to facilitate communication among involved agencies and make decisions on the transportation conformity process and air quality improvement matters?

**DOCUMENTATION AND REPORTING**

1. What supporting documentation/information is provided to the HRTPO Board when the self-certification is approved?

2. How is the self-certification provided to the Federal agencies?

3. Is there continuity and consistency between the self-certification and quadrennial Federal Certification?
AUTHORITIES: LAWS AND REGULATIONS

1. Highway and Public Transportation
   a. 23 U.S.C. 134 – Highways
      Sec. 134. Metropolitan Planning
      This section describes the legal framework for metropolitan planning areas (MPAs) and the conduct of the metropolitan transportation planning processes, development of transportation plans, programs, and activities to encourage and promote the safe and efficient management, operation and development of transportation systems.

   b. 49 U.S.C. 53 – Public Transportation
      Sec. 5303. Metropolitan Transportation Planning
      This section provides the legal framework to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas. This section also encourages the continued improvement and evolution of the metropolitan and statewide transportation planning processes.

   c. 23 CFR part 450.336 (a) – Self certifications and Federal certifications
      Regulations to ensure the State and MPAs certify at least every four years that the metropolitan planning process is being carried out in accordance with all applicable requirements.

2. Clean Air Act and Related Regulation
   a. The Clean Air Act (CAA) is the law that defines the Environmental Protection Agency’s responsibilities for protecting and improving the nation’s air quality and the stratospheric ozone layer. The last major change in the law, the Clean Air Act Amendments of 1990, was enacted by Congress in 1990.

   b. 40 CFR part 93 – Determining Conformity of Federal Action State or Federal Implementation Plans
      This section sets forth policy, criteria, and procedures for demonstrating and assuring conformity of such activities to an applicable implementation plan developed pursuant to the CAA. This section also provide procedures for air quality nonattainment and maintenance to implement requirements with respect to the conformity of transportation plans, programs, and projects which are developed, funded, or approved by the United States Department of Transportation (USDOT), and by MPOs or other recipients of highway or transit funds.
3. **Title VI of the Civil Rights Act of 1964** states, "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." Title VI of the Civil Rights Act of 1964 set a standard which authoritatively outlawed discrimination in the conduct of all federal activities. Subsequent laws and Presidential Orders added handicap, sex, age, and income status to the criteria for which discrimination is prohibited.

**Executive Order 12898** directs Federal agencies to make Environmental Justice part of their missions by identifying and addressing disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority and low-income populations.

**Executive Order 13166** requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. This Executive Order also requires that the Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to LEP applicants and beneficiaries.

4. **49 U.S.C. 5332** prohibits discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.

5. **Section 1101(b) of the FAST Act** (Pub. L. 114–357 and 49 CFR part 26) provide the legal and regulatory framework regarding the involvement of disadvantaged business enterprises in USDOT funded projects.

6. **23 CFR part 230** provides regulatory standards for the implementation of an equal employment opportunity program on federal and federal-aid highway construction contracts.

7. The **Americans with Disabilities Act (ADA)** prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. It prohibits the discrimination on the basis of disability by public accommodations and in commercial facilities.

8. The **Older Americans Act** prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.


CERTIFICATION OF THE TRANSPORTATION PLANNING AND PROGRAMMING PROCESS

The Hampton Roads Transportation Planning Organization, Virginia Department of Transportation, and Virginia Department of Rail and Public Transportation hereby certify that the conduct of the metropolitan planning and programming process complies with all applicable requirements as listed below, and that this process includes activities that support the development and implementation of the Long-Range Transportation Plan and associated Air Quality Conformity Determination (as applicable), the Transportation Improvement Program and associated Air Quality Conformity Determination (as applicable), and the Unified Planning Work Program.

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR part 450.336 (a);
2. Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d–1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114–357 and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and

Hampton Roads Transportation Planning Organization

[Signature]

Robert A. Crum, Jr.
Printed Name
Executive Director
Title
7/8/2020
Date

Virginia Department of Transportation

[Signature]

Christopher G. Hall
Printed Name
Hampton Roads District Engineer
Title
7/8/2020
Date

Virginia Department of Rail & Public Transportation

[Signature]

Jennifer Mitchell
Printed Name
Director
Title
7/8/2020
Date