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.
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<td>5303</td>
<td>Section 5303 (Transit) Planning Funds</td>
</tr>
<tr>
<td>5307</td>
<td>Section 5307 (Transit) Capital/Operating Funds</td>
</tr>
<tr>
<td>AA</td>
<td>Alternatives Analysis</td>
</tr>
<tr>
<td>ACS</td>
<td>American Community Survey</td>
</tr>
<tr>
<td>BRT</td>
<td>Bus Rapid Transit</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CMAQ</td>
<td>Congestion Mitigation and Air Quality Program</td>
</tr>
<tr>
<td>CMP</td>
<td>Congestion Management Process</td>
</tr>
<tr>
<td>COE</td>
<td>U.S. Army Corps of Engineers</td>
</tr>
<tr>
<td>COMPARE</td>
<td>Congestion Management Plan: A Regional Effort</td>
</tr>
<tr>
<td>CAC</td>
<td>Community Advisory Committee</td>
</tr>
<tr>
<td>CTB</td>
<td>Commonwealth Transportation Board</td>
</tr>
<tr>
<td>CTPP</td>
<td>Census Transportation Planning Package</td>
</tr>
<tr>
<td>DBE</td>
<td>Disadvantaged Business Enterprise</td>
</tr>
<tr>
<td>DEIS</td>
<td>Draft Environmental Impact Statement</td>
</tr>
<tr>
<td>DRPT</td>
<td>Virginia Department of Rail and Public Transportation</td>
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<tr>
<td>EJ</td>
<td>Environmental Justice</td>
</tr>
<tr>
<td>EMS</td>
<td>Environmental Management System</td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>ETC</td>
<td>Employee Transportation Coordinator</td>
</tr>
<tr>
<td>FAA</td>
<td>Federal Aviation Administration</td>
</tr>
<tr>
<td>FAST ACT</td>
<td>Fixing America’s Surface Transportation Act</td>
</tr>
<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>FRA</td>
<td>Federal Railroad Administration</td>
</tr>
<tr>
<td>FTA</td>
<td>Federal Transit Administration</td>
</tr>
<tr>
<td>FTAC</td>
<td>Freight Transportation Advisory Committee</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year (July 1 – June 30)</td>
</tr>
<tr>
<td>FFY</td>
<td>Federal Fiscal Year (October 1 – September 30)</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information System</td>
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<tr>
<td>HB2</td>
<td>House Bill 2 (Now Referred to as SMART SCALE)</td>
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<tr>
<td>HOV</td>
<td>High-Occupancy Vehicle</td>
</tr>
<tr>
<td>HRHIM</td>
<td>Hampton Roads Incident Management Committee</td>
</tr>
<tr>
<td>HRPDC</td>
<td>Hampton Roads Planning District Commission</td>
</tr>
<tr>
<td>HRT</td>
<td>Hampton Roads Transit</td>
</tr>
<tr>
<td>HRTAC</td>
<td>Hampton Roads Transportation Accountability Commission</td>
</tr>
<tr>
<td>HRTAC FSAC</td>
<td>HRTAC Funding Strategies Advisory Committee</td>
</tr>
<tr>
<td>HRTO</td>
<td>Hampton Roads Transportation Operations Subcommittee</td>
</tr>
<tr>
<td>HRTPO</td>
<td>Hampton Roads Transportation Planning Organization</td>
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<tr>
<td>ISTEA</td>
<td>Intermodal Surface Transportation Efficiency Act (1991)</td>
</tr>
<tr>
<td>ITS</td>
<td>Intelligent Transportation System</td>
</tr>
<tr>
<td>ITSOP</td>
<td>Intelligent Transportation System and Operations Planning Committee</td>
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### FREQUENTLY USED ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>JARC</td>
<td>Job Access and Reverse Commute Program</td>
</tr>
<tr>
<td>LEP</td>
<td>Limited English Proficiency</td>
</tr>
<tr>
<td>LRTP</td>
<td>Long Range Transportation Plan</td>
</tr>
<tr>
<td>LRT</td>
<td>Light Rail Transit</td>
</tr>
<tr>
<td>MAP-21</td>
<td>Moving Ahead for Progress in the 21 Century Act</td>
</tr>
<tr>
<td>MBE</td>
<td>Minority-owned Business Enterprise</td>
</tr>
<tr>
<td>MPA</td>
<td>Metropolitan Planning Area</td>
</tr>
<tr>
<td>MPO</td>
<td>Metropolitan Planning Organization</td>
</tr>
<tr>
<td>MSA</td>
<td>Metropolitan Statistical Area</td>
</tr>
<tr>
<td>NAA</td>
<td>Norfolk Airport Authority</td>
</tr>
<tr>
<td>NAAQS</td>
<td>National Ambient Air Quality Standards</td>
</tr>
<tr>
<td>NEPA</td>
<td>National Environmental Policy Act</td>
</tr>
<tr>
<td>NHS</td>
<td>National Highway System</td>
</tr>
<tr>
<td>NHTS</td>
<td>National Household Travel Survey</td>
</tr>
<tr>
<td>PAC</td>
<td>Peninsula Airport Commission</td>
</tr>
<tr>
<td>PL</td>
<td>Planning Funds (FHWA)</td>
</tr>
<tr>
<td>PPP</td>
<td>Public Participation Plan</td>
</tr>
<tr>
<td>RCTO</td>
<td>Regional Concept of Transportation Operations</td>
</tr>
<tr>
<td>RLRTP</td>
<td>Rural Long-Range Transportation Plan</td>
</tr>
<tr>
<td>RPTTF</td>
<td>Rail and Public Transportation Task Force</td>
</tr>
<tr>
<td>RSTP</td>
<td>Regional Surface Transportation Program</td>
</tr>
<tr>
<td>SAFETEA-LU</td>
<td>Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users</td>
</tr>
<tr>
<td>SIP</td>
<td>State Implementation Plan</td>
</tr>
<tr>
<td>SPR</td>
<td>State Planning and Research Funds</td>
</tr>
<tr>
<td>SMART SCALE</td>
<td>SMART – System for the Management and Allocation of Resources for Transportation SCALE – Safety, Congestion Mitigation, Accessibility, Land Use, and Economic Development and Environment (Previously Known as HB2)</td>
</tr>
<tr>
<td>STIP</td>
<td>Statewide Transportation Improvement Program</td>
</tr>
<tr>
<td>SYIP</td>
<td>Six-Year Improvement Program</td>
</tr>
<tr>
<td>TAC</td>
<td>Transportation Advisory Committee</td>
</tr>
<tr>
<td>TAZ</td>
<td>Transportation Analysis Zone</td>
</tr>
<tr>
<td>TDCHR</td>
<td>Transportation District Commission of Hampton Roads (HRT)</td>
</tr>
<tr>
<td>TDM</td>
<td>Transportation Demand Management</td>
</tr>
<tr>
<td>TIP</td>
<td>Transportation Improvement Program</td>
</tr>
<tr>
<td>TMA</td>
<td>Transportation Management Area</td>
</tr>
<tr>
<td>TPO</td>
<td>Transportation Planning Organization</td>
</tr>
<tr>
<td>TPP</td>
<td>Transportation Participation Plan</td>
</tr>
<tr>
<td>TTAC</td>
<td>Transportation Technical Advisory Committee</td>
</tr>
<tr>
<td>UPWP</td>
<td>Unified Planning Work Program</td>
</tr>
<tr>
<td>USDOT</td>
<td>United States Department of Transportation</td>
</tr>
<tr>
<td>VDEM</td>
<td>Virginia Department of Emergency Management</td>
</tr>
</tbody>
</table>
**Frequently Used Acronyms**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>VDEQ</td>
<td>Virginia Department of Environmental Quality</td>
</tr>
<tr>
<td>VDOA</td>
<td>Virginia Department of Aviation</td>
</tr>
<tr>
<td>VFAC</td>
<td>Virginia Freight Advisory Committee</td>
</tr>
<tr>
<td>VGIN</td>
<td>Virginia Geographic Information Network</td>
</tr>
<tr>
<td>VPA</td>
<td>Virginia Port Authority</td>
</tr>
<tr>
<td>WATA</td>
<td>Williamsburg Area Transit Authority</td>
</tr>
<tr>
<td>WBE</td>
<td>Woman-Owned Business Enterprise</td>
</tr>
</tbody>
</table>
WHAT IS THE HRTPO?

The Hampton Roads Transportation Planning Organization (HRTPO) is the Metropolitan Planning Organization (MPO) for the Hampton Roads area. As such, it is the federally-mandated transportation policy board responsible for transportation planning and programming for the Hampton Roads Metropolitan Planning Association (MPA).

WHAT IS AN MPO?

- A metropolitan planning organization (MPO) is a transportation policy-making organization comprised of representatives from local, state, and federal governments; transit agencies; and other stakeholders.

- In 1962, the United States Congress passed legislation that mandated urban transportation planning as a condition for receiving federal transportation funding in any Urbanized Area with a population greater than 50,000. The Federal-Aid Highway Act of 1962 required the establishment of a continuing, comprehensive, and cooperative (3-C) transportation planning process to be carried out by states and local communities.

- The 1962 Act, along with federal initiatives to come in the 1970s that established MPOs, formed the basis for metropolitan transportation planning used in the present day.

- Any highway or transit project or program to be constructed or conducted within the Metropolitan Planning Area (MPA) and to be paid for with federal funds, must receive approval by the MPO as being a product of the 3-C process 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 MPO approval to proceed.

HOW IS THE HRTPO FUNDED?

The HRTPO, as with all MPOs, is primarily funded with Metropolitan Planning funds from the Federal Highway Administration (PL funds) and the Federal Transit Administration (Section 5303 funds). These funds are matched at a ratio of 80% federal, 10% state, and 10% local.
WHAT IS THE HAMPTON ROADS METROPOLITAN PLANNING AREA?

A metropolitan planning area (MPA) must cover the urbanized area and contiguous geographic areas likely to become urbanized within the next 20 years.

Currently, the Hampton Roads MPA is comprised of the Cities of Chesapeake, Franklin*, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the Counties of Gloucester*, Isle of Wight, James City, Southampton*, and York.

*A portion of the locality is included in the Metropolitan Planning Area.

WHAT ARE THE CORE PROGRAMS OF THE HRTPO?

- Long-Range Transportation Plan
- Transportation Improvement Program
- Unified Planning Work Program
- Congestion Management Process
- Public Participation
- Technical Programs
  - Rail and Transit Planning
  - Active Transportation
  - Transportation Scenario Planning
  - Sea Level Rise
  - HOV and Congestion Pricing
  - Safety Planning
  - Security – Emergency Evacuation and Critical Infrastructure
  - Freight Planning
  - Intelligent Transportation System and Operations Planning
  - Transportation Planning and Engineering Studies
  - Corridor and intersection Studies
- Rural Transportation Planning
## MEMBERSHIP

**Voting Members include an elected official from each locality**

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<thead>
<tr>
<th>CITIES</th>
<th>COUNTIES</th>
<th>PUBLIC TRANSIT AGENCIES</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chesapeake</td>
<td>Gloucester*</td>
<td>Hampton Roads Transit (HRT)</td>
<td>Virginia Department of Transportation (VDOT)</td>
</tr>
<tr>
<td>Franklin*</td>
<td>Isle of Wight</td>
<td></td>
<td>Virginia Department of Rail and Public Transportation (DRPT)</td>
</tr>
<tr>
<td>Hampton</td>
<td>James City</td>
<td>Williamsburg Area Transit Authority (WATA)</td>
<td>Virginia Port Authority (VPA)</td>
</tr>
<tr>
<td>Newport News</td>
<td>Southampton*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norfolk</td>
<td>York</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poquoson</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Portsmouth</td>
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<td></td>
<td></td>
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<tr>
<td>Suffolk</td>
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<tr>
<td>Virginia Beach</td>
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<td></td>
<td></td>
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<tr>
<td>Williamsburg</td>
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</table>

**VIRGINIA GENERAL ASSEMBLY**

Two Members of the Virginia Senate  
Two Members of the Virginia House of Delegates

*A portion of the locality is included in the Metropolitan Planning Area*

**Non-Voting Members include a representative from the following:**

- Chief Administrative Officers (CAOs) for all Members Localities  
- Federal Highway Administration (FHWA)  
- Federal Transit Administration (FTA)  
- Federal Aviation Administration (FAA)  
- Virginia Department of Aviation (VDOA)  
- Peninsula Airport Commission  
- Norfolk Airport Authority  
- Community Transportation Advisory Committee (CTAC)  
- Freight Transportation Advisory Committee  
- Military Liaisons

**Invited Participant:**

*Commonwealth Transportation Board Member*
# HRTPO Board Voting Members

<table>
<thead>
<tr>
<th>CHESAPEAKE</th>
<th>JAMES CITY COUNTY</th>
<th>SOUTHAMPTON COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick West</td>
<td>Michael Hipple</td>
<td>William Hart Gillette</td>
</tr>
<tr>
<td>Alternate – Ella P. Ward</td>
<td>Alternate – Vacant</td>
<td>Alternate – Vacant</td>
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</table>

<table>
<thead>
<tr>
<th>FRANKLIN</th>
<th>NEWPORT NEWS</th>
<th>SUFFOLK</th>
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<tbody>
<tr>
<td>Barry Cheatham</td>
<td>McKinley L. Price</td>
<td>Linda T. Johnson</td>
</tr>
<tr>
<td>Alternate – Frank Rabil</td>
<td>Alternate – David H. Jenkins</td>
<td>Alternate – Leroy Bennett</td>
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<table>
<thead>
<tr>
<th>GLOUCESTER COUNTY</th>
<th>NORFOLK</th>
<th>VIRGINIA BEACH</th>
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<tbody>
<tr>
<td>Phillip N. Bazzani</td>
<td>Kenneth Alexander</td>
<td>Robert M. Dyer</td>
</tr>
<tr>
<td>Alternate – Christopher A. Hutson</td>
<td>Alternate – Martin Thomas.</td>
<td>Alternate – James Wood</td>
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<table>
<thead>
<tr>
<th>HAMPTON</th>
<th>POQUOSON</th>
<th>WILLIAMSBURG</th>
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<tbody>
<tr>
<td>Donnie Tuck</td>
<td>W. Eugene Hunt, Jr.</td>
<td>Paul Freiling</td>
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</table>

<table>
<thead>
<tr>
<th>ISLE OF WIGHT COUNTY</th>
<th>PORTSMOUTH</th>
<th>YORK COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>William McCarty</td>
<td>John Rowe</td>
<td>Thomas G. Shepperd, Jr.</td>
</tr>
</tbody>
</table>

## Members of the Virginia Senate

- The Honorable John Cosgrove
- The Honorable Mamie Locke

## Members of the Virginia House of Delegates

- Vacant
- Vacant

### Transportation District Commission of Hampton Roads

- William A. Harrell, President/Chief Executive Officer
- Alternate – Ray Amoruso

### Williamsburg Area Transit Authority

- Zach Trogdon, Executive Director
- Alternate – Joshua Moore

### Virginia Department of Transportation

- Christopher G. Hall, PE, Hampton Roads District Engineer
- Alternate – Todd Halacy, PE, Assistant District Administrator

### Virginia Department of Rail and Public Transportation

- Jennifer Mitchell, Director
- Alternate – Jennifer DeBruhl

### Virginia Port Authority

- John Reinhart, CEO/Executive Director
- Alternate – Cathie Vick
HRTPO BOARD
NON-VOTING MEMBERS

CHESAPEAKE
Christopher M. Price

JAMES CITY COUNTY
Scott Stevens

SOUTHAMPTON
Michael Johnson

FRANKLIN
Amanda Jarratt

NEWPORT NEWS
Cynthia Rohlf

SUFFOLK
Patrick Roberts

GLOUCESTER COUNTY
J. Brent Fedors

NORFOLK
Larry “Chip” Filer

VIRGINIA BEACH
Tom Leahy

HAMPTON
Mary Bunting

POQUOSON
J. Randall Wheeler

WILLIAMSBURG
Andrew Trivette

ISLE OF WIGHT COUNTY
Randy Keaton

PORTSMOUTH
Lydia Pettis Patton

YORK COUNTY
Neil Morgan

FEDERAL HIGHWAY ADMINISTRATION
Jessie Yung, Division Administrator, Virginia Division

FEDERAL TRANSIT ADMINISTRATION
Terry Garcia-Crews, Regional Administrator, Region 3

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 – Co-Chair
Larry Ewan, Ewan & Associates

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

INVITED PARTICIPANT
John Malbon – Commonwealth Transportation Board Member
Stephen A. Johnsen – Commonwealth Transportation Board Member
W. Sheppard Miller – Commonwealth Transportation Board Member
REGULAR MEETINGS

In accordance with the HRTPO Bylaws, regular meetings of the HRTPO Board are held at 10:30 a.m. on the third Thursday of each month at a place to be determined by the Chair. The meeting is usually held at:

   The Regional Board Room  
   723 Woodlake Drive  
   Chesapeake, Virginia

In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the HRTPO Board or any committees or subcommittees established by the Board shall be open to the public unless lawfully convened into a closed session in accordance with the Act. No meeting during which HRTPO business is discussed shall be conducted through telephonic or electronic means where the members are not physically assembled. In accordance with the Act, a “meeting” is any gathering of three or more members of the Board or any Board-appointed committee or subcommittee (unless the committee or subcommittee only has three members, in which case the gathering of two members shall constitute a “meeting”). In accordance with the Act, any person may photograph, film, record, or otherwise reproduce any portion of an open meeting.

VOTING PROCEDURE AT BOARD MEETINGS

Voting on agenda items is usually accomplished by voice vote. If, upon voice vote, the vote is not unanimous or nearly unanimous, a roll call vote is taken.

In the interest of obtaining a consensus among the Board members (as opposed to a simple majority) to take action, the Board established a voting scheme in which three criteria must be met in order for a proposed action to receive approval:

1. The members voting for the action must represent a simple majority of the total number of voting members on the Board,

2. Those members representing local governments voting for the action must cumulatively represent at least 66 percent of the population of the MPA (based on the most recent official figures from the Weldon Cooper Center for Public Service), and

3. Those members representing local governments voting for the action must represent at least 60 percent of the local government members in attendance.
### Special Meetings

In accordance with the HRTPO Bylaws, special meetings of the Board may be called by the Chair at the Chair's discretion or by any five voting members of the Board upon five business days’ notice to all members of the time, place, and purpose of the special meeting. In accordance with the provisions of the Virginia Freedom of Information Act, public notice of special meetings shall be given contemporaneously with the notice provided to members of the Board.

### Annual Retreat

The HRTPO Board usually holds an annual retreat, in the place of a regular meeting, during the year. In general, the Board does not take any actions during the retreat, but uses the occasion to establish its vision and goals for the upcoming fiscal year.

### Annual Meeting

The October meeting is designated as the Annual Meeting for purposes related to the election of officers.

### Agenda Preparation

In accordance with the HRTPO Bylaws, the Executive Director/Secretary works in coordination with the Chair to prepare the agendas for HRTPO Board meetings. Agenda items may be suggested by Board members or HRTPO staff.

The agenda packet is made available to Board members one week prior to the Board meeting. In order to allow for proofreading and internal review of the agenda packet, it is important that proposed agenda items be received by HRTPO staff no later than Friday of the week before the agenda is made available to Board members.

The standard layout of the agenda provides an opportunity for items to be added to the agenda during a meeting.
ADVISORY COMMITTEES

The advisory committees of the HRTPO Board includes:

- **Transportation Technical Advisory Committee (TTAC)** – Voting membership is comprised of three members from each locality in the MPA; three members from VDOT, one of whom shall be from the central office; one member from DRPT; one member from VPA; and one member from each public transit agency. Representatives from FHWA, FTA, and military liaisons shall be non-voting members. The TTAC provides recommendations to the Board on matters that concern the transportation planning and programming process within the MPA. The TTAC meets on the first Wednesday of each month.

- **Transportation Advisory Committee (TAC)** – The TAC voting membership is comprised of the CAOs of each HRTPO locality, local transit agency, and VPA. The TAC voting membership also includes the VDOT Hampton Roads District Administrator, and an executive staff representative from DRPT. A representative of FHWA and FTA shall be non-voting members. The TAC meets from time to time as necessary to consider matters referred to it by the Board.

- **Community Advisory Committee (CAC)** – The CAC is comprised of up to 30 members of the public who are residents of HRTPO member localities. In making appointments to the CAC, the Board strives to ensure that the membership fairly reflects the geographic diversity of HRTPO member localities. The purpose of the CAC is to assist in providing public input on transportation issues to the Board. The Chair of the CAC is a Non-Voting member of the Board.

- **Freight Transportation Advisory Committee (FTAC)** – The FTAC is comprised of nine members appointed by the Board based on recommendations from the Nominating Committee. The purpose of FTAC is to advise the Board on regional freight transportation issues. The FTAC shall have two co-chairs appointed by the HRTPO Chair: an HRTPO Voting member and a private-sector co-chair who shall be a Non-Voting member of the Board.

- **Rail and Public Transportation Task Force** – The Rail and Public Transportation Task Force is composed of appointed members of TTAC, plus representatives from the local transit agencies, railroads, DRPT, and other stakeholders.

- **Legislative Ad-hoc Committee** – The Legislative Ad-hoc Committee is composed of appointed Board members, including representatives from the Virginia General Assembly (GA), and elected officials from Hampton Roads localities, plus local legislative liaisons. Its mission is to pursue legislative items that have overwhelming support from the HRTPO Board, to educate the GA and other regions of the State regarding the challenges that face a water area such as Hampton Roads, and to optimize the strengths of the region.
PUBLIC INVOLVEMENT

The HRTPO is committed to public involvement and community outreach in our transportation planning and programming initiatives. The HRTPO’s goals are to provide opportunities for an ongoing dialogue with the public in order to identify regional concerns and priorities, foster public involvement opportunities with all citizens of Hampton Roads, including traditionally underserved groups, cultivate meaningful public input that can be used to inform and educate, share information, and increase overall awareness of transportation issues and activities in Hampton Roads. To this end, the HRTPO utilizes several methods to achieve this goal as outlined below.

The HRTPO Citizens Guide to Transportation, Limited English Proficiency Plan, Title VI Plan, and Public Participation Plan are all part of the HRTPO’s efforts to make the transportation planning and programming process transparent and accessible to the region’s citizens. The Public Participation Plan can be accessed using this direct link: http://www.hrtpo.org/uploads/docs/PPP2015nov.pdf

The HRTPO website www.hrtpo.org, is used to inform, increase the awareness of, and engage the public.

The HRTPO’s E-Newsletter is generated regularly to inform our stakeholders about recent HRTPO studies and upcoming trends in transportation planning.

The HRTPO is on YouTube, Twitter, and maintains a Facebook Page. Our YouTube Channel has videos of the both HRTPO Board meetings and CAC meetings.
**TITLE VI AND ENVIRONMENTAL JUSTICE**

According to the Federal Highway Administration, Title VI states that "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 bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups).

A growing number of state Departments of Transportation (DOTs) and metropolitan planning organizations (MPOs) are considering environmental factors in a more systematic way earlier in the transportation planning process, recognizing that there are benefits to be gained from better decisions, which reduce potential public controversy and result in shorter times to project implementation.

The Environmental Justice (EJ) Orders further amplify Title VI by providing that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

When assessing our public involvement process, the HRTPO is required under federal law, to ascertain the following:

- Does our public involvement process have an identified strategy for engaging minority and low-income populations in transportation decision-making? What strategies, if any, have been implemented to reduce participation barriers for such populations? Has their effectiveness been evaluated? Has public involvement in our planning process been routinely evaluated as required by regulation? Have efforts been undertaken to improve performance, especially with regard to low-income and minority populations? Have organizations representing low-income and minority populations been consulted as part of this evaluation? Have their concerns been considered?

- What efforts have been made to engage low-income and minority populations in the certification review public outreach effort? Does our public outreach effort utilize media (such as print, television, radio, etc.) targeted to low-income or minority populations.

- What mechanisms are in place to ensure that issues and concerns raised by low-income and minority populations are appropriately considered in the decision-making process? Is there evidence that these concerns have been appropriately considered?

Environmental Justice is the fair and meaningful treatment of all people regardless of race, ethnicity, age, income, or education level in transportation decision making and environmental planning. Effective Environmental Justice programs promote not only the physical environment of the public, but the mental and emotional environment as well. Through the practice of Environmental Justice, and effective public participation, communities traditionally left out of the planning process can be educated, informed and meaningfully engaged.
HRTPO EXECUTIVE STAFF

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Keith M. Nichols, PE, Principal Transportation Engineer

Dale Stith, AICP, GISP, Principal Transportation Planner
Long-Range Transportation Planning, Scenario Planning, Project Prioritization, Travel Demand Modeling, Multimodal Transportation Planning.

Samuel S. Belfield, Senior Transportation Engineer

Theresa K. Brooks, Transportation Engineer III
Long-Range Transportation Planning, Travel Demand Modeling, Project Prioritization, Rural Transportation Planning, Research and Analysis.
HRTPO Staff

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Active Transportation, Scenario Planning, Project Prioritization, Transportation Demand Management.

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Uros Jovanovic, Transportation Engineer
Operations Research, Simulation, Safety, Logistics.

Bishoy Kelleny, Transportation Engineer
Transportation Programming and Funding, Transportation Improvement Program, Unified Planning Work Program, GIS, Special Studies, and Database Analysis.

Kelli E. Arledge, Human Resources Administrator

Kendall L. Miller, Principal Planner, Community Affairs and Civil Rights

Sheila S. Wilson, Chief Financial Officer

Danetta Jankosky, Senior Accounting Manager

Andrew Margason, General Services Manager

Tiffany Smith, Accounting Manager

Joseph E. Turner III, Communications and Web Manager

Natalie B. Brown, Administrative Assistant II

Robert Cofield, Web and Graphics Designer

Sharon Lawrence, Program Support Specialist

Christopher Vaigneur, Assistant General Services Manager

Felecia Williams, Receptionist
The HRTPO participates in the following MPO related association:

- **Virginia Association of Metropolitan Planning Organizations (VAMPO)** – In response to the House Joint Resolution 756 from the 2009 General Assembly, VAMPO provides a forum for the MPOs in the Commonwealth of Virginia to exchange information and experiences, enhance the practice of metropolitan transportation planning, provide education opportunities and discuss issues relative to local, State and Federal policies and requirements for transportation planning. In addition, VAMPO provides a forum for State and Federal transportation agencies to exchange information and guidance on transportation planning to the MPOs in a collective manner. Furthermore, VAMPO provides recommendations to the Virginia Secretary of Transportation and the General Assembly on statutory, regulatory and policy improvements required to provide for effective transportation planning, programming and funding in the Commonwealth.

- **Intelligent Transportation Society of Virginia (ITSVA)**
  ITSVA works collectively with State, County, and Local governments in Virginia to utilize technology to develop and grow the best transportation system that finite resources can buy. Taking advantage of advanced transportation technologies is essential to constantly improving Virginians’ quality of life. ITSVA is intended to serve as a forum within which public and private organizations can work cooperatively to advance intelligent transportation technology in the Commonwealth. It is a public/private partnership striving to promote the deployment of ITS technology and improve public awareness of the benefits of technology for transportation.
HRTPO BOARD BYLAWS

APPROVED: May 20, 2009
AMENDED: November 17, 2010
AMENDED: October 20, 2016

Bylaws of the Hampton Roads Transportation Planning Organization

ARTICLE I

Preamble

1.01 The Bylaws of the Hampton Roads Transportation Planning Organization (TPO) shall serve to guide the proper functioning of the metropolitan transportation planning and programming process by the Metropolitan Planning Organization for Hampton Roads, Virginia. These bylaws provide general procedures and policies for the TPO Board for fulfilling the requirements of the Metropolitan Planning Agreement for the Hampton Roads area; 23 CFR 450.300 et seq. and other applicable provisions of federal law; the State’s Designation Letter of July 1, 1991; and Virginia Code § 33.1-23.03:01 (or, if recodified or otherwise relocated, the successor provisions).

ARTICLE II

Definitions

Metropolitan Planning Area (MPA) – The geographical area determined by agreement between the MPO for the area and the Governor and in which the metropolitan transportation planning and programming process is carried out.

Metropolitan Planning Organization (MPO) – The policy board of an organization created and designated to carry out the metropolitan transportation planning and programming process. The Hampton Roads TPO is the MPO for the Hampton Roads MPA.

Metropolitan Planning Agreement – A written agreement among the MPO, State, and public transportation operators serving the MPA that identifies the mutual responsibilities of those entities in carrying out the metropolitan transportation planning and programming process.

Metropolitan Transportation Planning and Programming Process – The federally-mandated continuing, cooperative, and comprehensive transportation planning and programming process that results in plans and programs that consider all surface transportation modes and supports metropolitan community goals.
Planning District Commission (PDC) – A political subdivision of the Commonwealth of Virginia chartered under the Regional Cooperation Act by the local governments of each planning district. The purpose of PDCs is to encourage and facilitate local government cooperation and state-local cooperation in addressing regional problems of greater than local significance.

Transportation Management Area (TMA) – An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the U.S. Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

Urbanized Area (UZA) – A geographical area with a population of 50,000 or more, as designated by the Bureau of the Census.

Unified Planning Work Program (UPWP) – A statement of work identifying the planning priorities and activities to be carried out within the metropolitan planning area. A UPWP includes a description of the planning work and resulting products, and specifies who will perform the work, time frames for completing the work, and the source(s) of funds.

**ARTICLE III**

**Membership**

3.01 General. The Metropolitan Planning Area consists of the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, as well as, the Counties of Gloucester, Isle of Wight, James City, Southampton, and York. Voting Membership in the TPO Board is as follows:

- City of Chesapeake
- City of Franklin
- Gloucester County
- City of Hampton
- Isle of Wight County
- James City County
- City of Newport News
- City of Norfolk
- City of Poquoson
- City of Portsmouth
- Southampton County
- Williamsburg Area Transit Authority

Non-Voting Members:
- Virginia Department of Aviation
- Federal Transit Administration
- Federal Highway Administration
- Federal Aviation Administration
- Virginia Port Authority
- Virginia Department of Rail and Public Transportation
- Virginia Department of Transportation
- Four General Assembly representatives (Two Senators, Two Delegates)

- City of Suffolk
- City of Virginia Beach
- City of Williamsburg
- York County
- Transportation District Commission of Hampton Roads
- Virginia Port Authority
- Virginia Department of Rail and Public Transportation
- Virginia Department of Transportation
- CAOs for all Member Localities
- CTAC Chair
- FTAC Chair (Private Sector)
- Peninsula Airport Commission and Norfolk Airport Authority
3.02 **Voting Representation.** The representative of each voting locality shall be an elected official appointed by the governing body of the locality. Each public transit organization shall be represented by its Executive Director, and each state agency shall be represented by an official designated by the State Secretary of Transportation. With respect to the General Assembly representatives, one of the two senators shall reside in a Southside locality, and the other shall reside in a Peninsula locality, and both senators shall be selected by the Senate Rules Committee. Similarly, one of the two delegates shall reside in a Southside locality, and one delegate shall reside in a Peninsula locality, and both delegates shall be selected by the Speaker of the House. The appointed senators and delegates shall continue to serve as TPO Board members until his or her current term of elected office concludes.

3.03 **Alternates.** Each voting member shall designate an alternate authorized to act in the absence of the voting member’s representative. In the case of localities, the alternate shall be an elected official. For public transit members, the alternate should be an official of the agency’s management team authorized to act in the absence of the Director. The State Secretary of Transportation shall designate alternates for state agency members.

3.04 **Non-Voting Members.** In addition to those non-voting members listed in 3.01, the TPO Board may extend an invitation to any additional parties deemed necessary and appropriate to become a non-voting member of the TPO Board. The Director of an agency invited as a non-voting member shall appoint the agency’s representative to the TPO Board and shall notify the Chair and Executive Director/Secretary of the appointment.

**ARTICLE IV**

**Voting**

4.01 **General.** Any proposed action item brought before the TPO Board shall meet three criteria in order to receive approval: 1) the members voting for the action must represent a simple majority of the total number of voting members on the Board; 2) those members representing local governments voting for the action must cumulatively represent at least 66 percent of the population of the MPA, based on the most recent official figures from the Weldon Cooper Center for Public Service; and 3) those members representing local governments voting for the action must represent at least 60 percent of the local government members in attendance. Each local government in the MPA shall have one vote. In addition, the Williamsburg Area Transit Authority, the Transportation District Commission of Hampton Roads, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the Virginia Port Authority shall each have one (1) vote.

4.02 **Reconsideration.** Any member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken. Such a member may make a motion to reconsider at the next regularly scheduled meeting, but only if the member informed the Chair and the Executive Director, in writing, within five business days of the original vote, of the member’s intention to make the motion to reconsider. The Executive Director shall provide a copy of any such written notice to all TPO Board members.
members. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those present at the meeting.

4.03 **Alternate Voting Members**

4.03.01 **Voting.** At any given meeting, if a TPO Board voting member is absent, the TPO Board member’s alternate may vote in place of the absent member.

4.03.02 **Notice.** Each TPO Board voting member shall provide the Executive Director with the name and contact information for the member’s alternate.

**ARTICLE V**

**Meetings**

5.01 **Regular Meetings.** Regular meetings of the TPO Board shall be held at 10:30 a.m. to 12:30 p.m. on the 3rd Thursday of each month at a place to be determined by the TPO Chair. The TPO Board may change the date and fix the time and place of any regular meeting at any prior meeting and may adjourn any meeting from time-to-time or to another place. The October meeting shall be the Annual Meeting of the TPO Board.

5.02 **Special Meetings.** Special meetings of the TPO Board may be called by the Chair at the Chair’s discretion or by any five (5) voting members of the TPO Board upon five (5) business days’ notice to all members, of the time, place and purpose of the special meeting. In accordance with the provisions of the Virginia Freedom of Information Act, public notice of special meetings shall be given contemporaneously with the notice provided to members of the TPO Board (ref.: Va. Code § 2.2-3707). The contents of the notice and the locations for notice placement shall be as set forth below in subsection 5.04.

5.03 **Quorum.** A majority of the voting members of the TPO Board shall constitute a quorum for the transaction of business.

5.04 **Notices.** Public notice of each regular TPO Board, committee, or subcommittee meeting shall be given not less than three working days prior to the date of such meeting, in accordance with the provisions of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707). Such notice shall provide the date, time, and location of the meeting and shall be posted in both the reception area of the Regional Building in Chesapeake and the administrative offices of the Hampton Roads Planning District Commission. Notice also shall be posted on the TPO Web site and, if feasible, in TPO newsletters. Staff is also charged on an on-going basis with improving and further disseminating notice of meetings in order to encourage and facilitate public participation.

5.05 **Meetings Open to the Public.** In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the TPO Board or any committees or subcommittees established by the TPO Board shall be open to the public unless lawfully convened into a closed session in accordance with the Act (ref.: Va. Code §§ 2.2-3707 and -3712). No meeting during which TPO business is discussed shall be conducted through
telephonic or electronic means where the members are not physically assembled. In accordance with the Act, a “meeting” is any gathering of three or more members of the TPO Board or any TPO-appointed committee or subcommittee (unless the committee or subcommittee has only three members, in which case the gathering of two members shall constitute a “meeting”) (ref.: Va. Code § 2.2-3701). In accordance with the Act, any person may photograph, film, record or otherwise reproduce any portion of an open meeting (ref.: Va. Code § 2.2-3707(H)).

5.06 Public Comment. Time shall be allotted for public comment at TPO Board meetings. Any person desiring to address the TPO Board shall register with the staff of the Executive Director prior to the opening of the meeting. The time limit for speakers is three minutes per person. The Executive Director of the TPO shall assign a staff member to keep time for each speaker. Time cannot be pooled or assigned to any person other than the person who registered to speak. A member of the public may submit written comments or other materials to the Executive Director for distribution to the TPO Board.

5.07 Minutes and Materials Furnished to Members. In accordance with the provisions of the Virginia Freedom of Information Act, minutes shall be recorded at all open meetings, and at least one copy of all agenda packets and, unless exempt under the Act, all materials furnished to members of the TPO Board shall be made available for public inspection at the same time such documents are furnished to members of the TPO Board, and, when feasible, shall be posted on the TPO Web site prior to the meeting (ref.: Va. Code § 2.2-3707). Minutes shall include a record of any votes taken and shall be in conformance with the requirements of the Freedom of Information Act (ref.: Va. Code § 2.2-3707(I)).

ARTICLE VI

Officers and Duties

6.01 Officers. The officers of the TPO Board shall consist of a Chair, Vice-Chair, Secretary, and such subordinate officers as may from time-to-time be elected or appointed by the TPO Board. The TPO Board shall hold an annual organizational meeting for the purpose of electing officers at the first meeting after October 1 of each year. The officers shall be elected by a majority of those present and voting.

6.02 Chair. The Chair shall be a voting TPO Board member and preside at all meetings of the TPO Board at which the Chair is present, and shall vote as any other voting TPO Board member. The Chair shall be responsible for the implementation of the policies established and the actions taken by the TPO Board; shall have all of the powers and duties customarily pertaining to the office of Chair of the TPO Board; and shall sign official documents of the TPO Board and perform such further duties as may be assigned to the Chair by the TPO Board.
6.03 **Vice-Chair.** The Vice-Chair shall be a voting TPO Board member and, in the event of the death, resignation or absence of the Chair, or of the Chair's inability to perform any of the duties of the office of the Chair or to exercise any of the Chair's powers, perform such duties and possess such powers as are conferred upon the Chair including without limitation the power to call meetings as provided in Article IV hereof; shall sign official documents of the TPO Board; and shall perform such other duties as may from time-to-time be assigned to the Vice-Chair by the Chair or by the TPO Board.

6.04 **Secretary.** The Secretary shall cause TPO Board members to be given notice of all regular and special meetings of the TPO Board, and shall attend all such meetings and cause to be kept a record of their proceedings, which shall be a public record, and copies of which shall be provided to TPO Board members with the notice of the next succeeding regular meeting of the TPO Board. The Secretary shall perform all of the duties incident to the office of the Secretary and such other duties as may from time-to-time be assigned to the Secretary by the Chair or by the TPO Board.

6.04 **Terms of Office.** All officers shall be elected at the Annual Meeting of the TPO Board to serve for a term of one (1) year, or until their successors are elected or until they resign or are removed from office by the TPO Board. Any vacancy occurring in an office shall be filled for the unexpired term by the TPO Board at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose.

6.05 **Term Limitations.** The Chair and Vice-Chair may serve not more than two (2) consecutive one (1) year terms in succession, provided however that each such officer may serve for a third or fourth consecutive term if an extension is approved by a majority of the voting members of the TPO Board. Any Chair or Vice-Chair who serves a partial term shall not be considered as serving a full term for purposes of this limitation. No person shall simultaneously serve as the Chair of both the TPO Board and the Hampton Roads Planning District Commission. Additionally, if the Chair of the Hampton Roads Planning District Commission is a member who represents a Southside locality, then the Chair of the TPO Board shall be a member who represents a Peninsula locality. If the Chair of the Hampton Roads Planning District Commission represents a Peninsula locality, then the Chair of the TPO Board shall be a representative of a Southside locality.

6.06 **Election.** At least ninety (90) days prior to the Annual Meeting at which officers will be elected, the Chair shall appoint a Nominating Committee as defined in subsection 7.08. At the annual meeting, the Nominating Committee shall submit the names of one or more persons who are willing to serve for each office to be filled. Further nominations may be made by any voting TPO Board member at the meeting at which the election is held. Election of officers shall be by recorded vote.
ARTICLE VII

Committees

7.01 **Standing Committees.** The standing committees of the TPO Board shall be: the Transportation Technical Advisory Committee, the Transportation Advisory Committee, the Citizen Transportation Advisory Committee, and the Freight Transportation Advisory Committee. Each standing committee shall establish bylaws to guide its function and the functions of its subcommittees. The bylaws of each committee must be submitted to the TPO Board and approved prior to the effective date thereof. The TPO Board may establish additional standing committees as necessary.

7.02 **Ad Hoc Committees.** The Nominating Committee shall be an ad hoc committee of the TPO Board. The TPO Chair or the TPO Board may establish additional ad hoc committees from time to time to advise the TPO Board.

7.03 **Committee Meetings.** The meetings of any standing or ad hoc committee (or subcommittee thereof) shall be open to the public as described in subsection 5.05, and public notice of such meetings shall be provided as described in subsection 5.04.

7.04 **Transportation Technical Advisory Committee.** The Transportation Technical Advisory Committee (TTAC) shall be an advisory committee to the TPO Board and shall provide technical advice and support to the TPO staff. Its voting membership shall be comprised of three members of each locality in the MPA, three members from the Virginia Department of Transportation (one of whom shall be a representative from the central office), one member from the Virginia Department of Rail and Public Transportation, one member from the Virginia Port Authority, and one member from each public transit agency. Representatives from the Federal Highway Administration, Federal Transit Administration, and liaisons of the branches of the military shall be non-voting members. The representatives of each locality shall be appointed by the Chief Administrative Officer of the locality, the members from the state agencies shall be appointed by the State Secretary of Transportation and the members from each public transit agency shall be appointed by the respective executive director. On an as-needed basis, the TPO Chair may invite additional persons to participate in committee meetings in a non-voting capacity. The committee shall maintain a regular meeting schedule.

7.04.1 **Duties.** The TTAC shall provide technical review and assistance in transportation planning, programming, and transportation-related air quality planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socioeconomic planning data and assumptions for the metropolitan planning area. Members are to ensure proper use of the data and assumptions by the TPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the TPO Board.
7.05 **Transportation Advisory Committee.** The Transportation Advisory Committee (TAC) shall be comprised of the Chief Administrative Officer of each TPO member locality, the Williamsburg Area Transit Authority, the Transportation District Commission of Hampton Roads, and the Virginia Port Authority. The committee shall also include the VDOT Hampton Roads District Administrator, and an Executive Staff Representative from the Virginia Department of Rail and Public Transportation. A representative of the Federal Highway Administration and of the Federal Transit Administration shall be non-voting members. TPO Board voting members shall inform the Chair and Executive Director of the names of the designated members. The committee shall be a standing advisory committee of the TPO Board and shall meet from time to time as circumstances require to act upon matters referred to it by the TPO Board.

7.06 **Community Transportation Advisory Committee.** The Community Transportation Advisory Committee (CTAC) shall serve as an advisory committee to the TPO Board and shall provide public input to the TPO Board on transportation issues. The CTAC shall consist of up to thirty members, each of whom shall be a resident of a TPO-member locality, and shall fairly reflect the geographic diversity of the TPO membership. Members shall be appointed by the TPO Board based on recommendations from the Nominating Committee. Initial terms shall be staggered: one-third of the members shall be appointed for one-year terms; one-third of the members shall be appointed for two-year terms; and one-third of the members shall be appointed for three-year terms. Thereafter, all members shall be appointed to three-year terms. In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the TPO Board to serve the unexpired portion of the term. No member shall serve more than two successive terms (even if one of the terms was for less than three years). The TPO Chair shall appoint one of the members of the CTAC as Chair of the CTAC for a three-year term. Staff assistance shall be provided to the CTAC as set forth in Article VIII.

7.07 **Freight Transportation Advisory Committee.** The Freight Transportation Advisory Committee (FTAC) shall advise the TPO Board on regional freight transportation requirements. The FTAC will conduct public outreach activities that help TPO efforts to explain and help raise awareness of the importance of freight transportation to the region and to collect region-wide public input on these matters. The FTAC shall consist of nine members appointed to five-year terms by the TPO Board based on recommendations from the Nominating Committee. In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the TPO Board to serve the unexpired portion of the term. Each term may be renewed for an additional five-year term, upon recommendation by the Nominating Committee. The TPO Chair shall appoint two members of the FTAC to serve as co-chairs of the FTAC for three-year terms; one shall be a private sector freight expert, and one shall be a voting member from the TPO Board. The private sector co-chair shall be a non-voting member of the TPO Board. Staff assistance shall be provided to the FTAC as set forth in Article VIII.
7.08 **Nominating Committee.** The Nominating Committee shall be an ad hoc committee of the TPO Board. It shall be composed of seven voting TPO Board members, each representing a TPO member locality, a representative of VDOT, and a transportation professional who is a voting member of the TPO Board. The Nominating Committee and its Chair shall be appointed by the TPO Chair. The committee shall nominate candidates for TPO Board officer positions as well as candidates for the Citizen Transportation Advisory Committee and the Freight Transportation Advisory Committee. The Nominating Committee may convene a closed meeting to discuss potential nominees if it does so in accordance with the Freedom of Information Act. (ref.: Va. Code § 2.2-3712). No votes may be taken during any closed meeting. (ref.: Va. Code § 2.2-3712(G)). At the conclusion of the closed meeting, the committee shall immediately reconvene in an open meeting and take a roll call or other recorded vote to certify the meeting, in accordance with the Act. (ref.: Va. Code § 2.2-3712(D)). Following certification of the closed meeting, the Chair may entertain a vote on one or more candidates for nomination. The Chair shall promptly provide to the TPO Chair and Executive Director a report of any nominations approved by the committee for consideration by the TPO Board.

**ARTICLE VIII**

**Staff**

8.01 **Executive Director/Secretary.** The Executive Director of the TPO shall be the Executive Director of the Hampton Roads Planning District Commission, and for TPO matters, he or she shall be directly assisted by the Deputy Executive Director, TPO. The Executive Director shall plan, organize, and direct the activities of the TPO staff in support of the TPO mission and the directions of the TPO Board. The Executive Director shall perform the duties of the Secretary, as set forth in Article V, Section 5.04. The Executive Director shall provide staff support to the TPO Board and its committees and shall plan, organize and direct the activities of the staff in support of the mission and the directions of the TPO Board. The Executive Director/Secretary shall work in coordination with the Chair to prepare the agendas for the TPO Board meetings and, as may be required, the meetings of advisory committees established by the TPO Board.

8.02 **Additional Duties.** The Executive Director and his staff, in addition to the duties set forth in 8.01, shall provide professional support and advice to the TPO Board and its committees, and shall prepare reports, analyses, and recommendations as required by state and federal regulations.

8.03 **Financial Transactions.** All financial transactions by or on behalf of the TPO Board shall be coordinated and managed by the Executive Director/Secretary or by a designated financial manager. All revenues and expenditures shall be received and disbursed by and through the established financial system of the Planning District Commission (PDC) as it applies to the TPO, subject to approval of the TPO Board, in accordance with PDC financial procedures. In addition to managing the TPO’s transportation funding, the PDC shall serve as the fiscal and contracting agency for the TPO. The PDC shall provide staff to the TPO, pursuant to a memorandum of understanding between the PDC and the TPO. Financial transactions, if applicable, shall be in accordance with the UPWP.
ARTICLE IX

Procedures

9.01 Parliamentary Procedure. Except as otherwise provided in these rules, the most recent edition of Roberts – Rules of Order, shall be used to conduct all meetings of the TPO and its committees.

9.02 Governmental Agency and Public Body. The TPO Board is a “governmental agency,” as that term is used in the State and Local Government Conflict of Interests Act, and it is a “public body,” as that term is used in both the Virginia Freedom of Information Act and the Virginia Public Procurement Act (ref.: Va. Code §§ 2.2-3101, -3701, and -4301). Accordingly, TPO Board members and committee and subcommittee members shall be subject to the state laws and regulations that govern governmental agencies and public bodies in Virginia, including the Virginia Freedom of Information Act, the State and Local Government Conflict of Interests Act, and the Virginia Public Procurement Act, except where specifically exempted by act of the General Assembly.

ARTICLE X

Public Participation Plan

The TPO shall develop and use a documented Public Participation Plan, as approved by the TPO Board, that defines a process for providing citizens, affected public agencies, representatives of public transportation, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to participate in the metropolitan transportation planning process in accordance with 23 CFR 450.316.

ARTICLE XI

Amendments

Any TPO Board voting member may propose amendments to these bylaws by placing such proposed amendments in writing before the TPO Board at a TPO Board meeting. No vote shall be taken on the proposed amendments until the meeting that follows the meeting at which the written amendments were provided to the TPO Board. The public shall be provided access to inspect the proposed amendments. Approval of amendments shall require an affirmative vote of 2/3 of the voting membership of the TPO Board.
Amendments to the Bylaws of the Hampton Roads Transportation Planning Organization

HRTPO Board Amendment Action – November 17, 2010

Before Amendment:
5.01 Regular Meetings. Regular meetings of the TPO Board shall be held at 10:30 a.m. on the 3rd Wednesday of each month at a place to be determined by the TPO Chair.

After Amendment:
5.01 Regular Meetings. Regular meetings of the TPO Board shall be held at 10:30 a.m. to 12:30 p.m. on the 3rd Thursday of each month at a place to be determined by the TPO Chair.

HRTPO Board Amendment Action – October 20, 2016

Before Amendment:
3.01 Metropolitan Planning Area does not include the City of Franklin and Southampton County. Voting membership does not include the City of Franklin and Southampton County.

After Amendment:
3.01 Metropolitan Planning Area includes the City of Franklin and Southampton County. Voting membership includes the City of Franklin and Southampton County.
MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES
FOR THE HAMPTON ROADS METROPOLITAN PLANNING AREA

This agreement is made and entered into as of 9/13, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State, the Hampton Roads Transportation Planning Organization hereinafter referred to as the MPO, the Transportation District Commission of Hampton Roads (TDCHR), Williamsburg Area Transit Authority (WATA), and Suffolk Transit (represented on the MPO by the City of Suffolk) hereinafter referred to as the Public Transportation Providers, and the Hampton Roads Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at 23 CFR 450 Subpart C, and

WHEREAS, the regulations at 23 CFR 450.314 direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Providers, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Hampton Roads metropolitan planning area (MPA). It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

Article 1
Planning and Modeling Boundaries
The MPO is responsible as the lead for coordinating transportation planning and programming in the Hampton Roads MPA that 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; and portions of the City of Franklin and the Counties of Gloucester and Southampton. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the contiguous geographic area.
expected to become urbanized within the 20 year forecast period for the financially-constrained Long Range Transportation Plan. The MPO (in cooperation with the State and Public Transportation Providers) shall review the MPA boundaries after each Census to determine if existing boundaries meet the minimum statutory requirements for new and updated urbanized area(s), and shall adjust them as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 40 CFR 513, and the latest applicable metropolitan planning funding agreement with the State for the MPA. All parties to this agreement shall comply with applicable state and Federal requirements necessary to carry out the provisions of this agreement.

Article 2
MPO Structure & Committees
The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the Transportation Technical Advisory Committee (TTAC). The MPO shall establish and follow rules of order and record. The Policy Board and the TTAC each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These bodies and their roles are described below. Other advisory committees, task forces, and working groups may be established by the Policy Board and TTAC as deemed necessary by those bodies. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decisionmaking authority, responsibility, or in decisionmaking procedures established under MPO by-laws.

(A) The HRTPO Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the MPA including:
- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based financially-constrained Long-Range Transportation Plan (LRTP); and
- the performance-based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with Federal law and regulations that are applicable to the MPA; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPA [450.314]; and
- the Public Participation Plan (PPP)

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the Federal metropolitan planning factors consistent with 23 CFR 450.305. The Policy Board and the MPO will comply and certify compliance with applicable Federal requirements as required by 23 CFR 450.336. The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act.
requirements which affect public bodies under the Code of Virginia at 2.2-3700 et sequel.

Voting membership of the HRTPO Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- Locally elected officials representing each County and independent City within the MPA
- One representative each from TDCHR and WATA
- One representative participating on behalf of the Virginia Department of Transportation (VDOT) appointed by the Commonwealth of Virginia Secretary of Transportation
- One representative participating on behalf of the Virginia Department of Rail and Public Transportation (DRPT) appointed by the Commonwealth of Virginia Secretary of Transportation
- One representative of the Virginia Port Authority (VPA) appointed by the Commonwealth of Virginia Secretary of Transportation
- Four members of the Virginia General Assembly – one Senator and one Delegate who reside in Peninsula localities and one Senator and one Delegate who reside in Southside localities

Nonvoting membership of the HRTPO Board shall consist of the following representatives:

- Chief Administrative Officers of each County and independent City within the MPA
- One representative each participating on behalf of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA), Virginia Department of Aviation (VDOA), Peninsula Airport Commission, and Norfolk Airport Commission.
- Chair of the Community Transportation Advisory Committee (CTAC)
- Co-chair of the Freight Transportation Advisory Committee (FTAC)

Other nonvoting participants of the HRTPO Board include:

- Members of the Commonwealth Transportation Board
- Liaisons from the various military service branches

The individual voting representatives may be revised from time to time as designated by the respective government or agency. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO’s website.

(3) The Transportation Technical Advisory Committee (TTAC) provides technical review, recommendations and assistance to the Policy Board and Staff on matters of transportation planning and programming. HRTPO TTAC voting membership shall be comprised of three members of each locality in the MPA.
three members from VDOT (one of whom shall be a representative from the central office), one member from DRFT, one member from VPA, and one member each from TDCHR and WATA. Representatives from FHWA, FTA, and liaisons of the branches of the military shall be nonvoting members. The representatives of each locality shall be appointed by the Chief Administrative Officer of the locality, the members from the state agencies shall be appointed by the Commonwealth of Virginia Secretary of Transportation, and members from TDCHR and WATA shall be appointed by the respective executive director. On an as-needed basis, the HRTPO Chair may invite additional persons to participate in TTAC meetings in a nonvoting capacity. Members are responsible for providing, obtaining, and validating the required latest official travel and socioeconomic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. The designated voting and nonvoting membership of the TTAC will be updated by the Policy Board, and will be identified on the MPO’s website.

(C) Regular Meetings — The Policy Board and TTAC shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO’s website and all meetings shall be open to the public. Any meetings and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

Article 3
Unified Planning Work Program (UPWP)
Transportation planning activities anticipated within the Hampton Roads MPA during the next one or two year period shall be documented and prepared annually by the Staff and the TTAC in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of FHWA, FTA, and the State for funding the activities. Any significant changes in transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board.

Article 4
Public Participation Plan
The Policy Board shall adopt and maintain a formal, written Public Participation Plan (PPP). The PPP shall provide reasonable opportunity for involvement with all interested parties in carrying out the transportation planning and programming process for the MPA, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised PPPs shall undergo a minimum 45 day draft public review and comment period. The PPP
will be published and available on the MPO’s website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or Federal public lands regarding other planning activities, thereby ensuring compliance with all sections of 23 CFR 450.316. The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

Article 5
Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the financially-constrained Long-Range Transportation Plan (LRTP)
Recommended transportation investments and strategies to be included in the LRTP shall be determined cooperatively by the MPO, State, and Public Transportation Provider(s). The LRTP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final LRTP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR §450.316 and in accordance with the procedures outlined in the PPP. The MPO shall demonstrate explicit consideration and response to public input received during the development of the LRTP.

Development of the Transportation Improvement Program (TIP)
The financially-constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement Program (STIP) development and approval process.

The State shall assist the MPO and public transportation providers in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any Federally-funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the
recommendations in the LRTP. The State and the Public Transportation Provider(s), assisted by the State, shall provide the MPO a list of project, program, and grouped projects obligations by year and phase for all State and public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of financial-constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

Article 6

Financial Planning and Programming, and Obligations
The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how LRTPs and TIPs can be implemented consistent with principles for financial-constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the LRTP (23 CFR 450.324) and TIP (23 CFR 450.326), as well as the development of the annual listing of obligated projects (Annual Obligation Report) (23 CFR 450.334).

Financial Constraint and Financial Forecasts
The LRTP and TIP shall be financially-constrained pursuant to 23 CFR §450.324 and §450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the LRTP, the State shall provide the MPO with a long-range forecast of expected state and Federal transportation revenues for the MPA. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the MPA. The financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the Federal aid highways and public transportation. The MPO shall review the forecast and add any local, regional, or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the LRTP. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by
legislative or administrative actions) the MPO will not act on a full update or amended LRTP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report
Within 60 days after the close of the Federal fiscal year, the State, Public Transportation Provider(s), and the MPO shall cooperatively develop a listing of projects for which funds under 23 U.S.C. or 49 U.S.C Chapter 53 were obligated in the preceding program year. This Annual Obligation Report (ACR) shall include all Federally-funded projects authorized or revised to increase obligations in the preceding program year, and shall at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the AOR in accordance with the MPO’s Public Participation Plan criteria for the TIP.

Article 7
Performance-Based Metropolitan Planning Process Responsibilities

The MPO
The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region’s metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO’s performance based planning activities in the MPO UPWP.

The MPO shall develop, establish and update the Federally required transportation performance targets that apply for the MPA in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt Federal targets of the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days from the MPO deadline for the selection of new or updated targets, for each Federally required performance measure, the MPO shall formally notify the State(s) and Public Transportation Provider(s) of whether the MPO: 1) has selected “to contribute toward the accomplishment” of the statewide target selected by the state, or 2) has identified and committed to meet a specific
quantitative target selected by the public transportation provider(s) or the MPO for use in the MPO’s planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific Federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is Federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Virginia Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects “to contribute toward the accomplishment” of each of the statewide performance measure targets, the State will conduct the performance analyses for applicable MPAs in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the MPA's performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO LRTP and/or TIP update or non-administrative modification. The MPO’s transportation performance targets, recent performance history and status will be identified and considered by the MPO’s Policy Board in the development of the MPO LRTP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.328. The MPO LRTP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the MPA at the time of the MPO’s TTAC recommendation of the draft LRTP or draft TIP.
The State
Distinct from the roles of the metropolitan Public Transportation Provider(s) with Federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in Federal highway related performance measure analyses to inform the development of appropriate Federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia’s MPAs, as applicable. The findings of the State’s highway performance analyses will inform the development or update of statewide targets.

Information regarding proposed statewide targets for highway safety and non-safety federal performance measures will be presented to the Commonwealth Transportation Board (CTB) at the CTB’s public meetings and related documents, including, but not limited to, presentations and resolutions, will be made publicly available on the CTB website. The MPO and Public Transportation Provider(s) shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPO shall report their adopted annual safety performance targets to the State for the next calendar year within 160 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the State shall make publicly available the latest statewide and (each) MPO metropolitan planning area’s federally required performance measure targets, and corresponding performance history and status.

The Public Transportation Provider(s)
For the MPAs, public transportation providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating Federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures.
under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Provider(s) to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive Federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA’s National Transit Database consistent with FTA’s deadlines based upon the applicable Public Transportation Provider’s fiscal year. These Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate as necessary so that the MPO(s) shall establish and/or update their MPO transit target(s) no later than 180 days thereafter.
IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

Chairman
Hampton Roads
Transportation Planning Organization

Secretary of Transportation
Commonwealth of Virginia

President-Chief Executive Officer
Transportation District Commission
of Hampton Roads

Executive Director
Williamsburg Area Transit Authority

Executive Director Secretary
Hampton Roads Transportation Planning Organization and
Hampton Roads Planning District Commission

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**FEDERAL REGULATIONS**

The Federal Regulations that are applicable to MPOs can be found at the following link:

**VIRGINIA STATE REGULATIONS**

The Virginia State Regulations that are applicable to MPOs can be found at the following link:

http://law.lis.virginia.gov/vacode/title33.2/chapter32/section33.2-3201/