FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION (FAMPO)

Fredericksburg City
Spotsylvania County
Stafford County

Matt Kelly
Chairman

Paul Agnello
FAMPO Administrator

FAMPO RESOLUTION 17-31

A RESOLUTION OF THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION RECOMMENDING THE ADOPTION OF THE PUBLIC PARTICIPATION PLAN (PPP)

WHEREAS, Federal law requires that FAMPO develop and adopt a Public Participation Plan (PPP) in accordance with Federal guidelines, and

WHEREAS, 23 CFR § 450.316 and the Fixing America's Surface Transportation Act (FAST Act) require that the metropolitan planning process provide for proactive public involvement that provides complete information, timely public notice, full public access to key decisions, and supports early and continuous involvement of the public in developing plans; and

WHEREAS, the FAMPO staff and consultants developed an update to the Public Participation Plan that meets federal requirements and local community demand; and

WHEREAS, the Public Participation Plan has completed the required 45-day public review and comment period, and

WHEREAS, the Public Participation Plan is a working document that will be regularly reviewed for effectiveness and revised as appropriate, and

THEREFORE BE IT RESOLVED BY THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION HEREBY ADOPTS THE PUBLIC PARTICIPATION PLAN (PPP).

Adopted by the FAMPO Policy Committee at its meeting on May 15, 2017.

FAMPO Resolution 17-31

Chairman
Fredericksburg Area Metropolitan Planning Organization

Date: 05/15/2017

406 Princess Anne St.
Fredericksburg, Virginia22401

(540) 373-2890
FAX: (540) 899-4808
www.fampo.gwregion.org

FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION (FAMPO)

FAMPO RESOLUTION 17-31

On motion of Laura Sellers and seconded by William Withers, Resolution 17-31 was adopted.

VOTE:

Ayes: 11	Laura Sellers, William Withers, Matthew Kelly, Doug Fawcett, Paul Milde, Meg Bohmke, David Ross, Tim McLaughlin, Greg Benton, Marcie Parker, Charles Steigerwald
Nays: 0	
Abstain: 0	
Absent: 0	

Public Participation Plan

Adopted May 15, 2017

Fredericksburg Area Metropolitan Planning Organization
406 Princess Anne Street
Fredericksburg, Virginia 22401
540.373.2890 phone
540.899.4808 fax
www.fampo.gwregion.org

Table of Contents

Title VI Statement 1

List of Acronyms 2

Introduction and Overview 4

The FAMPO Organization 5

George Washington Regional Commission 5

Fredericksburg Area Metropolitan Planning Organization 5

Policy Committee (PC) 6

FAMPO Technical Committee (FTC) 6

Citizens Transportation Advisory Group (CTAG) 7

Bicycle and Pedestrian Advisory Committee (BPAC) 7

Air Quality Committee (AQC) 7

Public Transit Advisory Board (PTAB) 7

FAMPO Transportation Planning Documents 8

Unified Planning Work Program (UPWP) 8

Long Range Transportation Plan (LRTP) 8

Transportation Improvement Program (TIP) 9

Public Participation Plan (PPP) 9

Air Quality Conformity Analysis 9

Title VI Nondiscrimination Plan 9

Limited English Proficiency Plan (LEP) 9

Bicycle and Pedestrian Plan (BPP) 10

Regional Transit Policy Plan (RTPP) 10

Corridor Studies, Special Projects, Projects of Regional Significance 10

What is Public Participation? 11

General Guidelines for Public Participation 11

Expanding Diversity in Planning 13

Strategies to Broaden Outreach ..... **Error! Bookmark not defined.**

Public Participation Goals & Strategies 14

Public Participation Process 14

Public Participation Goals 14
Who is the Public to be reached? 14
Targets Publics on FAMPO Mailing List ..... **Error! Bookmark not defined.**
Strategies & Tactics 16
Strategy 1 16
Strategy 2 18
Strategy 3 20
Strategy 4 21
Strategy 5 23
Strategy 6 24
Appendix 1 – Public Participation Process: LRTP, TIP, UPWP, PPP 25
Appendix 2 – How to Review and Comment on Transportation Planning Documents 28
Appendix 3 – Regional Libraries to view FAMPO Transportation Planning Documents 29
Appendix 4 – Agencies Involved in Regional Transportation Planning 30
Appendix 5 – Language Identification Cards 32
Appendix 6 – Demographic Survey 35
Appendix 7 – Public Involvement Measures 37
Appendix 8 – Title VI Statement 39
Appendix 11 – FAMPO Resolution Adopting the Public Participation Plan 40

Title VI Statement

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact the GWRC/FAMPO at 540-373-2890 or fampo@gwregion.org at least four days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).

La participaciónpúblicaessolicitada sin distinción de raza, color, origennacional, edad, sexo, religión, discapacidad o suestado familiar. Las personas que requierenalojamiento especial de acuerdo con el American with Disabilities Act, o personas que requierenservicios de traducción (libre de cargo) debencomunicarse con la GWRC / FAMPO al 540-373-2890 ofampo@gwregion.org al menos dos días antes de la reunión. Personas con problemasauditivos, llama 800-273-7545 (TDD)

List of Acronyms

Name/Title	Acronym
Air Quality Committee	ACC
Americans with Disabilities Act	ADA
Bicycle and Pedestrian Advisory Committee	BPAC
Bicycle and Pedestrian Plan	BPP
Citizens Transportation Advisory Group	CTAG
Constrained Long Range Plan	CLRP
Department of Environmental Quality	DEQ
Department of Rail and Public Transportation	DRPT
FAMPO Technical Committee	FTC
Federal Highway Administration	FHWA
Federal Transit Administration	FTA
George Washington Regional Commission	GWRC
Intermodal Surface Transportation Efficiency Act	ISTEA
Limited English Proficiency Plan	LEP
Long Range Transportation Plan	LRTP
Memorandum of Understanding	MOU
Moving Ahead of Progress in the 21st Century Act	MAP-21
National Environmental Policy Act of 1969	NEPA
Planning District 16	PD16
Policy Committee	PC
Public Participation Plan	PPP
Public Transit Advisory Board	PTAB
Rappahannock Area Development Commission	RADCO
Regional Transit Policy Plan	RTPP
Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users	SAFETEA-LU
Six Year Improvement Program	SYIP
Statewide Transportation Improvement Program	STIP

Transportation Improvement Plan	TIP
Transportation Management Area	TMA
Transportation Planning Board	TPB
Unified Planning Work Program	UPWP
Virginia Department of Transportation	VDOT

Introduction and Overview

Transportation systems can shape an area's growth patterns, economic vitality and quality of life. Our transportation system provides for the mobility of people and goods, and influences patterns of growth and economic activity through accessibility to land. Furthermore, the performance of this system affects such public policy concerns as air quality, environmental resource consumption, social equity, "smart growth", economic development, safety and security.

The Fredericksburg Area Metropolitan Planning Organization (FAMPO), the forum for regional comprehensive, continuing, and cooperative transportation planning, is committed to engaging all area citizens in its planning and programming activities. It is FAMPO's policy to manage a collaborative process that is proactive and ensures timely public notice, complete information, a wide range of opportunities for submitting comments and full public access to key decisions.

The purpose of the FAMPO Public Participation Plan (PPP) is to serve as a guide to encourage public involvement in the regional transportation planning process. Through this PPP, FAMPO formalizes its intent to provide open access to the transportation planning process for all stakeholders. Because transportation has a substantial impact on an area, public involvement is vital to the planning process and special effort is made to ensure the inclusion of those affected by the planning and those traditionally underserved, such as seniors, persons with disabilities, ethnic groups and low income population. Effective transportation planning recognizes the critical link between transportation and other societal goals.

FAMPO seeks public input through a variety of techniques, including public notices, workshops, public hearings, comment periods, website, email, surveys, social media, media relations, and the use of committees and work groups, with citizen representatives as appointed. The specific public outreach techniques employed by FAMPO will vary by the individual planning tasks.

The FAMPO Organization

The Fredericksburg Area Metropolitan Planning Organization (FAMPO) carries out the regional transportation planning process in partnership with the George Washington Regional Commission (GWRC). FAMPO has several committees to advise the organization on technical matters and to provide public perspective of projects, plans and programs. FAMPO has the ultimate authority on all regional transportation planning decisions; however, the advisory committees are tasked with analyzing data and making recommendations to FAMPO that shape the transportation planning process. All FAMPO committee meetings are open to the public, and participation in the metropolitan transportation planning process is encouraged.

George Washington Regional Commission

The George Washington Regional Commission (GWRC) is the planning district commission for Virginia Planning District 16 (PD16), which includes the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford. The GWRC, formerly known as the Rappahannock Area Development Commission (RADCO), has served Planning District 16 for more than 55 years. GWRC principal functions are regional land-use planning (FAMPO), transportation planning (FAMPO), and transportation demand-management activities (GWRideConnect). GWRC also supports a number of affiliated organizations, including the Rappahannock River Basin Commission.

Fredericksburg Area Metropolitan Planning Organization

The Fredericksburg Area Metropolitan Planning Organization (FAMPO) is the regional transportation planning department for the GWRC. Created in 1992, FAMPO has managed all transportation planning processes and data for the GWRC region since 1994 when a Memorandum of Understanding (MOU) was executed with the Transportation Planning Board (TPB) in Washington, D.C., giving FAMPO responsibility for transportation planning in the portion of North Stafford County included in the Washington Urbanized Area by the 2000 Census.

Mission Statement

The MPO's mission is to provide a cooperative, continuous and comprehensive ("3C") transportation planning process to build regional agreement on transportation investments, that balance roadway, public transit, bicycle, pedestrian, and other transportation needs and support regional land use, economic, and environmental goals for the safe and efficient movement of people and goods. Special emphasis is placed on providing equal access to a variety of transportation choices and effective public involvement in the transportation

The principal responsibilities of FAMPO include the development of the region's 20-year Long Range Transportation Plan (LRTP) for the urbanized area. Planning activities also include a four-year Transportation Improvement Program (TIP), and annual Unified Planning Work Program (UPWP). FAMPO is the clearinghouse for all regional transportation planning. Staff works closely with city and county transportation planning departments to develop regional transportation plans and programs, which are then forwarded to the Virginia Department of Transportation (VDOT) for inclusion in the over-all state-wide transportation plan. VDOT programs these projects for funding and development along with others in the state.

Understanding the Relationship between FAMPO and Other Agencies

While FAMPO is not necessarily the implementing agency for projects, it provides an overall coordination role in planning and programming funds for projects and operations throughout the region. Transportation planning amongst regional governments must be cooperative, because no single agency has responsibility for the construction, operation, or maintenance of the entire transportation system. FAMPO is responsible for actively seeking the participation of all relevant agencies and stakeholders in the planning process.

Policy Committee (PC)

The MPO Policy Committee is the transportation policy decision-making board comprised of eleven elected and non-elected voting members. The Fredericksburg District Commonwealth Transportation Board (CTB) Representative and the Citizens Transportation Advisory Group Chairman serves as ex officio members.

The MPO is responsible for transportation planning and funding allocations in the Fredericksburg Area MPO and partners with the public, planning organizations, government agencies, elected officials and community groups to develop regional transportation plans. They provide direction and vision for transportation planning. Specifically, members review and approve the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and all associated amendments. Technical support to this committee is provided by the FAMPO Technical Committee (FTC).
www.fampo.gwregion.org/policy-committee

FAMPO Technical Committee (FTC)

The FAMPO Technical Committee (FTC) was established to advise and to provide technical engineering and planning expertise during the transportation planning process. The FTC consists primarily of engineers, planners, and other professionals who represent the region's local governments and transportation/transit agencies and works with the MPO staff to develop planning and programming recommendations for the MPO Policy Committee.
www.fampo.gwregion.org/fampo-technical-committee

Citizens Transportation Advisory Group (CTAG)

The Citizens Transportation Advisory Group is a committee composed of citizens representing all FAMPO cities and counties and at-large members representing various groups and/or organizations with an interest in transportation. The purpose of the CTAG is to provide comments, advice and recommendations to the Policy Committee as well as to play a significant role in FAMPO's public participation for area transportation projects and studies.
www.fampo.gwregion.org/citizens-transportation-advisory-group

Bicycle and Pedestrian Advisory Committee (BPAC)

The Bicycle and Pedestrian Advisory Committee is an action group comprised of citizens, planners, biking and walking clubs and others whose purpose is to advise the Policy Committee during the update of the George Washington Regional Bicycle and Pedestrian Plan, to represent state and local governments, community organizations and the general public interests in transportation planning decisions, and to provide feedback to FAMPO staff on projects relating to walking and bicycling. The BPAC meets regularly during the update of the Long Range Transportation Plan (LRTP).
www.fampo.gwregion.org/bicycle-and-pedestrian-committee

Air Quality Committee (AQC)

The Air Quality Committee is a Standing Committee made up of regional elected and appointed officials. Its responsibilities are to meet periodically to assess the air quality conditions in the region and to examine efforts to improve regional air quality in relation to the State Implementation Plan (SIP). Its findings and recommendations are forwarded to the Policy Committee and the State and Federal governments for consideration and action.
www.fampo.gwregion.org/air-quality-committee

Public Transit Advisory Board (PTAB)

The Public Transit Advisory Board advises the Policy Committee on public transportation issues from a regional perspective. he purpose of the Public Transit Advisory Board (PTAB) shall be to provide citizen and private and public partner input on the public transit needs of the city and the region; to evaluate the operational and financial performance of the region's public transit system; and to advise the City Council on any public transit issues that the PTAB considers appropriate for City Council consideration. The PTAB meets quarterly at Fredericksburg Regional Transit (FRED).
www.fampo.gwregion.org/public-transit-advisory-board

FAMPO Transportation Planning Documents

FAMPO produces many plans and studies as part of the regional planning and funding process. There are four core documents developed by FAMPO. These documents are completely updated on regular cycles and amended as necessary in between updates. Public involvement is critical to successful planning. The following chart offers a snapshot of the four core documents.

Document Name	How often updated?	Public information Workshop(s)	Public Hearing
Unified Planning Work Program (UPWP)	Annually	No	Yes
Long Range Transportation Plan (LRTP)	Every five years	Yes	Yes
Transportation Improvement Program (TIP)	Every four years	Yes	Yes
Public Participation Plan (PPP)	Periodic Review and Update	No	No

Other plans and studies include: The Regional Bicycle and Pedestrian Plan, Regional Transit Policy Plan, Air Quality Conformity Determination, and other special projects. The following offers more insight into the four core planning and other planning documents that FAMPO produces:

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is the MPO's principal budgetary document. It is a statement of work that identifies the planning priorities and activities to be carried out by the MPO each fiscal year beginning on July 1st and ending on June 30th utilizing federal, state and local resources. It includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. Metropolitan Planning Organizations (MPOs) are required to develop UPWPs to govern work programs for the expenditure of FHWA and FTA planning funds. [23 CFR 450.308)(b)]
www.fampo.gwregion.org/unified-planning-work-program

Long Range Transportation Plan (LRTP)

The Long Range Transportation Plan (LRTP) reflects transportation investments for the next twenty plus years in the GWRC and FAMPO region. Each transportation project that is regionally significant and/or utilizes federal transportation funds must be listed, providing a vision of how the transportation network will function in twenty years' time. The long-range planning process involves many steps. FAMPO staff research and analyze what the communities and region will be like in terms of population, jobs, housing, commuting patterns, financing and land use. It is "financially constrained" to include only projects that the region can afford to build and operate during the period. In order to make this picture of the future as accurate as possible, public participation is vital. FAMPO involves many agencies and organizations with different viewpoints and areas of expertise. The Policy Committee is ultimately responsible for the final decision concerning the plan's adoption. The LRTP is updated every five years.
www.fampo.gwregion.org/long-range-transportation-planning

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a short range fiscal planning document that represents the first four years of the twenty year Long Range Transportation Plan. The TIP includes projects on the Interstate, Primary, Urban and Secondary Highway Systems. Also included are safety projects, transportation enhancement, aviation projects, rail projects, bicycle and pedestrian projects and public transit projects. The TIP consists of transportation needs for the shorter term, based on real time changes in population, traffic conditions, land use and other needs.
www.fampo.gwregion.org/transportation-improvement-program

Public Participation Plan (PPP)

The Public Participation Plan (PPP) outlines the strategies utilized to provide and receive information from the public on the transportation planning and programming process including projects, studies, plans and committee actions. The PPP is intended to provide direction for public involvement activities to be conducted by FAMPO and contains the goals and strategies used by the MPO for public involvement.
www.fampo.gwregion.org/public-participation-plan

Air Quality Conformity Analysis

All projects that are determined to add capacity (i.e., adding a travel lane) to the road network must undergo an air quality analysis as part of the LRTP and the TIP processes. Capacity adding projects cannot exceed the amount of allowable emissions as stated in the State Implementation Plan (SIP). The LRTP and TIP must fall within the budgeted amounts. The Air Quality Conformity Analysis is included as part of the LRTP and TIP.
www.fampo.gwregion.org/air-quality-conformity-analysis

Title VI Nondiscrimination Plan

The GWRC/FAMPO Title VI Nondiscrimination Plan assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency sponsored program or activity. Nor shall sex, age, or disability stand in the way of fair treatment of all individuals. GWRC and FAMPO assure that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. GWRC and FAMPO will include Title VI language in all written agreements and will monitor compliance.
www.fampo.gwregion.org/gwrc-fampo-title-vi-nondiscrimination-plan

For more information on how these diverse groups are encouraged to participate in the planning process, please refer to Strategy 4 in the outreach section.

Limited English Proficiency Plan (LEP)

The Limited English Proficiency (LEP) Plan was developed to identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to FAMPO services as required by Executive Order 13166. This plan details procedure on how to identify a person who may need language assistance, the

way in which assistance may be provided, training staff and how to notify LEP persons that assistance is available.
www.fampo.gwregion.org/wp-content/uploads/Limited-English-Proficiency-Plan-2.pdf

For more information on how the limited English proficiency citizens are encouraged to participate in the planning process, please refer to Strategy 4 in the outreach section.

Bicycle and Pedestrian Plan (BPP)

The Bicycle and Pedestrian Plan (BPP) represents a coordinated approach between the MPO, and its local jurisdictions to provide information and guidance in the development of a safe, interconnected, regional network of on-road and off-road bicycle and pedestrian corridors and related facilities. The primary goals of the Bicycle and Pedestrian Plan are to preserve and enhance the bicycling and pedestrian network, and to improve the safety, attractiveness and overall viability of cycling and walking as legitimate transportation alternatives to be transportation system. The Plan is reviewed and updated every five years.
www.fampo.gwregion.org/bicycle-pedestrian-planning

Regional Transit Policy Plan (RTPP)

The Regional Transit Policy Plan is a comprehensive, regional public transit system blue print which defines regional transit levels of service, facilities, revenues and governance. The RTPP is reviewed and updated every five years.
www.fampo.gwregion.org/transportation-studies/regional-transit-policy-plan

Corridor Studies, Special Projects, Projects of Regional Significance

These are studies and projects that do not fall within the LRTP, TIP or other major plans. FAMPO staff coordinates with interested and affected parties (Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), municipalities, residents, organizations) as necessary. While a public comment period is typically included as part of special projects, public hearings and other public meetings may be optional depending on the type of the project. The sponsors of these types of projects may make presentations to FAMPO's Policy Committee as appropriate.

What is Public Participation?

Public Participation is the process by which an organization consults with interested or affected individuals, organizations, and government entities before making a decision. Public involvement benefits all participants by bringing a variety of viewpoints to the transportation planning process. The earlier the public is involved in the planning process, the better the plans can address the community's needs for today and the future.

Public participation is integral to FAMPO's transportation planning process. With participation, it is possible to make a long-lasting contribution to an area's economic vitality and quality of life. Public involvement is more than an agency requirement and more than a means of fulfilling a statutory obligation – it is central to good decision-making.

FAMPO regularly evaluates and refines the public participation process to provide a wide variety of opportunities for people to get involved in transportation planning. Details are listed in the Public Participation Goals and Strategies section of this document.

General Guidelines for Public Participation

The Moving Ahead for Progress in the 21st Century (MAP-21) was signed by law on July 6, 2012 and contains specific language outlining federal requirements regarding public participation process and procedures. In general, MAP-21 legislation built upon previous transportation legislation (ISTEA, TEA-21 and SAFETEA-LU) to provide states and metropolitan planning organizations specific direction and promoting broad-based participation activities.

MAP-21 Legislation (Public Law 112-141) requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users for public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the transportation plan.

The public participation process requirements in 23 CFR450, Section 450.316(b)(1), are listed below. These requirements encourage a proactive public participation process and support early and continuing involvement of the public in the planning process. FAMPO carries out the following practices for effective communication with the public.

1. **Require a minimum public comment period** of forty-five days before the public participation process is initially adopted or revised.

2. **Provide timely information** about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, local jurisdictional concerns).

3. **Provide reasonable public access** to technical and policy information used in the development of the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and

other appropriate transportation plans and projects, and conduct open public meetings when matters related to transportation programs are being considered.

4. **Give adequate public notice** of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the LRTP, TIP, and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by FAMPO and raises new material issues, which interested parties could not reasonable have foreseen, an additional opportunity for public comment on the revised plan shall be made available.

5. **Demonstrate explicit consideration and response** to public input received during the planning and program development processes.

6. **Seek and consider the needs of the traditionally underserved** by existing transportation systems, including but not limited to low-income and minority households.

7. **Respond in writing**, when applicable, to public input. When significant written and oral comments are received on the draft transportation plan, a report on the disposition of comments shall be made part of the final plan.

8. If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts, and **additional opportunity for public comment** on the revised plan or TIP shall be made available.

9. **Public participation processes shall be periodically reviewed** by the MPO in terms of their effectiveness in ensuring that the process provides full and open access to all.

10. **Procedures will be reviewed by FHWA and FTA during certification reviews** for Transportation Management Area's (TMAs), and as otherwise necessary for all MPOs, to ensure that full and open access is provided to decision-making process.

11. **Coordinate the public participation process** with statewide public participation processes wherever possible, to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.

Other components of the legislation which support 23CFR450, Section 450.316(b)(1) are:

- 450.212(a) Public Participation
- 450.214 Statewide Transportation Plan
- 450.216 Statewide Transportation Improvement Program (STIP)
- 450.318(b) Metropolitan Transportation Planning Process: Major Metropolitan Transportation Investment
- 450.322(c) Metropolitan Planning Process: Transportation Plan
- 450.324(c) Transportation Improvement Program: General

Expanding Diversity in Planning

FAMPO is committed to reaching out to all members of the community for their input and embraces the fact that all people and communities should receive equal protection under environmental, health, employment, housing, transportation and civil rights laws. As the agency responsible for coordinating the regional transportation planning process, FAMPO makes sure that all segments of the population are given the opportunities to become involved with the planning process. These groups are a rich source of ideas and can improve transportation not only for themselves, but also for the entire community. In order to improve opportunities to reach all segments of the population, greater outreach emphasis will be given to low income, minority, elderly, disabled, low literacy, limited English proficiency and non-English speaking individuals, and the organizations that advocate and/or provide services on their behalf.

Defining Environmental Justice Groups

Minority groups are those persons who are African American, Hispanic, Asian American, American Indian or Alaskan Native. These minority populations are those that are readily identifiable groups who will be affected by a proposed FAMPO program, policy, or activity.

Low-Income populations are those groups whose household income is at or below the Department of Health and Human Services poverty guidelines and who will be affected by a proposed FAMPO program, policy, or activity. (Ref: DOT Order on Environmental Justice).

Public Participation Goals & Strategies

Public Participation Process

FAMPO seeks public input through a variety of techniques to ensure we are reaching a broad and diverse public. The public outreach techniques employed by FAMPO will vary depending on the specific planning task.

Public Participation Goals

- Raise the level of understanding of the transportation planning process among all groups in the FAMPO transportation study area and identify how interested citizens can become involved.
- Provide the public with opportunities for involvement in the transportation planning process and make access to documents easy.
- Identify and involve traditionally underserved communities (those communities with high concentrations of minority, low-income, or elderly populations) in the transportation planning process.
- Regularly review and enhance the public involvement plan.

Who is the Public to be reached?

The public includes any who resides, has an interest, or does business in a given area potentially affected by transportation decisions. This includes both individuals and organized groups. Those persons traditionally underserved by existing transportation systems, such as low-income or minority households and the elderly, should be encouraged to participate in the transportation decision making process. Federal, state, and local agencies with an interest in transportation issues also play a particularly important role in the development of transportation projects. Many of those agencies have a statutory responsibility to review environmental documents or issue permits for transportation projects.

- General public
- Directly affected public, such as property owners, including those of abutting properties and those in the vicinity of a proposed project
- Elected officials
- Affected agencies, e.g., U.S. Environmental Protection Agency (EPA), Virginia Department of Environmental Quality (DEQ), Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT) and Public Works Departments
- Freight shippers, providers and users of freight transportation services – via rail, air and highway routes
- Providers and users of private transportation services, e.g., taxis, commuter buses, shuttle buses, limousines, carpools and vanpools
- Providers and users of public transportation services, e.g., bus, airlines, and train
- The business community (retail, services, aggregate industry, etc.)
- Advocacy groups – e.g., civic and special interest groups, Chambers of Commerce, homeowner's associations, public interest groups or bicycle and pedestrians use, civil rights groups, and senior citizen organizations

- Non-English speaking public, as appropriate
- Emergency service providers and users

Strategies & Tactics

Strategy 1

Provide timely and continuous information about transportation issues and process to stakeholders.

Tactics

1.1 **Master Contact Database/Mailing List:** FAMPO maintains a database of contacts to assure that all interested parties have reasonable opportunities to comment on the transportation planning process and products. The database is updated periodically to include participants from FAMPO studies and projects as well as those who have requested to be added via the website and social media.

1.2 **Website** (www.fampo.gwregion.org): FAMPO maintains a website that is compliant with Section 508 of the Americans with Disabilities Act for disabled users and includes a translation feature for non-English speakers. The website Accessibility Policy and Document Accessibility Notice can be found on at www.fampo.gwregion.org/web-policy.The website will contain the following information:

- Automatic translation to languages other than English
- Ability to increase font size for easier reading
- Contact information (mailing address, phone, fax, and email)
- Current MPO committee membership
- Meeting notices, calendars and agendas
- Transportation planning documents (UPWP, LRTP, TIP, PPP, etc.)
- Public Comment form(s)
- Social networking opportunities
- Public comment/question form and other public involvement opportunities
- Links to related agencies

1.3 **Social Media:** FAMPO incorporates both Facebook and Twitter in most of its outreach activities.

1.4 **Mobile Applications:** For instant and effortless access to the FAMPO website via the Smart Phone, a Quick Response (QR) code is included in various print media. For staff members with Smart Phones, translator applications are available for download for the use of translation when necessary.

1.5 **Public Notices:** Notices for committee meeting, public meetings and public comment periods will be advertised. Locations were they may be advertised include the FAMPO website, local news sections or regional newspapers and on cable television bulletin boards. Local member jurisdictions also may be asked to publicize the public comment period/hearing in their local media (newsletters, websites, etc.) A complete list of committee and public meetings is available on the FAMPO website.

1.6 **Press Releases/Media Relations:** New releases are developed and distributed to local and regional television, radio and print media. Topics for releases will include meeting notices and transportation planning news and general FAMPO news.

1.7 **Electronic Mail:** Meeting announcements, project and other FAMPO updates are sent electronically to the master contact database or to targeted groups for upcoming activities.

1.8 **Postcards/Direct Mail:** Meeting notices in the form of a postcard mailer may be utilized prior to key public forums, meetings and hearings. Mailers will be sent to those on the master contact mailing list and also may be sent to households and businesses in affected areas through the purchase of a targeted mailing list to supplement the master contact mailing list.

1.1 **Flyers/Informational Inserts:** Flyers may be developed to provide information about FAMPO activities to interested groups to insert into their regular mailings, e.g., Homeowner's Association Newsletters.

1.9 **Signage:** Directional signs may be considered for posting outside meeting locations to announce public workshops at least two days prior to the meeting date, e.g., sandwich boards, marquees, electronic signage (VDOT).

1.10 **Informational Brochures:** These brochures will help the public to learn more about FAMPO and the transportation planning process and how the public can be involved.

1.11 **Speakers Bureau:** FAMPO staff members are available to provide general and project - specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice. CTAG members also may assist in performing public outreach to community and advocacy groups.

1.12 **Public Meetings:** Workshops, seminars, and exhibits can be vital information directly to the public to help inform and educate.

Strategy 2

Provide reasonable public access to technical and policy information used in the development of plans and projects.

Tactics

2.1 **FAMPO Library:** The MPO will make all publications and work products available at the FAMPO office and electronically via the FAMPO website.

2.2 **Community Buildings:** Place printed materials in public areas that are easily accessible.

- Local/Regional Government Offices
- Libraries

2.3 **Committee & Public Meetings:** Use public meetings and hearings as a conduit to release information used in the development of studies, plans and amendments as appropriate. Public meetings will be held at various locations throughout the region. Whenever feasible, hold public meetings at a site(s) and time(s) convenient to potentially affected citizens. FAMPO will conduct public workshops and a public hearing during LRTP and TIP updates. A complete schedule of public meetings is found on the FAMPO website.

2.4 **Copies of Reports:** Invite members of the public to request copies of reports and other technical information (other than proprietary software or legally confidential data). These requests will be handled as follows:

- Relevant reports and technical information will be distributed free of charge at committee meetings. To the extent practicable within budget limitations, relevant reports and technical information will also be made available free of charge for other meetings and outreach activities related to FAMPO activities.
- In circumstances other than (a) requests for reports and technical information will be fulfilled on an "at cost" basis, including duplication costs and staff time associated with responding to the requests.
- Reports and technical will be made available through the FAMPO website.

2.5 **Committee Meeting Access:** Provide access to all committee meetings by welcoming the public to attend. The chairs of various committees and subcommittees will recognize members of the public who wish to ask questions or make comments at these meetings, to the maximum extent possible under the time constraints imposed by the agendas. Comments will be recorded, reviewed and considered and appropriate feedback will be given to the individual/group.

2.6 **Internet:** Place easy to download materials from the FAMPO website. For those who do not have the ability to go online at home, local libraries are available to access online information.

2.7 **Graphics:** FAMPO will use visualization techniques on its website, in printed materials and during meetings as practicable to depict transportation plans. Examples of visualization techniques include: charts, graphics, photo interpretation, maps, use of GIS systems, artist renderings, physical models, and/or computer simulations.

2.8 Public Access – Underserved and Disabled Americans: Recognizing that certain members of the public who may be interested in transportation may have difficulty in attending FAMPO's public meetings, public hearings, and the open meetings of the FAMPO Policy Board to specifically address planning activities regarding transportation, the following arrangements shall be observed:

- Advertisements also will include information for those who may need special assistance to attend.
- Meetings will be held at ADA accessible locations
- Meetings will be held on or near transit routes whenever possible.

Strategy 3

Provide a reasonable time to comment prior to adoption of any plan or amendment. Notice of the comment period should be advertised.

Tactics

3.1 Set reasonable comment periods for each plan/report.

- Unified Planning Work Program (UPWP) – 30 days
- Long Range Transportation Plan (LRTP) – 30 days
- Transportation Improvement Program (TIP) – 30 days
- LRTP and TIP Amendments – 14-30 days
- Bicycle and Pedestrian Plan (BPP) – 30 days
- Regional Transit Policy Plan (RTPP)– 30 days
- Public Participation Plan (PPP) – 45 days

3.2 Give notice of the comment period & public meetings at the start of the comment period.

- Display Advertisement (at the start of the commend period weeks prior and then again one to two weeks prior to the end of the comment period or before the public meeting/hearing)
- Website (at the start of the comment period)
- Press Release (at the start of the comment period)

3.3 Provide various methods for providing public input during comment period.

- Public Meetings/Hearings
- Policy Committee, FAMPO Technical Committee, Citizens Transportation Advisory Group meetings and hearings.
- Comment forms at meetings and on the website.

3.4 Respond in writing, when applicable, to public input. When significant comments are received on the draft FAMPO LRTP as a result of public participation, a report on the disposition of comments shall be made as part of the final FAMPO LRTP.

3.5 Additional opportunities for comment: If there are significant changes to the final draft transportation plan or program from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. FAMPO shall determine when changes to the transportation plan or program are significant and warrant additional opportunity for public comments.

Strategy 4

Encourage and solicit the involvement of all area citizens including those under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, non-English speaking, elderly, persons with disabilities, and low-income households. If cost effective, many of FAMPO's marketing materials are translated into Spanish.

Tactics

4.1 **Title VI Community Resources Directory:** FAMPO developed and maintains a contact list of underrepresented local and regional persons/organizations.

Originally developed in 2012, the Title VI Community Resources Directory has been a key outreach tool for disseminating information to our region's Title VI community. Over the years representatives were added and removed, but a mass update was needed to ensure that FAMPO was effectively reaching out to the Title VI Community in our region. Representatives in the Directory were interviewed either by phone or in person to determine how they have used the information provided to them by FAMPO over the years. Most responded by saying that if they thought the information was relevant to their community they forwarded the information along, either via email, during their meetings, or personally tell people.

Today, the Title VI Community Resources Directory consists of 113 contacts and will continue to be used included in all of FAMPO's public outreach activities that include monthly agenda notifications, as well as all of FAMPO's public notices, public comment periods, public meetings and public hearings notifications.

4.2 **Demographic Survey:** This is an informal survey produced to track profile and background information during public meetings and hearings that gather information regarding age, ethnic background, income and special needs of attendees. This survey offered in both English and Spanish gives FAMPO staff a better understanding of the diversity and needs of those participating in transportation planning as well as serving as an indicator of who is not being represented.

4.3 **Citizens Transportation Advisory Group (CTAG):** It is the intent of FAMPO that the CTAG be a representative group of citizens in the FAMPO region. Their inclusion serves to advise to FAMPO in the Title VI and LEP activities as well as to serves as ambassadors to their communities.

4.4 **Use socioeconomic map information to identify target audiences for each planning study.** These include: those traditional underserved and underrepresented populations.

4.5 **When feasible, hold public meetings and hearings at a site convenient to potentially affected citizens.** Public meetings and hearings will be held in locations accessible to persons with disabilities and will be located near or on a transit route.

4.6 **Community Information/Events:** FAMPO staff may attend regional festivals, grocery stores, major retail organizations, transit stations and park and ride lots with FAMPO informational materials, transportation study information and visualization tools (e.g., maps).

4.7 **Partnering Activities:** Consider partnering with the CTAG and advocate organizations to educate and broaden outreach and involve underserved audiences.

4.8 **Accessible Formats:** In accordance with the Americans with Disabilities Act (ADA) regulations, all planning documents will be made available in larger print during the review period. These will be available upon request.

4.9 **Website Translation Tool:** The FAMPO website includes a user-friendly tool for each webpage translations which allows users to view its content in 52 different languages.

4.10 **Language Identification Cards:** If needed, the FAMPO staff may use language identification cards to aid in the communication of LEP individuals. These cards are available for use at public workshops and hearings.

4.11 **Public Notice Statement:** Print and electronic advertisements and notifications include information for those who may need special assistance.

4.12 **News Releases:** News releases may be translated into Spanish and distributed to print and broadcast Hispanic media outlets as available in the FAMPO region.

4.13 **Flyers:** Flyers are translated into Spanish and posted in areas identified during the development of the Title VI Community Resources Directory outreach.

4.14 **Comment Forms:** FAMPO's comments forms are available in both English and Spanish.

Strategy 5

Coordinate the PPP with local, regional and statewide public participation processes whenever possible to enhance public consideration of the issues, plans and programs, and reduce redundancy and cost.

Tactics

5.1 **Partnering:** FAMPO will work with public involvement representatives from VDOT and local jurisdictions to share information, coordinate public meeting schedules and ensure that the public does not experience "meeting overload" and/or confusion of study purposes, processes or sponsors. FAMPO will identify agency contacts and establish a regular meeting schedule and/or mechanism for regular information sharing.

5.2 **Assistance:** Whenever feasible, FAMPO will assist VDOT, local governments and transportation agencies in the development and implementation of public involvement techniques for planning and other studies, including major corridor/feasibility studies, project development and environmental studies or other documents to support planning.

Strategy 6

Evaluate and improve public participation and maintain and make readily available documentation of its public participation activities and procedures.

Tactics

6.1 **Continuous Monitoring:** FAMPO staff will evaluate public involvement techniques after every public meeting and hearing. Citizen surveys during meetings and via the Internet will solicit opinions to improve public participation techniques.

6.2 **Full Review:** Periodically, the FAMPO staff will conduct a thorough review of the PPP. Any changes to the PPP shall include a minimum forty-five day public comment period which has been advertised in a newspaper of general circulation in the region.

Appendix 1 – Public Participation Process: LRTP, TIP, UPWP, PPP

1. **Draft Document:** An updated document based on new data and analyses is sent to all participating agencies for review and comment and made available to the public for their feedback. The draft document is available for review in these locations:
    - All regional libraries in the FAMPO region hold the document on reserve
    - FAMPO office
    - FAMPO website
    - City/County Transportation Planning Offices
    - Public meetings, workshops, hearings (as appropriate)

2. **Public Information Workshop/Open House:** A public open house or information meeting may be held to discuss the LRTP/TIP prior to developing the draft for the public hearing. Open houses provide a forum for the LRTP/TIP development team to present information to the public and agencies and to receive feedback on particular issues as they develop the draft document. Open houses are held at the initiation of the LRTP/TIP update. Open house style meetings are conveniently located I the appropriate count and are ADA accessible. Spanish interpreters and sign language interpreters also are available upon request. Open houses are typically held from 4 p.m. – 8 p.m. unless otherwise requested by the public. There is a 30-day comment period to receive input and questions on the LRTP/TIP process and plans.

    The following planning process will not include a public open house:
    - Amendments: A public open house will not be held for amendment to the LRTP and TIP unless the extent of the amendment requires more extensive public input.
    - Public Participation Plan: A public open house will not be held during the review period of the PPP. However, the length of the comment period is extended, the document is posted online and the public is directly contacted to review and comment.
    - UPWP: A public open house will not be held for the UPWP. Since this document is updated annually, it is anticipated that posting the document online for review and a public hearing at the end of the process will be sufficient.

3. **Public Hearing:** A public hearing is held at the end of the comment period. The public and agencies are encouraged to attend and give input before the document is finalized and adopted. Public hearings are typically held during the Policy Committee meetings at the FAMPO offices in Fredericksburg, Virginia and other locations around the region. Spanish interpreters and sign language interpreters are available upon request. Public hearings times vary depending on the target audience.

4. **Public Information Workshop & Hearing Notices:** To publicize public meetings and maximize comment opportunities, FAMPO uses a mix of the following methods. When appropriate or requested, notices are translated into Spanish for the growing Hispanic community.
    - Notices will be placed in the local news section of regional newspapers.
    - Press release sent to regional and local print, television and radio media for inclusion as a story and/or in the calendar of events.
    - Cable television calendar of events.

- FAMPO Website with links to other locality websites.
- Informational Mailer/Postcard to interested citizens and key stakeholder groups.
- Email to interested citizens on FAMPO's Master Mailing List (Homeowner Associations, Citizens, Agencies, Special Interest Groups)
- Flyers may be circulated to neighborhoods (apartment complexes, senior centers, grocery stores, libraries, community centers).

5. **Briefings/Small Group Meetings/Interviews:** In order to reach special interest groups, target regional areas, and target groups (homeowners, businesses, transit users, etc.), small group meetings are especially helpful. This type of meeting allows the FAMPO staff to take the information to the people. It can foster more meaningful information flow between FAMPO and the public, particularly where there is a need for input on a very specific issue. This technique may so be useful when reaching out to non-English speaking groups. Translators can be involved to assist the community in understanding the material presented. Small group meetings and interviews may be utilized at the discretion of the FAMPO staff in updating transportation planning documents.

6. **Environmental Justice:** Special care will be taken to reach out to minority groups that include; seniors, Hispanic, African Americans, Americans with Disabilities, low income groups. Outreach may include:
    - Using census and mapping data to identify areas with large concentrations of seniors, minority and ethnic populations, and use this information to broaden FAMPO's Master Contact Database/Mailing List.
    - Providing direct notice of public meetings and public input periods to these identified groups as is feasible.
    - Ensuring public information meetings on the CLRP, TIP and other activities are held in facilities that are centrally located and accessible by as many transportation modes as possible.
    - Writing all documents so they are easy to read (i.e. simplify the reading level)
    - Making all informational materials easy to access (i.e. taking them out into the community)
    - Providing documents and other pertinent materials to agency and organization advocates working with low-income and minority groups for discussion and distribution.

7. **Comment Opportunities:** Once the draft document is released for review, the public and agencies have 30 days to submit questions and comments. If amendments are necessary throughout the year(s), the public and agencies will have 15 – 30 days to comment, depending on the extent of the changes. Comments are accepted in the following ways:
    - Mail: Send comments to: FAMPO, 406 Princess Anne Street, Fredericksburg, VA 22401
    - Mail/Fax: Pick up a comment form at a public meeting or download one from the FAMPO website, complete and fax to 540-899-4808 or mail to FAMPO.
    - Electronic Form: Visit the FAMPO website, complete the form online and submit.
    - Attend a public meeting or hearing to pick up a comment form.
    - Attend a FAMPO Policy Committee meeting verbally submit a comment.

8. **Summary of Comments:** Written and verbal comments are collected, reviewed by the CLRP/TIP update team, summarized and included in the Appendix of the plan.

9. **Thank you Letters:** All meeting attendees and commenter's are sent a letter from FAMPO in recognition and appreciation of their input into the process.

10. **Final Adopted Documents:** This document is made available by FAMPO in the following locations:
    - All county libraries in the FAMPO region hold the document on reserve
    - FAMPO office
    - FAMPO website
    - City/County Transportation Planning Offices
    - Public Meetings, Workshops, and Hearings (as appropriate)

11. **Evaluation Technique:** To evaluate the LRTP/TIP update process and the level of public involvement, FAMPO will:
    - Document the number of participants at meetings and compare this to previous meetings.
    - Count the number of comments received and compare against previous document comments.
    - Count website hits to the meeting notification page
    - Survey meeting attendees and website visitors to find out their thoughts on the public participation process, ease of comment and more.
    - Collect and summarize news stories appearing in print publications.
    - Review Master Contact Database meeting attendance and comment receipts to analyze which parts of the FAMPO region we are reaching and which we are not and should.

Appendix 2 – How to Review and Comment on Transportation Planning Documents

Where to Find Transportation Planning Documents to Review

- Access the FAMPO website at www.fampo.gwregion.org
- Visit FAMPO's in-house library (call in advance for request)
- Visit the public libraries listed in Appendix 3
- Attend a public meeting, open house or other activity
- Attend a committee meeting or hearing

To request a printed copy of documents from FAMPO

- Call (540) 373-2890
- Fax (540) 899-4808
- Email: fampo@gwregion.org
- USPS: FAMPO, 406 Princess Anne Street, Fredericksburg, Virginia 22401
- In person: FAMPO, 406 Princess Anne Street, Fredericksburg, Virginia 22401

Comments may be submitted by:

- Email at fampo@gwregion.org
- Online via the FAMPO website at www.fampo.gwregion.org
- At public meetings and/or hearings
- Voice Relay System for Hearing Assistance: #711
- Phone to (540) 373-2890
- Fax to (540_ 899-4808
- USPS to FAMPO, 406 Princess Anne Street, Fredericksburg, Virginia 22401

FAMPO presents comments to the Policy Committee for their review and consideration and facilitates discussion of the comments.

Appendix 3 – Regional Libraries to view FAMPO Transportation Planning Documents

Jurisdiction	Library
Caroline County	Caroline Library Bowling Green Library Ladysmith Library Port Royal Library
City of Fredericksburg	Central Rappahannock Regional Library
King George County	Lewis Egerton Smoot Memorial Library
Spotsylvania County	C. Melvin Snow Memorial Library Salem Church Library
Stafford County	England Run Library John Musante Porter Library

Appendix 4 – Agencies Involved in Regional Transportation Planning

The following is a list of federal, state and local agencies included in the coordination, collaboration and review of the Long Range Transportation Plan (LRTP):

Federal

Bureau of Indian Affairs – Eastern Regional Office
Bureau of Land Management
Environmental Protection Agency – Region 3 (Mid-Atlantic)
Federal Highway Administration
Federal Transit Administration – Region 3
Federal Emergency Management Agency
Department of Homeland Security – Region 3
National Parks Service
National Marine Fisheries Service - Northeast Region
U.S. Fish and Wildlife Service
U.S. Army Corps of Engineers – Mid East District
U.S. Department of Transportation
U.S. Coast Guard
U.S. Army Fort A.P Hill
Naval Surface Warfare Center – Dahlgren Division
U.S. Marine Base Quantico
U.S. Geological Survey – Northeast Region

State

Virginia Department of Transportation
Virginia Department of Rail and Public Transportation
Virginia Department for the Deaf and Hard of Hearing
Virginia Department for the Aging
Virginia Department of Aviation
Virginia Department for the Blind and Vision Impaired
Virginia Department of Conservation and Recreation – Stormwater Management
Virginia Department of Conservation and Recreation – Natural Heritage
Virginia Department of Conservation and Recreation – Recreation Planning
Virginia Department of Emergency Management – Region 2
Virginia Department of Environmental Quality
Virginia Department of Historic Resources
Virginia Department of Forestry
Virginia Department of Game and Inland Fisheries
Virginia Department of Housing and Community Development
Virginia Department of Mines, Minerals and Energy
Virginia Department of Public Safety
Virginia Tourism Cooperation
Virginia Economic Development Partnership

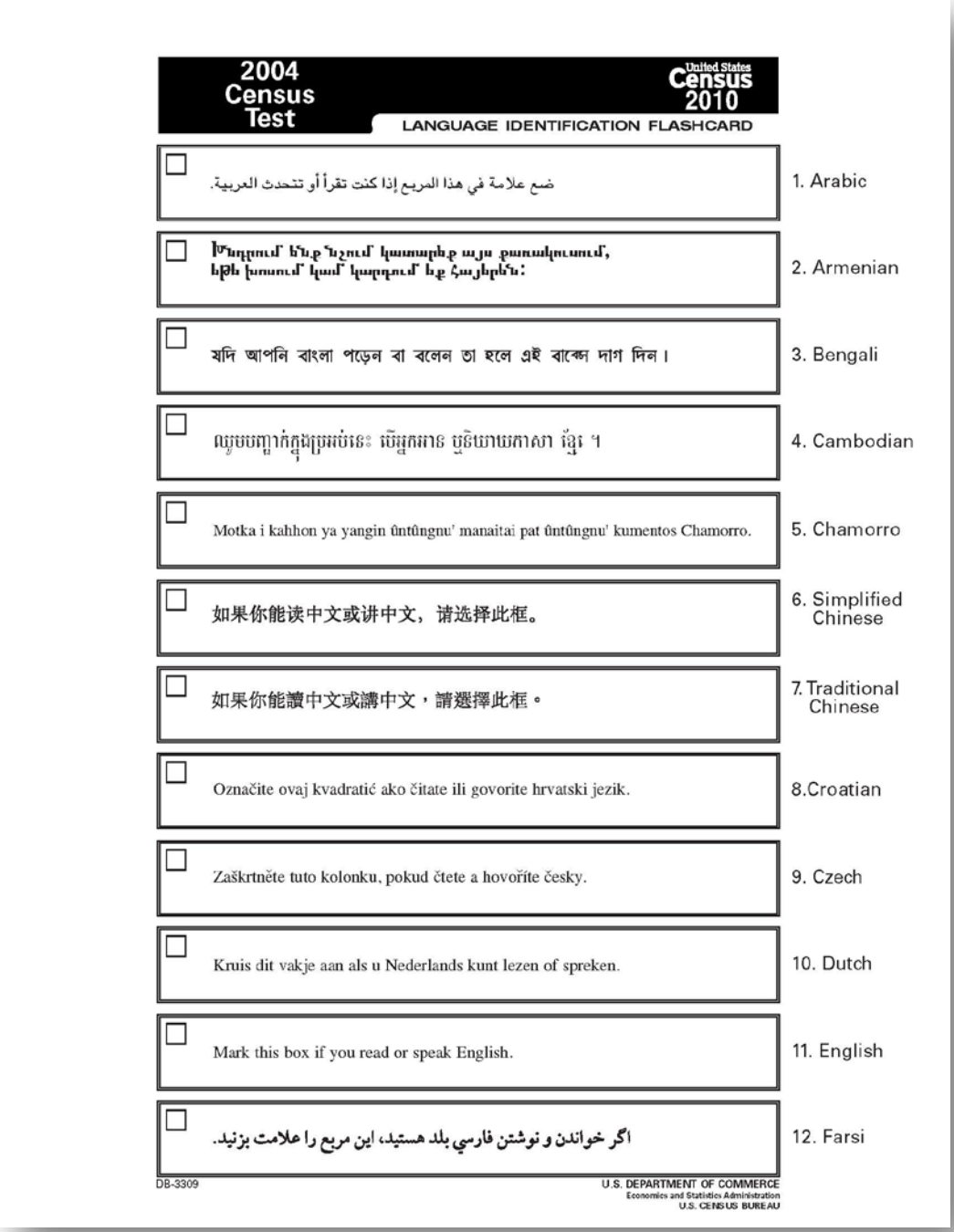
Virginia Marine Resources Commission
Virginia Outdoors Foundation
Virginia Marine Resources Commission

Regional / Local

Elected Officials
County Administrators/City Manager
Planning and Community Development Departments
Public Works Departments
Economic Development Departments
Transit and Transportation Agencies
Emergency Services Departments
Historical Agencies
Environmental Departments

Appendix 5 – Language Identification Cards

Language Identification Card ("I Speak Cards") are used to aid in the communication of Limited English Proficiency (LEP) persons. These cards were developed by the U.S. Census Bureau to help in identifying translation requested in 38 different languages. If needed, these cards are available for use at public meetings, workshops and hearings.



2004 Census Test

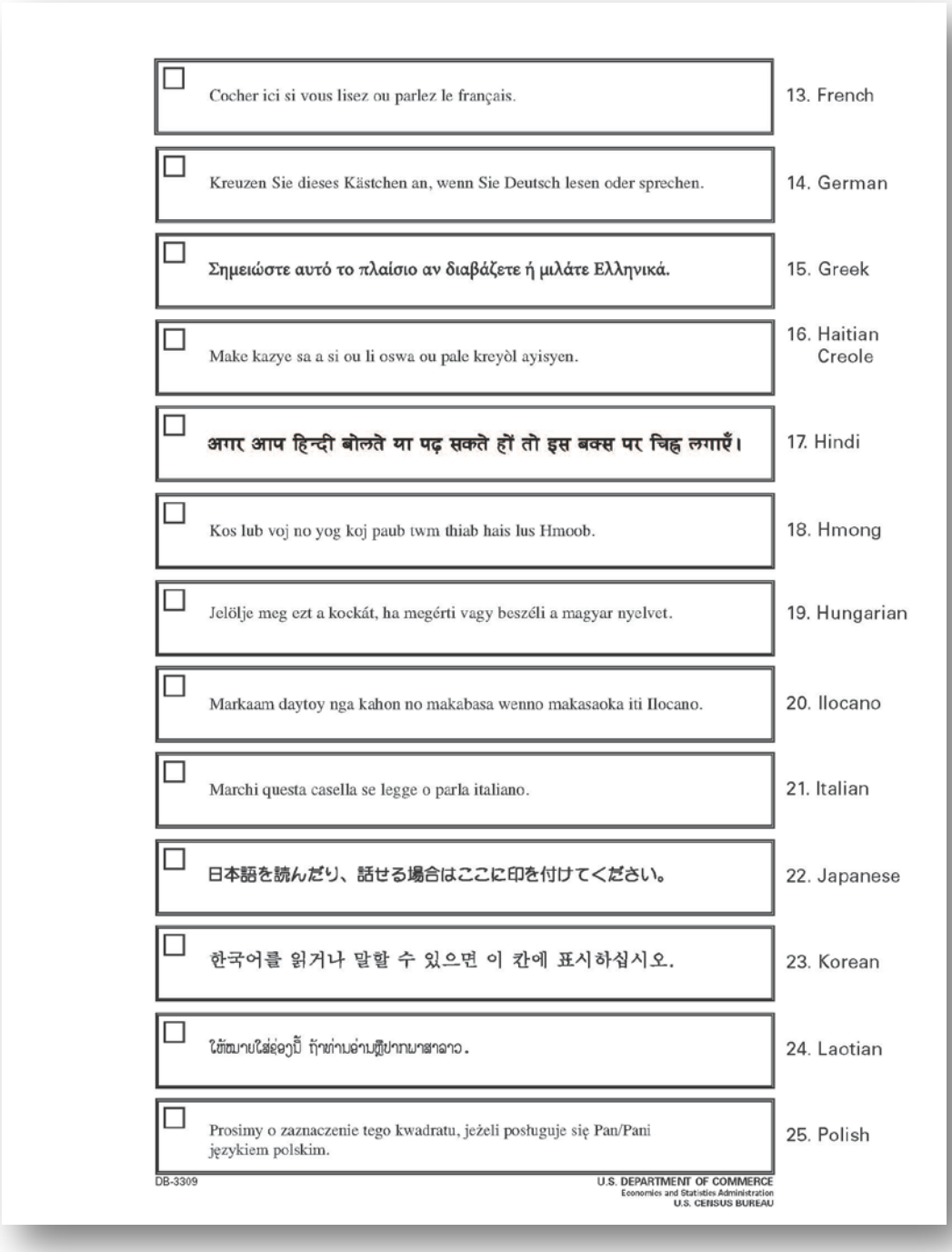
United States Census 2010

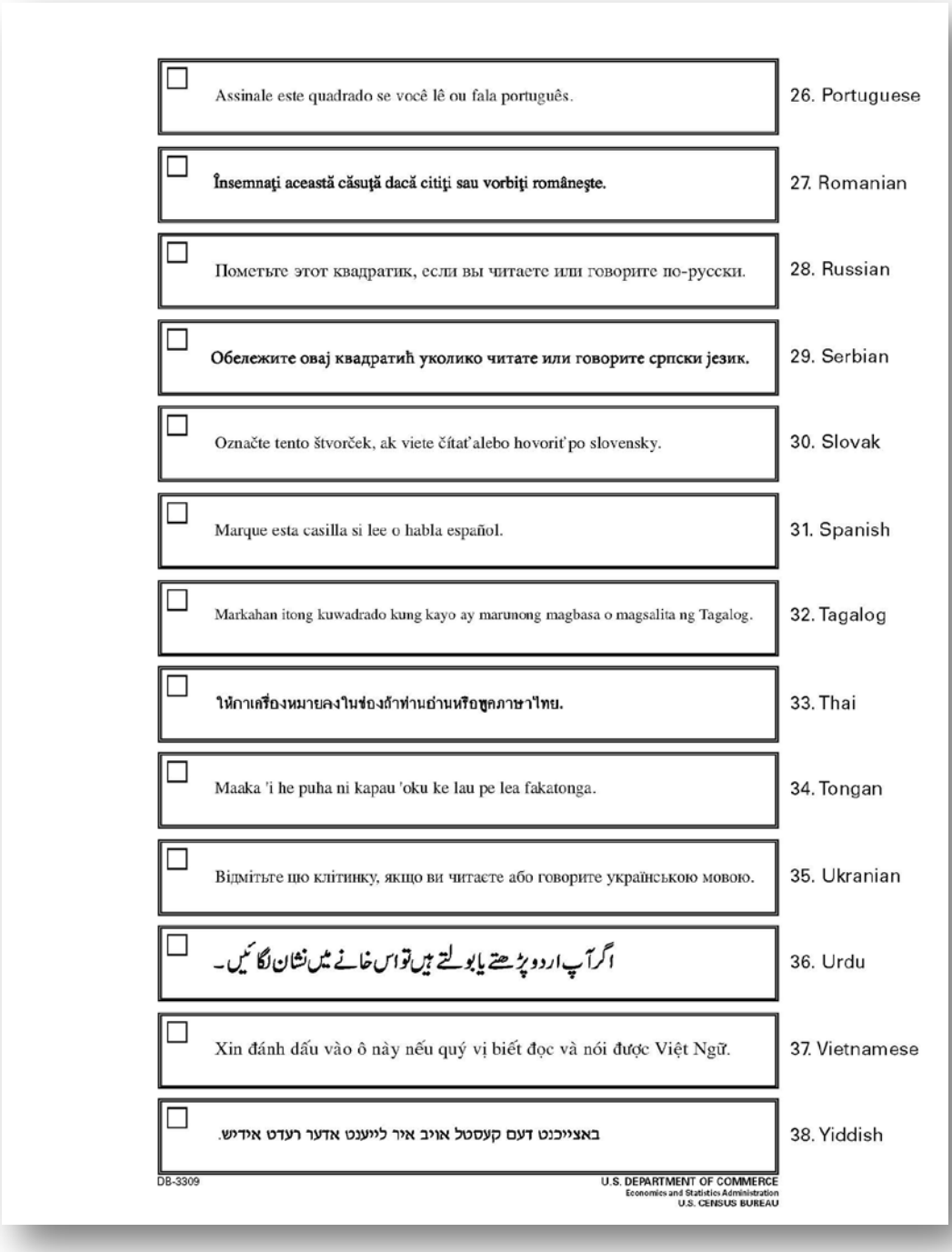
LANGUAGE IDENTIFICATION FLASHCARD

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
Նշումը նշ.ք նչում կատարեք այս քառակուսում, եթե խոսում կամ կարդում նք հայերեն:	2. Armenian
যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
ឈូសបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ។	4. Cambodian
Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8.Croatian
Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
Mark this box if you read or speak English.	11. English
اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بزنيد.	12. Farsi

DB-3309

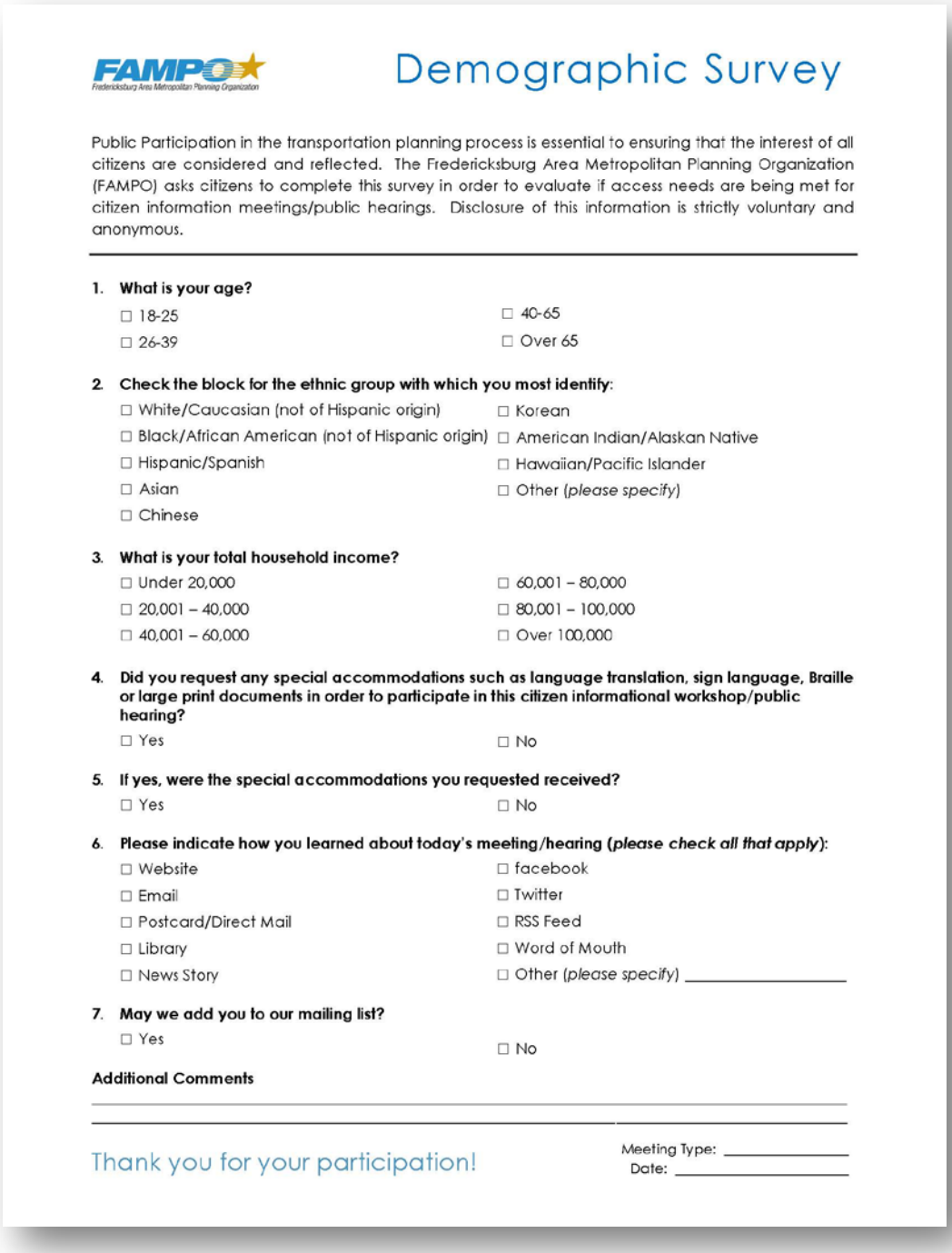
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU


Cocher ici si vous lisez ou parlez le français.
13. French
Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.
14. German
Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.
15. Greek
Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.
16. Haitian Creole
अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।
17. Hindi
Kos lub voj no yog koj paub twm thiab hais lus Hmoob.
18. Hmong
Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.
19. Hungarian
Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.
20. Ilocano
Marchi questa casella se legge o parla italiano.
21. Italian
日本語を読んだり、話せる場合はここに印を付けてください。
22. Japanese
한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.
23. Korean
ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.
24. Laotian
Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.
25. Polish
DB-3309
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU


Assinale este quadrado se você lê ou fala português.
26. Portuguese
Însemnaţi această căsuţă dacă citiţi sau vorbiţi româneşte.
27. Romanian
Пометьте этот квадратик, если вы читаете или говорите по-русски.
28. Russian
Обележите овај квадратић уколико читате или говорите српски језик.
29. Serbian
Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.
30. Slovak
Marque esta casilla si lee o habla español.
31. Spanish
Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.
32. Tagalog
ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.
33. Thai
Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.
34. Tongan
Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою.
35. Ukranian
اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔
36. Urdu
Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.
37. Vietnamese
באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.
38. Yiddish
DB-3309
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Appendix 6 – Demographic Survey

The Demographic Survey is an optional survey used during public meetings, workshops and hearings to help FAMPO track the profile of attendee by requesting information such as age, ethnic background, income and special needs.



FAMPO
Fredericksburg Area Metropolitan Planning Organization

Demographic Survey

Public Participation in the transportation planning process is essential to ensuring that the interest of all citizens are considered and reflected. The Fredericksburg Area Metropolitan Planning Organization (FAMPO) asks citizens to complete this survey in order to evaluate if access needs are being met for citizen information meetings/public hearings. Disclosure of this information is strictly voluntary and anonymous.

1. **What is your age?**
   - ☐ 18-25
   - ☐ 26-39
   - ☐ 40-65
   - ☐ Over 65

2. **Check the block for the ethnic group with which you most identify:**
   - ☐ White/Caucasian (not of Hispanic origin)
   - ☐ Black/African American (not of Hispanic origin)
   - ☐ Hispanic/Spanish
   - ☐ Asian
   - ☐ Chinese
   - ☐ Korean
   - ☐ American Indian/Alaskan Native
   - ☐ Hawaiian/Pacific Islander
   - ☐ Other (*please specify*)

3. **What is your total household income?**
   - ☐ Under 20,000
   - ☐ 20,001 – 40,000
   - ☐ 40,001 – 60,000
   - ☐ 60,001 – 80,000
   - ☐ 80,001 – 100,000
   - ☐ Over 100,000

4. **Did you request any special accommodations such as language translation, sign language, Braille or large print documents in order to participate in this citizen informational workshop/public hearing?**
   - ☐ Yes
   - ☐ No

5. **If yes, were the special accommodations you requested received?**
   - ☐ Yes
   - ☐ No

6. **Please indicate how you learned about today's meeting/hearing (*please check all that apply*):**
   - ☐ Website
   - ☐ Email
   - ☐ Postcard/Direct Mail
   - ☐ Library
   - ☐ News Story
   - ☐ facebook
   - ☐ Twitter
   - ☐ RSS Feed
   - ☐ Word of Mouth
   - ☐ Other (*please specify*) _____

7. **May we add you to our mailing list?**
   - ☐ Yes
   - ☐ No

Additional Comments

_____

_____

Thank you for your participation!

Meeting Type: _____
Date: _____

Encuesta Demográfica

La Participación Pública en el proceso de la planeación del transporte es esencial para garantizar que el interés de todos los ciudadanos sea considerado y reflejado. La Organización de Planeación del Área Metropolitana (FAMPO por sus siglas en ingles) solicita a los ciudadanos completar esta encuesta con el propósito de evaluar si las necesidades de acceso a las reuniones de información ciudadana/audiencia pública se están cumpliendo.

---

1. **Cuál es su edad actual?**
   - ☐ 18-25
   - ☐ 26-39

2. **Marque en el cuadro el grupo étnico con el que más se identifica:**
   - ☐ Blanco/Caucásico (no es de Origen Hispano)
   - ☐ Negro/Americano Africano (No es de Origen Hispano)
   - ☐ Hispano / Español
   - ☐ Asiático
   - ☐ Chino
   - ☐ Coreano
   - ☐ Indio Americano/Nativo de Alaska
   - ☐ Hawaiano/ Isleño del Pacífico
   - ☐ Otros (*especifique por favor*) _____

3. **Cuál es el ingreso total en su hogar?**
   - ☐ Menos de 20,000
   - ☐ 20,001 – 40,000
   - ☐ 40,001 – 60,000
   - ☐ 60,001 – 80,000
   - ☐ 80,001 – 100,000
   - ☐ Más de 100,000

4. **Solicitó algún arreglo especial como traducción, lenguaje de señas o Braile o documentos con letra grande para poder participar en este taller informativo ciudadano /audiencia pública?**
   - ☐ Si
   - ☐ No

5. **Si respondió sí, recibió los arreglos especiales que solicitó?**
   - ☐ Si
   - ☐ No

6. **Por favor indique como se enteró de la reunión/audiencia de hoy (por favor marque todas las que aplique):**
   - ☐ Pagina Web
   - ☐ Correo electrónico
   - ☐ Tarjeta postal/Correo Directo
   - ☐ Biblioteca
   - ☐ Noticias
   - ☐ facebook
   - ☐ Twitter
   - ☐ RSS Feed
   - ☐ Comunicación Verbal
   - ☐ Otros (por favor especifique) _____

7. **Podemos añadirlo a nuestra lista de correos?**
   - ☐ Si
   - ☐ No

Comentarios Adicionales

_____

_____

Gracias por su participación!

Tipo de Reunión: _____
Fecha: _____

Appendix 7 – Public Involvement Measures

Successful evaluation of the effectiveness of the PPP requires tracking outreach activities and establishing initial baseline measurements. Reasonable effort will be made to evaluate the public involvement regularly. Within each Public Participation Tool, the performance goal is to strive for an increase of the Evaluation Criteria statistics over the previous calendar year.

Public Participation Tool	Evaluation Criteria
Public Participation Plan	No measures (PPP reflects the policies and practices of the MPO
Master Contact Database	Number of contacts listed
Website	Number of times the site was visited
Electronic Notifications	Number of emails sent announcing committee meeting, public meetings, public workshops and public hearings
Public Notices *	Newspaper, Website and Social Media Public Notices/Advertisements
Translation Tool	Number of times translation services were requested
Virginia Relay Services	Number of times the Virginia Relay Services was requested
Draft Planning Document Distribution	Number of distribution sites for draft transportation documents
Online Advertisements/Public Notices	Number of click-thrus
Citizen Mailing Lists	Number of citizens requested to be added to mailing lists
News Releases *	Number of media contacts utilized
Other Website Links	Numbers of FAMPO links posted on other websites
Facebook	Number of posts provided by FAMPO and number of likes generated from posts
Twitter	Number of followers
Radio Interviews	Number of radio interviews conducted
Government Access Channels *	Number of local jurisdiction government access channels utilized

Informational Brochures *	Number of information brochures distributed
Public Meetings / Workshops / Hearings	Number of citizens in attendance
Surveys / Questionnaires *	Number of surveys or questionnaires filled out and returned
Postcard / Direct Mailings *	Number of postcards and direct mailings sent
Flyers *	Number of flyers distributed
Speaker Bureaus	Number of Speaker Bureaus conducted

* *Public Participation tools provided in Spanish.*

Appendix 8 – Title VI Statement

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact the GWRC/FAMPO at 540-373-2890 or fampo@gwregion.org at least four days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).

La participaciónpúblicaessolicitada sin distinción de raza, color, origennacional, edad, sexo, religión, discapacidad o suestado familiar. Las personas que requierenalojamiento especial de acuerdo con el American with Disabilities Act, o personas que requierenservicios de traducción (libre de cargo) debencomunicarse con la GWRC / FAMPO al 540-373-2890 ofampo@gwregion.org al menos dos días antes de la reunión. Personas con problemasauditivos, llama 800-273-7545 (TDD)

Appendix 11 – FAMPO Resolution Adopting the Public Participation Plan