

MEMORANDUM

To: Charlottesville-Albemarle MPO Technical Committee and Policy Board
From: Taylor Jenkins, Director of Transportation
Date: June 2, 2026
Subject: CA-MPO Bylaws and Public Engagement Plan Amendments

Purpose:

The purpose of this memorandum is to present proposed amendments to the CA-MPO Technical Committee Bylaws, Policy Board Bylaws, and Public Engagement Plan to remove references to the Citizens Transportation Advisory Committee (CTAC), following formal action by the Policy Board to sunset the Committee.

Discussion:

At its meeting on February 25, 2026, the CA-MPO Policy Board voted to sunset the CTAC. CTAC is identified in the Policy Board bylaws as an advisory committee of the CA-MPO, and as a non-voting member to the Policy Board and Technical Committee. CTAC is also referred to in the Public Engagement Plan as a Committee of the CA-MPO. With its dissolution, amendments are being brought forth to ensure the Bylaws and Public Engagement Plan accurately reflect the MPO's current committee structure and governance.

Staff have prepared revisions to each document reflecting the removal of CTAC and associated language. These revisions are administrative in nature and do not introduce new committees or alter existing roles of the Technical Committee or Policy Board.

Process for Updates:

CA-MPO Engagement Plan

Amendments to the CA-MPO Engagement Plan must be posted for a comment period of 45 days prior to approval.

Technical Committee Bylaws:

Article VI - Amendment

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Article VII - Effective Date

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the Technical Committee, subject to approval by the MPO Policy Committee.

Policy Board Bylaws:

Article XI - Amendments

Any proposed amendment to these bylaws shall be presented in writing to the members of the MPO and read at a regular MPO meeting. The members of the MPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the MPO thereafter a majority vote of the full voting membership of the MPO shall be required to adopt any proposed amendment to the bylaws.

Article XII - Effective Date

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by a majority of the full voting membership of the MPO.



Charlottesville-Albemarle Metropolitan Planning Organization

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By-Laws: Technical Committee

Adopted February 28, 1983. Amended June 27, 1983 to add Charlottesville Albemarle Airport Authority as a nonvoting representative. Amended 1997 to reflect creation of VDRPT separate from VDOT. Amended July 24, 2001 to reflect changes in voting and nonvoting membership as directed by MPO Policy Board. Amended June 24, 2026, to reflect sunseting of the Citizens Transportation Advisory Committee (CTAC).

Article I - Name and Authority

Section 1. The name of this organization shall be known as the Charlottesville-Albemarle Metropolitan Planning Organization Technical Committee, hereinafter called the Technical Committee.

Section 2: The Technical Committee shall have such authority as prescribed in a Memorandum of Understanding for a Continuing, Cooperative, and Comprehensive Transportation Planning Process for the Charlottesville-Albemarle Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the Virginia Department of Transportation, hereinafter referred to as the DEPARTMENT; the City of Charlottesville, acting as a local unit of government and as one of the local transit operators, hereinafter referred to as the CITY; the County of Albemarle, acting as a local unit of government, hereinafter referred to as the COUNTY, the Thomas Jefferson Planning District Commission, acting as a regional clearinghouse responsible for carrying out the Federal Office of Management and Budget's Circular A-95, hereinafter referred to as the A-95 INTERGOVERNMENTAL REVIEW AGENCY; and JAUNT as one of the local transit operators, as approved September 1, 1982 and updated March 9, 1995.

Article II - Purpose

Section 1. The Technical Committee, composed of individuals with technical knowledge in transportation and land use matters, will provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The Committee will, (1) determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends; (2) cooperate in the development of the procedures for the collection of traffic data and reassignment of traffic; (3) work with the staffs of the TJPCDC and the Department to review, comment, recommend, and assist the Department, participating political jurisdictions, or the TJPCDC on any proposal, alternatives, and work performed on the location and design of facilities in the Transportation Plan; and serve in an advisory capacity to the Metropolitan Planning Organization.

Article III - Membership

Section 1: The voting membership of the Technical Committee shall be composed of three (3) members each designated by and representing the CITY and the COUNTY, one (1) designated by and representing the DEPARTMENT, and one (1) designated by and representing the Virginia Department of Rail and Public Transportation. The Technical Committee will also include one (1) voting representative each, designated by and representing the UNIVERSITY OF VIRGINIA, JAUNT, the A-95 REVIEW AGENCY, Charlottesville Transit Service, and any appropriate agency as determined by the MPO.

Section 2. The nonvoting membership of the Technical Committee shall be composed of one (1) representative

each, designated by and representing the Long Range Plan Citizen Advisory Committee, the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Charlottesville-Albemarle Airport Authority.

Section 3. The Technical Committee shall recommend additional voting or nonvoting membership to the Technical Committee as is deemed necessary to carry out its duties.

Section 4. Appointments to the Technical Committee shall be filled by persons trained and knowledgeable in transportation planning or who, by their positions have an interest and responsibility in transportation planning.

Section 5. In order to provide continuity in the Technical Committee's actions, it is recommended that each member serve for a two-year term and may be reappointed for successive terms.

Section 6. Any member of the Technical Committee who wishes to designate an alternate to serve in his or her absence may do so by submitting the name of that individual to the Chairman of the Technical Committee. An alternate may vote only in the absence of the regular member he or she represents.

Section 7. Whenever any voting member fails to attend three (3) consecutive meetings without good reason, the Chairman of the Technical Committee shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the Technical Committee.

Article IV - Officers

Section 1. The officers of the Technical Committee shall consist of a chairman and vice-chairman.

Section 2. The chairman and vice-chairman shall be elected by and from the membership of the Technical Committee, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3. The election of officers shall be held at the Technical Committee's first meeting after July 1 of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote shall be required for election to any office.

Section 4. The MPO staff shall prepare and maintain a permanent written record of all Technical Committee proceedings, and shall transmit a copy of the minutes of each Technical Committee and Metropolitan Planning Organization meeting to each member prior to the next regular meeting.

Article V - Meetings

Section 1. The Technical Committee shall establish a regular date and place for its meetings. The chairman may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting. The chairman may also call a special meeting or cancel a regular meeting. Consecutive regular meetings cannot be canceled.

Section 2. A quorum shall consist of one-half of the voting representatives of the Technical Committee and shall include at least one representative from both CITY and COUNTY. Vacancies shall not be considered in the establishment of a quorum.

Section 3. The agenda for each Technical Committee shall be prepared jointly between the Chairman and the MPO staff. The agenda will be mailed one week prior to the next meeting.

Section 4. Parliamentary authority for Technical Committee proceedings not otherwise specified by these

bylaws shall be Robert's Rules of Order, Revised.

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MPO Policy Board Bylaws

Adopted September 1, 1982, Amended November 23, 2009, Amended September 25, 2013, Amended June 24, 2026.

(Replaces previous amendments of 6/27/83, 8/12/01, 8/11/03, 11/23/09, and 9/25/13)

Article I - Name and Authority

The name of this organization shall be known as the Charlottesville-Albemarle Metropolitan Planning Organization and shall have such authority as prescribed in a Memorandum of Understanding for a Continuing, Cooperative, and Comprehensive Transportation Planning Process for the Charlottesville-Albemarle Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the Virginia Department of Transportation, hereinafter referred to as the DEPARTMENT; the City of Charlottesville, acting as a local unit of government and as one of the local transit operators, hereinafter referred to as the CITY; the County of Albemarle, acting as a local unit of government, hereinafter referred to as the COUNTY, the Thomas Jefferson Planning District Commission, acting as a regional clearinghouse responsible for carrying out Executive Order 12372, Intergovernmental Review of Federal Programs, hereinafter referred to as the INTERGOVERNMENTAL REVIEW AGENCY; and JAUNT as one of the local transit operators, as approved September 1, 1982 and updated March 9, 1995.

Article II - Purpose and Powers

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

In carrying out its responsibility the MPO shall:

- a) Establish policy for the continuing, comprehensive and cooperative transportation planning process;
- b) Develop the long range transportation plan (LRTP) for the urban study area known as the Charlottesville-Albemarle MPO Planning Area Boundaries ;
- c) Review the LRTP for the study area on an annual basis;
- d) Update the LRTP no less frequently than every five years or as required by the DEPARTMENT;
- e) Recommend action by other appropriate agencies;
- f) Coordinate and conduct transportation planning and conceptual design studies with local governments and the DEPARTMENT;
- g) Revise the MPO Planning Area Boundaries, defined by the "cordon boundary", as required, and in conjunction with the DEPARTMENT;
- h) Develop, in coordination with local governments and the DEPARTMENT, socio-economic data for the regional traffic model;
- i) Develop and approve the annual transportation improvement programming and planning documents as required by the U.S. Department of Transportation Regulations, as amended; and
- j) Perform other reviews and evaluations that may be required to expedite the process.

Article III - Membership

Section 1 - Voting Membership - The voting membership of the MPO shall be composed of two (2) voting members designated by each local government within the Charlottesville-Albemarle Urbanized Area who will be vested with the authority to speak for and act in behalf of the appointing local government on matters concerning area wide transportation planning activities and who carry out the purpose and responsibilities of the MPO as set forth in Articles I and IX of the bylaws. The MPO will also include one (1) voting member designated by and representing the DEPARTMENT.

Section 2 - Nonvoting Membership - The nonvoting membership of the MPO shall be composed of one (1) representative each designated by and representing the INTERGOVERNMENTAL REVIEW AGENCY, the Federal Highway Administration, the Federal Aviation Administration, the Federal Transit Administration, the Virginia Department of Rail and Public Transportation, the University of Virginia, JAUNT, ~~the Long Range Plan Citizen Advisory Committee~~ and Charlottesville Area Transit. Other appropriate nonvoting members may be added as agreed upon by all voting representatives to the MPO.

Section 3 - Alternate Members - The CITY, the COUNTY, and the DEPARTMENT may designate one or more alternate members to serve in the absence of their regular representative(s) by submitting the alternate(s) name(s) to the chair of the MPO. An alternate may vote only in the absence of the regular member he or she represents.

Section 4 - Attendance - Whenever any voting member fails to attend or send an alternate to three (3) consecutive meetings, the Chair of the MPO shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the MPO.

Article IV - Terms of Office and Voting

Section 1 - Terms of Office - The terms of office of MPO members shall be as follows:

- a. MPO members who are appointed by local governing bodies and are also elected officials of the local governing body shall serve coincident with their elected terms of office or such shorter terms as their governing bodies shall determine.
- b. MPO members who are appointed by the local governing bodies and who are not elected officials of local governing bodies will serve for three years from date of appointment or such shorter terms as their governing bodies shall determine.
- c. The MPO member appointed by the INTERGOVERNMENTAL REVIEW AGENCY, the DEPARTMENT, the Federal Highway Administration, the Federal Transit Administration, the Virginia Department of Rail and Public Transportation, the Federal Aviation Administration, the University of Virginia, ~~and JAUNT and the Long Range Plan Citizen Advisory Committee~~ shall serve continuously at the pleasure of the appointing body.

Section 2 - Voting Rights - Each MPO member with voting rights shall have one (1) equal vote in all matters before the MPO.

Section 3 - Recorded Vote - The vote of each MPO member, both negative and affirmative, shall be recorded in the official minute book of the MPO.

Section 4 - Proxy Votes - Voting by proxy shall not be permitted.

Article V - Officers

Section 1 - Type of Officers - Officers of the MPO shall consist of a chair and a vice-chair.

Section 2 - Terms of Office - The chair and vice-chair shall serve for one year or until their Successors are elected, and shall be eligible for reelection.

Section 3 - Election of Officers - The election of officers shall be held at the MPO's first meeting after January 1st of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote of the entire voting membership of the MPO shall be required for election to any office. Officers must be voting members.

Section 4 - Vacancies - If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the MPO, and the new officer so elected shall complete the unexpired term of the succeeded officer.

Section 5 - Powers and Duties of the Officers - The powers and duties of the officers of the MPO shall be as follows:

- a. The chair shall have the recognized and inherent duties and powers of the office of the chair including the following: The chair shall
 - i. preside over all meetings of the MPO
 - ii. be eligible to vote on all issues regardless of a tie vote;
 - iii. appoint all committees necessary to the MPO, with confirmation by the MPO;
 - iv. have the authority to delegate any routine function to a member of the MPO staff; and
 - v. perform such other duties as may from time to time be assigned by the MPO.
- b. The vice-chair shall, in the absence or inability of the chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the MPO.

Section 6 - Line of Succession - At any given meeting when the chair and the vice-chair are absent, the first order of business at the meeting shall be the election of a temporary chair for that meeting.

Article VI - Staff Support and Financial Responsibilities

Section 1 - General Staff Support - The staff of the MPO shall be the planning staff of the TJPDC, and may include the planning staffs of the CITY and/or COUNTY and/or any other agency so designated by the MPO, with the assistance of the staff of the DEPARTMENT.

Section 2 - Allocation of Funds - The MPO shall prepare the annual Unified Transportation Planning Work Program which allocates Section 112 (FHWA PL) and Section 5303 (FTA) transportation planning funds to the appropriate transportation planning agencies located within the study area.

Section 3 - Financial Records - The financial records of the MPO shall be maintained by the staff at the direction of the MPO.

Section 4 - Fiscal Year - The fiscal year of the MPO shall be July 1 - June 30.

Section 5 - MPO Member Liability - Individual MPO members, acting as members of the MPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting the usual business of the MPO.

Article VII - Committees

Section 1 - Transportation Technical Committee - The MPO shall create a Transportation Technical Committee composed of individuals with technical knowledge in transportation and land use matters to provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The voting membership of the Technical Committee shall be composed of three (3) members each designated by and representing the CITY and the COUNTY, one (1) designated by and representing the DEPARTMENT, and one (1) designated by and representing the Virginia Department of Rail and Public Transportation. The Technical Committee will also include one (1) voting representative each, designated by and representing the UNIVERSITY OF VIRGINIA, JAUNT, the INTERGOVERNMENTAL REVIEW AGENCY, Charlottesville Area Transit, and any appropriate agency as determined by the MPO. The nonvoting membership of the Technical Committee shall be composed of one (1) representative each, designated by and representing ~~the Long Range Plan Citizen Advisory Committee~~, the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Charlottesville-Albemarle Airport Authority.

~~Section 2 – Citizen Transportation Advisory Committee – The MPO shall appoint a citizen committee, with representatives appointed by the City of Charlottesville, the County of Albemarle, and the MPO Policy Board. These representatives will represent themselves, their areas of interests, and/or groups in the MPO area, and should try to represent a diverse range of interests. The committee shall review, comment, and recommend ideas on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. All members of the Citizen Transportation Advisory Committee shall be voting members, except the representative from the DEPARTMENT, who will serve as an ex-officio member.~~

Section ~~23~~ - Special Committees - The chair may from time to time establish such special committees as deemed desirable for the effective promulgation of MPO affairs and shall appoint the members thereto with concurrence of the MPO.

Section ~~34~~ - Nominating Committee - The chair shall appoint a nominating committee of three voting and/or nonvoting members of the MPO no later than twenty-five (25) days prior to the regular MPO meeting at which time the election of MPO officers is held.

Article VIII - Meetings

Section 1 – Regular Meetings – The MPO shall establish a regular date and place for its meetings. The chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting.

Section 2 – Special Meetings – Special meetings may be called by the chair or must be called by the chair on petition of one-third of the MPO members.

Section 3 – Public Hearings – The MPO shall conduct all public hearings required by law or if such hearing will be in the public interest.

Section 4 - Meetings Open to the Public - Meetings of the MPO shall be open to the public. At least one period of time will be set aside during each meeting for general comments from the public. Public hearings will be held and other public involvement efforts will be made prior to major decisions in accordance with the MPO Public Involvement Policy. At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue. The MPO, however, may hold executive sessions in accordance with the Virginia Freedom of Information Act.

Section 5 - Quorum - A majority of the voting members of the MPO shall be required in order to constitute a quorum. At least one voting representative from Charlottesville and Albemarle must be present in order to establish a quorum. Vacancies shall not be considered in the establishment of a quorum.

Section 6 - MPO Minutes - The staff of the MPO shall assist the chair and vice-chair in preparing an agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next MPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organization, agencies or individuals, and shall be recorded in an official minutebook of the MPO.

Article IX - Coordination Responsibilities

Section 1 - Coordination - The MPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the Long Range Plan. This can include the coordination, conduction, and participation by MPO staff in any related transportation planning and conceptual design studies.

Section 2 - Regional Review Agent - The MPO shall act as the agent for those agencies applying for federal and state funds through the Unified Transportation Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area wide clearinghouse.

Article X - Parliamentary Procedure

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

Article XI - Amendments

Any proposed amendment to these bylaws shall be presented in writing to the members of the MPO and read at a regular MPO meeting. The members of the MPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the MPO thereafter a majority vote of the full voting membership of the MPO shall be required to adopt any proposed amendment to the bylaws.

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- j) Perform other reviews and evaluations that may be required to expedite the process.

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Article IV - Terms of Office and Voting

Section 1 - Terms of Office - The terms of office of MPO members shall be as follows:

- a. MPO members who are appointed by local governing bodies and are also elected officials of the local governing body shall serve coincident with their elected terms of office or such shorter terms as their governing bodies shall determine.
- b. MPO members who are appointed by the local governing bodies and who are not elected officials of local governing bodies will serve for three years from date of appointment or such shorter terms as their governing bodies shall determine.
- c. The MPO member appointed by the INTERGOVERNMENTAL REVIEW AGENCY, the DEPARTMENT, the Federal Highway Administration, the Federal Transit Administration, the Virginia Department of Rail and Public Transportation, the Federal Aviation Administration, the University of Virginia, and JAUNT shall serve continuously at the pleasure of the appointing body.

Section 2 - Voting Rights - Each MPO member with voting rights shall have one (1) equal vote in all matters before the MPO.

Section 3 - Recorded Vote - The vote of each MPO member, both negative and affirmative, shall be recorded in the official minute book of the MPO.

Section 4 - Proxy Votes - Voting by proxy shall not be permitted.

Article V - Officers

Section 1 - Type of Officers - Officers of the MPO shall consist of a chair and a vice-chair.

Section 2 - Terms of Office - The chair and vice-chair shall serve for one year or until their Successors are elected, and shall be eligible for reelection.

Section 3 - Election of Officers - The election of officers shall be held at the MPO's first meeting after January 1st of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote of the entire voting membership of the MPO shall be required for election to any office. Officers must be voting members.

Section 4 - Vacancies - If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the MPO, and the new officer so elected shall complete the unexpired term of the succeeded officer.

Section 5 - Powers and Duties of the Officers - The powers and duties of the officers of the MPO shall be as follows:

- a. The chair shall have the recognized and inherent duties and powers of the office of the chair including the following: The chair shall
 - i. preside over all meetings of the MPO
 - ii. be eligible to vote on all issues regardless of a tie vote;
 - iii. appoint all committees necessary to the MPO, with confirmation by the MPO;
 - iv. have the authority to delegate any routine function to a member of the MPO staff; and
 - v. perform such other duties as may from time to time be assigned by the MPO.
- b. The vice-chair shall, in the absence or inability of the chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the MPO.

Section 6 - Line of Succession - At any given meeting when the chair and the vice-chair are absent, the first order of business at the meeting shall be the election of a temporary chair for that meeting.

Article VI - Staff Support and Financial Responsibilities

Section 1 - General Staff Support - The staff of the MPO shall be the planning staff of the TJPDC, and may include the planning staffs of the CITY and/or COUNTY and/or any other agency so designated by the MPO, with the assistance of the staff of the DEPARTMENT.

Section 2 - Allocation of Funds - The MPO shall prepare the annual Unified Transportation Planning Work Program which allocates Section 112 (FHWA PL) and Section 5303 (FTA) transportation planning funds to the appropriate transportation planning agencies located within the study area.

Section 3 - Financial Records - The financial records of the MPO shall be maintained by the staff at the direction of the MPO.

Section 4 - Fiscal Year - The fiscal year of the MPO shall be July 1 - June 30.

Section 5 - MPO Member Liability - Individual MPO members, acting as members of the MPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting the usual business of the MPO.

Article VII - Committees

Section 1 - Transportation Technical Committee - The MPO shall create a Transportation Technical Committee composed of individuals with technical knowledge in transportation and land use matters to provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The voting membership of the Technical Committee shall be composed of three (3) members each designated by and representing the CITY and the COUNTY, one (1) designated by and representing the DEPARTMENT, and one (1) designated by and representing the Virginia Department of Rail and Public Transportation. The Technical Committee will also include one (1) voting representative each, designated by and representing the UNIVERSITY OF VIRGINIA, JAUNT, the INTERGOVERNMENTAL REVIEW AGENCY, Charlottesville Area Transit, and any appropriate agency as determined by the MPO. The nonvoting membership of the Technical Committee shall be composed of one (1) representative each, designated by and representing the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Charlottesville-Albemarle Airport Authority.

Section 2 – Special Committees - The chair may from time to time establish such special committees as deemed desirable for the effective promulgation of MPO affairs and shall appoint the members thereto with concurrence of the MPO.

Section 3 – Nominating Committee - The chair shall appoint a nominating committee of three voting and/or nonvoting members of the MPO no later than twenty-five (25) days prior to the regular MPO meeting at which time the election of MPO officers is held.

Article VIII - Meetings

Section 1 – Regular Meetings – The MPO shall establish a regular date and place for its meetings. The chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting.

Section 2 – Special Meetings – Special meetings may be called by the chair or must be called by the chair on petition of one-third of the MPO members.

Section 3 – Public Hearings – The MPO shall conduct all public hearings required by law or if such hearing will be in the public interest.

Section 4 - Meetings Open to the Public - Meetings of the MPO shall be open to the public. At least one period of time will be set aside during each meeting for general comments from the public. Public hearings will be

held and other public involvement efforts will be made prior to major decisions in accordance with the MPO Public Involvement Policy. At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue. The MPO, however, may hold executive sessions in accordance with the Virginia Freedom of Information Act.

Section 5 - Quorum - A majority of the voting members of the MPO shall be required in order to constitute a quorum. At least one voting representative from Charlottesville and Albemarle must be present in order to establish a quorum. Vacancies shall not be considered in the establishment of a quorum.

Section 6 - MPO Minutes - The staff of the MPO shall assist the chair and vice-chair in preparing an agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next MPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organization, agencies or individuals, and shall be recorded in an official minutebook of the MPO.

Article IX - Coordination Responsibilities

Section 1 - Coordination - The MPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the Long Range Plan. This can include the coordination, conduction, and participation by MPO staff in any related transportation planning and conceptual design studies.

Section 2 - Regional Review Agent - The MPO shall act as the agent for those agencies applying for federal and state funds through the Unified Transportation Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area wide clearinghouse.

Article X - Parliamentary Procedure

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

Article XI - Amendments

Any proposed amendment to these bylaws shall be presented in writing to the members of the MPO and read at a regular MPO meeting. The members of the MPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the MPO thereafter a majority vote of the full voting membership of the MPO shall be required to adopt any proposed amendment to the bylaws.

Article XII - Effective Date

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by a majority of the full voting membership of the MPO.



CA-MPO Engagement Plan
Charlottesville Albemarle Metropolitan Planning
Organization

Abstract

The engagement plan outlines the process and activities the Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects.

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First Adopted:

- August 12, 2002

Revised:

- February 14, 2005
- June 20, 2007
- April 22, 2009
- January 23, 2013
- September 28, 2016
- September 23, 2020
- July 28, 2021
- June 24, 2026

Federal "Title VI/Nondiscrimination" Protections

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration, or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within the CA-MPO's Title VI Programs consistent with federal interpretation and administration. Additionally, the CA-MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

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Introduction

The engagement plan is the process by which an organization involves interested or affected individuals, organizations, and government entities during the planning process.

The engagement plan documents the process and activities the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects including the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Planning and Work Program (UPWP) and other CA-MPO transportation studies.

Additionally, this plan specifies the following:

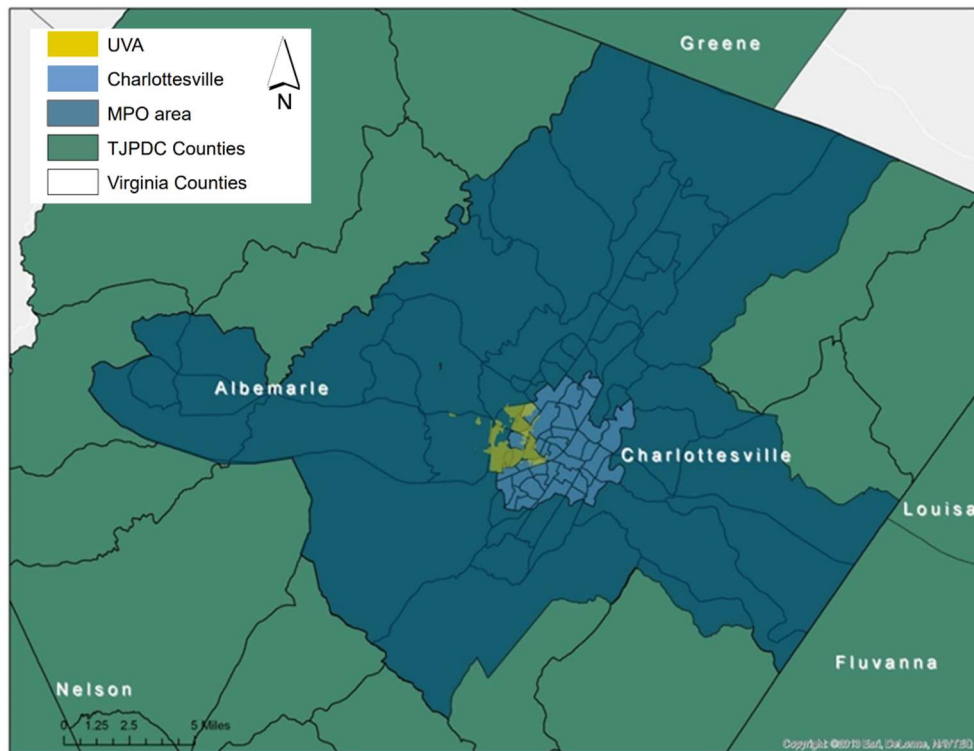
- CA-MPO plans and projects will include an engagement component;
- Legal requirements for public involvement will be met or exceeded;
- Official meetings of the CA-MPO will be open to the public and include opportunities for public comment at the beginning and end of the meeting;
- A public comment period of 45 calendar days will be provided prior to the adoption of this engagement plan and/or any significant amendment to the process; and
- The engagement plan will be reviewed and revised or amended as needed, in consultation with the interested or affected individuals, organizations, and government entities, and with the review of the CA-MPO committees.

What is the CA-MPO

An MPO, or Metropolitan Planning Organization, is an organization comprised of representatives and policymakers from an urbanized area's local governments dedicated to the coordination of transportation planning and policy development within its geographical boundaries.

Federal regulations require that MPOs be designated for urbanized areas with populations of more than 50,000 to provide comprehensive, cooperative, and continuing transportation planning. The boundary of an MPO is based upon U.S Census populations and is determined by an agreement between the MPO and the Governor. The current boundaries of the Charlottesville-Albemarle MPO contain all the city of Charlottesville and the urbanized portions of Albemarle County. The Map in Figure 1 shows the area included in the CA-MPO.

Figure 1: Map of the CA-MPO Service Area



The governing body of the CA-MPO is the Policy Board, which has decision-making authority. The CA-MPO also has ~~one two~~ standing committees: ~~(1)~~, the Technical Committee, made up of technically qualified staff from the local governments, state agencies, area transit providers, the University of Virginia, and Planning Commissioners; ~~and (2) the Citizens Transportation Advisory Committee made up of citizen representatives from within the MPO boundaries with appointments made by each of the member localities as well as the Policy Board.~~

What Does the CA-MPO Do?

The primary purpose of an MPO is to ensure that the region is compliant with federal transportation and planning statutes, as well as facilitate a coordinated and collaborative process for decision-making concerning the present and future transportation goals of a region.

The core functions of an MPO are to:

- Create and maintain a Long Range Transportation Plan (LRTP), which is a federally-mandated plan that outlines a region's transportation goals over the next 20 years
- Create and maintain a Transportation Improvement Program (TIP), which outlines scheduled spending of transportation funds within the region over a period of 4 years
- Coordinate transportation planning efforts and prioritize transportation improvement needs throughout the region considering financial, political, and environmental constraints

The CA-MPO and Thomas Jefferson Planning District Commission (TJPDC) can also work on special transportation projects like road improvements, transit operations, corridor plans, and bike and pedestrian planning.

For example, the TJPDC, which also staffs the CA-MPO, produced the **Jefferson Area Bike and Pedestrian Plan** to identify and prioritize bike and pedestrian infrastructure needs in the TJPDC region. The plan is the culmination of more than two years of work and an extensive community engagement process made possible by a grant from the Charlottesville Area Community Foundation and assistance from the Piedmont Environmental Council. The plan seeks to encourage implementation by providing a focused list of regionally-significant bicycle and pedestrian projects that enhance regional connectivity and provide routes connecting the region's important residential and economic centers. The urban areas in the City of Charlottesville and Albemarle County are emphasized. Recommendations are also provided for towns, development areas, and rural areas in Albemarle, Greene, Louisa, Nelson and Fluvanna Counties. The City of Charlottesville also hosts a voluntary advisory Bicycle & Pedestrian Advisory Committee dedicated to improving bicycle and pedestrian facility design and safety for all road users.

Some MPOs are more involved in transit planning, freight, and rail and even aviation planning. The CA-MPO could expand to those areas if a need arises in the future.

CA-MPO's Role in Transportation Planning

The ability to travel throughout the region affects the safety and quality of life for everyone in the community. The CA-MPO provides an independent cooperative forum for regional planning in collaboration with state, local government, transit agency, and university planning partners on select transportation plans and projects. Transportation planning is the first step of a multi-year process to design, fund, purchase land for, and ultimately construct transportation projects. The CA-MPO is one of many agencies involved in the development and maintenance of transportation infrastructure.

The CA-MPO's main responsibilities are maintaining a list of funded transportation projects called the Transportation Improvement Program (TIP) and generating a Long Range Transportation Plan (LRTP). The LRTP, updated every 5 years, outlines the region's priority transportation improvements over the next 20 years. Regional transportation projects must be included in the LRTP to qualify for federal funding. The LRTP exists to provide guidance on current transportation conditions and prioritizes future transportation improvement projects based on estimated funding sources. The state and localities choose which of these projects will be funded and how they will be implemented.

Partnerships

The CA-MPO collaborates with the City of Charlottesville and Albemarle County to coordinate transportation planning and prioritize projects throughout the CA-MPO region.

The **Virginia Department of Transportation and the Department of Rail and Public Transportation** both support the efforts of the MPO by providing programming oversight, ensuring that the MPO meets all of the state and federal requirements, and providing technical support as needed.

The majority of the funding for MPO operations comes from the **Federal Highway Administration and Federal Transit Administration**. Both agencies have non-voting members represented on the MPO Policy Board.

Public transportation for the MPO area is provided by Charlottesville Area Transit (CAT), run by the City of Charlottesville. JAUNT, contracts with the city and county to provide specialized public transportation services to the City of Charlottesville, Albemarle County, Buckingham County, Fluvanna County, Louisa County, and Nelson County. JAUNT works to coordinate transit services with human services agencies, ensuring access to transportation services. Both transit agencies have Transit Development Plans available for public review and comment. ~~The CA-MPO staffs the Regional Transportation Partnership (RTP) to facilitate regional transit coordination in the Thomas Jefferson Planning District region.~~

The **University of Virginia** operates the University Transit Service (UTS) which provides fare-free transit service to UVA students, faculty, and staff between UVA facilities and around the main campus. UVA is represented on the CA-MPO Technical Committee and as a non-voting member of the CA-MPO Policy Board.

The **Regional Transit Partnership (RTP)** is a ~~an~~ former official advisory board, created by the City of Charlottesville, Albemarle County, and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters. While being part of the RTP from its inception, UVA was added as a voting member in 2019. The RTP is not a formal committee of the CA-MPO, but the RTP's Memorandum of Understanding ~~states-stated~~ that funding for the RTP will be a regular item in the CA-MPO's Unified Planning Work Program. Following the sunset of the RTP in 2025, the Charlottesville-Albemarle Regional Transit Authority (CARTA) is now the regional transit forum for the City of Charlottesville and the County of Albemarle.

CA-MPO's Engagement Goals and Strategies

It is the policy of the CA-MPO to facilitate engagement through open access to the transportation planning process for all stakeholders. To the extent possible by law and budget constraints, planning processes will be inclusive of and accessible to interested or affected individuals, organizations, and government entities well as to other regional stakeholders.

The CA-MPO is committed to developing an engagement process based on the following principles:

- Transparency
- Coordination
- Responsiveness

- Inclusiveness

The CA-MPO recognizes that not all citizens and groups have been represented in past planning processes. It aspires to actively engage and represent historically underserved populations in the planning process through effective engagement activities, making information accessible and understandable to a broad range of stakeholders considering those who may experience barriers to participation.

CA-MPO will use the following steps/goals to approach engagement. For engagement to be effective, effort must be taken to provide interested parties with contextual educational materials and listen to the resulting feedback. CA-MPO strives to make its engagement process accessible and satisfactory for all parties.

CA-MPO's Public Engagement Goals

- 1) Create thoughtful opportunities to engage all affected parties in MPO planning projects
- 2) Provide information and education about the MPO's transportation planning activities
- 3) Listen and respond to public feedback on MPO activities

Each goal is defined in this following section with associated strategies to engage interested or affected individuals, organizations, and government entities.

ONE: Create thoughtful opportunities to engage all affected parties in MPO planning projects

The CA-MPO will provide robust, appropriate opportunities for all members of the community to participate in its planning processes. This will include outreach to affected parties who are not easily engaged because of their race, location, age, ability, and/or limited resources.

The CA-MPO will strive to utilize a variety of strategies to promote engagement including the following as appropriate for the project/plan:

- 1) CA-MPO Committees
 - Utilize ~~CTAC and~~ the CA-MPO Technical committees to facilitate public and partner engagement
- 2) Public Meetings
 - Involve the public earlier in the planning process
 - Host public meetings at accessible times and locations
 - Use a variety of formats to present technical information to include tables, charts, graphs, maps, and other visual elements in addition to verbal and written explanations
 - Utilize and maintain an email list of interested parties to share information about public meetings and CA-MPO projects
- 3) Engage Historically Underserved Populations
 - Offer interpretive services at public meetings and events (with advanced notice)
 - Host events in locations welcoming to historically underserved communities
 - Partner with organizations that serve historically underserved communities

- 4) Utilize technology in a strategic manner to reach affected parties
 - Employ digital surveys, interactive maps, and other tools to make engagement convenient
 - Use social media to solicit feedback on planning activities
 - Host streamed and/or recorded public meetings on the CA-MPO website
 - Solicit comments using email and partner electronic news sources
- 5) Public Comments
 - Allow for public comments at the beginning and end of all MPO public meetings
 - Offer periods for review and comment before adopting planning and process documents
 - Provide staff point-of-contact information for the public to submit feedback or ask questions in a variety of ways including in person, through email, through paper mail, and on the phone

TWO: Provide information and education about the MPO’s transportation planning activities

Understanding the transportation planning process is key to making effective contributions to transportation projects and plans. The CA-MPO will seek new and effective ways to educate interested or affected parties on transportation planning, regulations, and best practices. Some of the strategies the CA-MPO may use to inform and educate interested parties about the transportation planning process include the following.

- 1) Media engagement
 - Publish notices and press releases with a variety of regional media outlets
 - Utilize local radio and podcasts to promote engagement activities
 - Partner with other agencies to disseminate information
 - Share engagement opportunities and project information on social media platforms
- 2) Notice of meetings and events
 - Utilize a stakeholder email distribution list to provide notice of meetings and materials
 - Post agenda and materials on the CA-MPO website when sent to committee members
 - Share meeting notices with partner agencies for dissemination to their audiences, including neighborhood associations and local organizations
 - Use email, website, and social media to advertise public meetings
- 3) Website and visual designs
 - Utilize the MPO website to share information about MPO projects and process documents
 - Post public meeting times, locations, and agenda packets on the website
 - Provide educational information and MPO Process documents for viewing or download on the website

THREE: Listen and respond to feedback on MPO activities

Effective engagement requires empowering interested or affected individuals, organizations, and government entities with easily understandable information and listening and responding to comments and feedback. This is especially important for plans and processes that may have impacts for historically underserved communities or populations. When developing transportation plans for areas where historically underserved populations are likely to be impacted, the MPO will communicate with interested parties and leaders in the community to hear what they want in their neighborhood. Some strategies that the MPO will employ to engage, consider, and respond to feedback include the following.

- 1) Be accessible
 - a. Staff will be available to meet with stakeholders, partners, and historically underserved communities in settings and times that are convenient to the stakeholders, partners, and historically underserved communities
 - b. Staff will be available during normal business hours to respond to questions and comments
 - c. Public comments will be collected in appropriate and accessible formats—via, mail, email, phone, in person, and during meetings
- 2) Be responsive
 - a. Public feedback on plans will be made available to the public, stakeholders, and decision makers
- 3) Be considerate
 - a. The MPO values its partnerships and will continue to prioritize collaboration among regional stakeholders
 - b. Demonstrate explicit consideration and response to public input received during planning and development processes

Opportunities for Engagement

This section first outlines the planning document that the CA-MPO produces and updates and how interested or affected individuals, organizations, and government entities can engage during the planning process. Then, next this section describes tools the CA-MPO uses to engage interested parties.

CA-MPO Plans and Document

All residents of the CA-MPO area are entitled to engage with the transportation planning process. The MPO's main activities include developing the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Both documents provide clear avenues for public engagement during the development process. The table below lists the CA-MPO process documents and how the public can find information and engage with the development of these transportation planning documents. Following the table, are descriptions of each document and how they interact with the CA-MPO community.

MPO Planning Documents and Engagement Process			
<i>Document</i>	<i>How often updated</i>	<i>Comment Period for Approval/Amendment</i>	<i>How to engage</i>
Long Range Transportation Plan (LRTP)	Every 5 years	Approval 30 days Amendment 15 days	Public events, submit comments, public hearing, MPO committee meetings, email notices
Transportation Improvement Program (TIP)	Every 4 years	Approval 30 days Amendment 15 days	Public hearing, submit comments, MPO committee meetings, email notices
Unified Planning Work Program (UPWP)	Annually	Approval 15 days	MPO committee meetings, submit comments, email notices
CA-MPO Engagement Plan	Periodic review	Approval 45 days Amendment 45 days	MPO committee meetings, submit comments, email notices
Title VI Plan	Every 3 years	Approval 15 days	MPO committee meetings, submit comments, email notices
Other studies and plans, Bicycle and Pedestrian Plan, corridor studies, and area plans	As needed	Approval 15 days	MPO committee meetings, submit comments, email notices

Long Range Transportation Plan (LRTP)

The Long Range Transportation Plan (LRTP) is a federally-mandated plan that outlines the region's priority transportation improvements over the next 20 years and beyond. Regional transportation projects must be included in a Metropolitan Planning Organization (MPO)'s LRTP to qualify for federal funding. The LRTP provides guidance on current transportation conditions and attempts to project what projects and monies will be needed in the future.

The LRTP provides for extensive public engagement. The CA-MPO engages the public and stakeholders in developing goals and objectives for area transportation systems and creating performance criteria used to select projects to submit for funding. The CA-MPO works closely with VDOT to identify transportation deficiencies, develop a project list, evaluate the projects, and develop a constrained project list based on available funding.

During the LRTP planning process project proposals are submitted to the CA-MPO and judged upon the criteria created for the LRTP that highlights priorities for the future. The LRTP is adopted by the CA-MPO Policy Board after public hearings and presentation of the final plan. Public hearings, along with technical committees of the MPO and other stakeholder input, help shape the direction of the plan.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) reflects the goals and values of the LRTP. The TIP is, in essence, the realization of the LRTP, because it establishes the projects that have funds allocated and creates a schedule for completion.

The TIP is connected to the Statewide Transportation Improvement Program (STIP), Virginia's federally required four-year program that identifies the transportation projects (highway, passenger rail, freight, public transit, bicycle and pedestrian) that will utilize federal transportation funding or require approval from either the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). Virginia provides many opportunities for the public to provide input on transportation projects and priorities as part of the continuing transportation planning process for the development of the STIP and the state required Six-Year Improvement Program.

The TIP informs the CA-MPO partners and the public of the state's planned spending of federal transportation funds in the MPO, in coordination with significant state and local funds for four consecutive fiscal years. The goal of the TIP is to provide a clear picture of upcoming transportation improvements in an MPO's area, how much they will cost, and an estimate of how long they will take to complete.

The TIP is updated every 4 years, the MPO Technical Committee will reviewing the plan and the MPO Policy Board must hold a public hearing to adopt the plan. The MPO Technical Committee holds a discussion of the TIP and makes a recommendation on action to the MPO Policy Board. The public can attend and comment at the MPO Technical Committee meeting and also during the MPO Policy Board's public hearing.

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is a formal presentation of the transportation planning projects that will be undertaken by an MPO for a designated fiscal year. The UPWP serves as a mechanism for the MPO to plan the money that it receives from federal and state sources—it can go towards project research, committee management, or other responsibilities of the MPO.

Federal law dictates that work programs identified in the UPWP must incorporate one or more of eight basic planning factors in order to be included. These factors include safety, security, and connectivity, and generally represent most or all of an MPO's planning goals. The MPO, after considering these factors, will then formulate its own set of planning priorities after input from staff, transportation stakeholders, local governments, and the general public, and use these priorities to guide and formulate projects. Long term transportation planning efforts, like the Long Range Transportation Plan developed by an MPO, will also guide and prioritize projects.

The UPWP reflects the priorities of an MPO in terms of its desired transportation planning, but also provides a detailed list of projects, their associated costs and timelines for completion, as well as end products and deliverables. In addition to its critical function, accounting for the expenditure of federal funds which make up the majority of the MPO's budget, it serves as a way to communicate the MPO's priorities to associated localities and residents and ensure that the work that will be completed throughout the year is in line with the goals and vision of the region.

The UPWP is prepared by the CA-MPO to support transportation and planning priorities that have been determined by the CA-MPO Policy Board with opportunities for input from its member localities, other state agencies, and the public. These priorities are reflected in the long range transportation planning process and broader transportation goals and vision.

CA-MPO Engagement Plan

The Charlottesville Albemarle Metropolitan Planning Organization Engagement Plan is a federally required document demonstrating how the CA-MPO will engage interested or affected individuals, organizations, and government entities during the planning process. This plan outlines the CA-MPO's engagement goals and illustrates opportunities for engagement. The CA-MPO is committed to actively seeking out and engaging historically underserved communities, as demonstrated in the goals previously outlined in this document.

The engagement plan is periodically reviewed and updated as needed. In addition to opportunities to participate in the engagement plan update during MPO committee meetings, by submitting comments or contacting staff, there will be a 45-day public review period where the CA-MPO will actively seek out comments and engagement.

Title VI Plan

The CA-MPO's Title VI/Environmental Justice Plan outlines how the CA-MPO mitigates against and avoids inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the planning process and in the development of planning documents. This plan will also include a procedure that allows members of these populations to submit grievances regarding perceived discriminatory actions.

The Title VI Plan is updated by the MPO every three years using population data from the US Census. It identifies populations that may be disproportionately disadvantaged from participating in transportation planning activities and plans to mitigate the disadvantages. In addition to opportunities to participate in the Title VI update during MPO committee meetings, by submitting comments or contacting staff, there will be a 15-day public review period where the CA-MPO will actively seek out comments and engage with organizations and community leaders representing any disproportionately disadvantaged populations identified.

Other Studies and Plans

In addition to the federally required planning documents outlined above, the CA-MPO offers additional opportunities for engagement with the Charlottesville-Albemarle community. The MPO works closely with state and local planning staff on additional transportation plans and studies. As each CA-MPO project is different, the approaches to engagement are tailored to

match the needs of the project. For example, in response to needs identified by the public and CA-MPO partners, the CA-MPO developed a more robust engagement process for selecting Smart Scale applications to submit for funding.

The most common funding sources that localities can apply for are Smart Scale, Revenue Sharing, and Transportation Alternatives. Localities, Metropolitan Planning Organizations, and Planning Commissions are the primary applicants for these transportation funding sources.

Smart Scale is a bi-annual state funding process that allocates funds to projects to help satisfy the state's long-range transportation plan, VTrans. There are many different types of projects that can be submitted for Smart Scale funding, including improvements to significant state transportation corridors, urban areas, and regional transportation networks. Localities, MPOs, and public transit agencies can submit requests for funding, and the state uses a criteria system that measures a project's effect on transportation system performance factors including congestion, economic development, and public safety to select projects for funding.

The CA-MPO can submit four applications to the Smart Scale process for funding. Typically, these project applications are submitted in coordination with the state on behalf of the localities the MPO represents. Smart Scale projects being considered for application through the MPO with high public interest will be selected for enhanced public participation, as funding allows. This will include public workshops and the collection and dissemination of comments. Public participation is encouraged throughout the Smart Scale project selection process for all the MPO applications. Committee meetings will review all the projects selected for application and the Policy Board also allows comments during their selection process.

CA-MPO Engagement Tools

The CA-MPO uses a variety of engagement tools based on the planning project or document and interested parties. Most of the CA-MPO's projects include collaboration with the state, local governments, and the public. Some planning documents, like the Long Range Transportation Plan, require extensive public engagement and the CA-MPO will employ multiple engagement strategies. The CA-MPO is always looking for new and creative ways to engage interested parties below are *some* of the tools that the CA-MPO uses.

CA-MPO Committees

Committees are the forums where issues are discussed and formal decisions are made. There ~~are~~ two-is one standing ~~Technical committees~~Committee, and the Policy Board. All committee meetings are open to the public and meeting schedules and records of past meetings are posted on the CA-MPO website and will be made available in alternative formats upon request.

Policy Board: Decision-making authority rests with the Policy Board, whose voting membership is made up of two members each from the Albemarle Board of Supervisors and Charlottesville City Council, and the District Engineer for the VDOT Culpeper District.

Technical Committee: The voting membership of the Technical Committee consists of individuals with technical knowledge in transportation and land use planning, and the voting

membership consists of representatives from local government staff and Planning Commissions, area transit providers, the University of Virginia, and state agencies.

~~**Citizens Transportation Advisory Committee:** Comprised of members of the Charlottesville-Albemarle community, the committee provides feedback, recommendations, and community input on transportation proposals to the Policy Board. The Citizens Transportation Advisory Committee is specifically convened to enhance public engagement and incorporate a broad range of community interests into the decision-making process. Each of the local government governing bodies and the Policy Board have a designated number of members to appoint to this committee.~~

Meeting agendas, materials, and notes for all these committees are available on the CA-MPO website and the public can request to be added to the stakeholder email list and have the meeting notices and materials emailed directly to them. Time is set aside during all the public meetings for public comments.

Website

The CA-MPO maintains a website where interested parties can access transportation planning documents, like the TIP and LRTP. Committee meeting dates, agendas, recordings, and notes are also available on the website.

Stakeholder Emails

Interested or affected individuals, organizations, and government entities can request to be added to a stakeholder email list for topics they are interested in. The website lists committees and other events that people might want to sign up to receive more information on.

Informational Presentations

The CA-MPO staff are available to visit agencies, neighborhoods, organizations, and government entities to share information and present on CA-MPO transportation planning projects that interest them, as funds allow. If the CA-MPO is conducting a transportation planning project in an area that affects a community, they will make efforts to connect with community leaders to share information and gather public comments, as funds allow.

Other Engagement Tools

The CA-MPO uses a variety of methods to engage interested or affected individuals, organizations, and government entities in their planning projects. Some of the tools the CA-MPO uses include:

- Surveys
- Video Recordings
- Information Booths/Kiosks
- Social Media
- Public hearings
- Public workshops and other events
- Attendance at community events with engagement materials

The CA-MPO uses surveys as a tool to gather public comments as appropriate. Many of the CA-MPO meetings are recorded and available to interested or affected individuals, organizations, and government entities on the CA-MPO website. To further engage with a diverse audience, the TJPDC maintains a Facebook page to periodically update page followers on topics of interest related to the TJPDC and the MPO. This format allows for information to easily be disseminated. CA-MPO staff is enthusiastic about including affected parties in planning projects and uses the most effective engagement innovations and strategies according to the needs of each project.

Outreach to Underserved Populations

The CA-MPO maintains a Title VI/Environmental Justice Plan to mitigate against and avoid inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the transportation planning process and in the development of planning documents. That plan also includes contact information and procedures to allow members of these populations to submit grievances regarding perceived discriminatory actions. This plan is reviewed and updated periodically by the CA-MPO and VDOT.

The CA-MPO strives to ensure that its planning efforts are holistic and inclusive of all populations that are part of the regional community. Arrangements will be made for interpreters for hearing impaired individuals, and every effort will be made to ensure provision of interpreters for non-English speaking persons, provided a request is submitted at least one week before the meeting. For meetings conducted electronically, interpretation services may be provided through closed captioning options.

Every effort is made for public hearings, workshops, and forums to be scheduled at times and locations that are accessible and convenient. The CA-MPO works to include stakeholders in both the development and approval of planning documents like the TIP and LRTP. These efforts can vary depending on the type of plan. In the development of new plans MPO staff makes every effort to not only ensure that these plans consider the needs of minority and low-income populations, but also strives to include these populations in the development of these plans.

Appendices

Appendix A: Glossary of Terms

The following transportation-related acronyms are used in this document:

ACCT	Alliance for Community Choice in Transportation
BRT	Bus Rapid Transit
CA-MPO	Charlottesville Albemarle Metropolitan Planning Organization
CAT	Charlottesville Area Transit
CTAC	Citizen's Transportation Advisory Committee
DRPT	Virginia Department of Rail and Public Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System (mapping)
IS	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Greene, and Buckingham Counties
LRTP	Long Range Transportation Plan. Refers to the 20-year transportation plan.
LRT	Light Rail Transit
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
PL	FHWA Planning Funding (used by MPO)
PPP	Public Participation Plan
RideShare	Free Carpool matching service for Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties
RTP	Regional Transit Partnership
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation governing the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
TDP	Transit Development Plan (for CTS and JAUNT)
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission
TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning and Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation

Appendix B: Comments and Responses Collected for this Engagement Plan

Engagement Plan Public Comment Report

Charlottesville Albemarle Metropolitan Planning Organization
Spring 2021

Citizens Transportation Advisory Committee

3/17/21

Initial opportunity for the CTAC committee to review **CA-MPO's Engagement Goals and Strategies** section of the plan and provide feedback. The committee made some language changes and agreed that with those changes the document was ready to move forward.

Posted on the TJPDC and MPO websites

4/17/2021

Comment on the CA-MPO Engagement Plan Now

The Charlottesville Albemarle MPO uses the CA-MPO Engagement Plan to communicate the strategies it uses to satisfy federal regulations that ensure that the MPO has an adequate process to involve interested or affected individuals, organizations, and government entities when developing and adopting MPO planning documents. This plan is intended to provide as much flexibility as possible in meeting the requirements established in the federal regulations. The TJPDC as an organization, which includes the CA-MPO operations, is committed to exceeding the minimum requirements and developing meaningful engagement opportunities, considering the diversity of needs and preferences throughout the MPO area.

During the 2020 update there were some substantial changes requested by MPO committees and the public. The draft of the 2021 [CA-MPO Public Engagement Plan](#) reflects the recommended changes. This is an opportunity for the public to review the plan and provide feedback. The federal regulations require that there be a 45-day public comment period prior to any significant changes to the plan being made. CA-MPO staff started the formal comment period April 19, 2021.

Please submit your questions or comments, to Lucinda Shannon at lshannon@tjpd.org.

No comments from the public.

Posted on the TJPDC Facebook page

4/19/2021

Same as content above.

No comments from the public.

Partner Notice

4/20/21

Shared with Albemarle (Emily Kilroy) and Charlottesville (Brian Wheeler) for their public notices.
Same as above

No comments from the public.

Public Hearing

7/28/21

The CA-MPO's Policy Board hosted a Public Hearing for the Engagement Plan. The hearing was advertised on social media, in the Richmond Times and Daily Progress. The hearing was held on July 28, 2021. No comments from the public.

Appendix C: Title VI and Non-Discrimination

The Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The CA-MPO operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the CA-MPO Title VI Coordinator. A complaint must be filed no later than 180 days after the date of the alleged discrimination. Please contact the Title VI Coordinator via phone at 434-979-7310 for more information. The CA-MPO meetings are conducted in accessible locations and materials can be provided in accessible formats and in languages other than English. If you would like accessibility or language accommodation, please contact the Title VI Coordinator at 434-979-7310. If you wish to attend a CA-MPO function and require special accommodations, please give CA-MPO one week's notice in advance.



CA-MPO Engagement Plan
Charlottesville Albemarle Metropolitan Planning
Organization

Abstract

The engagement plan outlines the process and activities the Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects.

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First Adopted:

- August 12, 2002

Revised:

- February 14, 2005
- June 20, 2007
- April 22, 2009
- January 23, 2013
- September 28, 2016
- September 23, 2020
- July 28, 2021
- June 24, 2026

Federal "Title VI/Nondiscrimination" Protections

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration, or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within the CA-MPO's Title VI Programs consistent with federal interpretation and administration. Additionally, the CA-MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

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Introduction

The engagement plan is the process by which an organization involves interested or affected individuals, organizations, and government entities during the planning process.

The engagement plan documents the process and activities the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) uses to create opportunities for effective participation, communication, and consultation with all parties interested in the development, adoption, and amendment of its transportation plans and projects including the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Planning and Work Program (UPWP) and other CA-MPO transportation studies.

Additionally, this plan specifies the following:

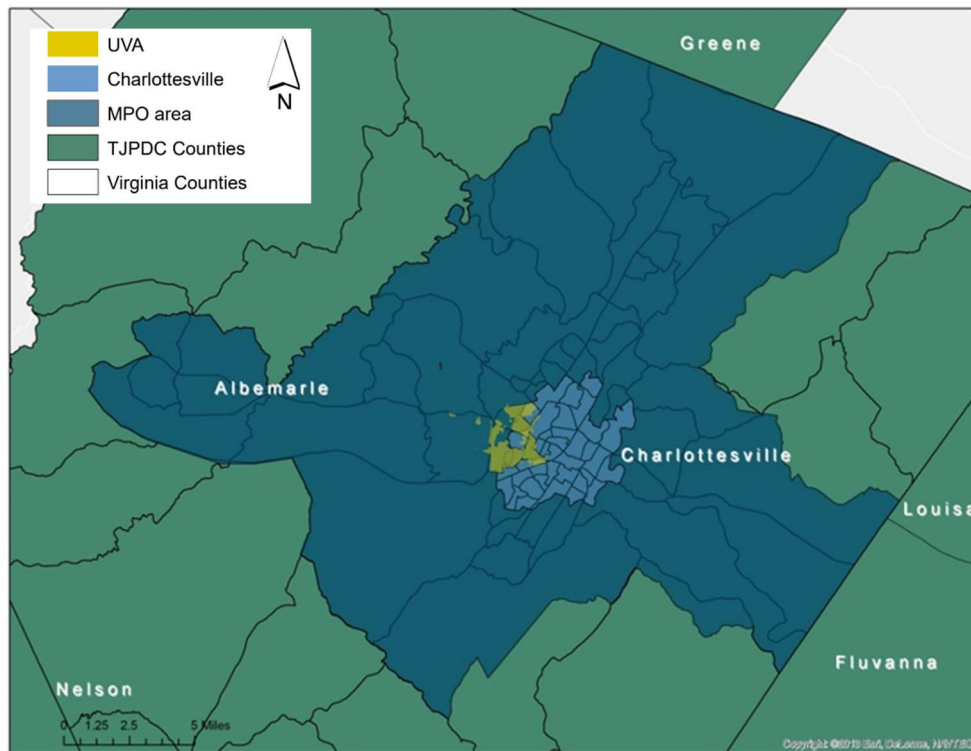
- CA-MPO plans and projects will include an engagement component;
- Legal requirements for public involvement will be met or exceeded;
- Official meetings of the CA-MPO will be open to the public and include opportunities for public comment at the beginning and end of the meeting;
- A public comment period of 45 calendar days will be provided prior to the adoption of this engagement plan and/or any significant amendment to the process; and
- The engagement plan will be reviewed and revised or amended as needed, in consultation with the interested or affected individuals, organizations, and government entities, and with the review of the CA-MPO committees.

What is the CA-MPO

An MPO, or Metropolitan Planning Organization, is an organization comprised of representatives and policymakers from an urbanized area's local governments dedicated to the coordination of transportation planning and policy development within its geographical boundaries.

Federal regulations require that MPOs be designated for urbanized areas with populations of more than 50,000 to provide comprehensive, cooperative, and continuing transportation planning. The boundary of an MPO is based upon U.S Census populations and is determined by an agreement between the MPO and the Governor. The current boundaries of the Charlottesville-Albemarle MPO contain all the city of Charlottesville and the urbanized portions of Albemarle County. The Map in Figure 1 shows the area included in the CA-MPO.

Figure 1: Map of the CA-MPO Service Area



The governing body of the CA-MPO is the Policy Board, which has decision-making authority. The CA-MPO also has one standing committee, the Technical Committee, made up of technically qualified staff from the local governments, state agencies, area transit providers, the University of Virginia, and Planning Commissioners.

What Does the CA-MPO Do?

The primary purpose of an MPO is to ensure that the region is compliant with federal transportation and planning statutes, as well as facilitate a coordinated and collaborative process for decision-making concerning the present and future transportation goals of a region.

The core functions of an MPO are to:

- Create and maintain a Long Range Transportation Plan (LRTP), which is a federally-mandated plan that outlines a region's transportation goals over the next 20 years
- Create and maintain a Transportation Improvement Program (TIP), which outlines scheduled spending of transportation funds within the region over a period of 4 years
- Coordinate transportation planning efforts and prioritize transportation improvement needs throughout the region considering financial, political, and environmental constraints

The CA-MPO and Thomas Jefferson Planning District Commission (TJPDC) can also work on special transportation projects like road improvements, transit operations, corridor plans, and bike and pedestrian planning.

For example, the TJPDC, which also staffs the CA-MPO, produced the **Jefferson Area Bike and Pedestrian Plan** to identify and prioritize bike and pedestrian infrastructure needs in the TJPDC region. The plan is the culmination of more than two years of work and an extensive community engagement process made possible by a grant from the Charlottesville Area Community Foundation and assistance from the Piedmont Environmental Council. The plan seeks to encourage implementation by providing a focused list of regionally-significant bicycle and pedestrian projects that enhance regional connectivity and provide routes connecting the region's important residential and economic centers. The urban areas in the City of Charlottesville and Albemarle County are emphasized. Recommendations are also provided for towns, development areas, and rural areas in Albemarle, Greene, Louisa, Nelson and Fluvanna Counties. The City of Charlottesville also hosts a voluntary advisory Bicycle & Pedestrian Advisory Committee dedicated to improving bicycle and pedestrian facility design and safety for all road users.

Some MPOs are more involved in transit planning, freight, and rail and even aviation planning. The CA-MPO could expand to those areas if a need arises in the future.

CA-MPO's Role in Transportation Planning

The ability to travel throughout the region affects the safety and quality of life for everyone in the community. The CA-MPO provides an independent cooperative forum for regional planning in collaboration with state, local government, transit agency, and university planning partners on select transportation plans and projects. Transportation planning is the first step of a multi-year process to design, fund, purchase land for, and ultimately construct transportation projects. The CA-MPO is one of many agencies involved in the development and maintenance of transportation infrastructure.

The CA-MPO's main responsibilities are maintaining a list of funded transportation projects called the Transportation Improvement Program (TIP) and generating a Long Range Transportation Plan (LRTP). The LRTP, updated every 5 years, outlines the region's priority transportation improvements over the next 20 years. Regional transportation projects must be included in the LRTP to qualify for federal funding. The LRTP exists to provide guidance on current transportation conditions and prioritizes future transportation improvement projects based on estimated funding sources. The state and localities choose which of these projects will be funded and how they will be implemented.

Partnerships

The CA-MPO collaborates with the City of Charlottesville and Albemarle County to coordinate transportation planning and prioritize projects throughout the CA-MPO region.

The **Virginia Department of Transportation and the Department of Rail and Public Transportation** both support the efforts of the MPO by providing programming oversight, ensuring that the MPO meets all of the state and federal requirements, and providing technical support as needed.

The majority of the funding for MPO operations comes from the **Federal Highway Administration and Federal Transit Administration**. Both agencies have non-voting members represented on the MPO Policy Board.

Public transportation for the MPO area is provided by Charlottesville Area Transit (CAT), run by the City of Charlottesville. JAUNT, contracts with the city and county to provide specialized public transportation services to the City of Charlottesville, Albemarle County, Buckingham County, Fluvanna County, Louisa County, and Nelson County. JAUNT works to coordinate transit services with human services agencies, ensuring access to transportation services. Both transit agencies have Transit Development Plans available for public review and comment.

The **University of Virginia** operates the University Transit Service (UTS) which provides fare-free transit service to UVA students, faculty, and staff between UVA facilities and around the main campus. UVA is represented on the CA-MPO Technical Committee and as a non-voting member of the CA-MPO Policy Board.

The **Regional Transit Partnership (RTP)** is a former advisory board, created by the City of Charlottesville, Albemarle County, and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters. While being part of the RTP from its inception, UVA was added as a voting member in 2019. The RTP was not a formal committee of the CA-MPO, but the RTP's Memorandum of Understanding stated that funding for the RTP will be a regular item in the CA-MPO's Unified Planning Work Program. Following the sunset of the RTP in 2025, the Charlottesville-Albemarle Regional Transit Authority (CARTA) is now the regional transit forum for the City of Charlottesville and the County of Albemarle.

CA-MPO's Engagement Goals and Strategies

It is the policy of the CA-MPO to facilitate engagement through open access to the transportation planning process for all stakeholders. To the extent possible by law and budget constraints, planning processes will be inclusive of and accessible to interested or affected individuals, organizations, and government entities well as to other regional stakeholders.

The CA-MPO is committed to developing an engagement process based on the following principles:

- Transparency
- Coordination
- Responsiveness
- Inclusiveness

The CA-MPO recognizes that not all citizens and groups have been represented in past planning processes. It aspires to actively engage and represent historically underserved populations in the planning process through effective engagement activities, making information accessible and understandable to a broad range of stakeholders considering those who may experience barriers to participation.

CA-MPO will use the following steps/goals to approach engagement. For engagement to be effective, effort must be taken to provide interested parties with contextual educational materials and listen to the resulting feedback. CA-MPO strives to make its engagement process accessible and satisfactory for all parties.

CA-MPO's Public Engagement Goals

- 1) Create thoughtful opportunities to engage all affected parties in MPO planning projects
- 2) Provide information and education about the MPO's transportation planning activities
- 3) Listen and respond to public feedback on MPO activities

Each goal is defined in this following section with associated strategies to engage interested or affected individuals, organizations, and government entities.

ONE: Create thoughtful opportunities to engage all affected parties in MPO planning projects

The CA-MPO will provide robust, appropriate opportunities for all members of the community to participate in its planning processes. This will include outreach to affected parties who are not easily engaged because of their race, location, age, ability, and/or limited resources.

The CA-MPO will strive to utilize a variety of strategies to promote engagement including the following as appropriate for the project/plan:

- 1) CA-MPO Committees
 - Utilize the MPO Technical committee to facilitate public and partner engagement
- 2) Public Meetings
 - Involve the public earlier in the planning process
 - Host public meetings at accessible times and locations
 - Use a variety of formats to present technical information to include tables, charts, graphs, maps, and other visual elements in addition to verbal and written explanations
 - Utilize and maintain an email list of interested parties to share information about public meetings and CA-MPO projects
- 3) Engage Historically Underserved Populations
 - Offer interpretive services at public meetings and events (with advanced notice)
 - Host events in locations welcoming to historically underserved communities
 - Partner with organizations that serve historically underserved communities
- 4) Utilize technology in a strategic manner to reach affected parties
 - Employ digital surveys, interactive maps, and other tools to make engagement convenient

- Use social media to solicit feedback on planning activities
 - Host streamed and/or recorded public meetings on the CA-MPO website
 - Solicit comments using email and partner electronic news sources
- 5) Public Comments
- Allow for public comments at the beginning and end of all MPO public meetings
 - Offer periods for review and comment before adopting planning and process documents
 - Provide staff point-of-contact information for the public to submit feedback or ask questions in a variety of ways including in person, through email, through paper mail, and on the phone

TWO: Provide information and education about the MPO's transportation planning activities

Understanding the transportation planning process is key to making effective contributions to transportation projects and plans. The CA-MPO will seek new and effective ways to educate interested or affected parties on transportation planning, regulations, and best practices. Some of the strategies the CA-MPO may use to inform and educate interested parties about the transportation planning process include the following.

- 1) Media engagement
 - Publish notices and press releases with a variety of regional media outlets
 - Utilize local radio and podcasts to promote engagement activities
 - Partner with other agencies to disseminate information
 - Share engagement opportunities and project information on social media platforms
- 2) Notice of meetings and events
 - Utilize a stakeholder email distribution list to provide notice of meetings and materials
 - Post agenda and materials on the CA-MPO website when sent to committee members
 - Share meeting notices with partner agencies for dissemination to their audiences, including neighborhood associations and local organizations
 - Use email, website, and social media to advertise public meetings
- 3) Website and visual designs
 - Utilize the MPO website to share information about MPO projects and process documents
 - Post public meeting times, locations, and agenda packets on the website
 - Provide educational information and MPO Process documents for viewing or download on the website

THREE: Listen and respond to feedback on MPO activities

Effective engagement requires empowering interested or affected individuals, organizations, and government entities with easily understandable information and listening and responding to

comments and feedback. This is especially important for plans and processes that may have impacts for historically underserved communities or populations. When developing transportation plans for areas where historically underserved populations are likely to be impacted, the MPO will communicate with interested parties and leaders in the community to hear what they want in their neighborhood. Some strategies that the MPO will employ to engage, consider, and respond to feedback include the following.

- 1) Be accessible
 - a. Staff will be available to meet with stakeholders, partners, and historically underserved communities in settings and times that are convenient to the stakeholders, partners, and historically underserved communities
 - b. Staff will be available during normal business hours to respond to questions and comments
 - c. Public comments will be collected in appropriate and accessible formats—via, mail, email, phone, in person, and during meetings
- 2) Be responsive
 - a. Public feedback on plans will be made available to the public, stakeholders, and decision makers
- 3) Be considerate
 - a. The MPO values its partnerships and will continue to prioritize collaboration among regional stakeholders
 - b. Demonstrate explicit consideration and response to public input received during planning and development processes

Opportunities for Engagement

This section first outlines the planning document that the CA-MPO produces and updates and how interested or affected individuals, organizations, and government entities can engage during the planning process. Then, next this section describes tools the CA-MPO uses to engage interested parties.

CA-MPO Plans and Document

All residents of the CA-MPO area are entitled to engage with the transportation planning process. The MPO’s main activities include developing the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Both documents provide clear avenues for public engagement during the development process. The table below lists the CA-MPO process documents and how the public can find information and engage with the development of these transportation planning documents. Following the table, are descriptions of each document and how they interact with the CA-MPO community.

MPO Planning Documents and Engagement Process			
<i>Document</i>	<i>How often updated</i>	<i>Comment Period for Approval/Amendment</i>	<i>How to engage</i>

Long Range Transportation Plan (LRTP)	Every 5 years	Approval 30 days Amendment 15 days	Public events, submit comments, public hearing, MPO committee meetings, email notices
Transportation Improvement Program (TIP)	Every 4 years	Approval 30 days Amendment 15 days	Public hearing, submit comments, MPO committee meetings, email notices
Unified Planning Work Program (UPWP)	Annually	Approval 15 days	MPO committee meetings, submit comments, email notices
CA-MPO Engagement Plan	Periodic review	Approval 45 days Amendment 45 days	MPO committee meetings, submit comments, email notices
Title VI Plan	Every 3 years	Approval 15 days	MPO committee meetings, submit comments, email notices
Other studies and plans, Bicycle and Pedestrian Plan, corridor studies, and area plans	As needed	Approval 15 days	MPO committee meetings, submit comments, email notices

Long Range Transportation Plan (LRTP)

The Long Range Transportation Plan (LRTP) is a federally-mandated plan that outlines the region’s priority transportation improvements over the next 20 years and beyond. Regional transportation projects must be included in a Metropolitan Planning Organization (MPO)’s LRTP to qualify for federal funding. The LRTP provides guidance on current transportation conditions and attempts to project what projects and monies will be needed in the future.

The LRTP provides for extensive public engagement. The CA-MPO engages the public and stakeholders in developing goals and objectives for area transportation systems and creating performance criteria used to select projects to submit for funding. The CA-MPO works closely with VDOT to identify transportation deficiencies, develop a project list, evaluate the projects, and develop a constrained project list based on available funding.

During the LRTP planning process project proposals are submitted to the CA-MPO and judged upon the criteria created for the LRTP that highlights priorities for the future. The LRTP is adopted by the CA-MPO Policy Board after public hearings and presentation of the final plan. Public hearings, along with technical committees of the MPO and other stakeholder input, help shape the direction of the plan.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) reflects the goals and values of the LRTP. The TIP is, in essence, the realization of the LRTP, because it establishes the projects that have funds allocated and creates a schedule for completion.

The TIP is connected to the Statewide Transportation Improvement Program (STIP), Virginia's federally required four-year program that identifies the transportation projects (highway, passenger rail, freight, public transit, bicycle and pedestrian) that will utilize federal transportation funding or require approval from either the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). Virginia provides many opportunities for the public to provide input on transportation projects and priorities as part of the continuing transportation planning process for the development of the STIP and the state required Six-Year Improvement Program.

The TIP informs the CA-MPO partners and the public of the state's planned spending of federal transportation funds in the MPO, in coordination with significant state and local funds for four consecutive fiscal years. The goal of the TIP is to provide a clear picture of upcoming transportation improvements in an MPO's area, how much they will cost, and an estimate of how long they will take to complete.

The TIP is updated every 4 years, the MPO Technical Committee will reviewing the plan and the MPO Policy Board must hold a public hearing to adopt the plan. The MPO Technical Committee holds a discussion of the TIP and makes a recommendation on action to the MPO Policy Board. The public can attend and comment at the MPO Technical Committee meeting and also during the MPO Policy Board's public hearing.

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is a formal presentation of the transportation planning projects that will be undertaken by an MPO for a designated fiscal year. The UPWP serves as a mechanism for the MPO to plan the money that it receives from federal and state sources—it can go towards project research, committee management, or other responsibilities of the MPO.

Federal law dictates that work programs identified in the UPWP must incorporate one or more of eight basic planning factors in order to be included. These factors include safety, security, and connectivity, and generally represent most or all of an MPO's planning goals. The MPO, after considering these factors, will then formulate its own set of planning priorities after input from staff, transportation stakeholders, local governments, and the general public, and use these priorities to guide and formulate projects. Long term transportation planning efforts, like the Long Range Transportation Plan developed by an MPO, will also guide and prioritize projects.

The UPWP reflects the priorities of an MPO in terms of its desired transportation planning, but also provides a detailed list of projects, their associated costs and timelines for completion, as well as end products and deliverables. In addition to its critical function, accounting for the expenditure of federal funds which make up the majority of the MPO's budget, it serves as a way

to communicate the MPO's priorities to associated localities and residents and ensure that the work that will be completed throughout the year is in line with the goals and vision of the region.

The UPWP is prepared by the CA-MPO to support transportation and planning priorities that have been determined by the CA-MPO Policy Board with opportunities for input from its member localities, other state agencies, and the public. These priorities are reflected in the long range transportation planning process and broader transportation goals and vision.

CA-MPO Engagement Plan

The Charlottesville Albemarle Metropolitan Planning Organization Engagement Plan is a federally required document demonstrating how the CA-MPO will engage interested or affected individuals, organizations, and government entities during the planning process. This plan outlines the CA-MPO's engagement goals and illustrates opportunities for engagement. The CA-MPO is committed to actively seeking out and engaging historically underserved communities, as demonstrated in the goals previously outlined in this document.

The engagement plan is periodically reviewed and updated as needed. In addition to opportunities to participate in the engagement plan update during MPO committee meetings, by submitting comments or contacting staff, there will be a 45-day public review period where the CA-MPO will actively seek out comments and engagement.

Title VI Plan

The CA-MPO's Title VI/Environmental Justice Plan outlines how the CA-MPO mitigates against and avoids inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the planning process and in the development of planning documents. This plan will also include a procedure that allows members of these populations to submit grievances regarding perceived discriminatory actions.

The Title VI Plan is updated by the MPO every three years using population data from the US Census. It identifies populations that may be disproportionately disadvantaged from participating in transportation planning activities and plans to mitigate the disadvantages. In addition to opportunities to participate in the Title VI update during MPO committee meetings, by submitting comments or contacting staff, there will be a 15-day public review period where the CA-MPO will actively seek out comments and engage with organizations and community leaders representing any disproportionately disadvantaged populations identified.

Other Studies and Plans

In addition to the federally required planning documents outlined above, the CA-MPO offers additional opportunities for engagement with the Charlottesville-Albemarle community. The MPO works closely with state and local planning staff on additional transportation plans and studies. As each CA-MPO project is different, the approaches to engagement are tailored to match the needs of the project. For example, in response to needs identified by the public and CA-MPO partners, the CA-MPO developed a more robust engagement process for selecting Smart Scale applications to submit for funding.

The most common funding sources that localities can apply for are Smart Scale, Revenue Sharing, and Transportation Alternatives. Localities, Metropolitan Planning Organizations, and Planning Commissions are the primary applicants for these transportation funding sources.

Smart Scale is a bi-annual state funding process that allocates funds to projects to help satisfy the state's long-range transportation plan, VTrans. There are many different types of projects that can be submitted for Smart Scale funding, including improvements to significant state transportation corridors, urban areas, and regional transportation networks. Localities, MPOs, and public transit agencies can submit requests for funding, and the state uses a criteria system that measures a project's effect on transportation system performance factors including congestion, economic development, and public safety to select projects for funding.

The CA-MPO can submit four applications to the Smart Scale process for funding. Typically, these project applications are submitted in coordination with the state on behalf of the localities the MPO represents. Smart Scale projects being considered for application through the MPO with high public interest will be selected for enhanced public participation, as funding allows. This will include public workshops and the collection and dissemination of comments. Public participation is encouraged throughout the Smart Scale project selection process for all the MPO applications. Committee meetings will review all the projects selected for application and the Policy Board also allows comments during their selection process.

CA-MPO Engagement Tools

The CA-MPO uses a variety of engagement tools based on the planning project or document and interested parties. Most of the CA-MPO's projects include collaboration with the state, local governments, and the public. Some planning documents, like the Long Range Transportation Plan, require extensive public engagement and the CA-MPO will employ multiple engagement strategies. The CA-MPO is always looking for new and creative ways to engage interested parties below are *some* of the tools that the CA-MPO uses.

CA-MPO Committees

Committees are the forums where issues are discussed and formal decisions are made. There is one standing Technical Committee and the Policy Board. All committee meetings are open to the public and meeting schedules and records of past meetings are posted on the CA-MPO website and will be made available in alternative formats upon request.

Policy Board: Decision-making authority rests with the Policy Board, whose voting membership is made up of two members each from the Albemarle Board of Supervisors and Charlottesville City Council, and the District Engineer for the VDOT Culpeper District.

Technical Committee: The voting membership of the Technical Committee consists of individuals with technical knowledge in transportation and land use planning, and the voting membership consists of representatives from local government staff and Planning Commissions, area transit providers, the University of Virginia, and state agencies.

Meeting agendas, materials, and notes for these committees are available on the CA-MPO website and the public can request to be added to the stakeholder email list and have the meeting

notices and materials emailed directly to them. Time is set aside during all the public meetings for public comments.

Website

The CA-MPO maintains a website where interested parties can access transportation planning documents, like the TIP and LRTP. Committee meeting dates, agendas, recordings, and notes are also available on the website.

Stakeholder Emails

Interested or affected individuals, organizations, and government entities can request to be added to a stakeholder email list for topics they are interested in. The website lists committees and other events that people might want to sign up to receive more information on.

Informational Presentations

The CA-MPO staff are available to visit agencies, neighborhoods, organizations, and government entities to share information and present on CA-MPO transportation planning projects that interest them, as funds allow. If the CA-MPO is conducting a transportation planning project in an area that affects a community, they will make efforts to connect with community leaders to share information and gather public comments, as funds allow.

Other Engagement Tools

The CA-MPO uses a variety of methods to engage interested or affected individuals, organizations, and government entities in their planning projects. Some of the tools the CA-MPO uses include:

- Surveys
- Video Recordings
- Information Booths/Kiosks
- Social Media
- Public hearings
- Public workshops and other events
- Attendance at community events with engagement materials

The CA-MPO uses surveys as a tool to gather public comments as appropriate. Many of the CA-MPO meetings are recorded and available to interested or affected individuals, organizations, and government entities on the CA-MPO website. To further engage with a diverse audience, the TJPDC maintains a Facebook page to periodically update page followers on topics of interest related to the TJPDC and the MPO. This format allows for information to easily be disseminated. CA-MPO staff is enthusiastic about including affected parties in planning projects and uses the most effective engagement innovations and strategies according to the needs of each project.

Outreach to Underserved Populations

The CA-MPO maintains a Title VI/Environmental Justice Plan to mitigate against and avoid inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the transportation planning process and in the development of planning documents. That plan also includes contact information and procedures to allow members of these populations to submit grievances regarding perceived discriminatory actions. This plan is reviewed and updated periodically by the CA-MPO and VDOT.

The CA-MPO strives to ensure that its planning efforts are holistic and inclusive of all populations that are part of the regional community. Arrangements will be made for interpreters for hearing impaired individuals, and every effort will be made to ensure provision of interpreters for non-English speaking persons, provided a request is submitted at least one week before the meeting. For meetings conducted electronically, interpretation services may be provided through closed captioning options.

Every effort is made for public hearings, workshops, and forums to be scheduled at times and locations that are accessible and convenient. The CA-MPO works to include stakeholders in both the development and approval of planning documents like the TIP and LRTP. These efforts can vary depending on the type of plan. In the development of new plans MPO staff makes every effort to not only ensure that these plans consider the needs of minority and low-income populations, but also strives to include these populations in the development of these plans.

Appendices

Appendix A: Glossary of Terms

The following transportation-related acronyms are used in this document:

ACCT	Alliance for Community Choice in Transportation
BRT	Bus Rapid Transit
CA-MPO	Charlottesville Albemarle Metropolitan Planning Organization
CAT	Charlottesville Area Transit
DRPT	Virginia Department of Rail and Public Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System (mapping)
IS	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Greene, and Buckingham Counties
L RTP	Long Range Transportation Plan. Refers to the 20-year transportation plan.
LRT	Light Rail Transit
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
PL	FHWA Planning Funding (used by MPO)
PPP	Public Participation Plan
RideShare	Free Carpool matching service for Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties
RTP	Regional Transit Partnership
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation governing the metropolitan planning process)
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
TDP	Transit Development Plan (for CTS and JAUNT)
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission
TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning and Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia
VDOT	Virginia Department of Transportation

Appendix B: Comments and Responses Collected for this Engagement Plan

Engagement Plan Public Comment Report

Charlottesville Albemarle Metropolitan Planning Organization
Spring 2021

Citizens Transportation Advisory Committee

3/17/21

Initial opportunity for the CTAC committee to review **CA-MPO's Engagement Goals and Strategies** section of the plan and provide feedback. The committee made some language changes and agreed that with those changes the document was ready to move forward.

Posted on the TJPDC and MPO websites

4/17/2021

Comment on the CA-MPO Engagement Plan Now

The Charlottesville Albemarle MPO uses the CA-MPO Engagement Plan to communicate the strategies it uses to satisfy federal regulations that ensure that the MPO has an adequate process to involve interested or affected individuals, organizations, and government entities when developing and adopting MPO planning documents. This plan is intended to provide as much flexibility as possible in meeting the requirements established in the federal regulations. The TJPDC as an organization, which includes the CA-MPO operations, is committed to exceeding the minimum requirements and developing meaningful engagement opportunities, considering the diversity of needs and preferences throughout the MPO area.

During the 2020 update there were some substantial changes requested by MPO committees and the public. The draft of the 2021 [CA-MPO Public Engagement Plan](#) reflects the recommended changes. This is an opportunity for the public to review the plan and provide feedback. The federal regulations require that there be a 45-day public comment period prior to any significant changes to the plan being made. CA-MPO staff started the formal comment period April 19, 2021.

Please submit your questions or comments, to Lucinda Shannon at lshannon@tjpd.org.

No comments from the public.

Posted on the TJPDC Facebook page

4/19/2021

Same as content above.

No comments from the public.

Partner Notice

4/20/21

Shared with Albemarle (Emily Kilroy) and Charlottesville (Brian Wheeler) for their public notices.
Same as above

No comments from the public.

Public Hearing

7/28/21

The CA-MPO's Policy Board hosted a Public Hearing for the Engagement Plan. The hearing was advertised on social media, in the Richmond Times and Daily Progress. The hearing was held on July 28, 2021. No comments from the public.

Appendix C: Title VI and Non-Discrimination

The Charlottesville Albemarle Metropolitan Planning Organization (CA-MPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The CA-MPO operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the CA-MPO Title VI Coordinator. A complaint must be filed no later than 180 days after the date of the alleged discrimination. Please contact the Title VI Coordinator via phone at 434-979-7310 for more information. The CA-MPO meetings are conducted in accessible locations and materials can be provided in accessible formats and in languages other than English. If you would like accessibility or language accommodation, please contact the Title VI Coordinator at 434-979-7310. If you wish to attend a CA-MPO function and require special accommodations, please give CA-MPO one week's notice in advance.