



**Public Participation Plan (PPP)
August 2023**

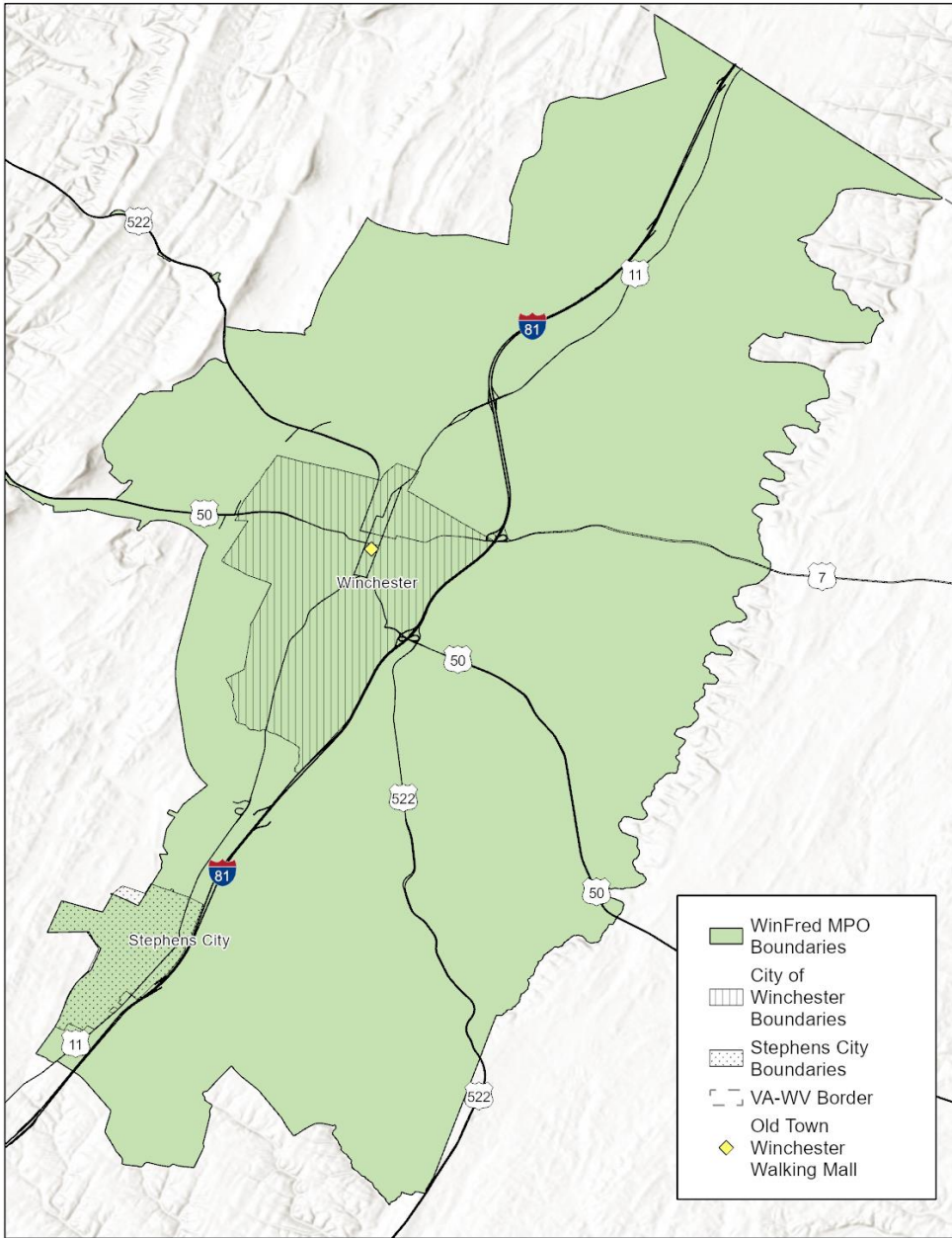
Winchester Frederick County Metropolitan Planning Organization

Public Participation Plan (PPP)



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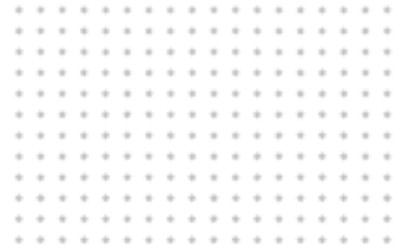
WinFred MPO Planning Area



**Figure 1:
Metropolitan
Planning Area
(MPA)**

The WinFred MPO boundaries extend north, to the state border of West Virginia, and south, to Stephens City. The Frederick County Boundary, Opequon Creek, defines most of the MPO's eastern limits.

ACKNOWLEDGEMENTS

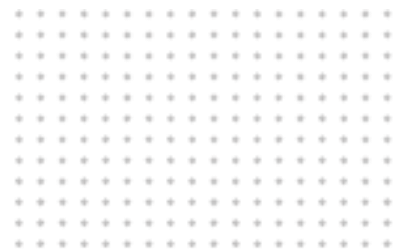


This Plan was prepared on behalf of the WinFred MPO through a cooperative process involving the City of Winchester, Frederick County, the Town of Stephens City, the Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Northern Shenandoah Valley Regional Commission (NSVRC) provided administrative support and technical assistance.

Federal and state agencies (FHWA, FTA, VDOT, and DRPT) funded the development of this plan.



DISCLAIMER



The WinFred MPO is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

For additional information on WinFred MPO's nondiscrimination policies and procedures or to file a complaint, please visit the website at www.winfredmpo.org or contact Brandon Davis, Executive Director, Northern Shenandoah Valley Regional Commission, 400 Kendrick Lane, Suite E, Front Royal, VA 22630, or by phone at (540) 636-8800, or by email at bdavis@nsvregion.org.

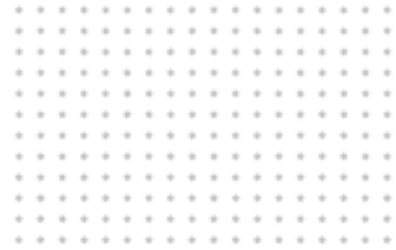




TABLE OF CONTENTS

Abstract	7
Section 1: Introduction	8
Section 1: Purpose	13
Section 3: Goals, Desired Outcomes, and Measures	14
Section 4: Engagement Tactics	18
Section 5: Public Meeting Location, Notice, and Procedure	24
Section 6: Public Communication, Education, and Outreach ...	31
Appendix	34

ABSTRACT



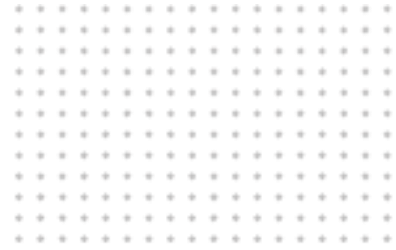
The Winchester-Frederick County Metropolitan Planning Organization (WinFred MPO) Public Participation Plan (PPP) describes the MPO’s responsibilities, goals, and strategies for engaging the public in its transportation planning work. The 2023 amendment ensures that the document is consistent with the WinFred MPO’s Title VI Plan and the federal fairness and equity requirements, outlined in Federal Regulation Code 450.316 under the Federal Highway Administration. This and other MPO documents are available at the Northern Shenandoah Valley Regional Commission (NSVRC) offices, at: 400 Kendrick Lane, Suite E, Front Royal, VA 22630, or online at <https://winfredmpo.org/>.

Background

This Public Participation Plan (PPP) is the first significant rewrite of the original Public Involvement Plan (PIP), which WinFred MPO adopted on June 16, 2004. In 2007, the MPO approved amendments to bring the plan into compliance with federal SAFETEA-LU regulations. After a 2012 update, the next revision was in 2021, to include virtual meeting information related to the COVID-19 Pandemic.



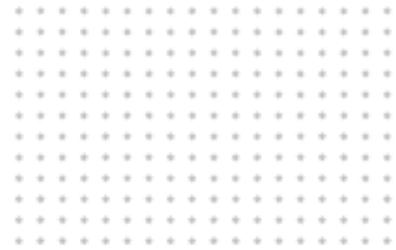
SECTION 1: INTRODUCTION (PPP)



Federal legislation requires that any urbanized area with a population greater than 50,000 have an MPO comprised of representatives of the local jurisdictions as well as state and federal transportation officials. The WinFred MPO, consisting of a Policy Board and Technical Advisory Committee (TAC), has the responsibility for transportation policymaking in the City of Winchester and urbanized portions of Frederick County, Virginia.

The MPO Policy Board leads the region's transportation decision-making process to ensure all possible solutions are thoroughly examined and vetted. Regional staff from the Northern Shenandoah Regional Commission support the Policy Board, with guidance and technical assistance from the Technical Advisory Committee (TAC), which consists of staff from the WinFred MPO's member jurisdictions, and officials from state and federal agencies. The WinFred MPO certifies that current and future expenditures for transportation projects are based on a continuing, cooperative, and comprehensive (three-C) planning process that includes local priorities and mutually agreed upon goals informed by public input.





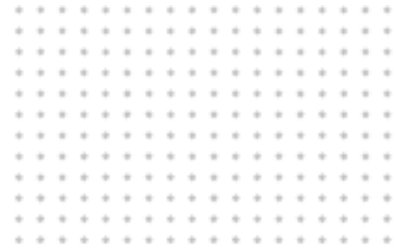
PPP Requirements

This document is in accordance with 23 CFR Part 450, representing the WinFred MPO’s public participation procedures for posting public notices, engaging residents and stakeholders, posting information on MPO activities, and conducting an open planning process. Requirements include standards for previous federal legislation (ISTEA, TEA-21, SAFETEA-LU) and more recent requirements. MAP-21 legislation continues preceding standard to provide reasonable opportunity for the public to be included in the metropolitan transportation planning process and to comment on transportation plans, studies, or other related programs. Under this context, the public consists of various stakeholders, including but not limited to:

- Citizens within the WinFred MPO area,
- Affected public agencies,
- Representatives of public transportation employees,
- Freight shippers,
- Providers of freight transportation services,
- Private transportation providers,
- Public transportation riders,
- Pedestrians and bicyclists,
- Those with physical or cognitive disabilities, and
- Other interested parties.

Refer to the Federal Regulation Code 450.316.

The “Moving Ahead for Progress in the 21st Century Act” (MAP-21) was signed into law on July 6, 2012, and became effective on October 1, 2012, building on previous legislation (ISTEA, TEA-21, SAFETEA-LU) as the federal guidelines for requirements regarding public involvement processes and procedures.



The MPO’s Major Planning Documents

Furthermore, this plan describes the standard legal procedures for the development, adoption, and amendment of the WinFred MPO’s three major MPO transportation planning documents:

- The Metropolitan Transportation Plan (MTP),
- The Transportation Improvement Program (TIP), and
- The Unified Planning Work Program (UPWP).

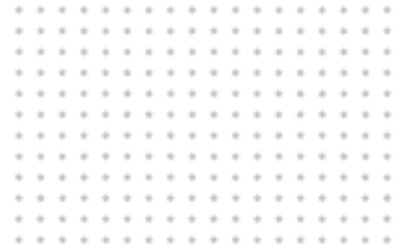
Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) defines long-range transportation needs for the Metropolitan Planning Area (MPA) and proposes strategies for addressing those needs for the next 20 years. Through this long-range plan, the MPO Policy Board establishes project priorities for federal transportation dollars. The MPO reviews and updates this plan every five years to confirm its validity and consistency with the most current population trends. In accordance with Federal law, the plan must contain the following elements:

- Identification of transportation facilities that should function as an integrated transportation system,
- Performance measures and targets,
- A system performance report,
- A discussion of potential environmental mitigation activities,
- A financial plan that demonstrates how the adopted plan can be implemented,
- Operational and management strategies to improve the performance of existing facilities,
- Capital investment and other strategies to preserve the system and provide for future needs, and
- A discussion of transportation and transit enhancement activities.

The WinFred MPO adopted its 2045 Metropolitan Transportation Plan in November 2022, using a successful public and stakeholder engagement process. The next plan update is due in 2027, with the planning work likely starting in 2025 or 2026.





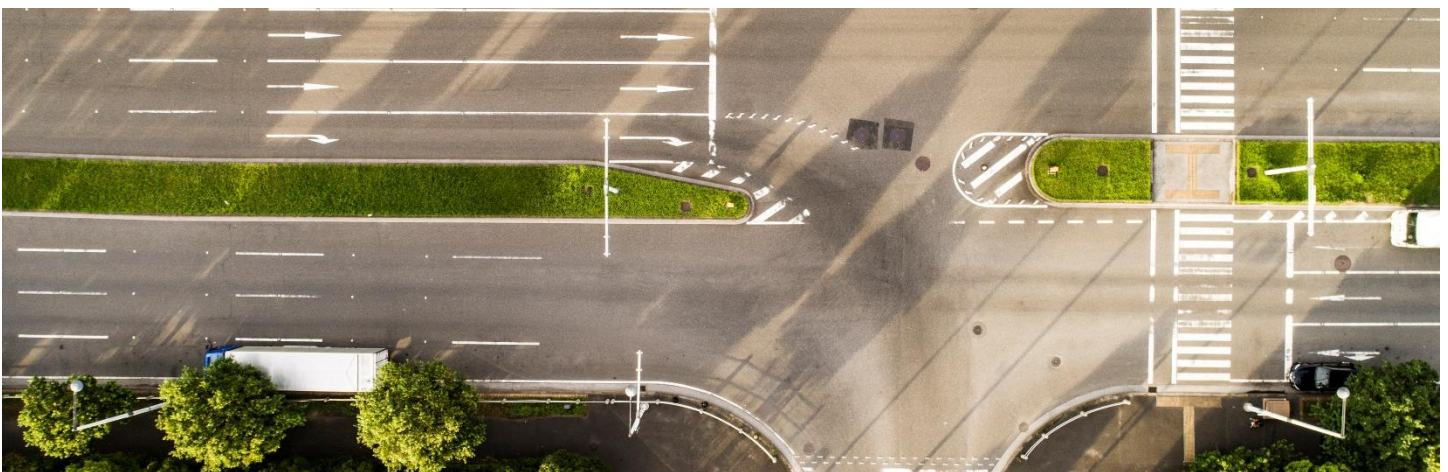
Transportation Improvement Program (TIP)

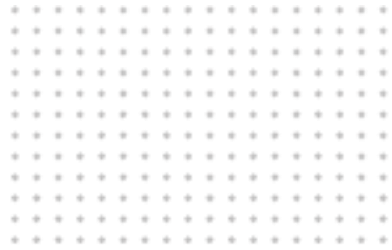
The WinFred TIP is the region’s fiscally constrained four-year program of all transportation and transit projects programmed in the WinFred MPO region that:

- Are scheduled to receive federal transportation funds,
- Require a federal action, or
- Are deemed regionally significant.

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is the WinFred MPO’s annual work program, identifying all MPO activities for the upcoming fiscal year, which begins on July 1. The UPWP provides a mechanism to coordinate transportation planning activities in the region and is a federal requirement for the region to receive FHWA and FTA transportation planning funds. The work tasks within this UPWP reflect issues and concerns expressed by federal, state, and local officials. As an annual work program, the MPO adopts this document every spring.





Relation to the Title VI Plan

Federal regulations require the PPP to be consistent with other federal, state, and regional transportation planning documents. This includes the WinFred MPO Title VI Plan, developed to ensure that the MPO follows Title VI and subsequent nondiscrimination regulations, specifically regarding Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency (LEP). The Title VI Plan contains environmental justice strategies for minority, low-income, and LEP populations that inform the public participation goals and outreach strategies in the PPP.

Periodic Review and Amendment of the PPP:

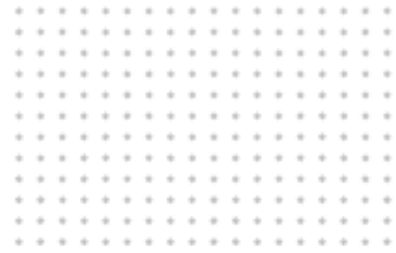
The WinFred MPO will review and consider revisions to its PPP on a bi-annual basis to ensure that it remains a dynamic and effective document. Review and amendment of the PPP will occur in consultation with various stakeholders. With this schedule, the next review would happen in 2025.

Stakeholder Coordination with PPP Updates:

With each PPP update, WinFred staff will assemble at least one stakeholder meeting to gather feedback on engagement practices that are equitable and accessible. The stakeholder list will represent various communities, service providers, employers, and other essential organizations.



SECTION 2: PURPOSE



The WinFred MPO values and welcomes public participation in its transportation planning and programming efforts, initiatives, and decision-making processes. The purpose of the WinFred MPO PPP is to provide a meaningful planning process that seeks diverse representation in public input from various points of view and backgrounds. Diverse points of view include:

- Different demographic groups (including race, ethnicity, age, income, disability, LEP, gender, and sexual orientation),
- People with differing economic and environmental effects from transportation decisions,
- Representatives that use each travel mode, and
- People from all geographies across the MPO area.

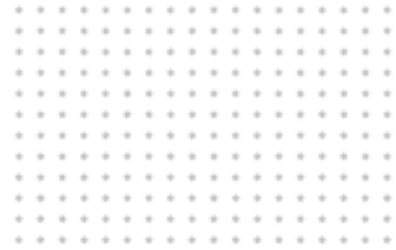
Key Stakeholders:

WinFred MPO will include the following stakeholders in its planning processes and regular operations:

- Citizens,
- Affected public agencies,
- Representatives of public transportation providers,
- Freight shippers and providers of freight transportation services,
- Private providers of transportation,
- Representatives of users of public transportation,
- Representatives of users of pedestrian walkways and bicycle transportation facilities, and
- Representatives of minority groups, including low-income, disabled, persons with mobility impairments, and LEP populations.



SECTION 3: GOALS, DESIRED OUTCOMES, AND MEASURES

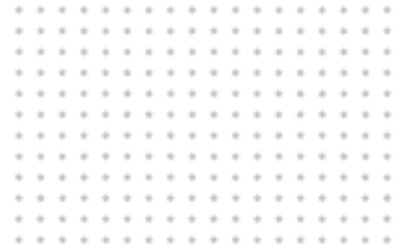


Public and stakeholder engagement should be thoughtful and intentional. WinFred MPO strives to achieve the following participation goals while conducting its regular operations. This section also includes objectives, engagement activities, desired outcomes, performance measures.

Engagement Goals

The WinFred MPO's fosters public participation process that reflects the following goals.

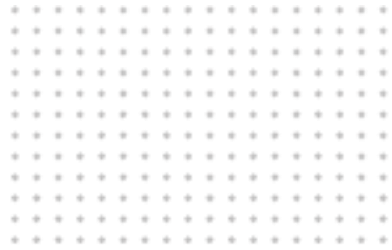
- **Supporting Meaningful Engagement:** The MPO's engagement efforts should present genuine opportunities for participants to influence the process and plan outcomes.
- **Opening an Equitable Process:** All groups should have equal opportunity and access to participate in the region's transportation efforts.
- **Educating and Informing Participants:** WinFred MPO will strive to inform the community about transportation and ways to influence investments in the regional network.
- **Building Support and Buy-In:** WinFred MPO endeavors to build community support for its efforts, so that the public and stakeholders defend and help implement regional transportation solutions.
- **Documenting Compliance:** As a federally mandated agency that also receives state funding, the MPO must ensure that its processes address federal and state requirements.



Engagement Strategies

To achieve those goals, WinFred MPO uses the following strategies to guide its efforts.

- **Supporting Underserved Communities:** Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income, minority, disabled, seniors, and LEP households who may face challenges accessing employment and other services.
- **Applying Title VI and Environmental Justice Standards:** Stay committed to applying environmental justice, LEP requirements, and the equity initiatives outlined in WinFred MPO Title VI Plan.
- **Maintaining the PPP:** Periodically review the effectiveness of this plan, its procedures, and strategies to ensure a full and open participation process.
- **Emphasizing Convenience:** Conduct meetings and events at convenient times and accessible locations.
- **Crafting Clear and Concise Materials:** Use visualization techniques to simplify complicated concepts, present content in plain language, and communicate clearly.
- **Investing in Responsiveness:** Demonstrate explicit consideration and thoughtful response to public input received during the development of regional plans and other planning initiatives.
- **Adopt Holistic Approaches:** For any participation process, thoughtfully develop project-level engagement plans that present a robust set of strategies that present multiple opportunities for participants to get involved. Utilize multiple means of public notice to ensure that transportation planning information reaches the broadest possible audience.



Engagement Performance Measures

Performance measures help the WinFred MPO assess its effectiveness in achieving the PPP's goals and desired outcomes. These measures include:

Product and Service Results:

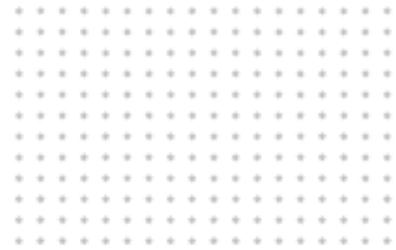
- **Turnaround Time in Responding to Request for Information for Advertised Plans:** WinFred MPO staff will respond to a request for information regarding plans advertised for public comment within three (3) working days of receiving a request,
- **Turnaround Time in Responding to Request for General Information:** WinFred MPO staff will respond to a request for information within five (5) working days after such a request has been made.
- **100% Percent Compliance Findings Resolved:** Any compliance findings relative to the PPP will be resolved in a timely fashion.

Engagement Outcomes:

The WinFred MPO's desired engagement outcomes are to foster:

- **An Active Citizenry:** An active and well-informed citizenry that provides thoughtful and meaningful input to the metropolitan planning process,
- **Effective Partnerships:** A meaningful and effective partnership between citizens, stakeholders, and WinFred MPO officials, and
- **Improved and Responsive MPO Documents:** Effective MPO plans and programs that address the needs and interests of the community.





Organizational Effectiveness Results

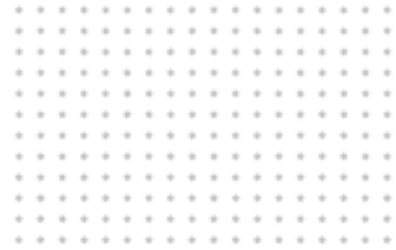
Key Plans Receive State and Federal Approval: All key transportation plans (MTP, TIP, UPWP, and PPP) will receive the appropriate State and Federal approvals.

Leadership Results

- **Ethical Behavior:** The WinFred MPO Policy Board, TAC, and Staff will perform their duties and responsibilities in a professional, ethical manner. The target is for zero ethical violations.
- **Regulatory Compliance:** WinFred MPO will strive to achieve 100% compliance with Title VI and other regulations governing WinFred MPO.
- **Audit Findings:** The WinFred MPO's target is to receive an unqualified audit opinion each year.
- **Training:** WinFred MPO staff will receive Title VI training on an annual basis.



SECTION 4: ENGAGEMENT TACTICS



WinFred MPO is committed to making effective public and stakeholder engagement a central part of all its efforts. For the Metropolitan Transportation Plan (MTP) and other types of studies, staff will generally follow the standard five-phase planning process. As MPO staff or its consultants develop scopes of work for planning projects, there should be clear engagement goals, strategies, and tactics for each of the following phases (refer to the sidebar).

Phase I Engagement Tactics

Generally, the data collection and analysis phase will require little public engagement for any MPO process. The initial phase is data-driven and requires no specific public or stakeholders questions. However, this would be an opportunity to raise awareness of the upcoming process.

Consider the following engagement tactics:

- Launch of a project website,
- Produce press releases,
- Publish the project timeline with engagement opportunities, and
- Development of a project-level engagement plan.

WinFred MPO's Standard Planning Process:

Phase I: Data Collection and Analysis

- Gather Data
- Track Trends

Phase II: Visioning and Needs

- Identify and Prioritizing Needs
- Affirm Goals and Objectives
- Prioritize Goals and Setting Performance Measures

Phase III: Defining Solutions

- Develop Solutions
- Identify Projects
- Prioritize Projects
- Develop Implementation and Funding Strategies

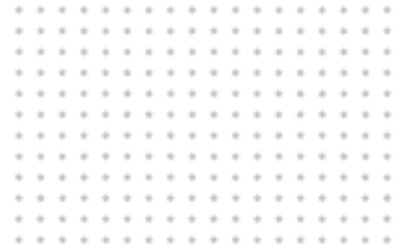
Phase IV: Plan Development and Adoption

- Develop the Plan Document
- Conduct Plan Review
- Adopt the Plan

Phase V: Plan Maintenance

- Apply for Funding Opportunities
- Update the Plan Periodically

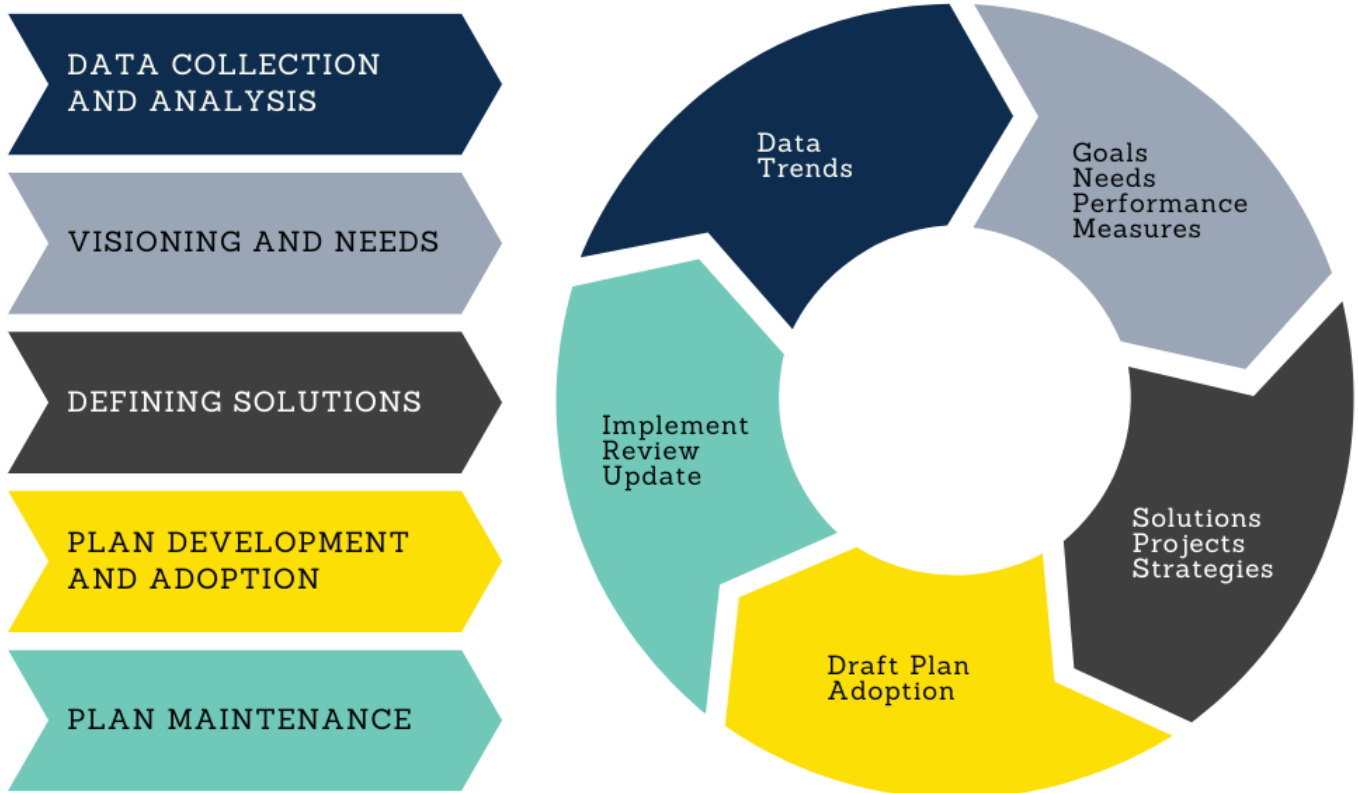


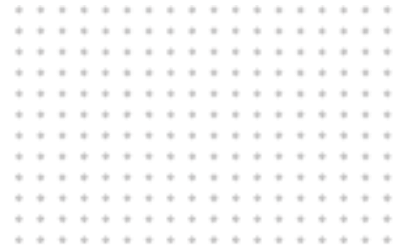


Phase II Engagement Tactics

The first two phases overlap, as MPO staff uses a data-driven process to define the region's transportation system. At this stage, MPO officials focus on identifying needs, affirming goals, and setting performance measures. Engagement efforts should shift to an issues-driven approach, to identify travel needs and community concerns. This phase also includes a goals-driven approach, to develop vision statements.

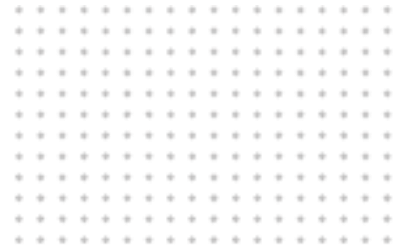
The Standard Planning Process





Engagement tactics may include:

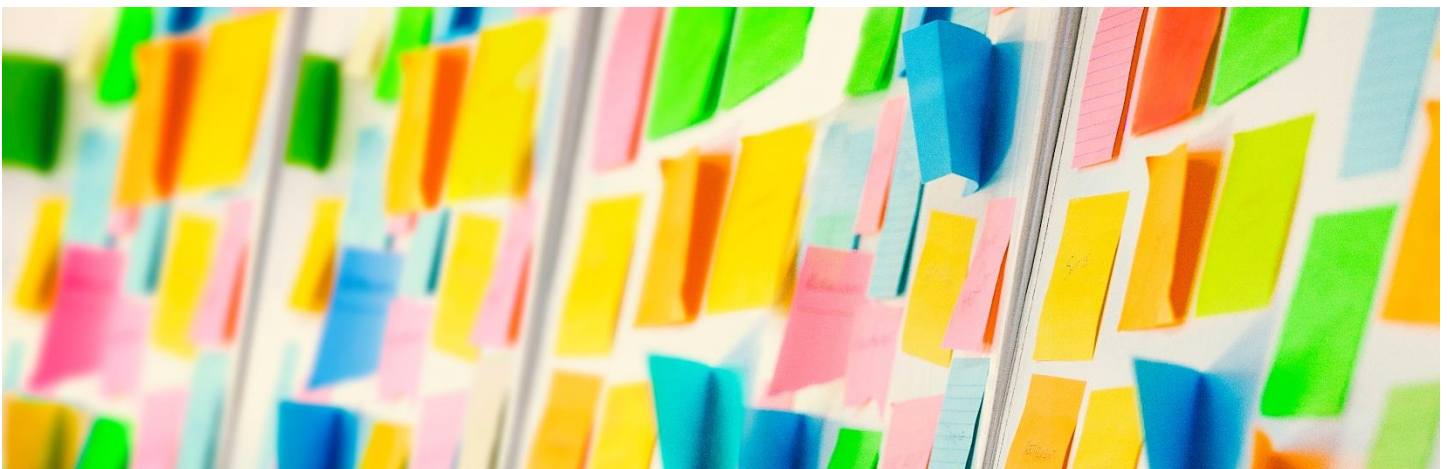
- **Regional Survey:** An online survey allows residents and stakeholders to identify travel needs and prioritize goal themes. Surveys are ideal for issues-driven approaches and collecting community concerns. Please note that surveys are not ideal for creating goals, collecting “deep data”, or understanding nuance. Include a map of the region and allow participants to locate their concerns. The MPO has access to VDOT’s MetroQuest platform, which offers this mapping function. After collecting responses, compare the map with project locations and data from Phase I.
- **Stakeholder Discussions:** The only way to review, develop, and refine goals is through structured dialogue with key stakeholders. Once staff has an opportunity to review the data from Phase I, consider meetings with essential stakeholders to help finetune and affirm regional transportation goals. It is best practice for staff to develop draft goal language (using data and research) for stakeholders to review.
- **Public Intercepts:** By attending community events and meetings, the MPO can reach a larger pool of participants. Display maps at events allow the public to identify travel needs. This tactic is ideal for issues-driven approaches and raising awareness.
- **Stakeholder Discussions, Round II:** A second round of stakeholder meetings help to finalize needs and goal prioritization. These meetings should include discussions with neighborhoods, service providers, and other essential groups.

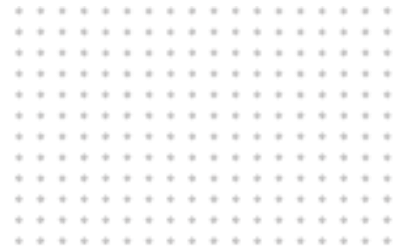


Phase III Engagement Tactics

The next phase shifts to finding transportation solutions and an opportunity-driven approach. MPO staff will work with partners to develop projects, services, and other recommendations to address regional needs. This will require the public to evaluate options and provide feedback on alternatives and priorities. Tactics may include the following:

- **Public Open House:** An open house event includes display boards of various approaches for addressing documented needs. The public can also begin to comment on identified projects.
- **Webinars:** Webinars offer additional access to the public and allow participants to comment on projects to help with prioritization.
- **Public Intercepts:** By attending community events and meetings, the MPO can reach a larger pool of participants. Display boards at events allow the public to comment on priority projects and any potential needs missed in the process.





Phase IV Engagement Tactics

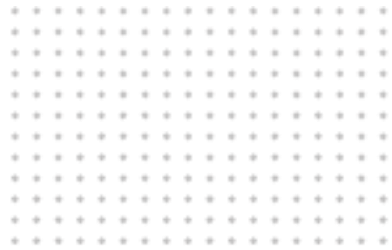
Phase IV consists of the final steps of the plan development stages. MPO staff works with its committees to develop and review a draft Plan. The public and stakeholders have an opportunity to comment on the draft document before final revisions and adoption.

- **Public Open House, Round II:** A second open house event displays the draft plan and its recommendations.
- **Webinars, Round II:** Webinars offer additional access to the public and allow participants to comment on the draft plan.
- **Public Intercepts:** Display boards at events allow the public to comment on the draft plan.
- **Stakeholder Discussions:** MPO staff will reconvene stakeholders from Phase II to receive comments on the draft plan.
- **MPO Policy Board:** The MPO holds a public meeting for the plan adoption.

Federal Guidance on Additional Tactics

For additional guidance on engagement tactics and best practices, refer to US DOT's [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#).





Stakeholder Feedback

A group of key stakeholders provided feedback on engagement tactics for the MPO’s consideration:

- **Areas with Vulnerable Populations:** Refer to Section 4 and target engagement in areas with vulnerable populations. Give special attention to the Route 7 corridor.
- **School Coordination:** Partner with local school systems to distribute information. Include students in engagement efforts.
- **Religious Organizations:** Partner with religious organizations, especially in the Hispanic community.
- **Public Intercepts:** Set up booths at community events and festivals, like the United Way Project Connect Fair.
- **Existing Communication Channels:** Use existing communication channels, like notices at the DMV, tax notices, pinboards at grocery stores, and newsletters. Northwest Community Services Board agreed to distribute information to their clients.
- **Inter-Agency Coordination:** Coordinate with the City of Winchester and Frederick County Communications Departments on promotional materials.

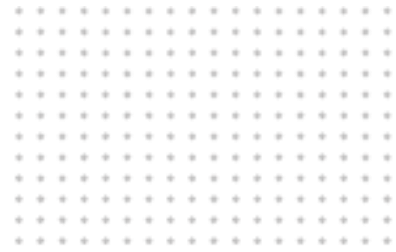
Stakeholders Advisory Group:

A group of stakeholders helped to identify engagement and outreach strategies while WinFred MPO developed the PPP. Those stakeholders included:

- Diana Patterson – Hispanic/Latino Business Consultant, Laurel Ridge Small Business Development Center
- Robert Haas – Shenandoah Area Agency on Aging
- Barbie Kibler – Northwest Community Services Board
- Bonnie Mihill– Northwestern Community Services Board
- Sarah Frey – Public Information Officer, Winchester City
- Kim Herbstritt – Blue Ridge Habitat
- Elizabeth C. – Grafton Administration
- Tony Wilson – Director, Transportation Grafton
- Sandi Webster – Faithworks, Board of Family Promise Northern Shenandoah Valley
- Clara Schweiger – Associate Planner Shenandoah County
- Katie Furneisen– Shenandoah Alliance for Shelter
- Karen Vacchio – Public Information Office, Frederick County



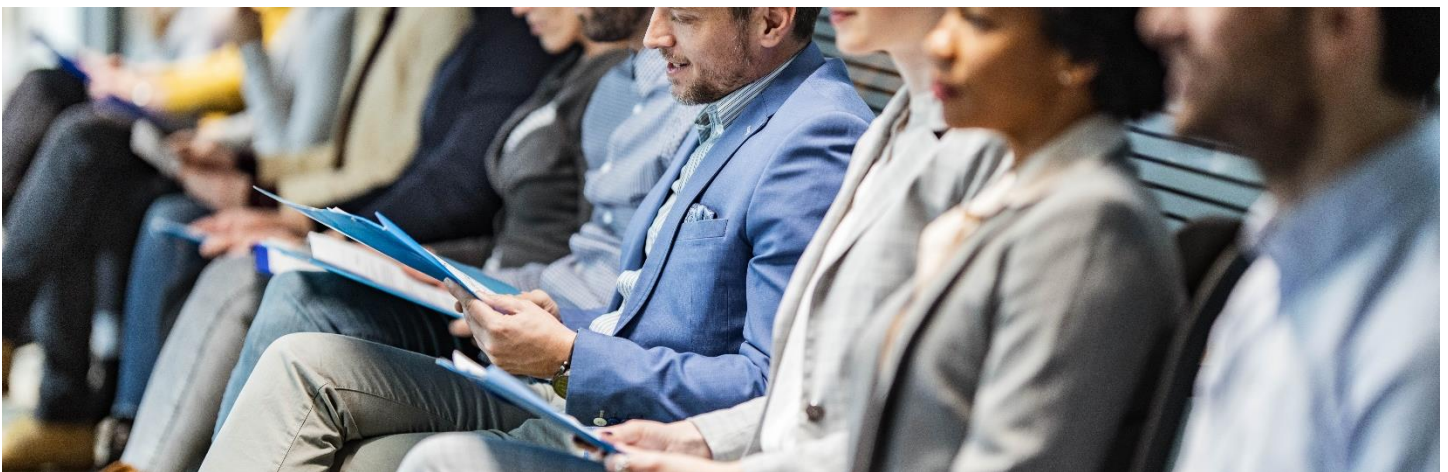
SECTION 5: PUBLIC MEETING LOCATION, NOTICE, AND PROCEDURES

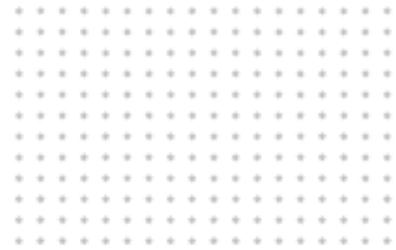


The WinFred MPO will take a proactive approach to providing an opportunity for the public and stakeholders to be involved in all phases of the transportation planning process and operate in a manner consistent with Title VI Regulations. This section outlines the procedures of all regular WinFred MPO meetings and requirements for publication of legal notices. Section 5 provides an overview of public communication, education, and outreach initiatives.

Public Meeting Location and Guidelines

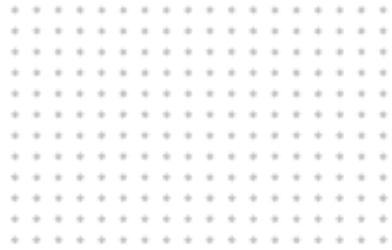
- **Location of Regular WinFred MPO Policy Board and TAC Meetings:** The Policy Board and TAC meetings occur at the Frederick County Government Center: 107 North Kent Street, Winchester, Virginia 22601. This facility is Americans with Disabilities Act (ADA) and public transit accessible.
- **Location of Public Information Meetings:** Public information meetings will occur at various locations in the MPO area to inform the public of the planning process and to solicit ideas, input, and feedback. Public hearings and public information meetings will happen at locations accessible to and at times convenient to minority and disabled residents. To the extent feasible, meeting locations held within the community will be ADA and public transportation accessible.





- **Public Comment Opportunity:** All regular and special meetings of the WinFred MPO Policy Board and TAC, including any other WinFred MPO appointed committee, will provide a public comment period after the meeting is called to order and the minutes of the prior meeting have been approved. Citizens may use this comment period to address their concerns, provide input, learn more about matters on the agenda. Additionally, when MPO bodies place major plans, as articulated in Section 4, on the agenda, the chair will provide public comment time as part of the Board’s or TAC’s discussion of that item. MPO bodies or staff shall also accept meeting-related comments via e-mail, mail, over social media, or by phone. In these cases, staff shall provide copies of those comments to the Board and/or TAC members and noted for the public record during the meeting. Staff shall give explicit attention to public comments and will be responsive with their replies.
- **ADA Accessibility and Interpreter Availability:** The MPO will make every reasonable effort to accommodate individuals with disabilities who wish to participate in the public process. Meeting facilities are ADA and public transit accessible. All public hearings will occur in facilities fully accessible to individuals with disabilities and mobility impairments. Upon request, all written material will be available in accessible formats for the visually impaired (including large print, Braille, and/or audio tapes), or personnel will be available for readings. Staff will provide accessible formats for the visually impaired if needed and requested at least seven working days in advance of a regular and/or specially scheduled meeting. The MPO will arrange for sign language for the hearing impaired and/or LEP interpreters, if needed and requested at least seven working days in advance of a regular and/or specially scheduled meeting. Requests for both visually impaired and language services should be made with the WinFred MPO staff identified in the contact section of this Plan.





Advisory Committees and Coordination with Federal, State, and Local Agencies

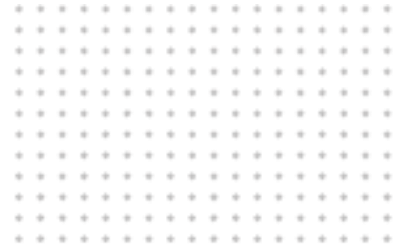
- **Technical Advisory Committee (TAC):** The TAC is a permanent committee composed of technical, planning, and/or managerial staff representatives from each of the WinFred MPO’s participating localities and agencies. Subcommittees of the TAC may study issues not requiring full TAC participation.
- **Other Advisory Committees:** The WinFred MPO Policy Board may appoint other advisory committees.
- **Other WinFred MPO appointed Committee(s):** These committees will also solicit input and recommendations from other citizen groups and interested stakeholders when reviewing various transportation plans and programs.
- **Coordination with Statewide Transportation Planning Process:** The Virginia Department of Transportation Staunton District Civil Rights Manager and District Planner will work with the Committee(s) to provide information and help on various issues. WinFred MPO will actively coordinate and participate with the Commonwealth in the statewide transportation planning process as requested and as appropriate.
- **Coordination with Federal, State, and Local Agencies:** WinFred MPO will prepare its major transportation plans and programs in consultation with federal, state, and local agencies, including those responsible for land use regulation, natural resources, environmental protection, conservation, and historic preservation.

Notice of Public Participation Activities:

The MPO shall provide public notice for all public participation activities. Public participation activities include:

- WinFred MPO Policy Board meetings, both regular and special,
- TAC meetings, both regular and special,
- Any citizen advisory, ad-hoc, or other formal committees that the MPO may establish,
- Other meetings designed to solicit community comment and information on MPO efforts and/or plans, and
- Any approval or amendment of the MTP, TIP, UPWP, PPP, Title VI, or any other major programs and/or plans.

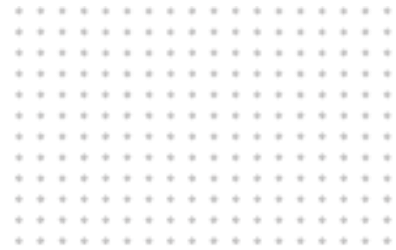




Public Notice Requirements for Meetings

- **Regularly Scheduled Meetings:** Public notification for regularly scheduled WinFred MPO Policy Board and/or TAC meetings shall be published prior to the beginning of each fiscal year. The notification will include a meeting schedule providing the date, time, and location of meetings and shall be published once in the Winchester Star and posted continuously on the WinFred MPO website.
- **Special Meetings or Rescheduled Meetings:** Public notification for special meetings or rescheduled regular meetings of the WinFred MPO Policy Board and/or TAC advising the public of the date, time, and location of the special meeting or rescheduled regular meeting shall be published once in the Winchester Star and posted to the WinFred MPO website not less than seven (7) calendar days prior to the meeting.
- **Special Meetings for the Public:** Public notification for special meetings held within the community for the purpose of presenting plans, gathering public input, and participation shall be published once in the Winchester Star and posted to the WinFred MPO website not less than fourteen (14) calendar days prior to the meeting.

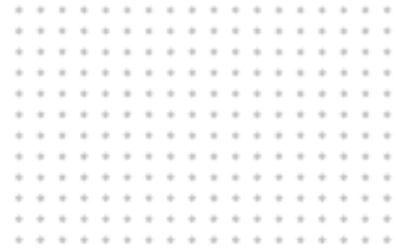




Public Notice Requirements for Approval and/or Amendment of Plans

- **Approval of MTP, TIP, UPWP, Title VI Plan, and Other Major Plans:** Approval of these core documents shall be subject to public comment. A notice of such a plan's consideration, solicitation of public comment, and an invitation to the meeting at which it will be considered for final adoption shall be published once in the Winchester Star. Plans will be available for review for a period of not less than 20 calendar days.
- **Amendments to MTP, TIP, Title VI Plan, and Other Major Plans:** Amendments to these core documents shall be subject to public comment. A notice of such plan's proposed amendment, a solicitation of public comment, and an invitation to the meeting at which it will be considered for final adoption shall be published once in both local newspapers. Plans will be available for review for a period of not less than 20 calendar days.
- **Amendments to the UPWP:** Substantive amendments to the UPWP that change the scope of work shall be subject to public comment. This includes adding or deleting work plans, but not programs de-programmed to be carried forward into the subsequent fiscal year. A notice of such plan's amendment, solicitation of public comment, and an invitation to the meeting at which it will be considered for final adoption shall be published once in the Winchester Star. Plan amendments will be available for review for a period of not less than 20 calendar days.
- **Approval and Amendment to PPP:** Approval of and/or amendments to the PPP shall be done in consultation with the various interested citizens and representatives of interested parties as identified in Section 1 and shall be subject to public comment. A notice of the PPP's proposed adoption and/or amendment, solicitation of public comment, and an invitation to the meeting at which it will be considered for final adoption shall be published once in local newspapers. The Plan will be available for review for a period of not less than 45 calendar days before adoption.

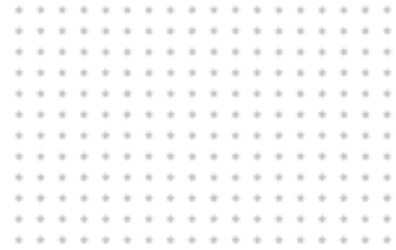




Approval of Major Plans

The Policy Board of the WinFred MPO will hold the final public hearing and/or meetings, as appropriate and required, on the transportation plans as noted above. After due consideration of all public comments received in writing and/or presented in person at the meeting/hearing, the Policy Board will deliberate upon all information that it has received and decide, by resolution, on the transportation plan in question. However, the MPO will provide an additional public comment period if the final MTP differs significantly from the version that was available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

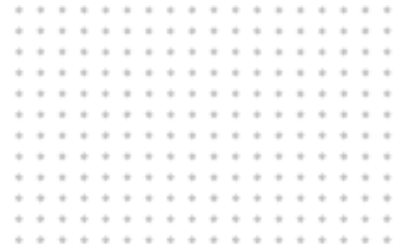




Public Notice Methodology for Approval and/or Amendment of Plans & Special Meetings

- **Newspapers:** The MPO shall publish public notice in the non-legal section of the newspaper. Yearly schedules of meetings will be published in major newspapers within the WinFred MPO area, foreign language newspapers, and other media sources as deemed appropriate to reach minority populations. Such notice shall state the date, time, and location of the meetings and where interested parties can review information about the meeting or plan to be considered.
- **WinFred MPO Website:** The MPO shall post all public notices on the WinFred website (<https://winfredmpo.org/>) under the “Meetings” tab. Such notice shall state the date, time, and location of the meetings and where information, plans, and other information is available. Staff shall post information on the website and linked to the public notice.
- **E-Mail/Direct Mail Notification:** MPO staff will maintain a list of interested persons, stakeholders and/or organizations that have requested to receive notification of agency activities. Notifications as required and articulated in Section 4 shall be sent to those on the notification list. Hard copies will not be sent if those on the list have e-mail.
- **Public Agencies:** All interested and affected public agencies (State, Federal, regional and local) shall receive notification as required and articulated in Section 4. Hard copies will not be sent if these agencies have e-mail capability.

SECTION 6: PUBLIC COMMUNICATION, EDUCATION, AND OUTREACH



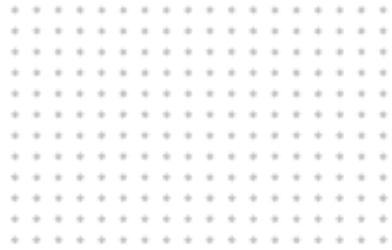
WinFred MPO is committed to providing citizens, stakeholders, and interested parties with access to its public records, plans, meetings, and activities. It is also committed to educating the public about metropolitan transportation planning and how it can affect their lives and businesses. MPO staff will determine the type of public communication and outreach for a project, based on its scale and significance. Localized projects may require more specialized outreach within the project area, whereas other efforts may require extensive outreach throughout the entire WinFred MPO region, including traditionally underserved areas.

Access to Information

The WinFred MPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content used in developing transportation plans, programs, and projects. Documents will be available by appointment for public inspection at the WinFred MPO's offices, located at 400 Kendrick Lane, Front Royal, Virginia 22630. To the extent feasible, regional staff will digitize documents and make them available on the WinFred MPO website.

The MPO will also place copies of draft plans and programs for public review at the following locations:

- **The Northern Shenandoah Regional Commission:** 400 Kendrick Lane, Front Royal, Virginia 22630
- **Winchester City Hall:** 15 North Cameron Street, Winchester, VA 22601
- **The Frederick County Government Center:** 107 North Kent Street, Winchester, Virginia 22601
- **Stephens City Town Hall:** 1033 Locust Street, Stephens City, VA 22655



Public Education and Outreach

WinFred MPO Website:

MPO Staff will perform routine maintenance and regularly update the WinFred MPO website. The site will include but not be limited to:

- Public notices for procurement,
- Public comment,
- Public meetings,
- Policy documents of the Winfred MPO,
- Meeting schedules,
- An MPO events and activities calendar,
- Major transportation plans including the MTP, TIP, UPWP, PPP, and other documents,
- Agendas and minutes of meetings for the Policy Board and TAC, and
- Other appropriate information.

Presentations:

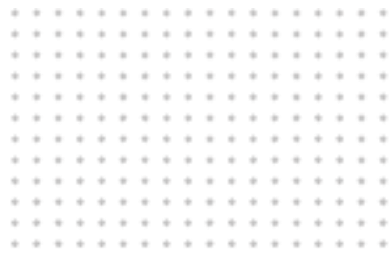
WinFred MPO officials, staff, and volunteers will make presentations as requested by citizen groups, public agencies, or local governmental bodies.

Public Meetings:

WinFred MPO officials, staff, and volunteers will attend public meetings sponsored by member jurisdictions as deemed necessary and appropriate by those jurisdictions and their staff.

Response to Public Input:

- The MPO will respond directly to any individual asking questions or providing comments about the public participation process, draft transportation plans, programs, or public agency processes. Staff will respond by email, letter, telephone call, or some other appropriate means.
- The MPO will assemble a summary and analysis of significant written and oral comments tied to revisions of the MTP, TIP, and UPWP. Regional planning staff will include these comments as part of the final MPO document.



Public Service Announcements:

WinFred MPO staff will provide, as appropriate, public service announcements and interviews on radio and cable television local community channels to explain the subject matter and promote public participation.

News Articles and Press Releases:

The MPO will provide materials for local news articles and press releases to the local media.

Open Houses, Roundtables, and Community Forums:

WinFred MPO staff will provide presentations at regional sites, open houses, round tables, or other community forums as requested and/or appropriate.

Direct Mailings:

When appropriate, the MPO will provide regular mailings (electronic or printed) to select individuals, groups, or organizations that have expressed interest or made comments.

Flyers:

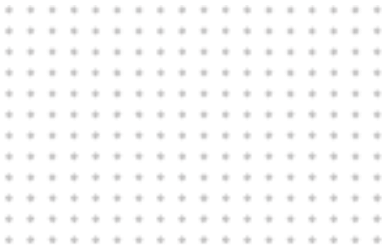
The MPO will distribute informational flyers on public transit buses, as appropriate.

Communication with Public and Community Organizations:

- The WinFred MPO will coordinate with the statewide transportation planning public involvement and consultation process, as appropriate.
- The WinFred MPO will identify and communicate with populations traditionally underserved by the transportation network, such as those with disabilities, persons with mobility impairments, LEP, and low-income persons through organizations and media outlets known to serve these populations.
- The WinFred MPO has identified locations of underserved communities using Geographic Information Systems (GIS) and has included this mapping data in the Title VI Plan. The MPO will also seek input from these communities throughout the planning phase, and specifically for the TIP and the MTP updates.



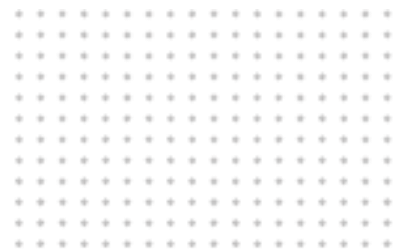
APPENDICES



Appendix A: Commonly Used Terms and Acronyms



APPENDIX A: COMMONLY USED TERMS AND ACRONYMS



"3-C" Process. ("Continuing, Cooperative and Comprehensive") Language from federal legislation establishing MPOs/TPOs and used in reference to the regional transportation planning and programming process.

Intermodal Surface Transportation Efficiency Act. This 1991 legislation reauthorized federal surface transportation programs for highways, highway safety and transit for a six-year period, 1992 to 1997. ISTEA provided for significant expansion of MPO planning and programming authority and responsibilities. Replaced by TEA-21.

Metropolitan Transportation Plan. Serves as the initial step and framework in developing a regionally based network of transportation facilities and services that meets travel needs in the most efficient and effective manner possible.

Moving Ahead for Progress in the 21st Century. This was federal transportation reauthorization signed into law on July 6, 2012 and went into effect on October 1, 2012.

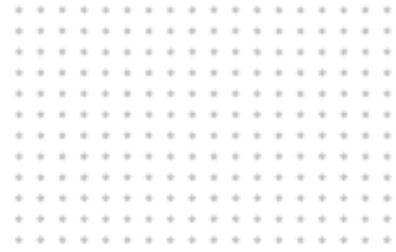
Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. This was federal transportation legislation reauthorization signed into law on August 10, 2005. Replaced by MAP-21.

Acronyms:

- ACS – American Community Survey
- ADA – Americans with Disabilities Act
- CFR – Code of Federal Regulations
- DRPT – Department of Rail and Public Transportation
- DBE – Disadvantaged Business Enterprise
- EEO – Equal Employment Opportunity
- EJ – Environmental Justice
- FHWA – Federal Highway Administration
- FOIA – Freedom of Information Act
- FTA – Federal Transit Administration
- GIS – Geographic Information Systems
- ISTEA – Intermodal Surface Transportation Efficiency Act
- LEP - Limited English Proficiency
- MAP-21 – Moving Ahead for Progress in the 21st Century
- MPA – Metropolitan Planning Area
- MPO – Metropolitan Planning Organization
- MTP – Metropolitan Transportation Plan
- NSVRC - Northern Shenandoah Valley Regional Commission
- PPP – Public Participation Plan



APPENDIX A: COMMONLY USED TERMS AND ACRONYMS



Transportation Equity Act for the 21st Century. Signed into law on June 9, 1998 (replaced ISTEA), this legislation authorizes federal funds for highways, highway safety, transit, and other surface transportation programs for the next 6 years. Builds on and continues many of the initiatives established in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. Replaced by SAFETEA-LU.

Transportation Improvement Program. Serves as a staged, multiyear, intermodal program of transportation projects that is consistent with the transportation plan.

Urbanized Area. Term used by the U.S. Census Bureau to designate urban areas. These areas generally contain overall population densities of at least 1,000 persons per square mile in a continuously built-up area of at least 50,000 persons. Factors such as commercial and industrial development, and other types and forms of urban activity centers are also considered.

Acronyms:

- SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
- TAC - Technical Advisory Committee
- TEA-21 - Transportation Equity Act for the 21st Century
- TIP - Transportation Improvement Program
- UPWP - Unified Planning Work Program
- US DOT - United States Department of Transportation
- VAMPO - Virginia Association of Metropolitan Planning Organizations
- VPRA - Virginia Public Records Act
- VDOT - Virginia Department of Transportation
- WinTrans - Winchester Transit

