Transportation Planning Capacity Building Program

Statewide and Metropolitan Transportation Planning Processes

A TPCB Peer Exchange

Location: Shepherdstown, West Virginia

Date: September 9-10, 2015

Host Agency: West Virginia Department of Transportation (WVDOT)

Peer Agencies: Arkansas State Highway and Transportation Department (AHTD)
Maryland Department of Transportation (MDOT)
Pennsylvania Department of Transportation (PennDOT)

Federal Agencies: Federal Highway Administration (FHWA)
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This report highlights key recommendations and noteworthy practices identified at "Statewide and Metropolitan Transportation Planning Processes" Peer Exchange held on September 9-10, 2015 in Shepherdstown, West Virginia. This event was sponsored by the Transportation Planning Capacity Building (TPCB) Peer Program, which is jointly funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

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Introduction

This report highlights key recommendations and noteworthy practices identified at the "Statewide and Metropolitan Transportation Planning Processes" Peer Exchange held on September 9-10, 2015 in Shepherdstown, West Virginia. This event was sponsored by the Transportation Planning Capacity Building (TPCB) Peer Program, which is jointly funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Additional information about the TPCB Program is available on page 24 of this report.

Overview of the Workshop

Goals of the Workshop

The primary goals of this workshop were two fold. First, this was to be an opportunity for West Virginia Department of Transportation (DOT), the host agency, to learn about and improve upon their own practices covering a variety of transportation planning process areas, including Statewide/Transportation Improvement Program (STIP/TIP) Development Procedures, Performance-Based Planning and Programming (PBPP), Rural Planning, Public Participation, and Planning Administration. Second, this workshop was to be a setting where State DOTs could come together and share challenges and best practices in each of these topics, and provide WVDOT a toolkit to bring back to their state and regional planning partners to educate and improve their own planning processes. Beyond being a training opportunity for WVDOT, this workshop was expected to be a fruitful experience for all the peer states involved, and encouraged a culture of continued intergovernmental partnership in the planning process.

Selecting the Peers

In advance of the event, the TPCB Program worked to identify State DOTs experiences, lessons learned, and recommendations for developing and implementing the planning processes discussed above. Peer states were selected based on 1) their geographic likeness to West Virginia (e.g. size, mix of urban and rural areas, etc.); 2) their similarity to the WVDOT organizational structure; and 3) their experience and maturity in each of the topic areas prioritized by WVDOT. While each of the peers in attendance was not an expert in all of the topics listed, collectively they were able to share their expertise and provide a productive discussion and exchange of ideas.

The three peer agencies represented at the workshop were: Arkansas State Highway and Transportation Department (AHTD), Maryland Department of Transportation (MDOT), and Pennsylvania Department of Transportation (PennDOT). Each agency had one representative in attendance. Contact information for each of the peer representatives is included in Appendix A of this report.

Format of the Event

The two-day workshop was held on September 9-10, 2015, at the Clarion Hotel & Conference Center in Shepherdstown, WV. The peer presenters, WVDOT staff, FHWA facilitators, and Volpe staff participated in-person.

The workshop was an interactive discussion among all participants. After introducing the participants and reviewing the agenda, WVDOT provided an overview of the department and laid out the goals they wished to meet. FHWA expanded on this by setting the context for the proceeding sessions and specific planning processes that would be covered over the course of the two day workshop. The morning continued, first, with each peer providing background on their state and the particular challenges and practices each faces, and then with a facilitated discussion on STIP/TIP Procedures and PBPP. The afternoon of the first day consisted of a full group discussion to recap and provide an opportunity for participants to raise key highlights and document any follow-up questions and topic areas they wished to explore.

After a review the topics covered during the first day, group facilitated discussion continued throughout the morning, covering Rural Planning, Public Participation, and Planning Administration. After breaking for lunch, the participants collaborated on an action plan of key take-aways and next steps that WVDOT can begin implementing to improve their planning process. The event concluded with a discussion of additional topics and questions raised throughout the workshop, and an overall review and evaluation of the event. The agenda for the workshop is provided in Appendix B of this report.

Setting the Context – Planning Processes in Discussion

State Departments of Transportation (DOTs) are tasked with the responsibility to carry out the planning, programming, and implementation of transportation projects at the statewide level. Within this framework, DOTs are expected to meet a number of state and federal requirements to secure funding and ensure that the agency's goals are being met as outlined in each state's short- and long-term plans. While there are federal regulations to follow, each agency brings different experiences, challenges, and strategies to the table to meet these requirements, as well as the specific needs of the state. The planning topics covered during this peer exchange are listed below.

Statewide/Transportation Improvement Program (STIP/TIP) Procedures

According to Federal law, each state needs to develop a Statewide Transportation Improvement Program (STIP) that provides a comprehensive outlook for all prioritized projects and investment decisions to be delivered across the entire state covering a minimum period of four years. This plan is meant to be consistent with the state's Long-range Transportation Plan (LRTP) with a 20-year forecast period, as well as various metropolitan plans developed by the state's Metropolitan- and Regional Planning Organizations (MPOs and RPOs).

The STIP is a product of the planning work conducted by the MPOs and RPOs. Specifically, it is the responsibility of these planning agencies to develop Transportation Improvement Program (TIP) for their respective geographic areas. Similar to the STIP, these regionally based listings of prioritized programs and transportation projects, covering the same four year period, are delivered to the state to include in the STIP only after MPO and state approval. For areas of the state outside of a RPO and MPO jurisdiction, it is the responsibility of the state to collaborate with counties and other planning partners on transportation needs and incorporate into the STIP.[1]

In the past, WVDOT has typically prepared an annual program that covers six years, four of which are used for the purposes of the STIP and the additional two years as a planning list for future projects. After a department reorganization in recent years, planning staff were looking to collect feedback from other states on their process for developing a STIP, and specifically how states define and demonstrate fiscal constraint, if and how states group projects under broader programmable areas, and how each of these interacts with the TIP and STIP development.

Performance-Based Planning and Programming (PBPP)

Performance-Based Planning and Programming (PBPP) is an approach to applying performance management principles to transportation system policy and investment decisions. This approach provides a link between short-term management and long-range decisions about policies and investments that an agency makes for its transportation system. PBPP is a system-level, data-driven process to identify strategies and investments.[2] Moving Ahead for Progress in the 21st Century (MAP-21) placed an increased emphasis for states and other transportation planning entities to develop and incorporate performance measures and targets into the project selection and monitoring process, and to better prioritize investments.[3] The Federal rules PBPP are expected to be finalized within Fiscal Year (FY) 2016, at which point State DOTs, MPO/RPOs, and other planning agencies will have more explicit regulations and guidelines to reference. In the meantime, there are several steps that transportation planning agencies can take to prepare.

As was noted from the peer agencies during the workshop, WVDOT has been finding it challenging to develop a performance-based approach to the planning process absent the finalization of the Federal regulations on PBPP. WVDOT owns, operates and maintains over 92% of the road network, and therefore the vast majority of asset management falls on the state to manage. While the state does collect data on pavement and bridges to manage these assets, the state lacks a consistent approach to PBPP

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[1] Statewide transportation improvement program (STIP). Electronic Code of Federal Regulations. October 2015.
[2] Performance-Based Planning and Programming. Federal Highway Administration. May 2012.
[3] Performance Based Planning and Programming Guidebook. Federal Highway Administration. September 2013

across other non-pavement and non-bridge categories (e.g., freight, mobility, safety, environment), which represent the national goal areas to be reflected in the upcoming regulations. WVDOT was interested in learning how other states are currently developing and incorporating PBPP into the planning process, including as an element of the STIP.

Rural Planning

States are required to designate an MPO for any urbanized area with a population of 50,000 or more. With this comes a framework to develop a transportation planning process and deliver on list of core functions to meet federal requirements. For those areas outside of an urbanized boundary (i.e., non-metropolitan or rural), the planning process is less prescriptive. In these rural areas, the transportation needs, plans and projects need to be documented and incorporated into the STIP and longer range plans, but the process takes a different shape from state to state. While any rural area outside of an MPO or RPO boundary is the state's responsibility, different state organizational structures with a different mix of planning partners and jurisdictional makeups, will dictate the process that is taken to coordinate a planning process and take into consideration investment needs, large or small.

In West Virginia, the majority of the state's population is located in urbanized areas managed by MPOs, but there are large geographic areas outside of the MPO boundaries where the state conducts all of the planning work. Rural issues, interests, and priorities are processed through the DOT district offices, but there lacks a current long-range planning document to base project decisions on agency goals. At the peer exchange, WVDOT was interested in learning how other states conduct their planning work for rural areas, with and without RPOs.

Public Participation and Title VI

A critical element of a successful planning process is public involvement. It is a process that seeks to ensure that any planning decision that is made at the state and regional level considers the needs and interests of the public. While public participation can be interpreted in different ways, it is important that meaningful, proactive public engagement practices are developed and implemented early on and at key points throughout the decision making process to collect viewpoints from a diverse set of stakeholders that is representative of the state or region.

Title VI is related to public participation due to its focus in the Civil Rights Act of 1964 that prohibits discrimination based on race, color and national origin. Protections under Title VI have been expanded over time to include Environmental Justice populations and person with limited English proficiency. FHWA and FTA are responsible for making sure that State DOTs and transit agencies have regularly updated and approved Title VI/Nondiscrimination Plans to demonstrate the strategies administered at the state level to target specific populations, including those traditionally underserved, and make the planning process accessible for them. Additionally, it is the role of the states to monitor the implementation of these public engagement practices to planning agencies receiving federal funding.

In West Virginia, FHWA's Office of Civil Rights conducted a Title VI compliance review for WVDOT. As a result, FHWA found a few minor deficiencies, one of which included a need for the West Virginia Division of Highways (WVDOH) to incorporate a Title VI component within its Public Participation Plan (PPP). WVDOH is now in the process of updating the plan based on feedback it received from this review. While all states have similar requirements to follow, the strategies for engaging the public to ensure greatest amount of participation in the process will vary. For the peer exchange, the WVDOT was interested in capturing the challenges and successes that other peer states have experienced in developing a plan, meeting Title VI requirements, engaging the public, and evaluating the process to make sure the message is clear and has been successfully transmitted.

Planning Administration

The internal processes that State DOTs use to manage and distribute funds and plan for the most efficient use of staff resources, can be just as critical to the transportation planning process as such as engaging the public and developing performance measures. This is a broad category that could include many different items, but those called out by WVDOT to cover during this workshop deal with the

development and implementation of the Unified Planning Work Program (UPWP) and State Planning and Research Program (SPR), the methodology around metropolitan Planning Funds (PL) allocation and overall fiscal constraint, as well as general coordination and collaboration practices states can use when working with MPOs, RPOs, transit operators, and other partners in the planning process.

Key Recommendations and Lessons Learned

Over the course of the two-day workshop, peer agency representatives delivered presentations and shared experiences with the planning areas outlined on the previous pages. This section highlights the key discussion points from the planning sessions that WVDOT, and other state planning agencies can consider when revising or developing their various planning processes. Throughout this section, examples of effective practices applied by transportation agencies have also been highlighted.

Statewide/Transportation Improvement Program (STIP/TIP) Procedures

As documented in 23 Code of Federal Regulations (CFR) 450.216, all states are required to develop a STIP for all areas of the state covering at least a four year time frame. This document is to be updated at least every four years, and must incorporate all the TIP projects developed by the state's MPOs. This is the law, but as long as the requirements are met, the procedures taken to reach these needs can differ from one state to another. These differences in practice are detailed below.

Long-range Plan and Statewide Transportation Improvement Program Development Process
Long-range transportation plans (LRTP) can take many forms – needs-based, vision-based, policy-based, project-based[4] – but peers discussed the idea that placing an emphasis on policy, even if it is just a component of the state's LRTP, provides a strong basis for developing projects and programs, like those documented in the STIP, articulated in a way that is tied back to a distinct policy, goal, or objective representing the interests of the state's transportation planning partners.

From the LRTP, peers shared the different processes they employ to develop and update their STIP. A shared value among the peers is the importance of following the "3C" planning process model, or one that is continuing, cooperative, and comprehensive at each step along the way. Within this framework, the importance of connecting with all partners at key stages in the planning process is essential to creating plans that consider the needs of all the areas within the state's boundaries. Among the peers present at the workshop, Pennsylvania is unique in that all counties are represented by the 24 MPOs and RPOs across the state. Due to this structure, the projects populating the Pennsylvania DOT STIP come directly from the regional planning partners conducting their own "3C" planning process.

While there are requirements each state has to meet, the steps a state takes to reach these requirements can take different forms and can reap great benefits. For example, Pennsylvania has been developing a Twelve Year Program (TYP), which is a "multimodal, fiscally constrained program of transportation improvements," that is updated every two years. The STIP represents the first four years of the TYP, but projects are mapped out for the latter eight years to better plan future investments and funding needs against the state's goals and priorities. As shown in Figure 1, these incremental steps implemented by PennDOT, including its involvement with the public, helped the agency create a needs-based LRTP, looking ahead through 2040. This format streamlines the planning process, folding the federal requirements into the state's established planning process, increasing efficiency across the department. Maryland's LRTP, unlike Pennsylvania, is a policy document rather than project based. The planning goals outlined in this document impact the projects listed in the Consolidated Transportation Program (CTP), their version of the TYP, but produced at as a shorter term six-year forecasted capital improvement budget for transportation investments across the state. Similar to Pennsylvania, a complete and inclusive planning process representing all the counties throughout the state is implemented to compile the list of projects, and once approved by the Governor, doubles as its STIP.

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[4] Analysis of Statewide Transportation Plans. Federal Highway Administration, December 2005.
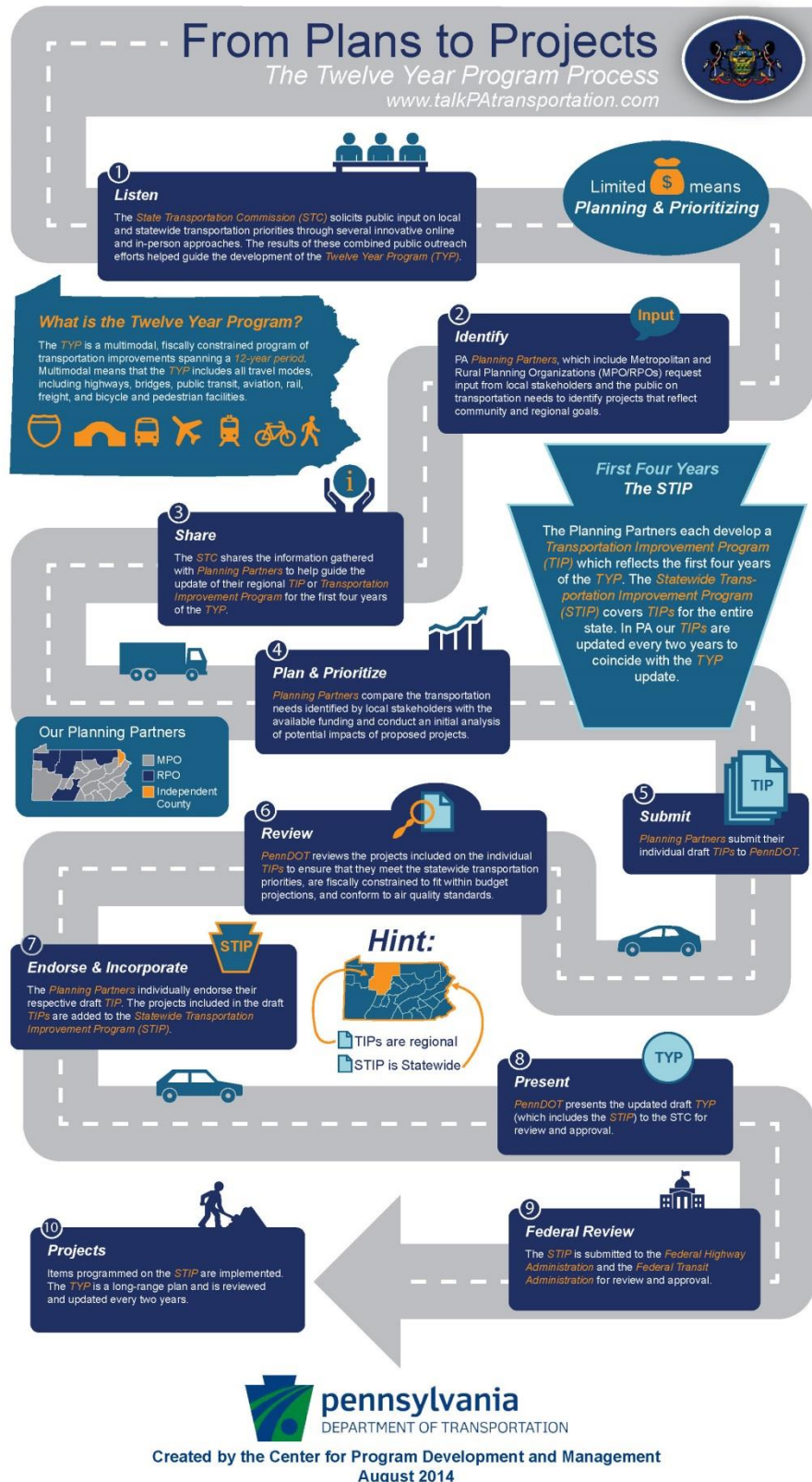
Figure 1: PennDOT Twelve Year Program Infographic

Documentation is Key
A key theme that continuously resurfaced throughout the peer exchange was the importance of documenting planning processes. All agreed that it is a critical first step to developing a planning process that is a consistent from year to year. During this conversation, the concern of staff turnover was raised as a continuing issue, particularly in agencies that have limited staff. Arkansas, for example, has one planner dedicated to regional coordination, including all MPOs and counties throughout the state to develop not only the STIP, but to lead an array of other programs. By documenting a clear set of processes to follow, institutional knowledge can be secured and make for a smoother transition when brining on new staff.

TIP Project Selection
The process for selecting and prioritizing projects to include in the TIPs (which are directly folded into the STIP), can vary. All MPOs are required to develop a TIP to cover a period of four years, and update as needed, or at a minimum of every two years, but the steps to produce this document do not necessarily need to follow a standard process. Pennsylvania and Arkansas rely on its MPOs to prioritize projects regionally and submit this data to the state to consider and commit funding. Since MPOs are responsible for implementing its own collaborative planning process with the local partners, transit operators, and general public, the projects submitted are typically those the state will commit funding. As Arkansas states, it shouldn't be the state's job to tell MPOs what projects they should work on; what might be considered state interest is not necessarily the interest of the urban community.

Maryland takes a different approach. The projects listed in the TIPs, and subsequently the state's CTP and STIP, are directly derived from letters that the state requires from its counties to submit each year listing regional priorities for major and minor capital projects. These projects are considered against the state's long-range plan goals, grouped into buckets (e.g., safety, environment, congestion management, etc.), and, based upon input from MDOT, are approved by the Governor. The projects from the CTP are the basis for the TIPs, or the projects that the MPOs are responsible for implementing.

PBPP is another piece of the project selection process, and is discussed in detail beginning on page 10.

Efficient Business Processes
Establishing systems to improve efficiency for planning, documenting, and managing projects, is something the peers all expressed an interest in. Pennsylvania discussed its recent adoption of the Electronic Statewide Transportation Improvement Program (eSTIP). While it is still in its infancy, PennDOT has already seen time and resource savings when it comes to making and approving amendments. Additionally, by establishing this electronic system, any updates that are made to the STIP, whether project details or funding, are made on a daily basis and available to all planning partners with access to the system. Other states expressed interested in exploring this system, but the time and resources needed to make the upfront investment and transition has been a barrier. In the end, all peers agree that when it comes to making amendments to projects, which is a regular practice, an eSTIP program may be able to streamline this process. One aspect of this is ensuring that the State DOT, MPOs, RPOs, and the federal partners agree on the definitions and procedures associated with what constitutes an amendment or adjustment and what should be the formalized process for incorporating these changes into the TIP/STIP.

Grouping projects in the STIP and TIP is another practice that has been implemented at varying scales by Arkansas, Maryland, and Pennsylvania, to assist with project management, decrease the number of amendments/adjustments, and increase the flexibility of spending. States have found they spend a significant amount of time moving projects in and out of program schedules to demonstrate fiscal constraint. By taking a step back and establishing strategic groupings of projects (e.g., paving, railroad crossings, safety spot improvements, etc.), this opens up an opportunity for states to move specific investments with programmatic groupings as funding changes or priorities shift.

Fiscal Constraint Practices

When states approve a TIP or STIP, it is a fiscally constrained document with four years of programmed project investments. All states are dependent on Congressional funding and Federal appropriations amounts that are distributed to the states on an annual basis. The difficult part for states and MPOs is properly estimating the amount of appropriated funds available when forecasting future funding in the STIP and TIP. In Pennsylvania, the DOT programs to apportionment assuming federal funding will be relatively flat for the next several years. In terms of planning for regional distributions, a formula is established that considers asset needs over geographical balance, or investments based solely on population. If one region has more needs, then it receives more funding. In Maryland, they similarly conduct a statewide calculation, and then look at historic trends to estimate how much they will be receiving in Federal transportation funds. This process provides the state with a picture for what the state has to work with in the years to come, putting them in a better position to plan for state funding needs. In addition, both states take a percentage off the top that is then at the discretion of the DOT to use. While it typically goes back into programmed areas, it gives the state a flexible pot of money to use as unexpected needs arise.

MDOT has exhibited financial constraint through the practice of providing bi-monthly reports to Federal partners listing the status of all projects in the STIP, illustrating how funds have been distributed and where investments still exist. This regular reporting structure is useful for Maryland's own financial management, but is also a method to enhance the working relationship with its regional planning partners. In Arkansas, the state's MPOs calculate estimated revenues and costs over the agency's MTP plan years (i.e. Base Year, Short-Term, Mid-Term, Long-Term). Similar to MDOT, this practice serves a dual role of providing a basis for both MPOs and the state to forecast funding needs, and coordinate on taking the appropriate actions to meet those needs.

Communicating Progress

Peers expressed the importance of keeping an open dialogue with planning partners at the Federal and state level. Maryland follows this for its work under fiscal constraint, but there are other practices states can put in place to not only communicate with planning partners, but make the planning process accessible for the public. Through the PennDOT website, the public is able to access an interactive map to find out information on all highway and bridge projects listed in the states TYP, and therefore, the region's TIPs. The application is designed in a way that allows users to search for projects by district, county, project management agency, and unique addresses. An example of this interactive map is illustrated in Figure 2.

Transportation Issues Identified Across Pennsylvania

Survey participants identified **15,634** transportation issues across Pennsylvania. On average, each survey respondent pinpointed four transportation issues. **Pavement conditions, safety,** and **biking and walking** were the most commonly identified issues. This aligns with participants' priorities for investment.

Transportation Issues By the Numbers

- Road Pavement Conditions — 5,521
- Safety — 3,418
- Biking/Walking — 2,802
- Transit — 1,902
- Bridge — 1,239
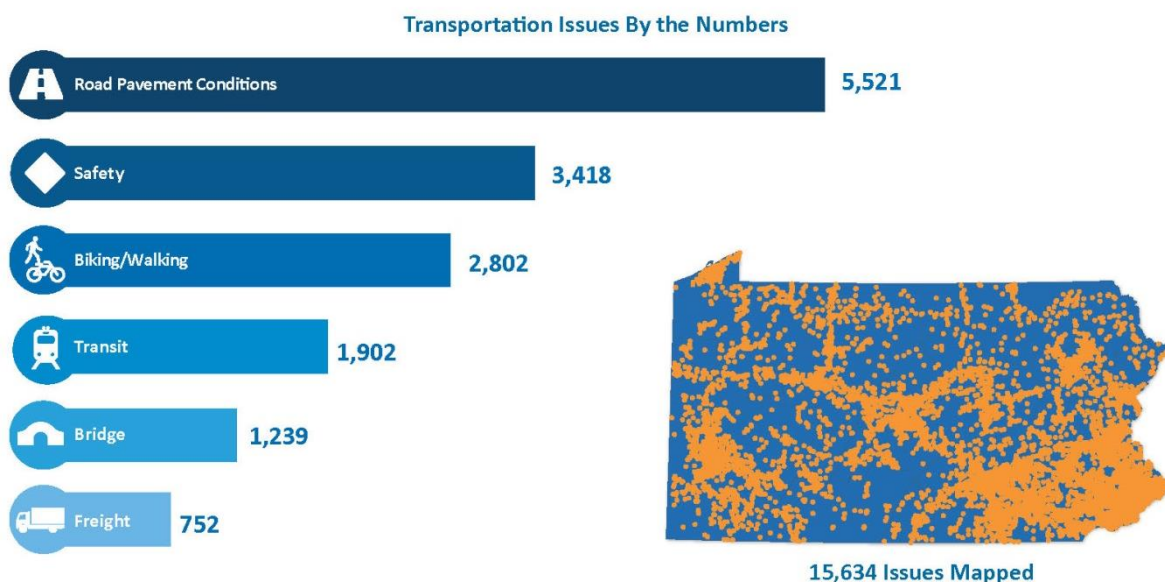- Freight — 752

15,634 Issues Mapped

Figure 2: PennDOT Public Survey Results

Performance-Based Planning and Programming (PBPP)

As Federal regulations for PBPP processes are finalized under MAP-21, the peer discussion indicated that states are at different stages of preparedness to begin implementing a PBPP approach to planning and system monitoring. The goal behind PBPP approach to planning is to assist states in analyzing needs and prioritizing investments. The idea of performance measures, monitoring, and management are not foreign concepts to transportation agencies. Most have experience tracking and reporting on various aspects of system and agency performance, but MAP-21 will bring this one step further by requiring states and MPOs to establish performance measures and targets across seven national goal areas, as well as monitor and report on progress toward meeting these goals.

Be Proactive
Peers shared the practices they have started to implement in anticipation of the guidance from FHWA and FTA. States and MPOs are already used to monitoring traffic as part of the Congestion Management Process (CMP), so identifying potential targets for other planning areas is a place for agencies to begin. The seven national goal areas and twelve national performance measures have been released, so states have an idea of what they will be required to report on. With this information, it also provides an opportunity for states to educate DOT staff and planning partners on the principles surrounding PBPP, ask questions, and collaborate on methods to establish targets and monitor progress. By having advanced notice of the performance measures, states and MPOs can evaluate their data capabilities and needs.

Define & Refine
As states and MPOs begin to establish PBPP in their planning practices, they should make incremental steps toward developing and implementing strategies for setting measures and targets, and monitoring performance progress. Peers discussed the fact that agencies oftentimes collect too much data and end up wasting time and resources analyzing data that might not match up with the goals they have set. It is

important, particularly in the beginning stages, for agencies not to get stuck in a corner; they should choose objectives that are aspirational but feasible. Pennsylvania, for instance, started with safety and system performance, looking at how progress can be made in the shorter term through the STIP process – this is the project or program we are proposing, and this is how it will impact performance. A report showing performance trends in a number of areas is produced on an annual basis.

Arkansas has encouraged different divisions to think through its existing capabilities of creating a data driven approach to system monitoring. Before establishing specific and overly ambitious targets, they plan to create high level goals and the creation of reasonable targets to pilot this new program. This is a good starting point, and while FHWA and FTA understand that state and regional planning staff are most familiar with the characteristics of their particular geographic areas to base PBPP measure and target decisions, states are encouraged to use their Federal planning partners as a resource. This can be particularly useful in the early stages of PBPP development.

Maryland has made progress toward implementing PBPP practices across the agency. They have based goals off of their long-range plan, and from there, have made strategic decisions on creating measures, setting targets, allocating the appropriate resources, and implementing a program that has culminated into an Annual Attainment Report. This report provides a detailed, data-driven analysis of where the state is in meeting targets that are linked to the long-range plan, as well as the strategies put in place to continue improving performance in the year to come.

The following figures provide samples of what some peers have been doing to establish measures, targets, and track performance. In Figure 3, an example from MDOT's 2015 Annual Attainment Report illustrates its use of a specific target, accompanied by its clear analysis showing progress toward meeting this goal. Figure 4 is taken from PennDOT's 2015 Transportation Performance Report, and provides a quick summary of all of the agency's measures, trends, and current performance status.
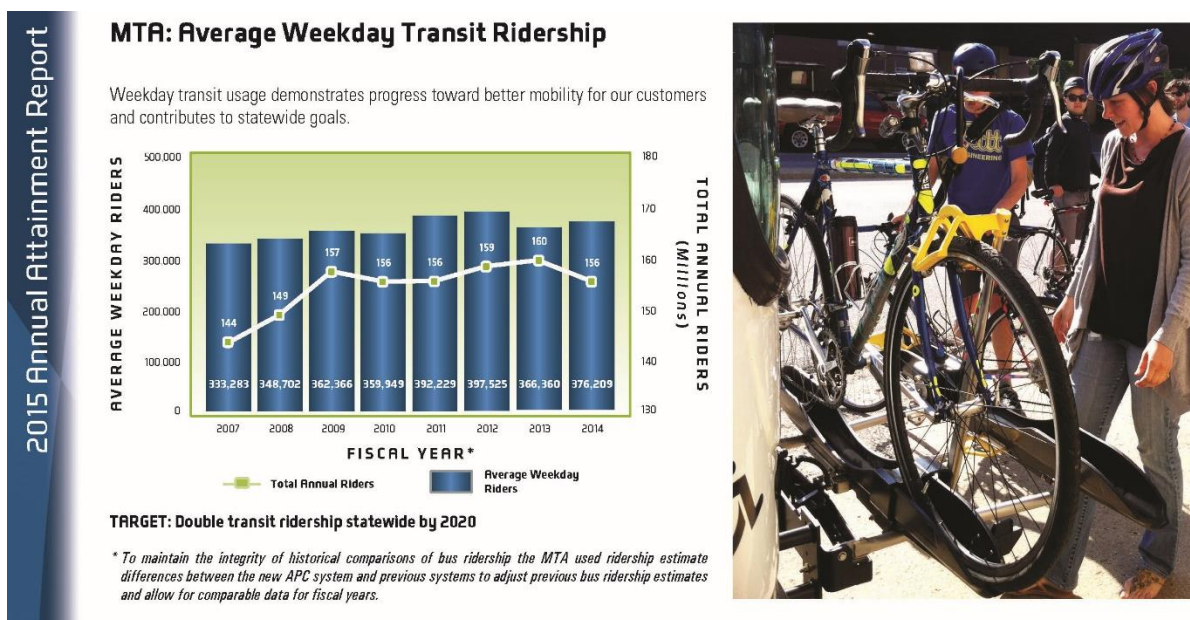

Figure 3: MDOT 2015 Annual Attainment Report

Figure 4: PennDOT Performance Report

Program Implementation

Throughout the discussion, some peers expressed concern in terms of having the necessary capacity to provide dedicated thought and time into establishing a comprehensive PBPP program. While peers encourage those starting out to begin by first selecting performance measures based on existing data that is simple to collect and analyze, there are some other steps an agency can take to begin focusing on this subject. For instance, PennDOT has dedicated existing staff to assist in preparing for the upcoming regulations, taking the responsibility to coordinate with the planning staff around this issue. By having this dedicated staff, the state has been able to work with MPOs and RPOs to better capture progress taken at the regional level related to performance monitoring and project selection. This collaborative process helps the state understand the needs and capacity of the regions, as well as the areas the state needs to dedicate additional resources. In a similar way, Maryland has been able to leverage the strategies used by the Metropolitan Washington Council of Governments to collect and analyze data across a number of areas, including utilizing private sector firms to collect traffic data on congestion and Vehicles Miles Traveled (VMT). Through coordination with planning partners and coming to a collaborative working relationship to share resources and learn from one another, it will only help states and MPOs prepare for PBPP, and planning overall.

As an additional resource, Table 1 below summarizes challenges and benefits compiled by participants at a peer exchange in April 2015, focusing on *Establishing and Integrating Performance Measures*.

CHALLENGES	OPPORTUNITIES
Some agencies may face cultural resistance to the adoption of performance-based plans and performance management principles.	Performance management can reveal areas in which current performance may be lacking. Through planning and target setting, agencies may realize new strategies to improve performance.
In adopting performance management, agencies may be tempted to choose too many measures to focus on. Agencies may be reluctant to report on disappointing outcomes. Finally, agencies may pay too much attention to meeting quantitative targets, rather than achieving the desired outcomes of performance-based plans.	Reporting on targets provides agencies the opportunity to celebrate success, to build trust with stakeholders, to make better use of existing resources better.
Coordination between agencies can pose a challenge. Agencies may fear surrendering control, MPOs may not own the assets that affect system performance, and agencies may struggle to coordinate competing priorities.	Adopting performance management provides agencies with opportunities to learn from best practices in the field, to coordinate data-sharing efforts, to monitor regional trends, and to build on existing collaboration.
Some agencies may view performance targets as additional requirements. Target setting may require gathering data and input from a variety of sources. Targets may vary between agencies.	Target setting provides agencies with an opportunity to focus on the connection between actions and results. The process of selecting targets also provides an opportunity to increase stakeholder buy-in, expose data deficiencies, and highlight areas where more resources are needed.
Many agencies face limitations on staff time, funding, and other resources necessary for performance management.	Performance-based asset management allows agencies to make more effective use of limited funding.

Table 1: Challenges and Opportunities Posed by PBPP

Rural Planning

Unlike metropolitan planning which follows a strict set of Federal standards, including the requirement of an independent agency to manage the process, planning for non-urbanized areas is the responsibility of the state DOT to ensure that all areas of the state are accounted for and represented in the planning process. Throughout the workshop, peers expressed successes and challenges in coordinating with county governments, regional transit providers, and the general public, and ensuring that there is a seamless connection between their infrastructure needs and those of their neighboring metropolitan jurisdictions.

Streamlined Approach
Between the geographic size of the state, number of rural areas, and the organizational structure of the DOT and its relationship with its planning partners, the abilities and capacity for the state to manage its needs around rural planning will vary. While there is not one correct way to manage rural planning, it is important for each state to create a process that is not only consistent with the state's LRTP, but one that is followed consistently between one non-metropolitan area to another. This is to ensure that expectations remain the same under a streamlined approach from one year to the next.

For instance, in Arkansas, the state and its MPO partners are working together to develop guidance documents and stronger agency policies that planning partners will use in practice to ensure consistency across regions. In Pennsylvania, the RPOs are treated like the state's MPOs, with the same requirements, funding structure, and roles within the planning process. Between RPOs and MPOs, all counties of the state are covered within the transportation process, so by managing each agency in the same way, holding each to the same standard, planning for PennDOT has become much more efficient.

Proactive Engagement

Across all peer states, it is common practice for MPOs to exclude rural areas of the region from their respective LRTPs. A lack of representation within the LRTP process can drill down to the STIP/TIP, impacting where the state decides to invest. Oftentimes, it is the rural areas that hurt the most. However, in Maryland, due to the practices it has implemented, has developed a system that guarantees each corner of the state is accounted for throughout the planning process. Each year, as the state updates its CTP, the DOT meets with each county, including elected officials and the general public, to gather input on project proposals and, more broadly, transportation needs within the region.

Smart Planning, Fiscally Smart

In addition to its MPOs, Pennsylvania requires all RPOs to develop a LRTP. In Arkansas, as is the case in West Virginia, there are no RPOs. Therefore, the DOTs are responsible for surveying these rural areas of the state and developing a STIP that incorporates their transportation needs. In Arkansas, the state is divided up into development districts to manage this process. To assist this common hurdle, peers discussed the usefulness for counties, regions, and towns, particularly those outside of MPO boundaries, to complete individual LRTPs. Since many federal programs require the receiving jurisdiction to have a plan in place, it is smart for states to encourage its municipalities to develop comprehensive programs that individual projects and other needs can be tied to.

Public Participation and Title VI

A common theme across workshop session discussions was the importance of integrating a meaningful public involvement process into the overall planning process. Public participation is an integral factor in the transportation planning process for states, MPOs and other transportation decision making bodies, but with heightened consideration for non-discriminatory protocols within Title VI plans and rules, greater attention has been given to the techniques planning agencies can utilize to encourage public participation that is sensitive to and representative to the unique demographic makeup of the planning area.

Strategic Engagement

There was a common understanding around the difficulty to attract robust public interest to the planning process. While State DOTs and MPOs have witnessed decent attendance at public meetings focusing on one project, participation is less at meetings related to broader, less specific plans or legislation (e.g., LRTP, Transportation Management Area (TMA) Certification Review, etc.). Agencies should make sure to understand its population, or audience, and are encouraged to think strategically before implementing a particular strategy. Being flexible to work with the public's communication preference (e.g., internet, mail, etc.) is also important.

MDOT has created a Public Involvement Plan (PIP) that places a value on the fact that everyone who uses the transportation system should have the right to participate in the planning process, and that it is the state's responsibility to engage residents and create a culture that makes the process accessible and builds public trust. As illustrated in Figure 5, MDOT has developed different strategies based on the scope of a particular project or plan. The PIP provides detailed descriptions on the public process, and connects its strategies to federal requirements.

PennDOT recently disseminated a web-based survey through its [website](#) with the goal of increasing participation during its TYP public review process. This, along with a public meeting webcast and targeted outreach strategies (e.g, schools, libraries, social media, etc.), caused participation to significantly rise. The success of this new engagement could be attributed to the fact that PennDOT regularly coordinates with MPOs and RPOs on communication strategies, and is at the table for the development of each PPP.

4.2 MDOT's Approaches to Public Involvement

Overall, MDOT recognizes that every planning and project development activity that it considers creates some public impact. An early and continuous public involvement process is the key to keeping the public fully informed and participatory in making decisions that affect Maryland's transportation system. As such, the public is one of MDOT's most important partners. MDOT's public involvement commitment requires a continuous and equitable free-flowing process that generally includes one or more of the following types of public involvement, depending on the scope of the effort and the anticipated level of public interest such as providing public information, public participation and public consultation and collaboration.

Public Involvement Approaches

❖ **Public information.** Public information is the delivery of facts without prejudice. As such, it is usually intended to be a one-way communication, generally striving to inform the public about ongoing issues or developments.

❖ **Public participation.** Public participation involves the release of public announcements and information as noted above under public information, but it is also followed up with solicitation of public comment and participation for use in decision-making. As such, it is a form of two-way communication that must include decision-makers and all affected parties and interested stakeholders. As such, it is a form of two-way communication that must include decision-makers and all affected parties and interested stakeholders.

  ○ **Informal participation:** Generally, a minimum of one week public notice is given for public participation events and the public comment period is usually open for no less than 15 days. In many instances the public comment period is open throughout the life of a planning or development effort.
  ○ **Formal participation:** Formal policy development or rule making as well as legal processes, such as Environmental Assessments or Environmental Impact Statements, require specific minimum public comment periods. MDOT follows those requirements and makes the distinction that this type of comment period is one that is formal or has its roots in law or regulation.

❖ **Public Consultation/Collaboration.** is the most open method of two-way communication. In the public consultation approach, basic information is provided sufficient to identify the problem or issue at hand in order to elicit significant feedback and new ideas from the public and/or affected population. Public consultation is initiated at the earliest possible point, it continues throughout the problem identification and solution development process, and it generates a collaborative, team approach to problem solving.

Figure 5: MDOT Public Involvement Approaches, Public Involvement Plan

Public Information
An area of concern for peers is making sure the public is appropriately and completely informed. With growing popularity in using web-based tools to acquire information, planning agencies are increasing its online presence by using websites to provide information on meetings, documents and reports, and share videos or presentations. Additionally, websites are increasingly becoming platforms for public engagement activities. Taking advantage of innovative technologies to produce creative, engaging, and informative data visualizations is also becoming a useful and accessible method of communication and information dissemination.

At PennDOT, beyond utilizing the website to promote the public survey, the department created a map (see Figure 6) to track survey responses, and how well the state's counties were being represented. Like its peers, all of the latest planning documents are being uploaded to the website for public access.
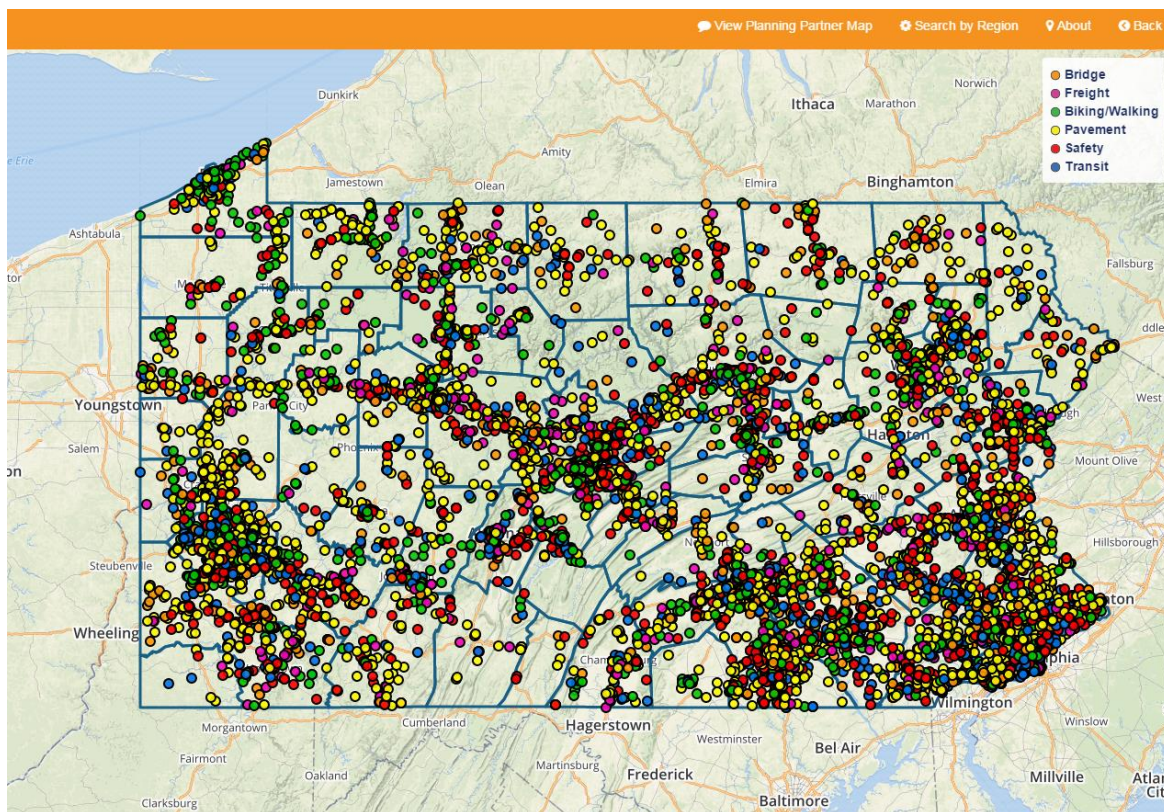

Figure 6: PennDOT Statewide Survey Results Interactive Map

Dedicated Staff

With more stringent policies around leading an open, equitable, and accessible public planning process, agencies are dedicating staff to focus on public engagement. For instance, PennDOT has dedicated existing staff to focus on strategies related to public involvement, as well as, staff to ensure compliance with Title VI. Because of these staffing investments, PennDOT is able to visit with each of the MPOs and RPOs to engage, monitor, and ensure, for instance, that the PPP has been updated.

In Arkansas, MPOs typically establish committees to look specifically at the Title VI process and guarantee its meeting all of the requirements. Under Title VI, agencies are required to provide multi-lingual public notices and services based on need. This need can be assessed in different ways, but one tool is to have a Geographic Information Systems (GIS) specialist analyze demographic data and help choose areas of the state or region to target outreach strategies. If not cost prohibitive, contract with a translation service to assist in the production of multi-lingual publications. Free services, like Google Translate, are options as well. In Maryland, MDOT takes advantage of its own multi-lingual staff to help produce needed outreach materials.

The availability of staff to focus on public involvement can also assist developing, updating, or implementing distinct Public Participation and Title VI Plans. Staff can also act as resources for questions that arise within and outside of the department.

Planning Administration

A variety of broader, higher-level internal agency protocols and management practices was covered during the final session of the workshop. Some of the examples discussed overlap with those previously covered, as they are practices that can be universally beneficial to planners across a number of topics.

Strategic Use of Staff and Board Members

DOTs and MPO/RPOs have shared the fact that members and board members have staffed committees focusing on specific initiatives or planning process that either needs consistent support throughout the year, or is needed on a short-term, project-level basis. Pennsylvania mentioned it has utilized the support of a Financial Guidance and General Procedural Guidance Work Group to assist in establishing standards and schedules for a number of agency policies and practices, including Memorandum of Agreements (MOAs), and making amendments to planning documents.

Two-Year UPWP

For many agencies, the UPWP is updated on an annual basis to provide short-term forecasting of studies and special initiatives the MPO and State DOT plan to complete in the fiscal year. Costs are required, but since funding allocations are reported after the programs are submitted, agencies are forced to make funding estimates. Because of this, agencies are forced to make amendments. PennDOT decided to complete a two-year UPWP, and while it is still too early to understand all the benefits, or potential setbacks, the agency has already witnessed a cut in administrative time needed to develop the document in the first place. While some updates have been needed, PennDOT has found that updating bi-annually saves time and administrative costs, as compared to the previous method which updated on an annual basis.

Funding

Financial management practices, due to the difference in state size, organization, and regulations, manage its apportionments, including how it creates its PL Formula. Pennsylvania distributes money to its RPOs/MPOs based on a number of factors, including population, Vehicle Miles Traveled (VMT), lane miles, and air quality. TMAs receive an additional amount of money, while agencies investing in specific studies (e.g., conformity analysis) are eligible for up to $50,000. Both Pennsylvania and Maryland developed dedicated state funds to leverage Federal funding and support the transportation investments to a higher degree. To supplement the budget, states are eligible for certain pots of funding to cover specific types of work. For instance, SPR funds are meant to support strategic statewide planning and research activities, including explorative studies on new technologies and the development of strategic plans. In fact, in order to be considered for funding, states have to create a research and technology plan that outlines its investment strategies.

PennDOT distributes all of its federal planning and state matching dollars through the distribution formula. Maryland and Arkansas follow this same practice to varying degrees, but have expressed frustration with some existing processes, including the state policy on carry-over funds, or the ability for an MPO to bank residual funds for future spending needs. In Arkansas' case, state transportation funds commonly lack deliverables attached to local allocations, which is a rule established by the legislature rather than a decision of AHTD. In the event that an MPO has not expended its allocated funds in a given year, these states are unable to redistribute funds to support MPOs with additional project spending needs.

Consultation and Coordination

The transportation planning process requires the participation of many different partners at various levels of government to work together to plan and deliver across a number of areas. The size of the state and availability of resources impacts the state's ability to lead a truly comprehensive and collaborative planning process. Pennsylvania has assigned a specific staff person to each MPO, who is required to attend all planning meetings, and act as a liaison to present on modifications, amendments, and other planning programs. PennDOT has also been taking advantage of SharePoint to assist with MPO coordination, providing a central working space to share information and collaborate on documents.

AHTD has been making strides recently to improve its MPO program management process. The foundational step has been to develop an MPO Manual (see *Documenting Procedures and Developing Support Services*), with one of the goals being to improve the working relationship with the state's MPOs. MDOT has also been investing in the resources needed to support a good working relationship with its MPOs and other planning partners who are able to provide data and influence decisions made at the state level. A good case where this is particularly necessary is in the Washington D.C. Metropolitan Areas that involves three states and multiple MPOs in the planning process. Without strong coordination and flexibility to manage the interests of the various partners, the process would likely be unsuccessful. Arkansas, similarly, has been consulting with the neighboring state of Missouri on a monthly basis to seek support in developing PBPP and other processes, particularly since they have several bi-state MPOs. When working with neighboring states, agreements are established indicating which state's rules will be followed for a particular planning process.

Documenting Procedures and Developing Support Services
Many agencies have processes in place that have been in place for years but are not documented. It is important to document such processes, or establish Standard Operating Procedures (SOP), to take ownership and create a culture that supports commitment and consistency in program delivery and organization protocols. Arkansas, for instance, has recently drafted its MPO Planning Manual (see Figure 7), a working document that will provide information on all established protocols for working with MPOs, including the development of agreements, PBPP reporting, funding, federal and state planning requirements, etc. The resources will be valuable for both MPOs and DOT planners. Beyond MPO planning, the state DOT and MPOs should be documenting its planning procedures to provide clear and consistent direction within the agencies as staffing changes throughout the years. Figure 8 provides an excerpt from AHTD's STIP Revision Procedures document.

While the documented procedures will be an asset to agencies, there is also a need for staff at all levels of the planning process to have other support services at their disposal, such as trainings on Title VI and public involvement, the development of performance measures and targets, and any other area there seems to be a need. Ideally, trainings should be provided after new departmental processes are developed.
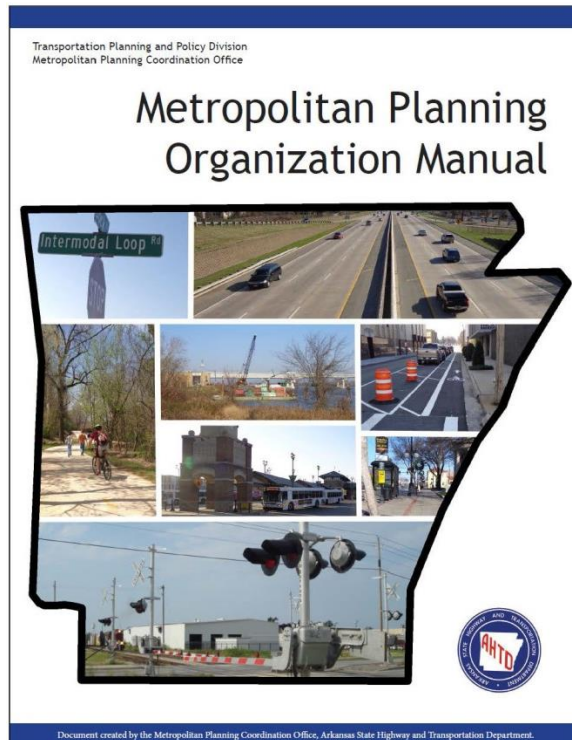
Figure 7: AHTD MPO Planning Manual

D R A F T

Statewide Transportation Improvement Program (STIP)
Revision Procedures

Background:

23 C.F.R. 450.216 (d) states that "the STIP may be amended at any time under **procedures agreed to by the cooperating parties** consistent with the procedures established in this section (for STIP development), in 450.212 (for public involvement) and in 450.220 (for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) approval)".

Metropolitan Planning Organization (MPO) area projects require both a Transportation Improvement Program (TIP) and STIP amendment.

The Arkansas State Highway and Transportation Department (AHTD) and Federal Highway Administration (FHWA) currently operate under Arkansas' Project Oversight Plan which was last updated and approved on December 3, 2001. See Attachment 1 for the Public Involvement Process for the Statewide Transportation Improvement Program which addresses revisions (amendments) to the STIP and their handling.

The FHWA has requested that the AHTD clarify and expand the STIP amendment procedures as set forth in the Project Oversight Plan.

Procedures:

In accordance with the provisions of 23 CFR 450, TIPs developed by MPOs are incorporated into the STIP and as such, these procedures are also applicable to TIP revisions. Revisions to the STIP/TIP can be classified into two categories - Administrative Modifications and Formal Amendments.

- **Administrative Modifications** are revisions that do not require federal approval. If needed for clarification, these revisions to the STIP/TIP may be noted in the comment field on the Federal-aid Project Agreement form. The following identifies revisions to the STIP/TIP that are considered Administrative Modifications.

    1. Change in schedule within the STIP period (CFR 450.216 (c)).
    2. Modification to the project description / length / termini that does not significantly change the project scope, conflict with the environmental document, or impact transportation conformity in non-attainment areas, subject to coordination with the MPO.
    3. A project split or a combination of individually listed projects that do not result in a significant change to the overall scope.
    4. Funding increases or decreases that are less than 20 percent of the STIP project estimate for FTA funded projects.
    5. Change in source of funds including advanced construction.
    6. Change in the project's lead agency.
    7. Obvious data entry errors.

Page 1 of 3

Figure 8: AHTD STIP Revision Procedures

Action Planning

At the conclusion of the peer exchange, the peers collectively shared key highlights from the discussions and noteworthy practices they plan investigate further in their own states.

Statewide/Transportation Improvement Program (STIP/TIP) Procedures

Key Highlights:
- An eSTIP can be a useful tool for project and program management, including accelerating and streamlining the STIP/TIP amendment and modification process;
- Grouping projects into a program is a method that can be used to simplify the TIP/STIP process, by providing flexibility in how funds are spent (e.g., resurfacing, bridge, etc.);
- Providing monthly or bi-monthly reports to Federal partners that list all project updates drawn down against apportioned funds is a good financial constraint tool;
- Updating the STIP and TIP documents with performance measures should be a priority for states moving forward as they prepare for the upcoming federal planning regulations.

Performance-Based Planning and Programming (PBPP)

Key Highlights:
- PBPP measures and targets should be developed and implemented incrementally with input from the State DOT's key partners;
- In anticipation of the Final PBPP Regulations, states should prepare by engaging in a dialogue internally, and with its MPOs/RPOs This can include understanding data/forecasting capabilities, thinking about gaps and needs, and mapping out goals and measure/target options for the different planning areas;
- Measures should be reasonable in quantity, have a clear link to the LRTP, be easy to understand and communicate, and utilize reliable data;
- Targets should be based on historical information, realistic, and should not necessarily be used for all measures;
- Planning agencies should conduct an inventory of existing data, as well as existing transportation plans (e.g., congestion management, safety, etc.), that the state can utilize and build from.

Rural Planning

Key Highlights:
- Being proactive to include non-urbanized areas in the planning process is critical for managing a comprehensive process that represents the needs of all the planning partners;
- States should consider ways to streamline the planning process to help improve efficiency. Holding MPOs and RPOs to the same rules and standards is one option, which can simultaneously make rural areas feel they have more of a stake in the state's investment decisions;
- Since so much federal programming requires the receiving jurisdiction to have a plan in place, it can be a good practice for states to encourage its MPOs, counties, towns, etc. to develop comprehensive programs to be eligible for such funding.

Public Participation and Title VI

Key Highlights:
- All Peers expressed the importance of coordinating with planning partners (State DOTs, MPOs) on engagement procedures, documenting these procedures, and making sure to distinguish between Public Participation and Title VI plans;

- Being knowledgeable of your audience and any cultural nuances is important when making decisions on tactics to use to communicate and attract participation in the planning process (e.g., engagement locations, language barriers, accessibility to technology, etc.);
- Innovate technologies and other creative public engagement methods have proved to be beneficial practices to increase public participation. This can include such things as mobile technology, visualization tools to communicate data, incentives, and directed outreach efforts;
- Agencies should focus on improving the process, rather than striving to do it perfectly the first time. They should demonstrate, document, analyze, and refine its process over time. It is important to illustrate that an effort has been made to provide information and engage with the public.
- Creating tools for agencies to use to ensure they are meeting federal and state requirements or guidelines is a good practice. This can include something as simple as a checklist that planners can reference as they are developing and implementing a public engagement strategy.

Planning Administration

Key Highlights:
- A 2-year UPWP can increase efficiency, decrease the number of amendments needed during the fiscal year, and increase flexibility of spending as different priorities arise throughout the year;
- Developing planning guides and SOPs to document procedures for all areas of the planning process is a good practice. This can include public participation, Title VI, non-metropolitan planning, multi-state MPO management, TMA certifications, and financial risk assessment;
- Agencies should dedicate funding for technical assistance and trainings for staff on various planning topics where there is a need, such as the difference between Title VI and PPPs and practices, roles, responsibilities, and policies in each. Agencies can consider developing statewide workshops for MPOs and other planning partners.
- Taking advantage of existing software and technologies, can provide states and MPOs an easy, user-friendly platform to share documents and collaborate on projects throughout the planning process.

Conclusion and Next Steps

Throughout the workshop, hosted by WVDOT, peers, facilitators, and participants shared various experiences, challenges, and strategies across several distinct planning areas. These included STIP/TIP Procedures, PBPP, Rural Planning, Public Participation and Title VI, and Planning Administration.

After a series of informative presentations and discussions, peers engaged with WVDOT to develop a number of next steps the agency might consider to address some of its initial concerns and questions that inspired this peer exchange. These next steps are as follows:

- Review the existing Public Participation Plans (PPP) developed by MPOs and peer states and update as necessary to incorporate effective practices, including Title VI components.
- Complete an inventory of existing PPP and Title VI plans across the state and determine which agencies need to develop and/or update current plans;
- Coordinate with the state's transportation partners to convene a Title VI workshop open to MPOs;
- Complete a statewide planning manual that documents procedures for conducting various planning activities, including reporting, public engagement practices, and coordination guidance;
- Investigate the feasibility of developing a two-year UPWP and its potential for saving the state time and resources to manage;
- Work with federal partners and state MPOs to develop a protocol for grouping projects within the STIP and TIPs;
- Consult with PennDOT on its use of an eSTIP to understand the pros, cons, and requirements needed to implement a system that has the potential to save DOT resources;
- Conduct an inventory of existing data and analytical capabilities across the state prior to determining performance measures and data needs;
- Set clear and realistic performance targets when beginning to develop and implement a PBPP plan;
- Particularly for non-urbanized areas of the state outside of an MPO boundary, consider conducting a series in-person meeting to engage with these areas that have traditionally been difficult to include in the planning process;
- Take advantage of existing technologies and communication platforms to engage the public during the planning process.

About the Transportation Planning Capacity Building (TPCB) Program

The Transportation Planning Capacity Building (TPCB) Program is a joint venture of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that delivers products and services to provide information, training, and technical assistance to the transportation professionals responsible for planning for the capital, operating, and maintenance needs of our nation's surface transportation system. The TPCB Program website (www.planning.dot.gov) serves as a one-stop clearinghouse for state-of-the-practice transportation planning information and resources. This includes over 70 peer exchange reports covering a wide range of transportation planning topics.

The TPCB Peer Program advances the state of the practice in multimodal transportation planning nationwide by organizing, facilitating, and documenting peer events to share noteworthy practices among State departments of transportation (DOTs), Metropolitan Planning Organizations (MPOs), transit agencies, and local and Tribal transportation planning agencies. During peer events, transportation planning staff interact with one another to share information, accomplishments, and lessons learned from the field and help one another overcome shared transportation planning challenges.

Appendices

A. Event Participants

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B. Workshop Agenda

Transportation Planning Processes
Peer Exchange: West Virginia Department of Transportation
Shepherdstown, West Virginia
Revised 9/3/2015

Dates: September 9-10, 2015
Host Agency: West Virginia Department of Transportation (WVDOT)
Facilitator: Terry Regan, Volpe National Transportation Center
Peers (3 peer agencies in attendance):
- Pennsylvania DOT
- Maryland DOT
- Arkansas State Highway and Transportation Department

Format:
- Brief presentations by peer agencies
- Facilitated discussion among all participants, with opportunities for questions and information sharing throughout

Day 1: September 9, Clarion Hotel

Time	Topic	Lead Presenter
8:30 a.m.	**Welcome and Overview** Facilitator welcomes presenters and peer participants, reviews the agenda, describes documentation, and establishes protocol for discussions. FHWA/FTA discuss TPCB and the Peer Program. Participants introduce themselves	Facilitator FHWA/FTA representatives
9:00 a.m.	**WVDOT Welcome and Goals** • Introduction and opening remarks from WVDOT leadership • Review of WVDOT's goals for the exchange • Provide context on what motivated the peer exchange request should follow the three presenters	WVDOT
9:15 a.m.	**Setting the Context:** • Review key concepts: o STIP/TIP process o Performance-based planning and programming **Comments and Discussion**	FHWA/FTA **All**
9:45 a.m.	**Session 1: Panel of Peers** *A summary of statewide, metropolitan, and rural planning processes at each agency. (each peer presents for about 10 minutes)* **Comments and Discussion**	Peers All
10:15 a.m.	***Break***	
10:30 a.m.	**Session 2: STIP/TIP Procedures** • Preparing an annual STIP • Defining and demonstrating financial constraint • Grouping projects • Connecting TIPs to the STIP (TIPs by reference)	Larry Shifflet PennDOT All

Time	Topic	Lead Presenter
	• Establishing efficient business processes for the STIP • Incorporating asset management principles into the STIP • Sharing the STIP with the public (***cross-cutting topic***)	
12:00 p.m.	*Lunch*	
1:00 p.m.	**Session 3: Performance-based Planning and Programming** • Integrating performance-based plans (e.g., long-range plan, safety plan, freight plan, bicycle/pedestrian plan) • Developing State and MPO performance measures (especially non-pavement and non-bridge measures such as freight, mobility, safety, and environment) • Coordinating performance measures between DOTs, MPOs, and transit agencies and incorporation into the STIP • Adapting to a national system of performance measures • Aligning and improving upon existing performance measures • Constraints to implementing performance management • Resources for overcoming common constraints • Involving the public and stakeholders in the development of performance measures (***cross-cutting topic***)	Lyn Erickson MDOT All
2:30 p.m.	*Break*	
2:45 p.m.	**Session 4: Action Planning Session** *A discussion of best practices, lessons learned and documentation of follow-up questions* Discussion organized by discipline: • STIP/TIP Process • Performance-based Planning and Programming	Group Discussion
3:45 p.m.	**Session 4: Parking Lot** *Other topics from Day 1 discussions*	All
4:15 p.m.	**Identification of key take-aways from Day 1**	All
4:30 p.m.	**Wrap up Day 1 and prepare for Day 2**	Facilitator

Day 2: September 10, Clarion Hotel

Time	Topic	Lead Presenter
8:00 a.m.	**Recap of Day 1 and introduction for Day 2**	Facilitator
8:15 a.m.	**Session 5: Rural Planning** • Assessing transportation needs in non-urban areas • Performing common RPO functions at the State level/Organizational Structure/Funding/Legislative Mandates • Defining rural planning processes • Consulting with non-metropolitan local officials • Rural passenger, transit and freight mobility challenges • Multijurisdictional Planning (Bi/Tri-State/County) • Performance-based planning in rural areas (***cross-cutting topic***)	Lyn Erickson MDOT All
9:30 a.m.	**Session 6: Public Participation** • Title VI requirements for and public participation • Revising public participation plans • Engaging demographic groups in metropolitan and rural areas	Larry Shifflet PennDOT All

Time	Topic	Lead Presenter
	• Demonstrating communications with different demographic groups and assessing effectiveness • Incorporating environmental justice into metropolitan and rural planning processes • Public outreach techniques/visualization • Public participation in rural areas (***cross-cutting topic***)	
10:30 a.m.	*Break*	
10:45 a.m.	**Session 7: Planning Administration** • UPWP Development • SPR Development and Implementation • MPO PL Allocations (factors/methodology in distribution of funds) • MPO LRTP's Fiscal Constraint Methodology • MPO Collaboration and Coordination	Antonio Johnson Arkansas HTD All
12:00 p.m.	*Lunch*	
1:00 p.m.	**Action Planning Session** *A multidiscipline discussion of next steps that the host and peer agencies will consider implementing after the peer event*	Group Discussion
2:00 p.m.	**Parking Lot** *Other topics from Day 2 discussions*	All
2:30 p.m.	**Next Steps for West Virginia and Identification of Key Take Aways** • Identifying next steps • Identifying responsible parties and timeframes • Improving planning processes and documents • Identifying key take aways from all participants	Facilitator
3:00 p.m.	**Adjourn**	**Facilitator**

C. Resources

FHWA: *A Guide to Federal-Aid Programs and Projects*
http://www.fhwa.dot.gov/federalaid/projects.cfm#c47

FHWA*: Performance Based Planning and Programming Guidebook* (2013)
http://www.fhwa.dot.gov/planning/performance_based_planning/pbpp_guidebook/

FHWA: *The Transportation Planning Process Key Issues* (2007)
http://www.fhwa.dot.gov/planning/publications/briefing_book/part00.cfm

Maryland DOT: *2011 Non-Metropolitan Area Consultative Process*
http://www.mdot.maryland.gov/Office_of_Planning_and_Capital_Programming/STIPandTIP/Documents/MDOT_NonMetropolitanConsultativeProcessBrochure_1.pdf

Maryland DOT: *2015 Annual Attainment Report on Transportation System Performance*
http://www.mdot.maryland.gov/Office_of_Planning_and_Capital_Programming/CTP/CTP_15_20/CTP_Documents/2015_Final_AR.pdf

Maryland DOT: *Draft Consolidated Transportation Program FY2016- FY2021*
http://www.mdot.maryland.gov/Office_of_Planning_and_Capital_Programming/CTP/CTP_16_21_Draft/Draft_CTP_Documents/Full_Draft_CTP_Document.pdf

National Association of Development Organizations: *Rural Transportation*
http://ruraltransportation.org/

Pennsylvania DOT: *2015 Transportation Performance Report*
http://www.talkpatransportation.com/typmeetings.html

Pennsylvania DOT: *Twelve Year Program Public Outreach*
http://www.talkpatransportation.com/publicoutreach.html

TPCB Homepage
http://www.planning.dot.gov/

USDOT MAP-21 Homepage
http://www.dot.gov/map21

USDOT Report on Significant Rulemakings
http://www.dot.gov/regulations/report-on-significant-rulemakings

U.S. Government Publishing Office: *Electronic Code of Federal Regulations*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title23/23tab_02.tpl

D. Acronyms

AHTD	Arkansas State Highway and Transportation Department
CFR	Code of Federal Regulations
CMP	Congestion Management Process
CTP	Consolidated Transportation Program
DOT	Department of Transportation
eSTIP	Electronic Statewide Transportation Improvement Program
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
LRTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MDOT	Maryland Department of Transportation
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
PBPP	Performance-Based Policy and Programming
PennDOT	Pennsylvania Department of Transportation
PIP	Public Involvement Plan
PL	Metropolitan Planning Funds
PPP	Public Participation Plan
RPO	Regional Planning Organization
SOP	Standard Operating Procedures
SPR	State Planning and Research Program
STIP	Statewide Transportation Improvement Program
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPCB	Transportation Planning Capacity Building
TYP	Twelve Year Program
UPWP	Unified Planning Work Program
USDOT	U.S. Department of Transportation
VMT	Vehicle Miles Traveled
WVDOH	West Virginia Division of Highways
WVDOT	West Virginia Department of Transportation