

DANVILLE MPO

Danville Metropolitan Planning Organization Public Participation Plan (PPP)

City of Danville | Pittsylvania County

DRAFT FOR POLICY BOARD AND PUBLIC REVIEW | 2026

Danville Metropolitan Planning Organization

Staffed by the West Piedmont Planning District Commission

1100 Madison Street, Martinsville, VA 24112 | P.O. Box 5268, Martinsville, VA 24115

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Danville Metropolitan Planning Organization Members

The roster below reflects Danville MPO membership as of the date of this plan. Current membership, including alternates, is maintained on danvillempo.org.

Policy Board

Voting Members

Chairman, Ken Bowman – Pittsylvania County
Vice Chairman, Lee Vogler – City of Danville
Justin Brown – Pittsylvania County
Vacant – Pittsylvania County
Dr. Gary Miller – City of Danville
Ken Larking – City of Danville (City Manager)
Chris Winstead – Virginia Department of Transportation, Lynchburg District

Alternate Members

William “Vic” Ingram – Pittsylvania County
Dave Arnold – Pittsylvania County
Rick Drazenovich – City of Danville
Ken Gillie – City of Danville
Brian Dunevant – City of Danville
Carson Eckhardt – Virginia Department of Transportation, Lynchburg District

Non-Voting Members

Kevin Jones – Federal Highway Administration, Virginia Division
Paige Lazar – Virginia Department of Rail and Public Transportation
Mitch Huber – Virginia Department of Rail and Public Transportation (Alternate)
Marc Adelman – City of Danville (Danville Transit System)

Technical Committee / Project Management Team

Brian Dunevant – City of Danville
Richard Drazenovich – City of Danville
Ken Gillie – City of Danville
Marc Adelman – City of Danville (Danville Transit System)
Emily Ragsdale – Pittsylvania County
Rick Youngblood – Virginia Department of Transportation, Lynchburg District
Carson Eckhardt – Virginia Department of Transportation, Lynchburg District
Kevin Jones – Federal Highway Administration, Virginia Division
Paige Lazar – Virginia Department of Rail and Public Transportation
Mitch Huber – Virginia Department of Rail and Public Transportation (Alternate)
Joseph Bonanno – Danville MPO / West Piedmont Planning District Commission

Citizens Advisory Committee

Willie T. Fitzgerald – Pittsylvania County NAACP
Teresa Fontaine – Southern Area Agency on Aging
Bill Sgrinia – Danville Parks and Recreation
John Moody – Danville Social Services
Anne Moore-Sparks – Danville Pittsylvania County Chamber of Commerce
Chris Spain – Pittsylvania County Social Services
James Bebeau – Danville Pittsylvania Community Services
Tara Martin – Community Improvement Council
Rhonda Dark – The Arc of Southside

Danville MPO Staff

Michael Armbrister – MPO Administrator
Joseph Bonanno – Senior Planner, Transportation
Jacob Bullins – Finance Director
David Rakes – Data Systems Manager
Tracy Meade – Office Manager

Plan Documentation and Contact

Title and Date

Danville Metropolitan Planning Organization Public Participation Plan, 2026. This plan replaces the Danville MPO Public Participation Plan originally adopted in 2011.

Prepared By

Michael Armbrister, MPO Administrator
Joseph Bonanno, Senior Planner – Transportation

Contact Information

Residents, stakeholders, and interested parties may contact the Danville MPO regarding this Public Participation Plan, the Title VI Plan, MPO planning documents, and other public records. Written comments may be submitted to:

- Danville Metropolitan Planning Organization
- c/o West Piedmont Planning District Commission
- P.O. Box 5268, Martinsville, Virginia 24115
- Physical address: 1100 Madison Street, Martinsville, Virginia 24112

Comments may also be submitted by the following means:

- Online: danvillempo.org/contact
- Email: danvillempo@wppdc.org
- Telephone: (276) 638-3987

Comments may be offered in person during the public comment period at any regular or special meeting of the Danville MPO Policy Board, the Technical Committee, or the Citizens Advisory Committee. Meeting dates, times, locations, and materials are posted at danvillempo.org.

Title VI Coordinator and Requests for Assistance

Title VI inquiries, requests for accommodation, and discrimination complaints should be directed to the Danville MPO Title VI Coordinator at the contact information above. Persons who are deaf, hard of hearing, or speech impaired may reach the MPO through Virginia Relay by dialing 7-1-1. Interpretation, translation, and alternative-format materials are available on request at no cost to the requester.

Nondiscrimination Notice

The Danville Metropolitan Planning Organization ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and related federal and state authorities. If you have questions or concerns about your civil rights regarding this document, or if you require assistance because of a disability or language access needs, please contact the Danville MPO. To obtain a Title VI Discrimination Complaint Form, visit danvillempo.org or call (276) 638-3987.

La Organización de Planificación Metropolitana de Danville cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964 y con los estatutos y reglamentos relacionados en todos sus programas y actividades. Para obtener más información, solicitar asistencia o obtener un Formulario de Queja por Discriminación, visite danvillempo.org o llame al (276) 638-3987.

Document Overview

The Danville Metropolitan Planning Organization (Danville MPO) Public Participation Plan (PPP) establishes the policies, procedures, and strategies the MPO uses to engage residents, stakeholders, and partner agencies in planning within the Danville MPO Region. This document presents the means by which the MPO satisfies the federal requirement that metropolitan planning organizations provide meaningful, timely, and accessible opportunities for public input on transportation plans and programs.

This plan outlines public participation and engagement activities which must take place as part of the development and update of plans and other documents. The PPP accompanies the Danville MPO Title VI Plan to ensure that traditionally underserved populations — including minority households, low-income households, older adults, persons with disabilities, persons with language access needs, and households without access to a vehicle — have an equal opportunity to participate in the planning process. The PPP establishes four goals: transparency and regulatory compliance; comprehensive and accessible public engagement; responsiveness to public input; and continuous improvement.

The Danville MPO, which is staffed by the West Piedmont Planning District Commission (WPPDC), developed this plan in coordination with the City of Danville, Pittsylvania County, the Virginia Department of Transportation (VDOT), , and the Federal Highway Administration (FHWA).

FHWA metropolitan planning funds administered through VDOT, together with local matching contributions from the City of Danville and Pittsylvania County, support Danville MPO planning activities and the development of this plan.

**DANVILLE METROPOLITAN PLANNING ORGANIZATION
RESOLUTION APPROVING THE
2026 PUBLIC PARTICIPATION PLAN**

WHEREAS, public involvement and participation are essential elements of the metropolitan transportation planning process carried out by the Danville Metropolitan Planning Organization (Danville MPO); and

WHEREAS, Title VI of the Civil Rights Act of 1964 and 23 C.F.R. § 450.316 require an ongoing, documented public involvement process that provides reasonable opportunities for interested parties to comment on the content of metropolitan transportation plans and programs; and

WHEREAS, the Danville MPO Public Participation Plan adopted in 2011 no longer reflects current federal requirements, current MPO practice, or the communication methods now available to reach the residents of the City of Danville and Pittsylvania County; and

WHEREAS, this Public Participation Plan was developed in consultation with the City of Danville, Pittsylvania County, the Danville Transit System, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, the Federal Highway Administration, the Federal Transit Administration, and agencies and officials responsible for other planning activities affected by transportation within the metropolitan planning area; and

WHEREAS, the draft Public Participation Plan was made available for a public review and comment period of not fewer than forty-five (45) calendar days as required by 23 C.F.R. § 450.316(a)(1)(x);

NOW, THEREFORE, BE IT RESOLVED that the Danville Metropolitan Planning Organization Policy Board hereby approves and adopts the 2026 Danville MPO Public Participation Plan on [Month Day], 2026, superseding the Public Participation Plan adopted in 2011.

SIGNED:

ATTEST:

Ken Bowman, Chairman
Danville Metropolitan Planning Organization
Policy Board

Michael Armbrister
MPO Administrator
Danville Metropolitan Planning Organization

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Section 1: Introduction and Purpose

Overview

The Danville Metropolitan Planning Organization (Danville MPO) is the federally designated transportation policy body for the Danville urbanized area, which comprises the City of Danville and the adjacent urbanized portions of Pittsylvania County. Federal law requires that every urbanized area with a population greater than 50,000 be served by an MPO composed of representatives of local jurisdictions and state and federal transportation officials. The Danville MPO was established in the early 1980s following the U.S. Census designation of the Danville urbanized area. In addition to the urbanized area boundary, the MPO maintains a broader study area boundary that extends beyond the urbanized area to capture land within Pittsylvania County that is likely to become urbanized within the planning horizon.

The West Piedmont Planning District Commission administers and staffs the Danville MPO. Staff collect, analyze, and evaluate transportation data to inform Policy Board decision-making; prepare agendas, materials, and planning documents for the Policy Board and its committees; manage consultant-led studies; and administer the MPO's public involvement and Title VI processes. Staff review this plan periodically and recommend revisions as needed so that the MPO's planning process continues to meet current state and federal requirements.

Committee Structure and Roles

Public participation in the Danville MPO takes place through three bodies, each with a distinct role.

Policy Board

The Policy Board is the decision-making body of the Danville MPO. Voting membership consists of three members of the Pittsylvania County Board of Supervisors, two members of the Danville City Council, the Danville City Manager, and one representative of the Virginia Department of Transportation. Alternates are designated for each voting seat. The Federal Highway Administration, the Virginia Department of Rail and Public Transportation, and the Danville Transit System participate as non-voting members. The Policy Board adopts the MPO's planning documents, sets regional transportation policy, and takes final action on all matters requiring MPO approval.

Technical Committee / Project Management Team

The Technical Committee, which also functions as the project management team for MPO studies, is composed of professional staff from the City of Danville, Pittsylvania County, the Danville Transit System, VDOT, DRPT, and FHWA, together with MPO staff. The committee reviews technical work products, evaluates the feasibility of proposals, guides consultant-led studies, and forwards recommendations to the Policy Board.

Citizens Advisory Committee

The Citizens Advisory Committee (CAC) is the Danville MPO's standing forum for community input. Its membership draws from organizations that serve and represent the residents most affected by transportation decisions, including agencies serving older adults, persons with disabilities, low-income households, and minority communities, as well as civic, business, and human-services organizations. The CAC is asked to review draft plans and programs, identify community concerns, advise on outreach approaches, and convey findings and recommendations to the Policy Board through the MPO Administrator. Because CAC members are positioned within the networks the MPO most needs to reach, the committee also serves as a distribution channel for meeting notices, surveys, and comment opportunities.

Purpose

The purpose of this Public Participation Plan is to document the Danville MPO's responsibilities, goals, and strategies for engaging the public in metropolitan transportation planning. Federal regulation 23 C.F.R. § 450.316 requires that each MPO develop and use a documented participation plan, produced in consultation with interested parties, that describes explicit procedures and strategies for involving the public. Federal law also requires that metropolitan transportation planning be carried out through a continuing, cooperative, and comprehensive process, commonly called the 3-C process.

The Danville MPO further recognizes that public participation improves the quality of transportation planning, programming, and decision-making. MPO staff observe the American Institute of Certified Planners (AICP) Code of Ethics and Professional Conduct, which directs planners to provide timely, adequate, clear, and accurate information on planning issues to all affected persons and to decision-makers, and to give special attention to how decisions affect people who have historically had less influence over the planning process. Staff work to ensure that the public has a genuine opportunity to shape MPO decisions rather than merely to react to decisions already made.

How the PPP Informs Other Documents

The Danville MPO maintains five recurring documents. Three guide transportation planning and programming: the Long-Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. Two govern how the MPO engages the public: this Public Participation Plan and the Title VI Plan. The MPO also produces corridor studies, safety plans, and other special studies, each of which follows the engagement procedures established here.

Long-Range Transportation Plan (LRTP)

The LRTP sets out the region's long-term vision for its transportation system, identifies regional needs and goals, and establishes a prioritized list of projects. The plan covers a horizon of at least twenty years, addresses all modes of travel, and must be fiscally constrained to revenues that can reasonably be expected to be available. The Danville MPO's current adopted plan is the Year 2050 Constrained Long-Range Transportation Plan. The LRTP is the MPO planning document with the broadest and longest-lasting effect on the region, and it therefore receives the MPO's most extensive public engagement effort.

Transportation Improvement Program (TIP)

The TIP is the MPO's short-range program of transportation projects that will receive federal funding. It covers a period of at least four years and includes project descriptions, cost estimates, funding sources, and implementation schedules. Every project in the TIP must be drawn from and be consistent with the LRTP, and the TIP as a whole must be fiscally constrained. The TIP is updated on a four-year cycle and amended between updates as projects are added, removed, rescheduled, or significantly changed. Once approved by the MPO, the TIP is incorporated into the Commonwealth's Statewide Transportation Improvement Program.

Unified Planning Work Program (UPWP)

The UPWP is the Danville MPO's annual work plan and budget. It describes the transportation planning activities the MPO will carry out during the fiscal year, identifying tasks, schedules, funding sources and amounts, and the agency responsible for each activity. The UPWP is adopted annually, each spring, for the fiscal year beginning July 1.

Title VI Plan and Public Participation Plan

The Title VI Plan and the PPP are complementary documents that together establish the MPO's framework for equitable public engagement. The PPP serves as the guidance document for how the MPO conducts public engagement and participation. . The Title VI Plan, in contrast, demonstrates how the MPO meets federal nondiscrimination requirements, identifies the location and characteristics of traditionally underserved populations within the planning area using demographic data and geographic information systems, and establishes the MPO's complaint procedures and language assistance measures. Federal regulation requires that the PPP align with the Title VI Plan; the demographic analysis in the Title VI Plan directly informs where and how the MPO conducts the outreach described in Section 3 of this plan.

Corridor Studies, Safety Plans, and Other Special Studies

The Danville MPO periodically undertakes focused studies, such as corridor studies and grant-funded initiatives including the Safe Streets and Roads for All program. These studies and initiatives are not subject to a fixed approval cycle, but each follows the notice, comment, accessibility, and documentation procedures set out in this plan. Because study recommendations frequently affect specific neighborhoods and corridors, engagement for these efforts is concentrated within the affected area in addition to regionally.

Goals of the Plan*Goals*

Goals of this Public Participation Plan include the following:

- 1) Generate public awareness of review periods for all draft plans and relevant documents, as well as other public engagement opportunities to encourage all residents and stakeholders within the MPO to participate in the planning process, particularly low-income individuals, minorities, those with language access needs, and those with disabilities – often referred to as “traditionally disadvantaged” individuals.
- 2) Use all means reasonably available to empower the general public with regard to the planning process, particularly traditionally disadvantaged individuals.
- 3) Address all questions or comments posed, or any complaints filed, by residents and stakeholders of the MPO area in a timely fashion.

Section 2: Public Meeting Notice and Accessibility

This section establishes the Danville MPO's procedures for notifying the public of meetings and planning activities, for providing advance notice and comment opportunity, and for ensuring that all meetings and materials are accessible. Section 3 addresses the communication, education, and outreach methods the MPO uses to reach the public.

Public Meeting Locations and Guidelines

Location of Policy Board, Committee, and Public Information Meetings

All regular and special meetings of the Policy Board, the Technical Committee, and the Citizens Advisory Committee, and all public information meetings, are held at locations within the metropolitan planning area. Meeting locations are selected to be physically accessible in accordance with the Americans with Disabilities Act, to be served by Danville Transit System fixed-route service, Reserve-a-Ride service, or paratransit where practicable, and to offer adequate parking. Meeting times are set to accommodate public attendance; the Policy Board ordinarily meets in the late afternoon and/or early evening for this reason. When a study or project affects a particular corridor or neighborhood, the MPO holds at least one meeting within or immediately adjacent to the affected area.

Public Comment Opportunity at Meetings

Every meeting of the Policy Board, the Technical Committee, and the Citizens Advisory Committee includes a public comment period, placed on the agenda after the meeting is called to order and prior meeting minutes are approved. When a major plan or program is on the agenda for action, an additional public comment period is provided immediately before the vote is taken. Members of the public may also submit comments in advance of a meeting by mail, email, telephone, or the online comment form; staff acknowledge and summarize those comments for the record during the public comment period.

Electronic and Hybrid Meeting Participation

The MPO may offer remote participation options, including live-streamed or hybrid meetings, in addition to in-person attendance. Where an all-virtual or hybrid meeting is held, the public notice states how members of the public may access the meeting and how they may submit comments during it, and the same public comment opportunities apply. All-virtual and hybrid meetings are conducted consistent with the electronic meeting provisions of the Virginia Freedom of Information Act. Because a portion of the planning area has limited broadband access, remote participation supplements but does not replace in-person meeting access.

Accessibility, Accommodation, and Language Services

All meetings are held in facilities that are accessible to persons with disabilities. The MPO provides reasonable accommodations on request at no cost to the requester, including sign language interpretation, assistive listening devices, and written materials in large print, Braille, or audio format. Interpretation and translation services for persons with language access needs are available on request; the MPO's language assistance measures are described further in the Title VI Plan, and the MPO's nondiscrimination notice is published in both English and Spanish. Requests for accommodation or language assistance should be submitted to MPO staff at least three working days before the meeting so that arrangements can be made, although the MPO will make every reasonable effort to accommodate requests received later. Public notices for MPO meetings and comment periods include a statement of the availability of these services and the contact information for requesting them.

Public Notice of Meetings and Plans

The Danville MPO provides public notice of all MPO meetings and of all major plans released for public review. Meeting notices cover regular, special, rescheduled, and relocated meetings of the Policy Board and its committees; any change from an in-person to an all-virtual format; and any meeting held for the purpose of gathering public information or input. Every notice states the date, time, and location of the meeting, identifies how to access meeting and document materials, and includes the MPO's nondiscrimination statement and accommodation contact information. Notices are posted on danvillempo.org, distributed to the MPO's email notification list, and published in a newspaper of general circulation where required by this plan or by the Virginia Freedom of Information Act.

The Danville MPO's major documents — the LRTP, TIP, UPWP, Title VI Plan, and this PPP — are periodically approved and, between approvals, amended. An approval creates or replaces a complete document and is preceded by a comprehensive engagement effort. An amendment modifies a portion of an already-approved document and is preceded by a comment period proportionate to the scope of the change. Certain minor revisions qualify as administrative modifications and do not require a public comment period; those are defined in Table 6.

The Danville MPO approves the LRTP every five years and amends it as regional priorities change. The TIP is approved on a four-year cycle and amended as projects are added, removed, or significantly changed. The UPWP is approved annually, with amendments made when work tasks or funding change. The Title VI Plan is approved every three years and amended as federal requirements and guidance change. This PPP is approved when major revisions are warranted, with amendments made for procedural updates in the interim; in either case the federally required minimum forty-five-day public review period applies.

Table 5 sets out the minimum public notice and comment periods for Danville MPO meetings and documents. These are minimums; staff routinely provide longer periods where the significance of the action or the level of public interest warrants.

Table 5: Minimum Public Notice and Comment Requirements

Public Notice Requirements		
Activity Type	Minimum Advance Notice or Comment Period	Publication and Distribution
Meetings		
Annual calendar of Policy Board and committee meetings	Adopted and published before January 1 of the applicable calendar year	MPO website, email notification list, and once in a newspaper of general circulation
Policy Board regular meetings	7 calendar days	MPO website and email notification list; agenda packet posted with the notice
Technical Committee and Citizens Advisory Committee regular meetings	7 calendar days	MPO website and email notification list
Special, rescheduled, or relocated meetings, and changes to an all-virtual format	7 calendar days, or as soon as practicable but in no case fewer than 3 working days	MPO website, email notification list, and once in a newspaper of general circulation where practicable
Public information meetings, open houses, and community events	14 calendar days	MPO website, email notification list, and once in a newspaper of general circulation; social media;
Major Document Approvals		
L RTP approval (every five years)	30 calendar days	MPO website, email notification list, and once in a newspaper of general circulation; at least two public information meetings during plan development; social media; hard copies will also be made available at the following locations: • Office of the West Piedmont Planning District Commission, 1100 Madison Street, Martinsville, VA 24112 • City of Danville Municipal Building, City Manager's Office, 427 Patton Street, Danville, VA 24541 • Pittsylvania County Administration Building, 1 Center Street, Chatham, VA 24531 • City of Danville Rubie B Archie Public Library, 511 Patton Street, Danville, VA 24541 • Chatham Branch of the Pittsylvania County Public Library, 24 Military Drive, Chatham, VA 24531

TIP approval (every four years)	30 calendar days	MPO website, email notification list, and once in a newspaper of general circulation
UPWP approval (annually)	14 calendar days	MPO website and email notification list
Title VI Plan approval (every three years)	30 calendar days	MPO website, email notification list, and once in a newspaper of general circulation
Public Participation Plan approval	45 calendar days (federally required minimum)	MPO website, email notification list, and once in a newspaper of general circulation
Corridor studies, safety action plans, and other special studies	30 calendar days	MPO website, email notification list, and once in a newspaper of general circulation; targeted notice within the study area
Document Amendments		
LRTP amendments	30 calendar days	MPO website, email notification list, and once in a newspaper of general circulation
TIP amendments	30 calendar days	MPO website, email notification list, and once in a newspaper of general circulation
UPWP amendments	14 calendar days	MPO website and email notification list
Title VI Plan amendments	14 calendar days	MPO website and email notification list
Public Participation Plan amendments	45 calendar days	MPO website, email notification list, and once in a newspaper of general circulation
Administrative Modifications		
Administrative modifications to the LRTP or TIP (see Table 6)	No public comment period required	Posted to the MPO website within 10 business days and reported to the Policy Board at its next regular meeting

Where the final LRTP or TIP differs significantly from the version made available for public comment, and that difference raises new material issues that interested parties could not reasonably have foreseen, the Danville MPO provides an additional opportunity for public comment before taking action, consistent with 23 C.F.R. § 450.316(a)(1)(viii).

Amendments and Administrative Modifications

Not every revision to the TIP or LRTP warrants a public comment period. Federal regulation distinguishes an amendment, which is a significant revision requiring public review and demonstration of continued fiscal constraint, from an administrative modification, which is a minor revision that may be processed without public review. Table 6 sets out the thresholds the Danville MPO uses to make that distinction. The MPO applies these thresholds in coordination with VDOT, DRPT, FHWA, and FTA, and defers to those agencies' direction where a particular revision is not clearly addressed below.

Table 6: Amendment and Administrative Modification Thresholds

Type of Revision	Administrative Modification (no public comment period)	Amendment (public comment period required)
Project cost	Change in the cost of a project phase of less than 20 percent of the programmed amount, where fiscal constraint is maintained	Change of 20 percent or more, any change that cannot be accommodated within available funding, or any change that affects fiscal constraint
Adding or deleting a project	Not applicable	Any addition or deletion of a project or project phase, other than an emergency or disaster repair project directed by FHWA, FTA, or VDOT
Project schedule	Moving a phase between years already within the TIP period	Moving a phase into or out of the TIP period, or advancing a phase in a manner that affects fiscal constraint
Funding source	Shifting funds among programmed sources without changing the total federal amount or affecting fiscal constraint	Adding a new federal funding category or increasing the total federal amount programmed for a project
Project scope	Clarifying or correcting a project description without changing termini, capacity, or project type	Changing project termini, adding through-lane capacity, or changing the project type or mode
Administrative corrections	Correcting typographical errors, updating project identification numbers, or updating a responsible agency name	Not applicable

Section 3: Public Communication, Education, and Outreach

The Danville MPO provides public access to its records, plans, meetings, and activities, and works to build public understanding of metropolitan transportation planning. Staff scale outreach to the scope and significance of the activity. Localized projects receive targeted outreach within and adjacent to the affected area; region-wide plans receive broad engagement across the City of Danville and the urbanized portions of Pittsylvania County, with particular attention to areas identified in the Title VI Plan as having concentrations of traditionally underserved populations.

Access to Information

The Danville MPO provides the public with reasonable and timely access to the technical and policy information used to develop transportation plans, programs, and projects, including traffic and crash data, travel demand and forecasting information, project prioritization criteria, and funding assumptions.

All major planning documents, meeting agendas, meeting materials, and adopted minutes are posted on danvillempo.org in electronically accessible formats. Paper copies are provided on request at no cost where the request is reasonable in volume.

Records requests are handled in accordance with the Virginia Freedom of Information Act. Because a portion of the planning area has limited broadband service, the MPO does not treat website posting as sufficient on its own; printed materials of major documents are placed at the following locations:

- The West Piedmont Planning District Commission office, 1100 Madison Street, Martinsville, Virginia, during regular business hours.
- City of Danville Municipal Building, City Manager's Office, 427 Patton Street, Danville, VA 24541
- Pittsylvania County Administration Building, 1 Center Street, Chatham, VA 24531
- City of Danville Rubie B Archie Public Library, 511 Patton Street, Danville, VA 24541
- Chatham Branch of the Pittsylvania County Public Library, 24 Military Drive, Chatham, VA 24531

Response to Public Input

MPO staff respond to questions and comments concerning the public participation process, draft plans and programs, and the agency consultation process directly to the individual by email, letter, telephone, or other appropriate means. Staff maintain a log of comments received during each formal comment period, recording the date received, the method of receipt, the substance of the comment, and the disposition.

When significant written or oral comments are received on the LRTP, TIP, UPWP, or another planning document, staff prepare a summary and analysis of the comments, together with the MPO's response, and include that summary in the final document as an appendix. The summary identifies where comments resulted in a change to the document and, where a comment did not result in a change, explains why. This record is presented to the Policy Board before it takes action so that the Board can see what the public said before it votes.

Public Outreach and Education Methods

The Danville MPO uses a range of communication and outreach methods, selected and combined according to the nature of the activity, the audience, and the level of engagement needed. Table 7 summarizes the primary methods used by MPO staff, Policy Board and committee members, and partner stakeholders.

The MPO engages traditionally underserved populations through the organizations and media outlets that already serve those communities,

Table 7: Public Outreach and Education Methods

Communication Method	Description	Frequency / Usage
MPO website (danvillempo.org)	Staff maintain and update the site with public notices for meetings, comment periods, and procurement; meeting schedules, agendas, materials, and adopted minutes; adopted plans and programs; study pages; and the online comment form.	Ongoing
Email notification list	Notices of meetings, comment periods, and document review opportunities are distributed to individuals, organizations, and agencies that have requested notice or previously commented. Any member of the public may join the list at no cost.	Ongoing
Newspaper notice	Legal and display notices published in a newspaper of general circulation serving the City of Danville and Pittsylvania County.	As required by Table 5
Social media	Notices, plain-language summaries, graphics, and links to comment opportunities posted through Danville MPO and West Piedmont Planning District Commission channels, and shared by member localities and partner organizations.	Ongoing
Public meetings, open houses, and pop-up events	Staff and consultants present information and gather input at stand-alone meetings and at existing community gatherings, including events held at libraries, community centers, and public housing communities, and at festivals and markets.	As appropriate to the activity
Presentations to governing bodies and community groups	Staff, Policy Board members, and partner stakeholders may present to the Danville City Council, the Pittsylvania County Board of Supervisors, civic and neighborhood groups, business organizations, and human services agencies.	As requested and as needed
Transit-based outreach	Notices and materials placed on Danville Transit System vehicles, at bus shelters, and at the transfer center; staff attend transit rider outreach events.	During comment periods on major plans
News releases and media interviews	Releases provided to local print, broadcast, and online media; interviews and public service announcements on local radio and television to explain planning activities and promote participation.	As needed
Online engagement tools	Surveys, interactive comment maps, story maps, and virtual meeting rooms used to gather input from residents who cannot attend in person.	As appropriate to the activity

Communication Method	Description	Frequency / Usage
Printed materials	Printed versions of draft plans distributed at public libraries, local government offices, and the office of the West Piedmont Planning District Commission	During comment periods and as needed
Citizens Advisory Committee	Standing committee review of draft plans and programs, advice on outreach approaches, and distribution of notices and materials through member organizations' networks.	Ongoing

Consultation with organizations that serve traditionally underserved populations

As part of its public outreach efforts, the Danville MPO maintains a list of organizations that represent and serve traditionally underserved populations. The MPO provides these organizations with draft plans and similar documents for them, their staff, and their clients to review and provide comments on.

Danville MPO Contact Organizations Serving Historically Disadvantaged Populations	
The Arc of Southside	Provides support to individuals with intellectual and developmental disabilities
Southern Area Agency on Aging (SAAA)	Provides and coordinates transportation and other services for older individuals, such as transportation and meal services.
Danville Department of Social Services	Department of social services serving residents of the City of Danville
Danville NAACP	Local chapter of the NAACP, which advocates on behalf of and helps to empower African-Americans.
Danville Community Improvement Council	To combat poverty and the conditions of poverty in the City of Danville
Danville Parks & Recreation	Provides infrastructure and programming for recreation in the City of Danville
Danville-Pittsylvania Community Services Board	Provides behavioral, developmental, and preventative services in the City of Danville and Pittsylvania County
Danville-Pittsylvania County Chamber of Commerce	Organization that advocates on behalf of businesses and business owners in the City of Danville and Pittsylvania County
Disability Rights and Resources Center	Advocates on behalf of disabled individuals
Pittsylvania County NAACP	Local chapter of the NAACP, which advocates on behalf of and helps to empower African-Americans.
Pittsylvania County Department of Social Services (DSS)	Department of social services serving residents of Pittsylvania County
Pittsylvania County Community Action	Assist individuals and families to overcome barriers and strive for self-sufficiency

Voluntary Demographic Data Received from the General Public

The Danville MPO has developed a form it will utilize in order to solicit voluntary public data while at events (see Appendix C). This form asks the respondent to provide their race/ethnicity, age group, languages they speak other than English, and how they learned of the event.

Consultation with Agencies and Officials

In addition to engaging the public, the Danville MPO consults with agencies and officials responsible for planning activities within the metropolitan planning area that are affected by transportation, as required by 23 C.F.R. § 450.316(b). Consultation is conducted through direct correspondence, participation on the Technical

Committee, invitations to comment on draft documents, and coordination meetings. Consulted parties include, as applicable to the activity:

- The City of Danville and Pittsylvania County, including their planning, public works, engineering, economic development, parks and recreation, and emergency services functions
- The Danville Transit System and any other public or private transportation provider serving the area, including intercity bus, taxi, and human-services transportation providers
- Danville Regional Airport and freight rail operators serving the region
- Freight shippers, receivers, and providers of freight transportation services
- Agencies and officials responsible for economic development, tourism, land use management, natural resources, environmental protection, conservation, and historic preservation
- Agencies and officials responsible for public health, human services, older adult services, disability services, housing, and public education
- VDOT, DRPT, the Virginia Department of Aviation, the Virginia Department of Environmental Quality, the Virginia Department of Historic Resources, FHWA, and FTA
- The North Carolina Department of Transportation and adjoining North Carolina local governments and planning organizations, on matters affecting cross-border travel along the U.S. Route 29 and U.S. Route 58 corridors and connecting routes into Caswell and Rockingham Counties, North Carolina
- Adjacent Virginia planning district commissions and metropolitan planning organizations, and the West Piedmont Planning District Commission's rural transportation planning program
- Federally recognized tribal governments, where an activity may affect tribal interests

Section 4: Transit and Public Participation

The Danville Transit System, operated by the City of Danville, provides fixed-route, paratransit, and Reserve-a-Ride service within the Danville urbanized area and is the designated recipient of Federal Transit Administration urbanized area formula funds under 49 U.S.C. § 5307. The Danville Transit System participates in the Danville MPO as a non-voting member of the Policy Board and as a member of the Technical Committee. The Danville MPO will, at times, rely upon Danville Transit for the distribution of transportation materials pertinent to MPO documents and plans.

Section 5: Plan Evaluation, Amendment, and Recordkeeping

Periodic Review of Effectiveness

The Danville MPO periodically reviews the effectiveness of this Public Participation Plan to confirm that it provides a full and open participation process, as required by 23 C.F.R. § 450.316(a)(1)(ix). Staff conduct this review at least once every three years, and additionally following the adoption of the LRTP, and report the results to the Policy Board. The review considers the performance measures in Table 3, the participation records maintained under Section 3, changes in federal or state requirements, and changes in how residents of the planning area receive information.

Where the review identifies methods that are not producing meaningful participation, staff recommend alternatives. The MPO does not treat the completion of a required notice as evidence of successful engagement; a comment period that draws no comment is treated as a signal to examine the outreach approach rather than as public satisfaction.

Amending and Readopting the Plan

This plan is amended when procedural updates are needed and is readopted in full when major revisions are warranted, including revisions responding to changes in federal regulation. Any amendment or readoption is developed in consultation with interested parties and is made available for public review and comment for not fewer than forty-five calendar days before the Policy Board takes action, consistent with 23 C.F.R. § 450.316(a)(1)(x). Notice of the comment period is published in a newspaper of general circulation and distributed through the methods described in Section 3. The adopted plan is posted on danvillempo.org and provided to VDOT, DRPT, FHWA, and FTA.

Recordkeeping

MPO staff maintain records documenting compliance with this plan, retained in accordance with the Virginia Public Records Act retention schedules applicable to the West Piedmont Planning District Commission. Records maintained include:

- Copies of all public notices, with the dates and locations of publication and distribution
- Meeting agendas, materials, sign-in sheets, and adopted minutes
- Comment logs and comment summary and response documents for each formal comment period
- Records of accommodation, interpretation, and translation requests received and how each was fulfilled
- Records of outreach conducted within areas identified in the Title VI Plan, including organizations contacted and events attended
- Title VI complaints received, and their disposition
- Reports of periodic effectiveness reviews and any resulting changes in practice

Appendix A: Public Comment Summary and Response Form

MPO staff use the following format to log and report public comments received during a formal comment period. The completed log is presented to the Policy Board before action is taken and is included as an appendix to the final document.

Comment No.	Date Received	Method Received	Summary of Comment	MPO Response and Disposition

Method received: meeting, open house, mail, email, telephone, online form, survey, or social media. Disposition: document revised, no revision with explanation, referred to another agency, or noted for future consideration.

Appendix B: Glossary of Acronyms

Acronym	Meaning
ADA	Americans with Disabilities Act
AICP	American Institute of Certified Planners
CAC	Citizens Advisory Committee
C.F.R.	Code of Federal Regulations
DRPT	Virginia Department of Rail and Public Transportation
FHWA	Federal Highway Administration
FOIA	Freedom of Information Act
FTA	Federal Transit Administration
LRTP	Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
PPP	Public Participation Plan
SS4A	Safe Streets and Roads for All
STIP	Statewide Transportation Improvement Program
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
UZA	Urbanized Area
VDOT	Virginia Department of Transportation
WPPDC	West Piedmont Planning District Commission

Appendix C: Voluntary Demographics Reporting Form

Danville MPO**DANVILLE
METROPOLITAN PLANNING
ORGANIZATION***Advancing transportation in Danville & Pittsylvania County*

P.O. Box 5268
Martinsville, VA 24115-5268
Phone: (276) 638-3987
Fax: (276) 638-8137
e-mail: staff@wppdc.org

As part of its Title VI efforts and responsibilities, as well as to adhere to provisions within the Civil Rights Act of 1964, the Danville Metropolitan Planning Organization (MPO) seeks to ensure that its messaging is reaching all members of the community and that we are engaging a broad cross-section of the community. Filling out this document is completely voluntary and will provide us with a snapshot of our community engagement efforts.

1. To what race(s)/ethnic group do you belong?

- ☐ White or Caucasian
- ☐ Black or African-American
- ☐ American Indian and Alaska Native
- ☐ Asian
- ☐ Native Hawaiian and other Pacific Islander
- ☐ Middle Eastern or North African
- ☐ Some other Race
- ☐ Two or more Races
- ☐ Hispanic or Latino

2. Please select your age group

- ☐ 18 – 25 ☐ 26 – 39 ☐ 40 – 65 ☐ Over 65

3. Do you speak a language other than English?

- ☐ Spanish ☐ Arabic ☐ Korean ☐ Tagalog
☐ French ☐ Other _____

4. How did you learn about this event?

- ☐ Newspaper ☐ Other news outlet ☐ Social media ☐ Word of mouth