

DANVILLE MPO

West Piedmont Planning District Commission Public Participation Plan (PPP)

DRAFT FOR WPPDC BOARD OF COMMISSIONERS AND PUBLIC REVIEW | 2026

West Piedmont Planning District Commission

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Plan Documentation and Contact

Title and Date

West Piedmont Planning District Commission Public Participation Plan, 2026.

Prepared By

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Contact Information

Residents, stakeholders, and interested parties may contact the West Piedmont Planning District Commission regarding this Public Participation Plan, the Title VI Plan, WPPDC planning documents, and other public records. Written comments may be submitted to:

- 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: <https://westpiedmontpdc.org/contact/>
- Email: plan@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 West Piedmont Planning District Commission Board of Commissioners meetings, Meeting dates, times, locations, and materials are posted at wppdc.org.

Title VI Coordinator and Requests for Assistance

Title VI inquiries, requests for accommodation, and discrimination complaints should be directed to the WPPDC Title VI Coordinator at the contact information above. Persons who are deaf, hard of hearing, or speech impaired may reach the WPPDC through Virginia Relay by dialing 7-1-1. Interpretation, translation, and alternative-format materials are available on request at no cost to the requester. The WPPDC utilizes Proprio Language Services (<https://propio.com/platform/>) for the purposes of interpretation.

Nondiscrimination Notice

The West Piedmont Planning District Commission 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 West Piedmont Planning District Commission. To obtain a Title VI Discrimination Complaint Form, visit wppdc.org or call (276) 638-3987.

Comisión del Distrito de Planificación de West Piedmont 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 wppdc.org o llame al (276) 638-3987.

Document Overview

The West Piedmont Planning District Commission (WPPDC) Public Participation Plan (PPP) establishes the policies, procedures, and strategies the WPPDC uses to engage residents, stakeholders, and partner agencies in planning within the West Piedmont Region.

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 West Piedmont Planning District 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. This PPP has been developed jointly with the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA).

WEST PIEDMONT PLANNING DISTRICT COMMISSION RESOLUTION APPROVING THE 2026 PUBLIC PARTICIPATION PLAN

WHEREAS, public involvement and participation are essential elements of the rural transportation planning process carried out by the West Piedmont Planning District Commission (WPPDC); 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 West Piedmont Planning District Commission (WPPDC) is one of 21 planning district commissions serving Virginia generally, and the West Piedmont Planning District, specifically, which comprises the counties of Franklin, Henry, Patrick, and Pittsylvania, as well as the cities of Danville and Martinsville. The WPPDC was formed in 1970 with the purpose being to “[P]romote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning, and encouraging and assisting governmental subdivisions to plan for the future” (WPPDC Charter Agreement).

WPPDC staff collect, analyze, and evaluate rural transportation data to inform Board of Commissioners decision-making; prepare agendas, materials, and planning documents for the Board of Supervisors and its committees; manage consultant-led studies; and administer the organization’s public involvement and Title VI processes. Staff review this plan periodically and recommend revisions as needed so that the WPPDC’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.

Board of Commissioners The West Piedmont Planning District Commission Board of Commissioners is the decision-making body of the WPPDC. Voting membership consists of 21 members, which includes three members each from the region’s four counties, two cities, and the Town of Rocky Mount. Two of each locality’s members include elected officials, while one is an appointed citizen.

Transportation Technical Advisory Committee

The Transportation Technical Advisory Committee (T-TAC) is the WPPDC’s standing forum for community input with regard to rural transportation. 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 TTAC is asked to review draft plans and programs, identify community concerns, advise on outreach approaches, and convey findings and recommendations to the WPPDC through the Executive Director. The following table includes T-TAC members, as well as their associations.

WPPDC Transportation Technical Committee (TTAC) Members	
Members	
Renee Burton	Danville City Representative
Shanika Williams	Danville City Alternate Representative
Steve Sandy	Franklin County Representative
Lisa Cooper	Franklin County Alternate Representative
Bryan McAlexander	Henry County Representative
Lee Clark	Henry County Alternate Representative
Hannah Powell	Martinsville City Representative
Vacant	Martinsville City Alternate Representative
Mike McGuinness	Patrick County Representative
Vacant	Patrick County Alternate Representative
Kelly Smith	Pittsylvania County Representative
Dave Arnold	Pittsylvania County Alternate Representative
Jessica Heckman	Rocky Mount Town Representative
Mark Moore	Rocky Mount Town Alternate Representative
At-Large Members	
Pam Cobler	Represents disabled citizens in PDC 12
Kimberly Mason	Represents disabled/senior citizens in PDC 12
Jim Adams, Chairman	Elected from WPPDC Board of Commissioners to serve as chair (non-voting)

Purpose

The purpose of this Public Participation Plan is to document the WPPDC’s responsibilities, goals, and strategies for engaging the public in transportation planning.

The WPPDC further recognizes that public participation improves the quality of transportation planning, programming, and decision-making. WPPDC 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 four recurring documents. Two guide transportation planning and programming: the Rural Long-Range Transportation Plan and the Rural Transportation Work Program. Two govern how the WPPDC engages the public: this Public Participation Plan and the Title VI Plan. The WPPDC also produces corridor studies, safety plans, and other special studies, each of which follows the engagement procedures established here.

Rural Long-Range Transportation Plan (RLRTP)

The RLRTP 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 addresses all modes of travel, such as vehicular, bike/ped, and transit. The RLRTP is the MPO planning document with the broadest and longest-lasting effect on the region, and it therefore heavily receives the WPPDC’s public engagement effort.

Rural Transportation Work Program (RTWP)

The RTWP comprises the WPPDC’s annual work plan and budget for rural transportation activities. It describes the transportation planning activities the WPPDC will carry out during the fiscal year, identifying tasks, schedules, funding sources and amounts, and the agency responsible for each activity. The RTWP 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 WPPDC’s framework for equitable public engagement. The PPP serves as the guidance document for how the WPPDC conducts public engagement and participation. The Title VI Plan, in contrast, demonstrates how the WPPDC 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 WPPDC’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 WPPDC conducts the outreach described in Section 3 of this plan.

Corridor Studies, Safety Plans, and Other Special Studies

The WPPDC periodically undertakes focused studies, such as corridor studies and grant-funded initiatives including the RAISE Grant. 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 West Piedmont Planning District 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 WPPDC uses to reach the public.

Public Meeting Locations and Guidelines

Location of Board of Commissioners, Committee, and Public Information Meetings

All regular and special meetings of the Board of Commissioners and the Transportation Technical Advisory Committee, and all public information meetings, are held at locations within the West Piedmont Planning District. Meeting locations are selected to be physically accessible in accordance with the Americans with Disabilities Act, to be served by public transit, where practicable, and to offer adequate parking. Meeting times are set to accommodate public attendance; the Board of Supervisors ordinarily meets in the early evening for this reason.

Public Comment Opportunity at Meetings

Every meeting of the Board of Commissioners 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 WPPDC 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 WPPDC 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 WPPDC provides public notice of all relevant meetings and of all major plans released for public review. Meeting notices cover regular, special, rescheduled, and relocated meetings of the Board of Supervisors 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 wppdc.org, distributed to the WPPDC'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 WPPDC's major documents — the RL RTP, RTWP, 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 WPPDC strives to approve the RL RTP every five years and amends it as regional priorities change. The RTWP 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 WPPDC's 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 Board of Supervisor and committee meetings	Adopted and published before January 1 of the applicable calendar year	WPPDC website, email notification list, and once in a newspaper of general circulation
Transportation Technical Advisory Committee and Citizens Advisory Committee regular meetings	7 calendar days	WPPDC 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	WPPDC 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	WPPDC website, email notification list, and once in a newspaper of general circulation; social media;
Major Document Approvals		
Rural Long-Range Transportation Plan approval (every five years)	30 calendar days	WPPDC website, email notification list, and once in a newspaper of general circulation; social media; hard copies will also be made available at the following locations: •
RTWP approval (annually)	14 calendar days	WPPDC 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	WPPDC website, email notification list, and once in a newspaper of general circulation; social media; targeted notice within the study area
Document Amendments		

LRTP amendments	30 calendar days	WPPDC website, email notification list, and once in a newspaper of general circulation
RTWP amendments		Board of Commissioners approval
Title VI Plan amendments	30 calendar days	WPPDC website and email notification list
Public Participation Plan amendments	45 calendar days	WPPDC 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

Amendments and Administrative Modifications

Not every revision to a plan 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 WPPDC uses to make that distinction. The WPPDC 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 WPPDC provides public access to its records, plans, meetings, and activities, and works to build public understanding of rural 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 region, with particular attention to areas identified in the Title VI Plan as having concentrations of traditionally underserved populations.

Access to Information

The WPPDC 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 wppdc.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.

Response to Public Input

WPPDC 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 RL RTP or another planning document, staff prepare a summary and analysis of the comments, together with the WPPDC'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 WPPDC 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 staff, Board of Commissioner 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
WPPDC website (wppdc.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

Communication Method	Description	Frequency / Usage
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.	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, Board of Commissioner 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 transit 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
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.

County/City	Category	Organization Name
Franklin	Disability	Disability Rights & Resource Center
Franklin	Community Action	STEP Inc.
Franklin	Housing	Habitat for Humanity Franklin County
Franklin	Behavioral Health	Piedmont Community Services
Franklin	Government Assistance	Franklin County DSS
Franklin	Community Action	NAACP of Franklin County
Henry County	Developmental Disability Services	ResCare Community Alternatives of VA SW
Henry County	Senior Services	Henry County Senior Services
Martinsville	Health	Bassett Family Practice
Martinsville	Senior/Cognitive Impairment	Edwards Adult Day Center
Martinsville	Senior Services	Southern Area Agency on Aging (SAAA)
Martinsville	Health/Public Health	West Piedmont Health District
Martinsville	Health & Wellness	Connect Health + Wellness
Martinsville/Henry	Disability	DRRC Martinsville Office
Martinsville/Henry	Veterans	All Vets
Martinsville/Henry	Community	Salvation Army
Martinsville/Henry	Food Assistance	Henry County Food Pantry
Martinsville/Henry	Disability Services	Disability Rights & Resource Center
Martinsville/Henry	Emergency Assistance	Salvation Army
Martinsville/Henry	Housing/Food Assistance	Grace Network
Martinsville/Henry	Homeless Services	Warming Center
Martinsville/Henry	Senior Support	Senior Networking Group
Martinsville/Henry	Youth	Boys & Girls Club Blue Ridge
Martinsville/Henry	Community Action	NAACP Martinsville-Henry Branch
Martinsville/Henry	Disability Services	Virginia Department for Aging and Rehabilitative Service
Martinsville/Henry	Medical	Piedmont Access to Health Services (PATHS)
Martinsville/Henry	Social Services	Martinsville-Henry County DSS
Patrick	Community Action	STEP Inc. Stuart Office
Patrick	Disability	DRRC Martinsville/Patrick Service
Patrick	Behavioral Health	Piedmont Community Services
Patrick	Government Assistance	Patrick County DSS
Patrick	Emergency Assistance	American Red Cross Local
Patrick	Housing	SERCAP
Pittsylvania	Community Action	Pittsylvania County Community Action
Pittsylvania	Disability	DRRC Service Area
Pittsylvania	Behavioral Health	DPCS
Pittsylvania	Housing	PCCA Section 8
Pittsylvania	Food	Gods Final Call and Warning Food Bank
Pittsylvania	Disability	The ARC of Southside
Pittsylvania	Social Services	Pittsylvania County DSS
Pittsylvania	Community Action	Pittsylvania Chapter NAACP
Rocky Mount	Housing	Habitat for Humanity Franklin County
Rocky Mount	Disability	DRRC
Rocky Mount	Community Action	STEP
Rocky Mount	Government	Franklin County DSS

Voluntary Demographic Data Received from the General Public

The WPPDC 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.

Section 5: Plan Evaluation, Amendment, and Recordkeeping

Periodic Review of Effectiveness

The WPPDC periodically reviews the effectiveness of this Public Participation Plan to confirm that it provides a full and open participation process.. Staff conduct this review at least once every three years, , and report the results to the Board of Commissioners. 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 WPPDC 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

WPPDC 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

WPPDC 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.

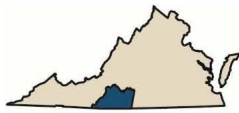
Comment No.	Date Received	Method Received	Summary of Comment	MPO Response and Disposition

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



West Piedmont Planning District Commission

Serving Franklin, Henry, Patrick, and Pittsylvania Counties - Cities of Danville and Martinsville - Town of Rocky Mount - Since 1970

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As part of its Title VI efforts and responsibilities, as well as to adhere to provisions within the Civil Rights Act of 1964, the West Piedmont Planning District Commission (WPPDC) 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

