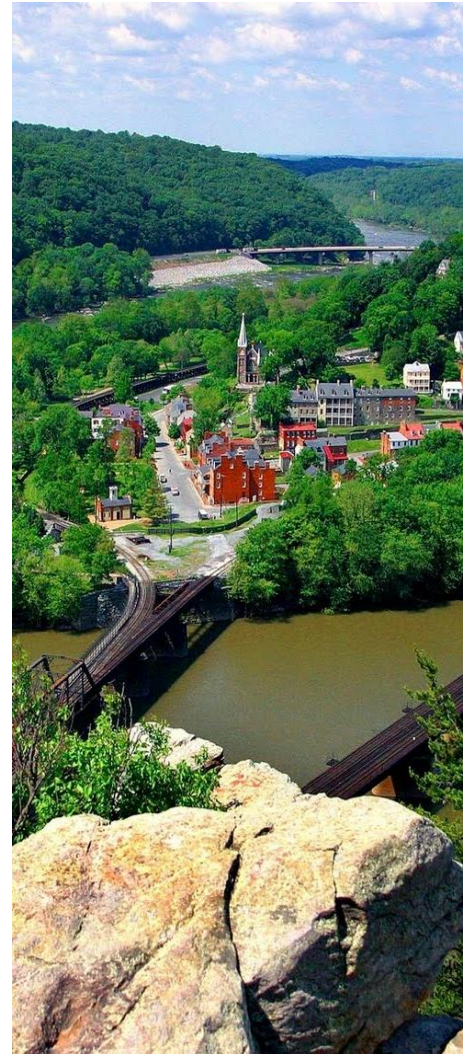




# HEPMPPO

## Public Participation Plan



Hagerstown/Eastern Panhandle MPO  
33 West Washington Street  
4th Floor, Suite 402  
Hagerstown, MD 21740  
Phone: 240-313-2080  
[www.hepmpo.net](http://www.hepmpo.net)

May 21, 2025



## Table of Contents

Resolution of Adoption.....	ii
Purpose of the Public Participation Plan.....	1
HEPMPO History .....	1
Public Participation Procedures .....	2
Federal Requirements.....	2
Participation Plan .....	3
Open Meetings.....	3
Availability of Information .....	4
Public Notification and Participation Procedures.....	4
Visualization Techniques.....	5
Response to Public Comments .....	5
Specific Participation Strategies.....	5
1. Access to Information .....	5
2. Involvement and Education Strategies .....	10
Public Participation Processes for Major Transportation Planning Documents.....	15
Amendments to the Public Involvement Process.....	17
Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP) .....	18
Title VI Policy Statement.....	19
Contact.....	19

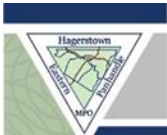
**Appendix A: Public Information Act Request Regulations**

**Appendix B: HEPMPO Resource Agencies**

**Appendix C: Memorandum of Understanding between HEPMPO and Franklin County, PA**

**Appendix D: Memorandum of Understanding between HEPMPO and Winchester-Frederick County MPO, VA**





## Resolution of Adoption



**Hagerstown/Eastern Panhandle Metropolitan Planning Organization**  
33 W. Washington St., 4th Floor, Suite 402, Hagerstown, MD 21740  
Phone: 240-313-2080, Fax: 240-313-2084  
www.hepmo.net

### RESOLUTION NUMBER 2025-14

#### A RESOLUTION BY THE HAGERSTOWN/EASTERN PANHANDLE METROPOLITAN PLANNING ORGANIZATION (HEPMPO)

#### ADOPTING THE PUBLIC PARTICIPATION PLAN (PPP)

#### RECITALS

**WHEREAS**, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) developed the Public Participation Plan in accordance with Infrastructure Investment and Jobs Act (IIJA) requirements; and

**WHEREAS**, the Public Participation Plan was developed to outline the public involvement in the metropolitan transportation planning and decision-making process; and

**WHEREAS**, the Public Participation Plan was made available to the public for review and comment in accordance with U.S. Code of Federal Regulations §450.316(a)3; and

**WHEREAS**, the Technical Advisory Committee has reviewed and recommended Interstate Council adoption of Resolution 2025-14 approving the Public Participation Plan.

**WHEREAS**, the Interstate Council of the MPO has completed its review and has determined that the final document has met all of the aforementioned items.

**NOW, THEREFORE, BE IT RESOLVED** that the Hagerstown/Eastern Panhandle Metropolitan Planning Organization formally adopts the Public Participation Plan.

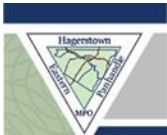
PASSED AND DULY ADOPTED this 21<sup>st</sup> day of May 2025.

HAGERSTOWN/EASTERN PANHANDLE  
METROPOLITAN PLANNING ORGANIZATION

By

Elaine Bartoldson, Chair

Attest: Debra Sue Eckard



## Purpose of the Public Participation Plan

The Public Participation Plan demonstrates the Hagerstown/Eastern Panhandle Metropolitan Planning Organization's (HEPMPO) commitment to open communications and an accessible regional transportation planning process. HEPMPO understands the importance of early and continued involvement of the public, relevant public agencies and stakeholders by providing reasonable access to information, timely public notices and full public access to key decisions in the development of the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

The Public Participation Plan serves as a guidebook for the public to engage in the transportation planning and decision-making process. It provides an overall framework for public involvement procedures including the following sections:

- [HEPMPO History](#) identifies the mission and role in an historic context.
- [Public Participation Procedures](#) identifies the federal requirements, decision-making board and committees, outreach techniques and how HEPMPO responds to public comments.
- [Specific Participation Strategies](#) provide an overview the HEPMPO website, how to submit comments, newspaper and social media announcements, and outreach activities.
- [Participation Processes for Major Transportation Planning Documents](#) identifies the public participation plan process for the development of the short and long-range planning documents and the HEPMPO work plan.
- [Americans with Disabilities Act \(ADA\) and Limited English Proficiency \(LEP\)](#) provides procedures to obtain assistance for meetings and materials.
- [Title VI Policy Statement](#) is the adopted policy of the HEPMPO Interstate Council.

## HEPMPO History

The urban transportation planning process administered by Metropolitan Planning Organizations was born in the Federal Aid Highway Act of 1962, which required all federally assisted projects in urban areas with a population over 50,000 to be the product of a continuing, comprehensive and cooperative planning process, commonly referred to as the 3C planning process. The US Census Bureau, after each decennial census, uses data collected to determine the boundaries of Urban Areas (UA's).

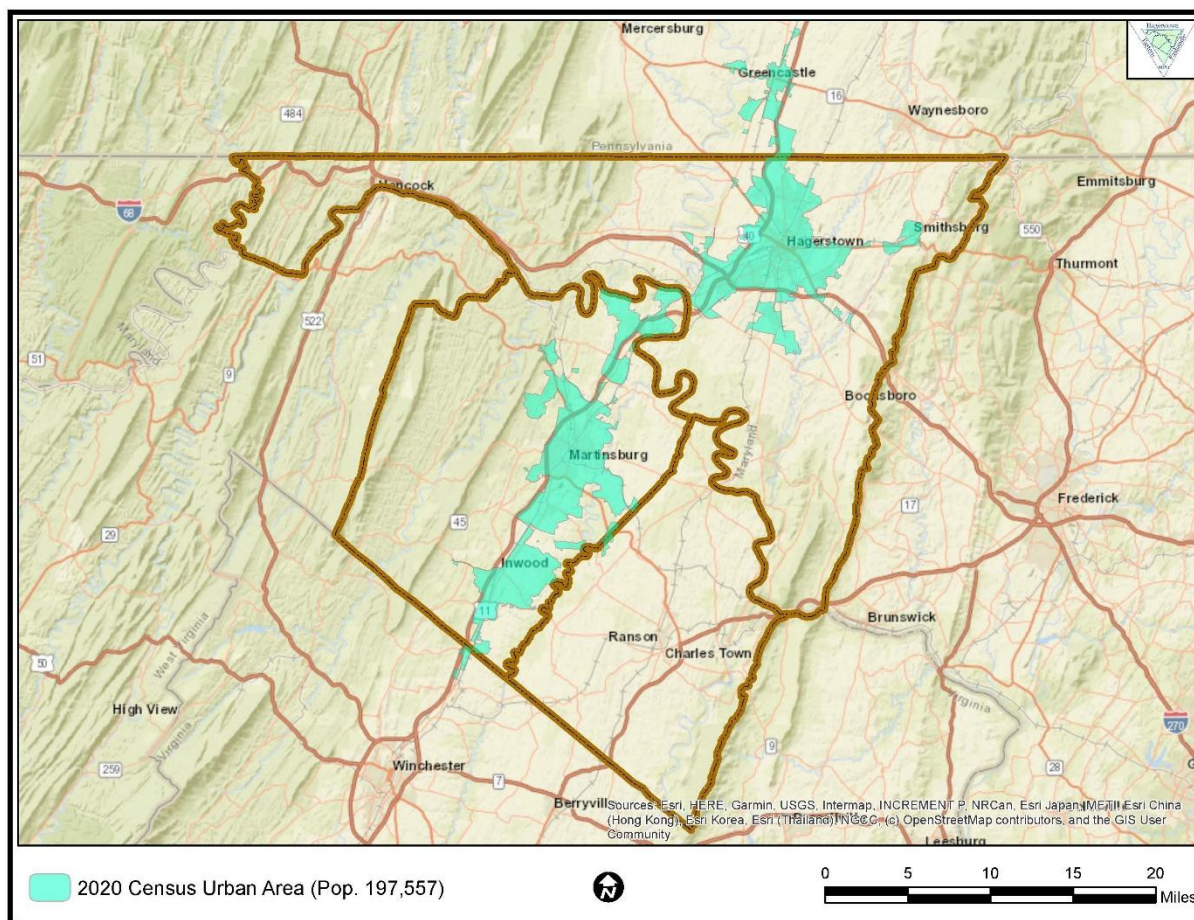
The HEPMPO is the federal and state designated regional transportation planning body for the urban area in Berkeley and Jefferson Counties in West Virginia; Washington County, Maryland, a small portion of Franklin County, Pennsylvania and a small portion of Frederick County, Virginia. HEPMPO was organized in 1996 as an expansion of the Hagerstown Area Metropolitan Planning Organization. The HEPMPO coordinates the federally mandated transportation planning process in the Hagerstown, MD-WV-PA-VA Urban Area, a designation resulting from the 1990, 2000 and 2010 Census. The urban area was expanded in 2020 and now includes a small portion of Frederick County, VA. As per the agreement with Franklin County, PA ([Appendix C](#)) and Winchester-Frederick County MPO, VA ([Appendix D](#)) the HEPMPO planning area does not include the PA or VA portions of the urban area.

### HEPMPO Mission

Provide a cooperative forum for regional collaboration, planning and public decision-making for short and long-term solutions that support mobility needs, economic development, environmental sensitivities, and multimodal connectivity for a safe, secure and efficient transportation system.

HEPMPO develops the LRTP and TIP by bringing together key decision-makers to coordinate planning and funding for the region's transportation system. They also develop an annual work plan and budget called the Unified Planning Work Program (UPWP) that includes a variety of studies and multi-modal projects. They rely on advisory committees and participation from the public and interested parties in order to make informed decisions. The Public Participation Plan supports this process and builds upon previous efforts and experiences designed to encourage participation and provide reasonable opportunities for citizens and other interested parties to be involved with the metropolitan planning process.

### HEPMPO Urban and Metropolitan Planning Areas

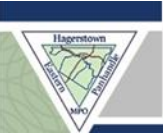


## Public Participation Procedures

### Federal Requirements

The current federal transportation bill, "Infrastructure Investment and Jobs Act" (IIJA), signed into law on November 15, 2021, contains specific language outlining federal requirements regarding public involvement processes and procedures. In general, the IIJA legislation is built upon previous transportation legislation (MAP-21 and FAST Act) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public involvement activities. IIJA Legislation requires metropolitan planning organizations to provide citizens, affected public agencies,





representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

Public participation is an essential part of the transportation planning process and provides unique insights for producing meaningful products. HEPMPO's objectives focus on improving the public participation process by engaging people and organizations early and often with a variety of methods to improve the decision-making process. The participation activities discussed in this plan represent a process that meets the federal requirements and gains valuable input throughout the transportation planning process.

### Participation Plan

The components of this Participation Plan are included in the development, adoption, and amendment of the metropolitan transportation plans (LRTP and TIP). The Participation Plan will be monitored and reviewed to evaluate its effectiveness. The strategies identified in this plan are intended to result in well-attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region.

### Open Meetings

All HEPMPO meetings are open for the public to attend. This includes the meetings of the following bodies:

- **HEPMPO Interstate Council (ISC):** HEPMPO's decision making body of the organization. The group is comprised of representatives of the respective State departments of transportation, public transit operators, and local elected officials.
- **HEPMPO Technical Advisory Committee (TAC):** provides technical oversight, assistance and recommendations to the Interstate Council.
- **Air Quality Advisory Committee (AQAC):** an ad hoc sub-committee of the TAC charged to provide oversight of the transportation conformity process.
- Other working and advisory committees as needed for the ISC.

### HEPMPO

### Public Participation Plan Objectives

- ✓ *Create a process that will improve and increase participation in the transportation planning process by all stakeholders*
- ✓ *Provide for early involvement with adequate public notices to ensure opportunities to participate in key decisions*
- ✓ *Communicate effectively and provide clear and open access to information*
- ✓ *Encourage involvement in the planning process from diverse perspectives*
- ✓ *Promote a process that reflects the values of the communities that HEPMPO serves*
- ✓ *Respond with meaningful consideration to public input and feedback*



Opportunities for public comment are included on each meeting agenda. Since issues often pass from the TAC to the ISC, there will often be two opportunities to comment on issues. Due to the multi-state structure of HEPMPO, meetings are held throughout the region. Based on the location of the meetings, the appropriate State (MD or WV) "open meetings law" will be followed.

Meeting dates, times, and locations will be advertised in regional newspapers fourteen (14) days prior to the meeting date. In addition to newspaper ads, meeting notifications will be posted to the HEPMPO's website at [www.hepmo.com](http://www.hepmo.com) and Facebook page at [www.facebook.com/HEPMPO](https://www.facebook.com/HEPMPO).

#### Availability of Information

HEPMPO staff will make written materials provided to committees available to the public upon request. HEPMPO will comply the Washington County regulations concerning Public Information Act Requests (**Appendix A**). Appropriate charges for copies and research will apply as outlined in **Appendix A**. All such materials are available for viewing at HEPMPO offices at no cost.

#### Public Notification and Participation Procedures

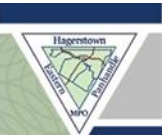
A variety of public notification and participation procedures will be used to encourage the early and continuous involvement of citizens, jurisdictions, communities, and other interests in the planning process and the decisions and actions of the HEPMPO. They will include but not be limited to the following:

- Public notices will be used to inform the general public and media of upcoming input opportunities.
- HEPMPO will conduct a public comment period prior to the adoption of a new LRTP, TIP or UPWP.
- The HEPMPO web page ([www.hepmo.com](http://www.hepmo.com)), will include information about HEPMPO transportation responsibilities, plans, programs, committees, and meetings.
- For special studies, HEPMPO will attempt to include public outreach where appropriate, and/or partner with local jurisdictions, conduct surveys, hold public meetings, etc. for public comments.
- Meetings will be held in facilities that are accessible to persons with disabilities.

#### *HEPMPO Sample Public Notice for a New TIP*

##### Public Notice

The Hagerstown/Eastern Panhandle Interstate Council hereby notifies all interested persons that the proposed FY 2025-2028 Transportation Improvement Plan (TIP) for the Hagerstown, MD-WV-PA-VA Urban Area, that is in Washington County, MD and Berkeley and Jefferson counties, WV, is available for comment and review. The proposed TIP identifies more than \$100 million in projects for highway, transit and other related transportation services that are planned to be constructed or implemented over the next four years throughout the metropolitan area. This public participation process for the Transportation Improvement Program also serves to meet the Federal Transit Administration public participation requirements for the Maryland Transit Administration and Eastern Panhandle Transit Authority's Program of Projects (POP). Copies of the draft TIP are available online at the website [www.hepmo.net](http://www.hepmo.net); on display at the Washington County Free Library-Hagerstown, the Martinsburg-Berkeley County Library, the Charles Town Library; and the HEPMPO offices. The public comment period will begin on Friday, April 12, 2024 and end on Tuesday, May 14, 2024. Written comments may be mailed to the HEPMPO's office (33 W. Washington St., Suite 402, Hagerstown, MD 21740), sent via email to [mmullenax@hepmo.net](mailto:mmullenax@hepmo.net) or submitted on-line at [www.hepmo.net/contact](http://www.hepmo.net/contact). Only written comments will be accepted. Questions should be directed to Matt Mullenax at (240) 313-2081.



### Visualization Techniques

HEPMPO will strive to improve our planning process to maximize its use of various visualization techniques to help inform the public and convey pertinent information concerning transportation plans, projects, and programs. Appropriate methods include, but are not limited to, static maps, interactive GIS demonstrations, model simulations, photographs, and artist renderings. For each plan, project, or program, HEPMPO will endeavor to utilize the best techniques available to inform the public.

### Response to Public Comments

HEPMPO will acknowledge when public comments are received for the LRTP, TIP, UPWP and any other special study, and provide meaningful responses. The responses will be summarized along with any related key decision. Responses to comments will be made in a timely manner before decisions are made or plans and programs are adopted by the ISC. Final comments and responses will be kept on file, available for public review and documented as part of the plan, program, or other special study as adopted.

### Specific Participation Strategies

The HEPMPO intends to maximize the public's comment and input in the metropolitan transportation planning process. It is important to have participation from a wide array of participants. Therefore, HEPMPO will work to ensure that all interested and affected parties have an opportunity to participate in the planning process. Every reasonable attempt to reach all those interested or affected by the plans and programs of the MPO.

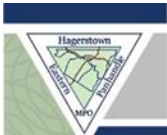
The activities described in this section will be used together or separately to incorporate public involvement in all HEPMPO metropolitan transportation planning processes, including the development of the LRTP, TIP and UPWP. The activities are designed to inform the public regarding opportunities to provide input into and expand the public's perception of transportation needs or deficiencies. This plan represents an improved effort of public inclusion, outreach and engagement and is consistent with the expectations of public involvement and participation per federal guidelines.

The two major categories of public involvement activities are (1) Access to Information and (2) Involvement and Education Strategies. These categories and their individual components are discussed separately below:

#### 1. Access to Information

The transportation planning documents can be very complex and technical, and at times difficult to develop a complete understanding. HEPMPO recognizes the participation strategies should be appropriate for gathering public input and opinions of people with varying amount of available time and interest. To simplify the access of various transportation-related documents, HEPMPO utilizes their website, local newspapers and social media as outreach strategies to keep the public interested, informed and involved.

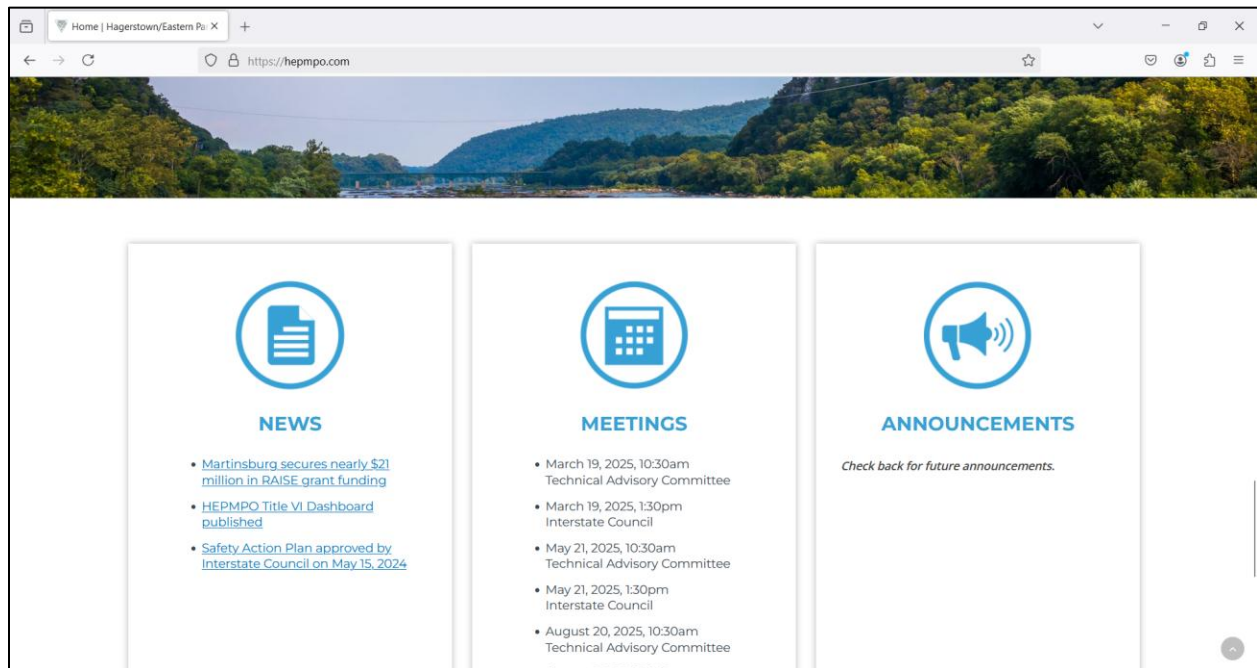




### HEPMPO Website

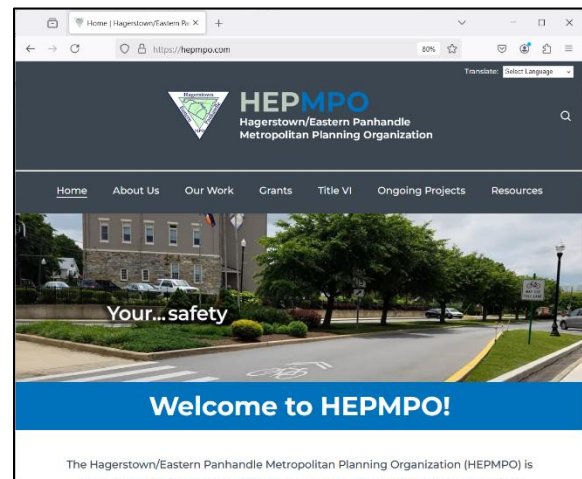
HEPMPO's website ([www.hepmo.com](http://www.hepmo.com)) is the primary source for comprehensive information on current activities and regional transportation planning issues. The website was revamped in 2023 and now meets different web-content accessibility guidelines. The homepage provides the latest news and articles of transportation related newsfeeds and a list of upcoming public meetings.

### HEPMPO Website "Latest News and Upcoming Meetings"



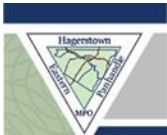
A key opportunity for the public to share their thoughts and ideas is during the public review and comment periods for the LRTP, TIP, air quality conformity determination and the UPWP. Federal regulations require a minimum of at least 30 days before key decisions are made and the documents are adopted. The current plans for each of these are located under the *"Transportation Planning"* link on the website.

Information necessary for the public to understand and comment on each document will be released for review. Examples may include readable, public-friendly executive summary, flyers, surveys, full draft report or links to project or sponsor websites.



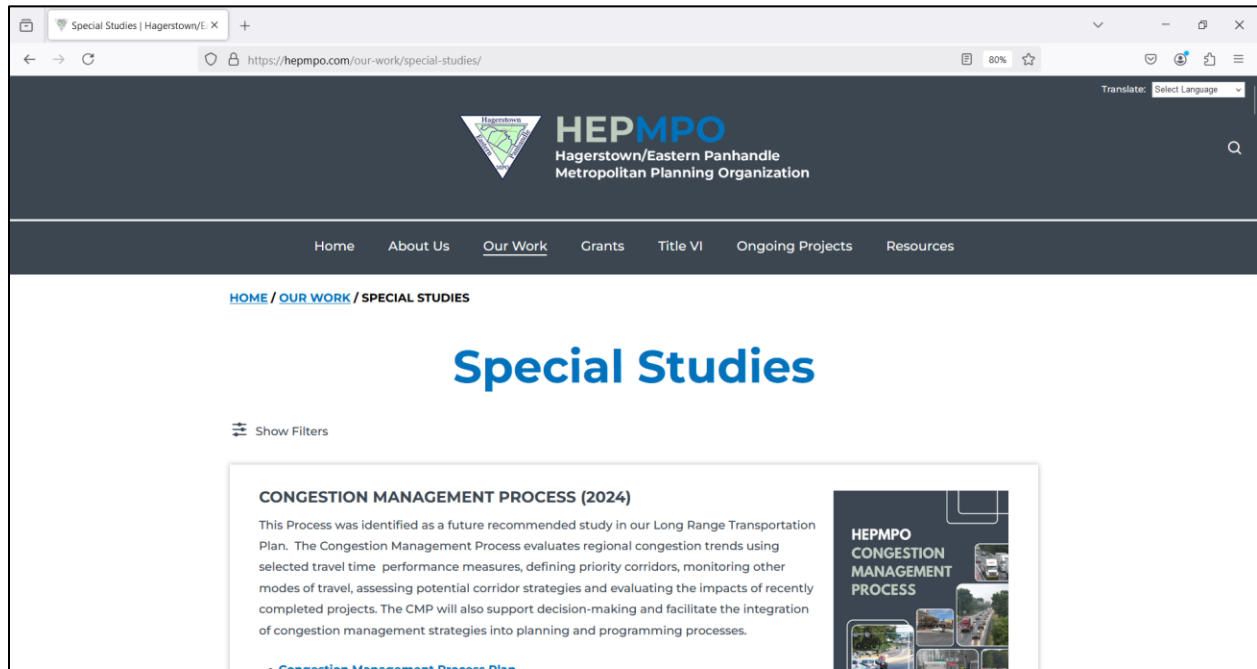
Other information posted on the HEPMPO website for public information includes the following:

- ✓ *Organization* – roles and members of the HEPMPO Interstate Council and committees

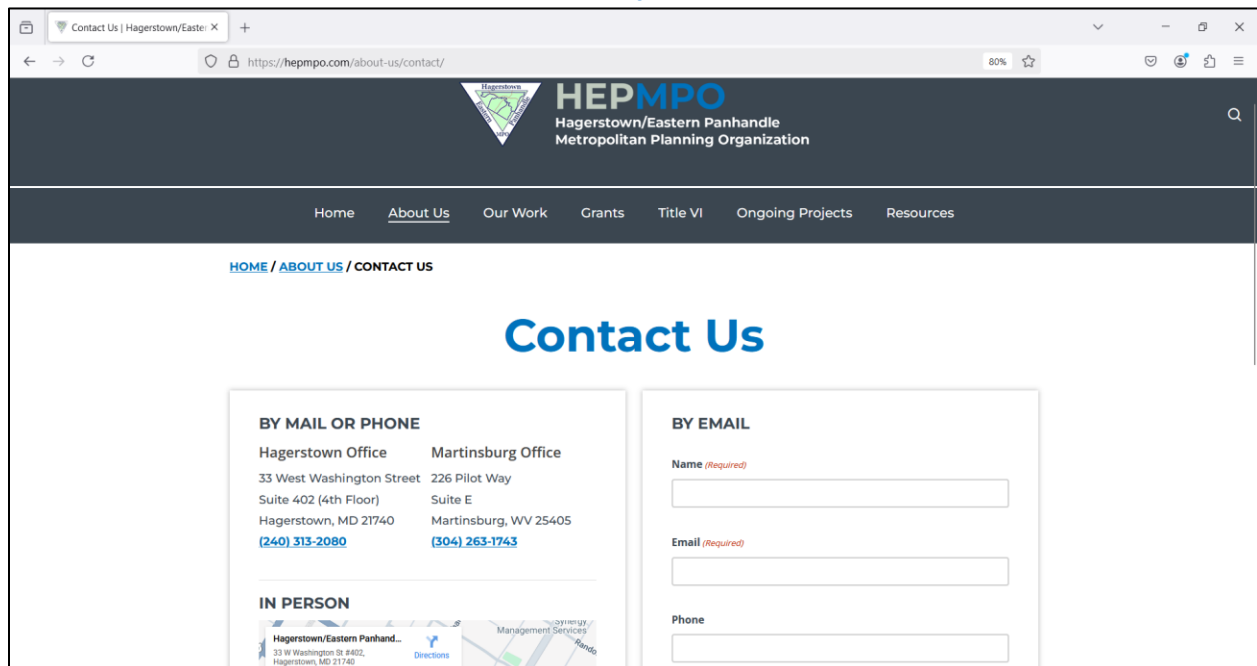


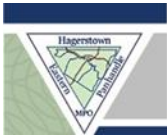
- ✓ [Special Studies](#) – the latest information on special studies sponsored by HEPMPO
- ✓ [Archives](#) – HEPMPO meeting minutes and archived planning documents
- ✓ [Links](#) – transportation links to HEPMPO planning partners
- ✓ [Contact](#) – HEPMPO contact information and site to submit public comments

### [Links to HEPMPO's Special Studies](#)



### [HEPMPO Contact Link for Public Comments](#)





## HEPMPO Interactive TIP Tool

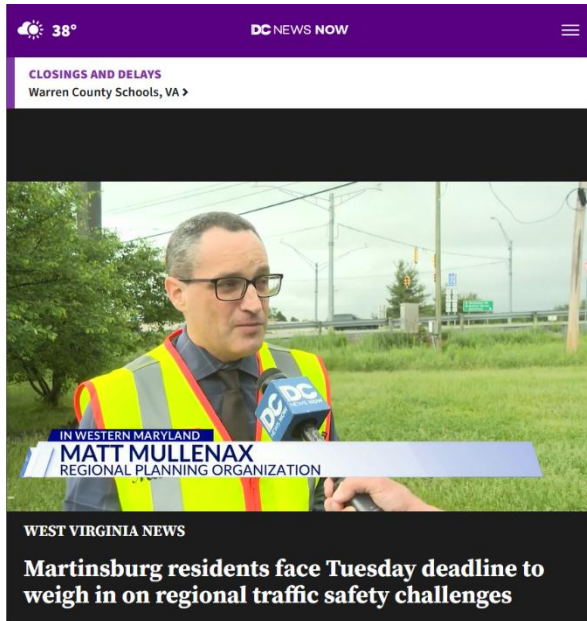
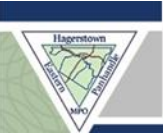
HEPMPO's online Transportation Improvement Program (TIP) interactive map and database offers a reliable and streamlined internal database management system, as well as a public access portal, for the sharing of information within the TIP. The public site (<http://hepmo.eointeractive.com/>) allows for easy searching of projects based upon a number of search criteria and simple display of the results. Additionally, an interactive map is featured so projects may be located and viewed within a geographic context. HEPMPO incorporates amendments and administrative modifications/adjustments into the TIP Tool on a continuous basis.

MPO ID	State	County	Lead Agency	Project Title	Programmed Total Cost
B2024-17	West Virginia	Washington County	WV DOT	2024 D5 Guardrail Project	\$520,001
WVT2024-01	West Virginia	Washington County	EPTA	5307 Bus Replacement	\$900,001
WVT2024-02	West Virginia	Washington County	EPTA	5307 Operating Commuter Service	\$1,590,000
B2024-03	West Virginia	Berkeley County	WV DOT	Arden-Nollville	\$1,312,166
W2023-04	Maryland	MD Transit	MD DOT	Areawide Bridge Replacement & Rehabilitation	\$55,450,000
W2023-06	Maryland	MD Transit	MD DOT	Areawide Congestion Management	\$14,300,000
W2023-01	Maryland	WV Transit	MD DOT	Areawide Environmental Projects	\$22,800,000
W2023-03	Maryland	WV Transit	MD DOT	Areawide Resurfacing & Rehabilitation	\$98,500,000
W2023-02	Maryland	MD Transit	MD DOT	Areawide Safety & Spot Improvements	\$50,344,000

Primary Project Type	Number of Projects	Total Funding (\$000s)
Active Transportation	2	\$867,890
NA	119	\$699,079,708
Planning	1	\$2,750,000
Transit	1	\$1,726,456
<b>Total</b>	<b>123</b>	<b>\$704,424,054</b>

MPO ID	State	County	Lead Agency	Project Title	Programmed Total Cost
B2024-17	West Virginia	Washington County	WV DOT	2024 D5 Guardrail Project	\$520,001
WVT2024-01	West Virginia	Washington County	EPTA	5307 Bus Replacement	\$900,001
WVT2024-02	West Virginia	Washington County	EPTA	5307 Operating Commuter Service	\$1,590,000
B2024-03	West Virginia	Berkeley County	WV DOT	Arden-Nollville	\$1,312,166
J2019-05.06	West Virginia	Washington County	WV DOT	Armory Canal Trail	\$196,299





### Media Coverage

HEPMPO will, to the extent feasible, work to develop and maintain a strong relationship with the print and broadcast media. HEPMPO recognizes the media as a valuable link to promote and motivate public involvement in the transportation planning process.

Specifically, HEPMPO will provide meeting information to local newspapers as well as radio/television providers. This activity is intended to spur a certain amount of visibility and coverage regarding HEPMPO business. The primary newspapers for media announcements include:

- **The Journal** (Martinsburg, WV)  
<http://www.journal-news.net/>
- **Herald Mail Media** (Hagerstown, MD)  
<http://www.heraldmillmedia.com/>

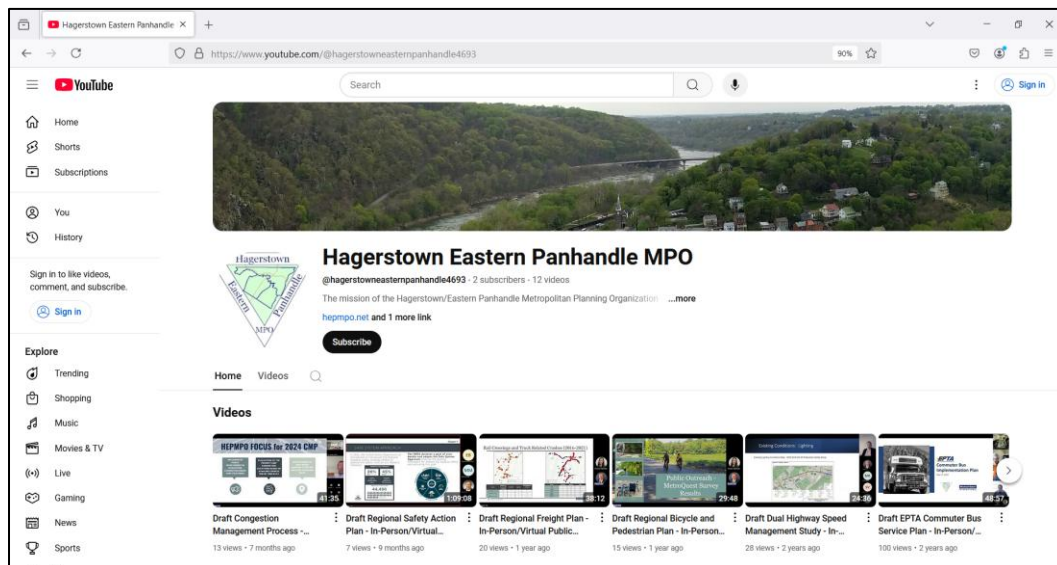
As opportunities and topics arise, HEPMPO will seek to gain public awareness by working with the local television stations to obtain appropriate coverage of activities. Examples may include interviews with DCNewsNow ([www.dcnewsnow.com](http://www.dcnewsnow.com)), news articles, radio interviews, letters to the editor, and other sources as necessary.

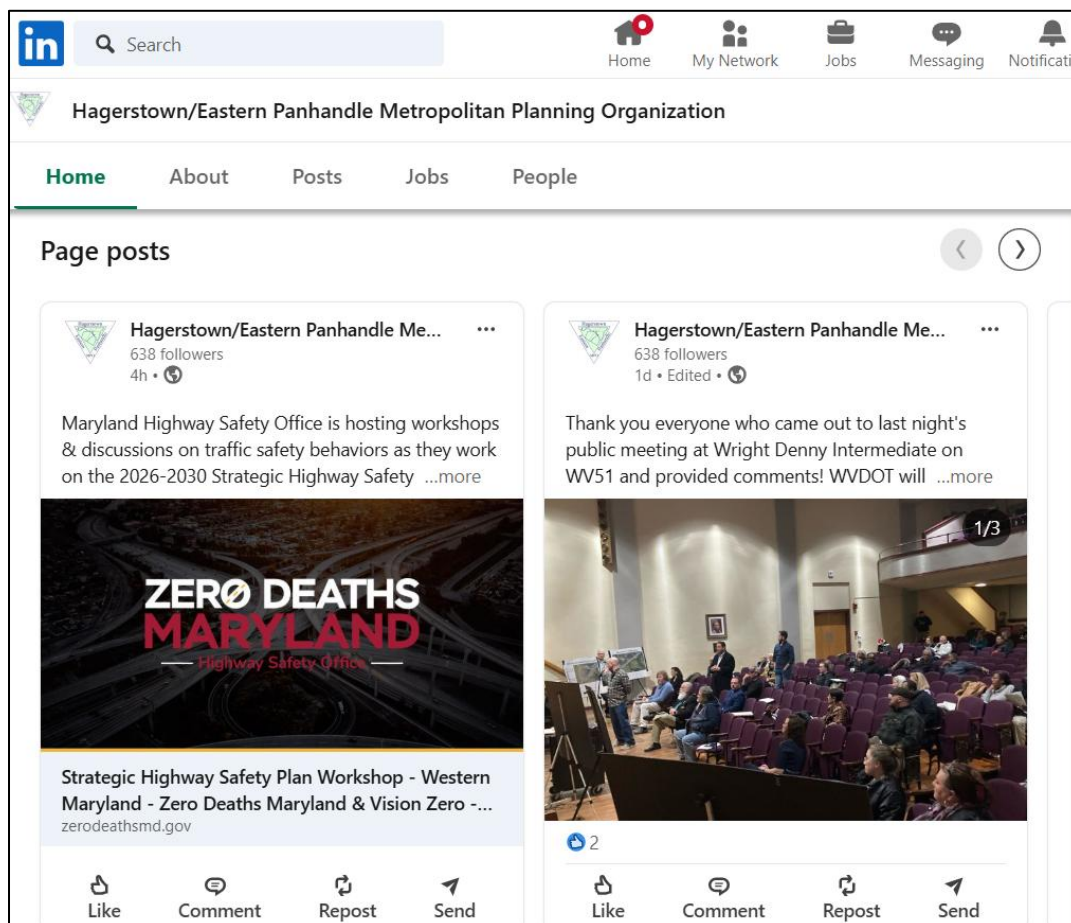
### Social Media

HEPMPO recognizes the value of social media in the public involvement process. HEPMPO maintains a social media presence on Facebook ([www.facebook.com/hepmo/](http://www.facebook.com/hepmo/)) to announce meetings, events, public comment periods, the release of key publications and to share relevant information. HEPMPO also maintains social media presence through its YouTube channel and LinkedIn page.

Social media is strictly used for information and announcements. HEPMPO reserves the right to not respond to every post. Submitting formal comments to the planning process, public surveys or during the timeframe of a public comment period for a specific project must be made through the HEPMPO website ([www.hepmo.com/about-us/contact/](http://www.hepmo.com/about-us/contact/)).







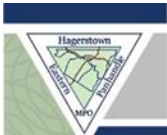
## 2. Involvement and Education Strategies

HEPMPO is aware that there is a need to increase public awareness of both the role of HEPMPO and the metropolitan transportation planning process. The community involvement and education components are designed to achieve a wide recognition of HEPMPO's mission in the community, and to enhance the community awareness that an open door exists to participate in the process. To achieve these goals, HEPMPO regularly works in partnership with community organizations and performs public outreach to increase awareness and seek valuable input on HEPMPO activities.

### Community Organizations

HEPMPO collaborates with state and local governments, public agencies, private sector representatives, and transit operators that serve on committees or advisory groups. In addition, HEPMPO ensures a variety of interests are represented and heard by partnering with community agencies and organizations to participate in the transportation planning process. These community and resource agencies have an important role addressing environmental, business and civic interests as they relate to regional transportation matters. Organizations representing minority, low-income and disabled groups and other interested parties are consulted and engaged to gain their input and views. [Appendix B](#) of this document identifies the key organizations, which is updated on a continuous basis as new organizations partner with HEPMPO.





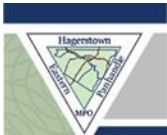
### Public Outreach Activity

HEPMPO performs outreach activities to encourage more effective participation in the transportation planning process. Outreach activity simply means being more visible in the community. HEPMPO has performed various activities to solicit additional public input by attending meetings of other organizations, giving presentations to groups and citizens and conducting public surveys. The use of surveys has proven very successful. The examples below show HEPMPO outreach efforts to target specific users through print media coverage, a hybrid virtual/in-person public meeting, an on-line survey and a radio/YouTube interview. Along with the release of a survey, HEPMPO will advertise on their website and release a printed announcement providing the purpose and web links to make it easy for the public to participate.

In addition to traditional surveys, HEPMPO utilized intercept surveys during the Long Range Transportation Plan Update. Intercept Surveys are a focused public comment tool during which a field representative of HEPMPO elicits public comment on the spot at pre-selected geographic locations (i.e. libraries, transit centers). The Intercept Survey is an effective tool at reaching traditionally disadvantaged populations in the metropolitan transportation planning process. Intercept Surveys are conducted utilizing electronic tablets that contain the same survey as is posted on the HEPMPO website.

### Samples of HEPMPO Public Outreach Activities





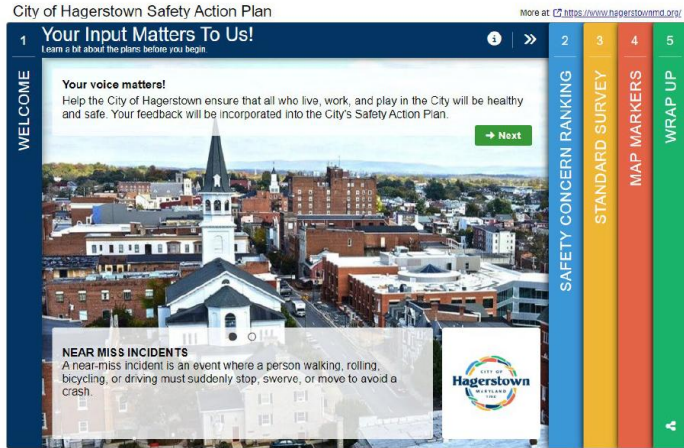
# 03

## Survey Results



1,927 Respondents

- Opened – September 4th
- Closed – October 4th



Safety Action Plan

Michael Baker  
INTERNATIONAL

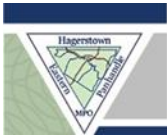
## Intercept Survey

- Survey teams deployed in Hagerstown, Martinsburg and Charles Town



DIRECTION

Michael Baker  
INTERNATIONAL



YouTube

Search

## Project Activities

- Bi-weekly Progress Meetings
  - Key Stakeholders
- Public Survey – 228 Participants
  - Interest in taking this service
  - Preferred morning and afternoon departure times
  - Home and work ZIP codes
  - Start and end of the workday
  - Impact of COVID-19 on commuting patterns
  - Deciding factors for choosing to take the commuter service
  - Current transit usage.

Would you take advantage of this commuter bus service?

Response	Percentage
Yes	78%
No	22%

Draft EPTA Commuter Bus Service Plan - In-Person/Virtual Public Meeting (May 19, 2022)

YouTube

Search

**ROB MARIO**  
HOST

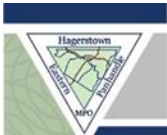
**BILL STUBBLEFIELD**  
CO-HOST

**MARIA LORENSEN**  
CO-HOST

**ELAINE BARTOLDSSEN & MATT MULLENAX**  
EXECUTIVE DIRECTOR OF EPTA & EXECUTIVE DIRECTOR OF HEPMPO

EPT: Elaine Bartoldsen Executive Director EPTA & Matt Mullenax Executive Director HEPMPO (6.12.2024)





## Public Participation Processes for Major Transportation Planning Documents

HEPMPO holds meetings throughout the year to address transportation issues and to deliberate on the strategies, projects, plans and programs that HEPMPO oversees. They include ISC open meetings, TAC Committee meetings and public hearings. The public hearings are intended to share information and obtain feedback on various plans and projects prior to ISC action to approve or adopt specific actions. The calendar for upcoming meetings and other public events is posted on the HEPMPO website at [www.hepmo.com](http://www.hepmo.com).

The major transportation planning documents are required by federal regulations and have to meet federal and state guidelines that include public input to the transportation planning process. These documents include:

- ✓ *Long Range Transportation Plan (LRTP)* – The transportation plan updated every five years resulting from regional collaboration and consensus within the HEPMPO three-county transportation system that serves as the defining vision for region's multi-modal transportation systems and services. The plan indicates all of the transportation improvements scheduled within the projected funding constraints over the next 20 years.
- ✓ *Transportation Improvement Program (TIP)* – The short term action plan updated every two years by HEPMPO that lists approved FHWA / FTA funded projects for the region within the next four year period.
- ✓ *Air Quality Conformity Determinations* – Process to assess the compliance of the HEPMPO LRTP and TIP or regionally significant project with state air quality implementation plans. The conformity determination is performed with every update to the LRTP and TIP and is federally regulated by the Clean Air Act.
- ✓ *Unified Planning Work Program (UPWP)* – The management plan for the HEPMPO planning program. The work program is updated annually and coordinates the planning activities of all participants in the transportation planning process.

Amendments of the approved TIP that occur off-cycle that are deemed by the HEPMPO as "*Administrative Changes*" are not subject to a formal public notification process. Input will be accepted but not solicited. An amendment to the adopted plans and programs may be considered an "administrative modification" or an "adjustment" based on any of the following criteria:

- To correct a non-substantive clerical error,
- Changes in funding levels are less than ten (10) million dollars and project is within a STIP grouped project category,
- The affected project/s are not regionally significant and exempt from transportation conformity requirements,
- Changes the funding type, but overall funding levels remain constant or do not exceed the requirement prior,



- Any other changes approved by the ISC that meet the criteria of an administrative amendment.

Amendments to the TIP, LRTP or UPWP that have regional significance as defined by the ISC, will be subject to the public participation process as defined in the next section.

### *Public Participation Process*

HEPMPO understands the importance of the public participation process and is committed to providing easy access to transportation planning documents and timely notice of upcoming events and decision-making meetings of its governing board (ISC). The planning documents produced by HEPMPO provide key information that the public will need to make more informed contributions to the transportation planning process.



Attempts will be made to employ appropriate visualization techniques to describe the plans. This could include any combination of maps, photographs, project descriptions, charts, etc. that are presented at public hearings, meetings, or used as displays directed at informing stakeholders and the public.

For the major transportation documents, HEPMPO strives to meet and exceed the federal guidelines. The public participation process includes the following activities:

- ✓ All meetings and events will be governed by the respective Maryland and West Virginia Open Meetings and Public Information Acts.
- ✓ Conduct meetings and consult with stakeholders identified in [Appendix B](#) and other interested parties. Summaries of the meetings and consultations will be included in the plan document.
- ✓ Public advertisements of ISC and TAC meetings will be published in primary newspapers 14 days prior to date of meetings.
- ✓ The review and comment period will be at least 30 days for the adoption of major transportation planning documents. If the final version of any major transportation planning document differs significantly from the version made available for public comment, HEPMPO will provide additional opportunity for public comment.
- ✓ All comments received by HEPMPO will be reviewed at the ISC meeting prior to adoption and included as an appendix with a meaningful response in the appropriate document.
- ✓ HEPMPO will coordinate with the statewide transportation planning public involvement and consultation processes throughout the development and revision of major transportation planning documents.
- ✓ TIP amendments, revisions to the UPWP and LRTP amendments will have a minimum 14-day public comment period.

- ✓ For the LRTP and any accompanying air quality conformity determination, one public meeting will be conducted in each county prior to adoption. The draft documents will be available on the HEPMPO website, in public libraries of each county's seat and at the HEPMPO offices.

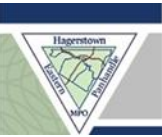


## Amendments to the Public Involvement Process

In accordance with federal guidance (CFR 450.316(a)3), HEPMPO establishes a public comment period of forty-five (45) days before revision or implementation of the public involvement process. Significant revisions to the basic procedures contained herein will require a comment period before such revisions may be utilized. However, activities which will enhance the opportunity for public comment, as outlined by the basic procedures herein, shall not be considered revisions subject to public comment. Draft documents will be made available for public review at the MPO website, all county seat libraries, and HEPMPO's regional offices in Hagerstown, MD and Martinsburg, WV.

Written comments on these procedures will be accepted via mail, e-mail, Interstate Council open meetings and TAC meetings. All comments received on the public involvement process will be responded to by the HEPMPO prior to implementation of the public involvement process. All comments and responses will be maintained until implementation or until HEPMPO conducts a periodic review of the effectiveness of the procedures. In order to help assure that the process is effective in providing full and open access to all, HEPMPO will review the specifics of these procedures at least once every three (3) years. Final adopted documents will be posted to the HEPMPO website (<http://www.hepmo.com/our-work/transportation-planning/>).





## Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP)

The American with Disabilities Act (ADA) is federal legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities. Limited English proficiency (LEP) is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language. To have an opportunity to participate effectively in or benefit from any aid, service or benefit, people with LEP must communicate in their primary language.

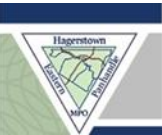
Meetings and hearings, which are open for public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting locations will be convenient and ADA accessible. In addition to general meetings, events and activities, reasonable efforts will be made to reach those who are particularly affected. ADA and LEP assistance or alternative formats of this publication are available upon request. Please allow at least seven working days for preparation of the material.

### **HEPMPO ADA and LEP Coordinator**

Mr. Matthew Mullenax

Phone (240) 313-2081 or

Email: [mmullenax@hepmo.net](mailto:mmullenax@hepmo.net)



## Title VI Policy Statement

On January 15, 2025, HEPMPO Interstate Council adopted a “Title VI Plan to Ensure Nondiscrimination in all Programs and Activities,” which was developed to document the efforts HEPMPO undertakes on a continual basis to ensure compliance with Title VI and related statutes regarding nondiscrimination and environmental justice. The Plan includes a Title VI Policy Statement (in box below), Title VI Assurances, organization and compliance responsibilities and nondiscrimination complaint procedures. It also describes how HEPMPO ensures that Title VI requirements, including Environmental Justice and transportation equity considerations, are met.

HEPMPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations prohibiting discrimination in all programs and activities. For more information, or to file a Title VI related complaint, see [www.hepmo.com/title-vi/](http://www.hepmo.com/title-vi/) or call (240) 313-2080. If information is needed in another language, then contact (240) 313-2080. HEPMPO assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. HEPMPO further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

## Contact

Mr. Matthew T. Mullenax, Executive Director

[mmullenax@hepmo.net](mailto:mmullenax@hepmo.net)

HEPMPO  
33 West Washington Street  
4th Floor, Suite 402  
Hagerstown, MD 21740  
(240) 313-2080

HEPMPO  
226 Pilot Way  
Suite E  
Martinsburg, WV 25405  
(304) 263-1743



# Appendix A

## Public Information Act Request Regulations





**REGULATIONS CONCERNING PUBLIC INFORMATION ACT REQUESTS**

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**POLICY NUMBER:**  
**ADOPTION DATE:**           **January 2, 2001**  
**EFFECTIVE DATE:**       **January 1, 2001**  
**FILING INSTRUCTIONS:** \_\_\_\_\_

**TABLE OF CONTENTS**

Chapter 01 Public Information Act Request .....A-2

    .01 General ..... A-2

    .02 Definitions ..... A-2

    .03 Who May Request ..... A-2

    .04 Necessity for Written Request ..... A-3

    .05 Contents of Written Request ..... A-3

    .06 Filing Written Request..... A-3

    .07 Response to Written Request ..... A-3

    .08 Notification of Persons Who May Be Affected By Disclosure..... A-4

    .09 Records Temporarily Unavailable..... A-4

    .10 Records Destroyed or Lost ..... A-4

    .11 Review of the Denial..... A-4

    .12 Disclosure Against Public Interest ..... A-5

    .13 Fees ..... A-5

    .14 Time of Inspection ..... A-6

    .15 Place of Inspection ..... A-6



## CHAPTER 01 PUBLIC INFORMATION ACT REQUESTS

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### *.01 General.*

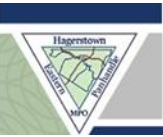
These regulations set out procedures for filing requests with Washington County, Maryland for the inspection and copying of records under the Public Information Act, State Government Article 10-611 through 10-628, Annotated Code of Maryland. It is the policy of the County to facilitate public access to the records of the County, when such access is allowed by law, by minimizing costs and time delays to persons requesting information.

### *.02 Definitions.*

- A. "Act" means the Public Information Act, State Government Article 10-611 through 10-628, Annotated Code of Maryland.
- B. "Applicant" means a person requesting disclosure of public records.
- C. "County" means Washington County, Maryland.
- D. "Custodian" means an authorized person employed by the County having personal custody and control of public records of the County.
- E. "Official Custodian" means the person who is responsible for the maintenance, care, and keeping of the public records of the County. Unless otherwise provided by law, the County Attorney is the official custodian of the County's records.
- F. "Public records" means all paper, correspondence, forms, books, photographs; photostats, films, microfilm, sound recordings, maps, drawings, or other written documents, regardless of physical form or characteristics. "Public records" includes all copies made or received by the County in connection with the transaction of public business and includes the salaries of all employees of the County.
- G. "Working day" means a day other than Saturday, Sunday, or a County holiday.
- H. "Written documents" means all books, papers, maps, photographs, cards, tapes, recordings, computerized records including e-mails, and other documentary materials, regardless of physical form or characteristics.

### *.03 Who May Request.*

Any person may request to inspect or copy public records of the County.



**.04 Necessity for Written Request.**

**A. Inspections.**

- (1) Except as otherwise provided in this chapter, the custodian shall generally make public records available for inspection by an applicant without demanding, a written request.
- (2) The custodian shall require a written request if the custodian reasonably believes that the Act or any other law may prevent the disclosure of the record to the applicant or that a written request will materially assist the County in responding to the request.

**B. Copies.**

If the applicant is requesting a copy of any public record, the custodian may require a written request by the applicant.

**.05 Contents of Written Request.**

A written request shall contain the applicant's name and address, shall be signed by the applicant, and shall reasonably identify by brief description the record sought.

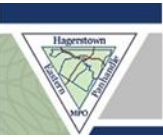
**.06 Filing Written Request.**

A written request shall be addressed to the custodian of the record. If the custodian is unknown to the applicant, the request may be addressed to the County Attorney.

**.07 Response to Written Request.**

- A. If the custodian decides to grant a written request for inspection, the custodian shall produce the record for inspection immediately or within a reasonable period, not to exceed 30 days from the date of the request where such period of time is needed to retrieve the information;
- B. If the custodian decides to deny the written request, the custodian shall do so within 30 days of the written request and immediately upon deciding to deny the request, notify the applicant of the denial.
- C. If a requested public record is not in the custody or control of the person to whom written application is made, that person shall, within 10 working days of the receipt of the request, so notify the applicant. If that person knows the name of the custodian of the record or the location or possible location of the record, this information shall also be given to the applicant.





- D. With the consent of the applicant, any time limit imposed by .07 A to C may be extended for an additional period not to exceed 30 days.

**.08 *Notification of Persons Who May Be Affected By Disclosure.***

Unless prohibited by law, the custodian should notify any person who could be adversely affected by disclosure of a record that a request for inspection or copying of the record has been made. The custodian may consider the views of that person before deciding whether to disclose the record to the applicant.

**.09 *Records Temporarily Unavailable.***

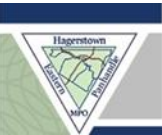
If a requested public record is in the custody and control of the person to whom written application is made but is not immediately available for inspection or copying, the custodian shall, within 10 working days of the receipt of the request, so notify the applicant and set a date and hour within a reasonable time for inspection or copying.

**.10 *Records Destroyed or Lost.***

If a requested record has been destroyed' or lost, the custodian to whom the application is made shall, within 10 working days of the request, notify the applicant of this fact and explain in the response the reasons why the record cannot be produced.

**.11 *Review of the Denial.***

- A. If a written request is denied by the custodian for a reason other than that the record is temporarily unavailable, the applicant may, within 30 days after receipt of the notice of the denial, request an administrative hearing.
- B. If the applicant requests a hearing, the hearing shall be conducted by a hearing officer designated by the County Attorney and the hearing shall be governed by Title 10, Subtitle 2 of the State Government Article. After the hearing, the hearing officer shall prepare a recommended decision for the County Attorney. The County Attorney shall issue the final decision of the County.
- C. If the hearing results in a total or partial denial of the written request, the applicant may file an appropriate action in the circuit court under 10-623 of the Act.
- D. If the applicant chooses not to request a hearing under ~A above, the applicant may file an action for judicial enforcement under 10-623 of the Act without exhausting that administrative remedy. HEPMPO Draft Participation Process 1/11/2007 14 of 19



## **.12 Disclosure Against Public Interest.**

If, in the opinion of the County Attorney, disclosure of any public record that may otherwise be subject to disclosure under the Act would do substantial injury to the public's interest, the County Attorney may temporarily deny the request in writing and apply within 10 working days of the denial to the appropriate circuit court for an order permitting continued denial or restriction of access. Notice of the application filed with the circuit court shall be served on the applicant in the same manner that is provided for service of process by the Maryland Rules of Procedure.

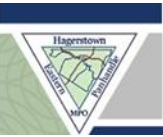
## **.13 Fees.**

A. The fee schedule for copying and certifying copies of records is as follows:

- (1) Copies. The fee for each copy is \$.15 per page if reproduction is made by a photocopying machine within the County. If records are not susceptible to photocopying (for example, punch cards, magnetic tapes, blueprints, and microfilm), the fee for copies will be based on the actual cost of reproduction. There will be no charge for a request for five (5) copies or fewer.
- (2) Certification of Copies. If a person requests that a copy of a record be certified as a true copy, an additional fee of \$1.00 per page, or if appropriate, per item shall be charged.
- (3) Other documents. Standard engineering drawings (24" x 36") and half-sheet or right-of-way plat sizes will be charged at \$2.50 per sheet, and the cost of copying larger plats shall be computed by the total area of the document at the rate of \$2.25 plus \$.04 per square foot.
- (4) Search Fee Charged. A search fee of \$15.00 per hour will be charged for the time required to search for and assemble documents in response to the request. No charge will be assessed for the first two hours incurred.

B. Notwithstanding paragraph A above, if the fees for copies, printouts, photographs, or certified copies of any record are specifically prescribed by a law other than the Act or this regulation, the prescribed fee shall be charged.

C. If the custodian is unable to copy a record within the County, the custodian shall make arrangements for the prompt reproduction of the record at public or private facilities outside the County. The custodian shall either collect from the applicant a fee to cover the actual cost of reproduction or direct the applicant to pay the cost of reproduction directly to the facility making the copy.



- D. Before copying a record, the custodian shall estimate the cost of reproduction and either obtain the agreement of the applicant to pay the cost or demand prepayment of any estimated fee before reproducing the record.
- E. Except as provided in subsection F, the official custodian shall charge the fee set forth in section .13(A)(4) for official's or employee's time expended searching for requested records or for any time expended preparing records for inspection and copying. '
- F. The official custodian may not charge any search or preparation fee for the first two hours of official or employee time that is needed to respond to a request for information.
- G. Upon request, the official custodian may waive or reduce any fee charged pursuant to this regulation if the custodian determines that the waiver or reduction is in the public interest. The official custodian shall consider, among other relevant factors, the ability of the applicant to pay the cost or fee.
- H. If the applicant requests that copies be mailed or delivered to the applicant, the custodian may charge the applicant for the cost of postage or delivery to the applicant.

**.14    *Time of Inspection.***

An applicant may inspect any public record that the applicant is entitled to inspect during the normal working hours of the County.

**.15    *Place of Inspection.***

The place of inspection shall be the place where the document is located unless the custodian, after taking into account the applicant's expressed wish, determines that another place of inspection is more suitable and convenient.





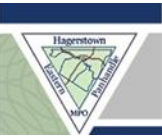
# Appendix B

## HEPMPO Resource Agencies



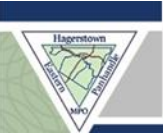
Federal guidelines of the metropolitan planning process requires the outreach of local planning partners to provide better insight to the needs and objectives of the region. HEPMPO understands the importance and benefits of reaching out to resource agencies in the community. The following list identifies the potential agencies/ organizations that have an interest or have participated in HEPMPO's metropolitan transportation planning process. The list will be updated frequently as HEPMPO's outreach efforts identify additional resource agencies.

<b>Maryland</b>	<b>West Virginia</b>
ARC of Washington County	Appalachian Trail Conservancy
Community Action Council	Berkeley County Office of Homeland Security and Emergency Management
CSX Railroad	Berkeley County Parks and Recreation
Greater Hagerstown Committee	Blue Ridge Community & Technical College
Hagerstown Community College	Eastern Panhandle Home Builders Association
Hagerstown Housing Authority	Eastern Panhandle Regional Airport
Hagerstown Regional Airport	Jefferson County Chamber of Commerce
Hagerstown-Washington County Chamber of Commerce	Jefferson County Convention and Visitor Bureau
Hagerstown-Washington County Convention and Visitors Bureau	Jefferson County Development Authority
Housing Authority of Washington County	Jefferson County Office of Emergency Management
Maryland Department of Natural Resources	Martinsburg-Berkeley County Chamber of Commerce
National Park Service - C&O Canal, Antietam Battlefield	Martinsburg-Berkeley County Library
Norfolk-Southern Railroad	Martinsburg Housing Authority
PenMar Development Corporation	National Park Service - Harpers Ferry, Appalachian Trail
University System of Maryland - Hagerstown	Shepherd University
Washington County Buildings, Grounds, and Parks Department	West Virginia Department of Environmental Protection
Washington County Commission on Aging	
Washington County Home Builders Association	
Washington County Emergency Services	
Washington County Volunteer Fire and Rescue Association	
Washington County Free Library	
Winchester and Western Railroad	



# Appendix C

## Memorandum of Understanding Between HEPMPO and Franklin County, PA



**MEMORANDUM OF UNDERSTANDING**  
**Coordination of the Transportation Planning Processes**  
**Between**  
**Franklin County Metropolitan Planning Organization**  
**and**  
**Hagerstown/Eastern Panhandle Metropolitan Planning Organization**

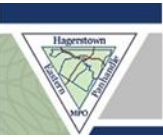
**I. Background and Purpose**

- A. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and the Franklin County Metropolitan Planning Organization (Franklin MPO) recognize that the Hagerstown, Maryland, Urbanized Boundary extends into Franklin County, Pennsylvania. The purpose of this agreement is to define the roles and responsibilities of the Metropolitan Planning Organizations (MPOs).
- B. This agreement provides the framework for the responsibilities of the Franklin MPO and HEPMPPO in regard to the federally mandated transportation planning and programming for the Hagerstown Urbanized Area within Franklin County. Each MPO will coordinate with the other on planning and programming of studies and projects that will impact the economy, environment, transportation systems and quality of life for the citizens within their respective planning areas.

**II. General Points of Understanding and Agreement**

- A. We agree to collaborate in the planning, conduct and reporting of transportation related information at the state and regional levels. We agree to share information and plans in order to achieve the goals of state and regional transportation plans, and to assist, where appropriate, in the joint selection of projects, and improve the coordination of investment across borders.
- B. We agree to work together to achieve compliance with all federal planning regulations and guidance.
- C. We agree that staffs of both MPOs will meet as needed to review progress of cooperative efforts, to discuss key findings from program activities, and to discuss the scope, plans and implementation of activities under consideration for the next planning cycle.
- D. We agree that Franklin County will maintain a non-voting seat on the HEPMPPO Board and a representative from the HEPMPPO will have a non-voting seat on the Franklin County MPO Board.
- E. This agreement will be reviewed when either agency identifies the need for a review.





### III. Specific Points of Understanding and Agreement

#### A. MPO Boundary

1. We recognize the Franklin MPO Boundary is the entire County of Franklin.

#### B. Long Range Transportation Plans (LRTPs)

1. We recognize the currently adopted Franklin County Metropolitan Planning Organization Long Range Transportation Plan is the transportation plan for Franklin County, Pennsylvania. This includes the portion of the Hagerstown Urbanized Area in Franklin County.
2. We agree the Franklin MPO should address planning/programming needs of the Hagerstown Urbanized Area within Franklin County. Findings of the Franklin MPO concerning its portion of the Hagerstown Urbanized Area will be incorporated in the Long Range Transportation Plan for the Franklin MPO.

#### C. Transportation Improvement Program (TIP)

1. We agree to work together on planning and programming transportation projects for the Hagerstown Urbanized Area within Franklin County where applicable funds are spent on projects and programs that improve the transportation system. However, the Franklin County MPO will program the projects for the section of the Hagerstown Urbanized Area within Franklin County.

#### D. Unified Planning Work Program (UPWP)

1. The Franklin MPO will develop and submit a work plan for all work in the Hagerstown Urbanized Area within Franklin County.
2. To help ensure the continuity of federal funds and help support the planning process within the two existing MPO planning area boundaries, each agency agrees to abide by the methodology and process currently used to allocate planning funds to the respective MPOs.

#### E. Other Planning Activities

1. We agree to work together to identify the need for corridor projects that cross the MPO boundary.
2. We agree the Franklin MPO will address urban area boundary issues and review the functional classification of all public roads and streets within



Franklin County on a periodic basis. This review will be completed using the National Functional Classification System guidelines.

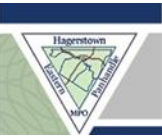
3. We agree to cooperate with planning and implementation of our respective management and monitoring systems, especially the congestion management processes (CMP) system.
4. We agree to coordinate air quality maintenance and conformity issues as they affect the regional attainment status and conformity of each MPO's Long Range Transportation Plan and Transportation Improvement Program. However, the Franklin County MPO will be responsible for air quality maintenance and conformity relative to the Hagerstown Urbanized Area within Franklin County.

Martin E. Brubaker, Chairman  
Hagerstown/Eastern Panhandle MPO

June 5, 2013  
Date

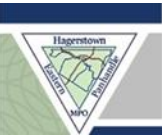
Robert Thomas, Chairman  
Franklin County MPO

May 1, 2011  
Date



# Appendix D

## Memorandum of Understanding Between HEPMPO and Winchester-Frederick County MPO, VA



**MEMORANDUM OF UNDERSTANDING  
Coordination of the Transportation Planning Processes  
Between**

**Winchester-Frederick County (WinFred) Metropolitan Planning Organization (MPO)  
and  
Hagerstown/Eastern Panhandle (HEP) Metropolitan Planning Organization (MPO)**

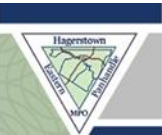
**I. Background and Purpose**

- A. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and the Winchester-Frederick County Metropolitan Planning Organization (WinFred MPO) recognize that the Hagerstown, Maryland, Urban Boundary extends into Frederick County, Virginia. The purpose of this agreement is to define the roles and responsibilities of the Metropolitan Planning Organizations (MPOs).
- B. This agreement provides the framework for the responsibilities of the WinFred MPO and HEPMPO in regard to the federally mandated transportation planning and programming for the Hagerstown Urbanized Area within Frederick County. Each MPO will coordinate with the other on planning and programming of studies and projects that will impact the economy, environment, transportation systems and quality of life for the citizens within their respective planning areas.

**II. General Points of Understanding and Agreement**

- A. We agree to collaborate in the planning, conduct and reporting of transportation related information at the state and regional levels. We agree to share information and plans to achieve the goals of state and regional transportation plans, and to assist, where appropriate, in the joint selection of projects, and improve the coordination of investment across borders.
- B. We agree to work together to achieve compliance with all federal planning regulations and guidance.
- C. We agree that staff of both MPOs will meet as needed to review progress of cooperative efforts, to discuss key findings from program activities, and to discuss the scope, plans and implementation of activities under consideration for the next planning cycle.
- D. We agree that Frederick County will maintain a non-voting seat on the HEPMPO Board and a representative from the HEPMPO will have a non-voting seat on the WinFred MPO Board.
- E. This agreement will be reviewed when either agency identifies the need for a review.





### III. Specific Points of Understanding and Agreement

#### A. MPO Boundary

1. We recognize the WinFred MPO boundary is the eastern portion of Frederick County and the City of Winchester.

#### B. Metropolitan Transportation Plans (MTPs)

1. We recognize the currently adopted WinFred MPO Metropolitan Transportation Plan is the transportation plan for WinFred MPO. This includes the portion of the Hagerstown Urbanized Area in Frederick County.
2. We agree the WinFred MPO should address planning/programming needs of the Hagerstown Urbanized Area within Frederick County. Findings of the WinFred MPO concerning its portion of the Hagerstown Urbanized Area will be incorporated in the Metropolitan Transportation Plan for the WinFred MPO.

#### C. Transportation Improvement Program (TIP)

1. We agree to work together on planning and programming transportation projects for the Hagerstown Urbanized Area within Frederick County where applicable funds are spent on projects and programs that improve the transportation system. However, the WinFred MPO will program the projects for the section of the Hagerstown Urbanized Area within Frederick County.

#### D. Unified Planning Work Program (UPWP)

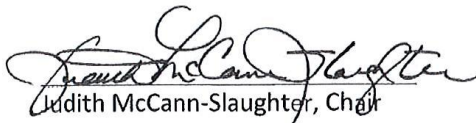
1. The WinFred MPO will develop and submit a work plan for all work in the Hagerstown Urbanized Area within Frederick County.
2. To help ensure the continuity of federal funds and help support the planning process within the two existing MPO planning area boundaries, each agency agrees to abide by the methodology and process currently used to allocate planning funds to the respective MPOs.

#### E. Other Planning Activities


1. We agree to work together to identify the need for corridor projects that cross the MPO boundary.
2. We agree the WinFred MPO will address urban area boundary issues and VDOT review the functional classification of all public roads and streets within Frederick County on a periodic basis. This review will be completed using the National Functional Classification System guidelines.



3. We agree to coordinate air quality maintenance and conformity issues as they affect the regional attainment status and conformity of each MPO's Metropolitan Transportation Plan and Transportation Improvement Program. However, the WinFred MPO will be responsible for air quality maintenance and conformity relative to the Hagerstown Urbanized Area within Frederick County.

  
Judith McCann-Slaughter, Chair  
Winchester Frederick County MPO

9-26-2023  
Date

  
Kevin D. Cerrone, Chair  
Hagerstown/Eastern Panhandle  
MPO

10-18-23  
Date