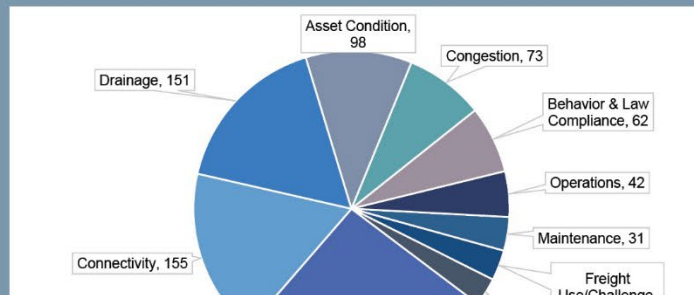
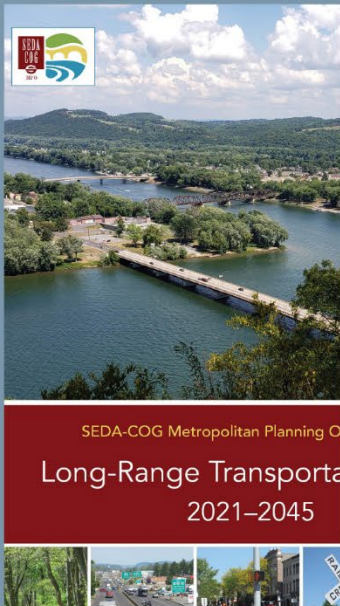
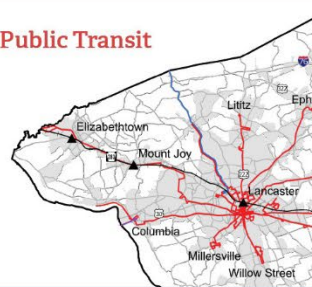


# Regional Long-Range Transportation Plan Guidance



## Public Transit



Environmental Feature	Bradford	Sullivan
Floodplains	47,761	
Prime Farmland	63,884	10
Farmland of Statewide Importance	351,615	32
Steep Slopes (>12 percent)	430,917	129
Wetlands	21,338	

### SAFETY

- US 11/15 from Mall Drive to Mill Road in Shamokin Dam
- US 11 (Main Street) / East Street/ and PA 487 in Bloomsburg
- US 11 (Front Street) / Market Street in Berwick
- Electric Avenue and Portions of Fourth Street in Lewistown
- Duke Street in Northumberland
- I-80 East of Exit 185 near Rauchtown Road
- US 11 (Walnut Street) / PA 54 in Danville
- US 15 in Lewisburg
- US 22 / PA 522 in Mount

### CONGESTION

- PA 54 (Mill Street) in Danville (including approaches from US 11 Northumberland St. and PA 54 Elysburg Road)
- US 11/15 to PA 61 in Shamokin Dam
- US 11/PA 147 Intersection in Northumberland
- US 15 in Lewisburg
- PA 487 Bloomsburg (Light Street)
- PA 254 in Milton (Broad Street)
- PA 150 (High Street) in Lock Haven

### RESILIENCY

- I-80 at Toby Run Creek near Danville
- PA 61 (Market Street) between Shamokin Creek and Little Shamokin Creek in Sunbury
- US 11 (Columbia Blvd) east of Wolf Hollow Road (east of Bloomsburg)
- PA 522 (Main Street) at Middle Creek in Middleburg
- PA 147 (Bridge Avenue) in Northumberland
- PA 120 in Clinton County

### FREIGHT

- I-80
- I-180
- US 11 from Northumberland to Danville
- US 15
- US 220
- US 322
- PA 54 from Elysburg to I-80



Cover images are from the following metropolitan planning organization (MPO) long-range transportation plans:

- Centre County MPO – *Centre County Long-Range Transportation Plan 2050*
- Lancaster County MPO – *Connects 2040: Metropolitan Transportation Plan for Lancaster County, PA*
- Northern Tier MPO – *2045 Long-Range Transportation Plan*
- SEDACOG MPO – *Long-Range Transportation Plan 2021–2045*
- Southwestern Pennsylvania Commission – *SmartMoves for a Changing Region (2019-2045)*

# Regional Long-Range Transportation Plan Guidance (PUB 575)

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# List of Acronyms

3-C.....	Continuing, Cooperative, and Comprehensive, describing the transportation planning process
AAR.....	After-Action Review
ACM .....	Agency Coordination Meeting
BIL.....	Bipartisan Infrastructure Law
CFMP.....	Comprehensive Freight Movement Plan
CFR .....	Code of Federal Regulations
CMP.....	Congestion Management Process
EPA .....	U.S. Environmental Protection Agency
FHWA .....	U.S. Department of Transportation, Federal Highway Administration
FTA .....	U.S. Department of Transportation, Federal Transit Administration
GIS .....	Geographical Information Systems
HSIP.....	Highway Safety Improvement Program
ICG .....	Interagency Coordination Group (PennDOT, FHWA, FTA, EPA)
ITS.....	Intelligent Transportation Systems
LLCC.....	Lowest Life-Cycle Cost
LRTP .....	Long-Range Transportation Plan
MPO .....	Metropolitan Planning Organization
NEPA .....	National Environmental Policy Act
PennDOT .....	Pennsylvania Department of Transportation
PBPP .....	Performance-Based Planning and Programming
PEL.....	Planning and Environmental Linkages
PNDI .....	Pennsylvania Natural Diversity Inventory
PPP .....	Public Participation Plan
RFP .....	Request for Proposal
ROP.....	Regional Operations Plan

## A Note on Terminology

When consulting federal resources and legal language, note that sometimes federal terminology varies from Pennsylvania’s terminology.

For example, federal regulations refer to “Metropolitan Transportation Plans,” whereas Pennsylvania guidance uses “Long-Range Transportation Plans” to refer to the same document.

Similarly, federal resources address Metropolitan Planning Organizations, while Pennsylvania includes Rural Planning Organizations.

RSA.....Road Safety Audit  
RPO.....Rural Planning Organization  
RTE .....Rare, Threatened, and Endangered Species  
STC .....State Transportation Commission  
STIP .....State Transportation Improvement Program  
TAMP.....Transportation Asset Management Plan  
TIP .....(Regional) Transportation Improvement Program  
TPM.....Transportation Performance Management  
TSMO .....Transportation System Management and Operations  
TYP .....12-Year Program  
UPWP .....Unified Planning Work Program  
YOE.....Year of Expenditure

# Section 1: Introduction

## Purpose of this Guidance

PennDOT has prepared this guidance to support Metropolitan Planning Organizations (MPO) and Rural Planning Organizations (RPOs) and their state and local partners in their preparation of regional long-range transportation plans (LRTPs) that comply with federal requirements and are consistent with Commonwealth of Pennsylvania policies and guidance.

Federal regulations are, in essence, the rules for how states and federally designated metropolitan planning organizations (MPOs) allocate federal transportation funds for the preservation and improvement of the surface transportation system. While federal regulations prescribe a planning process—involving specific participants and required elements resulting in a series of interrelated products, including regional long-range transportation plans for MPOs—they do not dictate methodologies for how plan elements are prepared or presented, how participants are involved, or how transportation improvement priorities are coordinated with land use planning.

While federal regulations prescribe a planning process involving specific participants and required elements, they do not dictate methodologies.

Pennsylvania expects regional long-range transportation plans to be consistent with state policy and priorities because it supplements federal transportation funds for the preservation and improvement of state-owned transportation facilities. Additionally, through a memorandum of understanding, Pennsylvania holds its rural planning organizations (RPOs) to the same transportation planning process requirements as its MPOs.

This guidance will help MPOs/RPOs understand PennDOT's expectations for 1) the planning process and its participants from start to finish, and 2) the plan's content and level of detail. Specifically, the guidance will help MPOs/RPOs to:

- Improve the consistency of regional plans with statewide plans.
- Improve coordination with other multimodal planning efforts.
- Incorporate asset management and performance considerations.
- Improve project cost estimating.
- Demonstrate the need for increased funding capacity to meet system needs.
- Identify transportation needs that require, or would benefit from, a Planning and Environmental Linkages (PEL) study prior to preliminary design.
- Manage public and stakeholder engagement and feedback.

This guidance also introduces key elements of the 2021 Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA), as it relates to long-range transportation planning and programming. As our understanding of the implementation of BIL grows, related federal and state policy will continue to evolve. MPOs/RPOs should consult with their PennDOT Central Office Liaison to verify that there have been no major changes since the most recent guidance was issued.

## The LRTP: The Foundation of Transportation Planning and Programming

The LRTP is the foundation of transportation planning and program development or programming. It identifies transportation needs from a variety of sources:

- County, municipal, and specialized plans that identify transportation needs as well as other infrastructure needs and uses in the public right-of-way
- State LRTP and Comprehensive Freight Movement Plan
- Other statewide functional and modal plans
- Congestion Management Process
- Localized studies, including PEL studies

From these needs, the MPO/RPO selects preservation and improvement project that align with the LRTP goals, and prioritizes projects for federal funding (with or without state funding) per near-term, mid-term, and long-range periods.

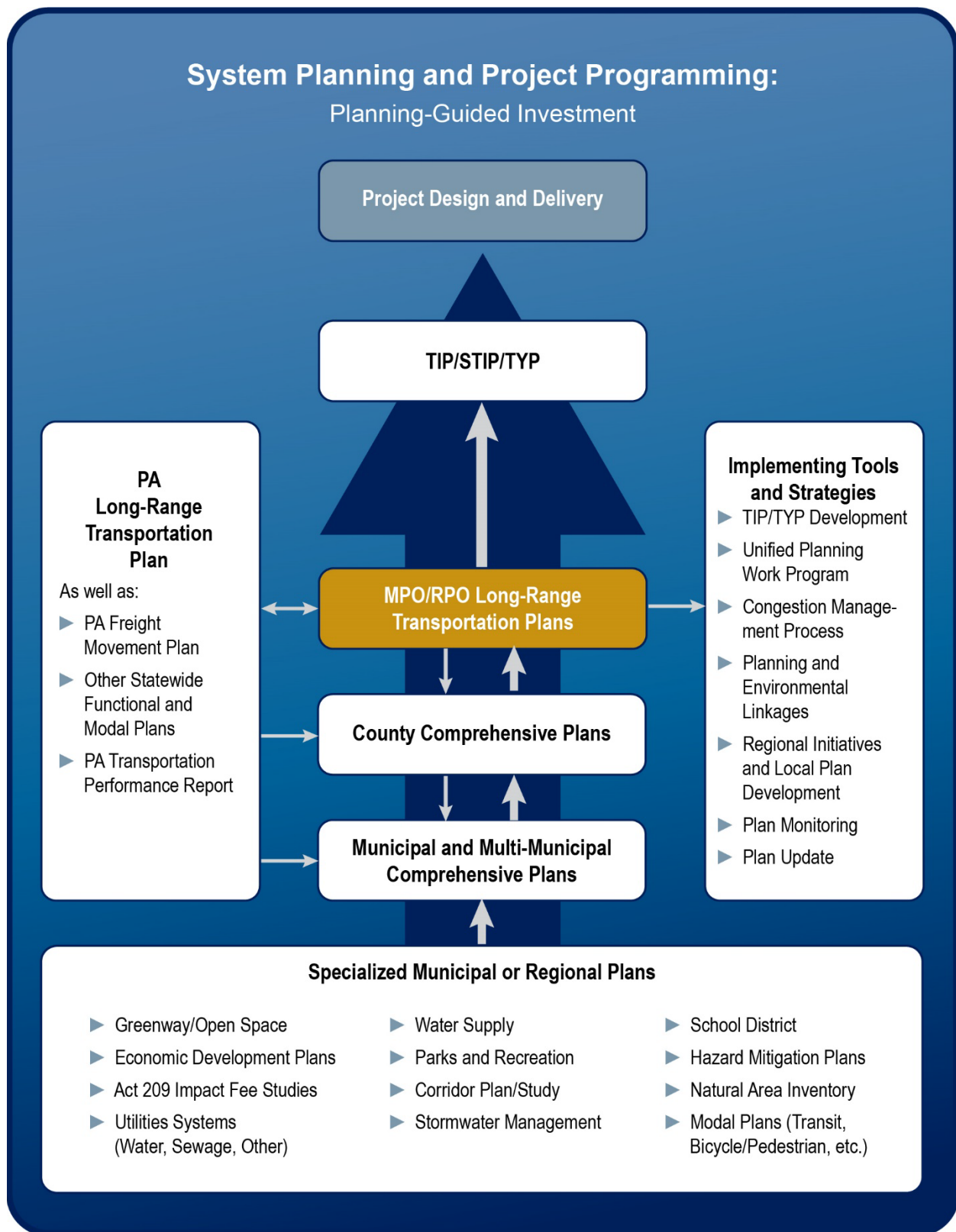
Figure 1 shows the LRTP as the collector of transportation system needs and the gateway to project programming.

### **Relationship of the LRTP to Transportation Programs (TIP, STIP, and TYP)**

Every two years, each MPO/RPO develops and adopts a regional transportation improvement program (TIP) in coordination with PennDOT, both Central Office and the respective Districts. The TIP allocates anticipated state and federal funds for the next four-year period to the specific near-term priorities listed in the regional LRTP. PennDOT Districts participate in the TIP development and review process prior to MPO/RPO adoption. PennDOT compiles all regional TIPs into the Statewide Transportation Improvement Program (STIP) for consideration and adoption by the State Transportation Commission.

The statewide 12-Year Program (TYP) outlines statewide near- and mid-term needs and costs for system preservation and improvement, namely those identified in the Transportation Asset Management Plan (TAMP); there is no regional 12-year program. PennDOT considered projects from regional LRTPs among other statewide needs and priorities in preparing the statewide TYP on behalf of the State Transportation Commission. MPOs/RPOs, Districts, and State agencies provide review and comment on the draft TYP, followed by adoption by the State Transportation Commission.

**Figure 1: System Planning and Project Programming Process**



## Relationship of the LRTP to the Unified Planning Work Program

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be carried out within an MPO/RPO region over a two-year period ([23 CFR § 450.104](#)). MPO/RPO work programs are tailored to reflect the specific planning needs of the region and must address the applicable federal and state requirements. MPOs/RPOs work with the PennDOT Program Center, District Office, transit agencies, and other stakeholders to develop their draft work programs.

Activities may include but are not limited to:

- Transportation planning products, such as the LRTP from scoping and resourcing through preparation and adoption and the TIP.
- Implementation monitoring and reporting on the LRTP and other MPO/RPO plans, including the performance measures report and annual list of federally obligated projects.
- Localized studies by the MPO/RPO, District, county, or municipality.
- Congestion Management Processes, where applicable.
- Regional Operations Plans.

These activities advance the overall transportation planning process and help to refine current transportation needs and identify future needs as inputs to the next LRTP update.

## Key Changes to this Guidance

Transportation policy is dynamic—always adapting and responding to changes in society, the economy, the environment, and technology. Likewise, the planning and programming that carry out such policy evolve to address new principles and incorporate modern practices, as described in **Trends in Federal Transportation Policy** to the right.

Building on previous versions of regional long-range transportation plan guidance, this edition of Publication 575 addresses the following as new or updated guidance:

- **Successful LRTP Management**, including a full-cycle view of LRTP initiation, preparation, review and adoption, and implementation; see Section 3.

### Trends in Federal Transportation Policy

The dynamism of transportation planning is underscored by public policy through law and regulation. The Bipartisan Infrastructure Law (BIL) of 2021 is but one major example.

Historically, transportation legislation would establish funding levels for programs and be comparatively "policy-light." Now, transportation investment must address and align with other critical and compelling public policy issues such as climate change, equity, and freight mobility.

This trend can be expected to continue, underscoring long-range transportation planning as a continuous process.



- **Current and Emerging Topics in Transportation Planning**, including changes in the demand and delivery of transportation systems and services; see Section 4.
- **Collaboration in the LRTP Development Process**, namely PennDOT Connects, PennDOT's policy for collaborating with MPOs/RPOs and communities to plan and deliver projects that support local goals; see Section 4.
- **Agency Engagement in Planning**, as a replacement to the Agency Coordination Meeting (ACM); see **Coordination for System-Level Planning** in Section 4.
- **Equity** as consistent with the Statewide Equity and Environmental Policies; see Section 5.
- **Asset Management for Pavement and Bridges**, which identifies pavement and bridge preservation priorities for integration with regional long-range planning; see Section 5.
- **Freight Planning Guidance**, which has been prepared as separate publication for MPOs/RPOs (PUB 790) and is referenced to encourage planning for freight needs at the regional level; see Section 4 for freight stakeholder engagement and Section 5 for freight needs integration.
- **Bicycle and Pedestrian Planning Guidance**, to support the development of non-motorized networks of a multimodal transportation system; see Section 4 for bicycle and pedestrian stakeholder engagement and Section 5 for bicycle and pedestrian needs integration.
- **Transportation Systems Management and Operations (TSMO)** with references to the TSMO Guidebook, Part I: Planning, specifically to guide the deployment of advanced technologies.
- **Performance Measures**, as required for safety, bridge condition, pavement condition, system performance, and air quality; see Section 5.
- **Air Quality Conformity Determination**, summarizing the steps for LRTP conformity determinations; see Section 5.

## How to Use this Guidance

This guidance is intended to be a practical reference for MPOs/RPOs throughout the initiation, preparation, and review and adoption of regional long-range transportation plans. It provides guidance for process activities and milestone products during the three major phases of LRTP development.

### Initiating the LRTP

- Identifying planning partners and participants (stakeholders) specific to the MPO/RPO region.
- Identifying critical data and analyses—both internal and external to the MPO/RPO.
- Shaping the workflow and schedule of LRTP preparation.
- Exploring tips and best practices.

**Preparing the LRTP**

- Defining tasks and requirements to be completed by MPO/RPO staff, PennDOT, and/or consultants.
- Identifying sources of PennDOT data, other external data, and contextual information.
- Providing a checklist before plan review and adoption.

**Reviewing and Adopting the LRTP**

- Providing proper public notice and convenient access to the draft plan for the public comment period.
- Documenting comments and MPO/RPO disposition on comments.
- Establishing a schedule for plan monitoring and reporting throughout the implementation period.

# Section 2:

## Regulations and Policies for Regional LRTPs

### Federal Regulatory Requirements

The Code of Federal Regulations (CFR) prescribes federal planning requirements for transportation planning in [23 CFR § 450](#), Planning Assistance and Standards, under the administrative planning and research duties of the Federal Highway Administration. These standards specify that regional transportation planning is to “carry out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process” that results in mobility for people and freight, fosters economic development, considers resiliency, and minimizes transportation-related fuel consumption and air pollution. Indeed, an MPO/RPO must collaborate with other regional and state agencies to guide transportation performance toward these social, economic, and environmental outcomes.

The regulations in [23 CFR § 450](#) are periodically updated to align with policy changes adopted by the U.S. Congress in federal transportation law. Updates can affect the scope of planning responsibilities, including the federal planning factors, shown at right, as well as any of the procedural requirements or transportation planning products. FHWA provides administrative oversight to ensure the current federal requirements are met.

Subpart C ([§§ 450.300 - 450.340](#)) outlines the purpose and scope of transportation

### Federal Planning Factors

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

planning responsibilities for federally designated MPOs (and RPOs as practiced in Pennsylvania). These responsibilities include the development of a long-range transportation plan and short-term transportation improvement programs (TIPs) as products of a “performance-based multimodal transportation planning process.”

This planning process recognizes that the transportation system exists to serve and benefit people and that its existence, preservation, and improvement also impact economic growth, and environmental resources and quality. These relationships are represented in the federal planning factors, prescribed in [§ 450.306](#). Their dynamic conditions demonstrate the need for a continuous, cooperative, and comprehensive planning process that reaches into transportation agencies for a systems management perspective and reaches out to those who use or experience the system conditions. See Section 4 for specific guidance for this outreach.

The content of a metropolitan transportation plan, also known as a long-range transportation plan (LRTP), is specified in [§ 450.324](#). See Section 5 for specific guidance on these requirements.

As MPOs/RPOs prepare to update their LRTPs, they should review the current [§ 450.306](#) and [§ 450.324](#) to ensure that the scope of work will fulfill the latest federal requirements. See Section 3 for guidance on regional LRTP preparation and management.

As a recipient of federal funds, MPOs/RPOs must comply with federal laws and executive orders governing nondiscriminatory access to programs, environmental justice in the distribution of benefits and burdens of programs, and consultation with federally recognized Indian Tribal Governments. Section 5 provides specific guidance relevant to the LRTP.

## PennDOT Policies and Expectations for Consistency

Pennsylvania has no state regulatory requirements for metropolitan transportation planning. However, federal regulations [§ 450.306](#) require consistency with the state’s transportation planning process and its performance-based approaches to transportation decision-making. In addition, PennDOT expects that regional LRTPs will be consistent with statewide transportation policies and plans, as required by [§ 450.306 \(d\)](#) and [§ 450.306 \(f\)](#). “Consistency” is not intended to mean replication of goals or strategies. Rather, it means that regional LRTPs are to align with, not be contrary to, statewide policies and plans, unless supported by evidence.

Not all transportation policies and plans will be applicable to every MPO/RPO region. Each MPO/RPO should identify which statewide policy and planning documents are applicable to their region and review the documents’ goals and objectives for priority topics or themes.

**MPO/RPO LRTPs are to be developed in alignment with statewide policies and plans.**

Key policies and planning documents are listed in the Statewide Transportation Policy section below. Specific guidance on these reviews and their application to the regional LRTP is provided in Section 5.

## **Statewide Transportation Policy**

PennDOT and its partners examine and establish how state funds will be used to address Pennsylvania's myriad transportation needs and to support local development goals. Resources include:

- [Policy Research Studies](#) by the State Transportation Advisory Committee
- [PennDOT Connects](#), the Department's policy for collaboration between PennDOT Engineering Districts, MPOs/RPOs, and communities in planning and delivering projects that enhance communities and support their development goals.
- [Pennsylvania Transportation Performance Report](#), the Department's report to citizens of the Commonwealth on the progress toward statewide goals and current needs of Pennsylvania's transportation system in the most recent two-year period.

## **Statewide Plans**

Statewide system plans represent a statewide perspective on modal systems and services, and performance. These plans are available on PennDOT's website and include:

- The Statewide Long-Range Transportation Plan (LRTP)
- Freight Movement Plan (FMP)
- Pennsylvania State Rail Plan
- Pennsylvania Statewide Airport System Plan
- Pennsylvania Active Transportation Plan
- Historic Metal Truss Bridge Management Plan
- Pennsylvania Strategic Highway Safety Plan
- Regional Operations Plans

In addition, data collected for the development of these plans is available in a transportation planning data repository accessible from PennDOT's website.

The following strategic plans and studies address aspects of system management, performance, or risk:

- Transportation Asset Management Plan (TAMP)
- Transit Capital Planning Investment Tool
- Performance Management Road Map
- PennDOT Extreme Weather Vulnerability Study
- Pennsylvania Joint Statewide Connected and Automated Vehicles Strategic Plan

While not specific to transportation or PennDOT, these statewide plans from the Governor's Office and peer state agencies establish state goals and priorities that otherwise relate to the development and use of surface transportation systems:

- Pennsylvania Climate Action Plan (DEP)
- Pennsylvania’s Statewide Comprehensive Outdoor Recreation Plan (DCNR)
- Pennsylvania’s State Health Improvement Plan (DOH)

## State Guidance for Transportation Programming

PennDOT Central Office issues two types of biennial (every two years) planning guidance applicable to TIP/STIP, TYP, and LRTP updates:

- [General and Procedural Guidance](#), addressing project selection
- [Transportation Program Financial Guidance](#), addressing the projected long-range availability and levels of federal and state funding, by program, as well as year of expenditure (YOE) inflation rates to be used to forecast project costs

While once focused on the TIP/STIP and TYP, these guidance documents now address LRTPs as a product of the transportation planning process and more importantly, as the foundational source of transportation improvement priorities for state and/or federal funds.

MPOs/RPOs must consult with their PennDOT Central Office Liaison to verify that there have been no major changes since the most recent planning and programming guidance documents were issued.

**MPOs/RPOs must consult with their PennDOT Central Office Liaison to verify that there have been no major changes since the most recent planning and programming guidance documents were issued.**

## LRTP Initiation Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Review the current <a href="#">§ 450.306</a> and <a href="#">§ 450.324</a> to ensure that the LRTP scope of work will fulfill the federal requirements.
<input type="checkbox"/>	Identify which of the statewide policy and planning documents are applicable to the region and should be reviewed early in plan preparation to inform the regional plan’s goals, selection and prioritization process, and future needs.
<input type="checkbox"/>	Convene PennDOT Central Office and applicable Engineering Districts, and FHWA, FTA, and transit agencies, as necessary, to review the methodology, work tasks, budget, and schedule for the LRTP update process, including conformity approvals, as prescribed in <a href="#">§ 450.324</a> , at least 30 months prior to plan expiration.
<input type="checkbox"/>	Consult with the PennDOT Central Office Liaison to verify that there have been no major changes since the most recent financial guidance was issued.



## Section 3: Regional LRTP Preparation and Management

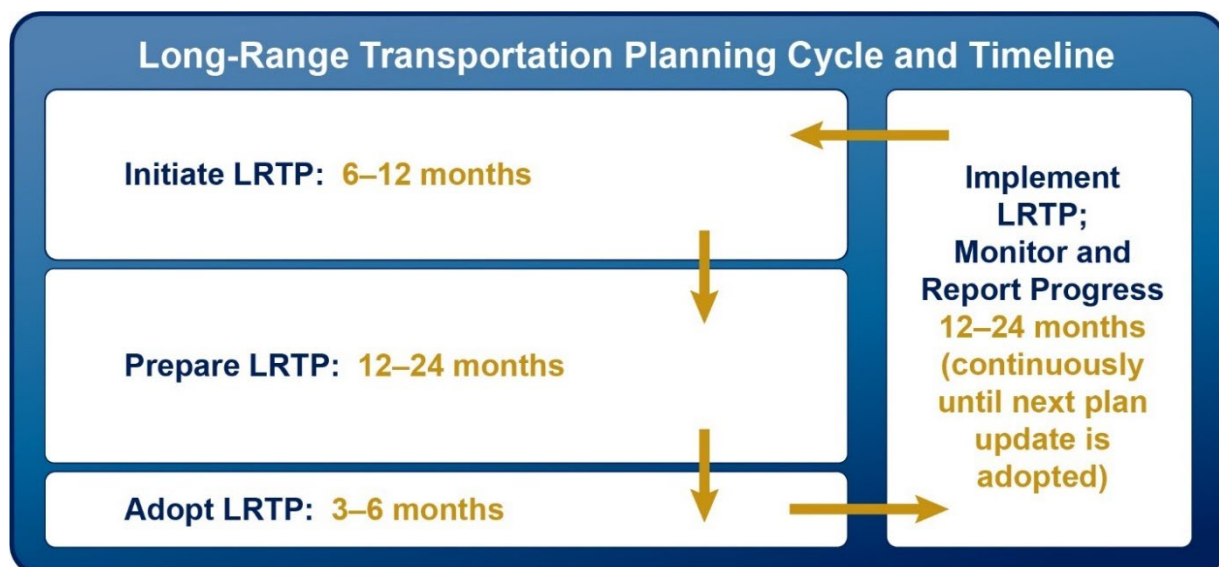
### Lifecycle of the LRTP

The LRTP is a living document—a long-range plan that is updated regularly to maintain an accurate list of program-ready projects. In air quality attainment areas, the MPO's/RPO's LRTP expires five years from adoption; in non-attainment and maintenance areas, an LRTP expires four years after the conformity determination (approval) issued by the FHWA and the FTA. If a MPO's/RPO's LRTP expires because the LRTP has not been updated in accordance with the planning cycle defined in the federal planning regulations, then the provisions of the PA STIP MOU will not be utilized for that MPO/RPO. During a LRTP expiration, all STIP/TIP revisions that involve projects with federal funds within that MPO/RPO, where the LRTP expiration occurred, will be treated as an amendment, and require federal approval. There will be no administrative modifications to projects with any federal funds until the MPO's/RPO's LRTP is once again in compliance with the federal planning regulations.

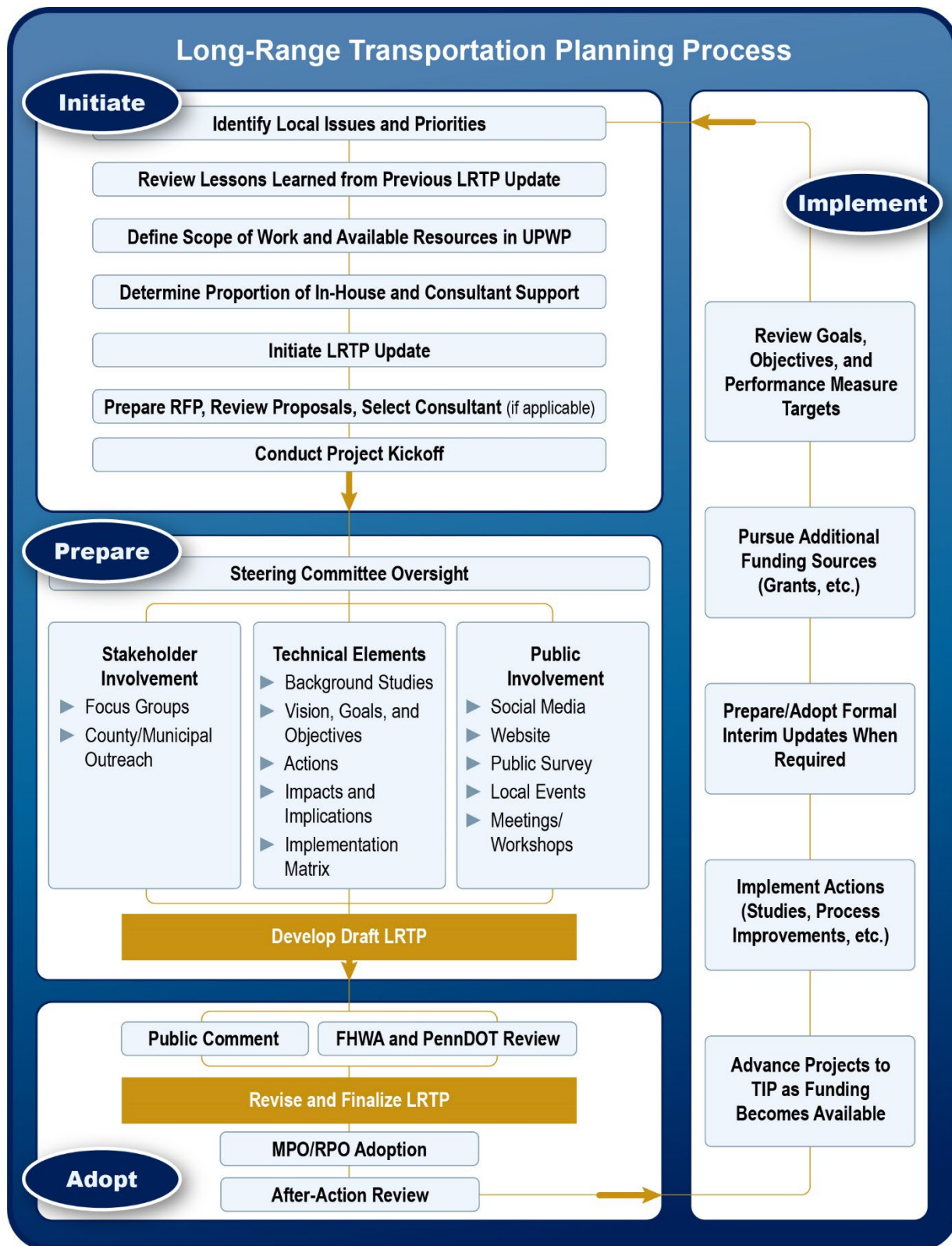
**The LRTP must be updated according to federal planning regulations to advance projects to the STIP most efficiently.**

Figure 2 depicts the lifecycle and general timeline of an LRTP; the duration of each phase varies by region. Figure 3 details the activities required to initiate, prepare, and adopt the LRTP and implementation, monitoring, and reporting activities that occur until the next update is initiated.

**Figure 2. Regional Long-Range Planning Lifecycle**



**Figure 3: LRTP Planning Process Detail**

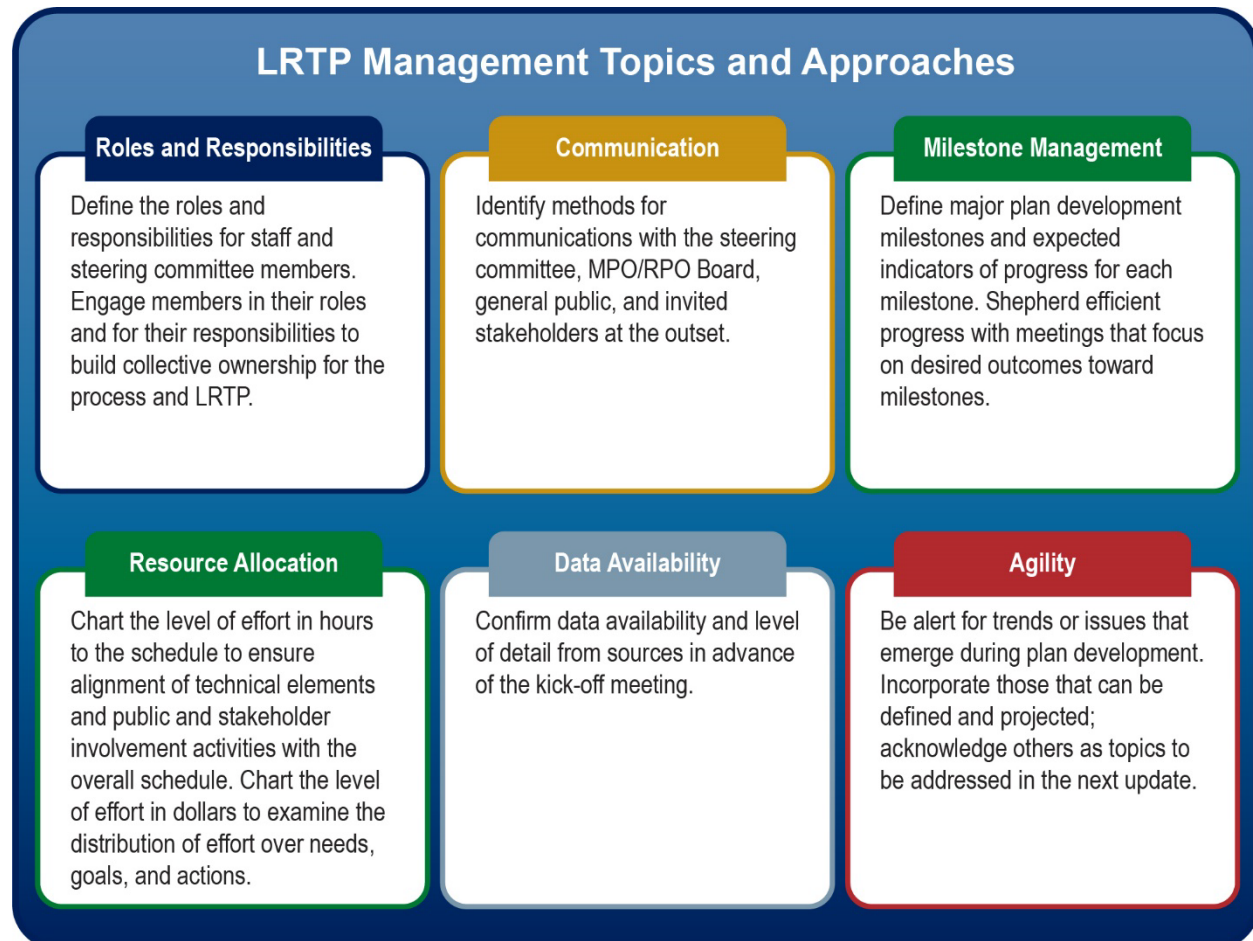


Other considerations factor in to LRTP timelines. For example, non-attainment and /maintenance areas that require a federal joint conformity approval need to adopt their plan several months before their LRTP expiration date (three months ahead of expiration can be a good rule of thumb) in order to allow time for the conformity approval process to be completed, whereas “orphan” maintenance and attainment areas can use the LRTP expiration date as their adoption deadline.

## Management of LRTP Preparation

Effective management of the plan’s preparation lays the groundwork for meaningful collaboration and effective implementation. Management efforts must not only ensure that all requirements are met but also that they are met within the allotted schedule and budget. Key management topics for LRTP preparation are described in Figure 4.

**Figure 4: LRTP Management Topics and Approaches**



## Federal Requirements

There are no federal requirements per se for managing these aspects of LRTP development, beyond the requirement to update the LRTP, and any associated air quality conformity, prior to its expiration.

## PennDOT Policy and Expectations for LRTP Initiation

During this phase, the MPO/RPO should:

- 1) Select the MPO/RPO project manager for the LRTP's preparation. The project manager must have both the skills and authority to manage the scope, schedule, and budget. Support from other MPO/RPO staff should be defined.
- 2) Review current guidance documents and lessons learned from the previous LRTP, as documented in an After-Action Review (AAR).
- 3) Draft the scope of work.
  - a) List necessary and desired data profiles by topic and key source data, reports, etc.
  - b) Consider the regional expectations for stakeholder and public engagement, regarding factors such as timing and format. Demonstrate that requirements for public involvement in the LRTP and the air quality conformity process are understood.
- 4) Identify available resources, both funding and staff capacity to contribute to the LRTP preparation.
- 5) Convene LRTP partners (PennDOT Central Office and applicable Engineering Districts,, and FHWA, FTA, and transit agencies, as necessary) to review the scope (tasks and resulting products), budget, and schedule for the LRTP update process, including conformity approvals, as prescribed in [§ 450.324](#), at least 30 months prior to plan expiration and to establish a strategy for success regarding the technical preparation, i.e., performance-based planning and programming, and stakeholder and public involvement.

## Keys to Success

- 1) Regarding the scope of work, schedule, and products:
  - i) Review the federal requirements, specifically current [§ 450.306](#) and [§ 450.324](#), PennDOT expectations, and keys to success throughout this guidance. Use this information to refine the planning process, whether it is to be conducted by staff or a consultant.
  - ii) Find an MPO/RPO with similar regional characteristics and review its long-range transportation plan. To access examples of long-range transportation plans, visit the Local Opportunities page of <https://talkpatransportation.com/>.
  - iii) Draft an outline for the plan that includes the federal requirements to ensure each is considered at the outset.

- iv) Approach the scope of work, in part, from an outcomes-based approach. Thinking about what the LRTP should include as a product—and who should be consulted in shaping the content—will help to define the preparation process.
- v) Aim for milestone/interim and final products that enhance understanding, decision-making, and action through visual presentation.
- vi) Define data needs by those that will inform decision-making, not overly characterize the region. Too much time spent on general background studies leaves insufficient time for understanding system performance, identifying system-level needs, and defining candidate projects that will improve system performance.
- vii) Determine when particular data will be needed and what relevant background studies and other analyses can be compiled in advance of the LRTP's preparation or early in the process based on the anticipated frequency and timing of data updates. Natural resource data, historic resource data, U.S. Census Bureau data, and county land use data all have steady data parameters and predictable update schedules. Notable changes to this baseline data can be cited.

Define data needs by those that will inform decision-making.

2) Regarding relationships among all who are directly engaged in LRTP preparation:

- i) Negotiate consultant proposals during contracting to align consultant responsibilities with needed areas of capacity and/or expertise and available funding resources. Adjust consultant responsibilities during project execution to respond to unforeseen challenges and opportunities that would significantly change the LRTP product if funding allows.
- ii) Build a collegial relationship of appropriate responsibilities, accountability, trust, and flexibility among project team members—MPO/RPO staff, consultant team, and Steering Committee (see Section 4).

3) Decide whether to prepare the LRTP using only in-house MPO/RPO staff or with consultant assistance. Consider staff availability and needed areas of expertise for technical elements and involvement activities over the plan preparation period.

If the LRTP update will be prepared by in-house staff only, proceed to LRTP Preparation.

4) If the LRTP update will be prepared with assistance from a consultant, follow Policies and Procedures for the Administration of Consultant Contracts ([PUB 93](#)), which generally outline the following:

- i) Prepare a Request for Proposal (RFP) document.
  - (1) Define a scope of work, including in-house staff efforts and related expectations for coordination; schedule requirements; and contract requirements.

- (2) Define the selection process, including evaluation criteria for proposals and alternative services that the consultant may offer as a better value to the MPO/RPO.
- ii) Review the RFP document with LRTP partners (PennDOT, at minimum). Confirm all provisions are complete and accurate. Also, review procurement process and procedures for compliance with LRTP funding, e.g., distribution and online posting.
- iii) Issue the RFP.
- iv) Review submitted proposals according to stated evaluation criteria and select the most qualified and responsive consultant at a proposed cost within the budget.
- v) Negotiate the contract if adjustments to the consultant's proposed services are necessary.

Even if a consultant is engaged, the MPO/RPO must lead plan preparation and be actively involved in each phase. The MPO/RPO must:

Even if a consultant is engaged, the MPO/RPO must lead plan preparation and be actively involved in each phase.

- Assemble the Steering Committee and lead its input and feedback on draft approaches and products throughout the preparation.
- Help to identify, compile, and share regional data, such as:
  - Regional land use and environmental data—policy, plans, and GIS data
  - PennDOT-prepared data, reports, and plans, e.g., TYP 220 report
  - Transit operator data, reports, and plans
  - PELs and their supporting data
  - Stakeholders, Federally Recognized Tribes and Nations, and environmental justice populations or representatives.
- Participate in most stakeholder and public involvement activities and ensure complete documentation records.
- Conduct periodic milestone meetings to ensure that plan development is progressing according to schedule and milestone targets.
- Review all draft LRTP elements and the compiled draft LRTP.
- Participate in consideration and resolution of comments from MPO/RPO Committee members, LRTP Steering Committee members, PennDOT, transit operator(s), FHWA, FTA, other interested parties, and the public.



## **PennDOT Policy and Expectations for LRTP Preparation**

During this phase, the MPO/RPO project manager and supporting staff should:

- 1) Outline expectations for milestone documents to the project team. Visual examples can be helpful in conveying a desired level of detail or preferred presentation style.
- 2) Require and review regular progress reports by plan element from the project team.
- 3) Carefully review milestone documents to ensure they:
  - a) Meet requirements and reflect regional issues and priorities.
  - b) Conclude succinct findings that lead to a logical series of actions and investments.
- 4) Ensure completion of the regional air quality conformity analysis,
  - a) Screen all fiscally constrained projects for regionally significant, non-exempt<sup>1</sup> projects to be included in the regional conformity analysis.
  - b) Perform the conformity emission analyses.
  - c) Prepare of a draft transportation conformity report that includes the results of the emissions modeling (if applicable) and a list of air-quality-significant projects.
  - d) Receive of the Interagency Coordination Group's (ICG's) review of the conformity report.
  - e) Adopt of the transportation conformity report.
- 5) Manage the preparation schedule to ensure time for the project team to review draft LRTP elements for feedback and refinement.

## **Keys to Success**

- 1) Review progress in relation to defined major milestones and adjust scope and resources where needed.
- 2) Adhere to, monitor, and adjust the LRTP update schedule, as appropriate, in consultation with the Steering Committee.
- 3) Ensure a focus on data that contributes to the development and discussion of plan elements among the Steering Committee and with stakeholders and the public.

## **PennDOT Policy and Expectations for LRTP Review and Adoption**

During this phase, the MPO/RPO project manager and supporting staff should:

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<sup>1</sup> Regionally significant, non-exempt projects are defined as transportation projects that are on a facility which serves regional transportation needs; would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel; and are not classified as exempt per Table 2 of [40 CFR 93.126](#), except in cases where the MPO, or PennDOT/MPO, in consultation with other agencies, EPA and FHWA (in the case of highway projects) or FTA (in the case of a transit project) concur that the project has potentially adverse emissions impacts for any reason per [40 CFR 93.105\(c\)\(1\)\(iii\)](#).

- 1) Review and refine a full draft LRTP with appendices for PennDOT, FHWA, and FTA review and comment.
- 2) Prepare a revised full draft LRTP with appendices for MPO/RPO Committee review and comments, and seek committee approval prior to releasing the draft LRTP for public review and comment.
- 3) After obtaining MPO/RPO recommendation, provide the full draft LRTP with appendices for public review and comment.
- 4) Provide public notice and conduct a public review process following the MPO's/RPO's Public Participation Plan (PPP). Consider evolving public access and technology conditions that may suggest the need for enhanced public participation methods, such as:
  - a) Online review of digital documents and in-person review of a hard copy LRTP at the MPO/RPO office;
  - b) Hard copies made available in select public facilities if portions of the population have limited Internet access or limited access to the MPO/RPO office.
- 5) Document and consider all public comments. Prepare a disposition, noting any comments that resulted in a plan revision (see Section 3).

If revisions to the plan are significant, the MPO/RPO must re-issue the plan for public review per [§ 450.316](#).

- 6) Prepare a final revised draft LRTP with appendices, including any required air quality conformity documents (such as the air quality analysis report and air quality resolution).
- 7) Document the MPO/RPO Board adoption and associated public notice of the same.
- 8) Transmit the adopted LRTP with appendices to PennDOT Central Office for further review and action, as necessary.
- 9) Conduct an AAR with member agencies, MPO/RPO staff, Steering Committee members, and MPO/RPO Board Members for the LRTP development process. Document the findings.
- 10) Position for LRTP implementation. Establish a realistic schedule for periodic plan status checks/monitoring and associated reporting to leadership and the public.

### **Keys to Success**

- 1) Prior to finalizing the plan, the MPO/RPO staff and PennDOT Central Office should conduct a review to ensure consistency/compliance with each of the federal requirements. Brief documentation of how the requirement has been satisfied is a recommended best practice. Reference the checklists in each section for this review.
- 2) Document successes and lessons learned in the LRTP update by conducting an AAR. Include a constructive review of technical elements, stakeholder and public involvement activities, review and adoption process, and final products (plan document, summary, presentations, other). Consider:

- i) What worked well, and what didn't, in terms of scope (technical, stakeholder and public engagement), as well as schedule and budget management.
- ii) What should be done differently in next LRTP in terms of scope, schedule, and budget.
- iii) What should be done in advance of the next LRTP update.
- iv) When should data collection or other efforts for the next LRTP begin.
- v) Share AAR findings with all participants.

## **PennDOT Policy and Expectations for Implementation, Monitoring, and Reporting**

During this phase, the MPO/RPO project manager and supporting staff should:

- 1) Implement of LRTP actions. In addition to capital improvements, this includes operations improvements (e.g., to reduce congestion, and actions to manage travel demand), public education, and real-time system information.
- 2) Monitor system conditions – Both required performance measures and other conditions of regional interest or concern. Document new and ongoing issues through quantitative data and anecdotal evidence (e.g., conversations with MPO board members, stakeholders, and the public) as potential issues for the next LRTP to address.
- 3) Demonstrate successful performance-based planning and programming (and its implementation) by reporting progress on goals and objectives, citing projects advanced to the TIP on schedule, targets met and unmet since the system performance report within the LRTP, and where targets have not been met, new or different actions to be taken to improve performance. Consider educational pieces that summarize system improvements and total their costs by TIP period to illustrate how much improvement can be accomplished with regional TIP funds. Establish regional performance measures to the greatest extent beneficial and feasible.
- 4) Perform interim updates/LRTP amendments, as needed, in response to emergency maintenance and urgent regional priorities. If such projects are regionally significant, air quality conformity will need to be updated and approved per federal requirement.

## **Keys to Success**

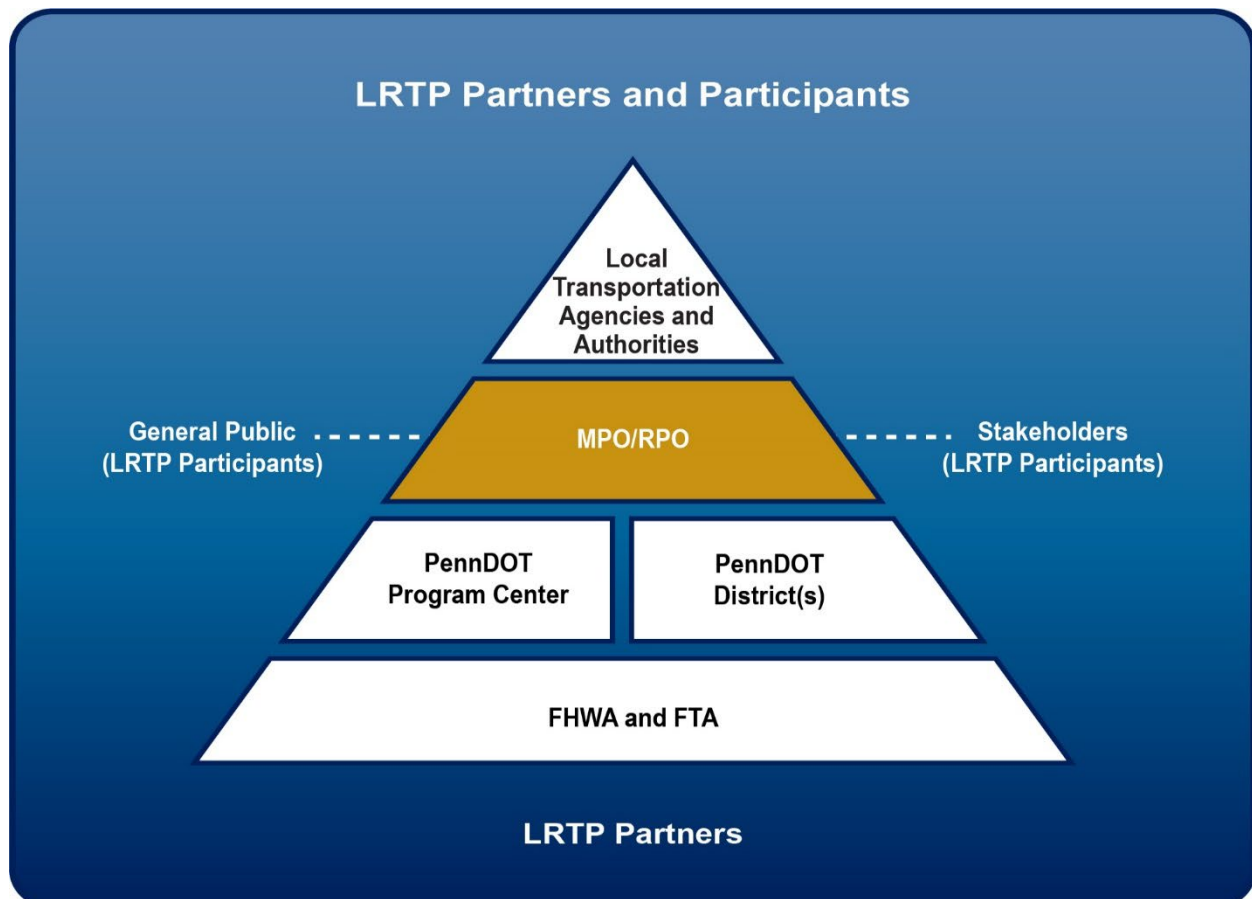
- 1) Establish realistic timelines for all plan initiatives and actions, consistent with staff capacity and availability and update them as needed.
- 2) Establish a meaningful process/format and frequency for periodic reporting.
- 3) Document new issues or trends that impact the plan's implementation.
- 4) Report LRTP implementation progress to appropriate committees, Board, stakeholders, and the public on a regular basis, such as quarterly, to demonstrate follow-through on planning. Alternatively, this could be incorporated into TIP update communications or reported in the alternate year.

## Section 4: Partners and Participants in the LRTP

MPOs/RPOs are responsible for determining how the regional transportation system, including the state-owned system and locally owned roads and bridges that are eligible for federal funding, should be preserved and improved in support of local community and economic goals. Staffed by county or regional planning agencies, the MPOs/RPOs facilitate the essential interface between officials or staff of the MPO/RPO, county, and municipalities and PennDOT's Central Office and Districts and transit providers. Both system perspectives—the management view from PennDOT and the “user” view from the MPO/RPO, county, and municipalities—are essential to the identification of infrastructure, operations, and service needs in the long-range transportation plan.

This section provides guidance on engaging transportation agency partners to prepare regional LRTPs that reflect regional transportation priorities, fulfill the federal planning requirements, and are consistent with state policies and statewide plans. It also provides guidance on engaging system users as participants or stakeholders in long-range transportation planning decisions, as diagrammed in Figure 5.

**Figure 5: Partners and Participants in the LRTP**



# L RTP Partners: Transportation Agencies

## Federal Requirements

Federal law ([23 CFR § 450.306\(a\)](#)) requires that MPOs work cooperatively “with the State and public transportation operators” in the development of LRTPs and TIPs. [23 CFR § 450.306\(b\)](#) requires a 3-C planning process that is “continuous, cooperative, and comprehensive, and provide[s] for consideration and implementation of projects, strategies, and services that will address” the federal planning factors. These factors reflect both system management perspectives and system user perspectives on the conditions and quality of the transportation system, and therefore require opportunities for participation by those who represent both perspectives.

Federal law requires a 3-C planning process: continuous, cooperative, and comprehensive. PennDOT holds RPOs to the same requirements as MPOs.

## Pennsylvania Policy and Expectations

The Commonwealth of Pennsylvania holds RPOs to the same requirements and standards as MPOs. PennDOT expects each MPO/RPO to:

- 1) **Engage an LRTP steering committee** comprised of Board members and/or county planning staff, PennDOT Program Center representative, PennDOT District staff, FHWA and FTA liaisons, local transit agency representatives, and others as deemed appropriate by the MPO/RPO. The steering committee provides regular input and feedback on the LRTP development process and reviews draft work tasks. A series of meetings is typically used to structure these discussions around logical points of LRTP progress or milestones.
- 2) **Consider inviting other public agencies** that provide or assist in providing transportation services in the region to be part of the steering committee.
  - i) If the agency conducts long-range system, service, or facility planning, then the agency should be invited to a seat on the steering committee. If the agency does little in terms of long-range planning, then participation as a regional stakeholder is likely sufficient.
  - ii) For example, an airport authority, passenger rail authority, freight rail authority, or water or inland port authority may have knowledge of freight transportation needs or trends that would be pertinent in selecting and prioritizing highway and bridge projects. Further, these agencies may be able to leverage funding for improvement needs. Inviting them to participate as a steering committee member

The planning process is to be continuous, cooperative, and comprehensive.

can enhance the overall LRTP development and establish or strengthen the interagency relationship needed to ultimately advance a particular project. Often, intermodal needs and opportunities are mutually not known without this multimodal approach to stakeholder engagement.

### **Keys to Success**

- 1) **Involve board members in the development the LRTP** (and later in its steady implementation through the regional TIP development and TYP review). Through repeated involvement, MPO/RPO board members gain a better understanding of the process and how it equips them to identify and address specific regional transportation issues. This demonstrates good governance by the MPO/RPO and compliance with the federal planning process.
- 2) **Define the roles and responsibilities of LRTP steering committee members.** For the steering committee to be productive, members need a clear understanding of their role and responsibilities in the LRTP's development, including the provision of data according to the LRTP development schedule. Roles and responsibilities may vary slightly from one region to another and should be reviewed from time to time, especially as staff changes occur. Example roles and responsibilities are shown in Figure 6.
- 3) **Use steering committee meetings to build consensus.** Facilitate steering committee meetings to discuss milestones as they are prepared, working toward completion and concurrence, and to review responsibilities for upcoming elements.
- 4) **Document meeting results, including follow-ups needed to reach consensus.**
- 5) **Allow PennDOT Central Office and Districts to review and comment on the draft plan prior to public review;** allow at least 30 days for review and additional time to address comments. The MPO/RPO should determine whether review by other LRTP partners, namely public transportation providers, FHWA and FTA, for public transportation and national perspectives, respectively, is beneficial and offer the draft plan for review accordingly.



**Figure 6: Example Roles and Responsibilities of an LRTP Steering Committee**

### MPO/RPO

Role	Responsibilities
L RTP owner; manager of the plan's development and adoption via a combination of the MPO's/RPO's official leadership, staff, and consultant(s), where used.	<ul style="list-style-type: none"> <li>Plan and manage the schedule of LRTP development, review, and adoption activities.</li> <li>Prepare the required technical elements—including condition/performance evaluation, goals and objectives, investment strategy, project selection and prioritization—to support the long-range development of the transportation system.</li> <li>Conduct public and stakeholder participation activities; report and integrate results into technical elements.</li> <li>Consult with federally recognized Tribes and Nations.</li> <li>Conduct milestone meetings with the steering committee to inform the development and review of required LRTP elements.</li> </ul>

### PennDOT Engineering District(s)

Role	Responsibilities
Technical advisor on highway and bridge system conditions, asset management, performance, and priorities; often represented by the District Planning and Programming Unit but also involving other District units, such as Design, Safety, Bridge, Environment, etc., as needed.	<ul style="list-style-type: none"> <li>Provide system analyses, e.g., safety and asset management, as well as additional requests for information and analysis, as resources allow.</li> <li>Provide asset management priorities (prioritized highway and bridge needs) and preliminary cost estimates according to the timeline agreed to during LRTP initiation.</li> <li>Provide feedback to ensure highway and bridge priorities are considered during the project selection and prioritization.</li> <li>Negotiate priorities to best align regional goals with District goals.</li> <li>Assist in developing improvement cost estimates for new needs.</li> </ul>

### PennDOT Program Center

Role	Responsibilities
Advisor on state policy and compliance.	<ul style="list-style-type: none"> <li>Provide input and feedback to ensure consistency with state policy.</li> <li>Guide the MPO/RPO to state resources, e.g., publications, online guidance, etc.</li> <li>Offer examples of analytical methods, tools, etc., and plan development approaches as guidance for LRTP development.</li> <li>Provide financial guidance including available funding sources, projected funding levels (amounts and year-of-expenditure rates over the LRTP planning horizon), and statewide priorities for selected projects.</li> <li>Liaise with FHWA and FTA to evaluate whether proposed projects are coded correctly for AQ conformity purposes in the plan and to make a conformity determination on any new or revised plan in accordance with the Clean Air Act (CAA) and Environmental Protection Agency (EPA) conformity regulations, as applicable.</li> </ul>

## Public Transportation Providers

### Role

Technical advisor on public transportation service operations that use the highway and bridge network for service delivery and that rely on the same for public access to intermodal facilities such as bus stations, passenger rail stations, and airports for passenger travel.

### Responsibilities

- ▶ Provide system feedback, including highway and bridge limitations and multimodal barriers to the delivery of needed public transportation services.
- ▶ Provide the Transit TIP.
- ▶ Identify improvement priorities for the same.
- ▶ Provide feedback to ensure priorities are considered during the project selection/prioritization.

## Federal Highway Administration/Federal Transit Administration

### Role

Advisor on federal transportation regulations and compliance.

### Responsibilities

- ▶ Liaise with other federal transportation agencies and federal resource agencies, as needed; e.g., Surface Transportation Board, Federal Maritime Commission, and Environmental Protection Agency.
- ▶ Provide input and feedback to ensure that the LRTP is compliant with federal regulations.
- ▶ Guide the MPO/RPO to federal resources for the LRTP, e.g., publications, online guidance, etc.
- ▶ Offer examples of analytical methods, tools, etc., and plan development approaches as guidance for LRTP development.

## Resources

FHWA PlanWorks Decision Guide. <https://fhwaapps.fhwa.dot.gov/planworks/DecisionGuide>

PennDOT Design Manual Part 1A Publication 10A, Pre-TIP and TIP Program (DM-1A) Development Procedures, particularly Figure 2.3.

## Transportation Agency Partners Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Establish the LRTP steering committee, including representatives of unique regional interests, including freight (truck and rail) and active transportation.
<input type="checkbox"/>	Conduct meetings with the steering committee to review progress on LRTP preparation.

Additional Recommended Best Practices	
<input type="checkbox"/>	Define roles and responsibilities, including a schedule of required external/non-MPO data, as the LRTP is initiated.
<input type="checkbox"/>	Invite the airport authorities and operators to participate in the planning process to help characterize intermodal (access) needs.
<input type="checkbox"/>	In regions where water ports exist, invite the port authority to participate in the planning process to help characterize intermodal (access) needs.
<input type="checkbox"/>	Document all partner discussions.

## LRTP Participants: General Public

### Federal Requirements

The MPO/RPO transportation planning process is federally funded, therefore the federal government has robust requirements for involving the public in the planning process. "The public" includes transportation system users with firsthand experience in local transportation needs, as well as those who do not directly use a given transportation mode. All individuals have a right to provide input to how federal investment is prioritized for the communities where they live, work, or travel.

Federal law ([23 CFR § 450.316](#)) requires MPOs to develop a Public Participation Plan (PPP) to define the methods the MPO/RPO will use to comprehensively reach out to and accommodate the public's participation in the entire transportation planning process, including the LRTP. A compliant PPP will include the following provisions related to LRTP public involvement:

**Schedule** – "Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP."

**Access** – "Holding any public meetings at convenient and accessible locations and times;" "Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the Internet."

**Techniques** – "Employing visualization techniques to describe metropolitan transportation plans and TIPs."

**Process** – "Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP."

Federal law requires MPOs to develop a Public Participation Plan. Pennsylvania expects the same from its RPOs.

**Coordination** – “Coordinating with the statewide transportation planning public involvement and consultation processes.”

**Disadvantaged Communities** – “Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;”  
“When the [metropolitan planning area] includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.”

As with all federally funded initiatives, MPO/RPO public participation must comply with the Civil Rights Act of 1964 and related executive orders, and cannot discriminate on the grounds of race, color, or national origin; or against minority or low-income populations; or against persons with limited English proficiency or disabilities. An MPO’s/RPO’s Title VI Program ensures nondiscrimination policies and procedures are in place.

## **PennDOT Policy and Expectations**

As noted elsewhere, Pennsylvania holds RPOs to the same requirements as MPOs, requiring a compliant Public Participation Plan be developed and adhered to as part of all transportation planning activities, including LRTP development.

Regarding public participation, PennDOT expects LRTP development to include:

- 1) **Opportunities for Public Involvement** – PennDOT expects the MPO/RPO, assisted by its LRTP consultant(s), to undertake at least two phases of formal public consultation during LRTP development. The first phase is aimed at identifying broad priorities for the plan (such as supporting non-motorized transportation), and invites

## **Public Involvement Methods**

For a multi-county planning region, **public meetings or workshops** are generally held in each county to encourage local participation and focus on local needs. Meeting sites must be ADA-accessible and should be accessible by transit.

Alternatively, virtual meetings can be used to introduce the LRTP and invite comments. Virtual meetings are easily recorded and posted online for viewing by those unable to attend the meeting.

**Surveys** are commonly used to capture public opinion about how to prioritize government spending on transportation. Include open-ended questions that allow respondents to communicate any transportation-related ideas or concerns. Including a set of optional demographic questions (age, zip code, etc.) can be useful when analyzing public preferences. Surveys should be made available both online and on paper.

LRTPs typically have a **project website** with a comment form or team e-mail address. The website provides essential background information, public meeting announcements, and eventually the draft plan for public review. If the project does not have a standalone website, information should be provided in a prominent location on the MPO/RPO website.

participants to identify specific projects that align with those goals (such as needed improvements to pedestrian-crossing infrastructure at a busy intersection). The second phase occurs as part of a 30-day public review period of the draft transportation conformity report and draft LRTP. Both phases should accommodate in-person and online comments.

Public participation opportunities should be advertised in the widest feasible range of media and locations, including newspapers, radio, partner websites, social media, and posters or flyers. PennDOT recommends that the relevant state legislators be informed of the LRTP effort as it is getting underway and at any key public milestones.

## 2) **Engagement of Disadvantaged Populations –**

MPOs/RPOs must proactively involve low-income, minority, and other underserved populations, populations who face barriers in accessing the MPO's/RPO's transportation planning services, such as Plain Sect and seniors, per the MPO's/RPO's Public Participation Plan. The methods used will vary based on the composition of the planning area.

If significant population or demographic changes have occurred since the previous LRTP, the MPO/RPO may need to add or enhance methods used to reach all current disadvantaged populations.

### **Sample Methods**

- i) Providing translated taglines to the LRTP, and related public participation documents, as well as associated translation services is an effective way to ensure access for limited English proficiency individuals. A tagline is a single sentence translated in one or more languages to inform members of the public how to request a version of the document in an alternate language. Refer to Appendix C for sample tagline text.
- ii) Concentrations of residents with limited English proficiency may warrant translation of public meeting information and coordination with community leaders who can effectively communicate with these residents and help shape workshops and other outreach to encourage meaningful participation.
- iii) LRTPs for regions with Amish or other Plain Sect communities should reach out to community leaders and other trusted parties, e.g., the county conservation district, to solicit safety and other concerns unique to these groups and provide appropriate means for their involvement.
- iv) Low-income populations may have difficulties in attending workshops in person and/or participating online. PennDOT expects MPOs/RPOs to creatively adapt outreach techniques to meet people where they are and provide practical means

PennDOT expects LRTP teams to creatively adapt outreach techniques to meet people where they are and provide practical means for them to contribute to the planning process.



for them to contribute to the planning process. Ideas for doing so should be sought from these populations and/or organizations that represent or advocate for them.

- v) Senior citizens have important perspectives and may have physical challenges that make attending an evening workshop difficult, and they may not be adept with Web-based means of communication. Conducting a mid-day workshop at a senior center and/or providing paper surveys that can be submitted by mail can increase participation by the older segment of the population.

- 3) **Documentation and Reporting of Public Participation** – Records must be kept of all public events and public input or comment, including comments and responses to the air quality conformity report. The Public Participation chapter of the LRTP should summarize the outreach events and methods, and provide graphs indicating results. It should also list any themes that emerge, and indicate how public preferences are reflected in the plan. An LRTP appendix may include copies of any fact sheets, flyers, or public notices, that were developed, including translations if applicable. Detailed survey feedback must be retained with the project records.

Record-keeping is even more formalized during the draft transportation conformity report and draft LRTP review. A table listing comments and their disposition (i.e., how they were addressed, or if not, a clear reason why the comment was not addressed), must be appended to the final LRTP document.

- 4) **Use of Public Input** – Public opinion must be considered to shape LRTP goals, objectives, strategies, actions, and the LRTP project lists. Public feedback received during the planning process must be considered alongside the priorities of stakeholders and relevant government entities—within the limits of budgets and state and federal policy—as the MPO/RPO drafts and finalizes plans and projects.

## Keys to Success

- 1) **Provide an online hub for public information and participation.** An online presence is available at all times of day and should be accessible to mobile devices. Include a simple definition of the LRTP and its preparation timeline. Post summaries of collected input to help newcomers catch up as well as interim, draft, and final documents. Clearly indicate contact information for viewers who aren't able to navigate the site or who have additional information to share.
- 2) **Use professional and social networks to announce the hub and any key updates.** Prepare short announcements that highlight the current phase of LRTP development or its results, and direct interested individuals to the online hub to find details. Distribute announcements to MPO/RPO board and steering committee members, requesting that they distribute announcements through their professional networks (e.g., to their municipal members, community leaders, etc.). Ask MPO social media followers to distribute announcements to their municipal members via social media.

- 3) **Intercept Targeted Users in High-Traffic Locations.** Obtaining input from specific population segments may require an in-person intercept approach in locations where these populations gather or pass through. Examples include:

- a) Youth at schools or recreation centers
- b) Seniors at senior living facilities and senior centers
- c) Transit users on buses and trains, and in stations
- d) Bicyclists and pedestrians on downtown streets

Be sure to request permission to be on site.

- 4) **Engage People and Their Priorities through Maps, Aerial Imagery, and Other Graphics** – People remember their travel and transportation experiences primarily based on place. Maps, as aerial images, or data displays or both, help them to “see” the routes they use and recall the experiences they’ve had along the way. Graphics that show ranked conditions are another good way to focus attention on the worst (and best) locations for travel.
- 5) **Focus on long-range planning; listen for near-term issues** – While long-range planning focuses on a 20-year planning horizon at minimum, public participation can reveal near-term, urgent, or high-risk needs. Be sure to listen for both and refer any needs outside of the MPO’s/RPO’s jurisdiction to the appropriate agency.

## Resources

- [PennDOT Public Participation Plan for Statewide Planning](#)
- PennDOT General and Procedural Guidance
- [FHWA Publications on Public Involvement](#) including:
  - [Developing and Advancing Effective Public Involvement and Environmental Justice Strategies for Rural and Small Communities](#)
  - [How to Engage Low-Literacy and Limited-English-Proficiency Populations in Transportation Decisionmaking](#)
  - [Public Involvement Techniques for Transportation Decisionmaking](#)
  - [Transportation Planning Process Resource Guide](#)
  - [FHWA’s Virtual Public Involvement Fact Sheets](#)
- FHWA Publications on Environmental Justice including:
  - [Environmental Justice Analysis in Transportation Planning and Programming, State of the Practice](#)
  - [Addressing Changing Demographics in Environmental Justice Analysis, State of the Practice](#)
- [International Association for Public Participation \(IAP2\) Public Participation Toolbox](#)

- [NCHRP Report 710: Practical Approaches for Involving Traditionally Underserved Populations in Transportation Decisionmaking](#)

## Public Participation Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Align LRTP process with the MPO's/RPO's Public Participation Plan commitments.
<input type="checkbox"/>	Undertake proactive outreach to disadvantaged populations.
<input type="checkbox"/>	Document all public outreach activities.
Additional Recommended Best Practices	
<input type="checkbox"/>	Notify state legislators of public meetings, workshops, or other public events—provide sufficient time for notification.
<input type="checkbox"/>	Develop and maintain an online resource for LRTP development information.



# L RTP Participants: Stakeholders

## Federal Requirements

Federal law ([23 CFR § 450.316\(b\)](#)) requires MPOs to consult with state and local “agencies and officials responsible for other planning activities within the [region] that are affected by transportation...or coordinate its planning process (to the maximum extent practicable) with such planning activities” as they develop their LRTPs and TIPs. Sections [450.316\(b\)](#) and [450.316\(c\)](#) also require MPOs to coordinate the design and delivery of transportation services to the region that are provided by other specified federal statutes and programs, such as [49 U.S.C. Chapter 53](#) for public transportation and [23 U.S.C. 201-204](#) for federal lands and tribal transportation.

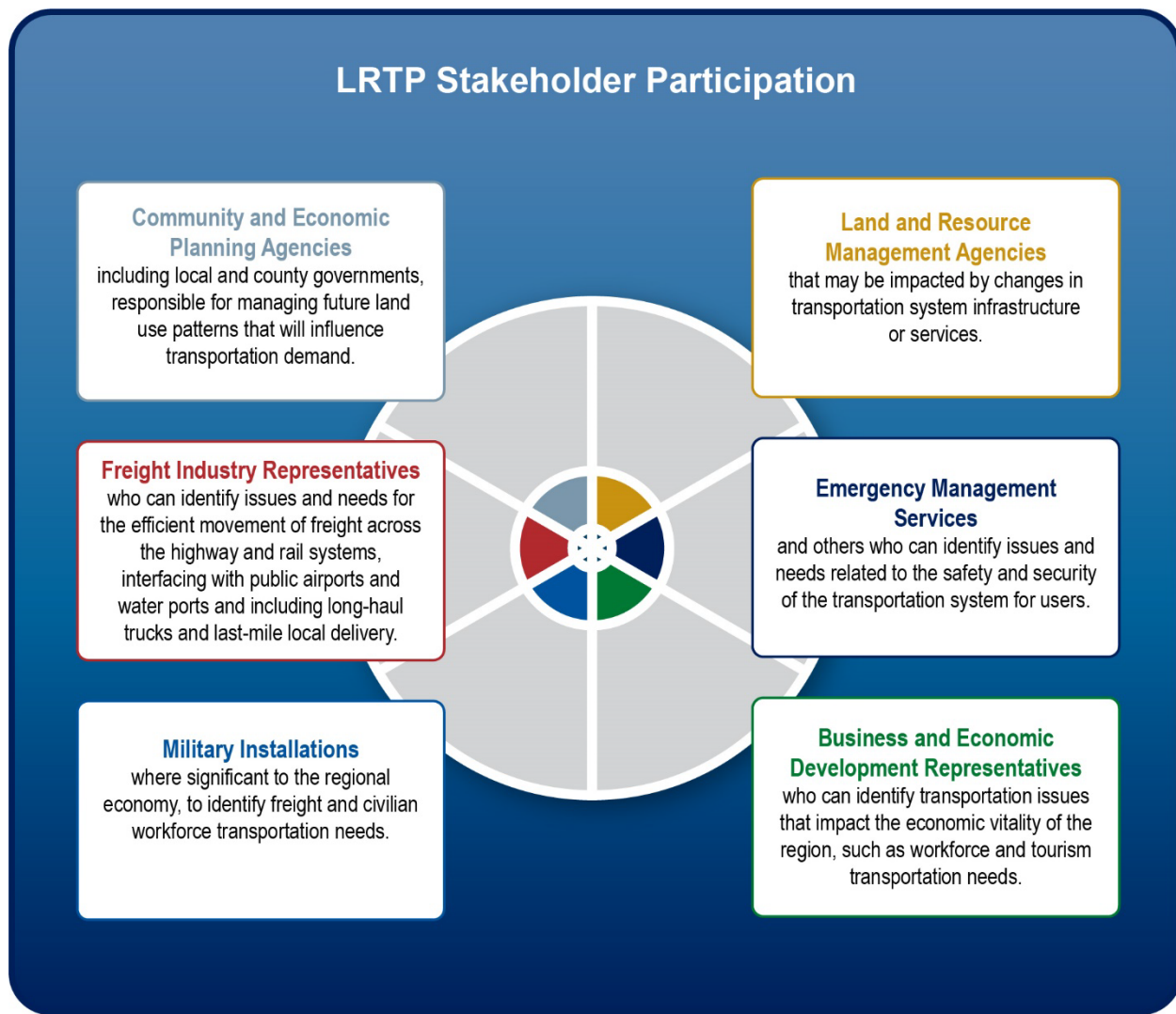
Additionally, land and resource management agencies are specifically identified as stakeholders to the MPO/RPO transportation plan in [§ 450.324\(g\)](#). These agencies include municipalities (county and local governments) as well as local, state, and federal public agencies responsible for land use management, resource management, and regulatory approvals.

## PennDOT Policy and Expectations

In Pennsylvania, these agencies and officials are more commonly called “stakeholders.” The stakeholders referred to in [§ 450.316\(b\)](#) most commonly represent government agencies or other public-sector organizations. But stakeholders can also refer to public officials, such as state legislators who hear from the public on community-level issues and local councils, boards, and authorities who plan and operate in the public interest and in the public rights-of-way, as well as private-sector organizations and representatives whose travel and goods movement are affected by the conditions of the transportation system.

Various stakeholders to the LRTP are depicted in Figure 7.

**Figure 7: Stakeholder Participation and Roles**



### Municipal and State Government Stakeholders

By the nature of their boards and committees, MPOs/RPOs in PA represent municipal government. In some cases, the duties are co-housed in county planning departments. In other cases, they are separate but federally required to coordinate. Regardless of any built-in representation, MPOs/RPOs must provide opportunities to consult with PA municipalities (counties, boroughs, towns, and townships as well as their authorities) regarding their land use planning as a key input to regional travel demand.

Municipal officials are essential to the MPO's/RPO's understanding and forecast of long-range transportation improvement needs—in Pennsylvania, local governments hold the authority to establish policies that guide future development, and by extension, the travel demand and future system improvement needs it will generate. Many of these future needs and improvement projects can be anticipated in the LRTP based on current municipal comprehensive or land use plans. This emphasizes the importance and currency of

municipal planning and cooperative participation in the LRTP's development and results in an LRTP that addresses transportation system preservation where land use patterns are stable and system improvements where land use change is occurring or is planned. With this forecast of land use, along with projected population, industry, and employment changes, MPOs and RPOs should also characterize the complexity of future needs in their environmental context to inform the project cost estimate—particularly the need for alternatives analysis, land use coordination, or resource evaluation during preliminary design.

State legislative officials and their staff are also valuable stakeholders who can validate input received from the public and municipal governments and help to promote public participation in democratic decision-making. They may receive complaints about public infrastructure and operations and direct individuals to appropriate agencies. They often track this information and may be able to share community-level issues and concerns that have broad support. They also spread news about upcoming policy, projects, and events, such as transportation planning presentations and draft document review periods.

MPOs/RPOs should consult with state legislators (or their staff designees) about transportation needs, as well as issues and that require study to determine if improvement is warranted.

### Land Management and Resource Agencies

Cooperation with these agencies is prescribed to include, at minimum, comparison of the developing MPO/RPO transportation plan with the agencies' land and/or resource conservation plans and inventories of natural or historic resources.

Across Pennsylvania, land and resource management agencies include but are not limited to the following;

- National Park Service, U.S. Forest Service, U.S. Army Corps of Engineers, and PA DCNR regarding national/state parks, national recreation areas, and national/state forest lands.
- U.S. Fish and Wildlife, PA Fish and Boat Commission, and PA Game Commission

### **Coordination for System-Level Planning**

PennDOT maintains interest in supporting agency coordination for system-level planning. Historically, PennDOT assisted in organizing an Agency Coordination Meeting (ACM) for the MPO/RPO to coordinate resource avoidance and mitigation methods on large-scale projects. It was also used as a forum for MPOs/RPOs to present their draft transportation plans to several state and federal land and resource management agencies for review and comment and concurrence.

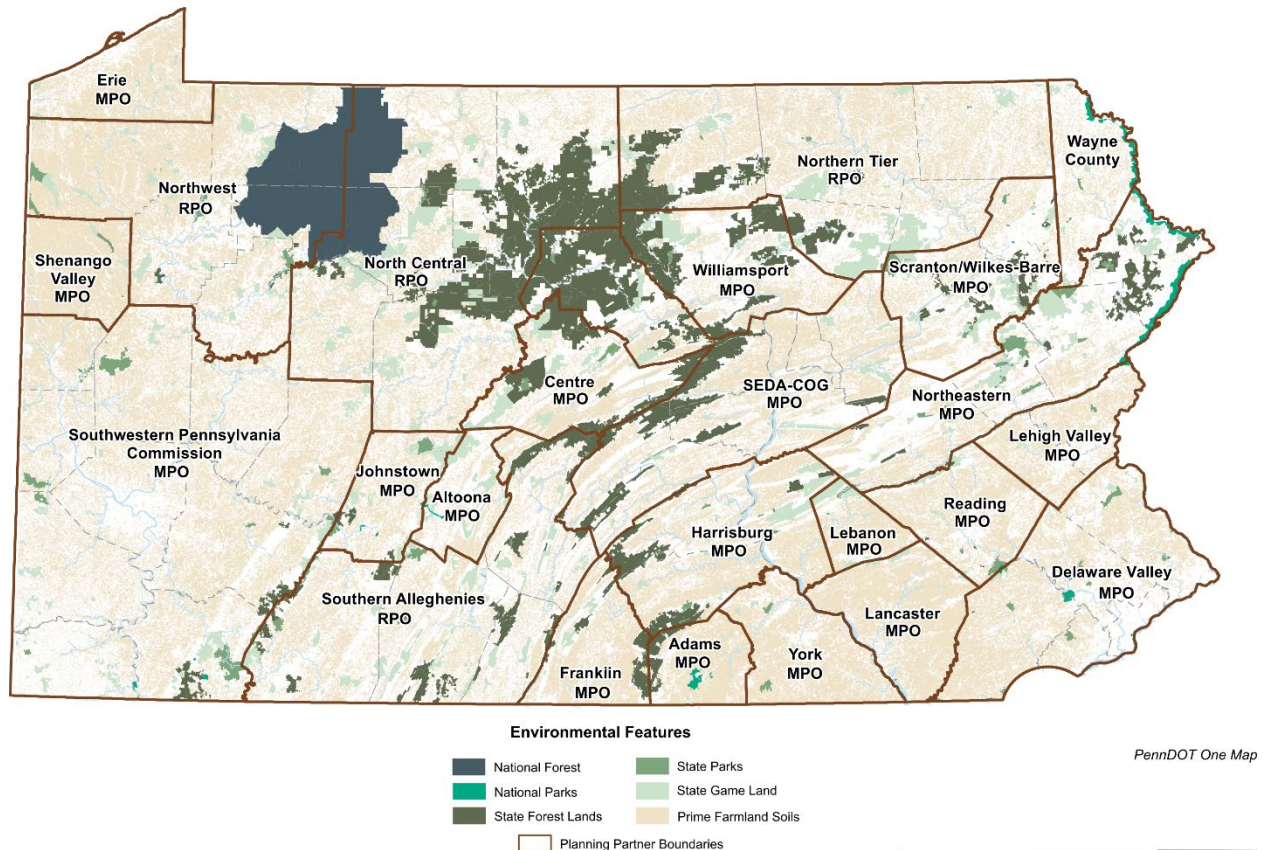
PennDOT is working to re-structure the coordination format to engage those who are interested/involved in statewide and regional planning. PennDOT explored a role for the state planning board in this coordination during the preparation of the 2045 SLRPT and CFMP.

regarding public waterways and aquatic habitat, and state game lands and associated facilities.

- PHMC and county regarding historic resources.

State and federal land ownership is available in PennDOT OneMap and is shown in Figure 8.

**Figure 8: State and Federal Land Ownership in Pennsylvania**



In consultation with PennDOT, each MPO/RPO should determine which agencies manage lands or resources in their region, and consult with them on transportation issues, including system needs and impacts related to their mission and activities. Site managers and regional agency contacts can be found online:

- Allegheny National Forest  
<https://www.fs.usda.gov/allegheny>
- PA State Parks  
<https://www.dcnr.pa.gov/StateParks/FindAPark/Pages/default.aspx>
- PA State Forests  
<https://www.dcnr.pa.gov/StateForests/FindAForest/Pages/default.aspx>
- U.S. Fish and Wildlife
- PA Fish and Boat Commission
- PA Game Commission
- PHMC

## Industry Stakeholders

PennDOT encourages MPOs/RPOs to develop an understanding of freight patterns and needs within their regions through consultation with industry representatives.

The transportation funding legislation MAP-21 tasked states with preparing State Freight Movement Plans; subsequent federal legislation has maintained this requirement. PennDOT has sought input on its Comprehensive Freight Movement Plan directly from business and industry representations and indirectly from MPOs/RPOs.

Many MPOs/RPOs may have established committees, sub-committees, task forces, or work groups that represent one or more stakeholder types. Others choose to engage these groups during the LRTP through individual stakeholder interviews or stakeholder meetings, workshops, focus groups, surveys, etc., either in-person or virtual/online.

Military installations should be included as stakeholders. Even though their primary purpose is not for-profit industry, they often represent a significant element of the regional economy, manage large tracts of land, and have need for multimodal transportation access for military and civilian workforces.

## Federally Recognized Tribes and Nations

Although there are no areas in Pennsylvania currently under the jurisdiction of Tribal governments and which require consultation per [§ 450.316\(c\)](#), PennDOT recognizes the importance of tribal consultation and considers federally recognized Tribes and Nations to be interested parties, or stakeholders. Therefore, MPOs/RPOs must consult with federally recognized Tribes and Nations that have regions of interests in Pennsylvania to provide opportunities for review and comment on key planning documents, such as the LRTP. Following General and Procedural Guidance, this consultation effort includes notifying Tribes and Nations of the opportunity to participate in any public meetings and to review the draft LRTP during the public comment period.

However, this effort to consult with individual Tribes and Nations needs to be a separate public involvement effort that occurs during the public comment period. The consultation letter to inform the Tribes and Nations of the public involvement opportunity should be specific and tailored to the individual Tribe or Nation that maintains an area of interest within the boundaries of each MPO/RPO region and should not be included in mass email alerts/notices to the general public. Because of the importance of government-to-government consultation with Tribes and Nations, the letter should come directly from PennDOT or the MPO/RPO staff and cannot be sent by a consultant. Please note that some of the Tribes and Nations accept email correspondence while others may require a paper copy of documents. For the Tribes and Nations that require paper copies, please include a printed version of the LRTP with the consultation letter to reduce any barriers to participation, and freedom for review, and comment. A list of federally recognized Tribes and Nations contacts as well as a sample coordination letter are available in the Tribal Coordination folder in SharePoint.

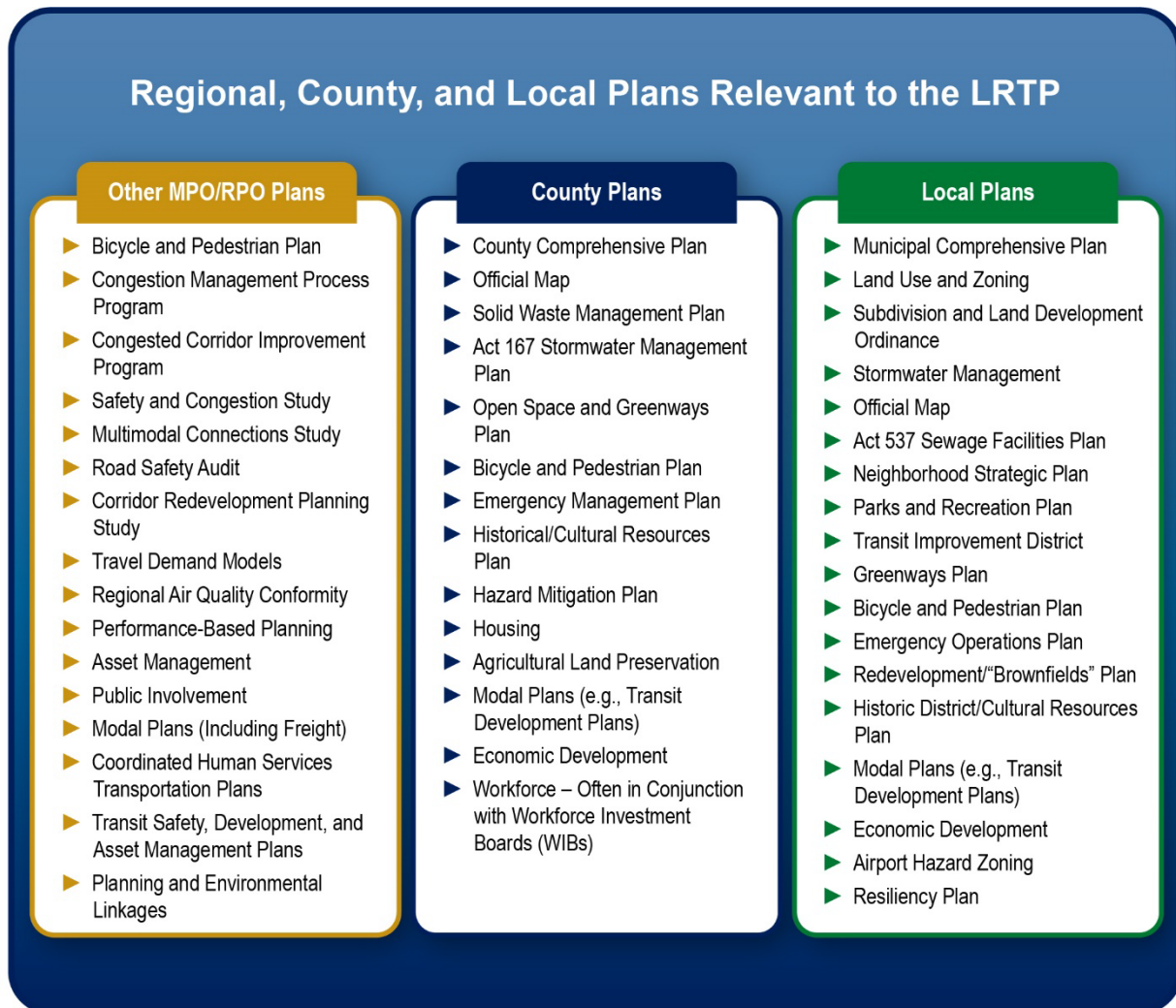


## Keys to Success

- 1) **Share data in user-friendly formats.** Before preparing for a collaborative discussion, consider what data points will be most important to that stakeholder. Also consider what format(s) may be most useful: data in tables and charts or on maps, by corridor or mode, etc.
- 2) **Meet around maps.** Transportation and community needs are place-based, so maps are a useful format for sharing and exchanging information specific to a site, corridor, or area. Transportation improvement needs identified by the MPO/RPO, counties, and municipalities, and asset management needs identified by PennDOT, should be mapped so that representatives can see all known needs and contribute any emerging or unmapped needs to the planning process. Stakeholders can also mark locations of community and environmental problems or goals. Providing this information in a place-based format (and in advance) encourages participants to think about the location within the system and the community and environmental context and prepare for an effective consultation.
- 3) **Solicit input on future travel demand.** Travel demand modeling is used to forecast future traffic distribution across the system and potential points of congestion. Historical traffic volumes and population trends are key inputs to these forecasts, but past data alone cannot anticipate the needs of planned (future) land use patterns. Stakeholders often have knowledge related to new development or redevelopment. New development generates additional traffic. Redevelopment can change a land use and the amount, peak timing, intensity, and even mode mix of the traffic it generates. The details of these changes are relevant to project-level planning, but awareness for regionwide land use patterns, present and future, and the associated changes in traffic and travel patterns are relevant to system-level planning for which the MPO/RPO is responsible.
- 4) **Solicit input on improvement of the public right-of-way for all modes and public services.** The anticipation of future needs applies to planned changes or additions in mode and through PennDOT Connects, to a wider variety of features in the right-of-way as well. Municipalities are typically the point of contact for a potentially larger network of community services and utilities that use and/or maintain facilities located in the right-of-way. Like an MPO/RPO, these stakeholders aim to improve the safety and efficiency of their systems and services with improvement projects. Because transportation projects are often first identified and estimated in the LRTP, it makes sense to note any known opportunities for municipal service or utility collaboration and the relative level of collaboration effort.
- 5) **Explore stakeholder goals for the state and local transportation system, and for community and economic development.** MPOs/RPOs should use their ongoing cooperative efforts with stakeholders to ask not only about transportation needs but also about local transportation and development goals (or priorities) associated with conditions in or near the public right-of-way. Figure 1 in Chapter 1 identifies several local and county plans that may have policy or recommendations related to

transportation or the public right-of-way. Figure 9 shows a more complete list of these plans. See Appendix A for brief descriptions of their purpose and potential relevance to transportation planning.

**Figure 9: Local, County, and Regional Plans with Relevance to Transportation**



**6) Document meetings and participation.** Take the time at the end of meetings (or shortly thereafter) to document who attended, what topics were discussed, what decisions were made, and what actions are needed. This information is a useful reference as a follow-up to the meeting and in the future as issues and proposals advance through the LRTP process.

Incidental conversations between the MPO/RPO and stakeholders about the LRTP's development, such as might occur at other meetings, need not be documented unless such conversations warrant deliberation over potential LRTP content. In this case, a



simple note or memo stating who said what, when, and the follow-up action should be documented.

If the MPO/RPO uses regular or ongoing stakeholder and public participation activities to gather input on needs, review or suggest goals, or otherwise invite feedback on transportation planning in the context of the larger metropolitan transportation planning process, the MPO/RPO should summarize these previously documented efforts and integrate the results in the LRTP development; an opportunity to review the draft LRTP must still be offered.

## Resources

- PennDOT Public Involvement Handbook, PennDOT PUB 823, <https://www.penndot.pa.gov/ProjectAndPrograms/Planning/Pages/Public-Participation-Plan.aspx>
- Freight Planning Guidance, [PennDOT PUB 790](#).

See Resources listed under Public Involvement; many resources cover both public and stakeholder involvement techniques.

## Stakeholder Participation Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Invite a wide range of stakeholders to participate in the LRTP development process.
<input type="checkbox"/>	Provide opportunity for municipal leaders and staff, as land and resources managers, to contribute transportation needs in support of planned development and resource protection.
<input type="checkbox"/>	Document stakeholder involvement activities and participation.
Additional Recommended Best Practices	
<input type="checkbox"/>	Notify state legislators of public meetings, workshops, or other public events.
<input type="checkbox"/>	Notify stakeholders directly as part of the LRTP public review.

## Section 5: Core Plan Elements

Federal regulations [23 CFR § 450.324\(f\)](#) prescribe 12 technical elements for inclusion in an MTP (LRTP). These required elements are to document the policy decisions of the MPO and are to be based on the analytical findings of the transportation planning process regulated by [23 CFR § 450](#) and other federal policies. Federal and state reviewers will look for these elements to ensure compliance with the regulations.

**Federal and state reviewers look for 12 technical elements in a compliant LRTP.**

The regulations provide only a listing of the elements, not a description of how to prepare them or how to integrate them as a cohesive plan. This section provides PennDOT's expectations for each element.

Figure 10 illustrates how these technical elements and other requirements fit into four broad phases of a traditional planning process. It also reflects the typical chronology of plan preparation. The plan document, however, may be organized to emphasize the decisions made during the planning process, not the planning process per se. For example, the background studies may be placed as appendices to the plan's direction and actions, even though they may have been prepared first in the planning process.

Background Studies

### Background Studies

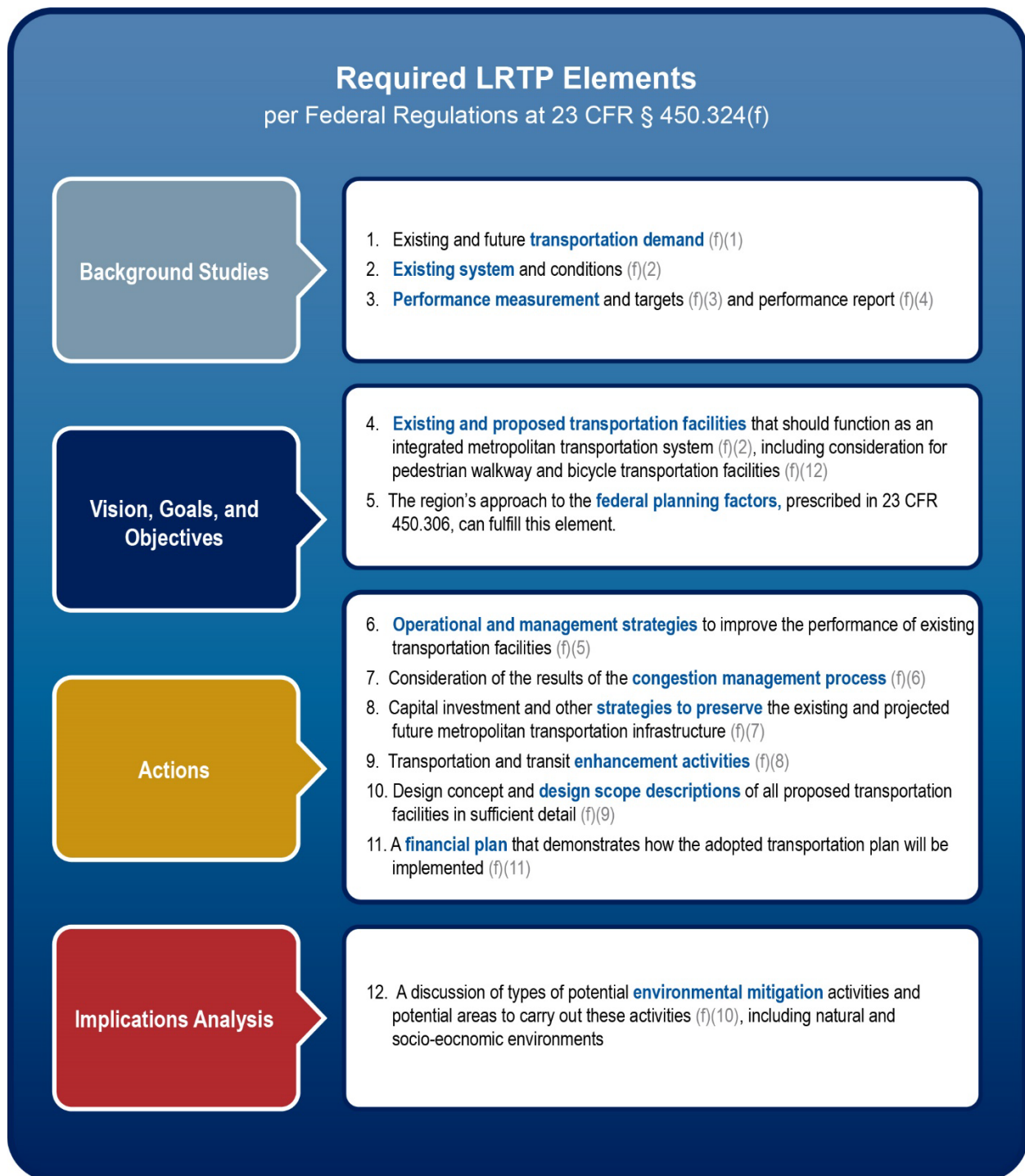
The background studies, presented through narrative, charts, tables, and maps, are intended to gather existing information and recent data as the basis for updating the LRTP. Providing information on trends and, where possible, projections, helps decision-makers understand critical long-term issues and supports data-driven decision-making. Background studies should present a high-level, systemwide understanding of conditions, based on readily available data or recent analysis.

**Decision-making is to be data-driven.**

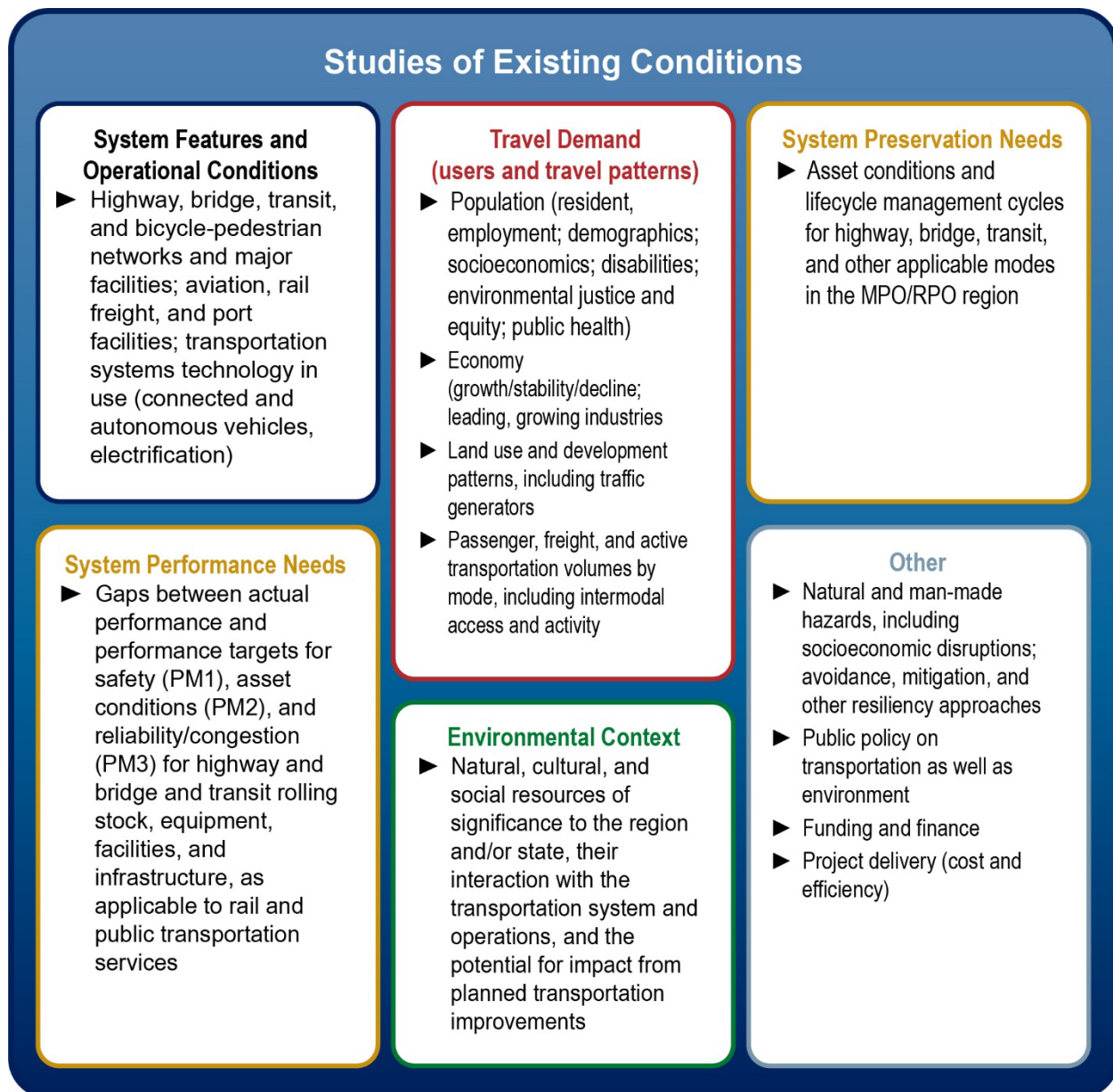
The table of studies shown in Figure 11 has evolved to include new entries for equity, active and intermodal transportation, technology, public policy on both transportation and the environment, and hazard mitigation and socioeconomic disruptions. Other condition assessments may be included in an LRTP, as relevant to the region.

The list of relevant studies continues to change as transportation planning evolves and becomes better integrated with the other local and regional planning efforts. It may be updated more frequently to reflect the dynamic planning environment.

**Figure 10: Required LRTP Elements**



**Figure 11: Studies of Existing Conditions**



These various studies may be included as plan chapters or summarized and appended to the plan as separate reports. They can be prepared in advance of the LRTP preparation process, as part of ongoing MPO/RPO activities. Data inputs for many of these studies are available on a rolling basis. Select the data release that reflects the most recent conditions, such as estimates and assumptions for population, land use, travel, employment, congestion, and economic activity in the plan, and allows for preparation to proceed.

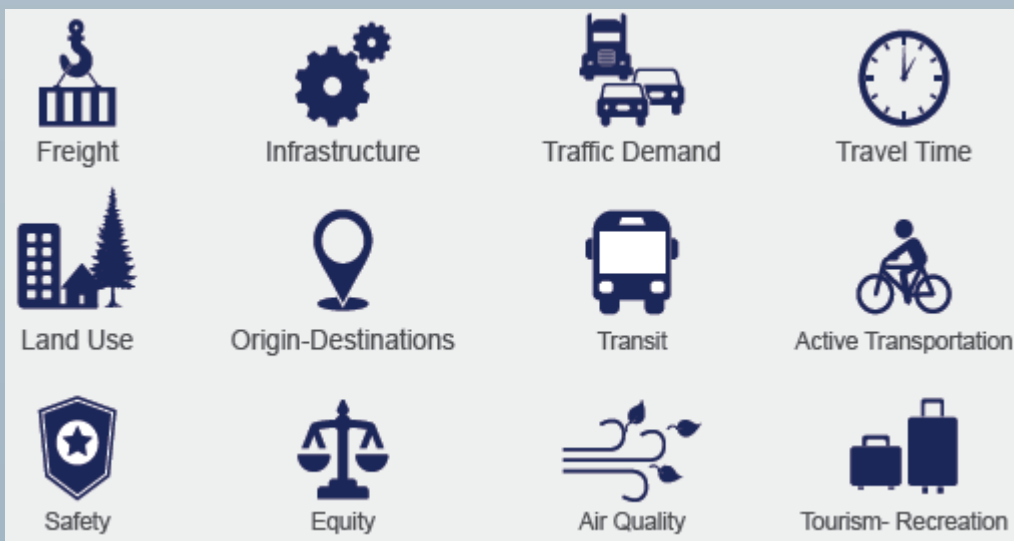
## Transportation Planning Data Repository

PennDOT and its partner MPOs/RPOs use a variety of data to forecast and plan for future transportation system needs and priorities. PennDOT is working to develop a data repository to support regional and local Planning Partners across the state. The effort is aimed at identifying the best available data sources, processing data into easy-to-use products, sharing data in an organized manner, and updating the data on a periodic schedule. Initial efforts will focus on data that can support solutions to our most frequently asked transportation planning questions.

Some of the most important data needs relate to infrastructure (bridges and pavement), freight, and land use. PennDOT has already initiated efforts to develop data products that help address planning questions across these topic areas. This includes developing maps highlighting the density of employment by employment type. Other priority data products (referred to as the “Core Metrics”) will focus on better understanding the national transportation performance measures and mapping of innovative data sources such as cellular and GPS travel time and origin– destination data.

The data repository is envisioned to be an evolving resource that will address new data sources and changes to our future transportation planning needs and questions. It is expected to become available to the state’s MPOs and RPOs in 2023, and will be an important resource for regional planning and PA LRTP implementation.

### Data Categories to be Addressed by PennDOT’s Data Repository



## Existing System Overview

A detailed inventory of existing facilities and services is not required. However, the availability and connectivity of each modal network and intermodal connections must be described, and known needs should be identified.

### **Federal Requirements**

Federal regulations in [23 CFR § 450.324](#) require a description of existing facilities that, along with proposed facilities, characterizes an evolving transportation system that serves transportation demand. This description should emphasize facilities that serve important national and regional transportation functions: multimodal critical rural freight facilities and critical rural and urban freight corridors, NHS Intermodal Connectors, and National Network (NN) for Trucks. Requirements for assessing system conditions are prescribed by performance measurement, described in the next section.

### **PennDOT Policy and Expectations**

PennDOT expects each plan to:

- 1) Identify each network and service available in the region and assess its ability to provide continued accessible and integrated connected transportation networks and services in the region. Include freight networks and their issues, such as freight bottlenecks, intersections with inadequate turning radii, etc. Include intermodal connections and key facilities that enable (or gaps that inhibit) the network to function as an integrated transportation system.
  - a) State highway and bridge network. Identify system classifications, e.g., National Highway System (NHS), Federal-Aid highway system, PennDOT Business Plan Network, Critical Urban/Rural Freight Network, etc., that determine a network's or facility's eligibility for federal and state funding sources.
  - b) Transit network(s) and major facilities.
  - c) Multimodal networks and major facilities, such as
    - i) Active transportation (bicycle and pedestrian) network(s) and use corridors.
    - ii) Railroad networks.
    - iii) Airports.
    - iv) Water ports.
- 2) Define known needs and transportation issues for system availability and connectivity.
  - a) Known needs are those that have been validated through technical analysis. These include:

- i) Carryover needs from the current LRTP, including TIP and TYP programmed projects (and associated MPMS data) or draft TIP/TYP projects depending on the timeframe.
  - ii) Network availability and connectivity needs identified, and validated by data, in separate studies or plans.
  - iii) All modal network needs identified in statewide system plans for aviation, rail, freight movement, and bicycle–pedestrian.
- b) Other transportation availability and connectivity issues, gathered through outreach to transportation stakeholders, such as the STC outreach effort, which may still need data validation.

### **Keys to Success**

- 1) Keep a system-level (big-picture) focus on the description and assessment of each modal network. This will help inform goals and objectives.
- 2) Request data and assessments from network owners/operators and service providers, such as rail freight lines and transit agencies. Anticipate the time needed to ensure that assessments are available when needed.
- 3) Present networks, services, and their assessments visually through maps and graphics that make conditions easy to understand for LRTP participants.
- 4) In advance of the next plan update, assess available data. If better decision-making about any network, service, or mode is desired, recommend a separate planning effort to assemble and analyze more specific data.

### **Resources**

- [PennDOT Highway Statistics and Traffic Data](#)
- PennDOT OneMap, <https://gis.penndot.gov/onemap/>
- [PennDOT County Traffic Volume Maps](#), <https://www.penndot.gov/ProjectAndPrograms/Planning/Maps/Pages/Traffic-Volume.aspx>
- [Bridge Information](#) <https://www.penndot.gov/ProjectAndPrograms/Bridges/Pages/default.aspx>, including comprehensive lists and summary statistics for bridges on state and local roads
- Traffic Signal Portal, <https://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSPortal/index.html>
- Public Transportation [Programs Map](#), <https://gis.penndot.gov/transitmap/>
- Guidebook for Integrating Freight into Transportation Planning and Project Selection Processes, <https://www.trb.org/Publications/Blurbs/159488.aspx>



- Pennsylvania Public Airports, <https://www.penndot.gov/TravelInPA/airports-pa/Pages/default.aspx>
- Passenger Boarding (Enplanement) and All-Cargo Data for U.S. Airports, [https://www.faa.gov/airports/planning\\_capacity/passenger\\_allcargo\\_stats/passenger](https://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/passenger)
- Pennsylvania Active Transportation Plan (PUB 787)  
<https://www.penndot.pa.gov/TravelInPA/active-transportation/Pages/default.aspx>
- PA Outdoor Recreation Plan,  
<https://www.dcnr.pa.gov/Recreation/PAOutdoorRecPlan/Pages/default.aspx>
- Statewide System Plans for all modes of passenger and freight transportation  
(See Appendix B)

### Existing System Conditions Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Identify and characterize available transportation networks and service areas in the region through maps, charts, and diagrams.
<input type="checkbox"/>	Assess the available transportation networks and service areas in the region.
<input type="checkbox"/>	Identify and assess the intermodal connections and facilities that enable (or inhibit) the system to function as an integrated transportation system.
<input type="checkbox"/>	Provide at least one opportunity for the public and stakeholders to identify issues on any transportation network.
Additional Recommended Best Practices	
<input type="checkbox"/>	Identify classifications that determine a network or facility's eligibility for federal and state funding sources.
<input type="checkbox"/>	Conclude system overview with a list of known needs and transportation issues for system preservation and improvement.

## Transportation Demand

An understanding of transportation demand—how people in communities and economies use the transportation system—is needed to plan improvements across the various transportation modes, as well as connections between modes, and the facilities and programs that are provided to meet demand. As important as the current travel demand is, it is also critical to analyze how demand factors are changing and to anticipate how future demand could affect the transportation system and transportation needs.

Where data is available, characterize use vs. capacity (demand vs. supply) to identify locations, such as corridors and intersections, that currently (or in the future) can't meet

demand (needs/candidate improvement projects). Where intermodal passenger and/or freight data is available, characterize use and identify intermodal needs.

### **Federal Requirement**

Existing and projected demand analysis ([23 CFR § 450.324\(f\)\(1\)](#)), including projected transportation demand for the movement of persons and goods in the metropolitan planning area over the planning period.

### **PennDOT Policy and Expectations**

PennDOT expects each plan to:

- 1) Characterize existing sources of travel demand. Include the size and spatial distribution of the existing population, producers, and workforce who travel and transport goods across the regional system:
  - a) Total population count
  - b) Total workforce count
  - c) Major industries and employers and their freight demands
  - d) Origin and destination points, i.e., spatial distribution of land use types as trip generators and destinations for people and goods, including the often-dispersed destinations of regional tourism
  - e) Patterns of local circulation and through travel/transportation
- 2) Characterize future sources of travel demand as stable or changing. Include projected and potential changes in the size and spatial distribution of the population, producers, and workforce.
  - a) Population projections, which may include projections for changing demographics that may influence future travel demand
  - b) Projected economic expansion, contraction, or operational modification that will influence employment and freight demands
  - c) Planned changes in regional land use or patterns that include trip generators and destinations, or projected real estate market conditions
  - d) Travel and transportation demand that passes through the region
- 3) Characterize existing demand with use metrics, or anecdotal evidence where data is unavailable.
  - a) Highway traffic volumes
  - b) Transit ridership by mode – bus, rail
  - c) Bicycle and pedestrian counts

- d) Freight volumes by mode – air, truck, rail, and port
  - e) Level of Service or highway volume to capacity analysis
- 4) Characterize future conditions or changes that will or may impact overall demand on the system and on specific modal and intermodal networks via travel demand forecasting and other methods. Indicate the scale and direction of change, however these do not need to be quantitative.
- a) Changes in travel demand for light-duty passenger vehicles, including automobiles and light-duty trucks; single-unit trucks; and combination trucks)
  - b) Changes in transit demand
  - c) Changes in bicycle and pedestrian demand
  - d) Changes in freight demand
  - e) Probable future mode and technology availability and modal choice shifts
- 5) Define needs and transportation issues for future system connectivity and reliability.
- a) Identify projected needs for connectivity based on planned development patterns
  - b) Identify projected needs to mitigate congestion and delay

### **Keys to Success**

- 1) Use the most recent data. While initiating the LRTP update, assess available data and completed analyses and their implications for the timing of the update. To the greatest extent possible, use existing data and analysis to minimize the time and effort of the LRTP update. In many cases this information is collected as part of ongoing system and performance monitoring efforts, e.g., the congestion management process. If the MPO/RPO or other regional entity has been monitoring regional conditions and published a set of indicators or findings, use these to characterize conditions.
- 2) There is no need to update existing conditions throughout the plan development period as new data becomes available. If new data reveals a significant change in conditions, briefly note the change (and data source) and recommend monitoring the trend until the next LRTP update.
- 3) Present data visually through maps, charts, and other graphics. Emphasize the finding of stability or the nature and scale of change in the graphic's title and/or caption.
- 4) Supplement data with stakeholder input, and anecdotal evidence to represent existing conditions and trends. MPO member reports (documented in meeting notes) may provide insight. Document relevant and informative conversations about demand throughout the overall planning process as examples for the LRTP.

- 5) Collaborate with county and municipal participants to collect and interpret demand source data, e.g., population, workforce, land use, etc. Strive to characterize and project demand sources uniformly across larger regions.
- 6) Document what isn't known (and what the region's planners would like to know, as this will provide a foundation for planning activities (data development and analysis) that can better inform future LRTPs). Listing assumptions and addressing them with stakeholders throughout the planning process can provide an invaluable means of gaining insight.
- 7) Identify uncertainties in economic and transportation market conditions that could disrupt future transportation demand as projected. Limit detailed discussion to what is needed to inform plan preparation, including any scenario planning, recommend monitoring for the trend, and revisit market conditions during the next LRTP update.

## Resources

- U.S. Census Bureau sites, such as <https://data.census.gov/>, for population dataset, <https://onthemap.ces.census.gov/> for workforce datasets, and Census Transportation Planning Products Program (CTPP), <https://ctpp.transportation.org/>
- [PennDOT Traffic Data](#), including Highway Statistics and [TIRE \(PennDOT's Traffic Information Repository\)](#)
- Freight Planning Guidance (PennDOT PUB 790), <https://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20790.pdf>
- Other private-sector, crowd-sourced, and mobile-based traffic data sources, such as INRIX, Waze, Streetlight, and others

## Travel Demand Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Estimate existing and future transportation demand through the plan's horizon year and list the supporting assumptions. Illustrate projected demand through maps, charts, and diagrams.
<input type="checkbox"/>	Provide at least one opportunity for the public and stakeholders to identify future system issues on any transportation network.
Additional Recommended Best Practices	
<input type="checkbox"/>	Relate future conditions to future transportation demand, including known factors, assumptions, and uncertainties.

## Candidate Projects and Cost Estimates

### **Federal Requirements**

MPOs/RPOs must develop the design concept and design scope descriptions of all proposed transportation facilities.

### **PennDOT Policy and Expectations**

PennDOT expects each plan to:

- 1) Identify known project commitments (safety, asset management, and other) in the TIP and acknowledge projects on the TYP.
- 2) Identify projects by performance type.
  - a) Safety
  - b) Asset Management (preservation) needs.
  - c) Request Pavement Asset Management System (PAMS) and Bridge Asset Management System (BAMS) reports from District(s) or Central Office:
    - i) PAMS and BAMS reports typically generate a list of facility treatments based on TYP-programmed cost estimates.
    - ii) PAMS and BAMS reports can be generated without reference to programmed or committed projects to identify/characterize preservation treatment needs.
  - d) Compare asset management commitments to all needs to identify new candidate projects.
  - e) Reliability
    - i) Operations
    - ii) Congestion management
  - f) Transit
  - g) Active Transportation
- 3) Develop a candidate project for other known improvement needs, as identified in completed studies or as needed to validate recently identified needs. Include:
  - a) Project name/title
  - b) Design concept (type of facility) and source of concept (PAMS/BAMS, study, other)
  - c) Design scope (nature of improvement, e.g., rehabilitation, replacement, per PAMS and BAMS analysis reports) or new facility.
  - d) Initial purpose and need statement (rationale for the project)
  - e) Required timing or coordination with other improvement needs or external schedules.

- f) Regional Significance per 40 CFR Part 93, Subpart A (yes/no)
  - g) Exempt or non-exempt from air quality conformity.
- 4) Consult with the District to prepare a cost estimate for each candidate project that is/includes:
    - a) Consistent with design concept and design scope (at minimum referencing typical project costs documented in ECMS).
    - b) Costs for each project phase.
    - c) All right-of-way and administrative costs.
    - d) All third-party (e.g., utility, railroad) costs.
    - e) Escalated to year of expenditure (YOE) dollars for each phase of the project.
    - f) Cost contingencies, assumptions, or considerations for risk factors, including anticipated levels of coordination required by PennDOT Connects and the environmental context.
  - 5) Characterize the likelihood and intensity of the PennDOT Connects effort for each candidate project based on the MPO's/RPO's knowledge of municipal and other localized public needs. Consult with the District(s) on how this anticipated level of effort impacts the cost estimate.
  - 6) Calculate the total cost of transportation system improvement needs.
  - 7) Present a table of candidate projects and cost estimates as a reference for future entry into the Multi-modal Project Management System (MPMS), if selected for the LRTP and when programmed to the TIP.

### **Keys to Success**

- 1) Carry over incomplete projects or project phases from the previous LRTP as candidate projects for the LRTP update; revise cost estimates.
- 2) Use PennDOT's Highway Safety Manual (HSM) Network Screening Tools to identify potential locations for further evaluation and to perform high-level safety analysis of public- or stakeholder-identified sites of concern.
- 3) Define needed PAMS and BAMS reports and associated parameters. Coordinate with District(s) and/or Central Office to obtain reports and associated cost estimates.
- 4) Consult ECMS as a source of costs for typical project types (pavement rehabilitation, replacement, etc.). Consider inflation, mitigation assumption (%), plus contingency.
- 5) Review previous plans and studies for prepared cost estimates. Inflate costs to present-day values.
- 6) Acknowledge improvement projects planned by other transportation planning decision-makers, as well as additional needs. Such projects and needs include:
  - a) Interstate projects, programmed by Central Office

- b) Private railroads
- c) Aviation authorities, and
- d) Water port authorities.

## Resources

- District Safety Analysis reports
- FHWA's [Transportation Safety Planning \(TSP\) Website](#), including [Publication 638A: Pennsylvania Safety Predictive Analysis Methods Manual](#)
- PennDOT PAMS and BAMS reports
- General and Procedural Guidance includes sections on safety and asset management, including how to use BAMS/PAMS in program development in collaboration with PennDOT.
- PennDOT Needs Study Handbook, (PUB 319),  
<https://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20319.pdf>
- Pennsylvania Highway Safety Manual (HSM) Tools & Data,  
<https://www.penndot.pa.gov/TravelInPA/Safety/Pages/Safety-Infrastructure-Improvement-Programs.aspx>
- PennDOT Estimating Manual (PUB 352),  
<https://www.dot.state.pa.us/public/pubsforms/Publications/PUB%20352.pdf>
- [Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction](#), NCHRP Report 574

## Candidate Projects and Cost Estimates Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Identify and carry over project commitments; update cost estimates.
<input type="checkbox"/>	Identify new candidate projects; prepare cost estimate.
<input type="checkbox"/>	Calculate sum of all candidate project costs as the total system improvement need cost.
Additional Recommended Best Practices	
<input type="checkbox"/>	Use HSM Network Screening Tools for high-level safety analysis of public- or stakeholder-identified sites of concern. See Section 4.5 in Publication 638A: Pennsylvania Safety Predictive Analysis Methods Manual.
<input type="checkbox"/>	Acknowledge system improvement needs selected and prioritized outside of the MPO/RPO responsibilities.



## Performance Measurement

Performance measurement assesses conditions of the existing system against defined standards and targets. Generally, good conditions need to be maintained and poor conditions need to be improved. The definition of “good” and “poor” and any ratings in between are defined at the federal level in order to evaluate conditions consistently across all states and their regions. Performance-based planning uses condition ratings as a baseline for establishing future targets or objectives for each measure.

### **Federal Requirements**

Federal regulations for performance measurement require two parts:

- **Performance Measurement and Targets** – [23 CFR § 450.324\(f\)\(3\)](#) requires a description of the performance measures and performance targets used in assessing the transportation system. Performance measures are established under [23 CFR part 490](#) (where applicable) and shall be coordinated, to the maximum extent practicable, with public transportation providers to ensure consistency with the [performance targets](#) that public transportation providers establish under [49 U.S.C. 5326\(c\)](#) and [49 U.S.C. 5329\(d\)](#).

Performance measurement areas for the national highway system are commonly referred to as: Safety (PM1); Asset Condition (PM2); and System Performance Reliability (PM3). Each measurement area has one or more performance measures.

Performance measurement areas for public transportation address safety and asset conditions, namely equipment, rolling stock, infrastructure, and facilities.

- **Performance Report** – [23 CFR § 450.324\(f\)\(4\)](#) requires a system performance report that shows the most recent evaluations and indicates progress achieved in meeting targets since baseline data, and, for MPOs/RPOs that elect to use scenario planning to inform their performance-based approach to planning and programming, additional analysis of inputs and outcomes (see [23 CFR § 450.324\(f\)\(4\)\(ii\)](#)).

### **PennDOT Policy and Expectations**

PennDOT expects each plan to:

- 1) Describe the MPO's/RPO's performance measures, including federally required measures and voluntary, locally defined measures. At the time of this writing, there are no state-required performance measures, however such measures could be developed in the future.
- 2) Document the periods of performance measurement and the performance data, namely baseline and targets, since the last LRTP or longer. FHWA and PennDOT may issue guidance in the future.

- 3) Analyze progress (or lack thereof) in achieving targets, indicating which targets were met and what factors contributed factors to actual performance (above or below target).
- 4) Document the upcoming performance periods and targets and factors that may contribute to actual performance.
- 5) Describe the influence of past policies and investments on changes in performance measures.
- 6) Characterize the kinds of projects or activities/initiatives that can positively influence performance toward achieving the adopted (future) targets.
- 7) Define known needs and transportation issues related to system performance.
  - a) Known needs are those that have been documented through technical analysis. Based on current performance measures, these include:
    - i) **Safety** needs identified in documents, such as:
      - (1) The Strategic Highway Safety Plan (SHSP)
      - (2) The Pennsylvania Highway Safety Improvement Program (HSIP), which lists the needs (projects) obligated using HSIP funds for the reporting period.
      - (3) The safety analyses conducted by the District(s).
      - (4) Road Safety Audits (RSAs) and other transportation studies.
      - (5) Additional analysis of crash data available in the Pennsylvania Crash Information Tool, as needed to validate local concerns.
    - ii) **Asset management** needs for system preservation, i.e., pavement asset management and bridge asset management (PennDOT PAMS and BAMS reports)
      - (1) Asset management priorities of the state-owned system using lowest life-cycle cost (LLCC) specifying facility, design concept, and cost estimate. These needs should include District projections for system preservation and maintenance, based on the Pavement Asset Management System (PAMS) and Bridge Asset Management System (BAMS) reports. The appendix to the General Procedural Guidance includes information on how to interpret the PAMS and BAMS reports.
      - (2) Asset management priorities for the locally owned Federal-Aid system.
    - iii) **Operational needs** identified in the regional operations plan(s) and through the congestion management process.
      - (1) Review results of the regional congestion management process.
      - (2) Review the regional operations plan(s) (ROPs) for identified operational improvement needs.

- b) Other transportation system needs including those identified through review of state policies, guidance, and regional studies and those gathered through outreach to transportation stakeholders, which may require validation.

### **Keys to Success**

- 1) Assure that locally defined performance measures are in fact measurable on a recurring basis.
- 2) Incorporate performance measure data from PennDOT and local sources, where applicable.
- 3) Incorporate new performance measure data sources, such as INRIX and National Performance Management Research Data Set (NPMRDS), in the LRTP and CMP for identifying travel time reliability in congested corridors and freight bottleneck locations.
- 4) Present performance measurement and achievement visually through graphics. Performance measures, such as trendline, percent of total, and proximity to target, are more easily understood through charts, gauges, and other graphics than through lengthy narratives.
- 5) Consider scenario-based planning to achieve performance targets over the planning horizon.
- 6) Forecast system maintenance needs for lowest life-cycle costs (LLCC) through the LRTP's horizon through PAMS/BAMs. Request reports via Central Office or the District, if needed.
  - a) Forecast system needs if no maintenance projects were undertaken; enter \$1/year to simulate no investment.
  - b) Forecast system needs at low, medium, and high ranges of investment based on historic investment values.
- 7) Consider pavement maintenance cycles when evaluating pavement condition needs.
  - a) The PennDOT District can likely support cost estimates for the state system and may be able to provide reasonable cost estimates for the local aid system and local bridges.
- 8) Document assets for which management and performance data is unknown. Consider recommendations to develop such data before the next LRTP update.

### **Resources**

- Pennsylvania State Transportation Performance Report, <https://talkpatransportation.com/2021TPR/index.html>
- PennDOT Public Transportation Annual Performance Report, <https://www.penndot.gov/Doing-Business/Transit/InformationandReports/Pages/default.aspx>

- Strategic Highway Safety Plan (SHSP)  
<https://www.penndot.pa.gov/TravelInPA/Safety/Documents/Pennsylvania%E2%80%99s%202022%20Strategic%20Highway%20Safety%20Plan.pdf>
- Performance-Based Planning and Programming Guidebook,  
[https://www.fhwa.dot.gov/planning/performance\\_based\\_planning/pbpp\\_guidebook/](https://www.fhwa.dot.gov/planning/performance_based_planning/pbpp_guidebook/)
- Model Long-Range Transportation Plans: A Guide for Incorporating Performance-Based Planning,  
[https://www.fhwa.dot.gov/planning/performance\\_based\\_planning/mlrtp\\_guidebook/](https://www.fhwa.dot.gov/planning/performance_based_planning/mlrtp_guidebook/)
- Performance-Based Planning for Small Metropolitan Areas,  
[https://www.fhwa.dot.gov/planning/performance\\_based\\_planning/small\\_mpo\\_report](https://www.fhwa.dot.gov/planning/performance_based_planning/small_mpo_report)
- Supporting Performance-Based Planning and Programming through Scenario Planning  
[https://www.fhwa.dot.gov/planning/scenario\\_and\\_visualization/scenario\\_planning/scenario\\_planning\\_guidebook/fhwahep16068.pdf](https://www.fhwa.dot.gov/planning/scenario_and_visualization/scenario_planning/scenario_planning_guidebook/fhwahep16068.pdf).
- A Primer on Safety Performance Measures for the Transportation Planning Process,  
<https://safety.fhwa.dot.gov/tsp/fhwahep09043/process.cfm>
- Advancing Transportation Systems Management and Operations Through Scenario Planning, <https://ops.fhwa.dot.gov/publications/fhwahop16016/ch2.htm>
- National Freight Performance Measures,  
[https://ops.fhwa.dot.gov/FREIGHT/freight\\_analysis/perform\\_meas/index.htm](https://ops.fhwa.dot.gov/FREIGHT/freight_analysis/perform_meas/index.htm)

## Performance Measurement Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Define each performance measure employed by the MPO/RPO
<input type="checkbox"/>	Report actual past performance and targets (since the last MTP/LRTP)
<input type="checkbox"/>	Identify future performance targets based on gaps between actual performance and targets
<input type="checkbox"/>	Provide at least one opportunity for the public and stakeholders to comment on transportation system performance.
Additional Recommended Best Practices	
<input type="checkbox"/>	Characterize the kinds of projects or activities/initiatives that can positively influence performance toward the adopted targets.

## Vision, Goals, and Objectives

The purpose of a vision is to clearly articulate desired transportation outcomes for the region by the plan's horizon year—20 years at minimum and generally recommended as 20-25 years to reach the mid-point or end of a decade. A vision is further defined (made actionable) through goals and objectives. The actions, initiatives, and projects identified in the plan should have a direct relationship to accomplishing the objectives and achieving the goals, thus delivering tangible progress toward the region's envisioned future.

### Vision

The vision should consider the region's overall planned direction for development and conservation and may include elements beyond transportation that may influence the region's transportation solutions. It should generally be a consensus view of the future that reflects stakeholder input through plan development.

### **Federal Requirements**

Federal regulations ([23 CFR § 450.324\(f\)\(2\)](#)) require that an LRTP identify the "existing and proposed transportation facilities that should function as an integrated system," including "transportation and transit enhancements" ([23 CFR § 450.324\(f\)\(8\)](#)) and "pedestrian walkway and bicycle transportation facilities" ([23 CFR § 450.324\(f\)\(12\)](#)) to help expand transportation choices and enhance the transportation experience. In essence, this is the vision of an integrated multimodal transportation system that meets the needs of the region as they are expected and projected to be in the horizon year of the plan.

### **PennDOT Policy and Expectations**

PennDOT expects each plan to:

- 1) Outline the transportation system that the region needs in order to serve transportation demand through the horizon year of the LRTP.
  - a) Identify existing facilities and services that are expected to function in the horizon year.
  - b) Propose additional or alternative facilities, services, or operations needed to complete the vision-year system, including:
    - i) Proposed roadways, e.g., major widenings, extensions, connectors, etc.
    - ii) Proposed bridges, including major improvements to existing bridges and new structures.
    - iii) Proposed transit service routes or areas.
    - iv) Proposed bicycle and pedestrian facilities.
    - v) Proposed intermodal facilities and connections.

- c) Consider the vision-year system in the context of likely advances in technology, including the integration of technology into transportation infrastructure and operations and into the delivery of transportation services in the horizon year.
- 2) Reflect transportation's role in supporting economic, social, and environmental improvements, and acknowledge external driving factors in those areas that may impact the transportation system.

Additionally, PennDOT encourages MPOs/RPOs to consider including their vision in their other planning products, specifically the UPWP.

### **Keys to Success**

- 1) The vision-year system should clearly relate to the future transportation demand as documented. Further, it should not assume the potential of unlimited funding.
- 2) Begin by reviewing/evaluating the vision, goals, and objectives of the previous plan. Keep what is still useful; modify or refine to best reflect current circumstances. Add new content to address emerging needs and technology.
- 3) Review visions, goals, and objectives from other regionals and county plans, particularly for transportation but also for land use and environmental resource protection, including water resources, agricultural lands, and historical resources. Strive for regionally consistent LRTP policies and encourage multi-jurisdictional coordination where needed or beneficial.
- 4) Involve the public in articulating their desired future. Include questions and prompts about transportation outcomes in public involvement activities.
- 5) Regarding the integration of technology, consider additional or alternative infrastructure facilities, operations equipment, etc., such as those needed to serve:
  - a) Alternative fuel vehicles (electric; compressed natural gas)
  - b) Connected and autonomous vehicles
  - c) Automated deliveries by ground vehicles or unmanned aviation systems (drones)

Such a statement recognizes how these still evolving technologies might impact the transportation system and users over the planning horizon.

### **Resources**

- Statewide Transportation Plans: LRTP, Freight Plan, Modal System Plans, including the Pennsylvania Joint Statewide Connected and Automated Vehicles Strategic Plan and Regional Operations Plans; these resources may not use the term "vision" however the description of each plan's future system provides broad context for a regional future system. (See Appendix B)

## Transportation Vision Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Characterize the transportation system needed to serve regional travel demand in the LRTP's horizon year, including existing and proposed future facilities, operations, and services.
<input type="checkbox"/>	Provide at least one opportunity for the public and stakeholders to contribute to the characterization of the future transportation system.
Additional Recommended Best Practices	
<input type="checkbox"/>	Develop public involvement activities to include opportunities to shape the vision for the future system.

## Goals and Objectives

FHWA and PennDOT have embraced performance-based planning and programming (PBPP) as a method for greater accountability in transportation improvement/funding. FHWA has published numerous guidance documents on the method, as listed under the Performance Measurement Resources, to help transportation planners understand and apply PBPP concepts.

PennDOT encourages MPOs/RPOs to incorporate federally required performance measures and targets into their LRTP goals and objectives, whether the MPO/RPO adopts PennDOT's targets or develops its own. Regardless, performance measures for safety, asset management, and reliability are long-range goals and targets are near-term objectives. They provide a quantifiable, objective means for monitoring and reporting the transportation system and the impact of the improvements. Additionally, PennDOT encourages MPOs/RPOs to incorporate local/regional performance measures to aid in monitoring and reporting of additional, complementary priorities.

### Federal Requirements

Federal regulations do not mention "goals and objectives," however the concept of identifying specific topics for improvement is expressed in the federal planning factors, prescribed in 23 CFR [§ 450.306 \(b\)](#), and in performance-based planning, which defines performance measures and the direction and scale of desired change as targets, as noted in [23 CFR § 450.324\(f\)\(3\)](#).

### PennDOT Policy and Expectations

PennDOT expects each plan to:

- 1) Align with the following sources of federal and state policy in preparing regional LRTP goals:
  - a) Federal planning factors.
  - b) Statewide LRTP.



- c) Statewide modal network plans.
  - d) State policies on addressing social equity.
  - e) State environmental policies for topics such as climate change and air quality.
- 2) Consider regional, county, and local policy on transportation, social equity, and environmental stewardship.
  - 3) Integrate federally required performance targets as near-term objectives for safety, pavement and bridge condition, and congestion.
  - 4) Consider developing voluntary, locally defined performance measures, supplemental and complementary to the federally required measures and relative to regional goals. Locally defined measures would require the development of associated targets and the development of baseline data to set those targets.

### Keys to Success

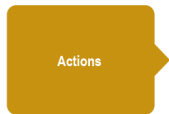
- 1) Tailor the subject matter of federal and state policy goals to the region.
- 2) Include PennDOT District Business Plans and practices among regional plans and policies for awareness of District(s) perspective on performance and other priorities.

### Resources

- Statewide Transportation Plans: LRTP, Freight Plan, Modal System Plans, etc. (See Appendix B)
- Statewide Outdoor Recreation Plan (See Appendix B)
- Statewide Equity and Environmental Policies (See Appendix B)

### Goals and Objectives Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Align regional LRTP goals/goal topics with state policy, as appropriate to the region.
<input type="checkbox"/>	Integrate required performance measure targets as near-term objectives.
<input type="checkbox"/>	Provide at least one opportunity for the public and stakeholders to comment on the LRTP goals and objectives.
Additional Recommended Best Practices	
<input type="checkbox"/>	Integrate performance targets to measure progress toward objectives.
<input type="checkbox"/>	Develop locally defined performance measures and targets.



## Actions

### Federal Requirements

Federal regulations [23 CFR § 450.324\(f\)\(5\)-\(8\)](#) define four types of actions to be undertaken to develop the existing transportation system into the future system:

- 1) Operational and management strategies to improve the performance of existing transportation facilities (f)(5).
- 2) Consideration of the results of the congestion management process (f)(6).
- 3) Capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure (f)(7).
- 4) Transportation and transit enhancement activities (f)(8).

The regulations also emphasize improvements that maximize the reliability and efficiency of the existing system through operations improvements, in addition to identifying infrastructure preservation and expansion projects.

### PennDOT Policy and Expectations

Strong planning develops candidate actions to address known long-range transportation improvement needs, as well as recently identified needs, determines which candidate actions, once implemented, will contribute toward achieving plan goals, and ranks their priority for implementation. This process entails significant effort to:

- 1) Define Candidate Actions for Managing Demand and Validating Needs/Projects.
- 2) Prepare a Fiscally Constrained Project List and List of Illustrative Projects (outside of fiscal constraint).

## Non-Capital Actions for System Management

These are primarily non-capital actions or strategies that contribute to system management and improvement.

### PennDOT Policy and Expectations

PennDOT expects each plan to:

- 1) Identify activities to advance the LRTP process (for future UPWP consideration)
  - a) New/enhanced data collection, analysis, and/or modeling
  - b) Project selection and prioritization process refinements
  - c) Specialized network designations
  - d) Local performance measurement

- e) Enhanced stakeholder engagement, e.g., new advisory committees or ad hoc task forces, to address emerging issues or topics of importance
- f) Enhanced municipal outreach and education, e.g., PennDOT publication/ best practices for transportation and land use
- g) Enhanced public outreach and education, e.g., modal options/access, demonstration projects, interim performance reporting
- h) MPO support for proposed federal/state legislation

## Keys to Success

- 1) Review findings/recommendations for system and planning process improvements from MPO/RPO planning activities, such as:
  - a) District safety evaluations
  - b) Congestion management process
  - c) MPO/RPO regional plans, such as an active transportation plan, coordinated public transit-human service transportation plan
  - d) PEL studies
  - e) Transit Development Plan
  - f) Completed local studies
  - g) Actions from the previous LRTP to be continued, modified, or built upon with new actions
- 2) Identify new local studies to validate improvement need and concepts, e.g., corridor studies looking at operations, land use, and access management.
- 3) Compile needs, including ongoing stakeholder involvement, for systemwide planning.
- 4) Develop non-capital strategies based on MPO/RPO and partner capacity.

## Resources

- MPO/RPO LRTPs from peer regions. Visit the Local Opportunities page of <https://talkpatransportation.com/> to find an MPO/RPO with similar regional characteristics, or ask the PennDOT Central Office or FHWA Liaison for recent examples.

## Non-Capital Actions Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Compile non-capital needs for systemwide planning
<input type="checkbox"/>	Develop non-capital strategies
Additional Recommended Best Practices	
<input type="checkbox"/>	Prioritize non-capital strategies based on MPO/RPO and partner capacity

## Financial Plan

The LRTP Financial Plan, required by 23 CFR § 450.324(f)(11), identifies and quantifies the anticipated transportation funding from dedicated federal and state sources. The financial plan defines the LRTP financial resources that can be allocated to specific programs and projects funded in the LRTP and used to demonstrate fiscal constraint.

This activity quantifies the plan's fiscal constraint—the maximum anticipated funding for system preservation and improvement. When prepared early in the LRTP preparation process, and shared among decision-makers and planning participants, projected funding—particularly in light of maintenance needs—can help to manage expectations for the scale and number of feasible transportation improvements and support an effective project selection and prioritization process. This section of the plan may also identify available discretionary funds but may not allocate discretionary fund programs to projects.

### **Federal Requirements**

[23 CFR § 450.324\(f\)\(11\)\(i\)](#) requires that an LRTP include a [financial plan](#) that outlines system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain the Federal-Aid highways (as defined by [23 U.S.C. § 101\(a\)\(5\)](#)) and public transportation (as defined by title [49 U.S.C. Chapter 53](#)).

[23 CFR § 450.324\(f\)\(11\)\(i\) and \(ii\)](#) state a similar requirement for estimates of costs and revenue sources for the public transportation system to be cooperatively developed with state and transit agency partners.

### **PennDOT Policy and Expectations**

PennDOT expects each plan to:

- 1) Identify the preferred methodology to be used to estimate future revenue, i.e., funds that are reasonably expected to be available. Either of the following methods are acceptable:
  - a) A conservative method following PennDOT's most recent Financial Guidance; or
  - b) A revenue growth rate method that is supported with analysis of historical revenue.
- 2) Project revenue based on the selected methodology.
  - a) Include projected amounts of dedicated highway, bridge, and public transportation funds by year from the year of plan adoption through the plan's horizon year.
  - b) Summarize projections of funds by mode in multi-year periods that are consistent with the TIP and TYP cycles.
- 3) Identify the fiscally constrained project list (see next section).
- 4) Identify the financial gap between the total estimated cost of transportation improvement needs and the estimated future funds.

- 5) Explore alternative funding strategies that may be available to close the financial gap, such as discretionary grants, innovative financing, and so forth. Indicate associated financial requirements, e.g., local match. Entities may include an "illustrative project list" for future consideration.

### Keys to Success

- 1) Review PennDOT's most recent Financial Guidance for recommended approaches to estimating future program funds. The two accepted methodologies include:
  - a) A conservative estimating method following PennDOT's most recent Financial Guidance that does not include inflation since federal funding levels generally do not account for inflation. For example, federal funding is often flatlined or held steady by continuing resolutions that occur between new transportation authorization bills.
  - b) A growth rate method if such a growth rate can be supported through data and analysis of previous revenue levels for the MPO/RPO. For example, the horizon year for the transportation plan will extend beyond the current authorization period for federal program funds, and "available" funds may include an extrapolation based on historic authorizations of Federal funds that are distributed by formula. For Federal funds that are distributed on a discretionary basis (including grants, FTA New Starts, earmarks, or other congressionally designated funding), any funding beyond that currently authorized and targeted to the area may be considered as reasonably available, if past history supports such funding levels.
- 2) Using the preferred methodology, identify committed, available, or reasonably available federal, state, local, and private funding sources and project anticipated funding from each source through the horizon year based on the available information from FHWA, FTA, and PennDOT, as well as any local sources, with the understanding that actual funding amounts are likely to vary.

### Resources

- PennDOT Biennial Financial Guidance, issued in advance of each TIP update

### Financial Plan Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Review the most recent Financial Guidance.
<input type="checkbox"/>	Develop funding projections consistent with TIP and TYP cycles, and through the LRTP's horizon year.
<input type="checkbox"/>	Quantify the funding gap between the total estimated cost of transportation improvement needs and anticipated funding.
Additional Recommended Best Practices	
<input type="checkbox"/>	Consult with the PennDOT Central Office Liaison to confirm that funding program availability and projections and YOE rates have not changed since the most recent financial guidance was issued.

## Fiscally Constrained Capital Project List

### **PennDOT Policy and Expectations**

PennDOT expects each plan to:

- 1) Demonstrate that the MPO's/RPO's selection process criteria have been applied to all candidate projects.
- 2) Demonstrate that the MPO's/RPO's prioritization process criteria have been applied to selected projects.
- 3) Present selected and prioritized capital improvement projects in a table that anticipates the program period for available funding, i.e., the fiscally constrained project list. The project table should include:
  - a) Project name/title.
  - b) A map and project ID number, the project name, the municipality where each project is located, the project limits, a general scope of work, a cost estimate, and the anticipated funding timeframe.
  - c) Initial purpose and need statement.
  - d) Project costs (by phase, if known) by funding program, i.e., the TIP, years 5 through 12 of the TYP, and the remaining years to the LRTP horizon.
- 4) Identify additional needs or candidate projects that are outside of fiscal constraint, to be considered if funding becomes available, as an illustrative list of additional needs.

### **Keys to Success**

- 1) Prepare and/or revise the selection and prioritization process, and any associated tools, in advance of the LRTP update. Consider a data management approach to retain and revisit candidate projects that do not meet the selection criteria.
- 2) Determine a disposition (retain and develop; refer; decline) for candidate projects that do not meet the selection criteria.
- 3) Include a list of completed studies that support selected projects as an Appendix.
- 4) Include budget line items for typical project types (highway restoration, bridge rehabilitation), in the long-range period (13+ years). Document how line items were developed, e.g., based on average total cost by project types for prior TIP cycles.
- 5) High-cost preservation and maintenance projects, e.g., river bridges, may also be identified.
- 6) When the TYP includes projects that are not included in a regional LRTP, the MPO/RPO should update the LRTP to include all TYP-listed projects in the LRTP's fiscally constrained project list. Such an update will impact the mid-term and long-term project lists, years 5 to 12 and year 13 through horizon year, respectively, as well as the unfunded/illustrative needs list. Append the TYP 220 report to the amended LRTP.
- 7) Present the project list and map via online presentation—accessible for those with Internet access—and other methods for those without Internet access. Map the project

list by project type, using colored symbology or separate maps, as appropriate to the region.

## Resources

- MPO/RPO LRTPs from peer regions. Visit the Local Opportunities page of <https://talkpatransportation.com/> to find an MPO/RPO with similar regional characteristics, or ask the PennDOT Central Office or FHWA Liaison for recent examples.

## Fiscally Constrained Project List Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Demonstrate that the MPO's/RPO's selection process criteria have been applied to all candidate projects.
<input type="checkbox"/>	Demonstrate that the MPO's/RPO's prioritization process criteria have been applied to selected projects.
<input type="checkbox"/>	Present selected and prioritized capital improvement projects in a table that anticipates the program period for available funding.
<input type="checkbox"/>	Provide at least one opportunity for the public and stakeholders to comment on the fiscally constrained project list and illustrate project list.
Additional Recommended Best Practices	
<input type="checkbox"/>	Determine a disposition for candidate projects that do not meet the selection criteria.
<input type="checkbox"/>	Consider known and potential risks and how such risks could impact the estimated cost, schedule, or other impacts if programmed on the TIP.



## Impacts and Implications Analysis

Transportation planning must consider the potential impacts that planned actions may have. Impacts are defined as those that may affect people, the economy, or the environment. Impacts may be positive, resulting in benefits, or negative, yielding burdens or costs (direct or indirect). Potential impacts are a forecast to aid in avoiding or minimizing significant negative impacts at the time action is taken.

Three types of analyses are required:

- Environmental Justice (EJ) Analysis
- Potential Environmental Impacts
- Air Quality Conformity



## EJ Analysis

The principle known as environmental justice emerged in the late 1980s in response to public projects that inequitably impacted minority populations and low-income populations. EJ expanded nondiscrimination on the basis of race, color, or national origin in programs receiving federal assistance, established under Title VI of the Civil Rights Act of 1964, from programs to projects (limited English proficiency is included within the class of national origin). FHWA's Title VI program (in contrast to the Title VI statute) further expands the covered classes to include sex, age, disability, and low-income. Persons with disabilities were also deemed vulnerable with the passage of the Americans with Disabilities Act in 1990.

Federal requirements to analyze and address the effects of federal programs, policies, and activities on minority populations and low-income populations to achieve an equitable distribution of benefits and burdens were established by Executive Order 12898 of 1994. E.O. 12898 requires agencies to:

- Identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law.
- Develop a strategy for implementing environmental justice.
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

In recent years, the term “equity” has been used in transportation to emphasize fair access to affordable and reliable transportation options based on the needs or circumstances of the populations being served, particularly populations that are traditionally underserved. This population group includes individuals in at least one of the following categories: low-income, minority, elderly, children, limited English proficiency, or persons with disabilities.

An equity analysis that demonstrates the benefits and burdens of the LRTP on all of these populations is not a required element of an LRTP. If deemed beneficial, the MPO/RPO may prepare an equity analysis as a separate agency planning document.

### **Federal Requirements**

Responsibilities for compliance with these federal laws, including executive orders, are transferred to recipients of federal funding. Each MPO's/RPO's Title VI Program must demonstrate compliance with the Civil Rights Act, Executive Order 12898, and other nondiscrimination mandates through policy, procedures, and documentation.

### **PennDOT Policy and Expectations**

PennDOT expects each MPO/RPO to conduct and document the core elements of the Unified EJ Guide, as required for the TIP, for the LRTP:

- 1) Identify low-income and minority populations.

- 2) Assess conditions and identify needs.
- 3) Develop the draft LRTP.
- 4) Evaluate benefits and burdens of the LRTP.
- 5) Identify types of avoidance, minimization, and mitigation methods that should be consider during project development.

### **Keys to Success**

- 1) Compare planned project locations to population data, using GIS; use GIS analytics to characterize and illustrate the frequency of potential impacts.
- 2) Identify and engage vulnerable populations and their advocates to participate in public involvement activities to better understand their transportation needs and barriers. Ensure that activities are offered in a location, format, and time of day that is accessible the target audience.
- 3) Characterize how systemwide improvement will positively and/or adversely impact the population generally and vulnerable populations specifically. Methods may be qualitative or quantitative.
- 4) Review findings with vulnerable populations and their advocates; revise actions and projects to improve an equitable distribution of benefits and burdens to the region.
- 5) Be aware of new and emerging environmental justice and equity procedural requirements in public policy.

### **Resources**

- Every Voice Counts: Environmental Justice Moving Forward, [PennDOT PUB 737](#)
- PennDOT Public Participation Plan, <https://www.penndot.gov/ProjectAndPrograms/Planning/Pages/Public-Participation-Plan.aspx>
- PennDOT Transportation Equity resources, <https://www.penndot.gov/about-us/equity/Pages/default.aspx>
- U.S. Department of Transportation Environmental Justice Website, [https://www.fhwa.dot.gov/environment/environmental\\_justice/](https://www.fhwa.dot.gov/environment/environmental_justice/)
  - Frequently Asked Questions, [https://www.fhwa.dot.gov/environment/environmental\\_justice/faq/](https://www.fhwa.dot.gov/environment/environmental_justice/faq/)
  - Environmental Justice, Title VI, Non-Discrimination, and Equity, [https://www.fhwa.dot.gov/environment/environmental\\_justice/equity/](https://www.fhwa.dot.gov/environment/environmental_justice/equity/)
- PennDOT General and Procedural Guidance
- U.S. Department of Transportation Screening Tool for Equity Analysis of Projects (STEAP), <https://hepgis.fhwa.dot.gov/fhwagis/buffertool/>

## Environmental Justice Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Perform an EJ analysis that evaluates the benefits and burdens of the LRTP as a whole to determine if there is a disproportionately high and adverse impact to low-income and minority populations. If disproportionately high and adverse impacts are identified, the MPO/RPO should work with PennDOT, FHWA and FTA to develop and document strategies to avoid, minimize or mitigate these impacts.
Additional Recommended Best Practices	
<input type="checkbox"/>	Anticipate the level of public interest and vulnerable population sensitivity to a candidate project when estimating project costs.

## Potential Environmental Impacts

### Federal Requirements

Federal regulation [23 CFR § 450.324\(f\)\(10\)](#) requires a discussion of the types of potential environmental mitigation activities and potential areas in which to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the transportation plan. The discussion may focus on MPO policies, programs, or strategies rather than mitigation activities at the project level. The regulations further specify that the MPO shall develop this discussion in consultation with applicable federal, state, and tribal land management, wildlife, and regulatory agencies.

### PennDOT Policy and Expectations

The expectation is for broad characterization, not potential project-level effects. Next steps or guidance for project-level analysis should be identified where known.

PennDOT expects each plan to:

- 1) Characterize land and environmental resources significant to the state and/or the region or lands sensitive to disturbance. These resources include:
  - a) Agricultural resources, specifically high-quality agricultural soils, and preserved farmland
  - a) Floodplains and wetlands
  - b) Surface waters
  - c) Biological resources – Pennsylvania Natural Diversity Inventory (PNDI) and rare, threatened, and endangered (RTE) species
  - d) Public lands – forest, park, and game lands at the federal, state, and local levels
  - e) Historic resources

- f) Hazardous waste sites
  - g) Vulnerable resources (steep slopes, sinkholes, and depressions, etc.)
- 2) Characterize the types of environmental impacts that planned projects may have on sensitive land and environmental resources.
  - 3) Identify approaches that have proven to be effective in avoiding or mitigating these types of impacts in the MPO/RPO region.
  - 4) Consider the impact that potential avoidance and mitigation activities may have on project cost.
  - 5) Consult with federal and state resource agencies and the PennDOT District(s) in developing this element.

### **Keys to Success**

- 1) Compare planned project locations to resource locations using GIS; use GIS analytics to characterize and illustrate the frequency of potential impacts.
- 2) Ask District(s) Environmental Unit staff to help summarize proven mitigation approaches and cost impacts.
- 3) Consider the use/development of additional tools or templates to relate planning actions and projects to environmental quality.
- 4) Be aware of new and emerging environmental resource sensitivities in public policy.

### **Resources**

- PA Spatial Data Access, [PASDA, https://www.pasda.psu.edu/](https://www.pasda.psu.edu/)
- PennDOT Cultural Resources, <https://www.penndot.gov/ProjectAndPrograms/Cultural%20Resources/Pages/default.aspx>
- PA DCNR's Open Data Portal, <https://newdata-dcnr.opendata.arcgis.com/>
- PA DEP's Open Data Portal, <https://newdata-padep-1.opendata.arcgis.com/>
- PA-SHARE (Pennsylvania's Historic and Archaeological Resource Exchange), <https://www.phmc.pa.gov/PA-SHARE/Pages/default.aspx>
- Integrating Climate Change into the Transportation Planning Process, [https://www.fhwa.dot.gov/environment/sustainability/energy/publications/integrating\\_climate\\_change/index.cfm](https://www.fhwa.dot.gov/environment/sustainability/energy/publications/integrating_climate_change/index.cfm)
- PennDOT Cultural Resource Handbook, [https://www.penndot.gov/ProjectAndPrograms/Cultural%20Resources/Documents/PUB-689\\_CR-HANDBOOK\\_2021\\_Final.pdf](https://www.penndot.gov/ProjectAndPrograms/Cultural%20Resources/Documents/PUB-689_CR-HANDBOOK_2021_Final.pdf)

- PennDOT Stormwater Management Policy and Guidance, <https://www.penndot.gov/Doing-Business/LocalGovernment/StormWaterManagement/Pages/default.aspx>
- Pennsylvania Climate Change Plan, 2021, <https://www.dep.pa.gov/Citizens/climate/Pages/PA-Climate-Action-Plan.aspx#:~:text=Pennsylvania%20Climate%20Action%20Plan%202021,by%202050%20from%202005%20levels.>

### Potential Environmental Impacts Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Identify the types of environmental impacts anticipated from the implementation of the LRTP and the potential environmental mitigation activities and potential locations.
Additional Recommended Best Practices	
<input type="checkbox"/>	Anticipate the level of environmental complexity when estimating project costs.

## Air Quality Conformity

### Federal Requirements

Under the Clean Air Act (CAA), federal agencies cannot “engage in, support any work, or provide financial assistance, license or permit, or approve any activity which does not conform to an implementation plan” for achieving and maintaining air quality standards. Transportation conformity is an analytical process by which transportation planning agencies affirmatively demonstrate that FHWA and FTA funding and approvals are given to highway and transit activities that are consistent with air quality goals, as established by [CAA Section 176\(c\)](#). The transportation conformity rule ([40 CFR Part 93](#)) provides the criteria and procedures for demonstrating conformity.

CAA requires that an MPO’s LRTP conforms to the purpose of the State Implementation Plan (SIP). Pennsylvania’s SIP is a collection of regulations and documents used to reduce air pollution in areas that do not meet the National Ambient Air Quality Standards (NAAQS). Conformity to a SIP means that such activities will not cause or contribute to any new violations of the NAAQS, increase the frequency or severity of NAAQS violations, or delay timely attainment of the NAAQS or any required interim milestone.

### Regional Planning Vs. Project-Level Conformity

The regional LRTP conformity requirement, described below, is separate from conformity requirements that apply to specific projects, typically as part of the [National Environmental Policy Act \(NEPA\) process](#). Project-level conformity analyses and screening are conducted by PennDOT using [PennDOT’s Project-Level Air Quality Handbook](#), PUB 321.

## Areas Requiring Conformity Determinations

LRTPs for geographic areas in maintenance or nonattainment of the current NAAQS for the criteria pollutants are required to demonstrate regional transportation conformity. (Areas are determined independent of MPO/RPO regions.) Per the February 16, 2018, D.C. Circuit decision in *South Coast Air Quality Management District v. EPA* (Case No. 15-1115), areas that were in maintenance for the revoked 1997 8-hour ozone but were designated in attainment for the 2008 ozone NAAQS must also demonstrate transportation conformity, though a regional emissions analysis, per [40 CFR 93.109\(c\)](#), is not required; these are known as orphan areas. A status table and map of the Pennsylvania areas requiring transportation conformity can be found in the [PennDOT Program Center SharePoint Transportation Conformity folder](#).

## Frequency of Conformity Determinations

In nonattainment or maintenance areas, each LRTP update must be accompanied by an air quality conformity determination. The conformity analyses in the 1997 orphaned ozone areas must be updated every four years even though the LRTP is only required to be updated every five years. To address this, transportation conformity analyses conducted for the biennial Transportation Improvement Program (TIP) or associated amendments should also address the LRTP, even if the LRTP is not being changed.

Other LRTP amendments that involve non-exempt and regionally significant projects may or may not require a conformity determination. The interagency consultation process should be used to evaluate such triggers for a new conformity determination. Other administrative modifications affecting exempt projects, as defined in [23 CFR § 450.104](#), do not require public review and comment, a demonstration of fiscal constraint, or a conformity determination.

## Regionally Significant Projects

Conformity analyses include all regionally significant transportation projects being advanced, whether the projects are to be funded under [23 USC Chapter 1](#), [23 USC Chapter 2](#), or [49 USC Chapter 53](#), as required in [23 CFR § 450.326 \(f\)](#). In addition, conformity analyses

## Keeping Current on Emissions Requirements

Public acceptance and concern for climate change is now widespread. Public policy will likely further regulate air quality as well as greenhouse gas emissions.

Transportation is the primary source of greenhouse gas emissions, therefore transportation planning will need to evolve if and when such regulatory changes occur.

In the meantime, MPOs/RPOs need to be knowledgeable about current and pending legislation from Congress, such as the 2021 IIJA law, and consider how new regulations will impact their planning processes.

should include regionally significant projects that do not use any federal funding. Regionally significant projects (as defined in [23 CFR § 450.104](#)) are transportation projects on a facility that serves regional transportation needs that result in an expansion of roadway capacity or a major increase in public transit service. Exempt projects, as defined by the federal conformity regulations ([40 CFR §93.126](#) and [40 CFR § 93.127](#)), are project types that typically do not have a significant impact on air quality; these projects are not required to be analyzed.

Decisions on project regional significance and/or exemption status must include an interagency consultation process with federal, state, and local transportation and air quality partners. The consultation process is outlined in each state's Conformity SIP. The air quality partners include the PennDOT Program Center, FHWA PA Division, EPA Region III, DEP, local air agencies (if applicable) and the regional MPO/RPO, also known as the Interagency Coordination Group (ICG).

## **PennDOT Policy and Expectations**

PennDOT expects each plan to include a completed regional LRTP conformity analysis following the steps below. MPOs /RPOs that do not perform their own air quality conformity analysis should allow adequate time (estimated as a total of eight weeks and prior to the Air Quality Conformity public comment period) for completion of air quality conformity analysis by the PennDOT Program Center and its consultants.

- 1) MPOs/RPOs submit the fiscally constrained project lists to PennDOT and coordinate with the PennDOT Program Center to screen for air-quality-significant projects to be included in the regional conformity analysis using the PennDOT Project Review and Classification Guidelines for Regional Air Quality Conformity as found in the PennDOT Program Center SharePoint Transportation Conformity folder. Project lists should include a project description with sufficient detail to determine project significance or support a proposed project significance.

The PennDOT Program Center shares the LRTP project list, including air-quality-significant projects, with the ICG. The ICG reviews the proposed highway and transit project lists from each MPO/RPO before air quality conformity emission analyses are completed, if applicable. The MPO/RPO must allow two weeks for this review of air-quality-significant projects.

- 2) MPOs/RPOs conduct the conformity emission analyses with support from the PennDOT Program Center using EPA's approved emission model and available transportation data and prepare a draft transportation conformity report that includes the results of the emissions modeling (if applicable) and a list of air-quality-significant projects. If one is available, the MPO/RPO's travel demand model is used to complete the conformity analysis. For orphan areas under the 1997 ozone NAAQS, emission analyses are not required. The MPO/RPO should allow four weeks for regional travel and air quality modeling if the analysis is to be conducted by PennDOT and its consultants.

The Program Center shares the draft transportation conformity report with the ICG. MPOs/RPOs should receive the ICG's review of the conformity report, and address



pertinent comments, before the public comment period (next step). The MPO/RPO must allow two weeks for the draft transportation conformity report.

- 3) MPOs/RPOs provide their draft regional air quality conformity report for public review, as specified in their public participation plans and detailed in the Conformity Rule and FHWA's conformity guide.
- 4) MPOs/RPOs prepare response to public comments and brief the Board and applicable committees on the response to public comments.
- 5) MPOs/RPOs amend, and revise, as needed, the draft conformity report to include a summary of the public comment period and any responses to public comments, questions, or concerns.
- 6) MPO/RPO Board approves of the air quality conformity report by resolution. If requested, the Program Center can provide assistance in reviewing the air quality resolution.

### **Keys to Success**

- 1) Review the current federal requirements and state guidance for regional air quality conformity.
- 2) With a longer view toward air quality protection, identify transportation strategies in the LRTP that will help reduce emissions from on-road mobile sources of pollution; consider strategies from the various angles of evaluating potential "hot spot" source locations, engineering to address hot spots, education about the connection between transportation and air quality, and encouragement to make travel choices that will benefit air quality.

### **Resources**

- PennDOT Project Review and Classification Guidelines for Regional Air Quality Conformity, available in the [PennDOT Program Center SharePoint Transportation Conformity folder](#)
- (Current) General and Procedural Guidance, available in the [PennDOT Program Center SharePoint Guidance folder](#)
- PennDOT Project-Level Air Quality Handbook (PUB 321), <https://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20321.pdf>
- FHWA Transportation Conformity Guide, [https://www.fhwa.dot.gov/ENVIRONMENT/air\\_quality/conformity/2017\\_guide/guide06.cfm](https://www.fhwa.dot.gov/ENVIRONMENT/air_quality/conformity/2017_guide/guide06.cfm)

## Air Quality Conformity Checklist

Must-Do Items for Compliance	
<input type="checkbox"/>	Submit fiscally constrained project list to PennDOT and coordinate with the PennDOT Program Center to screen for air-quality-significant projects to be included in the regional conformity analysis.
<input type="checkbox"/>	Conduct the conformity emission analyses with support from the PennDOT Program Center using EPA's approved emission model and available transportation data and prepare a draft transportation conformity report.
<input type="checkbox"/>	Provide the draft regional air quality conformity report for public review, as specified in the public participation plan and detailed in the Conformity Rule and FHWA's Transportation Conformity Guide.
<input type="checkbox"/>	Prepare response to public comments and brief applicable committees on the draft LRTP.
<input type="checkbox"/>	Amend draft conformity report to include a summary of the public comment period and any responses to public comments, questions, or concerns.
<input type="checkbox"/>	Facilitate Board adoption of the air quality conformity report by resolution. If requested, the Program Center can provide assistance in reviewing the air quality resolution.
<input type="checkbox"/>	Board adoption and approval of the LRTP.

## Appendix A: County and Local Plans Relevant to Transportation Planning

County and local governments and their authorities are authorized by the Pennsylvania Municipalities Planning Code and other state statutes to plan for land use, infrastructure, and services and to use additional tools for each plan's implementation. Where they have been prepared, each of these plans may have an influence on transportation demand and/or may indicate an opportunity to collaborate on improvement project development, design, and delivery. Where plans identify improvement needs, opportunities for collaborative improvements should be identified in the LRTP. If study of other improvement or a collaborative solution is needed, this need should also be identified. Larger-scale studies may need to be developed as a TIP project, while smaller studies may be referred to the UPWP.

Plans and Related Tools	Purpose	Relevance to Transportation Program Development and Project Delivery
<b>Act 537 Sewage Facilities Plan</b>	Manages sewage system infrastructure development management	Identifies existing and planned (sewage collection) service area expansion, including right-of-way  Identifies large-scale maintenance projects ( <i>note project location, timing</i> )
<b>Agriculture Land Preservation Plan or Program</b>	Protects land from development	Prioritizes farms for land preservation funds
<b>Airport Hazard Zoning</b>	<i>Within a zoning ordinance</i>	Regulates development location, use, and height in proximity to airports
<b>Bicycle and Pedestrian Plan, Trails Plan</b>	Outlines preferred locations and facilities for bike-ped mobility and improvement	Prioritizes existing and planned on-road and off-road bike-ped facilities development ( <i>note project location, timing, partners/funding</i> )  May list PennDOT as a partner or funding source for select recommendations
<b>Capital Improvements Program</b>	Outlines capital improvement projects for long-range budgeting	Identifies infrastructure improvement and large-scale maintenance projects ( <i>note project location, cost, timing</i> )

Plans and Related Tools	Purpose	Relevance to Transportation Program Development and Project Delivery
<b>Comprehensive Plan</b>	<p>Establishes broadest community goals/objectives</p> <p>Coordinates:</p> <ul style="list-style-type: none"> <li>land use (development)</li> <li>infrastructure</li> <li>services</li> </ul> <p><i>May address any or all of the below in general or in detail</i></p>	<p>Documents community values and context, goals and needs across all functional areas</p> <p>May list and/or map needed improvements to public infrastructure and facilities (<i>note project location, timing, partners/funding</i>)</p> <p>May identify specific areas/corridors for detailed study</p> <p>May list PennDOT as a partner or funding source for select recommendations</p>
<b>Downtown/Neighborhood Strategic Plan, Downtown/Neighborhood Revitalization Plan</b>	<p>Coordinates:</p> <ul style="list-style-type: none"> <li>land use (development)</li> <li>infrastructure</li> <li>services</li> </ul>	<p>Documents neighborhood values, goals, and needs across all functional areas</p> <p>May list and/or map needed improvements to public infrastructure and facilities (<i>note project location, timing, partners/funding</i>)</p> <p>May identify specific areas/corridors for detailed study</p> <p>May list PennDOT as a partner or funding source for select recommendations</p>
<b>Economic Development Plan</b>	<p>Prioritizes industries and locations for retention/recruitment</p>	<p>Identifies economic development needs and strategies, including infrastructure needs</p> <p>May identify needed modal access improvements, signage enhancements</p>
<b>Emergency Operations Plan</b>	<p>Guides local government response (primarily emergency responders and public works) in times of natural or man-made emergency or disaster</p>	<p>Identifies essential personnel and roles/functions</p> <p>Identifies anticipated hazards and mitigation strategies</p>
<b>Greenways and Open Space Plan</b>	<p>Guides land use and land preservation for environmental protection and recreation</p>	<p>Prioritizes lands/corridors for conservation and/or recreation actions (<i>note land/corridor location, timing, partners/funding</i>)</p>

Plans and Related Tools	Purpose	Relevance to Transportation Program Development and Project Delivery
<b>Historic District/Historic Preservation Plan, Cultural Resources Plan</b>	Guides policy changes and public actions for preferred resource protection and enhancement	Documents the significance and integrity of resources  Establishes goals for proactive resource retention (vs. abandonment)  Prioritizes resources for preservation, conservation, or other protection action
<b>Housing Rehabilitation Plan</b>	Guides policy changes and the allocation of funding to needed locations	Prioritizes policy and locations for financial assistance
<b>Modal Plans (e.g., Transit Development plan, Freight Plan, Airport Master Plan)</b>	Guides the development of modal facilities	Identifies key transportation facilities and needs  May list recommendations for improved access, service, and connectivity with other modes  May list PennDOT as a partner or funding source for select recommendations
<b>Official Map</b>	Locates future infrastructure	Shows preferred locations of future public facilities, roadways, and bike/ped facilities, along with areas for preservation
<b>Parks and Recreation (and/or Open Space, Trails, etc.) Plan</b>	Manages park development and recreation services	Identifies existing and future parks ( <i>note location, timing, partners/funding</i> )  Identifies capital improvements to existing parks ( <i>note location, timing, partners/funding</i> )
<b>Redevelopment or "Brownfields" Plan</b>	Coordinates: <ul style="list-style-type: none"> <li>▪ land use (development)</li> <li>▪ infrastructure</li> <li>▪ services</li> <li>▪ with or without tax revenue implications</li> </ul>	Prioritizes redevelopment sites for infrastructure improvement ( <i>note site location, timing, partners/funding</i> )
<b>Solid Waste Management Plan</b>	Plans for the recycling and/or disposal of residential waste	Identifies facility locations, indicating potential commercial truck routes

Plans and Related Tools	Purpose	Relevance to Transportation Program Development and Project Delivery
<b>Stormwater Management or Green Infrastructure Plan</b>	Manages stormwater for stormwater flow/volume and water quality	Documents preferred methods and facilities for stormwater management along with control standards  Prioritizes system or facility (improvement) projects ( <i>note project location, timing, partners/funding</i> )
<b>Subdivision and Land Development Ordinance</b>	Regulates development (design and construction)	Contains design and construction standards for public streets, sidewalks, clear sight triangles, rights-of-way, etc.
<b>Transportation Improvement District Transportation Development District Transit Revitalization Improvement District</b>	Coordinates: <ul style="list-style-type: none"> <li>▪ infrastructure</li> <li>▪ services</li> <li>▪ incremental tax revenue</li> </ul>	Identifies capital improvements within the designated district ( <i>note project location, timing</i> )
<b>Workforce Development Program</b> <i>Often in conjunction with Workforce Investment Boards (WIBs)</i>	Coordinates education, training, retention, and recruitment along with transportation and other employment supportive services	May recommend transit or other public transportation service expansion to assist workers in accessing employment locations
<b>Zoning Ordinance</b>	Regulates land use and environmental protection	Regulates future land use (type and density/intensity) including access, parking, public water/sewer requirements, and operational and performance standards by location (zoning district) and/or use

# Appendix B: Statewide Plans and Policies Applicable to Regional LRTPs

## Statewide Transportation Plans

### Pennsylvania Long-Range Transportation Plan

[DOT](#) > [Projects & Programs](#) > [Planning](#)

Federal guidance notes that a regional LRTP should be completed in coordination with the statewide LRTP. Similarly, the statewide long-range statewide transportation plan (PA LRTP) should be developed in cooperation with partner MPO and RPO regions. This ensures that while a regional LRTP addresses local and regional goals, it is developed and implemented in a way that is generally consistent with statewide goals.

- An MPO/RPO should review the PA LRTP goals and implementation approaches, determine their level of relevance to the region, and reflect them accordingly into the regional LRTP.

### Pennsylvania Freight Movement Plan

[DOT](#) > [Projects & Programs](#) > [Planning](#)

The Pennsylvania Freight Movement Plan (PA FMP) outlines statewide priorities in meeting the needs of goods movement in Pennsylvania. Like the PA LRTP, the PA FMP represents both an ongoing planning process, which includes the State Freight Advisory Committee, inclusive of MPO and RPO partners, and a plan product.

- An MPO/RPO should review the statewide FMP priorities, define their relevance to the region, and prioritize the regional freight projects accordingly in the regional LRTP.

### Pennsylvania State Rail Plan

[DOT](#) > [Doing Business](#) > [Rail Freight & Ports](#) > [Planning](#)

Pennsylvania's Intercity Passenger and Freight Rail Plan identifies passenger and freight rail corridors within the Commonwealth for system-wide or corridor-specific improvements and defines investments, policies, and programs that foster positive outcomes for passenger and freight rail through 2045.

- An MPO/RPO should leverage the vision and goals of the rail plan in regions where rail service is a critical element of the present or future transportation system. Further, a regional LRTP should account for freight or rail passenger service within or in the vicinity of its boundaries, while providing contextual support for plan-identified corridors within the region.



## **Pennsylvania Statewide Airport System Plan**

[DOT](#) > [Doing Business](#) > [Aviation](#) > [Planning](#)

The Pennsylvania Statewide Airport System Plan (SASP) is an action-oriented document that summarizes Pennsylvania's existing aviation network, including local and national trends. It provides awareness of the state's current aviation facilities and provides direction for PennDOT to make decisions about the preservation, enhancement, and promotion of its air transportation system facilities. The 2012 and 2016 updates of the SASP include an inventory and summary of airports within the state, including performance, access, and deficiencies of the system and for specific facilities. The 2016 update includes an Implementation Plan that prioritizes needs for core and system airports within the Commonwealth and includes an evaluation of recent airport investments.

- An MPO/RPO should have an understanding of all aviation facilities within their region, collaborate and coordinate efforts with the airport if needed, and attend the Bureau of Aviation's annual planning sessions to understand future key investments at the airport.

## **Pennsylvania Active Transportation Plan**

[DOT](#) > [Travel In PA](#) > [Ride a Bike](#) > [Bicycle and Pedestrian Master Plan](#)

The Pennsylvania Active Transportation Plan (PATP) supports the Commonwealth's commitment to accommodating active transportation modes, including cyclists and pedestrians. The plan provides substantial data, focusing on demographics, safety, health, and equity, which is used to illustrate the challenges faced by residents most in need of pedestrian or bicycle transportation opportunities, including an aging population that lacks access to a personal vehicle or public transportation options. The PATP provides several statewide performance measures that can be adapted as part of the LRTP process to gauge the success of proposed improvements, including those focused on safety, equity, and connectivity.

- An MPO/RPO must address facilities and accommodations for non-motorized modes, including bicyclists, pedestrians, and buggy traffic. An MPO/RPO can leverage the substantial public engagement data shown in the PATP to inform its public outreach. Finally, an MPO/RPO should review the PATP's strategies for relevance to their region and identify opportunities to advance policies that will improve conditions and connectivity for non-motorized modes.

## **Historic Metal Truss Bridge Management Plan**

[DOT](#) > [Projects & Programs](#) > [Cultural Resources](#) > [Technical Publications](#)

While historic metal truss bridges are examined as part of PennDOT's Bridge Management System, the unique needs of these fracture-critical bridges and the desire to maintain and preserve their historic character requires additional oversight. The Historic Truss Bridge Management Plan identifies the key elements that determine and prioritize the importance of a structure for preservation or replacement based on the role it plays in the local and

regional transportation network. The plan further outlines the role that PennDOT Connects plays in advancing candidate projects related to historic truss bridges, including replacement, preservation, or adaptive reuse.

- As part of the LRTP process, an MPO/RPO should identify historic metal truss bridges located within their region and use the guidance within the Truss Bridge Management Plan to define and advance potential investments. The LRTP is the ideal place to identify these bridges and the first step in the Section 106 coordination process, which can be extensive.

## **Strategic Plans and Studies**

These plans and studies address individual aspects of system management, performance, or risk.

They emphasize new approaches or data systems for forecasting system needs.

### **Transportation Asset Management Plan (TAMP)**

[DOT](#) > [Projects & Programs](#) > [Asset Management](#)

PennDOT's TAMP, a requirement of the FAST Act, demonstrates the state's priorities for maintaining its pavement and bridge assets and how they are linked to long-range planning and programming needs. The TAMP notes two key asset management tools—the pavement asset management system (PAMS) and the bridge asset management system (BAMS). These decision-making tools provide PennDOT with the ability to forecast condition and investment needs through a predictive model, allowing for a quantitative analysis of future roadway and bridge conditions and informing programming decisions.

- An MPO/RPO should develop LRTP goals and objectives that reflect asset management. These goals and objectives are one of several ways that candidate projects are evaluated for inclusion on the 12-Year Program (TYP). Additionally, an MPO/RPO should collaborate with its respective district(s) to discuss candidate projects from the PAMS and BAMS lists prior to preparation of an LRTP's fiscally constrained project list.

### **Performance Management Road Map**

This document summarizes federal performance management requirements and PennDOT's performance measures and targets identified within its Transportation Asset Management Plan (TAMP). The road map includes discussion of federal rules and MPO reporting requirements for each measure. Mandated performance measures (as detailed in [23 CFR § 490](#)) include safety, bridge condition, pavement condition, system performance, and air quality. PennDOT's road map provides a clear summary of the performance measures and how each should be advanced within a regional plan, including coordination among planning partners, target-setting, and reporting.

- An MPO/RPO should review the LRTP requirements regarding federal performance measures that are explicitly identified in [23 CFR § 450.324\(3\)](#).

## **Pennsylvania Strategic Highway Safety Plan**

[DOT](#) > [Travel In PA](#) > [Safety](#) > [Strategic Highway Safety Plan](#)

PennDOT's Strategic Highway Safety Plan (SHSP) identifies nearly 20 safety focus areas or approaches aimed at reducing traffic-related fatalities and severe injuries using the 4-E approach (engineering, education, enforcement, and emergency medical services) as well as legislation, marketing, and technology. Among the "Essential Eight Elements" for successful implementation, the SHSP calls for PennDOT and its planning partners to identify and program safety projects and programs.

- An MPO/RPO should review the SHSP's Priority Safety Focus Areas and identify how these focus areas are specifically relevant to the outcomes and projects within the LRTP.

## **PennDOT Extreme Weather Vulnerability Study**

[DOT](#) > [Projects & Programs](#) > [Planning](#)

PennDOT completed a multi-phase analysis of the impacts of extreme weather events on the transportation system and associated funding needs for a more resilient transportation network. The study analyzed historical impacts—also known as system vulnerabilities, including flooding, slides, and washouts—that temporarily closed or permanently damaged roads and bridges, and the cost of emergency repairs. Data for future risks has not yet been analyzed, but several MPOs/RPOs have already begun to quantify the extreme weather risk to their transportation systems. This process can serve as an input to the regional LRTP as part of the project prioritization process.

- An MPO/RPO must account for and prioritize resiliency needs within its regional LRTP. The data and methodologies used in this study provide a basis for initial risk assessment, improvement projects, and budgeting for emergency repairs—all of which should be discussed with MPO/RPO members and communities during the planning process.

## **State Transportation Advisory Committee Studies**

<https://talkpatransportation.com/advisory-committees/tac-reports-studies>

The State Transportation Advisory Committee (TAC), which serves as the advisory body to the State Transportation Commission, conducts independent studies related to transportation. The studies are intended to inform public policy and PennDOT practices with objective analyses and practical solutions. The TAC membership represents varied interests in statewide transportation from PennDOT and other state agencies, such that the issues and solutions are viewed in the context of transportation system management and service to all Pennsylvanians. Recent studies are available on the TAC's webpage shown above.

- An MPO/RPO should review recent TAC studies for topics that resonate in their regions and consider whether the study findings are applicable to the region.

## Operations Plans

These plans address the traffic use and control aspects of the highway system under both normal and abnormal conditions.

As the use of technology in driving expands, these plans also anticipate how technology will play a greater role in traffic flow and management.

### Regional Operations Plans

[DOT](#) > [Projects & Programs](#) > [Transportation Systems Management & Operations \(TSMO\)](#)

PennDOT's Transportation System Management and Operations (TSMO) program has created four regions (western, central, eastern, and southeastern) to facilitate ITS and traffic-operations-related planning activities to address reliability, mobility, and congestion through Regional Operations Plans (ROP). These plans prioritize short- and long-term locally and regionally significant projects under one or more of the following topics:

- Inclement Weather
  - ITS and Traffic Signals
  - Work Zones
  - Traffic Incidents
  - Special Events
  - Bottlenecks
  - Traffic Management Centers
  - Traveler Information
  - Connected/Autonomous Vehicles
- An MPO/RPO should review the relevant ROP to ensure that projects identified within the ROP are aligned with those being advanced within the Regional LRTP.

### Pennsylvania Joint Statewide Connected and Automated Vehicles Strategic Plan

[DOT](#) > [Projects & Programs](#) > [Research And Testing](#) > [Automated Vehicles](#) > CAV Initiatives

Connected and automated vehicles (CAV) technologies are rapidly advancing into the market. PennDOT aims to shepherd this transition in collaboration with public and private sector partners. The Pennsylvania Joint Statewide Connected and Automated Vehicles Strategic Plan provides as a roadmap for organizational change as CAV technology advances across six strategic topics:

1. Improve Safety.
  2. Enhance Mobility.
  3. Prepare Workforce.
  4. Foster and Sustain Partnerships.
  5. Increase Public awareness of Benefits and Risks.
  6. Support Economic Competitiveness.
- An MPO/RPO should review the current CAV plan and related initiatives to become familiar with PennDOT approaches to planning for CAV infrastructure and operations.

## **Other Statewide Plans Applicable to Transportation Planning**

Because an LRTP forecasts needed funding, analyzes potential environmental impacts, and promotes active transportation as an alternative to motorized travel, the following state plans are relevant to an MPO/RPO.

### **Pennsylvania Climate Action Plan**

[DEP](#) > [Residents](#) > [Climate Change](#) > [PA Climate Action Plan](#)

Understanding the need to address impacts of climate change in the Commonwealth, the Pennsylvania Department of Environmental Protection led a consortium of state agency partners, including PennDOT, in the identification of strategies and recommendations to reduce greenhouse gas emissions. The Pennsylvania Climate Action Plan notes the impacts of Pennsylvania's transportation network on greenhouse gas emissions and the overall desire to embrace and implement sustainable transportation planning policies. This is consistent with multiple federal planning factors that encourage a focus on the environment and resiliency of the transportation system.

- In preparing a regional LRTP's goals and objectives, an MPO/RPO should consider advancing several elements of the Climate Action Plan, including:
  - Implementing sustainable transportation planning and practices
  - Increasing demand and access to alternative fuels
  - Incorporating historical and projected climate conditions into siting and design decisions for long-term infrastructure
  - Promoting green infrastructure
  - Reducing vehicle-miles traveled (VMT)

### **Pennsylvania's Statewide Comprehensive Outdoor Recreation Plan**

[DCNR](#) > [Recreation](#) > [State Outdoor Recreation Plan](#)

Pennsylvania's Outdoor Recreation Plan outlines the importance of the Commonwealth's natural assets for passive and active recreation. The plan serves as a blueprint for future recreational investments throughout the Commonwealth. The plan's priorities link directly with several federal planning factors, including those that promote enhancing the environment, economic vitality, and travel and tourism. The plan directly references the importance of identifying and promoting recreational assets, particularly bicycle and pedestrian needs, within the state's LRTP.

- An MPO/RPO should review the current themes or priorities of the Outdoor Recreation Plan and identify those employed, in development, or otherwise relevant to the region, particularly related to bicycle and pedestrian needs, with recreational stakeholders. Needs for on-road and off-road facilities should be documented along with potential project development and implementation partners.

## **Pennsylvania's State Health Improvement Plan**

[Health](#) > [All Health Topics](#) > [Health Planning](#) > State Health Improvement Plan

The State Health Improvement Plan is a strategic plan that defines priorities for public health in the Commonwealth. Its priorities for health promotion and chronic disease prevention through physical activity can overlap with non-motorized transportation needs. This suggests that transportation and public health planners should work together to identify and prioritize projects and programs, at state, regional, and local levels, that can meet the greatest needs in communities.

- An MPO/RPO should invite regional or local public health organizations to discuss public health priorities, particularly related to bicycle and pedestrian needs, and potential project partnerships.

## Appendix C: Sample Language Taglines

ATTENTION: If you speak another language, language assistance services can be made available to you. Call XXX-XXX-XXXX *[insert phone number here and between the brackets of each language tagline below]*.

### **Somali:**

FIIRO GAAR AH: Haddii aad ku hadasho luuqad kale, adeegyada ka caawinta luqadda ayaa lagu heli karaa. Wac [XXX-XXX-XXXX].

### **Vietnamese:**

LƯU Ý: Nếu quý vị sử dụng ngôn ngữ khác, các dịch vụ hỗ trợ ngôn ngữ sẽ được cung cấp. Vui lòng gọi số [XXX-XXX-XXXX].

### **Korean:**

주의 : 영어 이외의 다른 언어를 사용하는 경우 717-705-1478 을 통해 언어 지원 서비스를 이용할 수 있습니다. [XXX-XXX-XXXX].

### **Russian:**

ВНИМАНИЕ: если вы говорите на другом языке, вам может быть оказана языковая помощь. Обратитесь в информационно-справочную службу по телефону [XXX-XXX-XXXX].

### **Ukrainian:**

УВАГА: якщо ви розмовляєте іншою мовою, вам може бути надана мовна допомога. Зверніться до інформаційно-довідкової служби за телефоном [XXX-XXX-XXXX].

### **Polish:**

UWAGA: Jeśli mówisz w innym języku, możesz skorzystać z pomocy językowej. Zadzwoń pod numer telefonu: [XXX-XXX-XXXX].

### **French:**

ATTENTION : Si vous parlez une autre langue, des services d'assistance linguistique peuvent être mis à votre disposition. Appelez le [XXX-XXX-XXXX].

### **Simplified Chinese:**

请注意：如果您说另一种语言，我们可以为您提供语言援助服务。请致电 [XXX-XXX-XXXX]。

### **Traditional Chinese:**

請注意：如果您說另一種語言，我們可以為您提供語言援助服務。請致電 [XXX-XXX-XXXX]。



**Arabic:**

- تنبيه: إذا كنت تتحدث لغة أخرى، يمكننا توفير خدمات المساعدة اللغوية لك. اتصل بالرقم [XXX-XXX-XXXX]

**Spanish:**

ATENCIÓN: Si habla otro idioma, habrá servicios de asistencia de idiomas a su disposición. Solo tiene que llamar al [XXX-XXX-XXXX].

**Japanese:**

注意: 他の言語を話す場合は、言語アシスタンスサービスを利用できます。電話番号: [XXX-XXX-XXXX]

**Burmese:**

သတိပ ငြုရန်- အပ ငြတး ဘ သ စက ငြတး သင်ပပ ဆိုဝ်က ဘ သ စက ငြတး အပ က်အ ဝံ့ ဝန်ပဆ င်မှုမ ငြတးကိုသင့် ဝ်အတွက်စီစဉ်ပ ငြတးနီဇ် ဝါသည်။ [XXX-XXX-XXXX] ကိုဖုန်းပ ဝေါ်ဆိုဝါ။

**Italian:**

ATTENZIONE: Se parli un'altra lingua, i servizi di assistenza linguistica possono essere resi disponibili. Chiama [XXX-XXX-XXXX].

**Hindi**

ध्यान दें/सूचना: यदद आप कोई अन्य भाषा बोलतेहैं, तो आपकेलए भाषा सहायता उपलब्ध हो सकती है। कृपया [XXX-XXX-XXXX] पर कॉल करें।

**Greek:**

ΠΡΟΣΟΧΗ: Αν μιλάς άλλη γλώσσα, υπάρχει διαθέσιμο για σένα πρόγραμμα γλωσσικών υπηρεσιών. Καλέστε [XXX-XXX-XXXX].

**Nepali:**

ध्यान ददनु होस: ्तपाई कुनैअको भाषा बोल्नु हु न्छ भनेतपाईलाई भाषा सहायता सेवाहरू उपलब्ध गराउन सककन्छ। [XXX-XXX-XXXX] मा कल गर्नुहोस्

**Urdu:**

پر کال ہ سکت بولت ہ ی تو، زبان ک مدد ک خدمات آپ کو فراہم ک جا کوئ دوس ی زبان انتباه: اگر آپ کر [XXX-XXX-XXXX]