

**First**  
**Memorandum of Understanding**  
**Between**  
**The Hampton Roads Transportation Planning Organization**  
**And**  
**The Hampton Roads Planning District Commission**

This Memorandum of Understanding is executed as of July 15, 2009 by and between the Hampton Roads Transportation Planning Organization, hereinafter referred to as HRTPO; and the Hampton Roads Planning District Commission, hereinafter referred to as HRPDC.

**WHEREAS**, the HRTPO is the Metropolitan Planning Organization for the Hampton Roads Metropolitan Planning Area; and

**WHEREAS**, the HRPDC shall provide the planning and administrative staff to the HRTPO, hereinafter referred to as Staff, in accordance with regulations as determined by the Federal Highway Administration and the Virginia Department of Transportation; and

**WHEREAS**, responsibilities of Staff are defined in the annual Unified Planning Work Program which outlines the specific work to be carried out by Staff; and

**WHEREAS**, Staff shall provide planning, technical, and administrative support to the HRTPO Board and Advisory Committees; and

**WHEREAS**, Staff will execute the following five core functions:

1. Establish a setting: Establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area.
2. Evaluate alternatives: Evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options.
3. Maintain a Long-Range Transportation Plan: Develop and update a fiscally-constrained long-range transportation plan for the metropolitan area covering a planning horizon of at least 20 years that fosters
  - a. mobility and access for people and goods,
  - b. efficient system performance and preservation, and
  - c. quality of life.

4. Maintain a Transportation Improvement Program: Develop and update a fiscally-constrained program of transportation projects consistent with the long-range transportation plan. Projects must be included in the Transportation Improvement Program to be eligible for federal funding.
5. Involve the public: Involve the general public and all the significantly affected sub-groups in the four essential functions listed above.

**NOW, THEREFORE**, it is by mutual agreement that the staff of the HRPDC shall also serve as the staff of the HRTPO pursuant to this Memorandum of Understanding.



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William D. Sessoms, Jr.  
Chairman  
Hampton Roads Transportation Planning Organization

Bruce C. Goodson  
Chairman  
Hampton Roads Planning District Commission