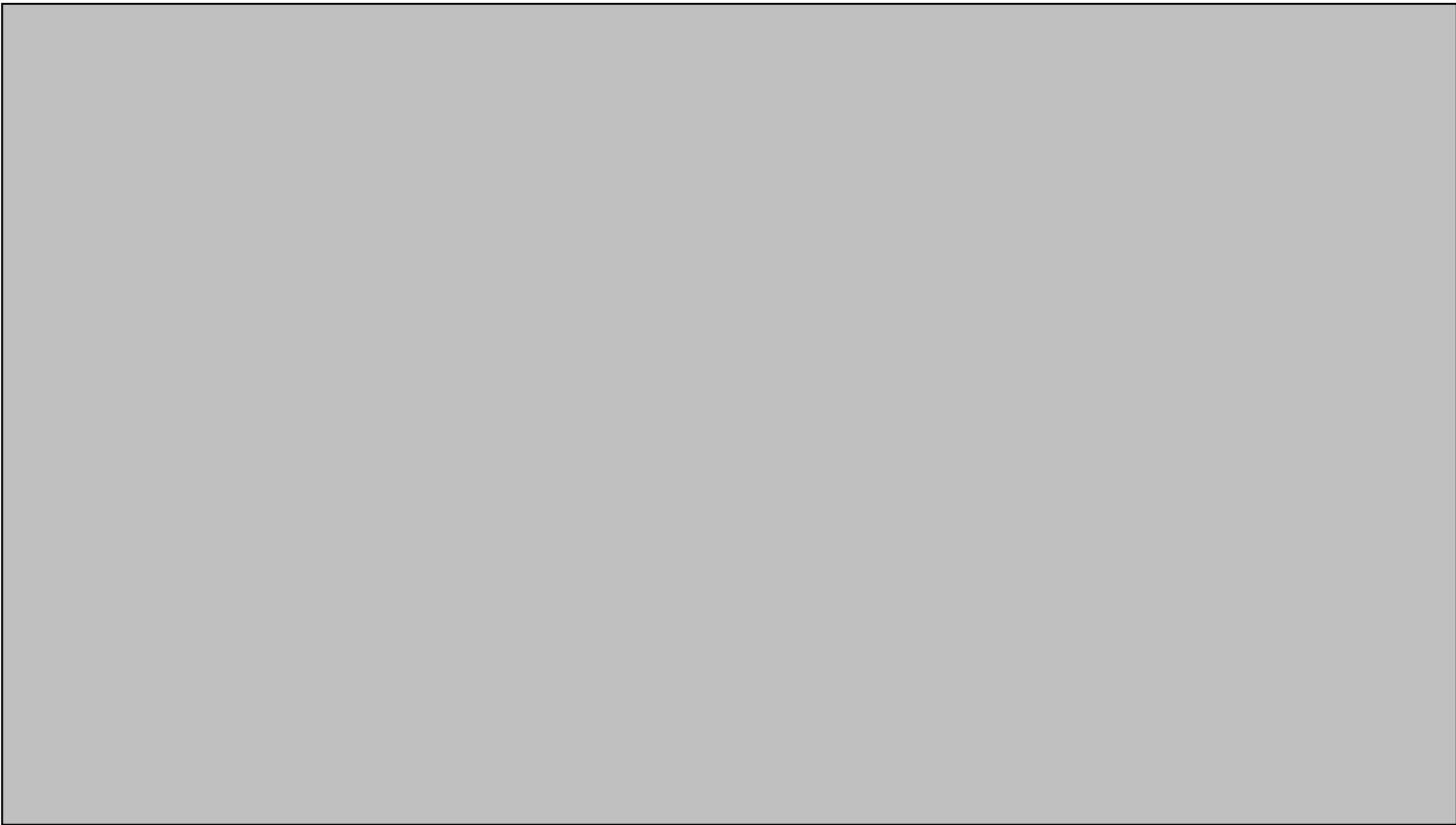


**Knoxville Regional Transportation Planning Organization  
Public Involvement Plan**



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Adopted by the TPO Executive Board on July 28, 2004

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## **Introduction**

The Knoxville Regional Transportation Organization (TPO) established in 1977, is the federally designated metropolitan planning organization (MPO)<sup>1</sup> for the Knoxville Metropolitan Area. MPOs are planning agencies established by federal law to ensure a continuing, comprehensive, and cooperative transportation decision-making process for a metropolitan area with population that exceeds 50,000. The TPO study area includes Knox County, Blount County, City of Knoxville, Town of Farragut, and the cities of Maryville and Alcoa. The TPO approves the use of federal transportation funds within the metropolitan area for highways, transit, bicycle and pedestrian projects, and other aspects that are transportation related. It is the goal of the TPO to develop a transportation system that provides for the movement of freight and people, with minimal energy consumption, air and water pollution, and social impacts.

Public involvement is the key component of the regional transportation decision-making process<sup>2</sup>. As mandated by the 1991 Intermodal Surface Transportation Act (ISTEA) and carried over into the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), MPOs

must establish, periodically review, and update their public involvement process to assure early and continued public awareness of transportation planning decision-making.

In April 2004, the TPO updated a formal public involvement plan, in an effort to strengthen public access and involvement in the regional transportation decision-making process. Consistent with the direction provided by the Federal Transportation law, TEA-21, the goal of the TPO is to develop, promote, and ensure implementation of a regional transportation plan that does the following:

- Support the economic vitality of the region
- Increase safety and security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options for people and freight
- Protect the environment, promote energy conservation, and improve quality of life
- Enhance the integration and connectivity of the transportation system for people and freight.

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<sup>1</sup> *A complete list of Acronyms relevant to the transportation planning process can be found in Appendix B*

<sup>2</sup> *The Federal Code can be found in Appendix C*

- Promote an efficient transportation system management and operation
- Emphasize the preservation of existing transportation system
- Promote efficient relationship between landuse and transportation, maximizing the use of programs and infrastructure

There are several ways the TPO can enact these planning goals including:

- Organizing, overseeing, and managing the planning process in compliance with current federal requirements
- Providing direction to and receiving policy related support from the TPO Technical Committee
- Providing policy direction and oversight to meet Federal and State environmental requirements for attaining air quality standards as required by the Federal Clean Air Act
- Providing complete information, timely public notice, full public access to key decisions, and supporting early and continued involvement.

The TPO Public Involvement Plan should be reviewed at a minimum every three years or prior to the commencement of the Long Range Transportation Plan update to see if it still meets the TPO requirements and the community's expectations.



## Objectives for Effective Public Involvement

To be able to achieve the goals for an effective process that includes complete information, adequate public notice, participation in decision-making, and early and continuous involvement, the TPO has created this plan to ensure that effective public involvement measures are taken for transportation planning projects. In order to achieve a successful plan, it was important to develop a set of objectives, which are outlined below. These objectives include *Public Outreach and Information* and *Public Input and Decision-Making*.

**Objective 1: Public Outreach and Information** – Providing the public with complete and timely information concerning the transportation planning process:

- Identify Stakeholders – The general public, advocacy groups, traditionally underserved communities, and affected public agencies are identified as stakeholders. Networking should be established between stakeholders and outreach professionals to ensure that everyone is included in the process.



- Develop an Outreach Program – This program, designed to inform the public about the TPO planning process, should be developed and produced to maintain interest and simplify complex transportation topics. Materials for this program should include informative videos, attention-grabbing documents written in a non-technical language and summaries of complex documents not easily understood by laypersons.

- Publicize TPO Activities – Informative notices and postcards should be mailed to citizens most likely to be affected by various transportation projects. Media outlets such as the local newspapers and television stations should be kept abreast of TPO projects and publications.
- Partner with Outreach Professionals – Establish collaboration with outreach professionals who have an understanding of community networks, enabling TPO to reach a wider audience.
- TPO Website – Establish a public comment section on the TPO website. The TPO website currently includes a calendar of events, notices of upcoming TPO sponsored activities, and agenda and minutes for the TPO Executive Board and Technical Committee.
- Produce and Distribute Newsletters – The TPO Newsletter written quarterly, updates the public on transportation activities.
- Conduct Workshops – Workshops are created for the public to express their ideas concerning different transportation topics (*Air quality, Intelligent Planning, Intermodal Transportation, etc*).
- Open Houses for Transportation Plans and Programs – TPO Staff members are available to answer questions in a forum

other than a fixed meeting agenda with no formal presentation given. Information is made available through displays and exhibits. Examples of these plans and projects include:

- Long Range Transportation Plan
- Regional Planning Efforts (Cades Cove, Sevier County and Oak Ridge Corridor)
- Transportation Improvement Program (TIP)
- Smart Trips Program
- KAT Action Plan

**Objective 2: Public Input and Decision-Making** – Ensuring that the public has sufficient opportunity to engage in the decision making process:

- Identifying and Maintaining Citizen /Advocacy Groups
  1. *Title VI Working Group* – Consists of citizens, transportation service providers, and committee organizers who function as a citizen advisory group, specifically in minority populated areas. More frequent meeting schedules to discuss transportation topics and expanding the role of the working group to become a medium for the minority-populated areas should be considered.
  2. *Urban Transportation Issues Committee (UTIC)* – Includes Nine representatives selected from the Knoxville Region who discuss transportation interests for disadvantaged areas. This committee should be a forum used to discuss

transportation concerns and projects that are currently on the table.

3. *TPO Technical Committee Meetings* – Members consist of planners and engineers representing the TPO jurisdiction, who recommend to the Executive Board transportation plans and programs recommended by the TPO staff. Opportunities for public comment are provided at every meeting.
4. *TPO Executive Board Meetings* – Transportation plans and programs are presented to and approved by the nine-member board comprised of elected officials, selected from the Knoxville Region. Opportunities for public comment are provided at every meeting.
5. *Bicycle Advisory Committee* – Eleven citizens from the TPO study area that maintain and update the Bicycle Plan and provide input to the TPO and other agencies on bicycle issues. Opportunities for public comment are available at every meeting.

➤ Establishing Feedback

1. Create project-specific surveys
2. Send staff to answer questions at meetings for neighborhood organizations, business groups, homeowner associations, and other interested parties.
3. Develop a public comment database, which can handle large quantities of feedback.
4. Provide comments that were made during prior public comment periods and the responses to those comments.
5. Provide in each planning document how public comments were addressed or why they were not addressed.

- Develop Focus Groups – Use focus groups to receive feedback from citizens on specific transportation projects. These small groups should be provided with questions pertaining to the specific topics.

The following chart lists techniques and activities for achieving effective public involvement. Though many strategies seek to achieve both objectives, the “X” in the column delineates the primary objective.

### Objectives for Achieving Public Involvement<sup>3</sup>

Activity	Objective 1 Public Outreach and Information	Objective 2 Public Input and Decision-Making
Identify stakeholders	X	
Develop an Outreach and Education Program	X	
Publicize TPO Activities	X	
Partner with Outreach Professionals	X	
Maintain a Website	X	
Produce and Distribute Newsletters	X	
Conduct Workshops	X	
Hold Open Houses for Transportation Plans and Programs	X	
Provide Outreach Services	X	
Identifying and Maintaining Citizen/Advocacy Groups		X
Public Input for TPO Technical Committee		X
Public Input for TPO Executive Committee		X
Conduct Surveys		X
Conduct Focus Groups		X
Establishing Feedback		X

<sup>3</sup> Based on Plan and Procedures for “Enhancing Public Involvement in the Transportation Planning Process” for the Baltimore, MD Region

## Preparing Transportation Plans

It is the goal of the TPO that every plan, program, or process will have a public involvement plan (PIP). The extensiveness of each PIP will vary by project and be set against community expectations, the UPWP, and staff and funding availability. Staff should use this master PIP as guidance in designing a project's PIP. Public involvement can be as minimal as a legal notice in the newspaper to as involved as a PIP that includes a variety of activities, such as public meetings, newsletters, surveys, or charettes. It is imperative that activities to engage minority, low income, and/or disabled citizens be considered in the design of a PIP.

In all cases, the project manager should respond to citizens concerns by either integrating them into the plan or by documenting why concerns were not included. Finally, all PIPs should be evaluated after the project's completion. PIP evaluations provide opportunities to find out what activities were effective and what activities need to be modified in the future.

On occasion the TPO will contract work from other agencies. In these cases, TPO staff should try to provide continuity with traditional TPO public involvement activities. However, outside agencies are clients to the TPO and their public involvement requirements or procedures may take precedent over the TPOs.

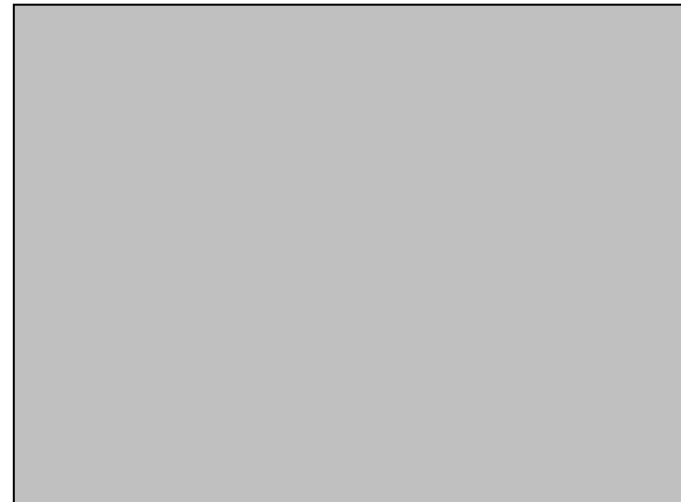
When formulating and updating transportation plans, the following techniques outlined in this section should be incorporated. However, these are only *basic* techniques. A "cookie-cutter" approach should not be taken when seeking public input, as transportation plans can impact different communities in a variety of ways, resulting in different group dynamics. Therefore, it is important to reach into the public involvement "toolbox" (Appendix A), which contains ideas that may either be pertinent to the type of feedback needed for a particular plan, or can be used as an innovative approach to obtain public opinion.

- Identifying Stakeholders – Establish a network with the public, advocacy groups, and members of underserved communities who are affected by the plan and/or have demonstrated an interest.
- Publicize Activities – Legal ads and notices should be publicized at a minimum, 14 days prior to public meeting. The local newspapers and television stations should also be kept abreast of the plan.
- TPO Website – Notice of plan update should be posted on the website as well as any public meeting dates concerning the plan.

- Produce and Distribute Newsletters - Notice of the plan and its progress should be posted in the TPO newsletter and distributed to appropriate target groups.
- Open Houses/Workshops – This forum should be used for information gathering. It also gives the public an opportunity to ask questions and express concerns. Finally, the public should be able to view the plan before it is brought before the Technical Committee and Executive Board.
- Citizen/Advocacy Groups – The plans should be brought before the following groups:  
  
Title VI Working Group  
UTIC  
Technical Committee  
Executive Board  
Bicycle Committee (where applicable)
- Establish Feedback – Surveys and/or questionnaires should be either distributed at meetings or mailed. Public comments and answers should be distributed at future public meetings and displayed in the plan.

- Outreach Efforts for Minority Groups<sup>4</sup> – Public announcements should be placed in the minority newspaper, specifically *The Enlightner* and *Mundo Hispano* (Appendix D).

Access to Plans - Major plans should be circulated to all public libraries to increase the public's opportunity to review.



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<sup>4</sup> *The Title VI Legislation can be found in Appendix D*

## **Evaluating Public Involvement Procedures**

Within a month after completion of a TPO project, such as the TIP, public involvement procedures for that project should be evaluated to be certain that all of the objectives are met. Effective public involvement tools can be determined by the following:

### Surveys

Face-to-face and telephone surveys are beneficial because they require quick responses and can lead to follow-up questions. These types of surveys can target specific areas or groups or can be a random sample.

Mail-in surveys can be mailed to citizens, distributed at public meetings, or placed inside of publications. It is possible to provide a written record of survey answers. Return postage should be included to increase the possibility of a response.

E-mailed surveys also provide a written record of responses. There is little or no cost to distribute this survey. To use this method, it is necessary to have e-mail addresses for the respondents. The drawback however, is that not all citizens have Internet/E-mail access, and can limit the sample. Both mail-in and E-mailed surveys can also target specific areas and groups or be a random sample.

### Statistical Analysis

Statistical analysis is used to evaluate the responses taken from the survey. The result of the analysis is compared to the evaluation method. In addition, it can be used to compare the number of persons attending the activity with the number of persons who were notified about the activity. The rate of success of these public involvement tools can determine whether or not the target audience is being reached and if not, which areas of the procedures need improvement.

### **Using an Evaluation Matrix**

An evaluation of ongoing activities should occur quarterly at which time, improvement measures should be identified and implemented. Activities that are ineffective should be either discontinued or improved upon and the changes should be reflected in the public involvement procedures. On corridor studies and sector plans, the improved measures should be used for the next update.

The evaluation matrix, outlined in the following pages, lists the specific public involvement tool and sets up specific objectives to meet.

### Evaluation Matrix

Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Public Involvement Plan	Plan should reflect policies and practices of TPO	N/A	Update every 3 years to incorporate any improvement strategies outlined in public involvement evaluation
TPO Website	Number of Hits and E-Mails	Minimum of 60 hits and E-mails per month	Use other public involvement tools to increase advertisement of the website
TPO Mailing Database	Number of returned items	Maximum of 2% return rate per mailing Number of people/organizations on list	Make immediate corrections when items are returned
Legal Advertisements	Required Legal statute	N/A	N/A
TPO Newsletter	Calls, Letters, E-mails, Number of persons reached	Return rate is addressed under TPO Mailing Database	Continue items that receive positive comments and improve areas that receive negative comments
Display Ad	Calls, Letters, E-mails, Number of persons reached	Minimum of 5% of meeting attendees/survey respondents saying that they saw the ad Modify ad format based on comments received	Pursue publication in prominent location and make ads more visible
Project Specific Newsletter	Calls, Letters, E-mails Number of persons reached	Minimum of 10% of meeting attendees/survey respondents who indicate that they received a newsletter	Increase or decrease distribution to more accurately target an area that may be affected
Direct Mailings	Calls, letters, numbers of persons reached	Minimum of 10% of meeting attendees/survey respondents who indicate that they received the mailing	Increase/Decrease mailing lists to more accurately target affected areas.

### Evaluation Matrix (Cont.)

Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Press Releases	Calls, letters, E-mails, etc.	No standard. Format may be modified based on specific comments received Project/Program mentioned in at least one news story	Encourage publication of press releases by keeping the media informed
Project/Program Specific Websites	Calls, letters, E-mails number of hits	Minimum of 25 hits per month. Expectations may be higher depending on the size of the study area	Use other public involvement tools to increase advertisement of the website
Project/Program Specific Open Houses/Workshops	Calls, letters, attendance	30 people in attendance	Schedule at convenient times and locations. Hold multiple workshops. Use other tools to increase awareness
Small Group Meetings	Calls, Letters Meeting group expectations	These meetings are held at the request of the group	TPO staff should be available in a timely manner to speak to groups regarding any TPO activity or issue. The presentation should be formatted to provide specific information requested by the group
Briefings	Attendance, meeting group expectations	Group gains knowledge of planning process	TPO staff should be available to inform group of progress
E-Mail Announcements	Calls, Letters, E-mails, Number of persons reached	Minimum of 5% of meeting attendees/survey respondents indicate they've seen the announcement	Increase the e-mail usage by advertising its availability using other public involvement tools
Internet Message Boards	Number of Messages	Number of Messages based on project	Increase number of messages by advertising the availability of the Internet message board using other public involvement tools
Fact Sheets	Calls, letters, Number of persons reached	Positive Comments	N/A
Internet Survey Mail-in Surveys Questionnaires	Number of persons reached	Number of returned surveys or responses on Internet	Consider SASE for return mailing (may be expensive). Collect surveys at meetings

### Evaluation Matrix (Cont.)

Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Public Hearings Expert Panels Speakers Bureau Community Facilitators	Calls, letters, E-mails, attendance	30 people in attendance	Schedule hearings at convenient times and locations. Use other public involvement tools to increase awareness of the hearings
Design Charettes	Calls, letters, E-mails, attendance	25 people in attendance	Schedule at convenient times and locations. Use other public involvement tools to increase awareness of charette
Visioning Sessions	Calls, letters, E-mails, attendance	20 people in attendance	TPO staff should be available to inform group of progress. Schedule sessions at convenient times
Mediation/Negotiation	Reach consensus	Both sides are comfortable with decision	N/A
Technical Assistance	Calls, letters, e-mails	Public gains knowledge of planning process	TPO staff should be available to inform group of progress
TPO Logo	Calls, Letters, E-mails	Recognition of Logo	The TPO logo should be used on all TPO products and publications, and on all materials for TPO sponsored activities
Simulation Games	Number of participants	Relays message, helps to bring about understanding of the transportation planning process	N/A

### Evaluation Matrix (Cont.)

Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Comment Forms/Response Sheets	Calls, letters, number of responses	50% of the meeting attendees filled out a form at the meeting, completed the form on website, or return form via mail	Encourage responses by explaining the importance of receiving comments
Surveys	Calls, letters, number of responses	60% of contacted persons participate in the survey in person 20% of contacted persons participate via mail	Encourage responses by explaining the importance of feedback. Offer other incentives for returning surveys
Government TV	Calls, letters, number of persons reached	Minimum of 5% of survey respondents indicate that they saw the broadcast	Provide information to the Government Station as soon as it is available
Posters and Flyers	Calls, letters, number of persons reached	Minimum of 10% of meeting attendees/survey respondents indicated that they saw the poster	Increase distribution to common areas where posters will be more visible to the general public
Field Trips	Number of people in attendance	20 People in attendance	Schedule Trips at a convenient time, use other public involvement tools to increase awareness of the field trip
Community Fairs	Number of participants	30 Participants	Schedule at convenient times. Use advertisements, promotions, and other public involvement tools to increase awareness

## Appendix A

### Public Involvement Tool Box

It may become necessary to seek an alternative public participation formula when creating or updating plans, as circumstances and group dynamics can vary with each project. The following “toolbox” contains a collection of public involvement tasks. As new techniques are implemented, they will be added into the toolbox.

#### **Website**

Contain project information, announcements, and documents

- Capable of reaching large audiences with large amounts of information
- Low cost way of distributing large documents

#### **Advertisements**

Paid advertisements in newspapers and magazines

- Potentially reaches broad public
- May satisfy legal notification requirements

#### **Printed Public Information Materials**

*Fact Sheets, Newsletters, Brochures*

Can reach large target audience

- Allows for technical and legal reviews
- Encourages written responses if comment form is enclosed
- Facilitates documentation of public involvement process

#### **Press Releases**

- Informs media of project milestones
- Press release language is often used directly in articles
- Opportunity for technical and legal reviews

#### **Response Sheets**

Mail-in forms included in project mailings used to gain information on public concerns and preferences.

- Provides input from individuals who would be unlikely to attend meetings
- Provides mechanism for expanding mailing list

#### **Mailed Surveys and Questionnaires**

Inquiries mailed randomly to sample population to gain information for statistical validation

- Provides input from individuals unlikely to attend meetings
- Provides input from cross-section of public

**Internet Survey**

Web based response polls

- Provides input from individuals who would be unlikely to attend meetings.
- Provides input from cross-section of public other than mailing list
- Higher response rate than other communication forums

**Open Houses**

Allows the public to tour at their own pace several stations each addressing a different issue.

- Fosters small group or one-on-one communication
- Draw on other team members to answer difficult questions
- Meets information and interaction needs of public who are typically underserved
- Builds credibility

**Small Format meetings**

Small meetings at existing groups or in conjunction with another event

- Provides opportunity for in-depth information exchange in a non-threatening forum

**Expert Panels**

Panel interviews from experts with different perspectives

- Presents opportunity for balanced discussion of key issues
- Provides opportunity to dispel misinformation

**Speakers Bureau**

Make presentations to various groups who make the request

- Opportunity to reach different audiences
- Able to focus on specific questions

**Field Trips**

Provide tours for stakeholders, elected officials, neighborhood groups, and media

- Develop rapport with stakeholders
- Provides greater knowledge of issues and processes

**Community Fairs**

Multiple activities to provide project information and raise awareness

- Focuses public attention on one element
- Conducive to media coverage
- Allows for different level of information sharing

**Simulation Games**

Exercises that simulate project decisions

- Designed to be an effective educational/training technique, particularly for local officials

**Briefings**

Use regular meetings of various organizations to provide an opportunity to inform about the planning process.

- Control of information/presentation
- Opportunity to reach wide variety of individuals who may have been attracted to another format
- Opportunity to expand mailing list
- Similar presentations can be used for similar groups

**Technical Assistance**

Provide access to technical expertise to individuals and organizations who want to learn more about the TPO process

- Builds credibility
- Helps to address public concern
- Can be a conflict resolution technique

**Mediation/Negotiation**

Process of resolving disputes through compromise

- Promotes accountability on both sides
- Focuses on specific issues

**Community Facilitators**

Use qualified individuals in local community organizations to conduct public outreach

- Promotes community based involvement
- Capitalizes on existing networks
- Enhances project credibility

**Visioning Sessions**

Allows stakeholders to voice a final outcome they would like to see in a functioning transportation system.

- Helps to understand individual points of view
- Outlines goals

**Design Charettes**

Sessions where participants redesign project features

- Promotes joint problem-solving and creative thinking
- Effective for creating partnerships and positive working relationships with public

**Visual Preference Survey**

Display photographs either at public meeting or on-line of roads, sidewalks, buses, bicycle lanes, and public transit, both in present condition and using simulation if changes were to be made. Rate each image on scale of 10+ (appropriate) to 10- (not appropriate).

- Able to address public concern
- Able to focus on specific questions

## APPENDIX B

### Acronyms

ADA  
CAA  
CFR  
FHWA  
FTA  
ISTEA  
MPC  
MPO  
MTA  
SHA  
TDOT  
TEA-21  
TIP  
TMA  
TSC  
UPWP  
UTIC  
USC  
USDOT  
US EPA

American with Disabilities Act  
Clean Air Act Amendments  
Code of Federal Regulations  
Federal Highway Administration  
Federal Transit Administration  
Intermodal Surface Transportation Efficiency Act  
Metropolitan Planning Commission  
Metropolitan Planning Organization  
Mass Transit Administration  
State Highway Administration  
Tennessee Department of Transportation  
Transportation Equity Act for the 21<sup>st</sup> Century  
Transportation Improvement Program  
Transportation Management Area  
Transportation Steering Committee  
United Planning Work Program  
Urban Transportation Issues Committee  
United States Code  
United States Department of Transportation  
United States Environmental Protection Agency

## APPENDIX C

### *23 CFR §450.316 Code of Federal Regulations (CFR) – Public Participation in Metropolitan Transportation Planning and Programming*

1. *Include a proactive public involvement process that provides complete information, timely public notice, full access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:*

- (i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;*
- (ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);*
- (iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the*

*Federal-aid highway and transit programs are being considered;*

- (iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in non-attainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));*
- (v) Demonstrate explicit consideration and response to public input received during the planning and program development process;*
- (vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;*
- (vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary analysis, and report on the disposition of comments shall be made part of the final plan and TIP;*

- (viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;*
  - (ix) Public involvement process shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;*
  - (x) These procedures will be reviewed by the FHWA and FTA during certification reviews for all TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;*
  - (xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;*
- 2. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;*
- 3. Identify actions necessary to comply with the Americans with Disabilities Act of 1990 (Pub. L. 101-336,104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals with Disabilities" (49 CFR parts 27,37, and 38);*
  - 4. Provide for involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and*
  - 5. Provide for the involvement of Local, State, and Federal environment resources and permit agencies as appropriate.*
- 23CFR§450.322*
- (c) There must be adequate opportunity for public officials (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO in accordance with the requirements of §450.316(b)(1). Such procedures shall include opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, and private providers of transportation) to be involved in the early stages of the plan development/update process. The procedures shall include publication of the proposed plan or other*

*methods to make it readily available for public review and comment and, in nonattainment TMAs, an opportunity for at least one formal public meeting annually to review planning assumptions and the plan development process with interested parties and the general public. The procedures also shall include publication of the approved plan or other methods to make it readily available for information purposes.*

*23CFR§450.324*

*(c) There must be reasonable opportunity for public comment in accordance with the requirements of §450.316(b)(1) and, in nonattainment TMAs, an opportunity for at least one formal public meeting during the TIP development process. This public meeting may be combined with the public meeting required under §450.322 (c). The proposed TIP shall be published or otherwise made readily available for review and comment. Similarly, the approved TIP shall be published or otherwise made readily available for information purposes.*

## **APPENDIX D**

Title VI is a part of the Civil Rights Act of 1964 that ensures “no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance”. Under the provisions of Title VI, no federally assisted agency or program can discriminate by:

- Denying services, aid, or benefits
- Providing different service, aid, or benefits, or providing them in a manner different than they are provided to others
- Segregating or separately treating individuals in any manner related to the receipt of any service, aid, or benefit

The TPO is required to explain how its plans and programs are accomplished in a non-discriminatory manner. During the preparation of the public involvement plan, the TPO recognizes that specific outreach efforts should occur in traditionally underserved areas. Meeting announcements and legal ads for example, are printed in the minority publications. Plans and projects are to be discussed with the Title VI Working Group to identify potential impacts on minority, disabled, and elderly citizens.