



Final

Public Participation Plan

**Of the Memphis Metropolitan Planning Organization
(El Plan de Participacion del Publico para MPO de Memphis)**

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This document is available in accessible formats when requested five days in advance.

This document was prepared and published by the Memphis Metropolitan Planning Organization and is prepared in cooperation with or with financial assistance from all or several of the following public entities: the Federal Transit Administration, the Federal Highway Administration, the Tennessee and Mississippi Department of Transportation, the Memphis Area Transit Authority, and the local governments in the MPO region. This financial assistance notwithstanding, the contents of this document do not necessarily reflect the official view or policies of the funding agencies.

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**A RESOLUTION
BY THE
TRANSPORTATION POLICY BOARD
OF THE
MEMPHIS URBAN METROPOLITAN PLANNING ORGANIZATION**

**AMENDMENT TO THE PUBLIC PARTICIPATION PLAN
RESOLUTION # 2007-22**

WHEREAS, The Memphis Urban Area Metropolitan Planning Organization (MPO) is the organization responsible for planning the creation of an efficient transportation system in the Memphis urban area and for the appropriate use of federal transportation funds in that area; and,

WHEREAS, Federal regulations (23CFR 450.316) require Metropolitan Planning Organizations to adopt a proactive public participation plan for providing citizens, affected public agencies, public transit providers and users, freight representatives, private providers of transportation, bicycle and pedestrian representatives, persons with disabilities and other interested parties opportunities to be involved in the metropolitan planning process; and,

WHEREAS, The Public Participation Plan shall describe explicit procedures for providing adequate public notice of participation activities and comment periods on the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP); providing timely notice and reasonable access to transportation information; employing visualization techniques to describe LRTPs and TIPs; making public information available in electronically accessible formats; holding public meetings at convenient accessible locations; demonstrating explicit consideration and response to public input on LRTPs and TIPs; seeking out and considering the needs of the traditionally underserved; providing additional comment opportunities if the final LRTP or TIP differs significantly from what was originally available for comment; coordinating with the statewide consultation process, and periodically reviewing the participation plan's effectiveness; and,

WHEREAS, An Update of the Public Participation Plan formerly known as the Public Involvement Plan has been prepared in accordance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); and,

WHEREAS, The Public Participation Plan was available for public comment for a period of forty-five (45) days prior to consideration by the Board; and,

WHEREAS, The Engineering and Technical Committee and the Citizens Advisory Committee have reviewed the Public Participation Plan, and have recommended the document to the Transportation Policy Board for approval; and,

WHEREAS, The Transportation Policy Board has reviewed the Public Participation Plan and does concur with the recommendations of both committees.

NOW, THEREFORE, BE IT RESOLVED, That the Transportation Policy Board of the Memphis Urban Area Metropolitan Planning Organization does hereby approve the Public Participation Plan.

Resolution duly passed on August 30, 2007

**AC Wharton, Jr., Chairman
Memphis Metropolitan Planning Organization**

MPO Board and Committee Members Appointed and/or Elected

Membership Transportation Policy Board

Elected Officials

Governor, State of Tennessee
Governor, State of Mississippi
Tennessee Department of Transportation
Mississippi Department of Transportation
Mayor, City of Memphis, TN
Mayor, Shelby County, TN
Mayor, Fayette County, TN
Memphis Area Transit Authority
International Port of Memphis
Memphis-Shelby County Airport Authority
Mayor, Town of Arlington, TN
Mayor, City of Bartlett, TN
Mayor, City of Braden, TN
Mayor, Town of Collierville, TN
Mayor, City of Gallaway, TN
Mayor, City of Lakeland, TN
Mayor, City of Germantown, TN
Mayor, City of Millington, TN
Mayor, City of Piperton, TN
President, DeSoto County, MS
Mayor, City of Hernando, MS
Mayor, City of Horn Lake, MS
Mayor, City of Olive Branch, MS
Mayor, City of Southaven, MS
Mayor, City of Walls, MS

Membership Engineering Technical Committee

Engineers of Jurisdiction

(2) City of Memphis Engineer
(2) Shelby County Engineer
TN Department of Transportation
MS Department of Transportation
Fayette County, TN
Memphis Area Transit Authority
International Port of Memphis
Memphis Airport Authority
Town of Arlington, TN
City of Bartlett, TN
City of Braden, TN
Town of Collierville, TN
City of Gallaway, TN
City of Lakeland, TN
City of Germantown, TN
City of Millington, TN
City of Piperton, TN
DeSoto County, MS
City of Hernando, MS
City of Horn Lake, MS
City of Olive Branch, MS
City of Southaven, MS
City of Walls, MS
Memphis and Shelby County Health
Department

Membership Citizen Advisory

Each governmental entity represented on the TPB shall appoint a member to this Committee, including the elderly and handicapped. Each jurisdiction shall have at least one representative. Municipalities or counties with populations greater than 50,000 may appoint one additional member when the population exceeds the next 50,000 thresholds as certified by the U.S. Bureau of Census.

See **Appendix A** for a list of roles and responsibilities of all MPO Committees.

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Memphis MPO “Public Participation Plan” Policy Statement

It is a policy of the Memphis Metropolitan Planning Organization (MPO) to provide an active and representative forum for all segments of the Metropolitan Planning Area (MPA) in the development of common regional transportation goals, alternatives and plans. The MPO is committed to:

- Securing full and fair proactive citizen involvement in the “3-C” transportation planning process (comprehensive, coordinated and continual).
- Taking all reasonable actions to secure participation and input.
- Providing a continuing public education process.
- Making Environmental Justice and Title VI of the Civil Rights Act (equality) a priority by communicating with affected and interested populations, with special effort to include under-represented populations.
- Evaluating the participation processes and procedures on a periodic basis to assess and improve effectiveness.

A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice a part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." The MPO's Environmental Justice initiatives will strive to accomplish this by involving the potentially affected public through a Citizens Outreach Program. This program consists of MPO staff activities designed to develop partnerships with, and enhance the participation in the transportation planning process, by groups and individuals of “traditionally underserved” communities.

Traditionally underserved communities include minorities, transit dependent citizens, low income, the elderly, and persons with disabilities. Staff activities include, but are not limited to the following:

- participation in groups and coalitions serving within these communities
- targeted communications with local media outlets
- conducting meetings at times and locations that are accessible to transit dependant or non-driving individuals when possible
- publication of MPO documents in non-technical, web-based or other easily accessible formats as necessary and appropriate for purposes of obtaining input and comment into the long-range transportation planning process and for Transportation Improvement Program (TIP) updates

In carrying out the participation plan, the MPO shall to the maximum extent practical – (i) hold any public meetings at convenient and accessible locations and times; (ii) employ visualization techniques to describe long-range transportation plans; and (iii) make public information available in electronically accessible format and means, such as the MPO website, as appropriate to afford reasonable opportunities for consideration of public comment and opinion. The goal of the MPO’s Outreach Program is to ensure that all citizens regardless of race, color, religion, income status, national origin, age, gender, disability, marital status, or political affiliation, have an equal opportunity to participate in the MPO’s decision-making process.

I. BACKGROUND

The Memphis MPO was created in 1977 with the responsibility of transportation planning in the counties of Shelby and Fayette, Tennessee, and DeSoto County, Mississippi. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. The Memphis and Shelby County Division of Planning and Development is the fiscal and administrative agent for the Memphis MPO. The area covered by the Memphis MPO is shown in **Appendix B**.

II. SAFETEA-LU PUBLIC PARTICIPATION PLAN (PPP) LEGAL REQUIREMENTS

A. Planning Factors

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)¹ was enacted August 10, 2005, as Public Law 109-59 and authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. SAFETEA-LU requires the Metropolitan Planning Organizations to provide for consideration of projects and strategies that will serve to advance the following eight (8) identified transportation 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 nonmotorized users
4. Increase the accessibility and mobility of people and for freight
5. Protect and enhance the environment, promote energy conservation, improve 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; and
8. Emphasize the preservation of the existing transportation system.

B. Consultation

Locally the MPO has developed relationships and contacts with private citizens, public agencies, providers of freight services, private providers of transportation, representatives of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities and representatives of the disabled. All of these agencies/groups are given comment opportunities on the MPO's major planning documents.

¹ Metropolitan and Statewide Planning Provisions of SAFETEA-LU – [Frequently Asked Questions](http://www.fta.dot.gov/documents/FAQ_Planning.doc)
www.fta.dot.gov/documents/FAQ_Planning.doc

The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation concerning the development of a LRTP and TIP. The consultation shall involve as appropriate- (i) comparison of the LRTP with State conservation plans or maps, if available; or (ii) comparison of long-range transportation plans to inventories of natural or historic resources, if available.

Consultation and coordination with area stakeholders happens at established MPO Board and committee meetings, through emails, letters and other communications and through other outreach efforts including attendance at other agencies' meetings and draft document comment periods.

B.1 Agencies responsible for planning

SAFETEA-LU states that the MPO should consult with planning officials responsible for other types of planning activities that are affected by transportation in the area (including State and local planned growth, economic development, environmental protection, airport operations, and freight movements). In addition, the MPO's metropolitan planning process will serve to promote consistency between transportation improvements and State and local planned growth and economic development patterns as part of the Long-Range Transportation Plan update. See **Appendix C** for a listing of agencies and individuals with whom the MPO consults.

The consultation process with state and federal agencies was established by TDOT. A request was sent to each agency requesting conservation plans, maps and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities, if available. These documents will be compared to proposed transportation improvements during the MPO planning processes.

The Memphis MPO continually strives to consult with agencies that are involved in the transportation planning process in the MPO area. With the unique situation of the Memphis MPO being housed in the government offices of the largest county in the three-county region, the Memphis and Shelby County Division of Planning and Development, consultation between departments within the Division of Planning, which is a joint city/county Division, as well as other Divisions (Government Communications, Social Services, Historic Preservation, Environmental and Emergency Management, Public Safety, Engineering and Traffic Engineering) is on an ongoing basis. The MPO considers this one strength in our process but just one example of the coordination that occurs within the interagency participation process.

Coordination also occurs through the MPO staff's involvement in various state and local level planning and advisory committees; comparison of MPO planning documents with the maps, plans and inventories of other state and local agencies, and through the Board and Committees the MPO has established. There are five MPO committees that are comprised of local and state agencies and area stakeholders. These committees ensure that all MPO planning processes are coordinated with other state and local planning efforts by providing forums for consultation. All MPO documents are reviewed and commented on by each MPO committee. Committee membership is listed below

Engineering and Technical Committee - The ETC is composed of two (2) representatives from the City of Memphis Engineer's office and the Shelby County Engineer's office, and the engineer, planner or other designated person from each governmental entity or major provider of transportation services in the Memphis MPO area. The Departments of Transportation for Tennessee and Mississippi shall each have a designated member along with each respective state divisional office of FHWA and the regional representative of FTA. For transportation planning purposes, the West Memphis, Arkansas, Metropolitan Planning Coordinator shall also be a member of this committee.

Air Quality Interagency Committee - Membership shall also include a representative from any local air pollution control program within the designated maintenance or non-attainment area, the respective state agency (ies) responsible for air quality control programs, the regional representative(s) of the EPA, MATA and members of the ETC whose responsibility include air quality and are in a jurisdiction within a designated particulate, carbon monoxide, ozone or nitrogen oxide maintenance or non-attainment air quality area as determined by the EPA.

Freight Committee - Membership will be comprised of representatives of the major providers of transportation resources and modes that provide freight movement and the users of those modes of transportation. The Metropolitan Planning Organization shall work closely with local and regional chambers of commerce and freight and logistic organizations to develop a comprehensive committee.

Bicycle and Pedestrian Committee – Membership will be comprised of representatives of the bicycle community, disabled, and community organizations.

Transportation Safety Committee - Membership of this Committee shall include law enforcement, public safety, engineers and public or private interest groups that focus on transportation-related safety issues

B.2. Providers of public transportation

The MPO consults with public and private transportation agencies and non-profit agencies that receive federal transportation funds. The Memphis Area Transit Authority (MATA), the local public transportation provider, sits on the Board and the technical committee of the MPO and is a planning partner involved in all aspects of the MPO process.

Other transportation providers were identified during the development of the Human Services Transportation Plan. Transportation providers, as well as users of their services, were involved throughout the development of the Human Services Plan, and those participants are now on the consultation mailing list. As the Human Services planning process evolves, more providers will be added to the MPO's consultation process.

III. PUBLIC PARTICIPATION PROCESS

The Memphis MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. The process includes the entire community in developing feasible alternatives and encourages community leaders to support the transportation system. The process also increases public awareness of transportation services and programs.

The MPO's Public Participation Plan was developed in consultation with all interested parties. The plan was developed in coordination with the statewide transportation planning public involvement and consultation process. It ensures that all interested parties have reasonable opportunities to comment on the contents of the LRTP and TIP updates and major revisions.

The Public Participation Plan is a living document and will be continually reviewed for possible revisions.

A. General Guidelines

All guidelines are derived from federal regulations [23 CFR 450.316] and recommendations from the Memphis MPO Transportation Policy Board (TPB).

The Public Participation Plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies and desired outcomes for:

1. Providing adequate public notice of public participation activities and time for public review and comment at key decision points.
2. Providing timely notice and reasonable access to information about transportation issues and processes.
3. Employ visualization techniques.
4. Make public information available in electronically accessible formats and means.
5. Hold public meetings at convenient and accessible locations and times.
6. Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.
7. Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households.
8. Providing an additional opportunity for public comment, if the final LRTP and TIP differs significantly from the version that was made available for public comment.
9. Coordinate with statewide transportation planning public involvement and consultation processes.
10. Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
11. Provide a minimum public comment period of 45 calendar days before the initial or revised participation plan is adopted

Each Long-Range Transportation Plan and Transportation Improvement Program will be developed using the participation process outlined in this document. The Memphis MPO will strive to include as many of these efforts and processes as possible in developing

other plans as well. Elements of this process will include outreach efforts, opportunity for public comment, accessible formats, and public meetings.

1. Outreach efforts will strive to involve all persons in the region. The MPO staff will strive to make them aware of the planning process and encourage their input, with an emphasis on reaching traditionally underserved populations. An important part of the MPO's outreach efforts is notification to all known neighborhood associations in the three-county area. Where appropriate this may also include advisory committees, media coverage, newsletters, surveys, meetings with concerned groups, and advertising.
2. Draft plans will be made available at the Memphis MPO Office and public libraries (**see Appendix E**) for public review and comment at least ten days in advance of any public meeting. Draft plans may also be made available on the Memphis and Shelby County Division of Planning and Development website, www.DPDGOV.com. Any comments received during the review process will be summarized at the public meeting and included in the minutes of the MPO Transportation Policy Board meeting.
3. In accordance with the Americans with Disabilities Act (ADA) regulations, all draft plans will be made available in accessible formats during the review period. The alternative formats that will be utilized include regular print, and large print. These will be available upon request.
4. Public meetings will be held on all Long-Range Transportation Plans and Transportation Improvement Programs and special studies. Where plans impact all of the MPO study area, meetings will be held in Shelby, Fayette (TN) and DeSoto (MS) counties. The MPO commits to holding public meetings at convenient and accessible locations and times. Public notices of a meeting will occur at least ten calendar days in advance of the scheduled dates. Public notices will be placed in five local/county newspapers of greatest circulation (**see Appendix D**). The meeting will also be included on the MPO website.
5. The MPO will use a newsletter to keep the public informed about transportation planning activities. The MPO began printing "The Transportation Inquirer" in 2006. The newsletter reports on key transportation projects, transportation issues, and provides a calendar of upcoming transportation meetings.
6. Additional advertising of planning efforts and public meetings may be used to encourage citizen involvement. This includes, but is not limited to, mailed notices and e-mail notices to neighborhood associations, religious organizations and other interested parties, DPDGOV.com website notice, and posters at key locations.

The media notification list utilized by the Memphis MPO and Shelby County Government Communications office is provided in this participation plan (See Appendix D).

B. Program/Plan Specific Process Guidelines

Each program of the Memphis MPO must adopt and implement a process for ensuring public involvement in its activities. This process may vary from program to program. All programs must fulfill the federal and state requirements, as well as meet the goals and objectives of the MPO. In transportation planning, participation involves the inclusion of a number of partners in touch with many of the under-represented populations. The process also incorporates daily contacts made with local municipalities and citizens regarding roads, services and non-motorized activities.

The MPO must monitor and evaluate the efforts and effectiveness of the plans and processes to generate interest in and give input to the entire planning process. This ongoing review and evaluation of the effectiveness of the participation for MPO programs is important to the mission of the entire organization.

The Memphis MPO's Participation Plan is comprised of a number of sub-policies. All planning programs, projects, and activities are required to go through the Transportation Policy Board's public process. In addition, the MPO has initiated participation programs for this document, the LRTP and the TIP. The final component of the Participation Plan is the evaluation element designed to ensure that the programs are meeting their goals.

B.1 Public Participation Plan

All interested parties shall be consulted regarding the development of the Participation Plan. This includes private citizens, public agencies, providers of freight services, private providers of transportation, representatives of users of pedestrian walkways and bicycle transportation and representatives of the disabled. These groups are all represented through the MPO's established committee structure, along with individuals identified through the Human Services Transportation Plan process. They are discussed in the consultation section above, in the table at the end of Section B and in Appendix C.

The development of this Public Participation Plan followed the process outlined below. Additionally, the Plan and strategies to involve the public in MPO activities were discussed at well-attended first round of public meetings on the 2030 LRTP, with the LRTP advisory committee which is representative of all required consultation groups, at MPO Board and Committee meetings and at a community forum conducted by the Community Development Council.

B.1.1 Public Participation Plan Process

- a. Emails will be sent out to the identified consultation and coordination groups indicating that the plan update process is beginning, and a copy of the old plan will be attached with a request for comments.
- b. The old plan and the request for comments will be published on the MPO's website and will be discussed at scheduled MPO committee and Board meetings.
- c. All received comments will be incorporated into a draft plan.
- d. The draft participation plan will then be sent out to the interested parties (including the DOTs and FHWA/FTA) for comment.

- e. After consultation and state and federal preliminary reviews, the proposed Public Participation Plan will be made available for public review and comment for 45 days before adoption.
- f. Outreach activities to promote public comment will include notification to all interested parties as well as the entire MPO master mailing list.
- g. A public notice will be placed in the five local/county newspapers of greatest circulation, and a media press release will be issued.
- h. The proposed document will be available for public review in public libraries and on the Memphis MPO's website, www.DPDGOV.com.
- i. At least one public meeting will be conducted before the final public hearing at a scheduled TPB meeting.

A summary of public comments received during the review process will be part of the decision making process and will be included in the final document. The participation plan will guide the development of all transportation plans and programs following its adoption and will be updated every three years.

B.2 Long-Range Transportation Plan

The LRTP public review and participation process is designed to provide early and adequate opportunities for citizens and public officials to be involved in the Memphis MPO Transportation Plan development. This participation program is designed to involve all parties in the early stages of plan development and the subsequent update process. It is also designed to provide gradual progression from the general information pertaining to the plan (such as goals & objectives) to the very specific information regarding alternatives and project selection. Each public forum or input technique will use information collected at previous forums in order to build progression concluding with the adopting of the recommended/proposed Long Range Transportation Plan. All public input/comments received will be documented in the final LRTP.

LRTP regulations require there must be adequate opportunity for public official and citizen involvement in the development of the transportation plan and that public involvement procedures include opportunities for interested parties to be involved in the early stages of the plan development/update process. In nonattainment TMAs, a public meeting is required. Publication of the proposed plan or other methods to make it readily available for public review and comment is also required [23 CFR 450.322 (c)].

B.2.1 Environmental Mitigation

As part of the development of a long-range transportation plan (LRTP) update, SAFETEA-LU requires that types of mitigation shall be discussed within the 20-year planning document along with potential sites to carry out the activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan.

In order to meet the SAFETEA-LU environmental mitigation requirements of the LRTP, the MPO will review the natural and cultural resources in the planning area that may be adversely affected by proposed transportation projects. Mitigation strategies, like purchasing additional wetlands to preserve, landscaping, etc., will be proposed and included in the plan. The discussion of

potential environmental mitigation shall be developed by the MPO in consultation with Federal, State, wildlife, land management, and regulatory agencies

B.2.2 Participation Process for Long-Range Transportation Plan

- a. The Memphis MPO will provide opportunity for early and meaningful public involvement in the development and update of the LRTP.
- b. Proactive participation techniques will be employed to involve citizens and provide full access to information and technical data. The techniques will generally include, but are not limited to; public meetings, visualization tools, written and internet/email comments, focus groups, newsletters, public service announcements, citizen advisory committee, mass media, and surveys/questionnaires.
- c. Public notices will be published one week prior to public meetings, while related activities will include; a draft plan available for public review in document form and on the internet, public meetings advertised in newspapers and media press release. Other public notification efforts may be used, as outlined in the general guidelines.
- d. Information dissemination, notification of meeting, publication of proposed plans will be integral elements of the public involvement process.
- e. The Memphis MPO Engineering and Technical Committee (ETC) will initiate the transportation plan update process as required by federal regulations. Elements of the Transportation Plan and/or amendments will meet all current FHWA, FTA, EPA and DOT requirements.
- f. Notification will be developed that will inform the public of the availability of the draft LRTP. Update for review and comment, where to send written comments, and addresses and phone numbers of contact persons. The notices also will include an announcement stating that persons with disabilities will be accommodated. Special provisions will be made if notified 5 days in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator, or other provisions as requested). Additionally, the notice will inform the public that copies of the draft LRTP update are available for review at local libraries, MPO office and website.
- g. The public comment period will be a **minimum thirty days for LRTP update/adoption and minimum of 10 days for LRTP amendments**, effective from the date of the public notice publication. Written comments will be received during the comment period and will be directed to the MPO Coordinator.
- h. Public meetings will be held to: formulate a vision for the LRTP development; provide the public background information in the metropolitan transportation system and other issues, as well as the proposed framework of the transportation plan update process; and to receive citizen input. Public meetings designed to solicit public comments will be held at various locations around the metropolitan area selected to encourage the greatest participation at the time.
- i. Public meetings will be held at locations easily accessible to persons with disabilities and will be located on a transit route. Effort will be made to avoid public meeting dates that conflict with other popular public events. Copies of the draft Long Range Transportation Plan Update will be distributed to the

member jurisdictions, citizen groups and agencies and placed in local libraries (see **Appendix E**).

- j. The ETC will assemble all comments and forward to TPB. The TPB will hold a public hearing prior to adopting any plan update. Comments regarding the draft strategy will be considered, addressed and included in the plan before final adoption. If the final plan differs significantly from the draft presented to the public, additional opportunity for public comment will be afforded.

B.2.3 Distribution of the Long Range Transportation Plan

A Memphis MPO staff member will deliver copies of the LRTP to the libraries on the MPO Libraries Distribution List (**Appendix E**). The LRTP will be made available in the MPO office and on the website DPDGOV.com.

B3. Transportation Improvement Program

The TIP is the document that describes the funding and scheduling of transportation improvement projects (highway, bicycle, pedestrian, transit capital and operating assistance) using state and federal funds. The TIP serves as the project selection document for transportation projects and is the programming and implementation mechanism by which the objectives of the LRTP are reached. SAFETEA-LU mandates an opportunity for public review of the proposed TIP Document.

The Memphis MPO will prepare a TIP, which is consistent with the requirements of SAFETEA-LU, and any implementing federal regulations. The TIP will be developed in a financially balanced manner based on 1) revenue estimates provided by TDOT & MDOT and 2) Approved Memphis MPO priorities. The TIP is prepared every four years.

Additionally, the MPO will make available an Annual Listing of Federally Funded Projects for which funding was obligated in the previous year. Each year this list will be added to the TIP document as an appendix and will be posted on the website, distributed to the libraries and available at the MPO office. Public notification regarding this annual list will follow the TIP guidelines below.

B.3.1 TIP Guidelines

TIP regulations require a reasonable opportunity for public comment in accordance with the metropolitan transportation planning process requirements and a public meeting in nonattainment TMAs. Publication of the proposed TIP or other methods to make it readily available for public review and comment is also required. The approved TIP shall be published or otherwise made readily available for information purposes [23 CFR 450.324(c)].

TIP amendment/adjustment procedures are outlined in the TIP. For TIP amendments, public involvement procedures consistent with the metropolitan transportation planning process requirements are to be utilized. These procedures are not required for TIP adjustments or for amendments that involve projects that are not considered by the State and MPO to be of appropriate scale for individual identification and are grouped using the project type categories in FHWA's

categorical exclusions regulation (and transportation conformity exempt project classifications for air quality areas) [23 CFR 450.326 & 23 CFR 450.324(i)].

Public participation for TIP amendments follows the same process as the TIP document as outlined below with the exception of conducting public meetings.

B.3.2 Participation Process for Transportation Improvement Program

- a. The ETC reviews the draft TIP and makes recommendation to TPB.
- b. Public Notices will be published ten days prior to public meetings, while related activities will include; a draft plan available for public review in document form and on the internet, public meetings advertised in newspapers and media press release. Other public notification efforts may be used, as outlined in the general guidelines.
- c. The public comment period will be a **minimum ten days for TIP Update/Adoption and for TIP amendments**, effective from the date of the public notice publication. Written comments will be received during the comment period and will be directed to the MPO Coordinator.
- d. Public meetings will be held on the TIP. At a minimum, one meeting will be held in every county.
- e. ETC will review and consider all public input and make recommendations for TIP revisions to the TPB.
- f. TPB reviews the draft TIP and final approval is sought following due consideration of the ETC recommendation and public input. If the final plan differs significantly from the draft presented to the public, additional opportunity for public comment will be afforded. Comments regarding the draft strategy will be considered, addressed and included in the plan before final adoption.
- g. A summary of public involvement activities and input for the TIP will be included in the final document.

Below are the regulations that guide MPOs in regard to public review periods for the TIP.

23 CFR 450.316 Metropolitan Transportation Planning Process: Elements

23 CFR 450.324 Transportation Improvement Program: General

23 CFR 450.326 Transportation Improvement Program: Modification.

23 CFR 450.324(i) Transportation Improvement Program

B.4 Unified Planning Work Program

The UPWP identifies specific transportation work tasks that the MPO and partner agencies will undertake during a single fiscal year. The UPWP is prepared annually and is reviewed and discussed at regularly scheduled meetings of the ETC and TPB. Any public comment received on the UPWP is welcomed and recorded.

B.5 Title VI and Environment Justice

Title VI of the Civil Rights Act of 1964⁹ prohibits discrimination on the basis of race, color or national origin. Section 324 of the Federal Aid Highway Act, the enabling legislation of the Federal Highway Administration, prohibits discrimination based on sex.

The Uniform Relocation Assistance and Real Property Acquisition Act of 1970 prohibits unfair and inequitable treatment of persons as a result of projects that are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal aid recipients and contractors whether those programs and activities are federally funded or not. Environmental Justice is a concept founded in the intent of the non-discrimination prohibitions of the Federal legislation.

Executive Order #12898 reaffirmed that each federal agency must make Environmental Justice part of its mission. Each agency must identify and address disproportionately high and/or adverse environmental or human health effects that any of its programs, policies and activities may have on minority and low-income populations. Further, each agency must work to prevent the denial, reduction or delay of benefits received by minority and low-income populations. Most importantly, each agency must develop policies and strategies to ensure full and fair participation by affected populations in transportation decisions. In accepting federal funding, the Memphis MPO pledges to adhere to and advance the principle of Environmental Justice and integrate this concept into the Participation Process.

The policies and programs of the Memphis MPO should avoid disproportionately negative effects on minority and low-income populations. Within the context of the region, the transportation infrastructure and public transit system must provide for an equitable distribution of benefits to the areas least represented in the planning process. Where needed, the transportation system should provide equal access to the benefits of employment, education and community.

Emphasis has been placed on reaching people who have not been participants in the transportation planning process. These non-participants traditionally are identified as being associated with an environmental justice category such as low-income, minority population, or an ethnic group. Special Ad Hoc Committees are formed on an as needed basis to solicit comments and input about specific issues. Partnerships with local organizations serving the interests of these under-represented populations will be strengthened. Memphis MPO staff and committee members actively participate in local meetings and projects. The Memphis MPO has increased its connection to underrepresented populations, paying close attention to the Hispanic population.

The Memphis MPO has made great strides in this area and will continue to reach out to all segments of our community. Some of these efforts include:

- Outreach to underserved communities through libraries and media releases (radio & TV),
- Public Notices run in La Prensa Spanish language newspaper.
- Flyers and posters for public meetings printed in Spanish
- Distribution of flyers and posters for public meetings to senior centers, including several with high minority populations;

- Distribution of flyers and posters to supermarkets and department stores in numerous locations throughout our community;
- Plans and documents available on the Memphis MPOs website;
- Inviting representatives of organizations that represent minority, disabled and elderly members of our community to meetings and appropriate workshops; and providing translators at public meetings if requested.

B5.1 Title VI, ADA and Section 504 Compliant Contracts

The Memphis MPO has a dedicated staff member to coordinate the Title VI, ADA, and Section 504 complaint procedures for the MPO in conjunction with the State of Tennessee and Mississippi Departments of Transportation Title VI Offices. The MPO submits an annual Title VI Report to TDOT and MDOT.

Following is a list of agencies that the Memphis MPO coordinates with and the procedures that are used:

Agency	Contact	Type of Consultation	Procedure
MATA	Tom Fox John Lancaster	Local Transit	Member of the TPB and ETC. MPO sits on the Regional Rail Steering Committee
West Memphis MPO	Eddie Brawley	MPO	Non-Voting Member of ETC, TPB. Coordinate on all plans.
Tennessee Dept of Transportation	Angie Midgett	State Transit and Transportation	Member of the TPB and ETC. Coordinate with MPO for completion of UPWP, TIP, LRTP and provides oversight of other work activities
Mississippi Dept of Transportation	Jeff Pierce	State Transit and Transportation	Member of the TPB and ETC. Coordinate with MPO for completion of UPWP, TIP, LRTP and provides oversight of other work activities
Federal Transit Administration (FTA) Region 4	Tony Dittmier	Federal Transit	Non-Voting Member of TPB. Provide oversight and guidance for SAFETEA-LU and other federal regulations.
Memphis and Shelby County Health Department	Bob Rogers	Local Environmental Protection	Member of ETC, Air Quality Interagency Committee.
Tennessee Department of Environment and Conservation	Jim Fyke	State Environmental Protection	Provide oversight and guidance for SAFETEA-LU and other federal regulations
Tennessee Wildlife Resource Agency	Gary Myers	State Wildlife	Consultation Partner
Tennessee State Historic Preservation	Patrick McIntyre	State Historic Preservation	Provide oversight and guidance for SAFETEA-LU and other federal regulations
Tennessee Valley Authority	Tom Kilgore	State Environmental	Consultation Partner
USDA Forest Service	Charles Myers	Federal Forest	Consultation Partner
National Park Service	Pat Hooks	Federal Park	Consultation Partner
Environment Protection Agency (EPA) Region 4	Lynorae Benjamin	Federal Environmental Protection	Member of the Air Quality Interagency Committee. Works with MPO, FHWA on air quality conformity issues.

Federal Highway Administration (FHWA) TN	Tameka Macon	Federal Transportation	Non-Voting Member of TPB. Provide oversight and guidance for SAFETEA-LU and other federal regulations
Federal Highway Administration (FHWA) MS	Cecil Vick	Federal Transportation	Non-Voting Member of TPB. Provide oversight and guidance for SAFETEA-LU and other federal regulations
Memphis International Airport Authority	Larry Cox	Airport Operations	Member of the TPB and ETC.
International Port of Memphis	Don McCrory	Port Operations	Member of the TPB and ETC
Corps of Engineers Memphis District	Charles Smithers	Local	Consultation Partner
US Coast Guard	Rear Admiral Joel R. Whitehead	Federal	Consultation Partner
US Fish and Wildlife	Lee Barclay	Federal Environment	Consultation Partner
Memphis and Shelby County Division of Planning and Development	Rick Copeland	Natural Resources	Consultation Partner
University of Memphis	Marty Lipinski	Education and Transportation	Member of Transportation Committee
All MPO Boards and Committee Members		Public, Private, Local, Federal, Natural Resources	Members of the TPB, ETC, Citizen, Bicycle and Pedestrian, Freight, Safety, and Air Quality.

C. Public Participation Outreach Techniques

Public participation is an ongoing activity of the MPO. Public participation is also an integral part of one-time activities such as corridor studies and regularly repeated activities such as TIP and LRTP updates.

This section contains descriptions of public participation tools currently being used by the MPO:

MPO Web Site

Description: The site was established to provide basic information about the MPO process, members, meeting times and contact information. Work products, such as the draft, and adopted, Public Participation Plan, Unified Planning Work Program, Transportation Improvement Program and Long Range Transportation Plan are available from the site. Also, citizens are able to submit comments and sign up to be added to the various distribution lists maintained by the MPO. The site provides many links to other transportation related sites at the local and national level.

The website address is **www.DPDgov.com**. The web site is maintained and updated by the MPO staff and regularly reviewed.

The web site is used to list current and topical information on regular and special meetings, planning studies, publications, related public events and work products.

MPO Master Database

Description: MPO staff maintains a master database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists; special interest groups, religious organizations and homeowner association contacts, and is the foundation of the newsletter mailing list. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Legal Advertised Notices

Description: All notices of meetings and hearings of the MPO Transportation Policy Board shall be posted pursuant to the *Tennessee Open Public Meetings Act, T.C.A. Section 8-44-101, et seq.* Notices shall be published a minimum of seven (7) days prior to the meeting. The mailing and/or emailing of notices and press releases should be timed to be received locally within five (5) days of the meeting.

When official public hearings and public comment periods for regional plans and programs are provided, said meeting notices shall be published a minimum of ten (10) days prior to adoption in *The Commercial Appeal, The Tri-State Defender, La Prensa* (Hispanic newspaper), *The DeSoto County Times*, and *The Fayette County Review*. All

notices of sub-regional plans and programs funded by the MPO shall be made in the newspaper of greatest circulation in the study area.

The TPB, or another MPO committee, shall consider hosting special called meetings when meetings are needed to consider a special non-routine item that needs action before the next scheduled meeting for the TPB or committee. If a special meeting is called, the notice shall be published a minimum of three (3) days prior the meeting.

Newsletter

Description: MPO staff produces a newsletter titled “*The Transportation Inquirer*” that is distributed to citizens, municipalities, media and other agencies. Citizens are added to the distribution list by their own request. The newsletter is used to promote special projects, planning studies, publications, work products and staff/committee member interviews.

Display Ads

Description: Publication of ads that are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in selected newspapers in order to reach a larger audience than those that typically read legal notices.

Other Media

Description: Opportunities are sought for articles in newsletters produced by municipalities, homeowners’ associations, church groups, civic groups, or others that may have an interest in the MPO. Opportunities are also sought to present to civic and social agencies, participate on radio talk shows, and provide television news highlights and to utilize public service notices to create community awareness of planning activities.

See Appendix D for media outlets.

Direct Mailings

Description: Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually letters, but can be postcards or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

Press Releases

Description: Formal press releases are sent to the Shelby County Public Relations Office for release to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

Project Workshops

Description: These are targeted public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is

to provide project information to the public and to solicit public comment and a sense of public priorities.

Visualization Techniques

Description: Visualization techniques are used to engage the public at meetings and workshops and increase their understanding of the planning process. Techniques include the use of PowerPoint presentations, Community Viz visioning software and exercises, aerial photographs, GIS software, etc.

E-mail Announcements/Internet Websites

Description: Meeting announcements and MPO information are e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Special websites are used to facilitate discussion and solicit public comment regarding specific MPO projects or issues.

MPO Logo

Description: A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

Public Hearings

Description: These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body. Meeting minutes are taken and maintained.

Comment Forms

Description: Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives being considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or web site.

Surveys

Description: Surveys are used when very specific input from the public is desired. A survey can be used in place of comment cards to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies. For example, participants may be asked about their daily travel patterns.

Posters and Flyers

Description: Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of a meeting, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Library Distribution Sites

Description: All MPO documents released for public review and comment are disseminated to the libraries listed in **Appendix E** to afford the public the opportunity to review the documents. The documents are available in English and Spanish.

D. Summary Public Participation Policy Table

Program Adoption	Public Meetings	Comment Period	Remarks
Long-Range Transportation Plan (LRTP)	Initial Meeting, Public Meeting on Draft – CAC, ETC, and TPB Public Hearing	30 Days	Updated every 4 years. Comments received provided to Citizen, ETC and TPB.
Transportation Improvement Plan (TIP)	Public Meeting on Draft – CAC, ETC, and TPB Public Hearing	10 Days	Updated every 4 years. Comments received provided to Citizen, ETC and TPB.
Unified Planning Work Program (UPWP)	CAC, ETC, and TPB	N/A	Updated annually. Comments received provided to Citizen, ETC and TPB.
Public Participation Plan (PPP)	Public Meeting on Draft – CAC, ETC, and TPB Public Hearing	45 Days	Updated every 3 years. comments received provided to Citizen, ETC and TPB.
Program Amendments			
Long-Range Transportation Plan (LRTP)	CAC, ETC, and TPB Public Hearing	10 Days	Amendments as needed
Transportation Improvement Plan (TIP)	CAC, ETC, and TPB Public Hearing	10 Days	Amendments as needed
Unified Planning Work Program (UPWP)	CAC, ETC, and TPB Public Hearing	10 Days	Amendments as needed
Public Participation Plan (PPP)	CAC, ETC, and TPB Public Hearing	10 Days	Amendments as needed

IV. PUBLIC PARTICIPATION PLAN EVALUATION

Introduction

The Federal Highway Administration and the Tennessee and Mississippi Departments of Transportation require that the MPO continuously evaluate the effectiveness of public involvement activities. By continuously evaluating public involvement activities, it is possible to improve or add new public involvement activities to the MPO program and to discontinue activities that are ineffective..

The Public Participation Plan includes descriptions of the roles and responsibilities of the MPO and other agencies in the public involvement process. Also included in the Public Participation Plan is descriptions of various public involvement techniques that could be used by the MPO. This section describes public involvement techniques, outlines the steps to be taken to evaluate those techniques, and identifies measures to quantify success rates and outlines strategies to improve the MPO's public involvement process.

The evaluation strategies contained in this plan should be evaluated after each use and reassessed every three years alongside the Public Participation Plan.

Evaluation Methods and Performance Goals

In order to determine the effectiveness of the public involvement tools, they must be evaluated and compared to established performance goals. The typical methods for evaluating the effectiveness of public involvement tools are surveys and quantitative statistical analysis. This section briefly describes evaluation methods used by the MPO. For each public involvement tool, performance goals and methods for meeting those goals have been identified.

Surveys

Description: Surveys typically consist of short, specific questions regarding public involvement tools that are ongoing or that were used on a specific project. Respondents can be a targeted group, such as members of special interest groups or residents of specific areas, or they can be randomly generated. Surveys can be conducted in person, by phone, mail or e-mail. Face-to-face and telephone surveys provide quick responses and can be used when a respondent's answer may lead to a follow-up question. In person and telephone surveys can target specific areas or groups or can be random sampling. Mail surveys may be used to provide written record of respondent's answers. Mail-back surveys can be distributed at meetings, inside other publications, or by mailing directly to potential respondents. Return postage for mail surveys typically can be pre-paid by the MPO, or can be the responsibility of the respondent..

E-mail surveys, like mail surveys, provide a written record of responses. Unlike mail-back surveys, there is little to no reproduction or distribution cost to the MPO to send out the surveys, and little to no cost to respondents to return a response. To use e-mail surveys, it is necessary to have e-mail addresses for the targeted respondents, and random distribution is not really an option.

Statistical Analysis

Statistics can be used to determine the "return on the investment" of producing public involvement tools. For example, the number of persons attending an activity can be compared to the number of persons that were notified of the activity. This type of evaluation can be an indicator of whether or not the tools used for public involvement are actually reaching the intended audience, or which tools had a greater response rate. Statistical analysis is used to evaluate survey responses and the results of the analysis are compared to the evaluation measures to determine the rate of success of public involvement tools.

Improvement Strategies

The MPO continually strives for improved public involvement. Improvements should be made to increase public awareness and to improve the quantity and quality of information provided to the public. The decisions made by the MPO affect both residents and visitors of Shelby, Fayette and DeSoto counties. Therefore, seeking public input on those decisions is vital to the success of the MPO as the agency responsible for transportation planning. Each time a public involvement evaluation is performed, a list of improvement strategies needed should be identified for implementation. If improvement is needed for an ongoing public involvement task, such as the MPO web site, a reasonable completion date should be established. If improvement is needed for one-time activities, such as corridor studies, the improvement should be implemented where appropriate on future activities.

Public Involvement Tools Evaluation Table

Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Public Participation Plan	No Measure/PPP should reflect the practices of the MPO	N/A	Update at least every 3 years to incorporate the improvement strategies from public involvement evaluations.
MPO Web Site	Number of Hits	Minutes of Hits	Use other public involvement tools to increase advertisement of the web site
MPO Master Database	Number of returned items	Max. of 2% return rate per mailing	Make immediate corrections when items are returned
Public Notices	No Measure/Required by Statute	NA	NA
Newsletter	Calls, letters, etc; Number of returns	N/A. Return rate is addressed under MPO Master Database	Continue items that receive favorable comments and correct or improve mistakes or items that receive negative comments
Other Media (newspaper, electronic media)	Calls, letters, etc.; number of persons contacted	Minimum of reference in project area newsletters, presence on electronic news shows quarterly and public service announcement for public meetings associated with LRTP	Provide information to the publishers of these newsletters in a timely fashion. Investigate all possible newsletters that may reach an affected area.
Direct Mailing	Calls, Letters, etc.; Number of persons contacted	Min. of 15% of meeting attendees/survey respondents indicated that they received the mailing. – OR – Reaches a min of 85% of persons that are affected by a project	Increase/Decrease mailing list to more accurately target affected areas. Use the most up-to-date information for Shelby County Assessors Office.
Press Releases	Calls, Letters, etc	No Standard. Format may be modified based on specific comments received	Encourage publication of press releases by keeping the media informed
Project Specific Web Site	Calls, letters, etc.; Number of hits	Min of 30 hits per month. Increase of at least 10% over the life of the project.	Use other public involvement tools to increase advertisement of the

		Expectations may be higher depending on the size of the study area	web site
Project Specific Meetings/Workshops	Calls, letters, etc.; Attendance	3%-5% of affected population (based on study area) in attendance	Schedule at convenient times and locations. Hold multiple workshops. Use other tools to increase awareness.
Email Announcements	Calls, letters, etc.; Number of persons contacted	Min. of 5% of meeting attendees/survey respondents indicated that they saw the announcement	Increase email list by advertising the availability of email announcements using other public involvement tools.
Citizen Advisory Committee	Calls, letters, etc.; Attendance	NA. This committee is part of the planning area. Members are appointed by elected officials within jurisdictions	MPO and consultant staff should encourage appointed members to attend committee meetings.
MPO Logo	Calls, letters, etc.; Number of persons contacted	Recognition of the Logo	The MPO Logo should be used on all MPO products and publications, and on materials for all MPO sponsored activities
Surveys	Calls, letters, etc.; Number of respondents	60% of contacted persons participate in the survey –OR- 20% mail recipients return the survey	Encourage response by explaining the importance of receiving feedback to improve the planning process

V. COMMONLY USED TRANSPORTATION TERMS AND ACRONYMS

ADA - Americans with Disabilities Act of 1990: Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

ADT - Average Daily Traffic: The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.

AMPO - Association of Metropolitan Planning Organizations: A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

AVO - Average Vehicle Occupancy: The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.

AVR - Average Vehicle Ridership: The number of employees scheduled to start work during specified hours divided by the number of vehicles arriving at the site during those same hours.

CAAA - Clean Air Act Amendments: 1990 amendments to the federal Clean Air Act which classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

CIA - Community Impact Assessment: Community impact assessment is “a process to evaluate the effects of a transportation action on a community and its quality of life.” It is a way to incorporate community considerations into the planning and development of major transportation projects. From a policy perspective, it is a process for assessing the social and economic impacts of transportation projects as required by the National Environmental Policy Act (NEPA). The assessment may address a variety of important community issues such as land development, aesthetics, mobility, neighborhood cohesion, safety, relocation, and economic impacts.

CMAQ - Congestion Mitigation and Air Quality Improvement Program: A Categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.

CMP - Congestion Management Process: A systematic process required under SAFETEA-LU for all TMAs that shall address congestion management through the metropolitan planning process that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under title 23 and chapter 53 of title 49 through the use of travel demand reduction and operational management strategies. The CMP is required under 23 CFR 500.109 and shall include methods to

monitor and evaluate the performance of the multi-modal transportation system, identify causes of congestion, identify and evaluate alternative actions, provide information supporting the implementation of actions, and evaluate the efficiency and effectiveness of implementation actions. The CMP is periodically reviewed for efficiency and effectiveness of the implemented strategies, the results of this evaluation shall be provided to decision-makers to provide guidance on selection of effective strategies for future implementation purposes.

DOT - Department of Transportation: Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal Transit Administration.

EIS - Environmental Impact Statement: A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

ETC- Engineering and Technical Committee: A standing committee represented by all Engineers of the jurisdictions in the metropolitan planning organizations (MPOs); function is to provide advice on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).

Environmental Justice: Describes the impact of transportation plans or projects, either positive or negative, on a particular community or population. Derived from Title VI of the Civil Rights Act of 1964, Environmental Justice strives to ensure public involvement of low income and minority groups in decision making, to prevent disproportionately high and adverse impacts on low income and minority groups, and to assure that these groups receive equal benefits from transportation improvements.

Ex-Officio Members: Ex-Officio members of the Memphis MPO include the Federal Highway Administration (Mississippi and Tennessee) (FHWA), Federal Transit Administration Region 4 (FTA), Environmental Protection Agency Region 4 (EPA), the President of the Board of Supervisors for Marshall, Tate and Tunica counties in Mississippi, the Crittenden County, Arkansas Judge, and the Principal Elected Official of Tipton County, Tennessee.

FHPP - Federal High Priority Projects: Discretionary projects earmarked by the U.S. Congress as high priorities at the federal level during the Congressional appropriations and re-authorization process. This amounts to roughly 5% of the total transportation budget.

FHWA - Federal Highway Administration: Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under title 23 U.S.C..

Fiscal Constraint: A requirement, originally of ISTEA, that all plans be financially – constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

FTA - Federal Transit Administration: Federal entity responsible for transit planning and programs under title 49 U.S.C.

Functional Classification: Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

FY - Fiscal Year: A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

HOV - High Occupancy Vehicle: In Texas, vehicles carrying two (2) or more people receive this designation and may travel on freeways, expressways and other large volume roads in lanes designated for high occupancy vehicles.

IMS - Incident Management System: A systematic process required under SAFETEA-LU to provide information on accidents and identify causes and improvements to the Transportation system to increase safety of all users.

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991: Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

ITE - Institute of Transportation Engineers: An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).

ITS - Intelligent Transportation System: Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection” and “transit information kiosks.”

Intergovernmental Agreement: Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

LOS - Level of Service: A qualitative assessment of a road’s operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

LRTP – Long-Range Transportation Plan: A 20 year forecast plan required of state planning agencies and MPOs; which must consider a wide range of social, *Memphis Metropolitan Planning Organization Public Participation Plan*

environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.

MDOT- Mississippi Department of Transportation: State agency responsible for transportation issues in Mississippi.

MG - Minimum Guarantee: A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.

MPO Activities: Plans, programs and projects related to transportation planning.

MPA – Metropolitan Planning Area: The geographic area for which the MPO conducts planning activities.

MPO - Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.

NHS - National Highway System: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.

Officials: Are people who have governmental decision-making, planning or administrative responsibilities that relate to MPO activities.

PMS - Pavement Management System: A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost-effective pavement construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; criteria found in 23 CFR 500.021-209.

PTMS - Public Transportation Facilities and Equipment Management System: A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the condition and cost of transit assets on a continual basis; data is to be used to help people choose cost effective strategies for providing and keeping transit facilities and equipment in good condition; process must be developed in Transportation Management Areas (TMAs); the use of CMS in non-TMAs is left to the discretion of state and local officials.

Public Participation: Is an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Citizen participation offers an open process in which the rights of the community, to be informed to provide comments to the Government and to receive a response from the Government, are met through a full opportunity to be involved and to express needs and goals.

ROW - Right-of-Way: Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

RTDM - Regional Travel Demand Model: This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative

solutions to traffic patterns. The travel patterns are determined from US census results and in simple terms tell where residents live and where they go to work or school on a regional wide basis.

SIB - State Infrastructure Bank: Method of financing large capital projects by taking advantage of borrowing against future state revenues.

Sponsoring Agencies: Organizations or governmental units which enter into agreements with the MPO to undertake transportation related activities that will be part of the MPO planning process.

SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users - legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

SMP - Statewide Mobility Plan: TDOT and MDOT 10 year plan for adding capacity to the transportation system using the Mobility Category Funds of Federal and State Transportation funding.

SPP - Statewide Preservation Plan: TDOT and MDOT 10 year plan for maintaining the Transportation system using the preservation categories of Federal and State Transportation funding.

STIP - State Transportation Improvement Program: The TDOT and MDOT Five Year Work Program as prescribed by federal law.

TPB - Transportation Policy Board: The forum for cooperative decision-making on transportation-related matters. All meetings of the TPB are open to the public. The TPB is comprised of the principal elected officials of the governmental jurisdictions participating in the Memphis urban area transportation planning process, along with the chairpersons of the major providers of local and regional transportation facilities.

TDOT - Tennessee Department of Transportation: State agency responsible for transportation issues in Tennessee.

Transportation Disadvantaged: People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

Transportation Enhancements: Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

TEA-21 - Transportation Equity Act for the 21st Century: Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the *Memphis Metropolitan Planning Organization Public Participation Plan*

local priority setting process. TEA-21 emphasizes increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation.

The Public: Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

TIP - Transportation Improvement Program: A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.

TMA - Transportation Management Area: An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-33.6.

TSM - Transportation Systems Management: Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

UPWP - Unified Planning Work Program: Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

V/C Ratio Volume over Capacity Ratio: This is a roadway performance measure to show how a highway volume compares with a highway's capacity.

VMT - Vehicle Miles Traveled: This is an output of the travel demand model and is a measure of traffic flow over a highway segment. While 1000 vehicles traveling over a mile road and 1 vehicle traveling over 1000 miles are mathematically equal only the former 1000 vehicle mile means anything to the transportation planner.

APPENDICES

Appendix A: MPO Committees Role

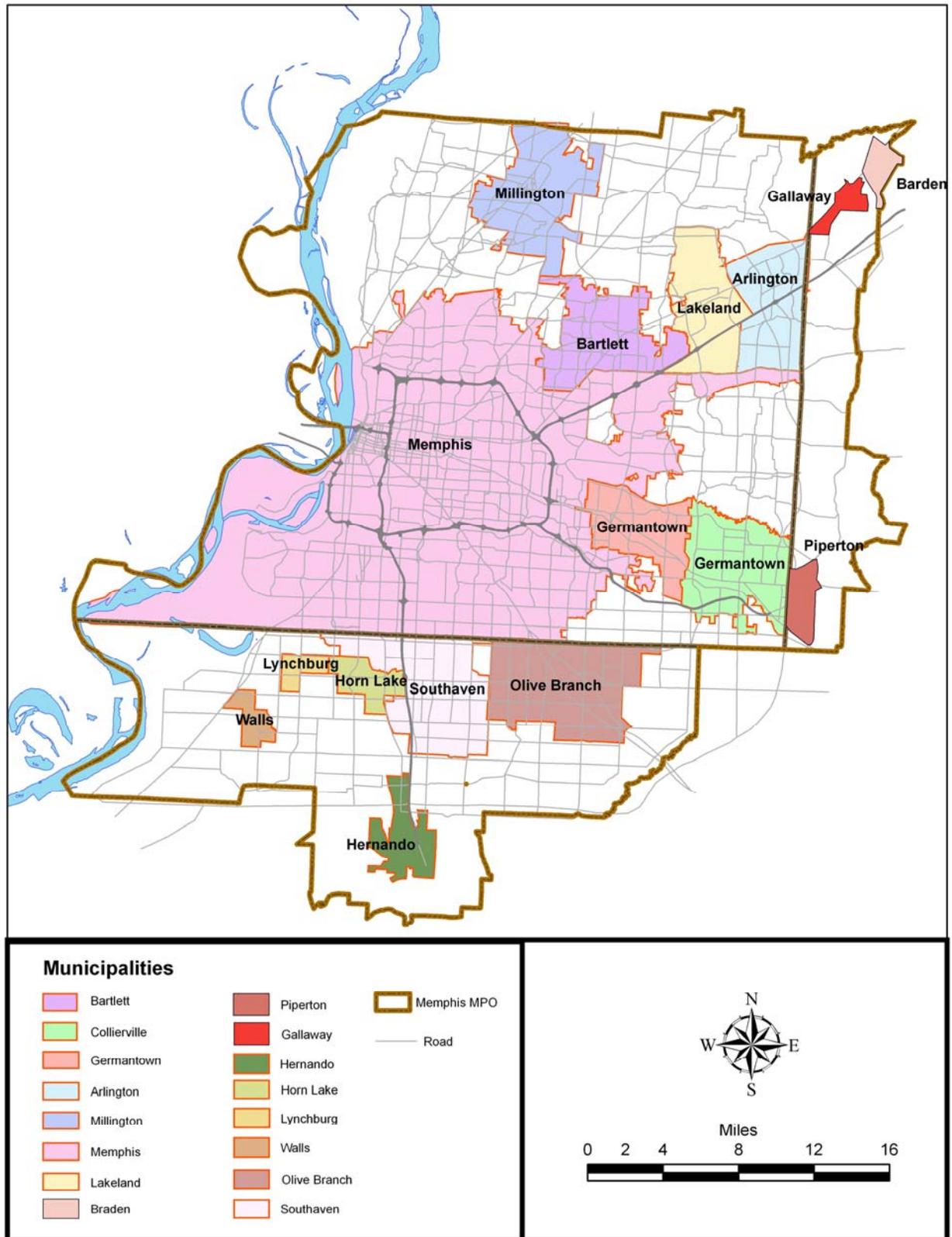
The Memphis MPO has five (5) standing advisory committees and one Adhoc Committee. All committee meetings are open to the public. The chairperson of the TPB may appoint ad-hoc committees to assist the MPO in performing its duties. The five (5) standing advisory committees are:

- **Engineering and Technical Committee (ETC)** shall advise and assist the TPB in completing its duties and shall make a report to the TPB on all actions brought before the TPB. The ETC is composed of two (2) representatives from the City of Memphis Engineer's office and the Shelby County Engineer's office, and the engineer, planner or other designated person from each governmental entity or major provider of transportation services in the Memphis MPO area. The Departments of Transportation for Tennessee and Mississippi shall each have a designated member along with each respective state divisional office of FHWA and the regional representative of FTA. For transportation planning purposes, the West Memphis, Arkansas, Metropolitan Planning Coordinator shall also be a member of this committee. Ex-Officio members of the ETC include the engineer, planner or designated person from Marshall, Tate and Tunica counties in Mississippi. The Chairperson of this Committee shall be the Memphis MPO Coordinator, and the vice-chairperson shall be senior most ranking MPO staff member.
- **Citizen Advisory Committee (CAC)** shall report any findings or suggestions to the TPB on matters of planning or administration within the MPO area. The Committee shall also assist the MPO in the development of community outreach efforts and participate in community outreach programs to inform and educate the general public on issues related to transportation planning. Each governmental entity represented on the TPB shall appoint a member to this Committee. Each jurisdiction shall have at least one representative. Municipalities or counties with populations greater than 50,000 may appoint one additional member when the population exceeds the next 50,000 thresholds as certified by the U.S. Bureau of Census. The Chairperson of this Committee shall be the Memphis MPO Coordinator, and the vice-chairperson shall be senior most ranking MPO staff member.
- **Air Quality Committee** shall advise all other committees and the TPB on changes in local, state or federal air quality standards and the impacts on transportation-planning matters. It shall make recommendations to the MPO on undertaking measures designed for the reduction of mobile source emissions. It shall review all proposals for expenditures of CMAQ funds or other transportation funds with the primary purpose of reducing mobile source emissions. The Committee shall make a positive or negative recommendation to the TPB concerning the planned use of funds on such projects. Members shall include those members of the ETC within or having jurisdiction over the MPO as a designated maintenance and/or non-attainment of ambient air quality for particulate, carbon monoxide or ozone, including a representative from the West Memphis MPO. Membership shall also include a representative from any local air pollution control program within the designated maintenance or non-attainment area, the respective state agency (ies) responsible for air quality control

programs, the regional representative(s) of the EPA, MATA and members of the ETC whose responsibility include air quality and are in a jurisdiction within a designated particulate, carbon monoxide, ozone or nitrogen oxide maintenance or non-attainment air quality area as determined by the EPA. Ex-Officio members of the Air Quality Committee may include any member of the ETC. The Chairperson of this Committee shall be the Memphis MPO Coordinator, and the vice-chairperson shall be senior most ranking MPO staff member.

- **Freight Committee** shall advise, educate and recommend to the MPO and the TPB transportation strategies that will aid in the movement of freight into, around and out of the metropolitan area. Membership will be comprised of representatives of the major providers of transportation resources and modes that provide freight movement and the users of those modes of transportation. The Metropolitan Planning Organization shall work closely with local and regional chambers of commerce and freight and logistic organizations to develop a comprehensive committee. The Chairperson of this Committee shall be the Memphis MPO Coordinator, and the vice-chairperson shall be senior most ranking MPO staff member.
- **Transportation Safety Committee** shall advise and assist the TPB and all committees of the MPO on strategies in planning and implementation of transportation projects as related to transportation safety and shall promote coordination of traffic safety programs and initiatives among member jurisdictions. Membership of this Committee shall include law enforcement, public safety, engineers and public or private interest groups that focus on transportation-related safety issues. The Chairperson of this Committee shall be the Memphis MPO Coordinator, and the vice-chairperson shall be senior most ranking MPO staff member.
- **Bicycle and Pedestrian Advisory Adhoc Committee (BPAC)** shall advise and assist the TPB and all committees of the MPO on strategies in planning of transportation projects as related to bicycle and pedestrian use. Membership will be comprised of representatives from the bicycle community, disabled, and community organizations. The Chairperson of this Committee shall be the Memphis MPO Coordinator, and the vice-chairperson shall be senior most ranking MPO staff member.

Appendix B: Memphis MPO Boundary Map



Appendix C: Agency Listings

Various provisions of SAFETEA-LU require expanded consultation and cooperation with Federal, State, Local and Tribal agencies responsible for land use, natural resources and other environmental issues. The following is a list of Federal, State, Local and Tribal agencies the State DOTs or MPO may chose to consult with:

- National Parks Service (Department of Interior)
- US Fish and Wildlife Service
- US Army Corps of Engineers
- US Environmental Protection Agency
- US Geological Survey
- Bureau of Land Management
- Forest Service (US Department of Agriculture)
- National Marine Fisheries
- Tennessee Parks and Wildlife
- General Land Office
- Tennessee Department of Environmental and Conservation

Other agencies and resources the State DOTs and MPO may want to consult include:

- Local Land Use Plans (Counties and Cities)
- Local Historical Agencies
- Homeland Security

SAFETEA-LU also expands the listing of "interested parties" to be engaged during the development of the Public Participation Plan, Statewide and MPO Transportation Plans and Statewide and MPO Transportation Improvement Programs to include:

- Citizens
- Affected Public Agencies
- Representatives of Public Transportation Employees
- Freight Shippers
- Providers of Freight Transportation Services
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Other interested parties

Appendix D: Media Contacts

PRINT MEDIA

1. THE COMMERCIAL APPEAL (Official Notices)*
2. THE FAYETTE COUNTY REVIEW (Official Notices)*
3. THE LA PRENSA LATINA (Official Notices)*
4. THE TRI-STATE DEFENDER (Official Notices)*
5. THE DESOTO COUNTY TIMES (Official Notices)*
6. THE BARTLETT EXPRESS
7. THE COLLIERVILLE HERALD
8. THE MEMPHIS DAILY NEWS
9. THE MEMPHIS FLYER
10. THE MID-SOUTH TRIBUNE
11. THE GERMANTOWN NEWS
12. THE MILLINGTON BLUE JACKET
13. THE NORTH SHELBY TIMES
14. THE SILVER STAR NEWS
15. THE SOUTHAVEN PRESS

TELEVISION MEDIA

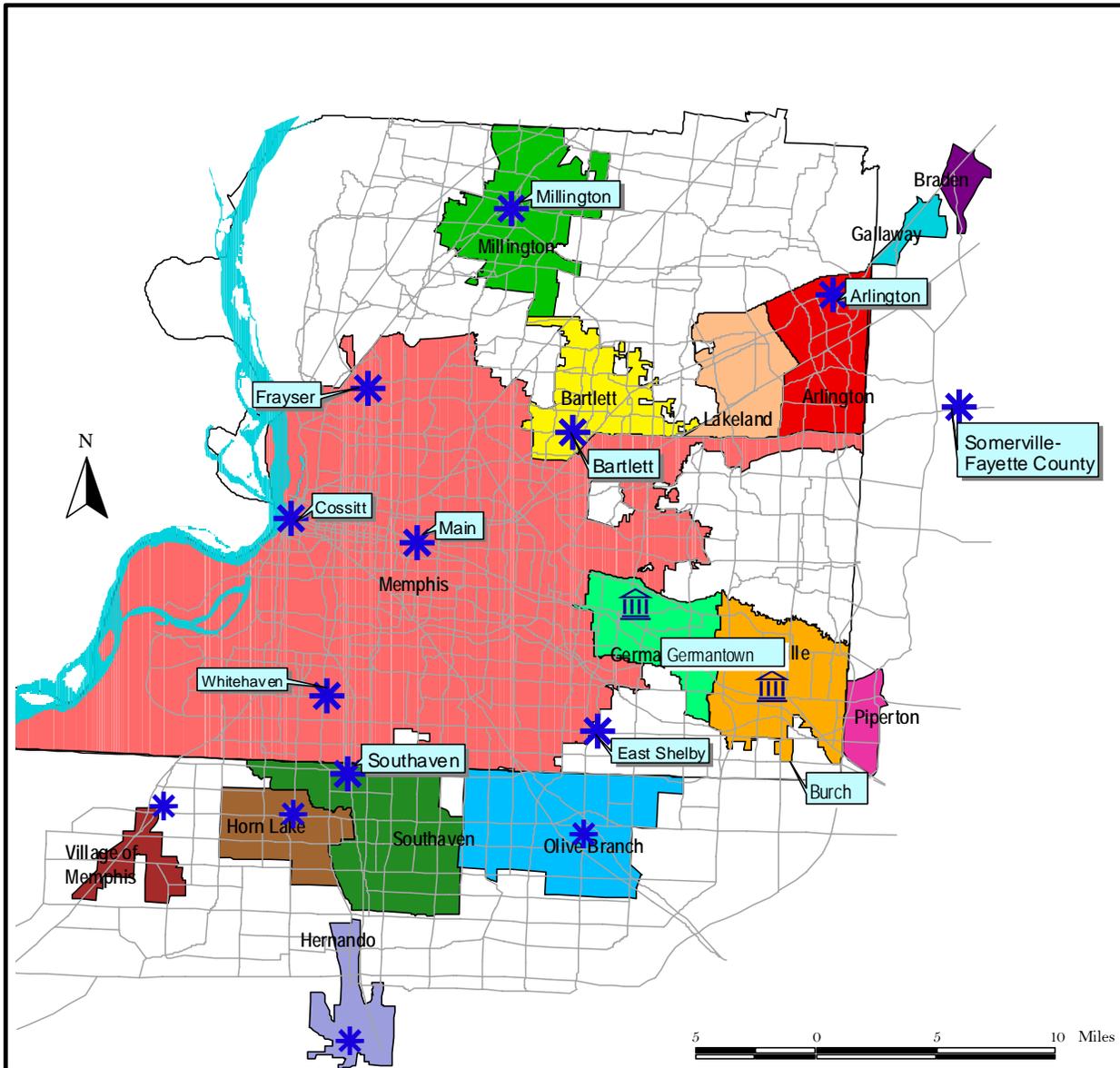
1. WHBQ
2. WPTY
3. WMCTV
4. WREG

RADIO MEDIA

1. WKNO
2. CLEAR CHANNEL
3. FLYNN BROADCASTING

NOTE: *Indicates that all official notices are printed in the designated newspapers.

Appendix E: Library Distribution Locations



Library Addresses

Arlington-11968 Walker Road
 Bartlett-6382 Stage Road
 Collierville-99 Walnut Road
 East Shelby Drive-7200 East Shelby Drive
 Main-3030 Poplar
 Frayser-3712 Argonne
 Millington-4458 Navy Road
 Burch- 99 Walnut Road
 Germantown- 1925 Exeter
 Whitehaven-4122 Barton Drive

Southaven-8889 Northwest Drive
 Walls-7181 Delta Bluff Parkway
 Olive Branch-6619 South Cockrum
 Horn Lake-2885 Goodman Road
 Hernando-370 West Commerce St.
 Somerville-Fayette County-216 W. Market

 Libraries

April 8, 2005 DPD- Regional Services