

HOT SPRINGS AREA
METROPOLITAN PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN
A COMPREHENSIVE, COOPERATIVE, AND CONTINUING PROCESS

2007

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I. Introduction and Purpose

Meaningful and effective public participation is essential to the successful implementation of any public planning program or project. Without the participation of the local citizenry, it is difficult to design a program that effectively meets the greater needs of the public. In addition, public participation is necessary to gauge the effectiveness of an agency's planning activities. The Hot Springs Area Metropolitan Planning Organization (HSA MPO) actively seeks to incorporate the participation of the public in its planning effort pursuant to its Public Participation Plan that is designed to accomplish the following objectives:

1. Compliance with the public participation requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) [Section 23 CFR Section 450.316];
2. Provide opportunities for Hot Springs Area residents and citizen-based organizations to discuss their views and to provide input on the subject areas addressed in plans, projects or policies of the MPO; and
3. Inform and educate citizens and other interested parties about the MPO's ongoing transportation planning initiatives.

The purpose of this document is to provide a clear directive for the public participation activities undertaken by the Hot Springs Area MPO as they pertain to the agency's primary responsibilities. This includes the development and implementation of the following:

- The Unified Planning Work Program (UPWP);
- The Transportation Improvement Program (TIP)
- The Long Range Transportation Plan (LRTP);
- Other Activities and meetings associated with MPO projects.

The HSA-MPO is planning to engage a number of strategies that facilitate effective public participation. A description of these activities is provided in this Plan along with discussions about existing and proposed public participation strategies.

II. Compliance with Federal Requirements (SAFETEA-LU)

The HSA-MPO Public Participation Plan has been developed in accordance with the requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act-A Legacy for Users (SAFETEA-LU). This legislature maintains a strong federal emphasis on public participation. [Section 23 CFR Section 450.316], sets

forth the specific requirements for MPO public participation activities and specifies that acceptable processes shall:

- (1) Be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
 - (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
 - (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
 - (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
 - (v) Holding any public meetings at convenient and accessible locations and times;
 - (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
 - (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 - (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that 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;
 - (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government (s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPO's shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section which may be included in the agreement(s) developed under Sec. 450.413.

(4) Provide for the participation 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 participation of local, State, and Federal environment resource and permit agencies as appropriate.

The Hot Springs Area MPO complies with the public participation requirements of SAFETEA-LU through the employment of strategies discussed in this plan.

III. Objectives and Strategies for Public Involvement with the Public Participation Plan (PPP), UPWP, TIP, and LRTP.

The Hot Springs Area MPO will consider the use of the following strategies, as appropriate to enhance public involvement and participation in transportation planning activities.

Objective 1: Raise the level of understanding of the transportation planning process in the region and identify how interested citizens can become involved.

- Strategy 1.1 Produce plans and programs in a user-friendly format that is easily understood by the general population.
- Strategy 1.2 Produce an MPO newsletter on a periodic basis to provide information concerning current and future MPO activities. Information will also be provided to citizens on how they can become more involved in the MPO planning process. During updates to the TIP and LRTP, the newsletter will discuss various issues involved with these tasks in detail and solicit public input, as appropriate.
- Strategy 1.3 When appropriate, the MPO shall produce a newsletter specifically oriented for major plans and programs it initiates such as Transportation Improvement Plan and the Long-Range Transportation Plan. Items such as when, where, and the times for amendments and approvals for the UPWP, TIP and LRTP plans will be advertised in the newsletter.
- Strategy 1.4 Coordinate public information activities through the City of Hot Springs Public Information Office as well as the City of Hot Springs Cable Access channel.
- Strategy 1.5 Attend community meetings as requested, to discuss currently planned projects as well as provide an overview of the entire MPO planning process.
- Strategy 1.6 Solicit public speaking engagements during the development of major planning initiatives such as the LRTP and the TIP.
- Strategy 1.7 Publish public notices regarding MPO activities in the Hot Springs Sentinel-Record, the most widely circulated newspaper in the Hot Springs Study Area.

Strategy 1.8 Work with the local media throughout the study area to advertise upcoming events for public participation. Local media sources may include:

- Hot Springs Sentinel-Record
- KVRE Radio
- US Stations
- KLAZ/KXOW Radio
- TRAVELHOST Magazine
- The Spring Magazine
- Hot Springs Village Voice
- The Arkansas Democrat-Gazette
- HSTV-15, Hot Springs' Government Access Cable TV Channel
- KZNG/US 97 Radio

Strategy 1.9 Utilize visualization techniques (i.e. maps, models, drawings) to depict LRTP, TIP and other transportation plans.

Objective 2: Provide the public with opportunities for involvement in the transportation process.

Strategy 2.1 Utilize community forums and citizen-based focus groups or committees to address issues relative to the Long-Range Plan.

Strategy 2.2 Review plans and programs to determine the appropriate public involvement strategies needed to encourage effective citizen participation and input.

Strategy 2.3 Select appropriate community outreach locations to collect comments regarding transportation plans and issues effecting different segments of the affected population including elderly, disabled, minority and low-income persons. Some of these locations may include the Garland County Health Department, Garland County Department of Human Services, Hot Springs Housing Authority, and the Garland County Area Agency on Aging.

Strategy 2.4 When selecting potential locations for community outreach activities, give a high priority to those that are served by alternative transportation, particularly public transportation, such as the Transportation Depot and City of Hot Springs Municipal Building.

Strategy 2.5 Utilize the MPO Technical Committee (TC) to gather technical expertise and citizen input regarding the development of plans, projects and programs.

Strategy 2.6 Place copies of MPO documents in selected locations throughout the planning area, such as municipal government centers, the City of Hot Springs Municipal Building, Mountain Pine City Hall, and public libraries.

Strategy 2.7 Develop MPO web-based information as part of the City of Hot Springs website. Utilize the internet to announce MPO meetings, activities and to supplement awareness of transportation planning issues.

Objective 3: Maintain contact with interested citizens and key stakeholders throughout the process of developing MPO plans and projects.

Strategy 3.1 Maintain a mailing list of interested citizens for distribution of public participation materials such as newsletters and other announcements. Utilize the mailing list to send announcements for UPWP, TIP and LRTP public participation sessions.

Strategy 3.2 Provide opportunities for individuals and organizations to be added to the MPO mailing list through the various public participation activities described in this Public Participation Plan.

Strategy 3.3 Identify key individuals representing groups or organizations most directly affected by HSA-MPO programs and plans; initiate correspondence with them as deemed appropriate.

Strategy 3.4 Identify state and local land use management, natural resource, historic and other agencies; correspond with these agencies when developing or updating transportation plans.

Objective 4: Identify and involve traditionally under-served persons (those who are of minority, low-income, elderly or disabled status) in transportation planning issues.

Strategy 4.1 Utilize input from the area's transportation disadvantaged community, including transportation providers and citizens, to identify transportation needs and issues associated with the elderly, economically disadvantaged, and/or disabled, as well as minority residents.

Strategy 4.2 Meeting announcements will be placed in selected publications and/or locations targeting traditionally under-served population segments. Upon advanced notice, announcements and meeting materials will be provided in Spanish as well as English. Additionally, upon advanced notice, accommodations will be provided for disabled persons.

Strategy 4.3 Enhance access to the MPO planning process by selecting some meeting sites for public workshops or community forums that are more easily accessible to communities with special needs. For example, a public workshop may be held at Hot Springs Village which has a large elderly population.

Objective 5: Inform and educate incoming MPO Board members and local elected officials regarding the MPO's functions, responsibilities and programs.

Strategy 5.1 Participate in local elected officials' meetings to present and discuss information, issues and programs relating to the MPO and its responsibilities.

Strategy 5.2 Develop and maintain information for new policy board and technical committee members serving the MPO, as well as participating citizens.

Strategy 5.3 Meet with new Policy Board member(s) prior to their first Policy Board meeting.

IV. General Public Participation Activities

This section of the Public Participation Plan addresses public participation activities that will be used to publicize the general responsibilities and activities of the MPO. Many of these activities will be continued or enhanced throughout the continuing development of the HSA-MPO public participation process.

HSA-MPO Committees

The HSA-MPO has established a Policy Board and a Technical Committee for on-going transportation planning responsibilities. Focus Groups may be used when developing the LRTP and other transportation plans.

Policy Board

The Policy Board is comprised of local elected officials and transportation providers as well as representatives from the State Highway and Transportation Department and Hot Springs Chamber of Commerce. The Policy Board has final decision-making authority for the MPO and must approve its major actions. The public is invited to attend all Policy Board meetings.

Technical Committee

The Technical Committee (TC) includes business professionals, planners and engineers, representing local governments, including Hot Springs Intracity Transit (HSIT). The TC assists the MPO by reviewing transportation plans and programs and making recommendations based on their technical adequacy. This committee also provides technical staff with a forum to voice the Policy Board needs and desires of their respective committees. It is through this committee that these needs and goals are coordinated between local, regional and state agencies. The TC plays a role in the development of the Transportation Improvement Program and the prioritization of the improvements included therein. The TC also has a significant role in the development of the Long Range Transportation Plan with particular emphasis on the data and analysis developed in support of the recommended transportation improvements. All TC meetings include opportunities for public comment.

Focus Groups

Focus Groups may be created to assist with developing or updating the Long Range Transportation Plan and other transportation plans (i.e.; trails plan, ITS). Members may be selected by the Policy Board and Technical Committee. Efforts will be made to ensure that all geographic areas are represented and meetings will be held at convenient times and locations to encourage attendance. Special efforts will be made to involve the traditionally underserved, including minority, low income, elderly and disabled residents.

On an ongoing basis, the MPO relies on the distribution of printed materials, portable displays and staff presentations to keep the public informed about its activities and programs, including the Long Range Transportation Plan and related issues. The public outreach strategies utilized for the development of MPO programs and policies are described below:

Public Appearances

The MPO staff conducts public outreach at selected locations throughout the planning area to discuss transportation project issues and to field comments from citizens. In addition to receiving public input, these appearances also provide opportunities for interested citizens to be placed on the MPO mailing list and to receive information about transportation issues and topics pertaining to the Long Range Transportation Plan and other plans and programs of the MPO.

Public Forums

The MPO utilizes public forums for all actions relating to the Transportation Improvement Program (TIP), and Long Range Transportation Plan (LRTP). MPO agendas, meeting dates, locations and times are advertised in the local newspaper.

Government Access Channel

Staff appearances at key points in the transportation planning process will be arranged. Media coverage of MPO meetings and sponsored events will be encouraged.

MPO Newsletters

MPO staff will develop a newsletter on a periodic basis to help citizens and stakeholders keep abreast of MPO activities and products.

Additional Activities

Additional techniques will be used where appropriate. See Appendix A – Public Outreach Toolbox.

V. Public Notification of Meetings

Policy Board and Technical Committee meetings:

- A meeting notice will be placed in the Hot Springs Sentinel-Record at least two weeks prior to each meeting.
- A press release will be sent to the Hot Springs Sentinel Record announcing the meeting at least one week before each scheduled event.

Other MPO Meetings:

- Other scheduled MPO meetings will utilize the notification procedures outlined above when appropriate and will be open to the public.

VI. Public Participation Activities associated with the Long-Range Transportation Plan

The Long Range Transportation Plan (LRTP) is the focal point of the MPO's planning programs and activities. In accordance with federal

requirements, the Plan assesses the transportation needs of the Hot Springs Area and sets forth improvements necessary to address those needs over no less than a 20-year period. In addition to the public participation strategies used on an ongoing basis, public participation activities employed in the process of developing the LRTP center on disseminating information to and collecting feedback from members of the MPO Policy Board, Technical Committee and Focus Groups.

Additional Public Outreach

On an ongoing basis, the MPO will rely on the production and distribution of printed materials and staff presentations to keep the public informed about issues and topics addressed through the process of completing the LRTP. The additional public outreach strategies utilized for the update of the Plan will include newspaper notifications, public access television, public appearances and speaking engagements. The MPO will also work with Hot Springs area neighborhood associations to promote participation at the community level.

Specific Procedures

- Public forums associated with development of the LRTP will be advertised at least 14 days in advance of each event.
- Announcements of events will be made in the Hot Springs Sentinel-Record, the City of Hot Springs web site and other venues as appropriate.
- A press release will be sent to the Hot Springs-Sentinel Record (and other media as appropriate) one week prior to each public forum.
- Each public forum will afford the opportunity for public comment on draft LRTP documents. The comment period will remain open for 14 days after each forum.
- Once a draft LRTP has been approved by the Technical Committee, a public forum(s) will be held and the document will be available for public comment for 21 days.
- If significant change to the LRTP results from public comments, then the revised document will be made available for public comment for 14 days.
- A record of comments from the public and stakeholders will be maintained and summarized as an appendix to the final LRTP. This summary will include disposition of all comments.
- Amendments to the LRTP will be made available for public comments for 14 days prior to Policy Board action.

VII. Public Participation Activities associated with the Transportation Improvement Program (TIP)

Another primary responsibility of the MPO is the development and maintenance of the four-year Transportation Improvement Program (TIP). This document identifies and prioritizes scheduled transportation improvements within the HSA-MPO study area. Public participation for development of the TIP is implemented primarily through the committee structure of the MPO.

Specific Procedures:

- TIP development activities will be accomplished primarily through meetings of the Technical Committee. These meetings are open to the public.
- Technical Committee meeting announcements will indicate if TIP development activities are scheduled for consideration.
- After Technical Committee concurrence, the draft TIP will be made available for additional public comment for 14 days. Notice of this comment period will be made in Hot Springs Sentinel-Record.
- The draft TIP will be available through the HSA-MPO.
- Significant public comments on the draft TIP will be summarized as an appendix to the final document. This document will include disposition of comments.
- Amendments to an existing TIP will require Technical Committee concurrence and Policy Board approval. Additional public participation will be determined at the discretion of the Technical Committee and described in the TIP Procedures document (Appendix B).

Other Agency and MPO Coordination

The *City of Hot Springs and Hot Springs Intracity Transit* also have established procedures for public participation on proposed transportation projects and service changes. Interested citizens are given the opportunity to provide input at public hearings advertised in the Hot Springs Sentinel-Record. Meeting announcements are also distributed to all local news media and interested organizations, particularly those providing services to the elderly, disabled and minority residents.

The *Greater Hot Springs Chamber of Commerce Transportation Committee* was set up in its present form in 1978. The purpose of the committee is to create a forum for which all entities involved in the promotion and development of transportation issues can discuss the advantages and disadvantages of the various transportation options and reach a consensus on community needs. Transportation Committee

meetings also afford more opportunities for public participation in discussion of area transportation issues.

VIII. Public Participation Activities Associated with the Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is the yearly document which details the transportation planning activities, budget and studies to be undertaken by the MPO for the coming fiscal year. The document includes expected work products, staff activities as well as consultant studies, if appropriate. The UPWP must be adopted by the Policy Board by June 30 of each year.

Specific Procedures:

- Public participation associated with the UPWP will be accomplished primarily through meetings of the Technical Committee, which are open to the public.
- After Technical Committee concurrence, the draft UPWP will be made available for public comment for 14 days. Notice of the comment period will be placed in the Hot Springs Sentinel-Record. Copies of the draft UPWP will be available at the HSA-MPO office, Hot Springs City Hall, Garland County Court House, Mountain Pine City Hall, and Garland County Library.
- Significant public comment will be addressed by the Policy Board prior to adoption of the UPWP. The Board may also return the draft document for additional Technical Committee review.
- Administrative and other minor amendments to the UPWP will not require additional public participation. Substantive amendments may be put out for public comment at the discretion of the Technical Committee.

IX. Public Participation Activities for the Traditionally Underserved

As a result of Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations Environmental Justice (1994); and US DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations, (1997); MPO's must take steps to ensure that environmental justice principles are addressed as part of the planning process.

- To avoid, minimize, or mitigate disproportionately high and adverse impacts to human health and environmental effects, including social and economic effects, on minority and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.

- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

HSA-MPO has taken steps to ensure that meetings are held in locations that meet the requirements established in the Americans with Disabilities act (ADA), with access to public transportation. Meeting materials are presented in clear, concise format and opportunity for public comment and questions are provided at each meeting.

As part of the development of the LRTP, the HSA-MPO will create a Focus Group. Special efforts will be made to seek the participation of those who represent low-income and minority communities for the transportation needs and concerns of these citizens. LRTP public participation outreach activities will include public forums in locations and times convenient for the traditionally underserved such as through low-income neighborhood association meetings.

X. Adopting and Amending the Public Participation Plan

The HSA-MPO Public Participation Plan once adopted by the Policy Board will remain in effect until amended by Policy Board action. The Technical Committee will undertake a review of the Public Participation Plan at least every two years to determine if changes are warranted. Specific procedures for adoption and amendment are as follows:

- The draft Public Participation Plan will be made available for public comment for 45 days after concurrence of the Technical Committee.
- Notice of the availability for public comment will be posted in the Hot Springs Sentinel-Record newspaper. Copies of the draft Public Participation Plan will be available at the HSA-MPO office, and other locations as announced.
- Amendments to the adopted Public Participation Plan will be considered by the Technical Committee and actions will be recommended to the Policy Board. Substantive amendments to the Public Participation Plan will be subject to a 45 day public comment period.
- Disposition of public comments will be summarized as an appendix to the adopted Public Participation Plan.

XI. Annual Listing of Obligated Projects

The HSA-MPO, with assistance from AHTD and HSIT, shall publish an annual listing of obligated projects.

Specific Procedures for publication are as follows:

- The list shall identify all bicycle/pedestrian and transit projects in addition to roadway projects for which Federal funds were obligated in the preceding program year.
- Notice of availability will be posted in the Hot Springs Sentinel-Record newspaper.
- The list shall be published in January and be available on the Hot Springs web site, MPO office, City Hall, Mountain Pine City Hall, Garland County Court House and Garland County Library.

Appendix A

Public Outreach Toolbox

The HSA-MPO will select public outreach techniques, based on their suitability and applicability in the study area. The tools listed below will be evaluated for potential use for general public participation activities, as well as the Long Range Transportation Plan.

- Advertisements
- Billboards
- Brochures
- Display boards
- Electronic media
- Fact sheets
- Fast-food placemats
- Fliers
- Grocery bags
- Magnets
- Models
- News articles
- Newsletters
- Newspaper inserts and articles
- Notices
- On-line home page
- Posters press releases
- Progress bulletins
- Public service announcements (paper, video, radio)
- Slides and overheads
- Summaries of reports

Public information materials also offer opportunities for private-sector participation. Public-private partnerships are forged through donations of billboard spaces, newspaper inserts, or utility bill stuffers to help reach more people with information about a process. HSA-MPO will investigate opportunities to partner with private sector interests where appropriate.

Appendix B

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROCEDURES HOT SPRINGS AREA MPO

**Adopted January 18, 2007
Resolution 2007-02**

The Transportation Improvement Program (TIP) is the four-year capital improvement program for transportation projects in the Hot Springs area. Inclusion of a project in the TIP allows project specific activities to proceed using federal funds according to the schedules in the TIP. This document describes the process by which projects become part of the TIP and how TIP amendments and other changes are handled.

Project Selection

The TIP is formally updated at least every four years. As part of this process, the HSA-MPO Technical Committee will review on-going projects in the existing TIP. Existing projects may require scheduling changes, cost revisions or their priority for implementation may have changed. If additional funds are available, the Technical Committee will solicit new candidate projects that are consistent with the long-range transportation plan (LRTP). The TIP will be incorporated into the State Transportation Improvement Program (STIP).

The overall project review and selection process is monitored and performed by the Technical Committee. Projects that cannot be accomplished with existing resources may be listed outside of the TIP as potential future candidates for funding.

The draft TIP is then presented to the Policy Board for an initial review prior to distribution for public comment. After completion of the public comment period, the Policy Board will revisit the TIP for final adoption and submittal to the Arkansas State Highway and Transportation Department (AHTD).

Amendments

Transportation planning and programming is a dynamic process and hence the need to make project related changes to the TIP periodically between updates is essential. Changes to the TIP Table of Projects (including scope, year of work, cost or addition of new projects) require the review and approval of the Technical Committee and/or the Policy Board. Minor changes to cost and schedule may be approved by the Technical Committee alone. Changes that are more significant require the approval of the Policy Board. Implementing agencies are responsible for bringing proposed TIP amendments to MPO staff prior to regularly scheduled Technical Committee meetings for consideration as necessary.

Specific procedural requirements are shown in the following table:

Type of Change	Technical Com. Action	Policy Action	Board	Public Involvement
Additions or Deletions New Illustrative Deletion New Project	Recommend Recommend Recommend	Approve Approve Approve		Yes Yes Yes
Scope Project splits that do not change overall scope Modifications of length or termini that do not impact scope of project Modifications that impact the scope of project	Approve Approve Recommend			Yes
Funding Source Increase or decrease < 20% (FTA Only) Increase or decrease > 20% (FTA Only) Change from federal to non-federal Change from non-federal to federal	Approve Recommend Recommend Recommend		Approve Approve Approve	Yes No Yes
Schedule Change Schedule change within the current TIP* Other schedule changes	No action required Approve			
Other Administrative Changes Obvious data entry errors Change in project lead agency	Approve Approve			

The Technical Committee may defer action on any TIP amendment to the Policy Board, as it deems appropriate. The Technical Committee may also recommend a TIP amendment for public comment even if it is not required by the HSA-MPO Public Participation Plan or TIP Procedures. TIP amendments will be incorporated into the STIP. *For transit action on a case-by-case basis.

Appendix C

Glossary of Terms

Arkansas State Highway and Transportation Department (AHTD) – The statewide agency that is responsible for the state’s highway system as well as providing assistance for other modes of transportation, including planning assistance to metropolitan planning organizations within the state.

Americans with Disabilities Act of 1990 (ADA) – Federal legislation which mandates changes in building codes, transportation and hiring practices to prevent discrimination against persons with disabilities.

Day – Anytime a number of days are specified in this document, such as 14-day comment periods, 45-day comment period, etc., this specifically means calendar days and such period would include weekend days and holidays.

Environmental Justice (EJ) – A term referring to the Federal government’s commitment to “avoid, minimize or mitigate disproportionately high or adverse health and environmental impacts, including social and economic impacts, on minority and low-income populations; to ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and to prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low income populations.” EJ programs have been expanded in recent years to include the elderly, disabled, as well as low literacy populations.

Federal Highway Administration (FHWA) – A branch of the U.S. Department of Transportation that administers the Federal-Aid Highway Program, providing financial assistance to states to construct and improve highways; the FHWA also administers the Federal Lands Highway Program that provides access to and within national forests, national parks, Indian reservations and other public lands.

Federal Transit Administration (FTA) – A branch of the U.S. Department of Transportation that is the principal source of federal financial assistance for the planning and development of public transportation systems; the FTA provides technical assistance and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility.

Hot Springs Area Metropolitan Planning Organization (HSA-MPO) – The entity responsible for transportation planning and coordination for the Hot Springs Urbanized area. The MPO provides a forum for regional planning, collaboration and decision-making and is responsible for the four-year Transportation Improvement Program and the 20-year Long Range Transportation Plan.

Hot Springs Intracity Transit (HSIT) – The public transportation service provider in Hot Springs. HSIT provides regular route bus service in the area as well as Para transit service.

Long Range Transportation Plan (LRTP) – A 20-year forecast plan which addresses overall regional goals for transportation policies and improvements. The LRTP serves as the region’s defining vision for transportation systems and services.

Policy Board – The governing body of the HSA-MPO that includes local elected officials and representatives of transportation and development agencies.

Statewide Transportation Improvement Program (STIP) - A staged multi-year listing of highway and transit projects proposed for Federal, state and local transportation funding encompassing the entire state. The STIP, which is prepared by the AHTD, is also a compilation of the Transportation Improvement Programs prepared by metropolitan areas, as well as project information for non-metropolitan areas.

SAFETEA-LU – (Safe Accountable Flexible Efficient Transportation Equity Act - A Legacy for Users) The federal law that authorizes federal funding for transportation investment for the Fiscal Years 2006 through 2009. (SAFETEA-LU must be extended or reauthorized after October 2009.)

Technical Committee – The HSA-MPO standing committee that advises the Policy Board on technical transportation issues and provides input for required planning documents. The Technical Committee reviews the Transportation Improvement Program and the Unified Planning Work Program as well as serving as the key committee for conduct of the Long-Range Transportation Plan.

Transportation Improvement Program (TIP) – A staged, multi-year listing of surface transportation improvements proposed for federal, funding within a metropolitan area. MPO’s are required to prepare a TIP as a short-range programming document to complement the long range transportation plan. The TIP contains projects for which funding has been committed or anticipated and must be updated at least every four years.

Appendix D

Comments Received from the Public on the Public Participation Plan With MPO Responses

- Specify days as either calendar or work days. This is defined in the glossary.
- Will a Spanish translator be expected at the meetings? A translator as well as provisions for anyone needing special accommodations due to a language barrier or disability will be accommodated upon advanced notice.
- Churches might be an option in the Public Outreach Toolbox. Plans and notices can be posted at any church that makes a request.