

HOT SPRINGS AREA
METROPOLITAN PLANNING ORGANIZATION

PUBLIC INVOLVEMENT PLAN AND PROCEDURES
A COMPREHENSIVE, COOPERATIVE, AND CONTINUING
PROCESS

PREPARED BY:

Hot Springs Area Metropolitan Planning Organization
133 Convention Blvd
Hot Springs, Arkansas 71902
Phone: (501) 321-4804
Fax: (501) 321-6809

City of Hot Springs
City of Mountain Pine
Hot Springs Village
Garland County
Hot Spring County
Greater Hot Springs Chamber of Commerce
Arkansas State Highway & Transportation Department

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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 involvement of the local citizenry, it is difficult to design a program that effectively meets the greater needs of the public. In addition, public involvement 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 involvement of the public in its planning efforts pursuant to its Public Involvement Plan that is designed to accomplish the following objectives:

- 1) Compliance with the public involvement requirements of the Transportation Equity Act for the 21st Century (TEA-21) [Section 450.316 (b) (1) CFR];
- 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 involvement 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 involvement strategies.

II. Compliance with Federal Requirements (TEA-21)

The HSA MPO Public Involvement Plan has been developed in accordance with the requirements of the Transportation Equity Act for the 21st Century (TEA-21). This legislation maintains a strong federal emphasis on public involvement. Section 450.316 (b)(1), CFR sets forth the specific requirements for MPO public involvement activities and specifies that acceptable processes shall:

- (1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and transportation improvement programs (TIPs) and meets the requirements and criteria specified as follows:
 - (i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
 - (ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, other interested parties and segments of the community affected by transportation plans, programs, and projects (including but not limit local jurisdiction concerns);
 - (iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
 - (iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));
 - (v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;
 - (vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including, but not limited to, low-income and minority households in an effort to ensure that the requirements of Title VI of the Civil Right Act of 1964 and Environmental Justice have been met during the planning and project process;
 - (vii) Provide that when significant written and oral comments are received on a draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

(viii) Ensure that additional opportunity for public comment is provided if a final transportation plan or TIP differs significantly from the one previously made available for comments, or raises new material issues that interested parties could not have reasonably foreseen;

(ix) Provide that public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

(x) Require that these procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to the MPO decisionmaking processes;

(xi) Provide that metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;

(2) Identify actions necessary to comply with the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals with Disabilities" (49 CFR parts 27, 37, and 38);

(3) Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and

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

The Hot Springs Area MPO complies with the public involvement requirements of TEA-21 through the employment of strategies discussed in this plan.

III. Objectives and Strategies for Public Involvement with the Public Involvement Plan (PIP), UPWP, TIP and LRP.

The Hot Springs Area MPO will consider use of the following strategies when 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 LRP, 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 times for amendments and approvals for the UPWP, TIP and LRP 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 LRP 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
 - Mountain Journal
 - KVRE Radio
 - Powell Broadcasting
 - KLAZ/KXOW Radio
 - TRAVELHOST Magazine
 - The Spring Magazine
 - Hot Springs Village Voice

- The Arkansas Democrat-Gazette
- KZNG Radio
- HSTV-15, Hot Springs' Government Access Cable TV Channel

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

Strategy 2.1: Utilize community forums and citizen-based task forces or committees to address issues relative to the Long Range Transportation 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 mass transit, such as the Transportation Depot and City of Hot Springs Municipal Building.

Strategy 2.5: Provide details on how to obtain transit information such as routes, schedules, etc., serving the community outreach location in materials announcing the meetings.

Strategy 2.6: Utilize the MPO Technical Committee (TC) to gather technical expertise and citizen input regarding the development of plans, projects and programs.

Strategy 2.7: Place copies of MPO documents in selected locations throughout the planning area such as municipal government centers such as the City of Hot Springs Municipal Building, Mountain Pine City Hall, and public libraries.

Strategy 2.8: 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 involvement materials such as newsletters and other announcements. Utilize the mailing list to send announcements for UPWP, TIP and LRP public involvement sessions.

- Strategy 3.2: Provide opportunities for individuals and organizations to be added to the MPO mailing list through the various public involvement activities described in this Public Involvement 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.
- 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 mentally or physically 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 added 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.

IV. General Public Involvement Activities

This section of the Public Involvement Plan addresses public involvement 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 Hot Springs Area MPO public involvement process.

HSA-MPO Committees

The HSA MPO has established a Policy Board and a Technical Committee for on-going transportation planning responsibilities. A Citizens' Advisory Committee to assist with development of the Long Range Transportation Plan (LRTP) will be developed as part of that process

Policy Board

The Policy Board is comprised of local elected officials, transportation providers as well as 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 their concerns on the needs and desires of their respective communities. 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.

LRTP Citizens Advisory Committee

The creation of an ad hoc Citizens Advisory Committee (CAC) to assist with development of the Long Range Transportation Plan is anticipated in 2004. The Policy Board will seek membership from a broad spectrum of Hot Springs area citizens with an interest in transportation. 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.

Public Outreach Activities

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). In the future, MPO agendas, meeting dates, locations and times will be posted on the MPO web site and advertised in the local newspaper.

Government Access Channel

The HSA MPO has taken initial steps to make MPO information available through local government access television. 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.
- Meeting announcements will also be posted on the City of Hot Springs web site at least one week prior to each meeting.

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 Involvement 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 involvement strategies used on an ongoing basis, public involvement 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 the Citizens Advisory Committee (CAC).

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 as well as events involving the LRTP Citizens Advisory Committee. The MPO will also work with Hot Springs area neighborhood associations to promote involvement at the community level.

Specific Procedures

- Public forums associated with development of the Long Range Transportation Plan (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 website 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 Involvement Activities associated with the Transportation Improvement Program (TIP)

Another primary responsibility of the MPO is the development and maintenance of the Three-Year Transportation Improvement Program (TIP). This document identifies and prioritizes scheduled transportation improvements within the Hot Springs Area MPO study area. Public involvement 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 and on the City of Hot Springs web site.
- 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 involvement will be determined at the discretion of the Technical Committee and described in a TIP Procedures document.

Other Agency and MPO Coordination

In addition, MPO public involvement activities associated with the TIP are also coordinated with the *Arkansas State Highway and Transportation Department (AHTD)* public involvement procedures. AHTD holds public hearings as required in 23 CFR 450.316. Pursuant to these regulations, the AHTD periodically holds public hearings to receive comments on the State Transportation Improvement Program (STIP), which reflects MPO TIPs.

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 involvement in discussion of area transportation issues.

VIII. Public Involvement 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 involvement 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 and on the City of Hot Springs website. Copies of the draft UPWP will be available at the HSA MPO office.
- 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 involvement. Substantive amendments may be put out for public comment at the discretion of the Technical Committee.

IX. Public Involvement 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); MPOs 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 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, 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 LRP, the HSA MPO plans to assemble a citizens' advisory committee. Special efforts will be made to seek the involvement of those who represent low-income and minority communities for the transportation needs and concerns of these citizens. LRP public involvement 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 Involvement Plan

The HSA MPO Public Involvement 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 Involvement Plan at least every two years to determine if changes are warranted. Specific procedures for adoption and amendment are as follows:

- The draft Public Involvement 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 and on the City of Hot Springs website. Copies of the draft Public Involvement Plan will be available at the HSA MPO office, and other locations as announced.
- Amendments to the adopted Public Involvement Plan will be considered by the Technical Committee and actions recommended to the Policy Board. Substantive amendments to the Public Involvement 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 Comment Plan.

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 involvement 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 involvement.

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

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 - Any time days are listed, such as 14-day comment periods, 45-day comment period, etc., this specifically means calendar days.

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 three 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 paratransit 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.

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 Equity Act for the 21st Century (TEA-21) – The federal law that authorizes federal funding for transportation investments for the Fiscal Years 1998 through 2003 (TEA-21 must be extended or reauthorized after October 2003).

Transportation Improvement Program (TIP) – A staged, multi-year listing of surface transportation improvements proposed for federal, state and local funding within a metropolitan area. MPOs 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 and must be updated at least every two years.

Appendix C

Comments Received from the Public on the Public Involvement 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 anyone needing special accommodations due to a language barrier or disability will be provided 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.