

Appendix B: Participation Plan Update Outline

Public Participation Plan Update OUTLINE (November 2009)

I. General Information

- a. Purpose/Vision/Mission
- b. Goals & Objectives
- c. Federal Regulations governing Public Participation Processes in the transportation planning process
- d. Identification of Key Decision Points in the Transportation Planning Process
 - i. What are the key documents
 - ii. Reference the particular document section for what is approved and when
- e. Traditionally Underserved Populations
 - i. Identify the traditionally underserved populations and where they typically exist the MPA
 - ii. Reference each document/item section in terms of how the needs of the traditionally underserved are incorporated into the planning process.

II. Documents/Items

- a. Metropolitan Transportation Plan
 - i. What is the MTP?
 - ii. Document Update
 - 1. Define document update
 - 2. Minimum participation activities related to an update ((including the traditionally underserved)
 - 3. How the summary & analysis of comment is handled
 - 1. Define “significant” comment and the process
 - 2. Public Comment Review Working Group
 - iii. Document Amendment
 - 1. Define document amendment
 - 2. Minimum participation activities related to an amendment
 - 3. How the summary & analysis of comment is handled
 - 1. Define “significant” comment and the process
 - 2. Public Comment Review Working Group
- b. Transportation Improvement Program
 - i. What is the TIP?
 - ii. Document Update
 - 1. Define document update
 - 2. Minimum participation activities related to an update ((including the traditionally underserved)
 - 3. How the summary & analysis of comment is handled
 - 1. Define “significant” comment and the process
 - 2. Public Comment Review Working Group
 - iii. Document Amendment
 - 1. Define document amendment

2. Minimum participation activities related to an amendment ((including the traditionally underserved)
3. How the summary & analysis of comment is handled
 1. Define “significant” comment and the process
 2. Public Comment Review Working Group
- iv. Administrative Modification
 1. Define Administrative Modification
 2. Define minimum participation activities related to an administrative modification
- c. Public Participation Plan
 - i. What is the Public Participation Plan?
 - ii. Document Update
 1. Define document update
 2. Minimum participation activities related to an update ((including the traditionally underserved)
 3. How the summary & analysis of comment is handled
 1. Define “significant” comment and the process
 2. Public Comment Review Working Group
 - iii. Document Amendment
 1. Define document amendment
 2. Minimum participation activities related to an amendment
 3. How the summary & analysis of comment is handled
 1. Define “significant” comment and the process
 2. Public Comment Review Working Group
- d. KIPDA Staff-generated Plans & Studies
 - i. Define KIPDA staff-generated plans
 - ii. Document Update
 1. Define document update
 2. Minimum participation activities related to an update (including the traditionally underserved)
 3. How the summary & analysis of comment is handled
 1. Define “significant” comment and the process
 2. Public Comment Review Working Group
 - iii. Document Amendment
 1. Define document amendment
 2. Minimum participation activities related to an amendment (including the traditionally underserved)
 3. How the summary & analysis of comment is handled
 1. Define “significant” comment and the process
 2. Public Comment Review Working Group
- e. PL-funded Plans & Studies
 - i. Define PL-funded Plans & Studies

- ii. Define minimum participation activities (including the traditionally underserved)
 - iii. How the summary & analysis of comment is handled
 - 1. Define “significant” comment and the process
 - 2. Public Comment Review Working Group
- f. Meetings
 - i. TPC & TTCC Meeting Public Participation Opportunities
 - ii. Other KIPDA Meeting Public Participation Opportunities
 - iii. Places to find announcements about meetings
 - 1. KIPDA Meetings
 - 2. Non-KIPDA Meetings
 - iv. Meeting activities related to informing the traditionally underserved
- g. Public Participation Activities coordinated with Kentucky & Indiana DOTs
- h. Additional Public Outreach & Education Activities
 - i. Outreach Activities by Type
 - 1. Electronic
 - 1. KIPDA Website
 - 2. Blog
 - 3. Facebook
 - 4. Twitter
 - 2. Personal
 - 1. Meetings
 - 2. Telephone
 - 3. Letter
 - 4. Festivals
 - 5. Other
 - ii. Additional Outreach Tools
 - 1. KIPDA Contacts Database
 - 2. KIPDA Campaigns through the KIPDA website
 - 3. Use of Visual Aids in documents, presentations, and other material
 - iii. Other outreach activities
- i. Public Participation Plan Review & Evaluation
- j. Planning Agency Coordination
 - i. Identify planning agencies in accordance with 450.316 (b)
 - 1. State and local planning agencies
 - 2. Economic development entities
 - 3. Environmental protection entities
 - 4. Airport operation agencies
 - 5. Freight entities
 - 6. Recipients of assistance under title 49 USC Chapter 53
 - 7. Non-emergency public transportation providers
 - 8. Recipients of assistance under 23 USC 204

- ii. Reference Planning MOA - This section could be handled with an update to that MOA and then including that herein, as long as it includes some representative of all the above parties. If not, a separate agreement may be needed or other process, or a process in addition to the MOA needs to be included.
- k. Exceptions to the PPP
 - i. TPC may make the decision, if deemed necessary, to adjust the amount of time (within reason) needed for any item
 - 1. Updates to the LRP/TIP/Other Planning document
 - 2. Amendments to the LRP/TIP/Other Planning document

III. Appendices

- a. Glossary
- b. List & Map of the Public Libraries in the MPA
- c. Public Participation Checklists for the MTP, TIP, other staff work, PL-funded work
- d. List of Media Outlets to which press releases are regularly sent
- e. Public Involvement Section specific to this update
 - i. Copy of Media Release
 - ii. Copy of Legal Ad
 - iii. Copies of any additional advertising
 - iv. Copies of any newspaper coverage
 - v. Comments received and responses to those comments