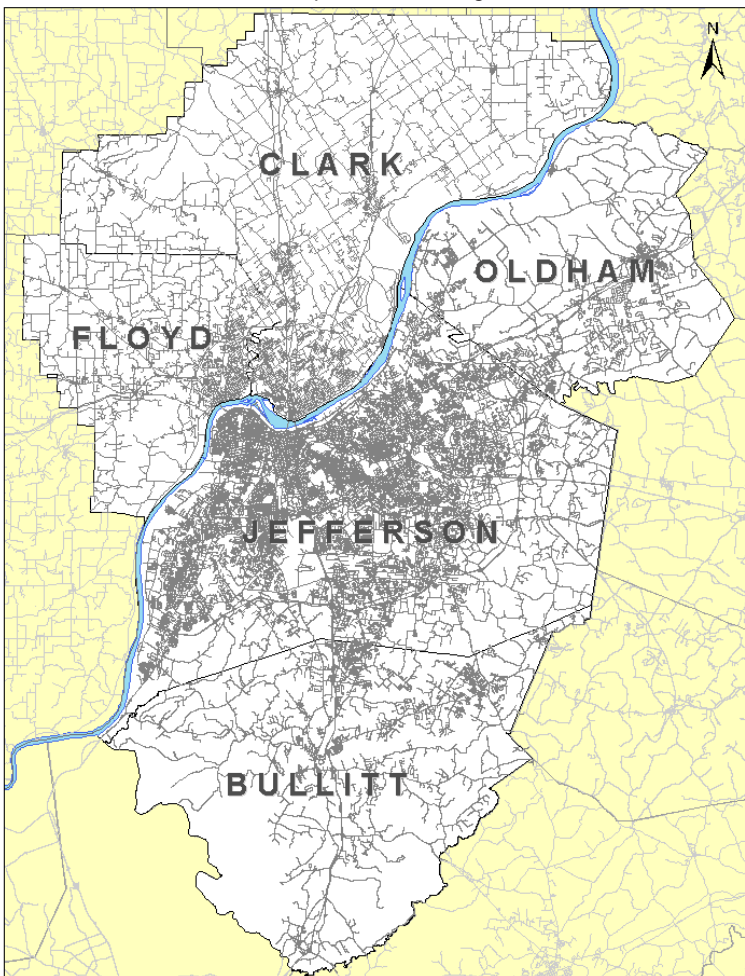


I. What is Public Involvement?

Good planning begins with public involvement. People, particularly those from affected areas, may be able to offer unique insights on identifying transportation problems and potential solutions. The earlier the public gets involved in the planning process, the better the plan can address the community's needs. Public information and outreach tools have been created, used and modified by the Kentuckiana Regional Planning and Development Agency (KIPDA) since 1994 to invite everyone to voice their opinions on transportation studies, plans and projects.

During the 12 years, KIPDA has experimented with many different forms of public involvement, including public meetings, open houses, display booths, radio and television programs, and community advisory committees. KIPDA is constantly evaluating and refining the process to provide a wide array of opportunities for people to get involved in the planning process. If one method proves to be ineffective in capturing the public's attention, KIPDA has the flexibility to select another involvement tool to inform the community. Specific details are listed in the Public Involvement Tools section of this document.

The Louisville (KY-IN) Metropolitan Planning Area



What is KIPDA's role?

KIPDA is the designated Metropolitan Planning Organization (MPO) for the Louisville (KY-IN) Metropolitan Planning Area. This includes Bullitt, Jefferson and Oldham counties in Kentucky and Clark, Floyd, and a one-tenth square mile portion of Harrison County in Indiana. The KIPDA Transportation Division provides planning and technical assistance to help meet the transportation needs of the Louisville (KY-IN) Metropolitan Planning Area. Since KIPDA is not limited to planning within particular county boundaries, it provides the opportunity to plan regionally, where the actions of each county take into consideration the other counties in the region. The agency works to assure that transportation plans are coordinated with comprehensive land use planning and air quality planning carried out by other public agencies.

KIPDA creates public involvement opportunities with:

- Discussion with community, neighborhood and civic groups about transportation issues
- Options for reviewing and commenting on draft plans and documents
- Informing the community about the latest transportation planning activities

II. Purpose

The purpose of the Public Involvement Plan document is to serve as a guide for planning, encouraging, improving and reporting public involvement in the development of transportation activities at KIPDA.

The MPO is an organization whose members are the local elected officials, representatives from the Kentucky Transportation Cabinet (KYTC), the Indiana Department of Transportation (INDOT), and implementing transportation agencies. In order to maximize opportunities to influence the planning process, it is important for individuals and organizations to be aware of and engage in not only the KIPDA public involvement opportunities, but also other government and private sector avenues for making their opinions known. In addition to the MPO committees, people can voice their opinions with local, state and nationally elected officials, Metro Louisville council, city and county commissioners and grassroots organizations.

The MPO conducts public involvement in four areas:

- **Open forum** business meetings of the MPO and its advisory committee with prior notification and provisions for receiving public comment.
- **Public input** in the development of the Long Range Transportation Plan (LRP) including its various components and the Transportation Improvement Program (TIP)
- **Ensuring** that planning studies have separate public involvement components,
- **Ongoing communication** of MPO activities are provided to the public in several ways, including a quarterly newsletter and a Web site.

The commitment to provide information and consider public input in decision-making is outlined in federal regulations. U.S. Code of Federal Regulations 450.316b (1) states that each MPO shall develop a Public Involvement Plan.

“...that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public...”

What is the Transportation Policy Committee?

The Transportation Policy Committee (TPC) is the decision making body of the MPO.

Voting members include local elected officials, KYTC and INDOT representatives and implementing transportation agencies. Non-voting members are the MPO's Transportation Technical Coordinating Committee (TTCC)*, Federal Highway Administration - KY - IN, Federal Transit Administration, Louisville Metro Planning Commission, Federal Aviation Administration and the U.S. Department of Housing and Urban Development. (See Appendix A for member listing)

Transportation Policy Committee (TPC): Decision-Making Body of the KIPDA MPO



Transportation Technical Coordinating Committee (TTCC): Advisory Body to the TPC

The TPC:

- Provides direction and vision for the MPO.
- Reviews and considers the public comments received.
- Reviews and approves drafts and final versions of the Long Range Plan Update, Transportation Improvement Program Update, amendments to those documents and the Public Involvement Plan.
- Adopts procedures in compliance with federal and state requirements for public involvement.

- Works with local, state and nationally elected officials, agencies and organizations on behalf of the region.

*The Transportation Technical Coordinating Committee is the MPO's technical advisory committee to the TPC. A membership roster is included in the appendix of this document.

The Alternate Mode and Access Subcommittee is the MPO's advisory committee to the TTCC. A membership roster will be included when membership is finalized.

Members of TPC:

- Read and consider each comment received.
- Discuss any concerns or questions that arise with the MPO staff and/or TTCC.
- Modify and/or approve planning documents.

III. Goals & Objectives of the Public Involvement Plan



Through the Public Involvement Plan (PIP), the MPO formalizes its intent to provide open access to the planning process. The goal is to put into motion a process that is proactive and provides timely public notice, complete information, a thorough range of opportunities for submitting comments and full access to key decisions. Another goal is to provide the decision making members of the Transportation Policy Committee with diverse public opinions.

The public involvement plan strives to ensure that the people in the region are given the greatest possible opportunity to express their opinions on transportation plans, and that those opinions are presented to the decision makers.

The plan also attempts to integrate the concerns of a wide variety of parties and encourages and facilitates greater awareness of transportation issues.

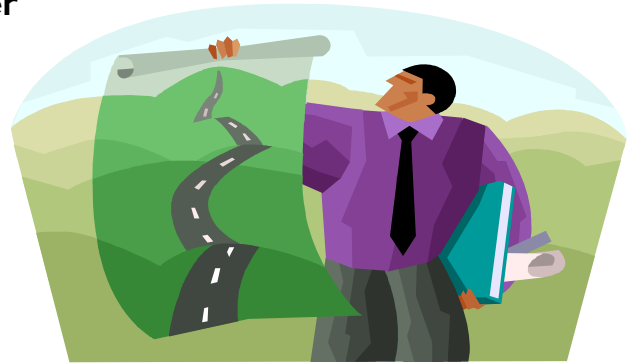
The objectives of the Public Involvement Plan are to:

- **Inform** the public of transportation planning activities, such as committee meetings and other events.
- **Inform** the public about their role in the transportation planning and decision-making process.
- **Involve** the public by providing opportunities early and often in the transportation planning and decision-making process.
- **Reach out** to all communities in the planning area to inform and involve with special emphasis on minority and/or low income communities.
- **Seek** to collect input from those persons who do not traditionally make their concerns and wishes known.
- **Continually review and enhance** the public involvement plan.

IV. Roles & Responsibilities

Role of KIPDA Community Outreach Planner

- Manage public involvement activities for the KIPDA Transportation Division.
- Develop and implement guiding documents such as the Public Involvement Plan document.
- Serve as planners' "go-to" person for all public involvement activities.
- Engage MPO committees in review and discussion of public comments.
- Document public involvement activities, monitor the effectiveness of public involvement techniques and recommend changes when appropriate.
- Develop relationships with organizations (community and neighborhood groups, local governments, civic organizations, news media, etc.) in order to establish an open dialogue regarding transportation issues.
- Explore opportunities to participate in local events and coordinate and promote staff involvement.
- Report on KIPDA and partner public involvement activities at each TPC meeting.
- Maintain style standards for KIPDA Transportation Division documents.
- Work with members of the public who express concerns with the public involvement or transportation planning processes.
- Work with transportation planners to provide any technical information for a plan, TIP or amendment requested by the public.
- Develop, maintain and enhance KIPDA's environmental justice activities.



Role of KIPDA Transportation Planners

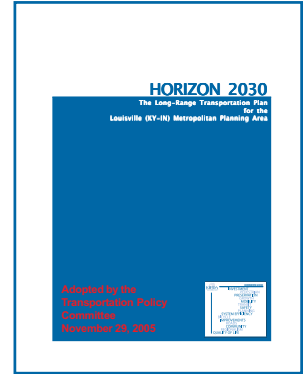
Transportation Planners play a key role in working with the Community Outreach Planner to encourage public involvement in the planning process. With that in mind, Planners:

- Advise and involve Community Outreach Planner in potential public involvement activities, so that activities can be planned as far in advance as possible for maximum impact.
- Work with Community Outreach Planner on information needed to present story ideas to the media, or to correct inaccurate news items that may be published or aired. Planners should be available to respond as the MPO expert, or provide the Community Outreach Planner with necessary information to respond to the media.
- Work with Community Outreach Planner on presentations to a variety of groups about the transportation planning process.

V. Products

The Long Range Plan – What is it?

It is the planning document that reflects transportation investments for at least the next 20 years in the Louisville (KY-IN) Metropolitan Planning Area. Each transportation project that is regionally significant and/or utilizes federal transportation funds must be listed, providing us with a vision of how our transportation network will function in 20 years time.



Why is it important?

This document provides a snapshot of what is planned over the next 20+ years in order to determine how the system will function and how this may affect the entire region and the communities within it.

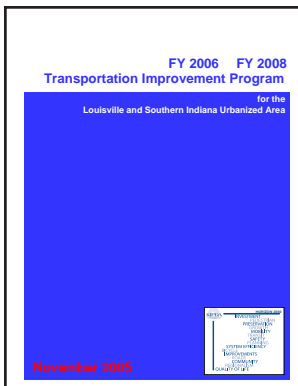
The long-range planning process involves many steps. We try to imagine what our communities and region will be like in terms of population, jobs, housing, commuting patterns, financing and land use in 20 years or more. That process is based on data: socioeconomic projections and air quality modeling are important pieces of the plan development process. In order to make this picture of the future as accurate as possible, we involve many agencies and organizations with different viewpoints and areas of expertise. The Transportation Policy Committee (TPC) is ultimately responsible for the final decision concerning the plan's adoption.

How often is the long-range plan updated?

Because the Louisville (KY-IN) Metropolitan Planning Area is currently considered a non-attainment area in terms of air quality, we are required to update the plan no less than every four years with the adoption of SAFETEA-LU. If we were in attainment, the Plan would be updated no less than every five years under current regulations.

How is air quality involved?

The Environmental Protection Agency sets air quality standards or limits for six air pollutants: lead, carbon monoxide, nitrogen dioxide, sulfur dioxide, particulate matter and ozone. In accordance with the Clean Air Act, states must develop state implementation plans (SIPs) that explain how each state will do its job to reduce air pollutants and improve air quality. All projects that are determined to add capacity (i.e., adding a travel lane) to the road network must undergo an air quality analysis as part of the long-range planning process. Capacity adding projects cannot exceed the amount of allowable emissions as stated in the SIP. The MPO long-range plan projects must fall within the budgeted amounts. Determining the air quality impacts of projects in the plan is accomplished with the aid of the travel demand forecasting model.



The Transportation Improvement Program (TIP) – What is it?

The Transportation Improvement Program (TIP) is a short-range fiscal planning document that represents the first three years of the long-range plan. The TIP also contains information about various funding sources. At KIPDA, the TIP is updated annually and shows which projects are scheduled for funding and what types of funds will be used. It is the responsibility of the Transportation Policy Committee to approve the TIP.

Public Comment Periods

People are invited to make their thoughts and opinions known at any time, but the following timelines are required for public involvement activities which accompany specific KIPDA products.

TIP & Plan Updates – An update is a comprehensive review of needs, wants, ideas and solutions and includes a range of projects and programs. (30 day public review/15 day TPC review)

TIP & Plan Amendments – The amendment process focuses on individual projects and programs. Amendments consist of activities ranging from the addition or deletion of a project to changes in funding, timing or scope of projects included in the approved documents. (15 day public review/15 day TPC review)

TIP & Plan Updates

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TIP & Plan Amendments

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Public Involvement Plan

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

+

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TPC Review Periods:

TIP & Plan Updates
Public Involvement Plan

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TIP & Plan Amendments

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Public Involvement Checklist for Plan and TIP

The Community Outreach Planner:

- ✓ Works with transportation planner to develop the schedule for completing the Plan and TIP updates. Timing for public involvement activities is determined during this process.
- ✓ Prepares and sends plan information and letter to public libraries. Information is to be sent prior to the first day of the public review. Library information is to include: 1) material for review; 2) letter to the public which explains the process for reviewing and collecting comments; 3) letter to the librarian outlining the dates of public involvement activity.
- ✓ Works with transportation technician to prepare ad with dates of public comment period and any public meetings or open houses. Ad should appear prior to the beginning of the comment period and include the beginning and end date of the public involvement activity, contact info and a listing of where information can be reviewed. If public meetings or open houses will be conducted, the ad should include dates and locations for such activities.
- ✓ Ensures that all meeting places are ADA and transit accessible.
- ✓ Makes necessary arrangements for persons with disabilities to attend meetings or access information.
- ✓ Works with Web site technician to post information on KIPDA Web site. Information is to be placed on the Web site prior to the beginning of the public involvement activity.
- ✓ Places ad in *The Courier-Journal* and appropriate regional and minority publications. Ad should appear prior to the beginning of public involvement activity. Ad will also contain specific information regarding the meeting format. (i.e. open house, public hearing, etc.)
- ✓ Works with transportation technician to mail document to low income and minority group advocates, organizations and agencies in database prior to beginning of public comment period.
- ✓ Works with transportation technician to create and e-mail notification of activity to contacts database prior to start of comment period.
- ✓ Writes and sends advisories to media.
- ✓ Provides information to partners/community organizations for possible inclusion in their newsletters prior to beginning of public comment period.
- ✓ Informs partner Public Information Officers of details of upcoming public comment period and activity prior to start of activity.
- ✓ Contacts media to arrange further publicity of comment period and plan activities prior to start of comment period.

- ✓ Follows up each comment with “thank you” letter, answers to any questions and information about how comment will be sent to TPC for review and consideration.
- ✓ Works with project sponsors to determine answers to specific questions and follows up with person providing the comment.
- ✓ Attends public meetings.
- ✓ Gathers public comments, summarizes and sends information to TPC. The summary includes the number of comments and the main areas of interest covered. All comments are included with the summary.
- ✓ Conducts review and discussion of public comments at TPC meeting.

Public Involvement Checklist for Plan and TIP Amendments

The Community Outreach Planner:

- ✓ Works with transportation planner to develop the schedule for completing the Plan and TIP amendments. Timing for public involvement activities is determined during this process.
- ✓ Prepares and sends plan information and letter to public libraries. Information is to be sent prior to the first day of the public activity. Library information is to include: 1) material for review; 2) letter to the public which explains the process for reviewing and collecting comments; and 3) letter to the librarian outlining the dates of public involvement activity.
- ✓ Ensures that meeting places are ADA and transit accessible.
- ✓ Works with transportation technician to prepare ad with amendment information and dates and times of activity. Ad will appear prior to beginning of public comment period.
- ✓ Works with web technician to post information on KIPDA Web site.
- ✓ Places ad in *The Courier-Journal* and appropriate regional publications.
- ✓ Prepares and sends e-mail message to KIPDA contacts database.
- ✓ Writes and distributes media advisories.
- ✓ Attends public meetings.
- ✓ Gathers public comments, summarizes and presents to TPC for review and consideration.

Activities around the region, throughout the year:

- Include educational features on transportation planning and public involvement in *Horizons*, the quarterly newsletter.
- Arrange outreach meetings with community leaders, activists, media representatives.
- Contact neighborhood associations and civic organizations to have KIPDA planners included on meeting agendas.
- Report on partner and KIPDA staff public involvement activities at each TPC meeting.
- Work with KIPDA planners to facilitate Environmental Justice/Title VI committee and activities.
- Create and distribute a Citizen's Guide to public involvement.
- Explore opportunities to make KIPDA's Web site more interactive for the public.
- Provide public access to committee meeting information packets and minutes on the KIPDA Web site.
- Conduct annual campaign to increase contacts in database. Review database in the same timeframe to maintain accurate information.
- Maintain a log of public involvement activities by KIPDA and partner agencies.



VI. Diversity in Public Involvement



KIPDA is committed to reaching out to all members of the community for their input, including those who face challenges when getting involved in the transportation planning process. In order to improve opportunities to voice their thoughts and ideas, greater outreach emphasis will be given to low income, minority, elderly, disabled, low literacy, limited English proficiency and non-English speaking individuals, and the organizations that advocate and/or provide services on their behalf.

KIPDA's diversity outreach efforts include:

- Evaluation and, where necessary, improvement of the public involvement process to encourage a diverse group of people to take part in transportation decision-making.
- Creating and placing ads in minority language newspapers.
- Translating the Citizen's Guide to Metropolitan Transportation Planning into Spanish and providing translations of documents into additional languages as requested.
- Providing documents and other pertinent materials to agency and organization advocates working with low-income and minority groups for discussion and distribution.
- Utilizing GIS mapping capabilities and Census Bureau statistics to identify concentrations of low-income and minority residents.
- Producing public service broadcast cable announcements to promote public involvement opportunities with low literacy populations.
- Strengthening community-based partnerships in order to provide options for those people who traditionally haven't taken advantage of involvement opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improving data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts on, low income and minority groups.
- Partnering with other public and private programs to leverage transportation agency resources in extending outreach activities.
- Establishing advisory group to improve and enhance communication with minority and low income audiences.

VII. Public Involvement Tools



Notification of public involvement opportunities:

- A **Schedule of MPO Public Involvement Activities** is available on the Website. This includes public involvement activities associated with committee meetings, the update and amendments to the Transportation Plan, Transportation Improvement Program and the Public Involvement Plan.

KIPDA Contacts Database

- KIPDA maintains a database of contacts on a continuous basis. The database currently includes approximately 6,500 records ranging from individuals, organizations, and committee memberships from throughout the surrounding area. Each record contains all or part of the following information: mailing address, phone and fax numbers, and e-mail and internet addresses. The database is used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements. The database has the ability to sort records based upon various information, including: churches, schools, bicyclists, minorities, developers, major employers and youth, just to name a few.

Legal & Display Advertisements for opportunities for public review of and comment on Long Range Plans and TIPs are published in a variety of newspapers, including *The*

Newspaper Advertising	Courier-Journal (Louisville, Kentucky)	Daily Circulation: 501,700 Sunday Circulation: 678,000
	Oldham Era (Oldham County, Kentucky)	Issue Circulation: 7,639
	Oldham Marketplace (Oldham County, Kentucky)	Issue Circulation: 26,000
	Pioneer News (Shepherdsville [Bullitt County], Kentucky)	Issue Circulation: 7,500
	Louisville Defender (Louisville, Kentucky)	Issue Circulation: 10,000
	iHOY! (Louisville, Kentucky)	Issue Circulation: 2,000
	Evening News (Jeffersonville [Clark County], Indiana)	Daily Circulation: 10,000
	New Albany Tribune (New Albany [Floyd County], Indiana)	Daily Circulation: 10,000

Courier-Journal, Louisville Defender, Oldham Era, Evening News & Tribune and Pioneer News. Minority media includes *Louisville Defender, Hoy and El Mundo.*

Additional outreach methods:

KIPDA Web Site www.kipda.org

- The site provides information about the MPO process, members, meeting times and contact information. Work products, like the TIP and LRP, are available for downloading from the site. The site is continually maintained and updated by KIPDA staff and is used to promote regular and special meetings, planning studies, publications and work

products. A schedule of regular meetings of TPC and TTCC is available on the KIPDA web site for at least the current and following month.

- The Committee material for each regular TPC and TTCC meeting is available for public review and downloading on the site at least seven days prior to the meeting.
- The current Transportation Plan, Transportation Improvement Program, and the Public Involvement Plan are available at the site.
- A Transportation Mail Box is included at the site, and the contents are reviewed regularly. Comments collected are then forwarded to the TPC for review and action. Public comments will be posted on the site along with approved planning documents.
- Functions and tools of the Web site are periodically reviewed and updated with the latest technology upgrades.

Horizons Newsletter

KIPDA produces a quarterly newsletter that is distributed to approximately 6,500 citizens, government contacts, media and other agencies. Each issue contains project highlights, current planning project status, upcoming meeting schedules and KIPDA Web site information.

For individual projects, like corridor studies, newsletters are used to address specific project

Special Interest & Agency Newsletters

Articles can be written for inclusion in other newsletters produced by homeowner associations, church groups, civic groups and others whose constituency may have an interest in the project. These articles can also be placed in county and specialty newspapers and magazines.



EXPRESS YOURSELF!
Horizon 2030 Regional Transportation Plan

We need input on what you think about the draft projects submitted for the Plan.

How can you get involved?
April 1 - April 30: Information will be available for review at www.kipda.org/transport/drafts.asp and available at public libraries. Instructions for submitting comments are in the document. The public event schedule is available online at www.kipda.org/transport/events.asp.

You can also let us know your comments by attending:
Clarksville Town Council Open House
 Tuesday, April 5, 2005, 7 p.m. to 8 p.m.
 Council Chamber, 2000 Broadway, Clarksville, IN

Would your organization or neighborhood group like to host an individual presentation?
 Contact Nedra Morrell at (502) 266-6084 to set it up.

Direct Mailings

Mailings are used to announce upcoming meetings or activities or to provide targeted information to a specific area or group of people. Direct mailings are usually post cards, but can be letters, fliers, etc.

E-mail Announcements

Meeting announcements and MPO information is e-mailed to interested parties who have submitted e-mail addresses to staff. Citizens may then send e-mail responses back to the KIPDA Web site mail box.

Public Libraries

Transportation plans and TIPs are placed in all public libraries throughout the five county MPA region for public review. Libraries provide key access for the public with diverse hours of operation, Internet availability and a quiet setting.

Press Releases

Press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues considered by the MPO.

Cable Television Community Bulletin Board Information

Information about public involvement activities is provided to Insight Communications to be included in the cable station announcements which reach the KIPDA MPA.

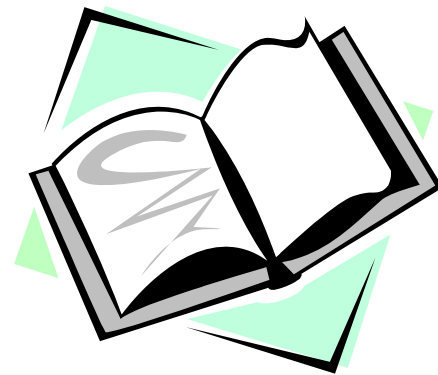
Posters

For the Transportation Plan Update, and when appropriate with other activities, placards are placed inside Transit Authority of River City (TARC) buses announcing opportunities to review draft material and submit comments.

Surveys & Focus Groups

Surveys and focus groups may be used when specific input is needed from the public. Surveys are used to gather information about particular planning or project issues. A focus group can be used with a specific target group to gauge public opinion and review or collaborate on narrowly defined planning or project related issues.

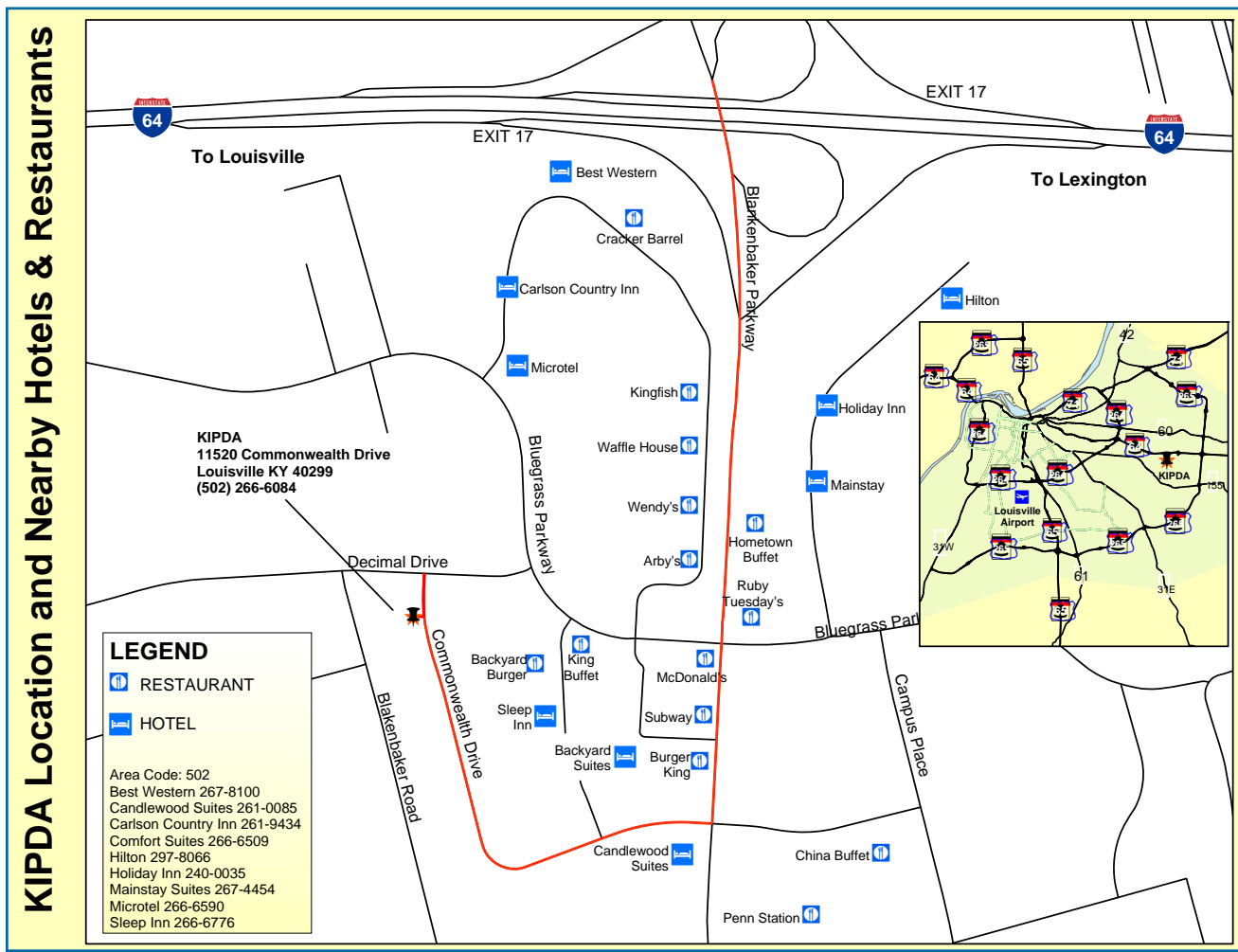
Opportunities to review transportation planning documents:



- Accessing the KIPDA Web site at www.kipda.org
- Visiting the local public library in the region
- Attending a public meeting, open house or other activity

To request a copy of documents from KIPDA:

- Call 502-266-6084
- Fax 502-266-5047
- Write to KIPDA at:
11520 Commonwealth Drive
Louisville, KY 40299
- Visit KIPDA at:
11520 Commonwealth Drive
Louisville, KY 40299



Comments may be submitted by:

- E-mails to the KIPDA Web site at kipda.trans@ky.gov
- Letters mailed to KIPDA
- Attending public meetings, open houses or other activities

KIPDA presents comments:

- To the Transportation Policy Committee for their review and consideration and facilitates discussion of the comments.

VIII. Public Involvement Plan Evaluation

Because public involvement is vital to KIPDA's transportation planning process, the activities and methods utilized are examined on a continual basis. The document is formally reviewed and revised as needed. KIPDA strives to ensure that the funds and time invested in public involvement methods are achieving the goals stated in this plan.



KIPDA's evaluation methods include:

- Documenting number of comments received, number of ads, press releases and features run.
- Tracking specifics of events and determining where improvement is needed.
- Following developments in evaluation techniques around the country and considering incorporation of any new measures that appear meaningful and practical to implement.

KIPDA's evaluation efforts go a step beyond that as well. Rather than simply placing complete emphasis on the number of comments and meetings, the MPO is committed to the exploration of additional outreach methods to include:

- Building additional relationships with low income and Title VI community members.
- Strengthening outreach to business associations, advocates and neighborhood groups.
- Engaging more Bullitt County residents in the planning process.
- Exploring latest computer technologies to ensure that KIPDA is providing optimal electronic access to interested parties on a 24/7 basis.

Appendix A Transportation Policy Committee Members

Contact Information

Voting Members

Bullitt County Judge/Executive
PO Box 768
Shepherdsville KY 40165
502-955-8578
FAX 502-543-1577
<http://www.bullittcounty.org/countygovernment.html>

City of Charlestown, Mayor
304 Main Cross Street
Charlestown IN 47111
812-256-3422
FAX 812-256-7140
<http://www.cityofcharlestown.com/>

Clark County, Board of Commissioners President
City/County Building, Room 306
Jeffersonville IN 47130
812-285-6275
<http://www.co.clark.in.us/>

Town of Clarksville, Town Council President
2000 Broadway
Clarksville IN 47129
812-283-1503
FAX 812-280-5558
<http://town.clarksville.in.us/>

Floyd County, Board of Commissioners President
214 City/County Building
New Albany IN 47150
812-285-6687
<http://www.floydcounty.in.gov/>

Indiana Department of Transportation,
Commissioner
100 North Senate Avenue #N755
Indianapolis IN 46204
317-232-5526
FAX 317-232-0238
<http://www.in.gov/dot/>

Indiana Department of Transportation,
Multimodal Transportation Division Chief
100 North Senate Avenue #N901
Indianapolis IN 46204
317-232-1495
FAX 317-232-1499
<http://www.in.gov/dot/>

Voting Members (continued)

Jefferson County League of Cities Representative
This appointment changes annually/biannually.
Please contact KIPDA staff for the current Jefferson
County League of Cities representative.

City of Jeffersontown, Mayor
10416 Watterson Trail
Jeffersontown KY 40299
502-267-5000
FAX 502-267-6338
<http://www.jeffersontownky.com/>

City of Jeffersonville, Mayor
501 East Court Avenue
Jeffersonville IN 47130
812-285-6400
FAX 812-285-6468
Email: jeffmayor@hotmail.com

Kentucky Transportation Cabinet Secretary
200 Mero Street
Frankfort KY 40622
502-564-4890
FAX 502-564-9540
<http://www.transportation.ky.gov/>

Louisville Metro Mayor
527 W Jefferson Street
Louisville KY 40202
502-574-6161
FAX 502-574-6605
Email: mayor@louisvilleky.gov
<http://www.louisvilleky.gov/>

City of New Albany Mayor
311 Hauss Square, Suite 316
New Albany IN 47150
812-948-5333
FAX 812-948-1596
Email: mayor@cityofnewalbany.com
<http://www.cityofnewalbany.com/>

Oldham County Judge/Executive
100 W. Jefferson Street
LaGrange KY 40031
502-222-9357
FAX 502-222-3210
<http://www.oldhamcounty.net>

Voting Members (continued)

City of Shively, Mayor
PO Box 16007
Shively, KY 40216
502-449-5000
FAX 502-449-5004
Email: mayorconner@insightbb.com
<http://www.shivelyky.org/>

City of St. Matthews, Mayor
3940 Grandview Avenue
St. Matthews KY 40207
502-895-9444
FAX 502-895-0510
<http://www.stmatthews.org/stmatthews/index.cfm>

Regional Airport Authority, Chair
P.O. Box 9129
Louisville KY 40209
502-368-6524
FAX 502-368-5895
<http://www.louintlairport.com/raa/>

Transit Authority of River City, Chair
1000 W Broadway
Louisville KY 40204
502-585-1234
<http://www.ridetarc.org>

Advisory Members

Federal Aviation Administration, Memphis Office
Director
Federal Aviation Administration – Memphis
Airports District Office, ADO
3385 Airways Boulevard, Suite 302
Memphis TN 38116
901-544-3495
http://www.faa.gov/airports_airtraffic/airports/regional_guidance/southern/about_airports/airports_district_offices/

Federal Highways Administration, Indiana
575 North Pennsylvania Street, Room #254
Indianapolis IN 46204
317-226-7489
FAX 317-226-7341
<http://www.fhwa.dot.gov/indiv/index.htm>

Federal Highway Administration, Kentucky
320 W Braodway
Frankfort KY 40601
502-223-6721
FAX 502-223-6735
<http://www.fhwa.dot.gov/kydiv/>

Advisory Members (continued)

Federal Transit Administration, Region 4
61 Forsyth Street SW, Suite 17T50
Atlanta GA 30303
404-562-3511
FAX 404-562-3505
<http://www.fta.dot.gov>

Kentucky Transportation Cabinet, District 5 Chief
District Engineer
P.O. BOX 37090
Louisville KY 40223
502-367-6411
FAX 502-363-6170
<http://www.kytc.state.ky.us/D5/d5.asp>

Louisville Metro Planning & Design Services, Director
444 S 5th Street
Louisville KY 40202
502-574-6230
FAX 502-574-8129
<http://www.louisvilleky.gov/PlanningDesign/>

TTCC Chair
Changes annually. Contact KIPDA staff for current
TTCC Chair information.

U.S. Department of Housing & Urban Development,
Louisville Area Office Director
601 W Broadway
Louisville KY 40202
502-582-6163
FAX 502-582-6074
<http://www.hud.gov/local/index.cfm?state=ky>

Appendix B Transportation Agencies & Resources

Transportation Agencies & Resources

Indiana Department of Transportation
100 North Senate Avenue
Indianapolis, IN 46204
317-232-5533
www.in.gov/dot

Indiana Department of Transportation Annual Average Daily Traffic Count Maps
100 North Senate Avenue, Room N808
Indianapolis, IN 46204
www.in.gov/dot/div/traffic/count/index.htm

Indiana Department of Transportation, Seymour District
185 Agrico Lane
Seymour, IN 47274
812-522-5649
www.in.gov/dot/div/traffic/districts/seymour.html

Kentucky Transportation Cabinet
200 Mero Street
Frankfort, KY 40622
502-564-4890
www.transportation.ky.gov/

Kentucky Transportation Cabinet, District 5
P.O. Box 37090
977 Phillips Lane
Louisville, KY 40233
502-367-6411
<http://www.kytc.state.ky.us/D5/d5.asp>

Louisville Metro Air Pollution Control District
850 Barret Avenue
Louisville, KY 40204
502-574-6000
www.acpd.org

Louisville/Southern Indiana Ohio River Bridges Project
502-815-3309
www.kyinbridges.com

Ticket-To-Ride
11520 Commonwealth Drive
Louisville, KY 40299
866-822-7665
www.tickettoride.org

National Highway Traffic Safety Administration
400 7th Street, S.W.
Washington, DC 20590
888-327-4236
www.nhtsa.dot.gov

Transit Authority of River City
1000 West Broadway
Louisville, KY 40203
502-585-1234
www.ridetarc.org

U.S. Department of Transportation
400 7th Street, S.W.
Washington, D.C. 20590
202-366-4000
www.dot.gov

US DOT Bureau of Transportation Statistics
400 7th Street, S.W., Room 3103
Washington, D.C. 20590
800-853-1351
www.bts.gov

US DOT Federal Highway Administration (FHWA)
400 7th Street, S.W.
Washington, D.C. 20590
202-366-0537
www.fhwa.dot.gov

US DOT Federal Transit Administration
400 7th Street, S.W.
Washington, D.C. 20590
www.fta.dot.gov

Appendix C

Glossary of Commonly–Used Transportation Terms & Acronyms

A

AASHTO American Association of State Highway and Transportation Officials

AASHTO is a nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia and Puerto Rico. It represents all five transportation modes: air, highways, public transportation, rail and water. Its primary goal is to foster the development, operation and maintenance of an integrated national transportation system.

ADA Americans with Disabilities Act of 1990

A Federal law prohibiting discrimination against people with disabilities. Requires public entities and public accommodations to provide accessible accommodations for people with disabilities.

ADT Average Daily Traffic

An average daily traffic figure for a 24-hour period based on actual traffic counts and factored to account for seasonal variations.

AMPO Association of Metropolitan Planning Organizations

AMPO is a nonprofit, membership organization established in 1994 to serve the needs and interests of Metropolitan Planning Organizations (MPOs) nationwide. AMPO offers its member MPOs technical assistance and training, conferences and workshops, frequent print and electronic communications, research, a forum for transportation policy development and coalition building, and a variety of other services.

APTA American Public Transit Association

The American Public Transportation Association (APTA), is an international organization that has been representing the transit industry for over 100 years, since 1882. Over ninety percent of passengers using transit in the U.S. and Canada are carried by APTA members. APTA includes bus, rapid transit and commuter rail systems, and the organizations responsible for planning, designing, constructing, financing and operating transit systems. In addition, government agencies, metropolitan planning organizations, state departments of transportation, academic institutions, and trade publications are also part of APTA.

Apportionment

A term that refers to a statutorily prescribed division or assignment of funds. An apportionment is based on prescribed funding formulas in the law and consists of dividing authorized obligation authority for a specific program among the states.

Area Source

Small stationary and non-transportation pollution sources that are too small/numerous to be included as point sources, but may collectively contribute significantly to air pollution (i.e., dry cleaners).

Arterial

A class of roads serving major traffic movements (high-speed, high volume) for travel between major points.

Attainment Area

An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. An area may be an attainment area for one pollutant and a nonattainment area for others. Nonattainment areas are areas considered not to have met these standards for designated pollutants.

B

Bicycle

A vehicle having two tandem wheels, propelled solely by human power, upon which any person or persons may ride.

Bicycle Facilities/Amenities

A general term denoting provisions made to accommodate or encourage bicycling, including parking facilities, shared roadways, bikeways, etc.

Bicycle Lane (Bike Lane)

A portion of a roadway which has been designated by striping, signing and pavement markings for the exclusive use of bicyclists.

Bicycle Route (Bike Route)

A segment of a system of bikeways designated by the jurisdiction having the authority with appropriate directional and informational markers, with or without a specific bicycle route number. See also signed, shared roadway.

Bikeway

A facility designed to accommodate bicycle travel for recreational or commuting purposes. Bikeways are not necessarily separated facilities; they may be designed and operated to be shared with other travel modes.

Budget Authority

Empowerment by Congress that allows Federal agencies to incur obligations or spend or lend money. This empowerment is generally in the form of appropriations; however, for the major highway program categories, it is in the form of "contract authority."

C

CAA Clean Air Act

Originally passed in 1970 to improve air quality in America to assure basic health conditions for all. The CAA was amended in 1990 (often referred to as the CAAA) and imposes requirements for State Implementation Plans to improve air quality.

CBD Central Business District

That portion of a city which serves as the primary activity center. Its land use is characterized by intense business activity that serves as a destination for a significant number of daily work trips.

CMAQ Congestion Mitigation and Air Quality Funds

A categorical funding program created with ISTEA and continued under TEA-21. Directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupant vehicles).

CMS Congestion Management System

Defined by ISTEA and elaborated in pending FHWA regulations. Requires that each Transportation Management Area (see definition of TMA) develop a CMS that provides for the effective management of new and existing transportation facilities through the use of travel demand reduction and operational management strategies to support both short and long range metropolitan planning.

Collector

A roadway linking traffic on local roads to the arterial road network.

Conformity

Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

Corridor Analysis

Corridor Analysis refers to the study of a transportation corridor or pathway that generally follows an arterial, transit route, or rail line. The study examines the population and trip needs served by the corridor and potential types transportation solutions to serve the corridor.

D

E

EIS Environmental Impact Statement

Report developed as part of the National Environmental Policy Act requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which Federal funding is being sought. Adverse effects could include air, water, or noise pollution; destruction or disruption of natural resources; adverse employment effects; injurious displacement of people or businesses; or disruption of desirable community or regional growth. This acronym is also added to in order to describe the current status of the EIS (i.e., FEIS: Final Environmental Impact Statement and DEIS: Draft Environmental Impact Statement).

EPA Environmental Protection Agency

The Federal regulatory agency responsible for administering and the enforcement of Federal environmental laws including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.

Emissions Budget

The part of the State Implementation Plan (SIP) that identifies the allowable emissions levels, mandated by the National Ambient Air Quality Standards (NAAQS), for certain pollutants emitted from mobile, stationary, and area sources. The emissions levels are used for meeting emission reduction milestones, attainment, or maintenance demonstrations.

F

FHWA Federal Highway Administration

A Division of the United States Department of Transportation (USDOT) responsible for funding highway planning and programs.

FTA Federal Transit Administration

A Division of the United States Department of Transportation (USDOT) responsible for funding transit planning and programs.

Functional Classification

A system of classifying rural and urban roadways by use and level of traffic volume: interstates, arterials, collectors, and local roads are the chief classes.

G

GIS Geographic Information System

A GIS is a computerized mapping technology that allows the creation and overlay of various geographic features, commonly linked to socioeconomic and other data.

H

HOV High Occupancy Vehicle

A motor vehicle carrying at least two or more occupants including the driver. An HOV could be a transit bus, vanpool, or any other vehicle that meets the minimum occupancy requirements, usually expressed as two or more, or three or more, etc., persons per vehicle.

High Occupancy Vehicle (HOV) Lane

A preferential lane that is reserved for use by high occupancy (2 or more persons) vehicles.

I

INDOT Indiana Department of Transportation

INDOT is the state agency responsible for transportation funding, planning and programs at the statewide level.

ISTEA Intermodal Surface Transportation Efficiency Act of 1991

Legislative initiative by the U.S. Congress that restructured funding for transportation programs. ISTEA authorized increased levels of highway and transportation funding from FY92–97 and increased the role of regional planning commissions/MPOs in funding decisions. The Act also required comprehensive regional and statewide long-term transportation plans and places and increased emphasis on public participation and transportation alternatives. Many of the programs that began with ISTEA have been continued through the Transportation Equity Act for the 21st Century (TEA-21), which was signed into law June of 1998.

ITS Intelligent Transportation Systems

Use of computer and communications technology to facilitate the flow of information between travelers and system operators. Includes concepts such as “freeway management systems,” “automated fare collection,” and “transit information kiosks.”

Intermodal

The ability to connect and the connections between modes of transportation.

Interstates

Interstates (I-64, I-65, I-264, et cetera) are designed for interstate travel and high-volume, high-speed, unimpeded traffic flow. They are easily recognized as divided highways utilizing grade separation and accessible only by a system of ramps from arterial roadways.

J

K

KYTC Kentucky Transportation Cabinet

KYTC is the state agency responsible for transportation funding, planning and programs at the statewide level.

L

LOS Level of Service

This term refers to a standard measurement used by transportation officials which reflects the relative ease of traffic flow in a scale of A to F, with free-flow being rated LOS-A and highly congested conditions rated as LOS-F.

Local Roads

Local roads carry the lowest traffic volumes and typically connect with other local roads and collectors (i.e., internal subdivision roads). This class of roadway is generally excluded from Federal funding.

Long Term

In transportation planning, refers to a time span of generally 20 or more years. The transportation plan for metropolitan areas and States should include projections for land use, population, and employment for no shorter than a 20-year period.

M

MPO Metropolitan Planning Organization

The organizational entity designated by law with responsibility for developing transportation plans and programs for urbanized areas of 50,000 or more in population. MPOs are established by agreement of the Governor (or Governors) and units of local government which together represent 75% of the affected population of an urbanized area. KIPDA is the MPO for the Louisville area, which includes Clark and Floyd Counties in Indiana and Jefferson, Bullitt, and Oldham Counties in Kentucky.

MSA Metropolitan Statistical Area

An area defined by the Office of Management and Budget as a Federal statistical standard. An area qualifies for recognition as an MSA if it includes a city of at least 50,000 population or an urbanized area of at least 50,000 with a total metropolitan area population of at least 100,000.

Maintenance Area

Any geographic region of the United States previously designated nonattainment pursuant to the CAA Amendments of 1990 and subsequently redesignated to attainment subject to the requirement to develop a maintenance plan under Section 175A of the CAA, as amended.

Metropolitan Study Area Boundary (Study Area Boundary)

This boundary must enclose at least the existing Urban Area and the contiguous area expected to be urbanized in the next twenty years. This boundary establishes the area covered by the Transportation Improvement Program (TIP), other program activities, and the current boundary that recognizes the authority of the Transportation Policy Committee (TPC).

Multimodalism

An emphasis on using multiple modes of transportation.

N

NAAQS National Ambient Air Quality Standards

Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA developed the standards in response to a requirement of the Clean Air Act (CAA).

Non-Attainment Area

A non-attainment area is one where air quality monitors show that the area exceed the level of toxic emissions (ozone or carbon monoxide) allowed by the EPA. The boundary of the area is determined by the EPA in conjunction with the governor of each state. A geographic region of the United States that the EPA has designated as not meeting the National Ambient Air Quality Standards (NAAQS).

O

P

Pedestrian

A person who travels on foot or who uses assistive devices, such as a wheelchair, for mobility.

Q

R

ROW Right-of-Way

A ROW is a priority path for the construction and operation of highways, light and heavy rail, railroads, et cetera. The ROW phase of a project is the time period in which land in the right-of-way will be purchased.

S

SAFETEA-LU Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users

On August 10, 2005, the President signed into law the **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users** (SAFETEA-LU). With guaranteed funding for highways, highway safety, and public transportation totaling \$244.1 billion, SAFETEA-LU represents the largest surface transportation investment in our Nation's history. The two landmark bills that brought surface transportation into the 21st century—the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21)—shaped the highway program to meet the Nation's changing transportation needs. SAFETEA-LU builds on this firm foundation, supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure.

SIP State Implementation Plan

A plan mandated by the CAA and developed by each state that contains procedures to monitor, control, maintain, and enforce compliance with National Ambient Air Quality Standards (NAAQS).

STIP State Transportation Improvement Program

A short-term transportation planning document covering at least a three-year period and updated at least every two years. STIPs are created in conjunction with MPOs and the MPO's TIP is incorporated into the state's STIP. The STIP includes a priority list of projects to be carried out in each of the three years. Projects included in the STIP must be consistent with the long-term transportation plan, must conform to regional air quality implementation plans, and must be financially constrained (achievable within existing or reasonably anticipated funding sources).

STP Surface Transportation Program

A categorical funding program created in ISTEA and retained in the Transportation Equity Act for the 21st Century (TEA-21). Funds may be used for a wide variety of purposes, including: roadway construction, reconstruction, resurfacing, restoration and rehabilitation; roadway operational improvements; capital costs for transit projects; highway and safety

Shared Use Path

A pathway physically separated from motor vehicle traffic and used by bicyclists and pedestrians. Generally, shared use paths serve corridors not served by streets and highways to minimize conflict with cross-street traffic.

Signed, Shared Roadway

A segment of roadway designated by bike route signage that either provides continuity to other existing bicycle facilities or that designates a preferred route through a corridor.

T

TAZ Transportation Analysis Zone

An area defined by a Metropolitan Planning Organization (MPO) for tabulating transportation statistics from the census. A TAZ may be as small as a Census block, may combine several Census Blocks, or its boundaries may cut through Census blocks due to physical barriers to travel.

TCM Transportation Control Measure

Actions to adjust traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, ridesharing, telecommuting, etc. Such actions may be included in the State Implementation Plan (SIP) if needed to demonstrate attainment for National Ambient Air Quality Standards (NAAQS).

TDM Transportation Demand Management

The operation and coordination of various transportation system programs to provide the most efficient and effective use of existing transportation services and facilities. TDM is one category of traffic system management actions.

TE Transportation Enhancement Funds

A federal funding category for projects that add community or environmental value to any active or completed transportation project. For instance, sidewalk, landscaping and bikeway projects are some of the ways in which a roadway could be enhanced.

TEA-21 Transportation Equity Act of the 21st Century

A law enacted in 1998, TEA-21 authorized federal funding for transportation investment for the time period spanning fiscal year 1998 to fiscal year 2003. Approximately \$218 billion in funding was authorized, the now second-largest amount in history, and is used for highway, transit, and other surface transportation programs.

TIP Transportation Improvement Program

A program of transportation projects drawn from, or consistent with the transportation plan and developed pursuant to Title 23, U.S.C. and the Federal Transit Act. This document is prepared by Metropolitan Planning Organizations (MPOs) listing projects to be funded with FHWA/FTA funds for the next one to three-year period.

TMA Transportation Management Area

Any urbanized area over 200,000 in population. Within a TMA, all transportation plans and programs must be based on a continuing and comprehensive process carried out by the MPO in cooperation with States and transit operators. The TMA boundary affects the responsibility for the selection of transportation projects that receive Federal funds.

TSM Transportation System Management

Actions that improve the operation and coordination of transportation services and facilities to effect the most efficient use of the existing transportation system. Actions include operational improvements to the existing transportation system, new facilities, and demand management strategies.

Transportation Plan

A long-range plan that identifies facilities that should function as an integrated transportation system, and developed pursuant to Title 23, U.S.C. and the Federal Transit Act. It gives emphasis to those

facilities that serve important national and regional transportation functions, and includes a financial plan that demonstrates how the long-range plan can be implemented.

Transportation Planning

A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time, and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state, and federal transportation funding. Long-range planning is typically done over a period of twenty years; short-range programming of specific projects usually covers a period of three to five years.

Traffic Volume

Number of vehicles passing a given point over a period of time.

Transportation Study Area/Transportation Planning Area

This federally mandated area includes the Urban Area, the contiguous area expected to become urban in the next twenty years, and the non-attainment area.

Travel Demand Forecasting Model

A computer model that simulates real world conditions that can be used to show the impact of changes in a metropolitan area on the transportation system (such as adding a new road or transit line, or increases in population or employment). Current FHWA and FTA planning regulations require only that the MPO have an analytical process in place for evaluating projects.

U

UA Urban Area

The Census Bureau defines “urban” for the 1990 census as comprising all territory, population, and housing units in urbanized areas and in places of 2,500 or more persons outside urbanized areas. More specifically, “urban” consists of territory, persons, and housing units in: 1.) Places of 2,500 or more persons incorporated as cities, villages, boroughs (except in Alaska and New York), and towns (except in the six New England States, New York, and Wisconsin), but excluding the rural portions of “extended cities;” 2.) Census designated places of 2,500 or more persons; and 3.) Other territory, incorporated or unincorporated, included in urbanized areas. Territory, population, and housing units not classified as urban constitute “rural.” This boundary is the line of demarcation for rural/ urban functional classification on roadways.

UZA Census Defined Urbanized Area

UZA is defined by the Bureau of the Census as being comprised of “... one or more central places/ cities, plus the adjacent densely settled surrounding territory (urban fringe) that together has a minimum of 50,000 persons.” The urban fringe consists of a contiguous territory having a population density of at least 1,000 per square mile. The UZA provides population totals for transportation-related funding formulas that require an urban/rural population number.

V

VMT Vehicle Miles of Travel

The measure of the level of travel activity in an area. The figure is generally found by multiplying the average length of a trip by the total number of trips. As vehicle miles of travel increase, congestions and auto emissions that degrade air quality may be expected to increase also.

W

X

Y

Z

