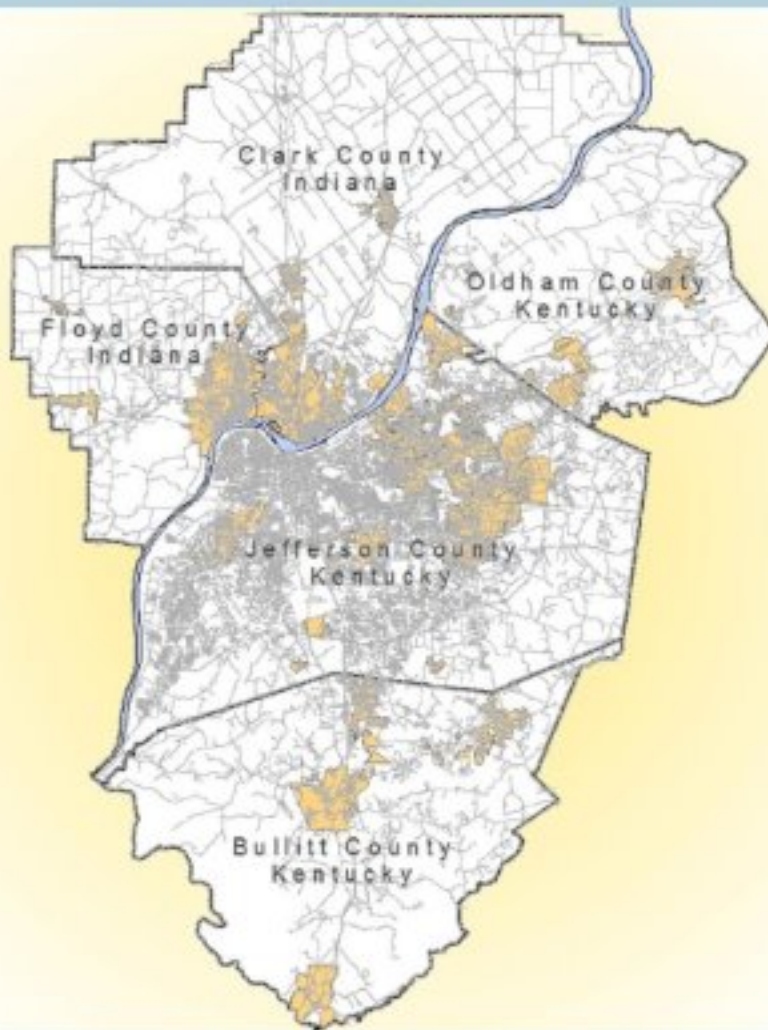


PARTICIPATION



PLAN

TRANSPORTATION



Metropolitan Transportation Planning Participation Plan for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area

2014

Kentuckiana Regional Planning & Development Agency (KIPDA)
Transportation Planning Division
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This document is available in accessible formats upon advance request.

This document is published by the Kentuckiana Regional Planning and Development Agency and is prepared in cooperation with and/or with financial assistance from all of the following public entities: the Federal Transit Administration, the Federal Highway Administration, the Indiana Department of Transportation, the Kentucky Transportation Cabinet, the Transit Authority of River City, and the local governments of the KIPDA Region. This financial assistance notwithstanding, the contents of this document do not necessarily reflect the official view or policies of the funding agencies.

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What is KIPDA?

When you are on your way to school, work or out running errands, do you ever stop to think who developed the plan for the road you are traveling? Maybe not, but the goals of transportation planning are to enhance safety, mobility, efficiency and sustainability. That's where the Kentuckiana Regional Planning and Development Agency (**KIPDA**) comes in. One of KIPDA's responsibilities as the area's designated Metropolitan Planning Organization (**MPO**) is to provide information to and serve as the forum for residents of the region in regard to local, state and federal Transportation Planning.



Purpose & Mission



The purpose of this document, the *Participation Plan*, is to serve as a guide for planning, improving and reporting public involvement in the development of transportation activities at KIPDA. The Code of Federal Regulations 23CFR450.316(a) says "The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation process." The emphasis on public involvement can also be found in the Moving Ahead for Progress in the 21st Century Act (**MAP-21**). Requirements include the development of an MPO *Participation Plan* in consultation

with interested parties; the addition of bicycle and pedestrian facilities users and the disabled as interested parties; public meetings held at convenient times and accessible locations; and the use of electronic methods and visualization techniques to provide information to the public.

This amendable plan will serve as a guide for public involvement to ensure the ongoing opportunity for broad-based participation from our stakeholders in the development and review of regional transportation plans and programs.

Goals & Objectives

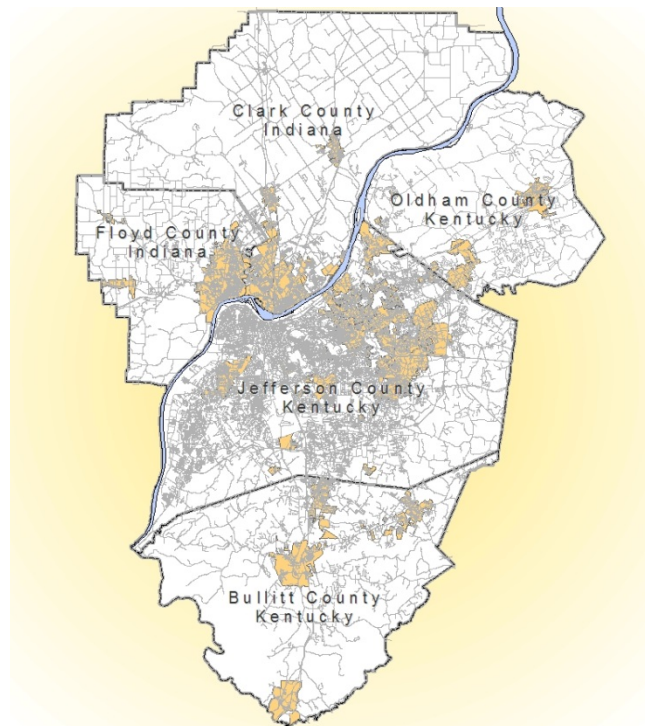
The goal of the *Participation Plan* is to provide ample opportunity and adequate advance notice for the public to be involved in the planning process. This document identifies ways for the public to be involved in the process. In an effort to achieve this goal we will work to:

- **Identify stakeholders and involve them**

Stakeholders not only include our residents and local governments but also area businesses, industries, transportation services providers and organizations that represent people with certain transportation needs. Identifying these stakeholders will allow KIPDA to connect with them and work towards meeting their transportation needs.

- **Reach out to the underserved**

KIPDA is committed to reaching out to all members of the community for their input, including minority persons (defined by race or ethnicity), persons with low income, low literacy individuals, limited English proficiency individuals, older persons, person in households without vehicles, and persons with disabilities. While some populations are subject to the provisions of Title VI of the *Civil Rights Act of 1964*; *Executive Order 12898* on Environmental Justice or the provisions of *Executive Order 13166* on Limited English Proficiency, others are included in the processes described in this document simply as a matter of good planning practice. An analysis of the populations of concern can be found in the [Community and Outreach Assessment Program](#).



Overview of Transportation Planning

A metropolitan planning organization (MPO) is a federally mandated and federally funded transportation policy-making organization made up of representatives from local government and governmental transportation authorities. The United States Congress passed the Federal-Aid Highway Act of 1962, which required the formation of an MPO for any urbanized area (UZA) with a population greater than 50,000. Federal funding for transportation projects and programs are channeled through this planning process. Congress created MPOs in order to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive ("3-C") planning process. Statewide and metropolitan transportation planning processes are governed by federal law. The Louisville/Jefferson County KY-IN Metropolitan Planning Area (MPA) consists of the U.S. Census-defined Louisville Urbanized Area and the area projected to be urbanized over the next 20 years. For administrative purposes, the MPA includes Bullitt, Jefferson, Oldham and a portion of Shelby counties in Kentucky and Clark, Floyd and a portion of Harrison counties in Indiana. The Louisville/Jefferson County KY-IN MPA is further defined as a Transportation Management Area (TMA) by the Federal Highway Administration, and the MPO is responsible for implementing the Moving Ahead for Progress in the 21st Century Act in the MPA.

The Transportation Policy Committee (TPC) is the policy board responsible for carrying out key MPO policy functions and for directing the transportation planning process for the MPA in accordance with the Federal Transportation Act, MAP-21. The Transportation Technical Coordinating Committee (TTCC) is responsible for providing technical advice and assisting the TPC in carrying out the responsibilities assigned to the MPO. The TPC provides direction and vision for the MPO. They review and consider the public comments received. They also participate in the development of, review and approve drafts and final versions of the Metropolitan Transportation Plan (MTP) Update, Transportation Improvement Program (TIP) Update, amendments to those documents, and the *Participation Plan*. The TPC adopts procedures in compliance with federal and state requirements for public involvement, and works with local, state and nationally elected officials, agencies and organizations on behalf of the MPO. The TPC holds monthly meetings at KIPDA and at other locations throughout the region.

The TTCC is the MPO's technical advisory committee to the TPC. A membership roster is included in the appendix of this document. The role of the Transportation Technical Coordinating Committee is to provide technical advice and to assist the TPC in carrying out the responsibilities of the Louisville/Jefferson County (KY-IN) MPO. Technical staff, such as public works engineers and land use planners for area agencies as well as other interests as designated by the TPC, comprise the TTCC. The TTCC holds monthly meetings at KIPDA and at other locations throughout the region.

The Metropolitan Transportation Plan (MTP) is the planning document that reflects possible surface transportation investments over the next 20 years in the Louisville/Jefferson County (KY-IN) MPA. Each transportation project that is regionally significant and/or utilizes federal

transportation funds must be identified in the MTP, providing a vision of how our transportation system will evolve and appear in the future.

The Transportation Improvement Program (**TIP**) is a four-year, short-range fiscal document that schedules transportation projects and programs to be funded in the MPA. The TIP contains information about various funding sources and Federal funding requirements. One such requirement is the document must be fiscally constrained, which means that the total dollars programmed cannot exceed Federal funds anticipated to be available over the next four years. It is the responsibility of the Transportation Policy Committee to approve the TIP.

One of the basics of transportation planning is collecting viewpoints and opinions from members of the public to help inform policy makers. The *Participation Plan* describes existing public involvement opportunities, including objectives, policies, and techniques that are being used to achieve them. Though a Participation Plan is required by Federal Regulation, KIPDA's Participation Plan is intended to be a reflection of a good, inclusive planning process. This is to be achieved by outlining notifications and participation activities that best engage the public.

Participation Activities



Whenever there is an opportunity for participation in the planning process, KIPDA takes great care to notify the community. Along with advertising, media releases, and community notices, we maintain a database of contacts that is used to inform the community of participation opportunities. The database currently includes individuals and organizations from throughout the region as well as KIPDA committee members. To receive public notices of projects and

meeting notifications electronically, please visit <http://kipda.org/subscribe.aspx>. To be added to the distribution list for hard copy mailings, call KIPDA at (502) 266-6144.

KIPDA Meetings

Transportation Policy Committee

The TPC holds monthly meetings at KIPDA. These meetings are open to the public and notice of each meeting is listed on the KIPDA website and social media. Notifications about TPC meetings also go out through an email blast, and media releases are sent to all local newspapers, TV stations and Louisville Magazine. The Courier-Journal also publishes the dates and times of all TPC and TTCC meetings the Sunday before they occur on their "Meetings" calendar. Membership of the committee includes local elected officials, the Kentucky Transportation Cabinet (**KYTC**), the Indiana Department of Transportation (**INDOT**), the Transit Authority of

River City (**TARC**) and representatives of other transportation implementing agencies (see Appendix A for a complete member listing).

Participation at TPC Meetings:

- Public comment period at the beginning of each meeting.
- Comments are welcomed in any form and at any time, and will be presented to the TPC during meetings.
- TPC Comment Review Subcommittee reviews comments and their meetings are open to the public.
- Access to the meetings is compliant with the Americans with Disabilities Act of 1990 (**ADA**).

Transportation Technical Coordinating Committee

The TTCC monthly meetings are held throughout the KIPDA region. Notifications about TTCC meetings also go out through an email blast, and media releases are sent to all local newspapers, TV stations and Louisville Magazine. The Courier-Journal also publishes the dates and times of all TPC and TTCC meetings the Sunday before they occur in their “Meetings” calendar. These meetings are open to the public and notice of each meeting is listed on the KIPDA website.

Participation at Transportation Technical Coordinating Committee Meetings:

- Public comment period at the beginning of each meeting.
- Comments are welcomed in any form and at any time, and will be presented to the TTCC during meetings.
- Access to the meetings is ADA compliant.

Other Meetings

In addition to the TPC and TTCC meetings, KIPDA also holds meetings in other parts of the MPO area and attends festivals, community fairs and other events throughout the region.

Participation at Other Meetings:

When KIPDA schedules a meeting, we will post the meeting to a calendar that is accessible to the public. Subcommittee meetings will also be listed on a calendar for the public.

KIPDA Documents

Metropolitan Transportation Plan

The MTP is published and made readily available by KIPDA for public review including electronically by way of the KIPDA website. The public review period for the development of the MTP is 30 days. KIPDA is committed to a public involvement process that ensures a wide variety of opportunities for the community to take an active role in the regional transportation planning process. KIPDA staff provides the TPC with an array of public input on the future of transportation in the region.

All comments are vital to the planning process and offer insights into what issues exist in the MPA. The public review and comment period serves as a conduit for getting public opinion to TPC and TTCC members, who may then be able to address those concerns through the transportation planning process.

Following the close of each public review period, all comments are compiled and sent to TPC members for their review and consideration. Project specific comments are forwarded to the project's sponsor for their review, consideration and, if appropriate, response. People submitting comments are acknowledged for their submission and are sent information explaining what happens to comments after their submission. TPC members have 15 days to review and consider public comment before action is taken following each of the public review periods. In addition to each TPC member getting all public comments received, a subcommittee formed of TPC members further ensures all comments receive explicit consideration and determination as to the significance of the comments. The Public Review Subcommittee completes their responsibility during the 15-day comment review period and presents their findings to the TPC Chairperson. The 15-day comment review period follows each public review period and provides TPC members with time to review comments, contact project sponsors, collect additional information if deemed necessary, and come to the TPC meeting prepared to take action on the items before them.

The Transportation Improvement Program (TIP)

The TIP is published and made readily available by KIPDA for public review including electronically on the KIPDA website and social media. The public review period for the TIP is 30 days. KIPDA is committed to a public involvement process that ensures a wide variety of opportunities for the community to take an active role in the regional transportation planning process. KIPDA staff provides the TPC with an array of public input on the future of transportation in the region.

All comments are vital to the planning process and offer insights into what issues exist in the MPA. The public review and comment period serves as a conduit for getting public opinion to TPC members who may then be able to address the concerns raised at a local or state level.

Following the close of each public review period, all comments are compiled and sent to TPC members for their review and consideration. Project specific comments are forwarded to the project's sponsor for their review, consideration and, if appropriate, response. People submitting comments are acknowledged for their submission and sent information explaining what happens to comments after their submission. TPC members have 15 days to review and consider public comment before action is taken following each of the public review periods. In addition to each TPC member getting all public comments received, a subcommittee formed of TPC members further ensures all comments receive explicit consideration and determination as to the significance of the comments. The Public Review Subcommittee completes their responsibility during the 15-day comment review period and presents their findings to the TPC Chairperson. The 15-day comment review period follows each public review period and provides TPC members with time to review comments, contact project sponsors, collect additional

information if deemed necessary, and come to the TPC meeting prepared to take action on the items before them.

TIP and MTP Amendments

The TIP and MTP, as with any planning document, must recognize studied changes. Proposed changes must be reviewed and analyzed in a uniform manner, and this is achieved through the TIP and MTP amendment policies. The amendment process is intended to serve several major purposes, including meeting previously unforeseen needs and adding or deleting projects to/from the TIP and/or MTP.

The amendment process applies to projects that meet any of the following conditions:

- Add/Delete a project or phase(s) that requires a federal action (authorization) and is not eligible for an Administrative Modification.
- Change in design concept and scope of the project.
- Change in cost estimates that affect fiscal constraint.
- Change that affects air quality conformity.

<u>Planning Document Review</u>		
	Days for Public Review	Days for TPC Comment Review
Metropolitan Transportation Plan Update	30	15
Metropolitan Transportation Plan Amendment	15	15
Transportation Improvement Program Update	30	15
Transportation Improvement Program Amendment	15	15
Participation Plan	45	15
Other Federally Funded Studies	TBD	TBD

While project review meetings are held quarterly, project changes requiring an amendment of the TIP are processed twice a year. At that time, staff reviews and evaluates the requests to determine the appropriate action required to make the changes.

There are several key criteria and steps that must be met and adhered to when amending the TIP, which include the following:

- Projects must be reviewed for inclusion in the Transportation Plan.
- Projects programmed with Kentucky and Indiana STP-Urban, Transportation Alternatives Program, Indiana CMAQ, and Indiana HSIP funds must be reviewed for fiscal constraint.
- Since KIPDA is a non-attainment area for transportation related pollutants, any addition, deletion, or change to the scope of a regionally significant project which contributes to and/or reduces transportation related emissions, requires a regional emissions analysis to be completed and a new conformity determination by the FHWA, and FTA.

- The public is afforded the opportunity to comment on the amendments and participation by interested citizens is sought as described in the KIPDA Participation Plan.
- Adoption by the Transportation Policy Committee

The community is afforded the opportunity to provide input concerning amendments prior to the adoption by the TPC and the public review period is indicated in the accompanying chart.

TIP Administrative Modifications

In the event that a minor change (one not warranting an amendment) is requested for a project in the TIP, it is possible that an administrative modification can be made. The following actions are eligible as Administrative Modifications to the TIP:

- Correcting obvious minor data entry errors.
- Splitting or combining projects without modifying the original project intent.
- Changing or clarifying elements of a project description. This change would not alter the original project intent.
- Moving a project from one funding category to another.
- Shifting the schedule of a project or phase within the years covered by the TIP (with no impact to fiscal constraint).
- Adding Planning, Design, ROW or Utilities “phases” to a construction project that is already included in the STIP.
- Moving any identified project phase programmed for previous year into a new TIP (rollover provision).
- Updating project cost estimates (within the original project scope and intent) that do not impact fiscal constraint.
- Adding projects that are considered “grouped projects” that do not require public review, redemonstration of fiscal constraint, or a conformity determination.

Administrative Modifications will be tracked by KIPDA staff and made available to appropriate committees. No resolution or action is required of the MPO. The MPO staff will also notify by letter or email all appropriate parties. Since Administrative Modifications are non-action items, this notification does not have to be presented to MPO committees prior to issue.

Participation Plan

The *Participation Plan* is published and made readily available by KIPDA for public review including electronically by way of the KIPDA website and social media. To ensure citizens are given the opportunity for involvement in transportation activities for the region, the *Participation Plan* serves as a guide for planning, improving and reporting public involvement. Public review for the *Participation Plan* update lasts 45 days. We use a variety of ways to notify the public about opportunities to contribute their input to the development of the plan.

Following the close of each public review period, all comments are compiled and sent to TPC members for their review and consideration. People submitting comments are acknowledged

for their submission and sent information explaining what happens to comments after their submission. TPC members have 15 days to review and consider public comment before action is taken following each of the public review periods. In addition to each TPC member getting all public comments received, a subcommittee formed of TPC members further ensures all comments receive explicit consideration and determination as to the significance of comments. The Public Review Subcommittee completes their responsibility during the 15-day comment review period and presents their findings to the TPC Chairperson. The 15-day comment review period follows each public review period and provides TPC members with time to review comments, collect additional information if deemed necessary, and come to the TPC meeting prepared to take action on the items before them.

KIPDA Area Development District Public Involvement Plan

The *KIPDA Area Development District Public Involvement Plan* covers participation efforts in Bullitt, Jefferson, Henry, Oldham, Shelby, Spencer and Trimble counties for KYTC state-funded transportation planning, with a focus on areas outside of the MPA. More information about it can be found on the KIPDA website.

Additional Planning Studies

Public participation is required for planning studies receiving federal transportation funding. These can involve various project group sponsors and all will consider community outreach inclusive of traditionally underserved populations.

Notifications

Planning documents are sent to public libraries prior to the first day of the public review. Library information includes:

- Letter to the librarian outlining the dates of public involvement activity
- Material for review
- Letter to the public which explains the process for reviewing and collecting comments

Media will be contacted to arrange publicity for comment activities prior to the start of each comment period. Legal advertisements appear in *The Courier-Journal* and other appropriate regional and minority publications, featuring dates for the public comment period and details regarding public meetings or open houses. Ads will 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. Ads will also contain specific information regarding the meeting format (i.e., open house, public hearing, etc.). If public meetings or open houses will be conducted, the ad will include dates and locations for such activities. KIPDA will make every reasonable accommodation to assist qualified disabled persons in accessing available services or in attending agency activities. If there is a need for KIPDA to be aware of a specific accommodation, you are encouraged to contact this agency at least one week in advance of the meeting so that suitable arrangements can be considered for the delivery of the service or attendance requirement prior to the activity.

Information about all meetings will be posted on KIPDA's website prior to the beginning of the public involvement activity. Information will be given to elected officials throughout the region to distribute to their constituents. We will make every effort to notify the traditionally underserved about participation opportunities and attempt to gather comments from them. KIPDA also provides information to planning partners and community organizations for possible inclusion in their newsletters prior to the beginning of each public comment period.

Community Outreach

KIPDA is committed to reaching out to all members of the community for their input, including those who face challenges to getting involved in the metropolitan transportation planning process. Some of the ways we engage the public and transportation stakeholders include:

Events

- Presentations to neighborhood groups and community leaders
- Presentations to cultural, professional and religious organizations
- Presentations to advocacy groups and coalitions
- Participation in community events
- Advertisements and features in targeted news media outlets
- Distribution of materials to targeted businesses



Electronic

- KIPDA Website (www.kipda.org) for community awareness and document review
- Facebook (<https://www.facebook.com/KIPDA>)
- Twitter (<https://twitter.com/KIPDATrans>)
- KIPDA Newsletter



If you don't have access to a computer or you prefer a more personal way to participate, please contact KIPDA:

- In person at a meeting
- By phone
- In written form

During any participation opportunity, we will offer visual aids on planning documents, presentations and other materials.

Populations of Concern

In order to provide opportunities which would allow populations of concern to voice their thoughts and ideas, emphasis will be given to outreach to low income, minority, elderly, disabled, low literacy and non-English speaking individuals, and to the organizations that advocate and/or provide services on their behalf. KIPDA's diversity outreach efforts include the following:

Low-Income & Minority Populations Outreach Methods

- Presentations to neighborhood groups and community leaders in Title VI communities of concern.
- Presentations to cultural, professional and religious organizations associated with low income or minority groups.
- Presentations to low income or minority advocacy groups and coalitions.
- Participation in community events in communities of concern.
- Advertisements and features in targeted minority news media outlets.
- Ensuring that meeting locations are transit accessible.
- Distribution of materials to targeted businesses located in or near Title VI areas.

Limited English Proficiency & Low Literacy Populations Outreach Methods

- Presentations to neighborhood groups and community leaders
- Development of visual materials to simplify the message
- Translation of materials into Spanish (Citizen's Guide, Advertisements)
- Translation of materials into additional languages when requested
- Presentations to English as Second Language (ESL) classes at community centers
- Distribution of materials to ESL coordinators in the public school system
- Distribution of materials to health and employment centers

Disabled Population Outreach Methods

- Engage disabled citizens and their advocates through the KIPDA Alternate Mode and Access Subcommittee (AMAS). (Center for Accessible Living; TARC's Elderly & Disabled Council)
- Ensure that all meeting locations are ADA compliant and transit accessible
- Provide audio or Braille versions of materials when requested in advance.

Outreach to Older Persons

- Develop partnerships with organizations, such as the American Association of Retired Person (AARP) and the American Automobile Association (AAA) Kentucky, to provide information on transportation planning to members, or to attendees at Safe Driving for Seniors classes.
- Partner with KIPDA Social Services staff to provide information and make presentations to community Senior Centers and retirement communities throughout the region.



Review & Evaluation of the Participation Plan

KIPDA is committed to a public involvement and engagement process that ensures a wide variety of opportunities for the community to take an active role in the regional transportation planning process. KIPDA staff provides the TPC with an array of public input on the future of transportation in the region. KIPDA staff does the following things to keep track of who we are hearing from, and works to improve our outreach efforts:

- The *Participation Plan* will be reviewed annually and updated as needed (at a minimum of every four years).
- Comment sheets will be available at all public meetings and other KIPDA events. They will include questions on the level of satisfaction about subject materials, content, location, timing and logistics of the event.
- KIPDA staff will prepare an annual report of participation effectiveness for the TPC. The report will include the following:
 - A GIS analysis including visual aids and maps to depict the geographic distribution of participation activities, comments received and other pertinent information.

- An analysis of the KIPDA website and social media usage, including data tracking to determine how many views were seen on the KIPDA website and social media pages.
- The results of a community-wide participation and outreach satisfaction survey
- A GIS analysis of participation activities relative to Title VI and Environmental Justice populations and other populations of concern.
- Results from annual participation summaries, including disposition of comments.

Modifications to the *Participation Plan* will be based on continued review and evaluation of the best practices for the KIPDA MPO region.

KIPDA's Title VI Complaint Procedure

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint can be filed with KIPDA, the Kentucky Transportation Cabinet, the Kentucky Commission on Human Rights, Indiana Department of Transportation, Indiana Civil Rights Commission, and/or the Secretary of the U.S. Department of Transportation.

Submission of Complaints

All complaints, written or verbal, shall be accepted. In the event a complainant sets forth the allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made shall reduce the complaint to writing. The complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the U.S. Department of Transportation.

Complaint Format

Complaints, whether written or later reduced to writing by a staff person, should contain the following information (see Appendix E):

1. Name, address, and telephone number of the complainant; if provided.
2. The basis of the complaint; i.e., race, color, or national origin.
3. The date or dates on which the alleged discriminatory event or events occurred.
4. The nature of the incident that led the complainant to feel discrimination was a factor.
5. Names, addresses and telephone numbers of persons who may have knowledge of the event.
6. Other agencies or courts where complaint may have been filed and a contact name.
7. Complainant's signature and date.

Determination and Investigation

The complaint will be investigated by the Director of Administrative Services. If technical assistance is needed to resolve the complaint, KIPDA may contact the Agency's Legal Counsel,

the Kentucky Transportation Cabinet, the Indiana Department of Transportation, and/or the Secretary of the U.S. Department of Transportation.

Request for Additional Information from Complainant

If necessary, additional information may be requested from the complainant. Meetings may be held with the complainant to resolve the complaint.

Notice of Disposition/Referral to Other Agencies

The complainant will be notified in writing of the disposition of the complaint. In cases where the complainant is dissatisfied with the resolution by KIPDA the complaint may be submitted to the Kentucky Transportation Cabinet, the Kentucky Commission on Human Rights, the Indiana Department of Transportation, Indiana Civil Rights Commission, and/or the Secretary of the U.S. Department of Transportation (see contact information below).

Kentucky Transportation Cabinet
Title VI Coordinator
200 Mero Street
Frankfort, KY 40622
(800) 928-3079

Indiana Department of Transportation
Title VI Coordinator
100 North Senate Avenue, IGCN 904
Indianapolis, IN 46204
(317) 232-4005

Kentucky Commission on Human Rights
332 West Broadway, Suite 700
Louisville, KY 40202
(800) 292-5566

Indiana Civil Rights Commission
100 North Senate Avenue, IGCN 103
Indianapolis, IN 46204
(800) 628-2909

Departmental Office of Civil Rights
US Department of Transportation
400 Seventh Street SW
Washington, DC 20590
(202) 366-4648

KIPDA
Director of Administrative Services
11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-6084

Appendix A – Transportation Policy Committee Members

Transportation Policy Committee Voting Members

Bullitt County Judge/Executive
P.O. Box 768
Shepherdsville, KY 40165
(502) 955-8578
<http://bullittcountyfc.com/>

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

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

Jefferson County League of Cities Representative
P.O. Box 22443
Louisville, KY 40252
(502) 649-4540
<http://jeffersoncountyleagueofcities.com/>

City of Jeffersonville, Mayor
500 Quartermaster Court
Jeffersonville, IN 47130
(812) 285-6400
<http://cityofjeff.net/>

Louisville Metro, Mayor
527 West Jefferson Street
Louisville, KY 40202
(502) 574-6161
<http://www.louisvilleky.gov>

Oldham County, Judge/Executive
100 West Jefferson Street
LaGrange, KY 40031
(502) 222-9357
<http://www.oldhamcounty.net>

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

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

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

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

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

City of New Albany, Mayor
311 Hauss Square, Suite 316
New Albany, IN 47150
(812) 948-5333
<http://www.cityofnewalbany.com>

City of Shively, Mayor
P.O. Box 16007
Shively, KY 40216
(502) 449-5000
<http://www.shivelyky.org>

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

Regional Airport Authority
P.O. Box 9129
Louisville, KY 40209
(502) 368-6524
<http://www.flylouisville.com>

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

Transportation Policy Committee Advisory Members

Federal Aviation Administration – Memphis Airport
District Office, ADO
2600 Thousand Oaks Boulevard, Suite 2250
Memphis, TN 38118
(901) 322-8180
http://www.faa.gov/airports/southern/about_airports/airports_district_offices/#mem

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

Federal Highway Administration – Kentucky
320 West Broadway
Frankfort, KY 40601
(502) 223-6721
<http://www.fhwa.dot.gov/kydiv>

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

Kentucky Transportation Cabinet – District 5
P.O. Box 22100
Louisville, KY 40252
(502) 210-5400
<http://www.kytc.state.ky.us/D5/d5.asp>

Louisville Metro Planning & Design Services
444 South Fifth Street
Louisville, KY 40202
(502) 574-6230
<http://www.louisvilleky.gov/PlanningDesign>

Transportation Technical Coordinating Committee Chair
Changes annually. Contact KIPDA staff for current TTCC Chair information.
<http://kipda.org/Transportation/MPO/TPC.aspx>

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

Appendix B – Transportation Technical Coordinating Committee

Transportation Technical Coordinating Committee Voting Members

Bullitt County
P.O. Box 768
Shepherdsville, KY 40165
(502) 921-2970
<http://bullittcountyfc.com/>

City of Charlestown
304 Main Cross Street
Charlestown, IN 47111
(812) 256-3422
<http://cityofcharlestown.com/>

Clark County
501 East Court Avenue
Jeffersonville, IN 47130
(812) 285-6286
<http://www.co.clark.in.us>

Clark County Air Board
6003 Propeller Lane
Sellersburg, IN 47172
(812) 246-7460
<http://www.clarkregionalairport.com/>

Clark County Planning Commission
501 East Court Avenue, Room #416
Jeffersonville, IN 47130
(812) 285-6287
<http://www.co.clark.in.us/zoning.html>

Town of Clarksville
2000 Broadway
Clarksville, IN 47129
(812) 283-1510
<http://townofclarksville.com/>

Floyd County
311 Hauss Square
New Albany, IN 47150
(812) 948-4110
<http://www.floydcounty.in.gov/>

Indiana Department of Environmental Management
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-8603
<http://www.in.gov/idem/>

Indiana Department of Transportation
Urban & MPO Section
100 North Senate Avenue, IGCN 955-PL
Indianapolis, IN 46204
(317) 232-5485
<http://www.in.gov/indot>

Indiana Department of Transportation
Public Transportation
100 North Senate Avenue, N901
Indianapolis, IN 46204
(317) 232-5292
<http://www.in.gov/indot/2436.htm>

Indiana Department of Transportation, Seymour District
185 Agrico Lane
Seymour, IN 47274
(877) 305-7611
<http://www.in.gov/indot/2706.htm>

City of Jeffersontown
10416 Watterson Trail
Louisville, KY 40299
(502) 266-5000
<http://www.jeffersontownky.com/>

City of Jeffersonville
500 Quartermaster Court
Jeffersonville, IN 47130
(812) 285-6400
<http://cityofjeff.net/>

KIPDA
11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-6144
<http://kipda.org/>

Kentucky Division of Air Quality
200 Fair Oaks Lane, First Floor
Frankfort, KY 40601
(502) 564-3999
<http://air.ky.gov/Pages/default.aspx>

Kentucky Transportation Cabinet
200 Mero Street
Frankfort, KY 40622
(502) 564-4890
<http://transportation.ky.gov/Pages/default.aspx>

Kentucky Transportation Cabinet - District 5
P.O. Box 22100
Louisville, KY 40252
(502) 210-5400
<http://www.kytc.state.ky.us/D5/d5.asp>

Jefferson Riverport International
P.O. Box 58010
Louisville, KY 40268
(502) 935-6024
<http://www.jeffersonriverport.com/>

Louisville Metro Air Pollution Control District
850 Barret Avenue, Room 205
Louisville, KY 40204
(502) 574-6000
<http://www.louisvilleky.gov/apcd/>

Louisville Metro Economic Development
440 South Fifth Street, Suite 600
Louisville, KY 40202
(502) 574-4140
<http://www.louisville.gov/MDA>

Louisville Metro Planning & Design Services
444 South Fifth Street, Suite 300
Louisville, KY 40202
(502) 574-6230
<http://www.louisvilleky.gov/planningdesign/>

Louisville Metro Public Works
440 South Fifth Street, Suite 400
Louisville, KY 40202
(502) 574-5945
<http://www.louisville.gov/PublicWorks>

City of New Albany
311 Hauss Square
New Albany, IN 47150
(812) 948-5333
<http://cityofnewalbany.com/>

Oldham County
100 West Jefferson Street, Suite 4
LaGrange, KY 40031
(502) 222-9357
<http://www.oldhamcountyky.gov>

Oldham County Planning Commission
100 West Jefferson Street, Suite 3
LaGrange, KY 40031
(502) 222-1476
<http://www.oldhamcountyky.gov>

Port of Indiana – Jeffersonville
1402 Port Road
Jeffersonville, IN 47130
(812) 283-9662
<http://www.portsofindiana.com>

Louisville Regional Airport Authority
P.O. Box 9129
Louisville, KY 40209
(502) 368-6524
<http://www.flylouisville.com>

Transit Authority of River City
1000 West Broadway
Louisville, KY 40203
(502) 585- 1234
<http://www.ridetarc.org/>

TARC Accessibility Advisory Council
1000 West Broadway
Louisville, KY 40203
(502) 585-1234
<http://www.ridetarc.org/accessibility/advisory-council/>

Transportation Technical Coordinating Committee Advisory Members

AARP
10401 Linn Station Rd.
Louisville, KY 40223
(502) 394-3427
www.aarp.org/states/ky

Clark County Fire Chief's Association
P.O. Box 88
Henryville, IN 47126
(812) 294-1738

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

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

Louisville Water Company
550 South 3rd St.
Louisville, KY 40202
(502) 569-3600 x2269
www.lwcky.com

Oldham County Chamber & Economic Development
412 E. Main St.
LaGrange, KY 40031
(502) 222-1635
www.oldhamchamber.com

Procarent
1601 South Preston St.
Louisville, KY 40217
(502) 637-6511
www.loutrans.com

River Hills Economic Development District
300 Spring St., Suite 2A
Jeffersonville, IN 47130
(812) 288-4624
www.riverhills.cc

Bullitt County Chamber of Commerce
P.O. Box 1656
Shepherdsville, KY 40165
(502) 543-1882
www.bullittchamber.org

Federal Aviation Administration- Memphis
2862 Business Park Dr., Building G
Memphis, TN 38118
(901) 322-8182
www.faa.gov

Federal Highway Administration – Kentucky
320 West Broadway
Frankfort, KY 40601
(502) 223-6721
<http://www.fhwa.dot.gov/kydiv>

Greater Louisville Inc.
614 W. Main St., Suite 6000
Louisville, KY 40202
(502) 625-0132
www.greaterlouisville.com

Louisville, Jefferson County Metropolitan Sewer District
700 W. Liberty St.
Louisville, KY 40203
(502) 540-6533
www.msdlouky.org

One Southern Indiana
4100 Charlestown Rd.
New Albany, IN 47150
(812) 945-0266
www.1si.org

Regional Mobility Council
1000 West Broadway
Louisville, KY 40203
(502) 561-5145
www.ridetarc.org

Southern Indiana Transit Advisory Group
725 Wall Street
Jeffersonville, IN 47130
(812) 288-8248 x141
www.newhopeservices.org

Appendix C – Alternate Mode & Access Subcommittee

AARP Kentucky
10401 Linn Station Road
Louisville, KY 40223
(866) 295-7275
www.aarp.org

Americana Community Center
4801 Southside Drive
Louisville, KY 40214
(502) 366-7813
<http://americanacc.org>

Bicycling for Louisville
120 West Broadway, Suite 223
Louisville, KY 40202
(502) 438-9245
<http://www.bicyclingforlouisville.org/>

Center for Accessible Living
501 South Second Street, Suite 200
Louisville, KY 40202
(502) 792-0620
<http://www.calky.org/>

City of Jeffersontown
10416 Watterson Trail
Louisville, KY 40299
(502) 266-5000
<http://www.jeffersontownky.com/>

City of Jeffersonville
500 Quartermaster Court
Jeffersonville, IN 47130
(812) 285-6400
<http://cityofjeff.net/>

City of New Albany
311 Hauss Square, Suite 316
New Albany, IN 47150
(812) 948-5333
<http://www.cityofnewalbany.com/>

Coalition for the Advancement of Regional
Transportation
P.O. Box 6115
Louisville, KY 40206-0115
<http://www.cartky.org/>

Haven House Services
1613 East Eighth Street, Suite 112
Jeffersonville, IN 47130
(812) 284-3373
<http://www.havenhouseservices.org/>

HDB Services Group
412 East Main Street
LaGrange, KY 40031
(502) 222-6400

Indiana Department of Environmental Management
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-8603
<http://www.in.gov/idem/>

Jefferson County Public Schools
3332 Newburg Road
Louisville, Kentucky 40218
(502) 485-3011
<http://www.jefferson.k12.ky.us/>

Kentucky Transportation Cabinet – District 5
P.O. Box 22100
Louisville, KY 40252
(502) 210-5400
<http://www.kytc.state.ky.us/D5/d5.asp>

Jefferson Riverport International
P.O. Box 58010
Louisville, KY 40268
(502) 935-6024
<http://www.jeffersonriverport.com/>

KIPDA Area Agency on Aging
11520 Commonwealth Drive
Louisville, KY 40299
(502) 299-6084
<http://www.kipda.org>

Louisville Metro Parks
1297 Trevilian Way
Louisville, KY 40213
(502) 456-8100
<http://www.louisvilleky.gov/metroparks/>

Louisville WHEELS Transportation, Inc.
1134 South Preston Street
Louisville, KY 40203
(502) 561-3690

Louisville Bicycle Club
P.O. Box 35541
Louisville, KY 40232-5541
<http://www.louisvillebicycleclub.org/>

Louisville Metro Air Pollution Control District
850 Barret Avenue, Suite 205
Louisville, KY 40204
(502) 574-6000
<http://www.louisvilleky.gov/apcd/>

Louisville Metro Planning & Design Services
444 South Fifth Street, Suite 300
Louisville, KY 40202
(502) 574-6230
<http://www.louisvilleky.gov/planningdesign/>

Southern Indiana Transit Advisory Group
1365 Old Highway 135
Corydon, Indiana 47112
(812) 738-2408

TARC
1000 West Broadway
Louisville, KY 40203
(502) 585- 21234
<http://www.ridetarc.org/>

TARC Accessibility Advisory Council
1000 West Broadway
Louisville, KY 40203
(502) 585-1234
<http://www.ridetarc.org/accessibility/advisory-council/>

Ticket to Ride
11520 Commonwealth Drive
Louisville, KY 40299
(502) 267-5400
<http://tickettoride.org/>

Appendix D – Transportation Agencies & Resources

Indiana Department of Transportation
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-5533
<http://www.in.gov/indot/>

Indiana Department of Transportation, Seymour District
185 Agrico Lane
Seymour, IN 47274
(877) 305-7611
<http://www.in.gov/indot/2706.htm>

Kentucky Transportation Cabinet – District 5
P.O. Box 22100
Louisville, KY 40252
(502) 210-5400
<http://www.kytc.state.ky.us/D5/d5.asp>

Kentucky Transportation Cabinet
200 Mero Street
Frankfort, KY 40622
(502) 564-4890
<http://transportation.ky.gov/Pages/default.aspx>

Indiana Department of Environmental Management
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-8603
<http://www.in.gov/idem/>

Louisville Metro Air Pollution Control District
850 Barret Avenue, Suite 205
Louisville, KY 40204
(502) 574-6000
<http://www.louisvilleky.gov/apcd/>

Kentucky Division of Air Quality
200 Fair Oaks Lane, First Floor
Frankfort, KY 40601
(502) 564-3999
<http://air.ky.gov/Pages/default.aspx>

Transit Authority of River City
1000 West Broadway
Louisville, KY 40203
(502) 585-1234
<http://www.ridetarc.org>

U.S. Department of Transportation Federal Highway
Administration (FHWA)
400 Seventh Street SW
Washington, DC 20590
(202) 366-0537
<http://www.fhwa.dot.gov>

U.S. Department of Transportation
400 Seventh Street SW
Washington, DC 20590
(202) 366-4000
<http://www.dot.gov>

U.S. Department of Transportation
Federal Transit Administration (FTA)
400 Seventh Street SW
Washington, DC 20590
(202) 366-4043
<http://www.fta.dot.gov>

Federal Transit Administration – Region 4
230 Peachtree NW, Suite 800
Atlanta, GA 30303
(404) 865-5600
<http://www.fta.dot.gov/about/region4.html>

Federal Transit Administration – Region 5
200 West Adams Street., Suite 320
Chicago, IL 60606
(312) 353-2789
<http://www.fta.dot.gov/about/region5.html>

United States Environmental Protection Agency –
Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(800) 241-1754
<http://www2.epa.gov/aboutepa/about-epa-region-4-southeast>

United States Environmental Protection Agency –
Region 5
77 West Jackson Boulevard
Chicago, IL 60604
(800) 621-8431
<http://www2.epa.gov/aboutepa/epa-region-5>

[illegible]

List the names and contact information of persons who may have knowledge of the alleged discrimination.

Name: _____ Contact Information: _____
Name: _____ Contact Information: _____
Name: _____ Contact Information: _____

Have you files this complaint with any other Federal, state, or local agencies, or with any Federal or state courts? Check all that apply.

☐ Federal Agency ☐ Federal Court
☐ State Agency ☐ State Court
☐ Local Agency

Please provide contact information at the agency and/or court where the complaint was filed:

Agency Name: _____
Address: _____
City, State, and ZIP Code: _____
Telephone: _____
Contact Person's Name: _____

Please sign below. You may attach any materials and/or other information you think to be relevant to the alleged discrimination event(s).

Complainant Signature

Date

Attachments: ☐ YES ☐ NO

Submit this form, completed and signed, as well as any additional materials to:

Kelly Tyra
Director of Administrative Services
KIPDA
11520 Commonwealth Drive
Louisville, Kentucky, 40299
Telephone: 502-266-6084
Fax: 502-266-5047
Email: kelly.tyra@ky.gov
Website: www.kipda.org

Appendix F – Commonly-Used Transportation Terms & Acronyms

(All terms throughout the Participation Plan in this font are listed here.)

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.

AARP

American Association of Retired Persons

A non-governmental organization and interest group for people age 50 and over.

3C

A continuing, cooperative, and comprehensive planning process.

EJ

Environmental Justice

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.

ESL

English as Second Language

Persons whose first language is not English.

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.

INDOT

Indiana Department of Transportation

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

KYTC**Kentucky Transportation Cabinet**

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

MAP-21

The Moving Ahead for Progress in the 21st Century Act signed into law in July 6, 2012. The first long-term highway authorization enacted since 2005.

Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.

MAP-21 is a milestone for the U.S. economy and the Nation's surface transportation program. By transforming the policy and programmatic framework for investments to guide the system's growth and development, MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

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.

MTP**Metropolitan 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.

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.

TITLE VI

Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. If a recipient of federal assistance is found to have discriminated and voluntary compliance cannot be achieved, the federal agency providing the assistance should either initiate fund termination proceedings or refer the matter to the Department of Justice for appropriate legal action. Aggrieved individuals may file administrative complaints with the federal agency that provides funds to a recipient, or the individuals may file suit for appropriate relief in federal court. Title VI itself prohibits intentional

discrimination. However, most funding agencies have regulations implementing Title VI that prohibit recipient practices that have the effect of discrimination on the basis of race, color, or national origin.

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.

TARC

Transit Authority of River City

Provides public transportation in the Greater Louisville area with bus routes in Jefferson, Bullitt and Oldham counties in Kentucky and Clark and Floyd counties in Indiana. All TARC buses accommodate wheelchairs and are equipped with bike racks.

TPC

Transportation Policy Committee

The policy board responsible for carrying out key MPO policy functions and directing the transportation planning process for the MPA in accordance with the Federal Transportation Act, MAP-21.

TTCC

Transportation Technical Coordinating Committee

Responsible for providing technical advice and assisting the TPC in carrying out the responsibilities assigned to the MPO.

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.

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.