

Public Participation Plan



Adopted February 24, 2022



KIPDA Metropolitan Planning Organization Participation Plan for the Louisville/Jefferson County (KY-IN)

Metropolitan Planning Area

Kentuckiana Regional Planning & Development Agency (KIPDA)
Transportation Planning Division

11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-6144
(502) 266-5047 (FAX)
(800) 962-8408 (IN TDD)

www.kipda.org
email: kipda.trans@kipda.org

This document is available in accessible formats upon advance request.

This document is published by the Kentuckiana Regional Planning and Development Agency

FUNDING DISCLAIMER | KIPDA is funded through a variety of funding sources including federal and state funds from the U.S. Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the Indiana Department of Transportation, the Kentucky Transportation Cabinet, the Transit Authority of River City, and local funds from the local member governments. The authors, however, are solely responsible for the findings and conclusions herein, which may not represent the official views or policies of the funding agencies.

TITLE VI COMPLIANCE | KIPDA fully complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related nondiscrimination statutes and regulations in all programs and activities. KIPDA's website, www.kipda.org, may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, if requested. KIPDA public meetings are always held in ADA-accessible facilities, and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a public meeting. Requests will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by KIPDA under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with KIPDA's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence.

For more information on KIPDA's Title VI program or to obtain a Title VI Complaint Form, please visit: <https://www.kipda.org/about/ada-title-vi/>, call (502) 266-6084, or email kellytyra.cecil@kipda.org.



Table of Contents

1 MPO Overview PG 5

2 Purpose PG 6

3 Goals & Objectives PG 7

4 Participation Plan Overview PG 8

Core Programs PG 09

Transportation Studies & Planning PG 10

5 Engagment PG 11

Meetings PG 13-15

Consideration of Comments PG 16

Traditionally Underserved PG 17

Review of Participation Plan PG 18



1: MPO Overview

KIPDA MPO Overview

The Kentuckiana Regional Planning and Development Agency (KIPDA), the region's designated Metropolitan Planning Organization (MPO), is a federally mandated transportation policy-making organization made up of representatives from local and state governments 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. 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. 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 United States Department of Transportation. KIPDA is responsible for implementing federal transportation legislation within the MPA.

Federal law governs much of the MPO activities. The MPO planning process guides federal funding for transportation projects and programs in the region. Congress created MPOs to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive ("3C") planning process.

Public engagement and input are some of the basic components of transportation planning and it is intended to further inform policy makers. The Participation Plan outlines the methods, strategies, and expectations for public engagement and outreach, in addition to State and Federal regulations regarding public participation. KIPDA continuously seeks to create opportunities for the public to participate in planning, reviewing, and implementing transportation planning activities

2: Purpose

Participation Plan Purpose

Public participation is a fundamental component of the planning process and KIPDA's Participation Plan serves as a resource for conducting a full and open planning process. The Participation Plan serves as a guide for providing opportunities for all segments of the community to be involved in transportation planning activities. It provides the framework and expectations concerning:

- Providing timely notice of public meetings, activities, and review periods
- Ensuring information is accessible to the public
- Seeking meaningful engagement
- Considering the needs of those traditionally underserved
- Responding to public input received

Input is provided to the KIPDA Transportation Policy Committee (TPC) by members of the public. Comments are presented to the TPC from KIPDA staff for their consideration. They are also utilized by KIPDA staff to better identify regional needs and develop future projects.



3: Goals & Objectives

Participation Plan Goals & Objectives

KIPDA conducts a transparent and continuous planning process. It is important that the public participation activities meet the needs of the region and offer ample opportunity for engagement.

To cultivate robust public involvement, KIPDA commits to the following goals:

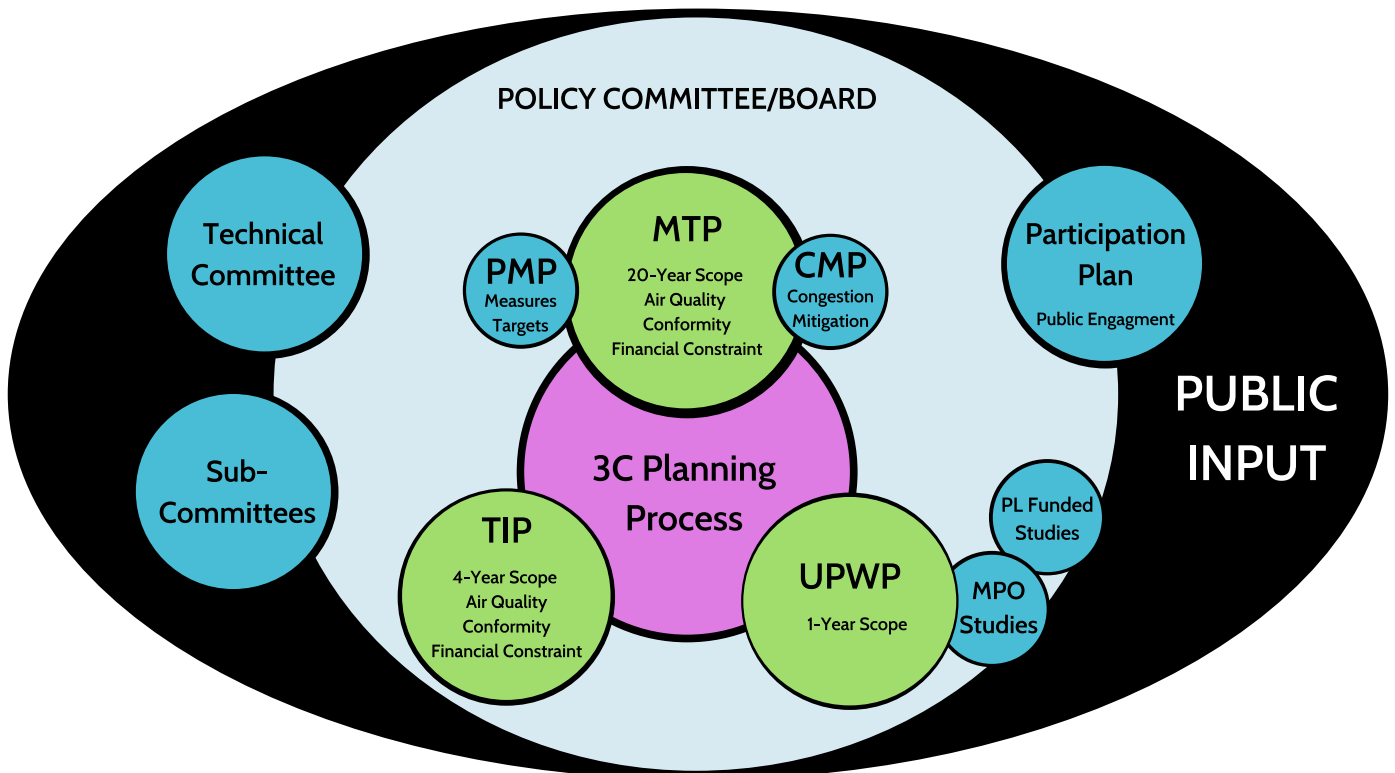
- Inform the public of transportation planning activities
- Educate the public regarding their role in the transportation planning and decision-making process
- Involve the public by providing input opportunities early in the process
- Engage minority and/or low-income communities in the public involvement process
- Review and enhance the public involvement process on a continual basis



4: Participation Plan Overview

KIPDA completes federally required planning documents, conducts planning studies, and serves as the coordinator for the region's transportation planning activities.

A variety of outreach strategies are designed and employed to involve the public and other interested parties in the planning process and the development of transportation plans and programs. As part of this effort, KIPDA will continue to engage and collaborate with those groups identified in the Code of Federal Regulations [23 CFR 450.316](#).



Core Programs

Participation Plan

The *Participation Plan* defines how KIPDA engages with the public and collects input on behalf of the Transportation Policy Committee. The [Participation Plan](#) also establishes shared expectations of outreach activities for all persons involved in KIPDA MPO planning activities. The Participation Plan and additional information on outreach events can be found on the KIPDA website. Amendments to this plan are subject to the process defined herein.

Metropolitan Transportation Plan

The *Metropolitan Transportation Plan* (MTP) establishes transportation priorities and identifies surface transportation improvements for the next 20 years within the Metropolitan Planning Area. Transportation projects must be identified in the MTP to utilize federal transportation funds. Updated every four years, the MTP provides a vision of how our transportation system will evolve throughout the KIPDA region.

The MTP may be amended to reflect transportation project changes, the inclusion of new projects, and the removal of projects from the current MTP. Amendments are subject to the guidelines of the Participation Plan.

The *Metropolitan Transportation Plan* and additional information can be found on the [MTP page](#) on the KIPDA website.

Transportation Improvement Program

The *Transportation Improvement Program* (TIP) is a short-range, multi-year program of transportation projects approved for funding

with federal, state and local funds within the KIPDA region. All MPOs are required to develop a fiscally constrained TIP and to update it at least every four years. The basic purpose of the TIP is to provide the mechanism for scheduling Federal funds for surface transportation projects, indicating regional priorities, and demonstrating a short-range transportation vision for the area.

Every federally funded transportation project must be included in the TIP, as well as any State or locally funded projects that are considered regionally significant. A secondary purpose of the TIP is to provide information to the public about these federally funded projects as well as other regionally significant projects that do not utilize federal funds.

Due to the dynamic nature of transportation projects as they move through the implementation process, the TIP is modified on a regular basis.

Additional information about the *Transportation Improvement Program* can be found on the [TIP page](#) located on the KIPDA website.

Unified Planning Work Program

The *Unified Planning Work Program* (UPWP) outlines the activities of KIPDA staff in completing the MPO process. The UPWP forecasts staff hours and budget allocation associated with planning activities and documents.

Additional information about the [Unified Planning Work Program](#) can be found on the KIPDA website. Amendments are subject to the guidelines of the Participation Plan.

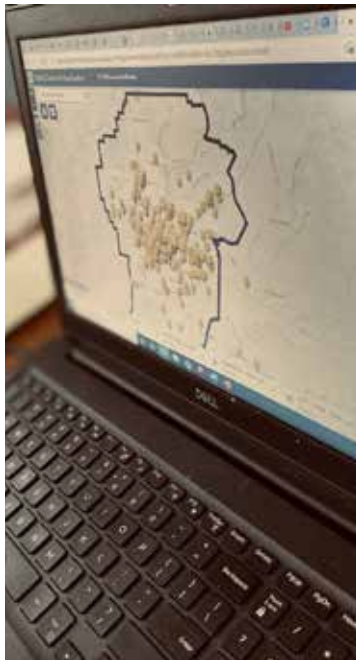
Transportation Studies and Planning Efforts

KIPDA Studies and Planning Efforts

In addition to the core planning products, KIPDA regularly initiates and participates in transportation studies. These studies cover a range of transportation issues, including but not limited to corridor and small area studies, transit plans, and local and state long-range plans. The magnitude of the activity generally dictates the degree of outreach undertaken, which can vary from one effort to the next.

Studies Funded with MPO Planning Funds

With MPO Planning (PL) funds made available through federal resources, KIPDA may contribute to the transportation planning efforts undertaken by agencies within the MPA. These activities and studies cover a range of transportation issues and may address everything from data collection to signal intersection improvements, transit studies, roadway improvements, bicycle, and pedestrian studies, etc.



5: Engagement

Expanding community involvement creates more opportunities for the public to influence the decision-making process. Sharing concerns, needs, and wants with KIPDA introduces ideas, concepts, and improvements that may not be considered without input from those who travel on the roads, sidewalks, and buses every day.

KIPDA intends to foster engagement by expanding awareness of the MPO, helping interested parties better understand KIPDA transportation planning key components, and increase community discussions and input. Comments provided during outreach opportunities are provided to the Transportation Policy Committee by KIPDA staff.

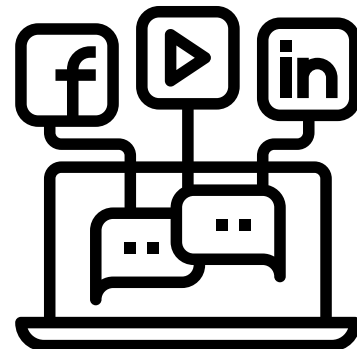
Electronic and Virtual Engagement

KIPDA utilizes social media and email announcements to help generate awareness about KIPDA activities and other information the public may find interesting or useful. KIPDA's social media accounts can be found on Facebook, Instagram, YouTube, LinkedIn, and Twitter. Persons are encouraged to sign up for KIPDA email announcements that include information about upcoming outreach campaigns, transportation planning processes, and KIPDA committee meetings. Relevant social media comments and direct messages are considered public comments.

KIPDA may employ paid promotions for social media posts. Demographic data can be utilized to ensure social media posts are made available to traditionally underserved populations.

To create a more accessible and convenient involvement process, KIPDA utilizes other visualization and web based input opportunities. Using Geographic Information Systems (GIS) applications, surveys, and other similar tools, KIPDA will provide electronic opportunities for the community to engage in the planning process. These additional input options provide a more convenient path for the community to participate.

KIPDA will provide live streaming access to the Transportation Policy Committee (TPC) and the Transportation Technical Coordinating Committee (TTCC) when their meetings are being held at the KIPDA office or virtually. Subcommittees and working groups may utilize live streaming on a case-by-case basis.



Civic Organizations, Community Groups, and Neighborhood Associations 🗣️

KIPDA will continue to seek opportunities to meet with community-minded groups to discuss transportation planning issues and seek innovative ideas, and concerns. Meetings may be in person or conducted virtually. Collaborating with various groups within the region is an effective means for engaging the public.

Special Events, Festivals, and Other Activities 🏠

KIPDA will attend events and festivals to promote MPO activities, encourage participation in the transportation planning process, and collect comments, ideas, and concerns from attendees.

Meet with Individuals and Small Groups 👤

As requested, KIPDA staff will meet with individuals and small groups to discuss the KIPDA MPO and our transportation planning activities.



Meetings and Planning Documents 🗺️

KIPDA relies on guidance and input from committees, subcommittees, and working groups. The interaction amongst the participants ensures that the planning activities and associated documents produced as part of the planning process are more comprehensive and responsive to the needs and wants of the people who live and work in the region. As with all planning activities and documents produced at KIPDA, public participation and input is a key factor in the success of these efforts.

Meetings

KIPDA is committed to full transparency and all KIPDA MPO meetings are open to the public. Currently two standing committees guide and assist the continuous MPO transportation planning process: the Transportation Policy Committee and its advisory body, the Transportation Technical Coordinating Committee. Both standing committees are scheduled to meet monthly.

Subcommittees and working groups are formed as needed to assist in the planning process and provide additional information and resources. These groups do not meet on a regular basis, have a very limited focus, and may disband following the completion of their tasks.

Strategies have been implemented to ensure the public can participate in KIPDA meetings. The following table summarizes steps to notify the public, provide meeting information that may be reviewed by the public, and opportunities for the public to engage the respective KIPDA Committees and their efforts.

| | Social Media | Email Notifications | KIPDA Agency Monthly Meeting Notice | KIPDA Website |
|---|--------------|---------------------|-------------------------------------|---------------|
| Transportation Policy Committee | Yes | Yes | Yes | Yes |
| Transportation Technical Coordinating Committee | Yes | Yes | Yes | Yes |
| Subcommittees | Yes | Yes | Yes | Yes |
| Working Groups | No | No | No | Yes |
| Committee Meetings | Yes | Yes | Yes | Yes |

Notification & Public Engagement for KIPDA MPO Committees

| | Meeting Material Availability | Public Access Virtual | Public Access Streaming * | Agenda Item: Public Comment Period |
|---|--------------------------------|-----------------------|---------------------------|------------------------------------|
| Transportation Policy Committee | 7 days in advance of meeting | Yes | Yes | Yes |
| Transportation Technical Coordinating Committee | 7 days in advance of meeting | Yes | Yes | Yes |
| Subcommittees | 3-7 days in advance of meeting | Yes | Yes | Yes |
| Working Groups | Day of meeting or before | Optional | Optional | Optional |
| Committee Meetings | 7 days in advance of meeting | Yes | Yes | Yes |

**Recordings of the meetings will be made available on KIPDA's website following the conclusion of the meeting*

Transportation Policy Committee

[*The Transportation Policy Committee*](#) (TPC) is responsible for reviewing and adopting key MPO policy functions. The Committee also directs the transportation planning process for the MPO in accordance with federal legislation. The public at each TPC meeting will have the opportunity to express concerns or ideas to the Committee. Members of the public are also allowed to submit comments by email or in writing prior to the meeting.

Transportation Technical Coordinating Committee

[*The Transportation Technical Coordinating Committee*](#) (TTCC) is responsible for providing technical advice and assisting the Transportation Policy Committee in carrying out the responsibilities assigned to the MPO. The public at each TTCC meeting will have the opportunity to express concerns or ideas to the Committee. Members of the public are also allowed to submit comments by email or in writing prior to the meeting.

Subcommittees

A subcommittee may be convened by the Chair of the TPC or TTCC to assist the respective Committee in carrying out its responsibilities. The Chairs of each Committee will serve as its ex-officio Chair and may dissolve the subcommittee at any time. Members of the public are also allowed to submit comments by email or in writing prior to the meeting.

Working Groups

The TPC, TTCC, or KIPDA staff may utilize a working group to conduct research, review detailed transportation information, or more thoroughly explore technical, policy, and guidance matters. At no time are participants of a working group permitted to vote or act on

the material being discussed. All outcomes of a working group serve as a consensus-developed recommendation to TPC or TTCC. The purpose of the working group is to allow for greater consideration of issues that may be difficult to fully consider within the time frame of a committee meeting. The public may observe the developments of the working group.

Virtual Meetings

KIPDA generally conducts its meetings at the KIPDA offices. KIPDA may also conduct Committee meetings virtually to extend participation or in response to a State of Emergency declared by either the Governor of Kentucky or Governor of Indiana. The public is encouraged to submit comments via the live stream platform or email prior to the start of the meeting. All meetings will be live streamed over an internet platform that will be advertised prior to the meeting.

Planning Documents

Public participation is vital to the development of planning documents. The planning efforts by KIPDA often culminate in documents that contribute to defining how the transportation system may evolve and the resources used to facilitate change. All comments concerning draft planning documents are provided to the Transportation Policy Committee for their consideration in the decision-making process.

KIPDA creates core planning documents that are presented for consideration, and if deemed appropriate, adoption by the Transportation Policy Committee. Other transportation planning documents are completed to address a particular need, transportation improvement, or planning practice.

Documents will be made available to the public in electronic format.

| Document | Public Review Period | Public Meeting | Library & Community Center Flyer | Notice on KIPDA Website |
|--|----------------------|----------------|----------------------------------|-------------------------|
| Final Draft Participation Plan Update | 45 Days | Yes | Yes | Yes |
| Final Draft Metropolitan Transportation Plan (MTP) Update | 30 Days | Yes | Yes | Yes |
| Final Draft Transportation Improvement Program (TIP) Update | 30 Days | Yes | Yes | Yes |
| Final Draft Unified Planning Work Program (UPWP) Update | 15 Days | Optional | Yes | Yes |
| MTP & TIP Amendment | 15 Days | Yes | Yes | Yes |
| Participation Plans & UPWP Amendments | 15 Days | Yes | Yes | Yes |
| TIP Administrative Modification | No | No | No | No |
| Final Draft of Studies & Planning Documents Completed by KIPDA | 15 Days | Yes | Yes | Yes |
| Final Draft of Studies funded with MPO PL Funds* | 15 Days | Yes | Yes | Yes |

Notification & Public Engagement for KIPDA MPO Committees

| Document | KIPDA Social Media Notice | Press Release | TPC Review & Disposition of Comments | TPC Chair Approval Prior for Public Review |
|--|---------------------------|---------------|--------------------------------------|--|
| Final Draft Participation Plan Update | Yes | Yes | 10 Days | Yes |
| Final Draft Metropolitan Transportation Plan (MTP) Update | Yes | Yes | 10 Days | Yes |
| Final Draft Transportation Improvement Program (TIP) Update | Yes | Yes | 10 Days | Yes |
| Final Draft Unified Planning Work Program (UPWP) Update | Yes | No | 7 Days | N/A |
| MTP & TIP Amendment | Yes | No | 7 Days | Yes |
| Participation Plans & UPWP Amendments | Yes | No | 7 Days | Yes |
| TIP Administrative Modification | No | No | No | No |
| Final Draft of Studies & Planning Documents Completed by KIPDA | Optional | Optional | 7 Days | Yes |
| Final Draft of Studies funded with MPO PL Funds* | Optional | Optional | Optional | Yes |

MUST AND WILL

BEST PRACTICE

**Depending on the focus and magnitude of the PL funded study, this may be modified at the discretion of the Transportation Division Director*

Public Review Period: Minimum time for a public review period.

In Person or Virtual Meeting: An opportunity shall be made for the public to gather, review material under consideration, and ask questions of KIPDA staff and others as needed. While at least one meeting will be held, staff may hold multiple meetings at their discretion.

Library Flyer: A flyer will be prepared and delivered to area libraries that summarizes the material under consideration, outline opportunities for providing comments, and contact information

Notice on KIPDA website: A notice announcing the opportunity to review and provide comments will be placed on the KIPDA website.

Social Media Notice: KIPDA staff will announce the beginning of a review and comment period on outreach activity.

Press Release: A press release is submitted to all television radio, and major newspaper outlets of each of the five MPA counties, the region's minority newspaper, and Hispanic newspapers of greatest circulation.

TPC Chair Approval Prior to Public Review: KIPDA staff is to seek consent from the TPC Chair prior to initiating the public review and comment opportunity. Should the TPC Chair not be available then consent may be conferred by the Vice Chair. As part of the request, staff is to provide (or provide access to) the final draft planning document to the TPC Chair. The TPC Chair may issue an approval to proceed with public outreach or direct the request for approval go before the entire TPC at the next meeting opportunity. Upon approval from the Chair, staff is to inform (via email) the TPC and TTCC voting and advisory members of the public review and comment period prior to its first day.



TRANSPORTATION POLICY COMMITTEE CONSIDERATION OF COMMENTS

Public awareness, education, outreach, and collection of comments are the first steps when engaging the public. The consideration of comments by the decision makers is the last and the most important step in an effective outreach process. The following steps are taken that contribute to the Transportation Policy Committee's consideration of comments.

The TPC or its members may, at any time, provide written or verbal responses to any comment submitted. They may also request additional information from KIPDA staff or other planning partners as needed. Following TPC review the Community Outreach Specialist will place the comments and any TPC responses on the KIPDA website for no fewer than 12 months.

Public Comment Period

The agenda for each TPC and TTCC meeting shall include an opportunity for the public to make comments. Using the estimated time to complete the meeting agenda and the number of people wishing to speak the Committee Chairs will define how much time is available to each presenter. Comments presented at the TTCC will be forwarded to the TPC.

Public Comment Report

KIPDA staff will report outreach activities undertaken by KIPDA staff at each TPC meeting.

Planning Documents

Final Draft Planning Document

Upon the completion of public review for a final draft planning document, the Transportation Policy Committee (TPC) will be provided with comments collected and a staff summary of the comments. At a minimum, the summary will include easily identifiable themes or trends of the comments and a numeric breakdown of the comments by their primary focus, mode, concern, or other more appropriate measure. As stated in the Minimum Notification and Outreach Activities table, the comments and summary are to be provided in advance of the TPC meeting.

Draft Document & Its Individual Components

From time to time a planning activity may offer multiple opportunities for public review and engagement. While the focus of such a public comment opportunity may not be the final draft of a planning document, collected comments and a summary of them shall be presented to the TPC during an upcoming monthly meeting.

TRADITIONALLY UNDERSERVED POPULATIONS & PERSONS WITH DISABILITIES

In facilitating an equitable outreach process, KIPDA is committed to reaching out to the traditionally underserved and persons with disabilities. Such populations include, but are not limited to, individuals who speak languages other than English, individuals representing diverse cultural backgrounds, low-income individuals, people with disabilities, and older adults. For additional information on KIPDA's outreach to traditionally underserved communities, please visit the [Environmental Justice](#) section of the KIPDA website.

KIPDA will make every reasonable effort to:

- Continue to develop innovative outreach strategies to increase awareness, feedback, and education
- Evaluate and, where necessary, improve the public involvement process to encourage a diverse group of people to take part in the transportation decision making. KIPDA advertises with non-English language social media announcements for all public comment opportunities. KIPDA also does targeted social media ads for the traditionally underserved population in Environmental Justice areas.
- Cultivate relationships by working with advocates, and Census Bureau statistics to help identify areas of low-income and minority residents.
- Produce electronic video announcements.
- Strengthen community-based partnerships through outreach opportunities by attending events in low-income areas.
- When applicable, using targeted paid advertisements via social media to announce public involvement opportunities.



REVIEW, EVALUATION, AND UPDATE OF THE PARTICIPATION PLAN

The Public Participation Plan is updated at least every four years. KIPDA staff will evaluate existing outreach strategies annually for effectiveness and research new potential strategies to maintain and enhance an inclusive and open metropolitan transportation planning process. The review is intended to provide the TPC with an opportunity to determine if the Committee is receiving adequate public input and comments, in a format that best meets their needs, and if changes are needed to improve public input. KIPDA will use a variety of means to determine the effectiveness of engagement strategies including:

- Data collection
- Feedback from participants of public events
- Review of attendance at public events and
- Evaluation of social media and website analytics
- Feedback received from the Transportation Policy Committee pertaining to outreach strategies and efforts

Contacting KIPDA Staff

KIPDA wants to start a conversation with you or your group. As part of outreach efforts to the community, staff will present to your group or organization about the MPO, its planning efforts, and how it impacts the community.

To schedule a meeting with KIPDA, contact the Community and Committee Engagement Specialist:

Email: kipda.trans@kipda.org

Phone: 502-266-6144 ext. 123 (KY TDD) 1-800-648-6056 (IN TDD) 1-800-962-8408

Write: Attn. Transportation Community and Committee Engagement Specialist

11520 Commonwealth Drive, Louisville, Kentucky 40299

