



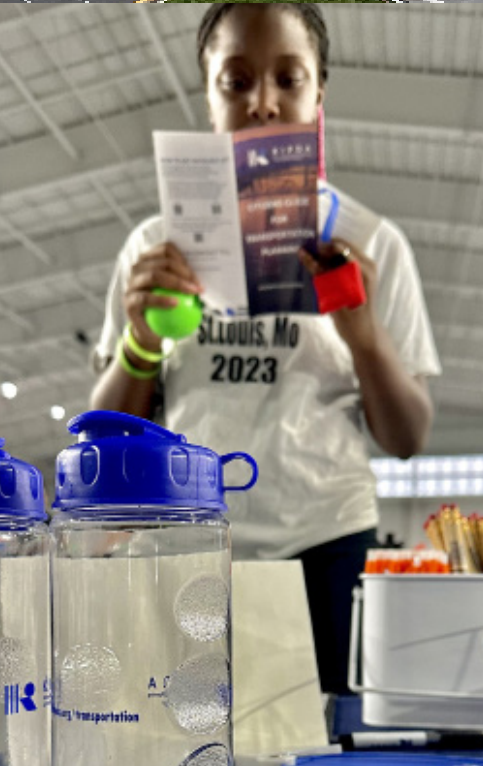
KIPDA

Kentuckiana Regional Planning
& Development Agency



Participation Plan

DRAFT



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

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. 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 meagen.agnew@kipda.org.

Table of Contents

01 KIPDA MPO	4
KIPDA MPO Overview	4
KIPDA MPO Purpose	5
02 Purpose	6
Participation Plan Purpose	6
03 Goals and Objectives	8
04 Planning Overview	10
Overview and Processes	10
Plans and Programs	12
Transportation Studies and Planning Efforts	13
05 Engagement	14
Electronic and Virtual Engagement	14
Civic Organizations, Community Groups, and Neighborhood Associations	15
Special Events, Festivals, and Other Activities	15
Meet with Individuals and Small Groups	15
Meetings	15
KIPDA Committees and Groups	15
Public Review and Notice	18
Planning Documents	19
Traditionally Under Served Populations	20
Review, Evaluation, and Update of the Participation Plan	21
Contacting KIPDA Staff	22
Appendix	23
Public Participation: Amendment and Administrative Modification Process	

Chapter 1

KIPDA MPO



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, and Oldham counties in Kentucky, including Clark and Floyd 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 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.



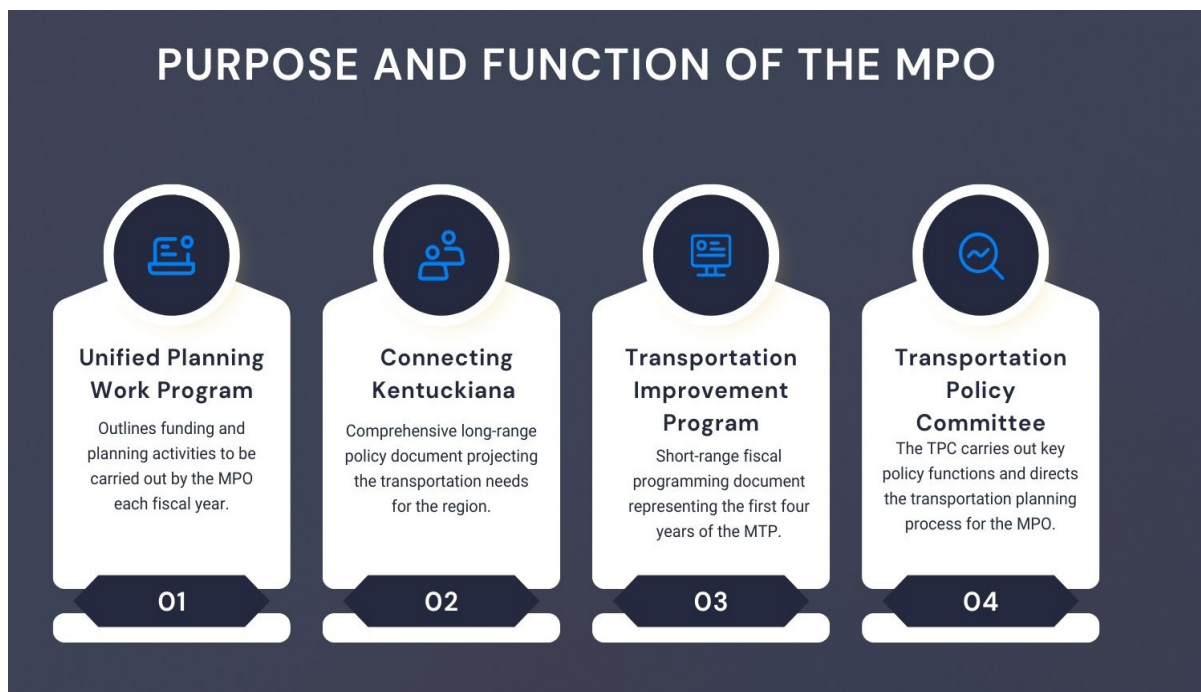
KIPDA MPO Purpose

The primary purpose of a Metropolitan Planning Organization (MPO) is to determine how federal transportation funds are allocated for transit, roadway, bicycle, and pedestrian projects within the KIPDA region. In addition to funding decisions, MPOs are responsible for establishing the region's transportation vision, goals, and for both long- and short-range planning required to program federal funds effectively. Figure 1 describes the processes of the transportation planning model at KIPDA.

MPOs carry out six core functions:

1. Provide a fair and impartial forum for effective regional decision-making within the metropolitan area.
2. Identify and evaluate alternative transportation improvements through planning studies outlined in the MPO's Unified Planning Work Program (UPWP).
3. Develop and maintain a Long-Range Transportation Plan (LRTP) with a minimum 20-year horizon that supports mobility and access, system performance and preservation, and quality of life goals.
4. Prepare a Transportation Improvement Program (TIP), a four-year short-range program of capital needed to implement the LRTP and advance regional priorities.
5. Engage the public, ensuring all interested persons and constituencies have opportunities to participate in MPO decision-making processes.
6. Conduct performance-based planning, establishing goals, objectives, and targets to track progress and guide investments toward desired outcomes.

Figure : 1 MPO Purpose and Function



Chapter 2

Purpose

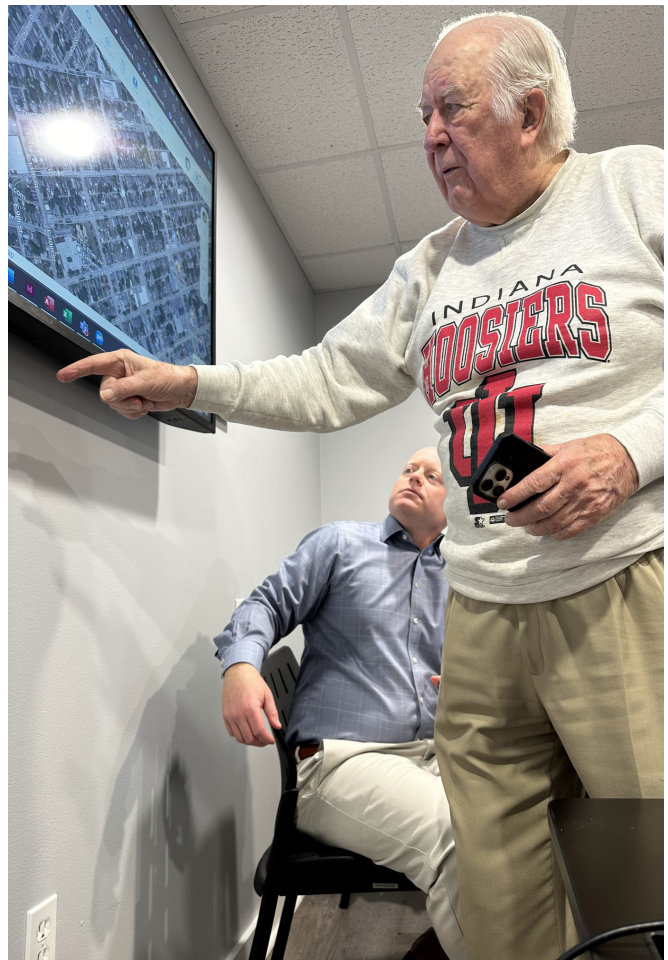


Participation Plan Purpose

Public participation drives the planning process, and KIPDA's Participation Plan ensures that process remains full and open. The plan guides efforts to engage all segments of the community in transportation planning and establishes the framework and expectations for meaningful involvement by following these steps:

- 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 under served populations
- Responding to public input received

KIPDA's Participation Plan ensures transparency. The plan guides staff as they create opportunities for all members to engage in transportation planning activities. It also defines the framework and sets clear expectations for meaningful involvement.





Chapter 3

Goals & Objectives



KIPDA conducts a transparent and continuous planning process. Public participation activities incorporate the region's needs and provide ample opportunities for engagement. To cultivate robust public involvement, KIPDA pursues 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

Through these goals and objectives, the MPO actively builds a planning process that is transparent, inclusive, and responsive. By fostering meaningful participation, the MPO ensures that community voices guide transportation decisions and shape a system that reflects the region's shared priorities.



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](#). Figure 2 breaks down the various plans, programs, and committees at KIPDA showing how public input encompass it all.

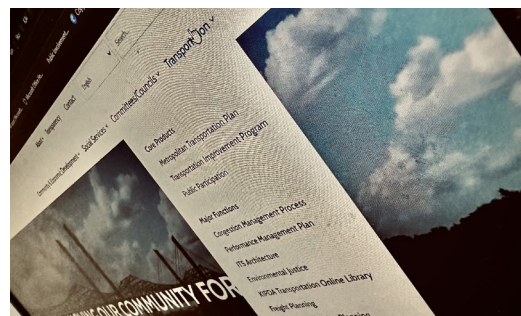
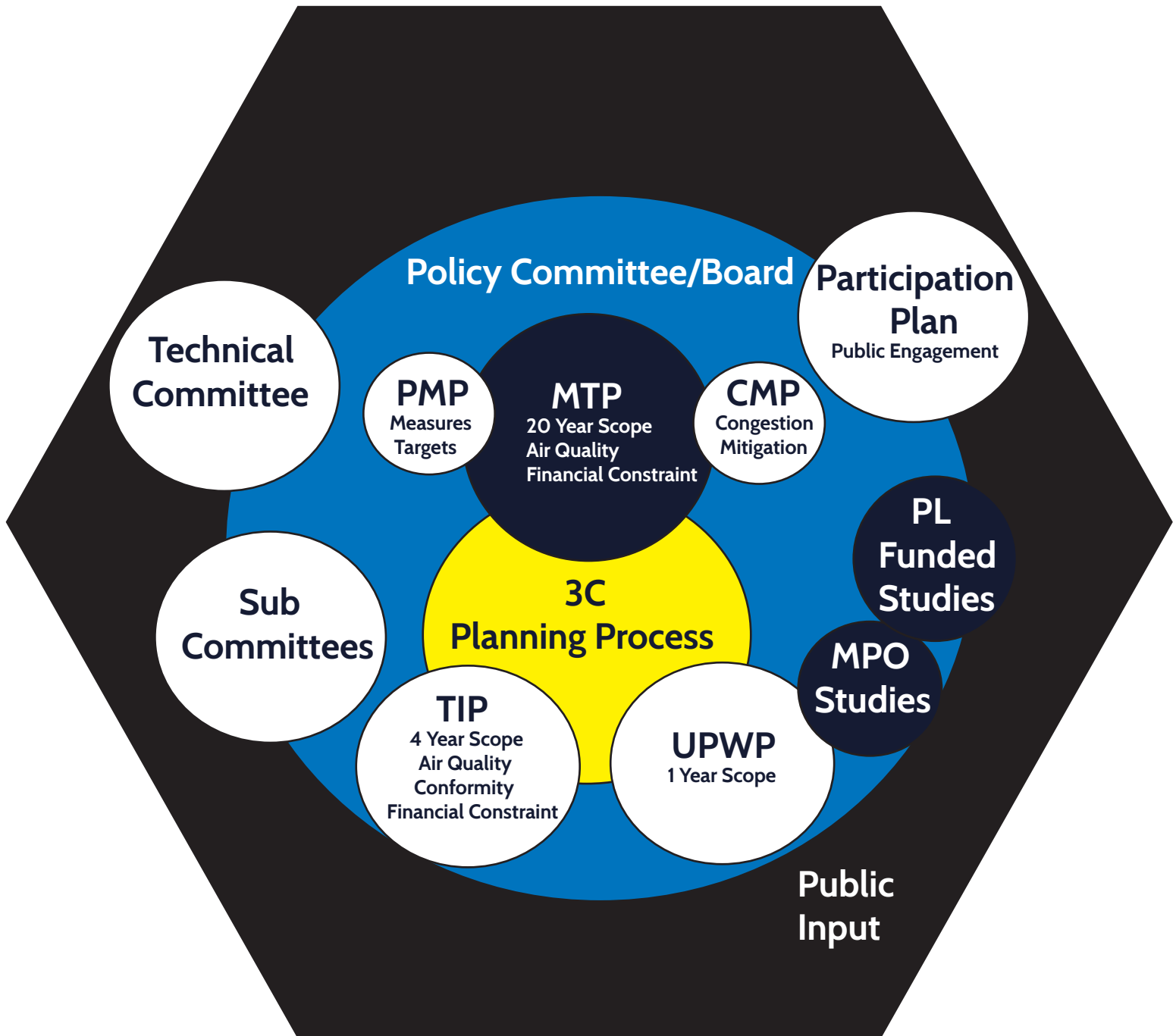


Figure 2: KIPDA Plans and Programs



Plans & Programs



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. Please see Appendix for more on the administrative modification process for the MTP.

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. See Appendix for more on the participation process.

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 [Transportation section](#) of the KIPDA website. Amendments are subject to the guidelines of the Participation Plan.



Congestion Management Process

The Congestion Management Process (CMP) is a process for managing congestion that provides information on transportation system performance. It recommends a range of strategies to minimize congestion and enhance the mobility of people and goods.

The CMP is a medium-term planning effort that advances the goals of Connecting Kentuckiana 2050 and strengthens the connection between the Plan and the Transportation Improvement Program (TIP).

The CMP is an ongoing and systematic process that uses performance-based and other CMP objective measures to identify and prioritize congested locations on the regional transportation network, analyzes potential causes, develops multimodal transportation strategies to mitigate congestion, and evaluates the effectiveness of implemented strategies to improve mobility, and enhance safety across the region. The plan in its entirety can be found on the [CMP page](#) on the KIPDA website.



Performance Management Plan

KIPDA developed a Performance Management Plan (PMP) to utilize the framework established by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). KIPDA has also developed additional performance measures outlined in this plan and referred to as “MPO-developed performance measures.” These were developed to support KIPDA’s long-range, regional goals as identified in the Metropolitan Transportation Plan (MTP). The PMP is located on the [KIPDA website](#).

Transportation Studies and Planning Efforts

KIPDA Studies

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 Allocated 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.



Chapter 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 for their consideration by KIPDA staff. All comments received during public comment opportunities are displayed on the [Public Participation Page](#) of the KIPDA website for review.

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 [X](#). People 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 under served 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 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's continued commitment to full transparency by keeping all MPO meetings open to the public both in person and virtually. The Transportation Policy Committee and its advisory body, the Transportation Technical Coordinating Committee guide and support the continuous MPO transportation planning process. These committees meet monthly.

As needed, KIPDA forms subcommittees and working groups to support the planning process and provide additional information and resources. These groups focus on specific tasks and meet only when necessary.

KIPDA also implements strategies that enable the public to participate in MPO meetings. Figure 3 and 4 outlines how KIPDA notifies the public, shares meeting materials for review, and creates opportunities for community members to engage with committees and their work.



Figure 3: Notification and Public Engagement for KIPDA MPO Committees

Notification/ Action	Transportation Policy Committee	Transportation Technical Coordinating Committee	Subcommittees	Working Groups
Social Media	YES	YES	YES	NO
Email Notification	YES	YES	YES	NO
KIPDA Monthly Meeting Notice	YES	YES	YES	NO
KIPDA Website	YES	YES	YES	NO
Meeting Material	7 Days in Advance of Meeting	7 Days in Advance of Meeting	3-7 Days in Advance of Meeting	Day of Meeting
Public Access	YES	YES	YES	OPTIONAL
Public Streaming*	YES	YES	YES	OPTIONAL
Public Comment Period	YES	YES	YES	OPTIONAL

MUST AND WILL

BEST PRACTICE

*Barring any unforeseen technical issues, KIPDA Transportation meetings will be streamed on KIPDA's YouTube channel. A recording will be made available on KIPDA's website within 24 hours of the conclusion of the meeting.

Figure 4: Notification and Public Engagement for KIPDA MPO Plans and Programs

Document	Public Review Period	Public Meeting	Info Flyer Distribution (Hard Copy/ Electronic)	KIPDA Website	Social Media	Press Release	TPC Review of Comments	TPC Chair Approval Prior for Public Review
Final Draft Participation Plan	45 Days	YES	YES	YES	YES	YES	10 Days	YES
Final Draft Metropolitan Transportation Plan	30 Days	YES	YES	YES	YES	YES	10 Days	YES
Final Draft Transportation Improvement Program	30 Days	YES	YES	YES	YES	YES	10 Days	YES
Final Draft Unified Planning Work Program	15 Days	NO	YES	YES	YES	NO	7 Days	NO
MTP & TIP Amendments	15 Days	YES	YES	YES	YES	YES	7 Days	YES
UPWP Amendments	15 Days	NO	YES	YES	YES	NO	7 Days	YES
Administrative Modifications	NO	NO	NO	NO	NO	NO	NO	NO
Final Draft of Studies and Planning Documents	15 Days	YES	YES	YES	YES	YES	YES	NO
MPO PL Funds & Call for Projects	15 Days	YES	YES	YES	YES	YES	YES	NO

MUST AND WILL

BEST PRACTICE

KIPDA Committees and Groups

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 in person and online. Members of the public are also allowed to submit comments by email (kipda.trans@kipda.org) and 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 in person and online. Members of the public are also allowed to submit comments by email (kipda.trans@kipda.org) and 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 (kipda.trans@kipda.org) and 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 the Governor of Indiana. The public is encouraged to submit comments via the live stream platform or email (kipda.trans@kipda.org) 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 barring any unforeseen technical difficulties.

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.



Public Review and Notice

In Person and/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.

Informational Flyer

A flyer will be prepared and delivered to area libraries and other key stakeholders that summarizes the material under consideration, outline opportunities for providing comments, and contact information. Translations of the flier in Spanish will be provided. Translations of other languages will be sent on request.

Notice on KIPDA website

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

Notice on Social Media

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

Press Release

A press release is submitted to all major media outlets of all mediums in the KIPDA region announcing the information and how to provide comment.

TPC Chair Approval Prior to Public Review

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 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.

TPC 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. The Community Outreach Specialist will place the comments and any TPC responses on the KIPDA website for no fewer than 12 months.

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 Under Served Populations

In facilitating an equitable outreach process, KIPDA is committed to reaching out to the traditionally under served 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. A [guide](#) can be found on KIPDA's efforts and analytics for planning and including these groups in the transportation planning efforts known as Transportation Impact Analysis.

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 public meetings
- 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

Appendix

In November of 2023, the Transportation Policy Committee approved a new policy where Administrative Modifications will now be included in the Metropolitan Transportation Plan (MTP). Administrative Modifications are project changes to the Transportation Improvement Program (TIP) and MTP that are considered minor. Most new projects must go through an amendment; however, some small-scale, air quality exempt projects may be added to the TIP & MTP via administrative modification if they fit KIPDA's [Group Projects Policy](#).

Previously, Administrative Modifications were only showcased in the TIP. A list of all Administrative Modifications can be found on both the [TIP](#) & [MTP](#) pages. Administrative Modifications are presented to the Transportation Policy Committee and are informational only. Therefore, no public input is required.

