



Central Oklahoma Regional Transportation Planning Organization (CORTPO)

FY 2016 Public Participation Plan (FINAL)

Public Participation Plan

Introduction

The Central Oklahoma Regional Transportation Planning Organization Public Participation Plan (PPP) has been developed to assure that the transportation planning process conducted by the Central Oklahoma Regional Transportation Planning Organization (CORTPO) complies with Federal requirements for public involvement and participation. This document presents the goals of CORTPO for public participation and involvement, as well as the public involvement procedures designed for various Regional Transportation Planning Organization (RTPO) activities. These procedures will provide opportunities for citizens to contribute ideas and opinions early and at every stage of the planning process. Efforts will be made to assure participation in the transportation planning and programming process by traditionally underserved individuals, including elderly, low income and minority individuals, person with disabilities and person with Limited English proficiency (LEP).

CORTPO will, to the extent reasonable and practical, ensure that the CORTPO Public Participation Plan will address the requirements for RTPO public involvement as identified in 23 CFR 450.316

Purpose of the Plan

The purpose of the PPP is to summarize methods and approximate time frames for encouraging citizens, affected organizations and other interested parties to be involved in and comment on the development of the long-range transportation plan (LRTP) and the ongoing transportation planning process. The Public Participation Plan is periodically evaluated and revised, as needed, to ensure its continued effectiveness.

Methods for encouraging involvement include providing access to plans, programs and supporting materials, together with opportunities for the public to comment as the plan or program develops. Implementation of scheduled activities is designed to meet or exceed requirements of the Moving Ahead for Progress in the 21st Century Act (MAP-21).

Federal Planning Requirements for an RTPO

Federal law and regulations require each RTPO to conduct a planning process that must consider projects, planning strategies, and implementation methods that will:

- Support the economic vitality of the area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

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- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

Freedom of Information Act

In order to ensure adequate public notice and provision of timely information, all meetings of the Central Oklahoma Regional Transportation Planning Organization Policy Board and all subcommittee and focus groups are subject to the provisions of the Oklahoma Annotated Statutes, 25-301-314 (Open Meetings Act).

Public Notification and Participation

Official notification of Public Meetings, Public Hearings, and Public Review and Comment periods will be posted on the CORTPO website and will be provided in accordance with the Oklahoma Open Meetings Act at the following locations and other locations identified by CORTPO staff in order to encourage minority and other under-served populations to participate in the process:

- COEDD / CORTPO office
- The County offices of affected member jurisdictions
- Newspapers
- Libraries

Reasonable Public Access to Technical and Policy Information

CORTPO staff is available during normal business hours to discuss technical and policy information with citizens and other interested parties. CORTPO offices are located at 400 N Bell, Shawnee, OK 74801. Staff is also available to meet with outside groups after normal business hours. Arrangements for staff to attend meetings after normal business hours must be made at least one (1) week in advance of the meeting. Copies of all available documents and other materials are available for the cost of postage.

Civil Rights and Environmental Justice

Pursuant to Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, dated February 11, 1994, and the subsequent U. S. Department of Transportation Order 5680.3, issued April 15, 1997; CORTPO promotes Environmental Justice in all aspects of the transportation planning process. These procedures augment and reaffirm CORTPO policy to adhere to and advance the principles of the National Environmental Policy Act of 1969 (NEPA), Title VI of the Civil Rights Act of 1964 (Title VI), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as amended, the Intermodal Surface Transportation Efficiency Act Of 1991 (ISTEA), Transportation Equity Act of the 21st Century (TEA-21) as amended, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU), Moving Ahead for Progress in the 21st Century (MAP-21) and other statutes, regulations and guidance that address or affect infrastructure planning and decision making; social, economic, or environmental matters; public health; and public involvement. The public involvement

procedures outlined in this plan will serve as the public participation process required for the development of transit projects as per FTA Circular 9040.

Special accommodations (e.g. interpreter, sign language interpreter, large print copy, etc.) may be requested of the CORTPO staff during normal business hours at least five (5) business days prior to the meeting. CORTPO staff will attempt to accommodate all such requests.

CORTPO Civil Rights Policy Statement

It is the policy of CORTPO, under Title VI of the Civil Rights Acts of 1964; Title VII of the Civil Rights Act of 1968; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-aid Highway Act of 1973; Civil Rights Restoration Act of 1987; and other related authorities and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, handicap/disability, religion, or familial status be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by CORTPO or its sub-recipients.

RTPO WORK PRODUCTS

Long-Range Transportation Plan (LRTP) & Regional Transportation Plan (RTP)

CORTPO planning activity is intended to result in the development of Long-Range Transportation Plans (LRTPs) for each of seven counties in the CORTPO region, which will ultimately be consolidated into a comprehensive Regional Transportation Plan (RTP).

CORTPO will host no less than three (3) public meetings and provide notices for public outreach, to involve interested parties in the early stages of plan development for each plan. During the course of the project, draft plans and associated content will be available; CORTPO will seek public involvement in each affected community. Notices of public hearings and notice of availability for public outreach and notice of the comment period will be published and posted as stated in the Public Notification and Participation section of this document.

Final draft LRTP or RTP's will be available during a forty-five (45) day public comment period. Legal Notice of the Comment period and Public Hearing shall be made in a newspaper of general circulation at least fifteen (15) days prior to Policy Board action to approve a final LRTP. Interested groups and local jurisdictional bodies will be invited to comment. All public comments received will be made a part of the final adopted document.

Planning Work Program (PWP)

The Planning Work Program (PWP) is a description of the proposed transportation planning activities of the Central Oklahoma Regional Transportation Planning Organization during the coming federal fiscal year (FFY) (October 1 through September 30). The PWP is prepared annually and serves as a basis for requesting Federal planning funds. It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. Public comments on the PWP will be received by CORTPO staff at any time during normal business hours, and will be taken before the Technical Committee and the

Policy Board at the next regularly scheduled meetings. The public comment period for the PWP will be ten (10) calendar days.

Public Participation Plan Amendment Procedures

Review of the Public Participation Plan (PPP) will be conducted annually and updates will be adopted as necessary. The Public Participation Plan will first be presented to the Technical Committee for review and for a recommendation to the CORTPO Board for adoption. The public comment period for an updated PPP will be 45 calendar days. A legal notice will be published 15 days before the Policy Board takes action on the PPP. Notice of public review and comment period for the Public Participation Plan will be published and posted as stated in the Public Notification and Participation section above.

Amendments to Adopted Documents

The public comment period for document amendments will be ten (10) business days. Proposed documents, amendments, and public comments will be referred to the Technical Committee for review and recommendation and to the CORTPO Policy Board for adoption.

Whenever proposed amendments to adopted non-administrative documents such as the Regional Transportation Plan (RTP) or a Long-Range Transportation Plan (LRTP) are necessary, CORTPO staff will notify members of the Technical Committee by mail, facsimile, or by e-mail to initiate the amendment process, and post notification that the amendment is available for public review. This notification will serve as the 10-day public notice of the upcoming meeting.

Notices of public review and comment period for proposed amendments will be published and posted as stated in the Public Notification and Participation section above. The proposed amendment will be stated on the posted notice.

Mail-out, e-mail, or faxed ballots may be used for amending the Planning Work Program (PWP), Public Participation Plan (PPP) and other time sensitive CORTPO business matters on a case-by-case basis. Copies of the ballots will become a part of the record of CORTPO activities and a summary of the vote will be included as an addendum to minutes of the previous meeting.

The following amendments to adopted documents are entirely exempt from the public involvement process:

- Minor technical, editorial, or other non-substantive revisions including the following:
 - Minor cost changes
 - Changes in cost shares
 - Splitting or phasing of projects
 - Other administrative changes

Activities to Enhance Public Participation and Involvement

The following activities will be incorporated into the CORTPO public involvement and outreach programs as well as into the overall planning process and Transportation Plan development.

1. Surveys

CORTPO will distribute surveys among the local population of each jurisdiction. Survey forms will be distributed to the appropriate affected populations within the CORTPO region; be available on the CORTPO website, at county offices, at public meetings and distributed by community groups. These forms and comments will be collected and tabulated; the results will become a part of the County LRTP.

2. Visualization Techniques

CORTPO will incorporate visualization techniques into the planning process and public involvement activities which may include:

- A coordinated and comprehensive campaign to elevate the regional awareness of the CORTPO planning activities and functions of the CORTPO through the development of a CORTPO banner, informational materials, speaker bureaus, transportation fairs, CORTPO logo utilization in CORTPO sponsored events, and articles of interest prepared by the CORTPO staff for local newspapers and regional magazines.
- Increased circulation of CORTPO products and proposed documents.
- The expanded use of digital photography and photographs in CORTPO public meetings, advertisements and publications.
- An upgrade of the CORTPO website to create a more user friendly experience for the visitor as well as to provide CORTPO with an improved platform for digital presentations, and timely information regarding the performance of, and proposed improvements to the region's transportation network.

3. Public Meetings

The CORTPO Policy Board and Technical Committee meeting notices will be provided in accordance with the requirements of the Open Meetings Act. A notice of public hearing will be published at least fifteen (15) business days prior to the meeting date. A copy of any paid newspaper publications shall be retained in the CORTPO files for a period of three (3) years after the end of the Fiscal Year.

CORTPO meetings are open to the public and will be conducted in a location that complies with the Americans with Disabilities Act (ADA). A reasonable period of time (15 – 20 minutes) for comments from members of the public will be provided prior to the adjournment of said meetings.

4. Public Engagement

Outreach to Community Groups

RTPO staff will be available to speak at organization meetings and events regarding the transportation planning process so as to bring the opportunity for face-to-face engagement to organizations, groups and committees around the region.

Press Outreach

The RTPO will work to foster and expand relationships with media outlets, including outlets geared toward minority, low-income, disabled, transit-dependent and other underrepresented populations throughout the region. Awarded projects, grant opportunities, calls for public comment, regional events and accomplishments are all broad subjects the RTPO may prepare for press outreach.

Website

CORTPO will regularly maintain its website to provide up-to-date information. Content to be posted on the website will include meeting dates, times and agendas, presentations, reports and studies, the PPP, other transportation planning documents (PWP, LRTP's), data visualizations and graphics, grant and funding notifications, summaries of community surveys, and other resources. The CORTPO website will serve as a resource for information about the development of the LRTP and may be used to solicit public input.

Translation

The LRTP materials and transportation planning documents will be translated into languages other than English as requested by individuals or group representatives.

RTPO - PLANNING ACTIVITIES	PUBLIC PARTICIPATION TECHNIQUES
Regional Transportation Plan; Long Range Transportation Plans	Forty-Five (45) Day Public Comment Period for Draft RTP Legal Advertisement fifteen (15) days prior to Policy Board action on the Final RTP At a minimum the RTPO shall: Post an advertisement in the Newspaper Provide a copy to the local Library Provide a printable copy on the RTPO Website
Planning Work Program (PWP)	Ten (10) Day Public Comment Period Office/Website/Etc.
Public Participation Plan (PPP)	Forty-Five (45) Day Public Comment Period Office/Website/Etc.
All other plans	Ten (10) Day Public Comment Period Office/Website/Etc.
Amendments to Adopted RTPO Documents	Ten (10) Day Public Comment Period *Exception PPP - 45 day Public Comment Period Office/Website/Etc.
Policy Board Meeting	Regular Scheduled Meeting: 24 Hour Notice
Technical Committee Meeting	Special Meeting: 48 Hour Notice Office/Website/Etc. (25 O.S. § 311 – Appendix B)

**ALL DUE DATES & SUBMISSION REQUIREMENTS ARE THE RESPONSIBILITY OF OARC IN ITS AGREEMENT WITH ODOT. ANY ADDITIONAL DUE DATES/REQUIRMENTS SHOULD BE SET UP THROUGH OARC TO ENSURE OARC'S DUE DATES/REQUIREMENTS ARE MET TO ODOT.

CORTPO Activities to Foster Public Involvement

Inform	Consult	Involve	Collaborate
We will keep stakeholders informed	We will listen to and acknowledge concerns, aspirations and provide feedback on how public input may influence decisions	We will work with stakeholders to ensure that their concerns, aspirations and issues are directly reflected in the alternatives developed.	We will look to stakeholders for direct advice and innovation in formulating solutions and incorporate their recommendations into the plans to the maximum extent possible
Activities:			
Press release; <i>Posted Notices</i> ; Open meetings; <i>Involvement of elected officials</i> ; Policy board; <i>Website updates</i>	Posted notices; <i>Hold Stakeholder meetings</i> ; Survey distributed; <i>Interact with community groups</i> ; Technical Committee; <i>Involvement of elected officials</i>	Technical Committee; <i>Collect survey results and public comments</i> ; Open meetings; <i>Make draft documents available</i> ; Policy Board; <i>Website updates</i>	Technical Committee; <i>Policy Board</i> ; Involvement of elected officials; <i>Publish notice of final draft availability</i> ; Public comment period

_____ Date _____
Chair, CORTPO

_____ Date _____
Attest