

Montgomery Metropolitan Planning Organization (MPO)

Final 2013 Public Participation Plan



MONTGOMERY METROPOLITAN PLANNING ORGANIZATION

Prepared By:
The MPO Transportation Planning Staff,
For the Montgomery Metropolitan Planning Organization (MPO)

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This document is posted at <http://www.montgomerympo.org>

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This PPP was prepared as a cooperative effort of the US Department of Transportation (USDOT), Federal Highway Administration (FHWA), Alabama Department of Transportation (ALDOT), and local governments as a requirement of 23 USC 134 and 135 as amended by MAP-21 Sections 1201 and 1202, July 2012. This document does not necessarily reflect the official views or policies of the US Department of Transportation.

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City of Prattville

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City of Prattville

Montgomery MPO Resolution Final Public Participation Plan

Montgomery Metropolitan Planning Organization (MPO) Adopting the Final Public Participation Plan as Prepared by the Montgomery MPO Transportation Planning Staff

WHEREAS, the Montgomery Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134, and 135 (amended by MAP-21, Section 1201 and 1202, July 2012); 42 USC 2000d-1, 42 USC 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the U.S. Department of Transportation requires all urbanized areas, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Public Participation Plan as a condition for meeting the provisions of Title 23, U.S. Code, Section 134; and,

WHEREAS, consistent with the declaration of these provisions, the Montgomery Metropolitan Planning Organization Transportation Planning Staff, in cooperation with the Alabama Department of Transportation, has prepared a Final Public Participation Plan; and,

WHEREAS, pursuant to its duties, functions, and responsibilities, the Montgomery Metropolitan Planning Organization (MPO) on this the 24th Day of February 2014, did review and evaluate the aforementioned Public Participation Plan, summarized on the attached pages; now,

THEREFORE BE IT RESOLVED by the Montgomery Metropolitan Planning Organization (MPO) that the same does hereby endorse and adopt said Final Public Participation Plan as written.



Charles J. Inright, MPO Chairman

Date: February 24, 2014

ATTEST:



Robert E. Smith, MPO Secretary

<i>Title and Contacts</i>	<i>i</i>
<i>MPO and Committee Membership</i>	<i>ii</i>
<i>Resolution</i>	<i>vi</i>

TABLE OF CONTENTS

Executive Summary	ES-1
1.0 Introduction	1
1.1 Purpose	1
1.2 General Overview of the Planning Process	1
1.3 MPO Organizational Structure	2
2.0 Public Participation Process	3
2.1 Purpose	3
2.2 Legal Authority for Public Involvement	3
2.2.1 Interested Parties, Participation, and Consultation	4
2.2.2 Provision for Additional Public Comment...	5
2.3 Advisory Committee Membership	5
2.4 Citizens Advisory Committee Responsibilities	5
2.5 Notices for Public Involvement Meetings or Comment Periods	6
2.6 Conduct of Public Involvement Meetings	6
2.7 Documentation of Public Involvement Meeting Results	7
2.8 Open Meetings	7
2.9 MPO Adoption	7
2.10 Public Access to Information	7
2.11 Planning Process Factors	7
2.12 Revisions to Public Involvement Procedures	8
2.13 Livability Principles and Indicators	8
3.0 Outreach, Access, and Operations	9
3.1 Outreach and Notification	9
3.2 Outreach and Notification Target Dates	9
3.3 Open Meetings	10
3.4 Conduct of Public Meetings	10
3.5 Documentation of Public Involvement Meeting Results	10
3.6 Metropolitan Planning Organization Adoption	10
3.7 Public Access to Information	11
3.7.1 Guidelines for Public Release of Data	11
3.8 Summary Documents	11
3.9 Public Participation Activities for Transportation Planning Documents	12
3.9.1 Amendment Process for the Long Range, TIP and Other Operational Documents	17
3.10 Outreach and Notification to Environmental Justice Communities	18
3.10.1 Strategies for Outreach to EJ Communities	18
3.10.2 Communication and Notification Strategies	18
3.10.3 Limited English Proficiency (LEP) and Language Assistance Plan (LAP)	18
3.11 Employing Visualization Techniques in the Long Range	19

4.0	How To Get Involved	20
4.1	Written Comments	20
4.2	Attend Public Meetings	20
4.3	Public Opinion Surveys	20
5.0	Documentation	22
5.1	Evaluation of Public Involvement Activities	22
5.1.1	Useful Quantitative Indicators	22
5.1.2	Qualitative Indicators	22
5.1.3	Monitoring and Reporting	22
	Appendices	24
A.	Abbreviations and Acronyms	25
B.	MPO Planning Area Map	26
C.	Samples	27
a.	Sign in Sheets	28
b.	Fiscal Year 2013 Meeting Schedule	36
c.	Public Comment Form	37
D.	Livability Data	38

Executive Summary

For the transportation community, involving the public in planning and project development poses a major challenge. Many people are skeptical about whether they can truly influence the outcome of a transportation project, whether highway or transit. Others feel that transportation plans, whether at the statewide or metropolitan level, are too abstract and long-term to warrant attention. However, public involvement is a two-way street. In order to participate effectively in transportation project development and planning, citizens need avenues to get information from a transportation agency as well as avenues to give information back to the agency.

Developing an effective public involvement process is a strategic effort that requires assembling a selection of techniques that meet the needs of a given transportation plan, program, or project. Citizens are necessary to the transportation decision making process, because when residents are directly involved in the process, new points of view, new ideas, and a community perspective are infused into the process, thereby giving decisions more validity. The overall process should convince citizens that active involvement is worthwhile because their input has a direct and meaningful impact on decisions made concerning transportation plans, programs, or projects.

Before a public involvement meeting can occur, there are several phases that must take place. Depending upon the degree of importance associated with the proposed transportation project or plan, the Montgomery Metropolitan Planning Organization staff solicits local interest in public involvement meetings in a variety of ways, which include a general mailing, public information materials, as well as the utilization of media strategies. One of the most important phases in the process is the outreach and notification process. Outreach and notification is the process by which the MPO Planning Staff notifies the community of an upcoming public involvement meeting or event. Outreach is essential because it allows for a more broad and varied representation of potential participants. Outreach and notification is a three step process, which may appear simple. However, it is rather complex and it calls for an extensive amount of initial planning.

The primary focus of outreach and notification is to include all segments of a community in the transportation planning process. Participation is also sought from the disabled, the elderly, the young, ethnic minorities, and any other segment of the community that might have unique transportation needs. The MPO Planning Staff makes contact with these groups and determines their individual needs through outreach services. Outreach services involve developing contacts, mailing lists, and other means of communication with a broader cross-section of the community.

This document details the public involvement strategies used by the Montgomery MPO members, Staff, and committees.

1.0 Introduction

1.1 Purpose

This document is divided into six sections. The first section is the Introduction. The second section cites the federal Safe Accountable Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) guidelines for maintaining public involvement in the transportation planning process. The third section illustrates each step involved in the public involvement process. The fourth section highlights ways for citizens to participate in the planning process and provide comments/suggestions for consideration by the MPO and/or its Committees. The fifth section explains how the MPO planning staff can evaluate the public involvement process and document it. The final section, the Appendix, provides reference forms and additional information.

The purpose of this document is to:

- Familiarize the public with the transportation public involvement process.
- Identify the federal guidelines which govern the transportation planning process.
- Discuss some common myths and facts concerning public involvement and the transportation planning process.
- Invite the public to become more involved in the planning process, and explain how to do so.

1.2 General Overview of the Planning Process

Each metropolitan planning area, as a condition to receiving Federal highway and transit capital or operating assistance, is required to have a transportation planning process. The transportation planning process requires the development of a *Long Range Transportation Plan (LRTP)*, a short range *Transportation Improvement Program (TIP)*, and an annual *Unified Planning Work Program (UPWP)* to address current and upcoming planning and project development activities. Special efforts must also be made to plan public mass transportation for the disabled and to address transportation issues in the area.

Annual certification that the planning process is being carried on in conformance with these requirements is necessary for the receipt of surface transportation program, national highway system, interstate maintenance, state bridge replacement, and transit capital and operating funds.

The state's Metropolitan Planning Organizations are responsible for planning in the 13 urbanized areas in Alabama. The Montgomery Metropolitan Planning Organization (MPO) is the group of local elected officials responsible for adoption of the required transportation plans, program and projects for Montgomery, Autauga, and Elmore Counties. Each MPO follows the 3 C's planning process (Continuous, Cooperative, and Comprehensive) to develop plans, projects and programs that will be undertaken over time.

Public involvement is a process by which agencies search out the public and solicit responses from them concerning transportation projects. Public involvement is a vital part of the metropolitan planning process, because it gives the MPO and other transportation officials an opportunity to gather ideas from the public concerning transportation plans and programs for the Montgomery Metropolitan Area.

Public involvement shall be conducted for the following transportation planning activities identified

in 23 CFR Part 450 and 49 CFR Part 613:

- (1) *Long Range Transportation Plan* adoptions and subsequent revisions or amendments.
- (2) Four (4) year *Transportation Improvement Program (TIP)* and modifications thereto which (1) result in a project with design concept and scope significantly different from that in the transportation plan or TIP, and (2) are not fiscally constrained according to the metropolitan planning regulations of 23 CFR Part 450. A public involvement meeting need not be conducted for minor amendments to the *Transportation Improvement Program* to include the addition of work scopes not anticipated in the original document, changes in funding categories, changes in year programmed, and changes in estimated costs.
- (3) Other major transportation policy plans or programs (i.e. transit, bicycle/pedestrian, corridor studies).

The Montgomery MPO, when necessary, through MPO staff will coordinate public involvement activities with statewide transportation planning public involvement and consultation processes conducted by the State Department of Transportation.

Citizens must be offered the opportunity to be involved in the early stages of the development of a new transportation plan, or the update of a current transportation plan. The public involvement procedures outlined in this document are the ones used by the Montgomery Metropolitan Planning Organization in the development of transportation plans and programs for the Montgomery Metropolitan Planning Area of Montgomery, Autauga, and Elmore Counties.

There are two committees that provide information and advisory recommendations to the Metropolitan Planning Organization—the Technical Coordinating Committee (TCC) and the Citizens Advisory Committee (CAC). The **Technical Coordinating Committee** advises the MPO on the feasibility of proposed projects. The TCC is comprised of planners, project engineers, and other local parties who support the comprehensive Montgomery Area Transportation Planning Process. The **Citizens Advisory Committee** provides an organized forum for local citizens to be involved in the transportation planning process.

1.3 MPO Organizational Structure

The Montgomery Metropolitan Planning Organization (MPO) is made up of 3 committees. Two advisory (Technical Coordinating and Citizens Advisory) and a Policy board (MPO).

Membership of the Technical Coordinating Committee is made up of Planners and engineers of the municipalities within the Montgomery Study Area as well as representatives from the Alabama Department of Transportation, Federal Highway Administration, Federal Transit Administration and other transportation organizations.

Membership of the Citizens Advisory Committee is made up of citizens from municipalities with the Montgomery Study Area and serve by appointment.

The MPO policy board is the group of local elected officials responsible for adoption of the required transportation plans, program and projects for Montgomery, Autauga, and Elmore Counties. Each MPO follows the 3 C's planning process (Continuous, Cooperative, and Comprehensive) to develop plans, projects and programs that will be undertaken over time.

2.0 PUBLIC PARTICIPATION PROCESS

2.1 Purpose

These procedures document the public involvement process to be used by the Montgomery Metropolitan Planning Organization in developing transportation plans and programs for the Montgomery Metropolitan Study Area (portions of Montgomery, Autauga, and Elmore Counties). The Montgomery Metropolitan Planning Organization subcommittee structure is described in the following paragraphs. The MPO has two (2) advisory committees—a Technical Coordinating Committee (TCC) and a Citizens Advisory Committee (CAC).

The Citizens Advisory Committee provides an organized forum for local citizens to be involved in the transportation planning process. These procedures further define the applicability, notification procedure, conduct and documentation of public involvement meetings.

2.2 Legal Authority for Public Involvement

The Metropolitan Transportation Planning Regulations under 23 CFR, 450.316, Paragraph (b) state that the metropolitan transportation planning process shall include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and *Transportation Improvement Programs (TIPs)* and meets the requirements and criteria specified further in subparagraphs i-xi.

An agreement, executed on March 3, 1995, is used to administer the urban transportation planning process in the Montgomery Urbanized Area under the Federal Highway Administration and Federal Transit Administration. This agreement is between the Alabama Department of Transportation, City of Montgomery, City of Prattville, City of Millbrook, City of Wetumpka, Town of Coosada, Montgomery County, Autauga County, Elmore County, and the Central Alabama Regional Planning and Development Commission.

The public participation process satisfies the City of Montgomery, The M Transit, City of Prattville, City of Millbrook, City of Wetumpka, Town of Coosada, Montgomery County, Autauga County, Elmore County, and the Central Alabama Regional Planning and Development Commissions public participation requirements for the POP.

Included in the Agreement is the provision for a representative Technical Coordinating Committee and for a representative Citizens Advisory Committee. The Technical Coordinating Committee is a required part of the planning process. The Citizens Advisory Committee is not required.

The TCC and the CAC are both charged with the following responsibilities:

(1) Make recommendations to the Metropolitan Planning Organization (MPO) regarding the documents and materials necessary for the MPO endorsements.

(2) Make recommendations to the MPO regarding the elements of the metropolitan planning process necessary to meet the requirements for certification.

Note: The elements of the metropolitan planning process include the Long Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, and the Public Involvement Plan as well as other documents as needed.

The emphasis on public involvement has continued with the passage of the new transportation legislation, *Moving Ahead for Progress in the 21st Century*, signed into law in July of 2012, and

previous legislation such as ISTEA in 1991 and the more recent SAFETEA-LU in 2005. MAP-21 continues to require states and MPOs to involve the public to a much greater extent in transportation decision-making than the earlier laws and adds new requirements, including further refinement of the MPO Public Participation Plan. Plans require consultation with interested parties, the addition of bicycle and pedestrian users and the disabled as to this group, requirements for convenient times and accessible locations for public meetings, and the use of visualization methods and electronic techniques to provide information.

These regulations are found in 23 Code of Federal Regulations (CFR), Part 450.210 and 450.316 to guide the development of statewide, local and metropolitan plans and programs. These regulations also include the following:

- Early and continuous public involvement opportunities throughout the planning and programming process;
- Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects;
- Reasonable public access to information;
- Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
- Explicit consideration and response to public comment;
- Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
- Periodic review of public involvement efforts by the Metropolitan Planning Organization (MPO) to ensure full and open access to all;
- Review of public involvement procedures by the FHWA and FTA when necessary; and
- Coordination of MPO public involvement processes with statewide efforts whenever possible.

The National Environmental Policy Act of 1969 (NEPA) established a national policy for the protection of the environment. NEPA requires the consideration of potential impacts on social and natural resources during transportation decision-making.

In addition, the Americans with Disabilities Act (ADA) requires reasonable efforts be made to accommodate citizens with disabilities who wish to attend public meetings.

2.2.1 Interested Parties, Participation and Consultation

As required in the Federal Regulations 450.316 (b)-(e): In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53; (2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and (3) Recipients of assistance under 23U.S.C. 204 (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP. (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP. (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

The Montgomery MPO will comply with 23 CFR 450.316 section b through e, and, when and where applicable comply with involving all planning agencies in the MPO area and coordinating work with other agencies or individuals receiving Federal assistance.

2.2.2 Provision for Additional Public Opportunity for Public Comment on Long Rang Transportation Plans and Transportation Improvement Program Documents

As required under 23 CFR 450.316 (a)(1)(viii), the Montgomery MPO will hold a 7 to 14 day public comment period, place documents at document review sites, notify committee members, and other interested persons on the mailing list, place public meeting notices in general circulation newspaper(s) and hold a public hearing in a centralized meeting location that is accessible to persons with disabilities for Long Range Transportation Plans and Transportation Improvement Programs that differ significantly from the original or amended version made available for public comment.

2.3 Advisory Committee Membership

The Montgomery Metropolitan Planning Organization adopted *RES-03-2002* on October 18, 2001, establishing the 25-member Montgomery Area Citizens Advisory Committee (CAC). This Resolution also adopted the CAC Bylaws (available in a separate document upon request) and a plan for proportional representation based on the 2000 Census. Under the plan for proportional representation, no MPO member jurisdiction has less than one (1) member, and members are distributed as follows:

<i>Member Jurisdiction</i>	<i>Number of Representatives</i>
City of Montgomery	16
City of Prattville	2
City of Millbrook	1
Town of Coosada	1
City of Wetumpka	1
Autauga County	1
Elmore County	2
Montgomery County	1
Total:	25

2.4 Citizens Advisory Committee Responsibilities

Metropolitan Transportation Planning Regulations under 23 CFR, 450.316, Paragraph (b) state that the metropolitan transportation planning process shall include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and that supports early and continuing involvement of the public in developing plans and *Transportation Improvement Programs (TIPs)* and meets the requirements and criteria specified further in subparagraphs i-xi. The Citizens Advisory Committee will have the following responsibilities:

Make recommendations to the Montgomery Metropolitan Planning Organization (MPO) regarding planning transportation improvements for their respective jurisdictional area within the Study Area, and for the Study Area at large.

Make recommendations to the MPO regarding methods for achieving maximum public involvement for their respective jurisdictional areas within the Study Area, and for the Study Area at large.

2.5 Notices for Public Involvement Meetings or Comment Periods

A public involvement meeting shall be held for the following transportation planning activities:

- (1) *Long-Range Transportation Plan* adoptions and subsequent revisions or amendments.
- (2) Four (4) year *Transportation Improvement Program* and modifications thereto which (a) result in a project with design concept and scope significantly different from that in the transportation plan or TIP, and (b) are not fiscally constrained according to the metropolitan planning regulations of 23 CFR Part 450. A public involvement meeting need not be conducted for minor amendments to the *Transportation Improvement Program* to include the addition of work scopes not anticipated in the original document, changes in funding categories, changes in year programmed, and changes in estimated costs.
- (3) Other major transportation policy plans or programs (i.e., Unified Planning Work Program or Congestion Management System Plan).

Public Notice—Publication shall be in newspapers of general circulation in Montgomery, Autauga, and Elmore Counties and by additional means and methods. At least 14 calendar days' notice shall be provided, when possible, but no less than 7 days (State law). The information to be distributed at the public involvement meeting shall be available to the public at the time of notice. Information may be placed on the MPO web site www.montgomerympo.org. Any person requiring special arrangements related to the Americans with Disabilities Act shall notify the Metropolitan Planning Organization no less than 72 hours prior to the date of the scheduled meeting so that necessary special arrangements can be made in order to facilitate participation.

Transportation Mailing List or Email—The transportation mailing list or email will consist of the MPO Policy board, Technical Transportation Committee, Citizens Advisory Committee and other interested citizens and groups that request to be put on the mailing list at a minimum. Notification of meetings will be done by using the transportation mailing list or email.

The public involvement process for transportation plans and programs shall include the activities of the Citizens Advisory Committee as documented in Sections 2.0 and 3.0.

2.6 Conduct of Public Involvement Meetings

The public involvement meetings shall be sponsored by the Metropolitan Planning Organization, done by MPO staff and be conducted in a format structured to provide (1) presentation and discussion in a group setting, or (2) individual discussion with MPO Planning Staff and with

Metropolitan Planning Organization members if present. Comment Forms will be available for individuals who wish to provide comments in writing.

2.7 Documentation of Public Involvement Meeting Results

The process used to address individual comments will first include documenting the written comments provided by those attending the public involvement meeting or comments received outside of meetings. A name and address shall be provided in order for a comment to be documented. Comments by the public concerning the material provided at a public involvement opportunity shall be on a Comment Form, email, fax, or by separate letter before the closing date identified for the public involvement period. The comments shall be summarized by the MPO Planning Staff and a response prepared and documented in a written report.

The written report for the public involvement meeting or meetings shall include a record of attendance, a summary of the background material distributed at the public involvement meeting, a summary of each comment, the number of persons making the summary comment, and a response to the summary comment.

The written summary of the public involvement meeting(s) and the written comments received shall then be provided to the Metropolitan Planning Organization prior to the MPO decision on the public involvement subject. Comments are made available to the MPO prior to any action being taken on the final plan or proposal.

The written summary of the public involvement shall also be available to the public at the MPO Staff Office or on the MPO website at <http://www.montgomerympo.org>.

2.8 Open Meetings

All regularly scheduled and special called meetings of the Metropolitan Planning Organization, Citizens Advisory Committee, and Technical Coordinating Committee shall be open to the public. General meeting locations shall be: The City of Montgomery Intermodal Facility Conference Room located at 495 Molton Street, Montgomery, AL 36104 or at 103 North Perry St, 2nd Floor, Mayors Conference Room, Montgomery, AL 36104

2.9 MPO Adoption

The development of the *Transportation Improvement Program, Long Range Transportation Plan* and other activities for which public involvement is conducted shall result in adoption by the Metropolitan Planning Organization by resolution, by official action recorded in the minutes of the meeting. A copy of the Metropolitan Planning Organization's official action shall be included in each appropriate document.

2.10 Public Access to Information

The Metropolitan Planning Organization shall provide public access to technical and policy information used to develop Long Range Transportation Plans and Transportation Improvement Programs. Timely information about transportation issues and processes shall also be provided to citizens, affected public agencies, private transportation providers, and other segments of the community.

2.11 Planning Process Factors

The Transportation Planning Process and Planning Factors as identified in SAFETEA-LU are brought forward in the new transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) as Scope of the Planning Process. The Factors themselves remain unchanged

and the MPO is tasked with making sure that all MPO plans, projects, and programs are consistent with the Factors.

- (1) Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the **safety** of the transportation system for motorized and non-motorized users;
- (3) Increase the **security** of the transportation system for motorized and non-motorized users;
- (4) Increase the **accessibility and mobility** options available to people and for freight;
- (5) Protect and enhance the **environment**, promote energy conservation, improve the quality of life, promote **consistency** between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient **system management** and operation; and
- (8) Emphasize the **preservation** of the existing transportation system.

2.12 Revisions to Public Involvement Procedures

When the Public Involvement Plan is amended for any reason, it shall undergo a minimum 45 day public comment period as required by the current Federal regulations 23 CFR 450.316(2), and subsequent regulations.

2.13 Livability Principles Activities for Transportation Planning Documents

Increasingly, federal and state agencies are using Performance Measures as a way of ensuring greater accountability for the expenditure of public funds in an ever growing number of programs and activities across a variety of disciplines. Within the transportation sector and the planning processes associated with transportation infrastructure development, ALDOT has adopted the Livability Principles and Indicators as a sustainability measurement against future actions.

All planning tasks must be measured against these Livability Principles:

- 1) Provide more transportation choices
- 2) Promote equitable, affordable housing
- 3) Enhance economic competitiveness
- 4) Support existing communities
- 5) Coordinate policies and leverage investment
- 6) Value Communities and neighborhoods

As a measure of sustainability of these principles, the MPO will provide the following Livability Indicators:

- 1) Percent of jobs and housing located within one-half (1/2) mile of transit service
- 2) Percent of household income spent on housing and transportation
- 3) Percent of workforce living within a thirty (30) minute or less commute from primary job centers
- 4) Percent of transportation investment dedicated to enhancing accessibility of existing transportation systems
- 5) Percent of transportation projects where more than one federal funding source is utilized

- 6) Percent of housing located in walkable neighborhoods with mixed use destinations located nearby

3.0 OUTREACH, ACCESS and OPERATIONS

3.1 Outreach and Notification

(1) The first step is the preparation of a flyer, or announcement, which notifies the community of an upcoming meeting. The intent of the flyer is to provide an attractive, eye-catching announcement which will convey the purpose of the public involvement meeting.

(2) The second step is the compilation and updating of the mailing list. The mailing list is a collection of names of organizations, residents, media, elected officials, agency personnel, interest groups, and others who are affected or interested in transportation projects or plans. The list includes addresses and other contact information used to reach the community with announcements of upcoming events, meeting invitations, newsletters, summary reports, and other information about MPO activities. The Montgomery MPO mailing list and email is comprised of the TCC, CAC, and MPO committee members along with other individuals that request to be included on the mailing list as needed.

(3) The third step is the distribution of the public involvement meeting flyers to each entity on the mailing list or email.

3.2 Outreach and Notification Target Dates

For Regular MPO meetings Public Notices are advertised in several circulation newspapers from 7 days to 14 days prior to any MPO, TCC, or CAC meeting.

Public Involvement Procedure for MPO Documents such as TIP, LRTP, Congestion Management, or UPWP.

Flyers (Display Public Notice Advertisements), Technical Summaries and/or transportation documents are displayed at the designated public involvement sites. These flyers (Display Public Notice Advertisements) are to be posted in conspicuous places for easy observation by members of the community. A display advertisement/flyer will also be placed at the public involvement meeting site. A Public Display Notice Advertisement will be published in general circulation newspapers announcing public involvement opportunities concerning MPO documents as well as being available at the sites listed below. Public involvement sites will be evaluated annually, at the beginning of each fiscal year, and then revised if necessary. The list of current public involvement sites is as follows:

Montgomery City/County

- Montgomery City/County Library, Main Branch, 245 High Street
- Montgomery City Hall Annex, 2nd Floor, 27 Madison Ave.
- Montgomery Intermodal Facility, 495 Molton Street
- Rosa Parks Library, 1276 Rosa Parks Ave.
- Montgomery Housing Authority, Main Office, 1020 Bell Street
- Rufus Lewis Library, 3095 Mobile Highway
- ALDOT 6th Division, 1525 Coliseum Blvd.
- EL Lowder Library, 2590 Bell Road

City of Prattville/Autauga County

- Prattville/Autauga County Library, 254 Doster Street
- Prattville U.S. Post Office, 502 Greystone Way

Elmore County (Millbrook, Wetumpka and Coosada)

- Millbrook Library, 3650 Grandview Road
- Millbrook U.S. Post Office, 4431 Main Street
- City Hall of Wetumpka, 212 South Main Street
- Town of Coosada U.S. Post Office, 5798 Coosada Road

ONE WEEK PRIOR TO MEETING DATE

A bulk mailing and emails are done to distribute to each person, agency, organization, etc. on the MPO mailing list.

3.3 Open Meetings

All regularly scheduled and special called meetings of the Metropolitan Planning Organization, Citizens Advisory Committee, and Technical Coordinating Committee shall be open to the public at all times. Subcommittee meetings shall also be open to the public at all times.

3.4 Conduct of Public Meetings

The public meetings shall be sponsored by the Metropolitan Planning Organization and be conducted in a format structured to provide a presentation and discussion in a group setting or followed by individual discussions with MPO Planning Staff and with Metropolitan Planning Organization members if present. Comment Forms will be available for individuals who wish to provide written comments. Visualization technique(s) to be used during public meetings will be in the form of maps displaying information about projects or other techniques.

3.5 Documentation of Public Involvement Meeting Results

The process used to address individual comments will first include documenting the written comments provided by those attending the public involvement meeting. A name and address shall be provided in order for a comment to be documented. Comments by the public concerning the material provided at the public involvement meeting shall be on a Comment Form, email or by separate letter before the closing date identified for the public involvement period. The comments shall be summarized by the MPO Planning Staff and a response prepared and documented in a written report. If the assistance of other parties is required in order to respond to a public comment, the parties shall be notified in writing by the MPO Planning Staff.

The written report for the public involvement meeting or meetings shall include a record of attendance, a summary of the background material distributed at the public involvement meeting, a summary of each comment, the number of persons making the summary comment, and a response to the summary comment.

The written summary of the public involvement meeting(s) and the written comments received shall then be provided to the Metropolitan Planning Organization prior to any action being taken on the final plan or proposal.

The written summary of the public involvement shall also be available to the public at the MPO Staff Office or on the MPO website.

3.6 Metropolitan Planning Organization Adoption

The development of the *Transportation Improvement Program, Long Range Transportation Plan*, and other activities for which public involvement is conducted shall result in adoption by the

Metropolitan Planning Organization by resolution, by official action recorded in the minutes of the meeting. A copy of the Metropolitan Planning Organization's official action shall be included in the appropriate document.

3.7 Public Access to Information

The Metropolitan Planning Organization shall provide public access to technical and policy information used to develop *Long Range Transportation Plans* and *Transportation Improvement Programs*, in accordance with the *Guidelines for Public Release of Data* adopted by MPO Resolution RES-06-2002 on January 17, 2002 (see *Appendix*). Timely information about transportation issues and processes shall also be provided to citizens, affected public agencies, private transportation providers, and other segments of the community.

3.7.1 Guidelines for Public Release of Data

1. *Working Data Provided to MPO Subcommittees*—Data will be released to the Technical Coordinating Committee (TCC) and the Citizens Advisory Committee (CAC) on an on-going basis as MPO projects progress toward completion. Internal data used to create plans and programs will be provided to the various Committees in order for them to have sufficient information to make appropriate recommendations to the Metropolitan Planning Organization (MPO).

2. *Working Data Available to the General Public*—Data provided to the TCC and the CAC will be provided to the general public upon request with time to assemble documents and or information requested by MPO Staff.

3. *Planning Documents*—Information provided to the general public will comprise all documents required by the Federal Highway Administration (FHWA) as routine planning documents (documents detailing planning work). These currently include the following:

FY 2012-15 Transportation Improvement Plan
FY 2035 Long Range Transportation Plan
FY 2014 Unified Planning and Work Program
FY 2012 Montgomery MPO Bicycle and Pedestrian Plan
FY 2009-13 Montgomery Area Congestion System Management Plan
MATS Transit Development Plan

• Other planning and programming documents or information as they are completed
These documents will be provided at no charge as requested on a per individual basis. Individuals requiring more copies will be advised there is no copyright and they are free to reproduce as many documents as they need. Documents may also be accessed via the internet at www.montgomerympo.org.

4. *Other Information Available*—Staff will inform the general public of transportation websites with other data available (FHWA home page, FTA home page, etc.).

5. *Electronic Format*—Some digital data may not be available to Committee members or to the general public, due to data sharing agreements made with the Montgomery Water Works and Sanitary Sewer Board, Montgomery County, and with participating MPO jurisdictions.

3.8 Summary Documents

A written report for each public involvement effort is compiled after the close of the public involvement period. The report includes a record of attendance, a summary of the background material distributed at the public involvement meeting, a summary of each comment, the number of persons making the summary comment, and a response to the summary comment. Comments on public involvement can be e-mailed to rsmith@montgomeryal.gov

3.9 Public Participation Activities for Transportation Planning Documents

This section details the public participation processes and procedures for preparation and dissemination by the Montgomery MPO of the following documents:

Unified Planning and Work Program
Long Range Transportation Plan
Transportation Improvement Plan
Montgomery MPO Bicycle and Pedestrian Plan
Public Participation Plan
Air Quality Conformity Report (if needed)

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is the primary document in the formal, required planning document hierarchy. The UPWP outlines the work activities for the Montgomery Area MPO for the upcoming fiscal year. Within each work activity listed in the UPWP, specific tasks are identified by an objective, previous work performed, a description of the task, and the desired outcome/measurement tools. The following actions will be taken to ensure that all sectors of the public are involved in the UPWP development and revision process for the draft and final documents:

- The UPWP shall be opened for a public review and comment period of a minimum of fourteen (14) days prior to Montgomery MPO Policy Board approval.
- At least one (1) open public meeting shall be held to receive public comment as well as timely opportunity being given for comments on the UPWP at a regularly scheduled meeting of the Montgomery Area MPO Policy Board in order to accommodate all segments of the MPO Planning Area population.
- Special outreach to low-income and minority populations within the MPO Planning Area shall be performed and shall include a listing of churches, businesses, and community leaders in areas with low and moderate incomes and minority populations.
- Written information shall be disseminated to stakeholder groups.
- Notices and agendas of meetings concerning the UPWP shall be posted on the MPO website (www.montgomerympo.org) and shall be mailed to stakeholders and interested parties no later than seven (7) days prior to the scheduled meeting.
- Notices and agendas shall be provided to local media (newspaper) for dissemination to the local public.
- Members of the Montgomery Area MPO staff shall be available to answer questions and hear comments from interested citizens at all scheduled meetings concerning the UPWP as well as at regularly scheduled MPO Policy Board meetings.
- Comment forms shall be made available at all meetings concerning the UPWP and may be presented to the Montgomery Area MPO staff at any time during the fifteen day comment period.
- When received, a summary, analysis, and report on the disposition of written or oral comments shall be included in the Public Involvement Summary.
- The UPWP shall be placed on display at the public involvement sites as indicated above.
- The MPO shall consult with agencies and officials responsible for other planning activities that are affected by transportation projects in the MPO Planning Area.
- The MPO shall consult with ALDOT to evaluate and update the public participation process for the UPWP as needed.
- Copies of documents shall be made available to the public as requested.

Long-Range Transportation Plan (LRTP)

The Long Range Transportation Plan (LRTP) guides transportation decision-making in the Montgomery MPO Planning Area for a twenty-five (25) year period. The LRTP is updated every five years (four years if in non-conformity for Air Quality Standards) and serves as a conduit for public input on a broad range of transportation issues. The LRTP considers all modes of transportation from a regional perspective. The following actions will be taken to ensure that all sectors of the public are involved in the LRTP development and revision process for the draft and final documents:

- The LRTP shall be opened for a public review and comment period of a minimum of fourteen (14) days prior to Montgomery MPO Policy Board approval.
- At least one (1) open public meeting shall be held to receive public comment as well as timely opportunity being given for comments on the LRTP at a regularly scheduled meeting of the Montgomery Area MPO Policy Board in order to accommodate all segments of the MPO Planning Area population.
- Special outreach to low-income and minority populations within the MPO Planning Area shall be performed and shall include a listing of churches, businesses, and community leaders in areas with low and moderate incomes and minority populations.
- Written information shall be disseminated to stakeholder groups.
- Notices and agendas of meetings concerning the LRTP shall be posted on the MPO website (www.montgomerympo.org) and shall be mailed to stakeholders and interested parties no later than seven (7) days prior to the scheduled meeting.
- Notices and agendas shall be provided to local media (newspaper) for dissemination to the local public.
- Members of the Montgomery Area MPO staff shall be available to answer questions and hear comments from interested citizens at all scheduled meetings concerning the TIP as well as at regularly scheduled MPO Policy Board meetings.
- Comment forms shall be made available at all meetings concerning the LRTP and may be presented to the Montgomery Area MPO staff at any time during the fifteen day comment period.
- When received, a summary, analysis, and report on the disposition of written or oral comments shall be included in the in the Public Involvement Summary.
- The LRTP shall be placed on display at the public involvement sites as indicated above.
- The MPO shall consult with agencies and officials responsible for other planning activities that are affected by transportation projects in the MPO Planning Area.
- The MPO shall consult with ALDOT to evaluate and update the public participation process for the LRTP as needed.
- Copies of documents shall be made available to the public as requested.

Transportation Improvement Plan (TIP)

The Transportation Improvement Program (TIP) is a four-year listing of the funded transportation projects located within the Montgomery MPO Study Area. The TIP includes the federal-aid projects funded under the areas of Surface Transportation, Bridges, Highway Safety, Transit, , and Transportation Alternatives as well as programs with other state or federal funding sources that contribute to transportation development. The funded projects are listed in the TIP with their specific project descriptions, levels of completion, funding by phase, and funding sources. The following actions will be taken annually to ensure that all sectors of the public are involved in the TIP development and revision process for the draft and final documents:

- The TIP shall be opened for a public review and comment period of a minimum of fourteen (14) days prior to Montgomery MPO Policy Board approval.
- At least one (1) open public meeting shall be held to receive public comment as well as

timely opportunity being given for comments on the TIP at a regularly scheduled meeting of the Montgomery Area MPO Policy Board in order to accommodate all segments of the MPO Planning Area population.

- Special outreach to low-income and minority populations within the MPO Planning Area shall be performed and shall include a listing of churches, businesses, and community leaders in areas with low and moderate incomes and minority populations.
- Written information shall be disseminated to stakeholder groups.
- Notices and agendas of meetings concerning the TIP shall be posted on the MPO website (www.montgomerympo.org) and shall be mailed to stakeholders and interested parties no later than seven (7) days prior to the scheduled meeting.
- Notices and agendas shall be provided to local media (newspaper) for dissemination to the local public.
- Members of the Montgomery Area MPO staff shall be available to answer questions and hear comments from interested citizens at all scheduled meetings concerning the TIP as well as at regularly scheduled MPO Policy Board meetings.
- Comment forms shall be made available at all meetings concerning the TIP and may be presented to the Montgomery Area MPO staff at any time during the fifteen day comment period.
- When received, a summary, analysis, and report on the disposition of written or oral comments shall be included in the in the Public In.
- The TIP shall be placed on display at the public involvement sites as indicated above.
- The MPO shall consult with agencies and officials responsible for other planning activities that are affected by transportation projects in the MPO Planning Area.
- The MPO shall consult with ALDOT to evaluate and update the public participation process for the TIP as needed.
- Copies of documents shall be made available to the public as requested.

Montgomery Bicycle and Pedestrian Plan (BPP)

The Montgomery MPO Bicycle and Pedestrian Plan is developed to guide decisions as to where bicycle and pedestrian facilities should be provided to meet the demands for bicycling and walking. Appropriately located bicycle and pedestrian facilities will give rise to bicycling and walking as viable and safe modes of transport. This plan will be updated as needed by the Montgomery Area MPO, or as directed by ALDOT. The following actions will be taken to ensure that all sectors of the public are involved in the BPP development and revision process for the draft and final documents:

- The Bike and Ped. Plan shall be opened for a public review and comment period of a minimum of fourteen (14) days prior to Montgomery MPO Policy Board approval.
- At least one (1) open public meeting shall be held to receive public comment as well as timely opportunity being given for comments on the BPP at a regularly scheduled meeting of the Montgomery Area MPO Policy Board in order to accommodate all segments of the MPO Planning Area population.
- Special outreach to low-income and minority populations within the MPO Planning Area shall be performed and shall include a listing of churches, businesses, and community leaders in areas with low and moderate incomes and minority populations.
- Written information shall be disseminated to stakeholder groups.
- Notices and agendas of meetings concerning the BPP shall be posted on the MPO website (www.montgomerympo.org) and shall be mailed to stakeholders and interested parties no later than seven (7) days prior to the scheduled meeting.
- Notices and agendas shall be provided to local media (newspaper) for dissemination to the local public.
- Members of the Montgomery Area MPO staff shall be available to answer questions and hear comments from interested citizens at all scheduled meetings concerning the

- BPP as well as at regularly scheduled MPO Policy Board meetings.
- Comment forms shall be made available at all meetings concerning the BPP and may be presented to the Montgomery Area MPO staff at any time during the fifteen day comment period.
- When received, a summary, analysis, and report on the disposition of written or oral comments shall be included in the in the Public Involvement Summary.
- The BPP shall be placed on display at the public involvement sites as indicated above.
- The MPO shall consult with agencies and officials responsible for other planning activities that are affected by transportation projects in the MPO Planning Area.
- The MPO shall consult with ALDOT to evaluate and update the public participation process for the BPP as needed.
- Copies of documents shall be made available to the public as requested.

Public Participation Plan (PPP)

The Public Participation Plan (PPP) outlines the processes for involving the public in transportation planning for the purpose of preparing the Montgomery Area MPO's primary planning documents listed at the beginning of this section. The PPP is updated at least every four (4) years, unless directed otherwise by ALDOT. The following actions will be taken to ensure that all sectors of the public are involved in the PPP development and revision process for the draft and final documents:

- The PPP shall be opened for a public review and comment period of a minimum of forty-five (45) days prior to Montgomery Area MPO Policy Board approval.
- Maintenance of stakeholder listings shall be performed for the purpose of outreach and the generation of comments. These stakeholder listings shall include telephone numbers, emails, and addresses of groups including, but not limited to, citizen advisory committees, school and church organizations, community organizations and groups, housing authorities, chambers of commerce, and state, federal and local government agencies.
- At least two (2) open public meetings shall be held to receive public comment either independently or in conjunction with regularly scheduled meetings of the Montgomery Area MPO Policy Board in order to accommodate all segments of the MPO Planning Area population.
- Special outreach to low-income and minority populations within the MPO Planning Area shall be performed and shall include a listing of churches, businesses, and community leaders in areas with low and moderate incomes and minority populations.
- Written information shall be disseminated to stakeholder groups.
- Notices and agendas of meetings concerning the PPP shall be posted on the MPO website (www.Montgomeryalabamausa.com/departments/mpo) and shall be mailed to stakeholders and interested parties ten (10) days prior to the scheduled meeting.
- Notices and agendas shall be provided to local media for dissemination to the local public.
- Members of the Montgomery Area MPO staff shall be available to answer questions and hear comments from interested citizens at all scheduled meetings concerning the PPP as well as at regularly scheduled MPO Policy Board meetings.
- Comment forms shall be made available at all meetings concerning the PPP and may be presented to the Montgomery Area MPO staff at any time during the forty-five day comment period.
- When received, a summary, analysis, and report on the disposition of written or oral comments shall be included in the in the final PPP.
- The PPP shall be placed on display at the public review sites as listed above. A digital copy may also be obtained by visiting the MPO website.
- The MPO shall consult with ALDOT to determine the amount of public participation

- required to amend the PPP.
- The MPO shall consult with agencies and officials responsible for other planning activities that are affected by transportation projects in the MPO Planning Area.
- The MPO shall consult with ALDOT to evaluate and update the public participation process for the PPP as needed.
- Copies of documents or CDs shall be made available as requested.

Montgomery Congestion System Management Plan (CSMP)

The Montgomery MPO Congestion System Management Plan is developed to guide decisions as to where congestion is currently occurring and where congestion could happen in the future. This document helps the MPO determine specific roadway treatments designed to prevent or slow congestion. The following actions will be taken to ensure that all sectors of the public are involved in the BPP development and revision process for the draft and final documents:

- The CSMP shall be opened for a public review and comment period of a minimum of fourteen (14) days prior to Montgomery MPO Policy Board approval.
- At least one (1) open public meeting shall be held to receive public comment as well as timely opportunity being given for comments on the CSMP at a regularly scheduled meeting of the Montgomery Area MPO Policy Board in order to accommodate all segments of the MPO Planning Area population.
- Special outreach to low-income and minority populations within the MPO Planning Area shall be performed and shall include a listing of churches, businesses, and community leaders in areas with low and moderate incomes and minority populations.
- Written information shall be disseminated to stakeholder groups.
- Notices and agendas of meetings concerning the CSMP shall be posted on the MPO website (www.montgomerympo.org) and shall be mailed to stakeholders and interested parties no later than seven (7) days prior to the scheduled meeting.
- Notices and agendas shall be provided to local media (newspaper) for dissemination to the local public.
- Members of the Montgomery Area MPO staff shall be available to answer questions and hear comments from interested citizens at all scheduled meetings concerning the CSMP as well as at regularly scheduled MPO Policy Board meetings.
- Comment forms shall be made available at all meetings concerning the CSMP and may be presented to the Montgomery Area MPO staff at any time during the fifteen day comment period.
- When received, a summary, analysis, and report on the disposition of written or oral comments shall be included in the in the Public Involvement Summary.
- The CSMP shall be placed on display at the public involvement sites as indicated above.
- The MPO shall consult with agencies and officials responsible for other planning activities that are affected by transportation projects in the MPO Planning Area.
- The MPO shall consult with ALDOT to evaluate and update the public participation process for the CSMP as needed.
- Copies of documents shall be made available to the public as requested.

Air Quality Conformity Report (AQCR) (if needed)

The purpose of this report is to comply with the rules and regulations from the Environmental Protection Agency (EPA) and the Moving Ahead for Progress in the 21st Century Act (MAP-21) of July 6, 2012, concerning National Ambient Air Quality Standards (NAAQS) in the Metropolitan Planning Area. The following actions will be taken to ensure all sectors of the public are involved in the development of the AQCR and the revision process for the draft and final documents.

- To work on a formal interagency consultation process involving the Environmental Protection Agency (EPA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Alabama Department of Transportation (ALDOT), the Alabama Department of Environmental Management (ADEM), and local transportation and air quality agencies on the development of the State Implementation Plan, Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) in making conformity determinations.
- The AQCR is made available to the public as part of the MPO Public Participation Plan Policy for the LRTP and TIP
- All comments from the public participation process and interagency review are incorporated into the Final AQCR
- The AQCR shall be placed on display at the public review sites listed above. A digital copy may also be obtained by visiting the MPO website.
- Copies of AQCR or CDs shall be made available to the public as requested.

3.9.1 Amendment Process –Long Range, TIP, and Other Operational Plans

Amendments to formal planning documents containing project listings and funding will be carried out pursuant to sections of Title 23 Code of Federal Regulations (CFR) 450, applicable to road and highway projects under various Federal Highway Administration (FHWA) funding programs and those transportation projects and funding actions under Federal Transit Administration (FTA) programs.

While governing regulations are specific to the Long Range Transportation Plan (Metropolitan Transportation Plan, Regional Transportation Plan), the short range component of the Long Range, the Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP), the process is extended in Alabama to those plans with projects and funding presented in tabular or listed format, to include the Congestion Management Plan (CMP), the Bicycle and Pedestrian Plan, and the amended project listings of the Long Range and TIP documents under the Air Quality Conformity Process.

An amendment to the Long Range Plan, TIP, and STIP documents may take one of two forms: 1. Administrative Modification, or 2. Formal Amendment Process.

1. An Administrative Modification is a minor change to project costs, funding sources, or project/phase start dates. Such minor changes or adjustments do not require public involvement activities, reestablishment of financial constraint, or, in areas of air quality non-conformity, confirmation of conformity determination. Amendments of this nature are generally conducted through coordination of ALDOT Bureau of Transportation Planning and Modal Programs staff and MPO staff to minimize plan modification and documentation activities and costs.
2. The Formal Amendment Process is a major change to project costs, design scope, funding amounts, project/phase start dates, or a revision approved and required in the MPO plans by the State as an adjunct to the its Public Involvement process. The process criteria then, under which a formal amendment occurs, is when a plan or document:
 - a. Adds a project
 - b. Deletes a project
 - c. Project costs exceed 20% of the original projected costs
 - d. Changes a project start or completion date
 - e. Changes the project design scope or termini description

Amendments to Congestion Management Plans (TMAs only) and Bicycle Pedestrian Plans (now a formal plan in Alabama) are subject to the same processes as above. However, ALDOT will

generally work with MPOs to make adjustments to these documents on a more informal basis in order to accommodate public involvement meetings and advisory committee scheduling.

3.10 Outreach and Notification to Environmental Justice Communities

Environmental Justice Communities often find it difficult to participate in public planning activities, yet they may have greater needs for services to get to work, school, shopping and other day-to-day activities. These groups are a growing part of the population, but social, economic and cultural barriers often hinder their participation. Increasingly, public agencies are assuming responsibility for reaching out to and including these communities in the decision-making process with customized, innovative approaches designed to assure basic, equitable access to the process. *Environmental Mitigation and Consultation are addressed with in the Long Range Transportation Plan and Transportation Improvement Plan as required.*

3.10.1 Strategies for Outreach to E.J. communities:

Identify environmental justice-related stakeholders to include in the process, such as transit groups, community-based organizations, minority academic institutions, religious groups, civic clubs, homeowner associations, neighborhood organizations and others.

Meet with community leaders when appropriate to provide information on plans, projects and transportation issues, develop relationships, and become familiar with community issues.

Seek opportunities to partner with community groups, private companies or non-profit organizations to sponsor or co-host events or activities. Enlist their assistance in notifying and communicating with their communities and offering low-cost perks such as food, transportation and day care to provide incentives to encourage participation.

3.10.2 Communication and Notification Strategies

Identify media outlets that target environmental justice communities for the dissemination of notices, public notices, newsworthy events, public service announcements, mailings and advertisements. Develop relationships with these outlets to heighten interest in the process.

Use facilitators that are sensitive to, or trained in, environmental justice groups (i.e., social services offices, laundromats, YMCA's, Boys and Girls Clubs, neighborhood schools, doctors' offices, etc.).

Ensure that public information materials are culturally sensitive and in language geared toward the specific ethnic community.

3.10.3 Limited English Proficiency (LEP) and Language Assistance Plan (LAP)

MPO staff will ensure that it complies with the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular FTA C 4702.1B, October 2012, and that it fulfills the requirements under 4702.1B of the Limited English Proficiency (LEP) provisions. The MPO will prepare and maintain a Language Assistance Plan in accordance with Circular 4702.1B.

Language Assistance Plan

As required by Title VI of the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular C 4702.1B, October 2012, the Montgomery MPO has completed a Four Factor Analysis of the Montgomery Metropolitan Planning Area to determine requirements for compliance with the Limited English Proficiency (LEP) provisions. Based on analysis, the MPO has identified a population within the MPA that may require MPO assistance in participating in the planning

process. A Language Assistance Plan has been developed as follows:

- The minority population of the Montgomery MPO is approximately 7% of total population, thereby requiring the development of a Language Assistance Plan.
 - The MPO provides language assistance services on a needed basis.
 - Notice of the availability of language assistance to LEP persons is provided by the Montgomery MPO.
 - The MPO monitors, evaluates and updates the Plan annually through the update of the Public Participation Plan (PPP) and the Unified Planning Work Program (UPWP).
 - Training for MPO staff to provide language assistance is done on a needed basis.
- The MPO periodically reviews the above steps to ensure that inadvertent discrimination on the basis of national origin is not occurring.

In addition to the above actions, the MPO will provide the following:

- Notice of MPO meetings and hearings in the secondary language of Spanish.
- Translation services for meetings or hearings are available on request, subject to a notice of 48 hours. Call Robert Smith at 334-625-2713.
- Translation services, individuals or small groups, of planning documents are available subject to notice of 48 hours. Call Robert Smith at 334-625-2713.
- Title VI Complaint Forms in the secondary language Spanish are available at meetings, hearings, or can be obtained by calling 334-625-2713.

3.11 Employing Visualization Techniques in the Long Range

Transportation Plan and Transportation Improvement Program Documents

Visualization technique(s) to be used from the conception to completion of the Long Range Transportation Plan and Transportation Improvement Program documents and other related documents will be in the form of maps at a minimum, displaying information about projects, or other types of visualization techniques that can be employed and as appropriate.

4.0 HOW TO GET INVOLVED

Citizen participation is vital to the success of local and statewide transportation planning. It is the goal of the Metropolitan Planning Organization and its staff to increase the level of awareness and participation among citizens. Transportation initiatives are designed to find more efficient and effective methods to ensure that citizen's lives are safe, healthy, and fulfilling. Transportation infrastructure is a uniquely public responsibility and investment. Public involvement and widespread citizen participation are essential if transportation officials are to meet the needs of the people.

Citizens can participate in Transportation Planning Process in a variety of ways.

4.1 Written Comments

Type or write legibly, type or print your name under your signature, include your complete address, comments may be submitted via mail or email. Be brief and to the point. Be courteous, but firm. Keep a copy for your records.

Send written comments to the following address:
Mr. Robert Smith, Senior Transportation Planner
City of Montgomery Planning Department
Transportation Planning Division
495 Molton Street
P.O. Box 1111
Montgomery, AL 36104-1111
(334) 241-2212
(334) 241-2326-Fax Number
Email: rsmith@montgomeryal.gov

The MPO Planning Staff's physical address is 495 Molton Street Montgomery, AL 36104.

4.2 Attend Public Meetings

Public Involvement Meetings are opportunities for citizens to be brought up to date on the details of the plan or program being presented at the meetings. Citizens will also be provided with details regarding the next steps to be taken prior to the next meeting or public hearing. Citizens are expected to provide meaningful comments regarding the plan or program being presented. A public involvement meeting will be held prior to crucial decision-making points in the MPO transportation planning process. Watch the local newspaper for public involvement meeting announcements, or contact the MPO Planning Staff at (334) 241-2249 for information on upcoming meetings.

4.3 Public Opinion Surveys

Public opinion surveys assess widespread public opinion. Surveys are administered to a sample group of people via a written questionnaire or through interviews in person, by phone, or by electronic media. Survey results give transportation officials a fairly accurate prediction of public positions or reactions to transportation policies or initiatives. From time to time public opinion surveys may be used in the transportation planning process.

Increased public opinion in transportation planning will have numerous benefits. If the public becomes more involved in the planning process, it will promote a better understanding on their part of the tasks involved in implementing transportation improvements. If elected officials

perceive an increase in citizen participation in this process, it will provide them with a keener sense of direction in terms of the concerns of their constituents. Finally, by making an effort to encompass a diversity of people in the planning process, transportation officials will be laying the groundwork for a more comprehensive transportation system in the 21st Century.

5.0 DOCUMENTATION

5.1 Evaluation of Public Involvement Activities

The following indicators, both quantitative and qualitative, may be used to evaluate the effectiveness of the Montgomery Area MPO Public Involvement activities associated with a particular plan, program, or project. To effectively evaluate the public involvement program, activities will be monitored and assessed on a yearly basis as appropriate and within staffing and other resource constraints.

5.1.1 Useful Quantitative Indicators

1. Attendance
 - Number in attendance
 - Number attending previously at this location (if applicable)
2. Requests to add to mailing list
3. Calls to the MPO Planning Staff Office
4. Website hits
5. Oral and written comments received, categorized by gender, age and race (if known)
6. Evaluation of advertising participation and responses (legal notices, press releases, flyers, newsletters, invitations)
7. Listing of articles and the various publications where they appeared
8. Association with advocacy groups
9. Membership on MPO related committee (TCC, CAC)
10. Consultant or other agency associated with the transportation planning Process

5.1.2 Qualitative Indicators

1. Met legal requirements
2. Clearly articulated goals and objectives
3. Identified concerned or affected publics
4. Identified specific techniques for engaging the public in the process
5. Developed effective notification procedures for target affected groups
6. Delineated clear roles and responsibilities for participants
7. Developed educational techniques that increased public understanding of transportation issues and allowed for mutual learning.
8. Integrated input and followed through on questions and requests to demonstrate serious consideration of public input
9. Integrated public involvement into the decision-making structure
10. Demonstrated impact of public input on decision-making process
11. Increased understanding and awareness of transportation issues

5.1.3 Monitoring and Reporting

Successfully evaluating the effectiveness of a public involvement program requires standardized reporting procedures that allow for evaluating efforts and progress in achieving objectives and tracking outreach follow-up needs. Responsibilities and procedures should be clearly established to minimize duplication of effort and maximize the value of the public outreach program.

The monitoring and reporting process should capture the following types of information:

1. Date, time and location
2. Number of attendees
3. Written comments or questions
4. Assessment of local community perception of the need for public involvement for the proposed transportation activities
5. Suggestions on how the event/activity might be improved
6. Follow-up questions
7. Requests for information
8. Media activity
9. Response to media outreach
10. Controversial issues or projects

Reasonable efforts will be made by the MPO to evaluate the vision of the Public Involvement Plan to ensure that measures that are being undertaken for particular public involvement activities to be effective.

Appendices

A. Acronym and Abbreviations List

AL/SR Alabama Highway or State Route
ALDOT Alabama Department of Transportation
BR Bridge
BSP Base and pave
CAC Citizens Advisory Committee
CAP Transit Capital
CARPDC Central Alabama Regional Planning & Development Commission
CARE Critical Analysis and Reporting Environment
CMP Congestion Management Plan
CN Construction
CR County Road
EJ Environmental Justice
FCS Functional Classification System
FHWA Federal Highway Administration
FTA Federal Transit Administration
GDB Grade, drain, and bridge
GPB Grade, drain, base, pave, and bridge
GIS Geographic Information System
HES Hazard Elimination and Safety (Discretionary competitive STP funds)
IM Interstate Maintenance
ITS Intelligent Transportation System
LRTP Long Range Transportation Plan (20 Year Plan)
MAP-21 Moving Ahead for Progress in the 21st Century (Current Transportation Legislation)
MATS Montgomery Area Transit System
MP Mile Post
MPO Metropolitan Planning Organization
MT Maintenance program
MUTCD Manual on Uniform Traffic Control Devices
NEPA National Environmental Policy Act 1969
NHS National Highway System
OTH Other
PE Preliminary Engineering
PL FHWA Planning Funds
RPO Rural Planning Organization
RW Right of Way
SAFETEA-LU Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
Section 5303 FTA Metropolitan Planning Funds
Section 5307 FTA formula funds for urbanized areas
Section 5309 FTA capital program funds
Section 5310 FTA Elderly and Persons with Disabilities Program funds
Section 5311 FTA Formula Funds for Rural Transportation Programs
Sixth Division ALDOT Division consisting of eight counties (**Autauga**, Bullock, Butler, Dallas, **Elmore**, Lowndes, Macon, and **Montgomery**)
SOV Single Occupancy Vehicle
SR State Route
SRTS Safe Routes To School
STIP State Transportation Improvement Program
STP Surface Transportation Program
TAP Transportation Alternatives Program
TAZ Traffic Analysis Zone
TCC Technical Coordinating Committee
TE Transportation Enhancement

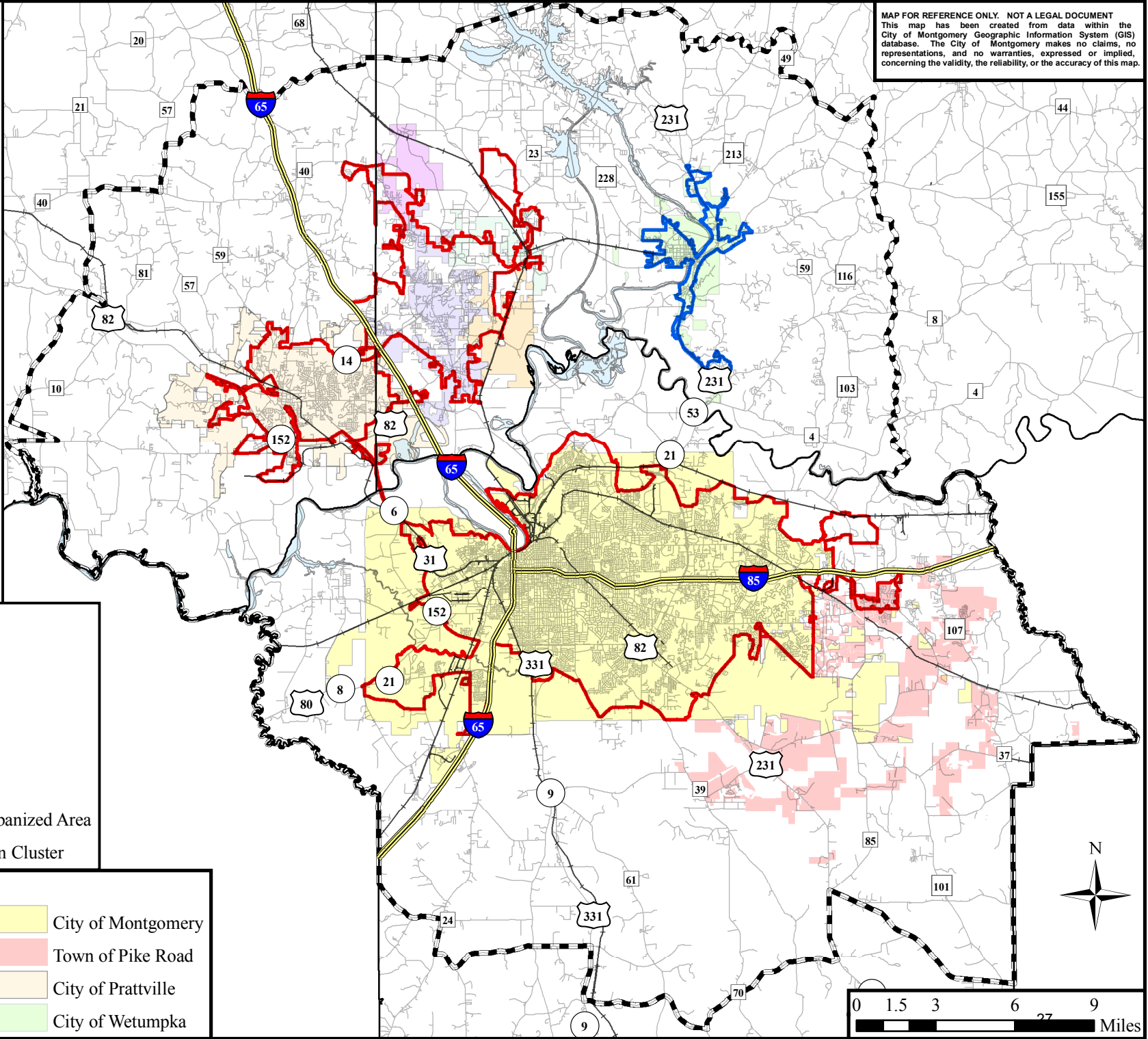


**Figure 1:
Montgomery MPO
Study Area and
2010 U.S. Census
Urbanized Area**

Source: 2010 U.S. Census,
City of Montgomery,
Town of Pike Road, City of
Prattville, and Elmore
County



MAP FOR REFERENCE ONLY. NOT A LEGAL DOCUMENT
This map has been created from data within the
City of Montgomery Geographic Information System (GIS)
database. The City of Montgomery makes no claims, no
representations, and no warranties, expressed or implied,
concerning the validity, the reliability, or the accuracy of this map.



Legend

- Interstate
- Roadways
- Railroads
- Rivers
- MPO Study Area
- Montgomery, AL Urbanized Area
- Wetumpka, AL Urban Cluster

Municipal Limits

City of Coosada	City of Montgomery
Town of Deatsville	Town of Pike Road
Town of Elmore	City of Prattville
City of Millbrook	City of Wetumpka

0 1.5 3 6 9
Miles

C. Samples



**Montgomery Area Metropolitan Planning Organization (MPO) Meeting
MATs Intermodal Transfer Facility – Conference Room
MPO Members - Sign-In Sheet**

(September 19, 2013 @ 11:30 a.m.)

Name _____ Signature _____

Voting Members

Mayor Todd Strange _____
Mayor William Gillespie _____
Commissioner Danny Chavers _____
Mr. Steve Graben _____
Commissioner Joe Faulk _____
Mayor Jerry Willis _____
Mr. Robert Smith _____
Mayor Frank Houston _____
Councilman Charles Jinright _____
Mayor Al Kelley _____
Councilman Cornelius Calhoun _____
Commissioner Elton Dean _____

Non-Voting Members

Mr. Mark Bartlett _____
Mr. Jeffery Anoka _____
Mr. Robert J. Jilla _____
Mr. Greg Clark _____
Mr. Kelvin Miller _____
Mr. Ken Upchurch _____
Mayor Gordon Stone _____
Mayor Margaret White _____
Mayor Clayton Edgar _____

MPO Staff

Mr. Kindell Anderson _____
Ms. April Delchamps _____
Mr. James Askew _____
Ms. Lisa Walters _____



**Montgomery Area Metropolitan Planning Organization (MPO) Meeting
MATS Intermodal Transfer Facility – Conference Room**

Sign - In Sheet – Guests

(September 19, 2013 @ 11:30 a.m.)

NAME (please print) _____ **AGENCY (if associated)** _____

1. _____
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**Technical Coordinating Committee Meeting (TCC)
Sign-In Sheet – Members**

(September 17, 2013 @ 10:00 a.m.)

Name	Signature	E-Mail Address
------	-----------	----------------

Voting Members

Ms. Alfredo Acoff	_____	_____
Mr. Clint Andrews	_____	_____
Mr. Jeffrey Anoka	_____	_____
Mr. Bill Ashurst	_____	_____
Mr. Richie Beyer	_____	_____
Mr. David Bollie	_____	_____
Mr. Locke (Bubba) Bowden	_____	_____
Mr. David Bufkin	_____	_____
Mr. Mike Bennage	_____	_____
<i>(for Mr. John Morris)</i>		
Mr. Greg Clark	_____	_____
Mayor Margaret White	_____	_____
Mr. Chris Conway	_____	_____
Autauga Co. Rural	_____	_____
Mr. Joel Duke	_____	_____
Mr. Patrick Dunson	_____	_____
Mayor W. Clayton Edgar	_____	_____
Ms. Connie Hand	_____	_____
Mr. Dave Harris	_____	_____
Mr. James Kelley	_____	_____
Mr. Chris Howard	_____	_____
Mr. John McCarthy	_____	_____
Mr. Kelvin Miller	_____	_____
Dr. Emmanuel Oranika	_____	_____
Mr. Phil Perry	_____	_____
Mr. Jerry L. Peters	_____	_____
Mr. Robert Smith	_____	_____
Mr. George Speake	_____	_____
Mr. Kenneth White	_____	_____
Mr. Tommy Tyson	_____	_____
Mr. David Robison	_____	_____

Mr. Stuart Peters

Non-Voting Members

Mr. Bill Couch

Mr. Wes Elrod

MPO Staff

Mr. James Askew

Ms. April Delchamps

Mr. Kindell Anderson

Ms. Lisa Walters



Citizens Advisory Committee Meeting (CAC)
 Intermodal Transfer Facility
 495 Molton Street
 Montgomery, AL 36104
Sign-In Sheet – Members

(September 17, 2013 @ 2:00 p.m.)

Name	Signature	E-Mail Address
Mr. James Brown, Chair	_____	_____
Mr. Rick Beauchamp	_____	_____
Mr. Roger Burnett	_____	_____
Ms. Greta Duckett	_____	_____
Ms. Valeria Harman	_____	_____
Mr. Johnny Jackson	_____	_____
Mr. David Martin	_____	_____
Mr. Crews Reaves	_____	_____
Mr. Blair Rehnberg	_____	_____
Mr. Charles Rowe	_____	_____
Mr. Edward Stevens	_____	_____
Ms. Gracie Stroud	_____	_____
Mr. Augustus Townes, Jr.	_____	_____
Mr. Theodore White	_____	_____

Technical Support Staff

Mr. Kindell Anderson	_____	_____
Mr. James Askew	_____	_____
Ms. April Delchamps	_____	_____
Mr. Kelvin Miller	_____	_____
Mr. Robert Smith, Jr.	_____	_____
Ms. Lisa Walters	_____	_____



Citizens Advisory Committee Meeting (CAC)

Sign - In Sheet – Guests

(September 17, 2013 @ 2:00 p.m.)

NAME (please print) AGENCY (if associated)

1. _____
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Bicycle and Pedestrian Plan Amendment #1
Montgomery Area Transit System Intermodal Conference Room
Sign-In Sheet
May 2, 2013 4:30-6p.m.

NAME (please print)	AGENCY (if associated)
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FINAL FISCAL YEAR 2013 – MPO, TCC and CAC MEETING DATES
MPO Policy Board and Advisory Committees

Metropolitan Planning Organization (MPO-Policy Board)

The MPO (Policy Board) usually meets every other month on the third or fourth Thursday at 11:30 a.m., unless changed.

Upcoming MPO (Policy Committee) Meeting Dates for Fiscal Year 2013:

Thursday, November 8, 2012 at 11:30 a.m.
Thursday, January 24, 2013 at 11:30 a.m.
Thursday, March 21, 2013 at 11:30 a.m.
Thursday, May 16, 2013 at 11:30 a.m.
Thursday, July 18, 2013 at 11:30 a.m.
Thursday, September 19, 2013 at 11:30 a.m.

Technical Coordinating Committee (TCC-Technical Advisory Committee)

The TCC usually meets every other month on the third or fourth Tuesday 10:00 a.m., unless changed.

Upcoming TCC Meeting Dates for Fiscal Year 2013:

Monday, November 5, 2012 at 10:00 a.m.
Tuesday, January 22, 2013 at 10:00 a.m.
Tuesday, March 19, 2013 at 10:00 a.m.
Tuesday, May 14, 2013 at 10:00 a.m.
Tuesday, July 16, 2013 at 10:00 a.m.
Tuesday, September 17, 2013 at 10:00 a.m.

Citizens Advisory Committee (CAC-Citizens Advisory Committee)

The CAC usually meets every other month on the third or fourth Tuesday at 2:00 p.m., unless changed.

Upcoming CAC Meeting Dates for Fiscal Year 2013:

Monday, November 5, 2012 at 2:00 p.m.
Tuesday, January 22, 2013 at 2:00 p.m.
Tuesday, March 19, 2013 at 2:00 p.m.
Tuesday, May 14, 2013 at 2:00 p.m.
Tuesday, July 16, 2013 at 2:00 p.m.
Tuesday, September 17, 2013 at 2:00 p.m.

**All meeting days, dates, and times are subject to change.
Locations of each meeting will be determined before each meeting.**

CITY OF MONTGOMERY COMMENT FORM
PROPOSED FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT
PROJECTS FOR THE CITY OF MONTGOMERY AND
MONTGOMERY AREA TRANSIT SYSTEM (MATS)

NAME

DATE

ADDRESS

CITY

1. Please list all comments you have regarding the proposed Federal Transit Administration (FTA) grant projects for the City of Montgomery and Montgomery Area Transit System (MATS): _____

2. Please list comments about this public involvement procedure: _____

Please return by Friday, August 31, 2012 or mail to the address below. Telephone comments may be made by calling (334) 625-2734 or (334) 625-2754. All comments will be provided for MPO members to review. Thank you for your involvement.

City of Montgomery Department of Planning, Transportation Planning Division
P.O. Box 1111, Intermodal Transportation Facility, 495 Molton St., Planning Department,
Transportation Planning Division, Montgomery AL 36101-1111
Telephone: (334) 625-2754 or (334) 625-2734 or Fax: (334) 625-2326
E-mail: rsmith@montgomeryal.gov or adelchamps@montgomeryal.gov or
kanderson@montgomeryal.gov

D. Livability Indicator Data

As a measure of sustainability of these principles, the MPO will provide the following Livability Indicators:

- 1) Percent of jobs and housing located within one-half (1/2) mile of transit service – 52%
- 2) Percent of household income spent on housing and transportation – 68%
- 3) Percent of workforce living within a thirty (30) minute or less commute from primary job centers – 82%
- 4) Percent of transportation investment dedicated to enhancing accessibility of existing transportation systems – 35%
- 5) Percent of transportation projects where more than one federal funding source is utilized – 5%
- 6) Percent of housing located in walkable neighborhoods with mixed use destinations located nearby – 5%