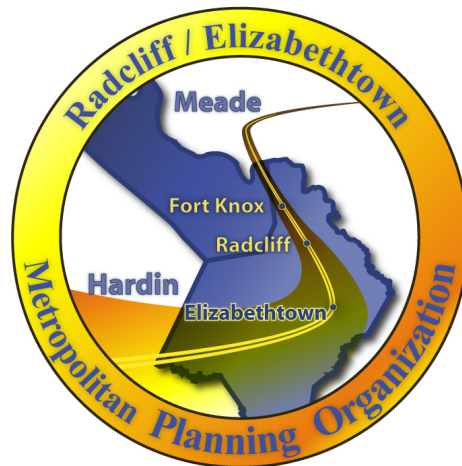


RADCLIFF/ELIZABETHTOWN
METROPOLITAN PLANNING ORGANIZATION

PARTICIPATION PLAN



Planning for the transportation
needs of the region.

FEBRUARY 2017



LINCOLN TRAIL AREA DEVELOPMENT DISTRICT
P. O. BOX 604
613 COLLEGE STREET ROAD
ELIZABETHTOWN, KENTUCKY 42702-0604



Planning for the transportation needs of the region.

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1.0 What is the Radcliff/Elizabethtown MPO?

The vision of the Radcliff/Elizabethtown Metropolitan Planning Organization is to provide a safe and efficient transportation system that is inclusive of all modes of transportation and enhances the quality of life of the citizens of this region.

The Lincoln Trail Area Development District (LTADD) serves as the staff agency for the Radcliff/Elizabethtown MPO under the direction of the MPO's Policy Committee. LTADD serves the eight-county Lincoln Trail region, which includes the MPO counties of Hardin and Meade. Since numerous local jurisdictions are located in the MPO planning area, LTADD is the perfect agency and setting for the MPO. The Radcliff/Elizabethtown MPO was established in 2003.

The Radcliff/Elizabethtown MPO's Policy Committee consists of seven (7) voting members, which include the chief elected officials of Hardin County, Elizabethtown, Radcliff, Vine Grove, Meade County, and Brandenburg and the Secretary of the Kentucky Transportation Cabinet (KYTC). The KYTC Secretary has designated the Chief District Engineer from KYTC District 4 to serve as his designee on the Policy Committee. The Policy Committee also has ex-officio members from the Federal Highway Administration, Federal Transit Administration, Fort Knox Military Reservation, and the Transit Authority of Central Kentucky (TACK). Fellow members elect the Chair and Vice-Chair of the Policy Committee on a yearly basis.

1.1 Radcliff/Elizabethtown MPO's Core Functions

- A. Establish a setting – Provides a fair and impartial setting for regional decision-making regarding transportation planning.
- B. Develop and maintain a Metropolitan Transportation Plan (MTP) – Develops and updates a multimodal MTP for the MPO planning area, covering a planning horizon of 25 years. The MTP is a comprehensive transportation plan aimed at setting a vision for the future transportation needs for the MPO area. It is realistic in terms of available funding (i.e. fiscally constrained).
- C. Develop and maintain a Transportation Improvement Program (TIP) – Develops a program based on the MTP that is designed to serve the area's goals in a fiscally constrained manner. The TIP is federally mandated and lists all projects programmed over a 4-year period.
- D. Involve the Public – Involves the general public and all significantly

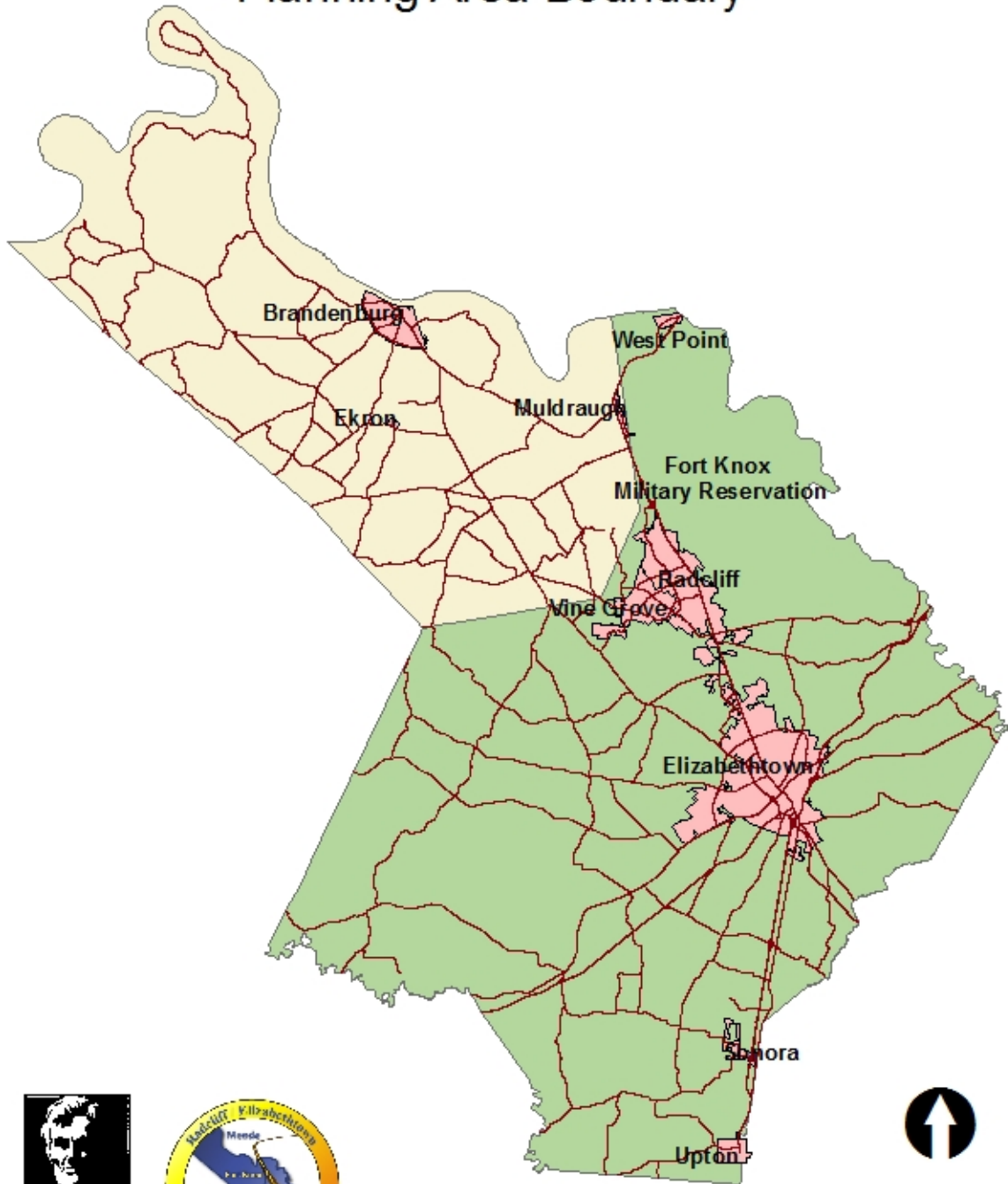
affected groups in the MPO's transportation planning activities including those listed above and any special studies or projects within the MPO planning area.

It is the aim of the Radcliff/Elizabethtown MPO to provide an active and representative forum for all segments of the planning area in the development of regional transportation goals and plans. In addition to meeting federal requirements, the Radcliff/Elizabethtown MPO will continue to update its policies in order to conform to new regulations, utilize changing technology and trends, and maintain effective public participation strategies. The Radcliff/Elizabethtown MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. A primary goal of the process is to increase public awareness of transportation services and programs.

Regulations guiding the public participation process for the Radcliff/Elizabethtown MPO include ...

- The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
- Federal regulation 23 CFR 450.316 requires new participation techniques be included in participation plans, such as employment of visualization techniques, and more information available online. CFR stands for Code of Federal Regulations.
- Executive Order #12898 of February 11, 1994, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations."
- Executive Order #13166 of August 11, 2000, "Improving Access to Services for Persons with Limited English Proficiency"

Radcliff/Elizabethtown MPO Planning Area Boundary



Planning for the transportation needs of the region.



0 1 2 4 6 8 10 12 Miles

1.2 Radcliff/Elizabethtown MPO's Major Activities

The Radcliff/Elizabethtown MPO is responsible for transportation planning activities that lead to the expenditure of Federal surface transportation funds within the designated MPO planning area. The MPO is charged with developing a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), and a Unified Planning Work Program (UPWP). The MPO is also responsible for the creation of a Participation Plan (PP) and conducting special transportation studies, as needed. There are links to these documents on the Radcliff/Elizabethtown MPO website, www.radcliff-elizabethtown-mpo.org. Hard copies are also available at Lincoln Trail Area Development District (LTADD) office at 613 College Street Road, Elizabethtown, KY 42701.

A. Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) is a financially constrained document that addresses the future transportation needs of the urbanized area including highways, bicycle/pedestrian, and public transportation. The MTP addresses these needs over a minimum 20-year planning horizon. Several elements must be considered in the MTP including:

- Identification of policies, strategies, and projects for the future;
- Determination of projected demand for all modes of transportation over a 20-year period;
- Articulation of regional goals for the transportation system that reflect the eight (8) planning factors identified in SAFETEA-LU;
- Consultation with Federal, State and local land-use management, natural resources, historic preservation, environmental protection, and conservation;
- Public Transportation element;
- Operations & Maintenance strategies in the MTP to improve the performance of existing transportation facilities to relieve congestion and maximize safety and mobility of people and goods;
- Reflect the goals and objectives of Kentucky's Strategic Highway Safety Plan;
- Employ visualization techniques to describe the MTP;
- Estimation of costs and identification of reasonably available funding sources to meet the needs of the region;

- Discussion of system level environmental mitigation activities;
- Update at least every 5-years.

B. Transportation Improvement Program (TIP)

The MPO is also responsible for developing a Transportation Improvement Program (TIP) that covers a minimum of four years. The TIP contains all federally funded transportation investments as well as local and state funded projects that have a regionally significant impact to the transportation system. Federal law requires that the TIP:

- Cover a minimum four-year period;
- Be updated at least every four years;
- Is fiscally constrained;
- Is incorporated into the Statewide Transportation Improvement Program.

C. Unified Planning Work Program (UPWP)

The MPO Unified Planning Work Program (UPWP) is the document that outlines the transportation planning activities and products to be developed by the MPO each fiscal year from July 1 through June 30. The UPWP is updated on an annual basis and is developed in conjunction with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Kentucky Transportation Cabinet (KYTC).

D. Participation Plan

The Participation Plan provides guidance for obtaining public input into the decision-making processes of the MPO. This document describes the actions that the MPO will undertake to give the public and various agencies the opportunity to provide input in the planning process. The Participation Plan (PP) is updated every four (4) years prior to the development of a new Transportation Improvement Program (TIP) for the MPO. The mission of the participation plan is as follows:

To establish a transportation planning process that is open to all citizens and to ensure that all input received from the public is given proper consideration in the decision-making process.

Because public concerns are often localized, and active participants do not always represent the concerns of the public as a whole, proactive steps will be taken to ensure the public participation process results in accurate understanding of the public as a whole. Public Participation activities will vary by time, place, and method to simplify access to the decision making process. Various methods will be used continuously throughout the planning process. Public availability of technical data and other information in a concise and understandable format shall be assured. Open access to the decision-making process shall also be assured.

1.3 Radcliff/Elizabethtown MPO Organizational Structure

The membership of the Radcliff/Elizabethtown MPO is governed by the Policy Committee, which is advised and assisted by the Technical Advisory Committee (TAC). When necessary, special committees will be established for the purpose of guiding a special study for the MPO.

- A. **The MPO Policy Committee** is responsible for setting policy for the Radcliff/Elizabethtown MPO and has the final decision making responsibility for major transportation planning and programming within the MPO's jurisdiction. The Policy Committee consists of elected officials representing the counties and cities in the MPO planning area. The Secretary of the Kentucky Transportation Cabinet is also a voting member of the Policy Committee. The Secretary has named the KYTC District 4 Chief Engineer as his official designee for this committee. The Policy Committee also has the following ex-officio members ... the Federal Highway Administration (FHWA), Fort Knox Military Reservation, and the Transit Authority of Central Kentucky (TACK).

- B. **The MPO Technical Advisory Committee (TAC)** is comprised of professional planners and engineers from local counties and municipalities. Other members of the TAC include the local airport board, Fort Knox, TACK, emergency management agencies, KYTC Central Office Division of Planning, and KYTC District 4.

- C. **The Radcliff/Elizabethtown MPO staff** are employed by Lincoln Trail Area Development District (LTADD) and works under the direction of the Radcliff/Elizabethtown MPO Policy Committee to provide

professional transportation planning services and ongoing administration of transportation projects and plans.

2.0 Players at the Table

All residents of the Radcliff/Elizabethtown urbanized area are welcome to participate in transportation planning decisions that affect their daily lives. Insight and knowledge regarding the needs of a particular community, or the community at large are valuable additions to the transportation planning process. The Radcliff/Elizabethtown MPO follows federal guidelines regarding the transportation planning process. These guidelines require that the process be Continuing, Cooperative, and Comprehensive (3-C's). The 3-C process encourages safe and efficient development, management and operation of surface transportation systems to serve multi-modal mobility of people and freight and foster economic growth.

- **Continuing:** The Planning Process must be maintained as an ongoing activity and should both short-term needs and long-term vision for the region.
- **Cooperative:** The process in which parties involved in carrying out transportation planning and programming work together to achieve a common goal or objective.
- **Comprehensive:** The process must cover all modes of transportation and be consistent with regional and local land-use and economic-development.

2.1 Federal Transportation Law

The FAST (Fixing America's Surface Transportation) Act is the current transportation law, which was signed into law on December 4, 2015. The FAST Act emphasizes the following transportation planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;

- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to the people and for freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for the people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.
- Improve the resilience and reliability of the transportation system and reduce or mitigate storm-water impacts on surface transportation.
- Enhance Travel and Tourism.

2.2 Consultation Agencies

The United States Department of Transportation (USDOT) defines consultation as when “one or more parties confer with the other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. [23 CFR 450.104] The Radcliff/Elizabethtown MPO has developed, or will work to develop, relationships and contacts with the public, public agencies, providers of freight services, private providers of transportation, representatives of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities and representatives of persons with disabilities. All of these agencies/groups are given the opportunity to comment on the Radcliff/Elizabethtown MPO’s major planning documents.

The Radcliff/Elizabethtown MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation concerning the development of the MTP and TIP. The consultation involves as appropriate: (i) comparison of the MTP with State conservation plans or maps, if available; or (ii) comparison of the MTP to inventories of natural or historic resources, if available.

The Radcliff/Elizabethtown MPO supports active participation by the public and other interested parties in the development of all transportation plans and programs. Consultation and coordination with area stakeholders happens at

Radcliff/Elizabethtown MPO Policy Committee and Technical Advisory Committee (TAC) meetings, through electronic as well as postal mail, and other outreach efforts including draft document comment periods.

All consultation agencies will be contacted when a new Metropolitan Transportation Plan (MTP) or Transportation Improvement Program (TIP) are open for public review and comment. They will also be consulted when the MTP and/or TIP are being amended or modified.

2.3 Providers of Public Transportation

The Radcliff/Elizabethtown MPO consults with providers of public transportation. The Transit Authority of Central Kentucky (TACK), the local public transportation provider, is a voting member of the MPO's TAC and an ex-officio member of the MPO Policy Committee and is also a planning partner involved in all aspects of the Radcliff/Elizabethtown MPO planning process.

The MPO is also involved in the development of the Coordinated Human Services Transportation Plan (CHSTP) for the planning area. The CHSTP assesses all transit options for the planning area. All area providers of public transportation were involved in this process along with the many human service providers.

2.4 Public Ports and Private Providers of Transportation

The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan. [23 U.S.C. 134(i)(6)(A)].

There are currently no major ports or intercity bus operators, or employer based commuting programs in the MPO Planning Area. However, the Radcliff/Elizabethtown MPO will provide opportunities for private providers of transportation, such as cab companies to comment on the MTP.

3.0 Participating with the Radcliff/Elizabethtown MPO

The Radcliff/Elizabethtown MPO works to ensure that all interested parties have reasonable opportunities to comment on the contents of the MTP, TIP, and Participation Plan updates and major revisions.

The Radcliff/Elizabethtown, through guidance from FHWA, FTA, and KYTC, believes that interaction with the entire community builds support and, more importantly, ensures that the public has the opportunity to help shape the substances of plans and projects. The Radcliff/Elizabethtown MPO strives to enhance the impact of participation on transportation-decision making. In order to accomplish the task, the Radcliff/Elizabethtown MPO works to provide opportunities for feedback, improved education regarding transportation planning, and evaluation regarding the effectiveness of outreach.

3.1 Participation Guidelines

- Provide public notice of activities, particularly as it relates to the MTP and the TIP (see Appendices B & C)
- Incorporate innovative visualization techniques in the planning process for the MTP and TIP
- Provide information in electronic formats for easy accessibility
- Schedule public meetings at convenient and accessible locations and times
- Allow for open consideration and response to public input regarding the MTP and TIP
- Consider the needs of those that are traditionally underserved
- Allow for public comment regarding significant changes to the MTP and TIP
- Coordinate with the statewide transportation planning public involvement and consultation processes; and update the PP every 4 years prior to the development of a new TIP.

Each MTP and TIP will be developed using the participation process outlined in this document. The Radcliff/Elizabethtown MPO will strive to include as many of these efforts and processes as practically possible in developing other plans as well. Elements of this process will include outreach efforts, opportunity for public comment, accessible formats, and public meetings. Outreach efforts will strive to involve all persons in the region. The Radcliff/Elizabethtown MPO staff will

strive to make them aware of the planning process and encourage their input, with an emphasis on reaching traditionally underserved populations. The general public will be notified throughout the Metropolitan Planning Area in order to distribute information regarding transportation planning projects and plans. Where appropriate this may also include advisory committees, media coverage, newsletters, surveys, meetings with concerned groups, and advertising.

Draft plans will be made available at the Lincoln Trail Area Development District (LTADD) office and public libraries for public review and comment. The draft plan will also be made available on the Radcliff/Elizabethtown MPO's website: www.radcliff-elizabethtown-mpo.org. Any comments received during the review process will be documented in the final plan.

In accordance with the Americans with Disabilities Act (ADA) regulations, if requests are received at least ten (10) calendar days in advance for a draft plan during the review period, the draft plan will be made available in print and electronic copy.

Public meetings will be held on all MTPs and, when necessary, on special studies. The public notice will contain the meeting date, time, location, and intended content to be discussed. The Radcliff/Elizabethtown MPO is committed to holding public meetings at convenient locations and at reasonable times where the working and non-working public can attend, where possible. Radcliff/Elizabethtown MPO public meetings are used to bring focus and clarity to Radcliff/Elizabethtown MPO's activities and allow the public to ask questions and provide feedback to the Radcliff/Elizabethtown MPO staff or Radcliff/Elizabethtown MPO consultants.

Public notices of a meeting will occur at least ten (10) calendar days in advance of the scheduled dates. Public notices will be placed in the local newspapers of greatest circulation (which can be found in Appendix D). Public Notices are also posted on the Radcliff/Elizabethtown MPO website.

Additional advertising of planning efforts and public meetings may be used to encourage public involvement. This includes, but is not limited to, postal and electronic mail notices to interested public. Additionally, posters may be placed at public libraries or various community locations.

3.2 Public Access to Information

It is the policy of the Radcliff/Elizabethtown MPO to provide members of the public with easy access to thorough and timely information regarding the transportation planning process. The Radcliff/Elizabethtown MPO's public information program includes published documents and information disseminated via e-mail as well as U.S. Mail. From time to time, the Radcliff/Elizabethtown MPO may develop and distribute materials related to special planning activities or events. The Radcliff/Elizabethtown MPO publishes electronic copies of Public Meeting Notices, Committee Meeting Minutes and Agendas, and current Transportation Plans and Studies on its website at www.radcliff-elizabethtown-mpo.org.

3.3 Public Transit Program of Projects Public Review

The Transit Authority of Central Kentucky (TACK) is the public transportation provider within the Radcliff/Elizabethtown MPO planning area. Annually, TACK is required to prepare a Program of Projects (POP) and solicit public input for all projects receiving federal transit funding from FTA. The projects identified in the POP will be added through an annual amendment or administrative modification. MPO Policy Committee meetings will be used as the forum for public comment. The Radcliff/Elizabethtown MPO, TACK, and KYTC have agreed that the public and agency outreach procedures for the TIP Amendment and Administrative Modification process included in the Participation Plan are adequate to meet the public input required for the POP and meet the intent of the federal planning regulations.

3.4 Public Participation Toolbox

The Radcliff/Elizabethtown MPO uses any combination of the below toolbox techniques to both Inform and Involve the public, as needed, on a project-by-project basis. Combination of the following techniques are used but not limited to pertaining specifically to each public outreach event.

Public Notices/Advertisements

Public notices will be placed in area newspapers to inform the public concerning public meetings and/or opportunities to review MPO documents and amendments to these documents. Notices for public meetings will be placed in

area newspapers (see Appendix D). The public meeting notices will include the date, time and location of the meeting.

Notices for MPO document and amendment review will include information concerning the document undergoing public review, the locations where the document is on display, and the time period for review. The notices for MPO document review will be placed in the newspapers listed in Appendix D. Notices for amendment review will be placed in The News Enterprise (widest circulation) only.

MPO Webpage on Lincoln Trail ADD (LTADD) Website

The MPO webpage (www.radcliff-elizabethtown-mpo.org) is the primary source for information related to the MPO's planning activities. The webpage will be utilized to inform interested persons about the MPO process, meeting dates and times, and contact information. The site contains a listing of regular meetings of the MPO Policy Committee and the Technical Advisory Committee (TAC). However, the meeting dates, times, and locations may change from time to time. If citizens are interested in attending an MPO committee meeting, it is recommended to contact LTADD to confirm the meeting is still on schedule.

The MPO webpage also contains all planning documents and studies completed by the MPO. These documents include: Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Participation Plan. Studies such as Public Transportation Study and US 31W Access Management Study are also located on the MPO webpage.

Press Releases

Press releases may be sent to local media (newspaper, TV, and radio) to announce public meetings and other activities of interest to the public and to provide specific information on issues considered by the MPO. Appendix D provides a list of local media outlets that will be contacted concerning press releases and other newsworthy information pertaining to the MPO.

Public Libraries

The MPO Participation Plan, Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) will be placed in the public libraries in Hardin and Meade Counties for public review. These documents will remain on display for the period outlined in this document. For a listing of public libraries refer to Appendix D, page 20.

Public Meetings

Public meetings will be held, as necessary, to give the public an opportunity to provide input into the development/update of the Metropolitan Transportation Plan (MTP) or a specific study or project the MPO may be undertaking. All public meeting locations will meet Americans with Disabilities Act (ADA) requirements.

Committee Meetings

All MPO Technical Advisory and Policy Committee meetings are open to the public. The regularly scheduled Technical Advisory Committee meetings are held in the Lincoln Trail Area Development District (LTADD) boardroom at 10:00 am on the first (1st) Wednesday bi-monthly during the months of February, April, June, August, October, and December*.

The regularly scheduled MPO Policy Committee meetings are held in the LTADD boardroom at 10:00 am on the second (2nd) Thursday quarterly during the months of January, April, July, and October*.

***PLEASE NOTE:** Meeting dates, times, and locations are subject to change. It is advised that the public should check the MPO website, which is updated on a regular basis. Contact with the Transportation Planner at the MPO may also be made to check on the status of any meeting.

Special Surveys and Advisory Committees

Public comment surveys and special advisory committees may be utilized when input is needed from the public on a specific issue or project. Surveys may be utilized to gather information from the public in general concerning planning or project issues. A special advisory committee may be set up to gather

information from a specific group of citizens and to gauge public opinion. The special advisory committee will also review and collaborate on planning or project related issues. As special committees are organized, specific emphasis will be made to include traditionally underrepresented populations as identified through Title VI.

Local Access Television

Comcast Cable and Brandenburg Telecom provide local access television in the MPO area. This media outlet may be utilized to publicize upcoming public meetings or events related to the MPO.

Flyers/Posters

For Metropolitan Transportation Plan (MTP) updates and other appropriate activities such as public meetings, flyers may be distributed at various locations throughout the urbanized area to alert citizens of opportunities to review draft materials and/or documents and provide comments to the MPO.

Visualization Techniques

To the extent possible, visualization techniques will be utilized at public meetings to enhance the understanding of citizens concerning proposed transportation improvements. The tools and techniques employed will vary based on the type of project. Possible visualization techniques* include:

- Video presentations;
- Computer presentations;
- Computer simulations;
- Geographic Information Systems Maps/Display Boards
- Visual Preference Surveys;
- Interactive Displays/Kiosks

*The MPO is not limited to the visualization techniques listed above. These techniques are provided only as examples. The type of visualization techniques utilized will depend on the type of study or project.

Visualization techniques will also be utilized in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). These documents may include but are not limited to the following visualization tools*:

- Maps
- Charts
- Illustrations
- Diagrams
- Sketches
- Photographs

*Not all MPO documents will include all of the visualization tools listed above. These techniques are provided only as examples. The type of visualization tools utilized will depend on the type of plan or document.

Social Media

The Radcliff/Elizabethtown MPO currently does not have a presence on social media but is exploring the possibility of utilizing applications such as Facebook and Twitter to provide another means of sharing information with and receiving feedback from the public.

4.0 PUBLIC REVIEW OF MPO DOCUMENTS

The Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) for the Radcliff/Elizabethtown MPO were developed and approved in a manner that was consistent with the federal regulations related to public participation. Of particular importance to this Participation Plan is the manner in which these regulations are applied when changes are made to the MTP or TIP. Such actions fall into two general categories – Administrative Modifications and Amendments, as defined below.

4.1 MTP and TIP Administrative Modifications

The actions listed below may be handled as an Administrative Modification to the MTP or TIP. Administrative Modifications involve notification to the MPO committees and designated TIP recipients, but no public review is required.

- Correcting obvious minor data entry errors.
- Splitting or combining projects without modifying the original project design, concept, and scope or creating project segmentation.
- Changing or clarifying elements of a project description. This change would not alter the original project design, concept, and scope.*
- Moving a project from one federal funding category to another except for STP-Urbanized funding.
- Moving a project from federal funding to state funding.
- Shifting the schedule of a project or phase within the years covered by the TIP.
- Updating project cost estimates (within the original project scope and intent).
- Moving any identified project phase programmed for previous year into a new TIP (rollover provision)**.

*As allowed under 23 CFR 450.216 (j) and 23 CFR 450.324 (f), clarifying elements may include project specific information for grouped projects in the TIP. The list of Grouped Projects is found in [Appendix G](#).

**When the MPO TIP is adopted, project tables reflect funds expected to be obligated by the time the new TIP is in effect. However, it is normal that some projects or phases are delayed. The rollover provision allows these projects to

automatically move into the new-year.

4.2 MTP and TIP Amendments

Amendments to the TIP (or MTP) would include the following:

- Add/Delete a project or phase(s) that requires a federal action (authorization) and is not eligible for an Administrative Modification.
- Change in design concept and scope of the project.
- Change in cost estimates that affect fiscal constraint.
- Change that affects air quality conformity in non-attainment areas including regional significant projects funded with non-federal funds.
- Change from non-federal to federal funds unless grouped project type.
- Addition of an approved TIP.

As a general rule, Amendments are subject to the public and agency participation outlined below. However, other federal regulations identify types of projects (Categorical Exclusions) that are exempt from the NEPA approval process (23CFR771.117) and project types that are exempt from air quality conformity regulations (40CFR93.126). These two very similar lists of project types include a wide variety of highway, transit, and bicycle/pedestrian improvements that normally are not controversial and produce negligible impacts (other than positive benefits for safety, traffic operations, or preservation). Often, these types of projects are not produced by the planning process. Usually they are initiated by traffic operations or maintenance functions in transportation agencies to correct existing problems or deficiencies.

These project types are classified as grouped projects. Grouped projects are generally smaller in scale and involve a limited number of similar work types and functions. The grouped projects will also include line items in the TIP and MTP.

No additional public review and comment will be required for grouped projects. See [Appendix G](#) for a list of grouped projects. No administrative modification or amendment is required. These projects will be listed in the "Annual Listing of Obligated Projects". Any individual project may be subject to participation requirements if the MPO determines that public review is proper due to a potential for controversy, negative impacts, or public concern for any other reason.

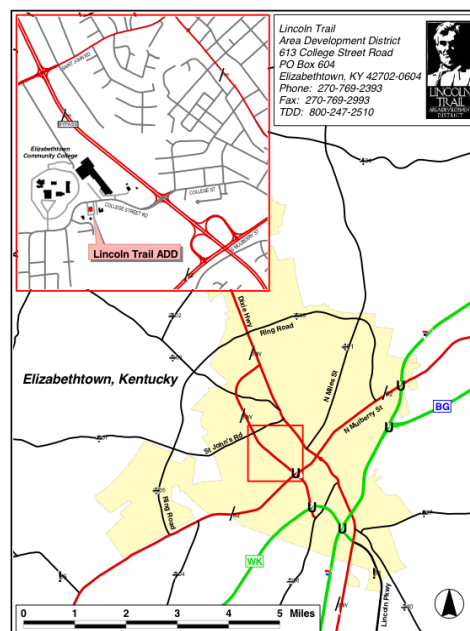
5.0 Opportunities to Review MPO Documents

The Radcliff/Elizabethtown MPO strives to provide

- Access the MPO Webpage at www.radcliff-elizabethtown-mpo.org
- Visiting your local public library (refer to Appendix D for locations)
- Attending a public meeting, open house, or other activity

To request a copy of documents from LTADD:

- **Call** 270-769-2393
800-247-2510 (TDD)
- **Fax** 270-769-2993
- **Write to:** Radcliff/Elizabethtown MPO
c/o Lincoln Trail ADD
P. O. Box 604
Elizabethtown, KY 42702-0604
- **Visit:** Lincoln Trail ADD
613 College Street Road
Elizabethtown, KY 42701



Comments may be submitted by:

- Letter mailed to LTADD or submitted to LTADD via email at muskaggs@ltadd.org
- Public Meetings, Open Houses, or other activities
- All comments will be presented to the MPO Policy Committee for their review and consideration.

6.0 Inclusion for the Underserved

Traditionally underserved communities are defined by [23 US Code § 718] as including low-income households and minority households. Non-discrimination statutes also name race, color, national origin, age, sex/gender, handicap/disability, and religion. Subsequent Executive Orders also name low income and minority populations (E.O. 12898), and limited-English-proficient populations (E.O. 13166).

To better engage traditionally underserved communities the Radcliff/Elizabethtown MPO utilizes the following outreach activities:

- Hold public meetings at convenient and accessible locations at reasonable times where the working and non-working public can attend, where possible
- Employ visualization techniques to describe regional transportation plans
- Make public information available in electronically accessible format and means, such as the Radcliff/Elizabethtown MPO website, as appropriate to afford reasonable opportunities for consideration of public comment and opinion.
- Targeted outreach and public notifications using methods such as direct mail and e-mail, community association outreach, and other methods, in order to increase involvement.
- Fifteen (15) days prior notice is required for the MPO to provide non-English language translated documents at local libraries for limited English speakers, the MPO will make efforts to provide translations and large print versions of other documents and provide in-person language and deaf translators as needed.

The Radcliff/Elizabethtown MPO uses demographic information from the US Census to analyze regional socioeconomic characteristics and to target Limited-English-Proficiency populations as well as low-literacy populations for additional outreach using methods from the Public Participation Toolbox.

6.1 Title VI

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 324 of the Federal Aid Highway Act, the

enabling legislation of the FHWA, prohibits discrimination based on sex.

In accepting federal funding, the Radcliff/Elizabethtown MPO pledges to adhere to and advance the principle of Title VI and integrate this concept into the participation process. The policies and programs of the Radcliff/Elizabethtown MPO should avoid disproportionately negative effects on minority and low-income populations.

As part of its general planning and programming process, the Radcliff/Elizabethtown MPO strives to involve as broad a cross-section of the population and the region as possible. However, it should be noted that there are certain segments of the population and certain organizations that either have a special interest in transportation or that the Radcliff/Elizabethtown MPO is federally required to reach out to. The Radcliff/Elizabethtown MPO strives to involve the following groups to the fullest extent possible: public, member municipalities, affected public agencies, representatives of transportation agency employees, public and private providers of transportation, freight shippers, providers of freight transportation services, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other parties who have expressed an interest in the process.

6.1.1 Radcliff/Elizabethtown MPO Title VI Policy

The primary Title VI goal of the Radcliff/Elizabethtown MPO is to ensure that no one is denied the opportunity to participate in the metropolitan transportation planning process because of their race, color, or national origin. The Radcliff/Elizabethtown MPO informs the public through regular legal notices published in all major newspapers in the Radcliff/Elizabethtown Metropolitan Planning Area (Please see Appendix D for details about the Radcliff/Elizabethtown MPO's Media Contacts). The Radcliff/Elizabethtown MPO uses a variety of public involvement tools to engage and inform the public.

6.1.2 Title VI Complaint Policy

The Radcliff/Elizabethtown Title VI Policy is provided for a contractor, subcontractor, vendor or member of the general public to seek recourse if the individual is of the opinion that he or she has been unjustly served during the

course of interaction with the Radcliff/Elizabethtown MPO and its transportation planning process.

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by the Radcliff/Elizabethtown MPO may file a Title VI complaint by completing and submitting the Radcliff/Elizabethtown MPO's Title VI Complaint Form. The Radcliff/Elizabethtown MPO investigates complaints received no more than 180 days after the alleged incident. The Radcliff/Elizabethtown MPO will process complaints that are complete.

Once the complaint is received, the Radcliff/Elizabethtown MPO will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him or her whether the complaint will be investigated by our office.

The Radcliff/Elizabethtown MPO has ten (10) business days to investigate the complaint. If more information is needed to resolve the case, the Radcliff/Elizabethtown MPO may contact the complainant via a letter. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the Radcliff/Elizabethtown MPO can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue his or her case.

After the investigator reviews the complaint, he or she will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, he or she has ten (10) business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact 800-750-0750 (Ohio Relay Service).

The Title VI Complaint Form is found in Appendix E.

6.2 Environmental Justice

A 1994 Presidential Executive Order directed every Federal agency to make **Environmental Justice (EJ)** a part of its mission by identifying and addressing the effects of all programs, policies, and activities on “minority populations and low-income populations.” The Radcliff/Elizabethtown MPO’s EJ initiatives will strive to accomplish this by involving the potentially affected public through public involvement. This program consists of Radcliff/Elizabethtown MPO staff activities designed to develop partnerships with, and enhance the participation in the transportation planning process, by groups and individuals of “traditionally underserved” communities.

The Federal Highway Administration (FHWA) defines three fundamental EJ principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delays in the receipt of benefits by minority and low income populations.

6.3 Limited English Proficiency

On August 11, 2000 President Clinton issued Executive Order 13166 – Improving Access to Services for Persons with **Limited English Proficiency (LEP)**. The purpose of this Executive Order, consistent with Title VI guidelines drafted in 1964, was to improve the accessibility of federally funded services to persons with limited English proficiency difficulties. As with Title VI, Executive Order 13166 is applicable to any federally funded agency and prohibits these agencies from restricting any person from enjoying any advantage or privilege enjoyed by others in receiving services or benefits that are federally funded because of race, color, or national origin. The regulations also prohibit use of

any criteria or procedure that have the effect of discrimination, or having the effect of substantially impairing the objectives of the program in respect to individuals of a particular race, color, or national origin.

All federally funded agencies are required to take steps to provide meaningful opportunities for participation in their programs and activities to LEP participants. Factors considered in determining what constitutes reasonable steps toward ensuring meaningful access include:

- The number/percentage of LEP persons in the study/service area
- The frequency with which LEP individuals come in contact with the program
- The importance of the service/activity provided by the program
- The resources available to the recipient

While there are limited resources locally to assist in efforts to meet the needs of LEP populations, the Radcliff/Elizabethtown MPO will make every effort, when requested, to provide documents and other information in translated formats. The MPO may utilize services through Elizabethtown Community and Technical College (ECTC) and online translation tools to meet the needs of LEP persons.

Appendix A

Consultation Contacts



Appendix A: Consultation Contacts

Federal Contacts –

Federal Highway Administration (KY)	<ul style="list-style-type: none">• Federal Highway Agency• Ex-officio member of the MPO Policy Committee• Provides guidance and oversight for the FAST Act and other Federal Regulations
Federal Transit Administration – Region 4	<ul style="list-style-type: none">• Federal Transit Agency• Ex-officio member of the MPO Policy Committee• Provides guidance and oversight for the FAST Act and other Federal Regulations
Fort Knox Military Reservation	<ul style="list-style-type: none">• Ex-officio member of the MPO Policy Committee• Member of the MPO TAC
United States Fish & Wildlife Service	<ul style="list-style-type: none">• Federal, Wildlife• Consultation Partner
National Park Service	<ul style="list-style-type: none">• Federal, Parks• Consultation Partner
Army Corps of Engineers – Louisville District	<ul style="list-style-type: none">• Federal• Consultation Partner
United State Forest Service	<ul style="list-style-type: none">• Federal, Forest• Consultation Partner
Environmental Protection Agency	<ul style="list-style-type: none">• Federal, Environmental Protection• Consultation Partner

State Contacts –

Kentucky Transportation Cabinet	<ul style="list-style-type: none">• State Transportation Agency• Voting Member of MPO Policy and TAC• UPWP, MTP, TIP Coordination• Provides oversight of MPO work activities
Kentucky Transportation Cabinet–District 4	<ul style="list-style-type: none">• District Transportation Agency• Ex-officio members of MPO Policy & TAC• MTP & TIP Coordination
Kentucky Heritage Council	<ul style="list-style-type: none">• State Historic Preservation• Provides oversight and guidance for State historic preservation
Kentucky Dept. for Environmental Protection	<ul style="list-style-type: none">• State Environmental Agency• Consultation Partner
Kentucky Dept. for Natural Resources	<ul style="list-style-type: none">• State Natural Resources Agency• Consultation Partner
Kentucky Division of Air Quality	<ul style="list-style-type: none">• State Air Quality Agency• Consultation Partner
Kentucky Dept. of Fish & Wildlife	<ul style="list-style-type: none">• State Wildlife Agency• Consultation Partner
Kentucky Division of Water	<ul style="list-style-type: none">• State Water Quality Agency• Consultation Partner

Local Contacts –

Local Planning & Development Agencies

- Planning Agencies from Elizabethtown, Radcliff, Hardin County and Meade County are members of the MPO TAC.

Local Engineering Agencies

- Local Engineers from Elizabethtown, Radcliff, and Hardin County are members of the MPO TAC.

Elizabethtown Airport Board

- Member of the MPO TAC

Transit Authority of Central Kentucky (TACK)

- Member of the MPO TAC
- Ex-officio member of the MPO Policy Committee

Local School Systems

- Hardin County Schools/Elizabethtown Independent Schools/Meade County Schools
- Consultation Partners

Local Chambers of Commerce

- Hardin County Chamber of Commerce/Meade County Chamber of Commerce
- Consultation Partners

Local Industrial Authorities

- Elizabethtown Industrial Foundation/Meade County Industrial Development Authority
- Consultation Partners

Local Service Providers

- United Way of Central Kentucky/Lincoln Trail District Health Dept./Springhaven, Inc./Helping Hand of the Heartland/Area Agency on Aging
- Consultation Partners

Appendix B
Program Adoption Policy Table

Appendix B – Program Adoption Policy Table

Program Adoption	Public Comment Period	Policy Committee Comment Period	Remarks
Metropolitan Transportation Plan (MTP)	30 Days	30 Days	Updated every 5 years All oral and written comments received will be documented in the final plan
Transportation Improvement Program (TIP)	30 Days	30 Days	Updated every 4 years All oral and written comments received will be documented in the final plan
Participation Plan	45 Days	45 Days	Updated every 4 years All oral & written comments will be documented
Unified Planning Work Program (UPWP)	N/A	N/A	Updated Annually

Appendix C
Program Amendments/
Administrative Modifications
Policy Table

Appendix C – Program Amendments/Administrative Modifications Policy Table

Program Adoption	Comment Period for Amendments	Comment Period for Administrative Modifications	Remarks
Metropolitan Transportation Plan (MTP)	15Days	N/A	MPO TAC /Policy meetings are open for public comment MTP Amendments are available at local public libraries
Transportation Improvement Program (TIP)	15 Days	N/A	MPO TAC /Policy meetings are open for public comment MTP Amendments are available at local public libraries
Participation Plan	45 Days	N/A	MPO TAC /Policy meetings are open for public comment MTP Amendments are available at local public libraries
Unified Planning Work Program (UPWP)	N/A	N/A	N/A

Appendix D

Media Contacts



Appendix D: Media Contacts

Print Media

1. The News Enterprise (Hardin County)
2. Meade County Messenger
3. The Sentinel (Radcliff)
4. The Turret (Fort Knox)

Radio Media

1. WMMG (Brandenburg/Meade County) – www.wmmgradio.com
2. WQXE (Elizabethtown/Hardin County) – www.quicksie983.com
3. WVLK (Elizabethtown/Hardin County) – www.bigcat1055.com
4. WULF (Elizabethtown/Hardin County) – www.wolf943.com
5. WAKY (Elizabethtown/Hardin County) – www.waky1035.com
6. WKMO (Elizabethtown/Hardin County) – www.kmocountry.com
7. Radio Luz KY (Elizabethtown/Hardin County) – www.radioluzky.com

Television Media

1. Comcast (Local Access Television) – Hardin County
2. Brandenburg Telecom (Local Access Television) – Meade/Hardin County

Public Libraries

1. Hardin County Public Library – Elizabethtown
2. Hardin County Public Library North Branch – Radcliff
3. Meade County Public Library

Appendix E
Title VI Complaint Form



Title VI Complaint Form

The Radcliff/Elizabethtown MPO and Lincoln Trail Area Development District (LTADD), as its administrative and fiscal agent, assure that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person(s) or organization(s) believing they have been a victim of discrimination based on race, color, or national origin may file a complaint with the Radcliff/Elizabethtown MPO.

The purpose of this form is to assist persons in filing a complaint. **Use of this form is not required.** A letter or e-mail with the same information is sufficient.

Letters or completed complaint forms can be mailed to:

Lincoln Trail Area Development District
 Radcliff/Elizabethtown Metropolitan Planning Organization
 P. O. Box 604
 Elizabethtown, KY 42702-0604

Complaints can also be e-mailed to the Radcliff/Elizabethtown MPO at mstkaggs@ltadd.org.

Your Name:	
Your Street Address, City, State, Zip:	
Telephone (Home/Cell):	Telephone (Work):
Email Address:	
Person(s) Discriminated Against (if other than complainant). List all names:	
Street Address, City, State, Zip:	

Which of the following best describes the reason the alleged discrimination took place? (Check one):

Race

Color

National Origin (Limited English Proficiency)

Date of Incident: _____

Please describe the alleged discrimination incident. Explain what happened, how you were discriminated against, and all persons who were involved. Include the name of the person(s) who discriminated against you (if known), as well as the names and contact information of any witnesses.

You may attach additional written materials or other information that may be relevant to your complaint.

Have you previously filed a Title VI complaint with this agency? (Check one):

Yes No

Have you filed a complaint with any other federal, state, or local agencies?
(Check one):

Yes No

If so, list agency/agencies and contact information below.

Contact Name: _____

Agency: _____

Street Address: _____

Phone: _____

Contact Name: _____

Agency: _____

Street Address: _____

Phone: _____

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Complainant's Signature: _____

Date: _____

Print or Type Name of Complainant: _____

Office use

Date Received: _____

Received by: _____

Appendix F
Commonly Used Transportation
Acronyms

Appendix F

Commonly Used Transportation Acronyms

AASHTO – American Association of State Highway and Transportation Officials
ADA – Americans with Disabilities Act of 1990
ADT – Average Daily Traffic
AMPO – Association of Metropolitan Planning Organizations
APTA – American Public Transit Association
AQ – Air Quality
CBD – Central Business District
CFR – Code of Federal Regulations
CMAQ – Congestion Mitigation and Air Quality
DUI – Driving Under the Influence
DWI – Driving While Intoxicated
EIS – Environmental Impact Statement
EJ – Environmental Justice
EPA – Environmental Protection Agency
FAST Act – Fixing America’s Surface Transportation Act
FHWA – Federal Highway Administration
FTA – Federal Transit Administration
FY – Fiscal Year
GIS – Geographic Information System
GPS – Global Positioning System
ITS – Intelligent Transportation System
KYTC – Kentucky Transportation Cabinet
LOS – Level of Service
MTP – Metropolitan Transportation Plan
MPO – Metropolitan Planning Organization
MSA – Metropolitan Statistical Area
MUTCD – Manual On Uniform Traffic Control Devices
NEPA – National Environmental Policy Act
NHI – National Highway Institute
NHS – National Highway System
NHTSA – National Highway Traffic Safety Administration
PM-10 – Particulate Matter of 10 Microns in Diameter or Smaller
PM-2.5 – Particulate Matter of 2.5 Microns in Diameter or Smaller
ROW – Right-of-Way
SIP – State Implementation Plan
SRTS – Safe Routes to School
STIP – Statewide Transportation Improvement Program
STP – Surface Transportation Program
SYP – Six-Year Highway Plan

TAC – Technical Advisory Committee
TAP – Transportation Alternatives Program
TAZ – Transportation Analysis Zone
TCM – Transportation Control Measure
TDM – Transportation Demand Management
TIP – Transportation Improvement Program
TMA – Transportation Management Area
TSM – Transportation System Management
UZA – Urbanized Area
UPL – Unscheduled Projects List
VMT – Vehicle Miles of Travel

Acronyms for Funding Types

IM	Interstate Maintenance
NH	National Highway Systems
NHPP	National Highway Performance Program
HPP	High Priority Projects
TAP	Transportation Alternatives Program (Federal)
CMAQ	Congestions Mitigation and Air Quality
SRTS	Safe Routes to School
STP	Statewide Transportation Program
BR2	JP2 BRAC Bond Projects Second Program
BRO	Bridge Replacement On System
BRZ	Bridge Replacement Off System
BRX	Bridge Replacement On/Off System
FH	Forest Highway
RRP	Safety – Railroad Protection
RRS	Safety – Railroad Separation
HES	Safety – Hazard Elimination
HSIP	Safety – Highway Safety Improvement
IF	Innovative Financing
KYD	Demonstration Funds Allocated to Kentucky
FTA	Federal Transit Administration
SB2	State Bonds
SP	State Construction Projects
SPB	State Bonds
SPP	State Construction High Priority

Appendix G

Grouped Projects



Appendix G

Grouped Projects

Transportation planning regulations applicable to the development and content of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) allow that projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area. Such projects are usually non-controversial and produce negligible impacts - other than positive benefits for safety, traffic operations, or preservation. Typically, these types of projects are not generated by the planning process; they are usually initiated by traffic operations or maintenance functions to correct existing problems or deficiencies, or they are the result of successful grant applications by local governments or entities.

KYTC identifies many of these types of projects as "Z-VariouS" in the Statewide Transportation Improvement Program. For the reasons noted above, KYTC and FHWA have developed streamlined procedures for incorporating such projects into the MTP and/or TIP. Individual projects from grouped project categories will be incorporated into the TIP by Administrative Modification as they are defined (in terms of project description, scope, and cost) and approved. Allowing such TIP changes to be made by Administrative Modification, rather than Amendment (and the corresponding requirement for public review), simplifies and streamlines TIP maintenance and project approval processes.

Grouped project categories utilized by the Radcliff-Elizabethtown MPO are shown in the following table. The list of grouped projects utilized here is a combination and simplification of two lists recommended by the "KYTC and MPO Coordination – Final Recommendations of the Consolidated Planning Guidance Process Team", July 20, 2007. This was done for applicability to the Radcliff-Elizabethtown area and to facilitate understanding by MPO committee members and the public. By listing these project types in the MTP and TIP, planning process stakeholders and the general public are informed of the types of potential projects that may be added to the MTP and/or TIP in the future via streamlined procedures. MTP and/or TIP actions for these projects will not require additional public review, demonstration of fiscal constraint, or a conformity determination (if applicable).

Grouped Projects

Bicycle and Pedestrian Facilities
Bridge Inspection
Bridge Painting
Bridge Rehabilitation
Bridge Replacement
Commuter Ridesharing Programs
Congestion Mitigation Air Quality (CMAQ) Projects**
Guardrail, Median Cable Projects
Highway Signing
HSIP - Drive Smart Safety Corridors
HSIP - High Cost Safety Improvements
HSIP - High Risk Rural Roads
HSIP - Lane Departure Resurfacing Improvements
HSIP - Lane Departure Roadway Section Improvements
HSIP - Low Cost Safety Improvements
HSIP - Older Driver
Intelligent Transportation System (ITS) Projects
Intersection Improvements for Safety or Efficiency
Other Highway Safety Improvements
Park & Ride Facilities
Pavement Markers and Striping
Pavement Resurfacing, Restoration, and Rehabilitation
Purchase of New Buses (to replace existing vehicles or for minor expansion)
Rail Crossing Protection
Rail Crossing Separation
Recreational Trails Program
Rehabilitation of Transit Vehicles
Safe Routes to School (SRTS)
Traffic Signal System Improvements
Transit Facilities - Construction or Renovation of Transit Facilities
Transit Operating Assistance
Transit Operating Equipment
Transit Passenger Shelters and Information Kiosks
Transportation Alternatives Program (TAP)
Transportation Enhancement (TE) Projects

**** The Radcliff-Elizabethtown area is not currently eligible to receive CMAQ funds. However, if Hardin County is designated as an air quality non-attainment area in the future (see Air Quality section of this document on page 9), local governments/entities would become qualified to submit applications for eligible CMAQ funded projects.**