

RADCLIFF/ELIZABETHTOWN
METROPOLITAN PLANNING ORGANIZATION

PARTICIPATION PLAN



Planning for the transportation
needs of the region.

APRIL 2021



LINCOLN TRAIL AREA DEVELOPMENT DISTRICT
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**Radcliff/Elizabethtown Metropolitan Planning Organization
Participation Plan
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About this Document

This document constitutes the Radcliff/Elizabethtown Metropolitan Planning Organization's (MPO's) Participation Plan as prescribed in federal regulations. This document was issued for public comment for a period of 45 days, from October 2 through November 16, 2020 prior to the adoption by the Radcliff/Elizabethtown MPO Policy Committee. The Participation Plan update was adopted by the Radcliff/Elizabethtown MPO on April 15, 2021.

23 CFR 450.316 (CFR stands for Code of Federal Regulations) states that a **Metropolitan Planning Organization will provide** "... individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including inner city bus operators, employer-based programs, such as carpool program, vanpool program, shuttle program, or telework program), representatives of users of public transportation, representatives of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with **reasonable opportunities to be involved** in the metropolitan transportation planning process."

Public participation is an integral part of the transportation planning process. The information and perspectives provided through public participation assist decision-makers and lead to a more meaningful and comprehensive planning process. Effective public participation techniques allow planners to identify issues and understand aspects of the transportation system directly from its users. Effective transportation planning must include the participation of those whose everyday lives are affected by how they are able to get to work, school, stores, and services.

Purpose

The Participation Plan establishes methods used by the Radcliff/Elizabethtown MPO to provide proactive public involvement processes which increases public awareness and understanding; offers complete information and timely public notice; supports early and continued involvement of the public and stakeholders; and provides opportunities for meaningful involvement and citizen feedback. This document provides a list of activities and procedures the Radcliff/Elizabethtown MPO will follow to engage the public in the transportation planning process. This Participation Plan is not a static document. It will continually be reviewed for possible revisions as needed to improve the participation process.

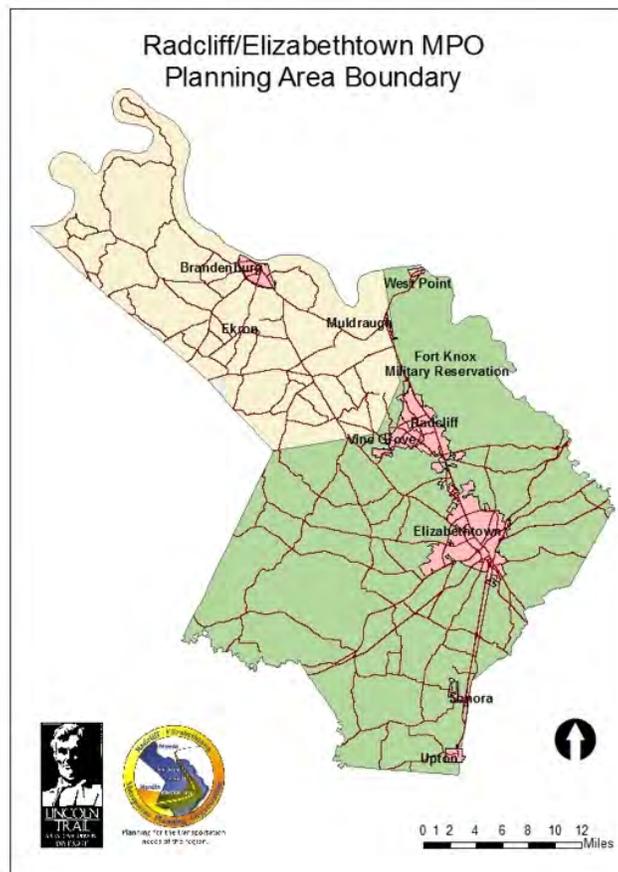
This Participation Plan also satisfies the public participation requirements necessary for the Transit Authority of Central Kentucky's (TACK's) Program of Projects (POP), as the designated transit provider for the MPO planning area.

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 Radcliff/Elizabethtown MPO was established in 2003, following the 2000 Census. 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 ideal agency and setting for the MPO.

The map below depicts the Metropolitan Planning Area (MPA) for the Radcliff/Elizabethtown MPO:



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.

MPO Policy Committee

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 MPO 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.

MPO Technical Advisory Committee (TAC)

The MPO 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.

Radcliff/Elizabethtown MPO Staff

The staff for the Radcliff/Elizabethtown MPO is employed by Lincoln Trail Area Development District (LTADD) and work under the direction of the MPO Policy Committee to provide professional transportation planning services and ongoing administration of transportation projects and plans.

Radcliff/Elizabethtown MPO's Core Functions

- Establish a setting – Provides a fair and impartial setting for regional decision-making regarding transportation planning.
- Develop and maintain a Metropolitan Transportation Plan (MTP) – Develops and updates a multimodal MTP for the MPO planning area, covering a planning horizon of no less than 20 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).

- 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 federally funded and regionally significant transportation projects programmed over a 4-year period.
- Development of a Participation Plan, which involved the public during the development process.
- Public Involvement – 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.

Core MPO Documents

The MPO is required to produce four main documents: Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Participation Plan (PP), and a Unified Planning Work Program (UPWP). A new MTP is required every five years, a new TIP is developed at least every four years, the PP is continuously evaluated to determine its effectiveness but is updated every four years prior to the new TIP, and the UPWP is an annually produced document. Additional documents developed as part of the transportation planning process include the Annual Listing of Obligated Projects and the Annual Performance and Expenditure Report. Other documents and plans are produced by the MPO, as needed, to carry out the transportation planning process.

<p>Metropolitan Transportation Plan (MTP)</p> <p>Long-Range Plan with a 20+ Year Horizon</p> <p>Updated every 5 Years</p>	<p>Transportation Improvement Program</p> <p>Short-Range Implementation Plan of MTP Projects</p> <p>Updated at least every 4 Years</p>
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Participation Plan	Unified Planning Work Program
Involvement Process for Public & Stakeholders	MPO Work Program and Committee Bylaws
Updated Every 4 Years Prior to New TIP	Updated Annually (State Fiscal Year July 1 - June 30)

Public Involvement Regulations and Requirements

Public outreach in metropolitan transportation planning has long been a federal requirement. Federal law includes a number of specific requirements and performance standards and expectations for state departments of transportation and MPOs to follow during the transportation planning process. These requirements have been amended and reinforced through various transportation and environmental legislation, and related regulations and orders addressing environmental justice and persons with disabilities. Guiding regulations for the transportation planning process include, but may not necessarily be limited to the following:

- Title 23 United States Code (USC) Sections 134 and 135
- Federal regulation Title 23 Code of Federal Regulations (CFR) Section 450
- Federal regulation Title 49 Code of Federal Regulations (CFR) Section 613
- The Americans with Disabilities Act of 1990, which was updated in 2010, requires coordinating with disabled communities and providing access to sites where public involvement activities occur as well as the information presented.
- *Executive Order #12898 of February 11, 1994, reinforces the requirements of Title VI of the Civil Rights Act of 1964 and focuses attention to address Environmental Justice in Minority Populations and Low-Income Populations.
- *Executive Order #13166 of August 11, 2000, requires federal agencies and other entities that receive federal funds via grants, contracts, or subcontracts to make their activities accessible to persons with Limited English Proficiency (LEP).
- Fixing America’s Surface Transportation (FAST) Act, Public Law, 114-94, December 2015

Federal regulations regarding public involvement are found in 23 CFR Part 450.316

- The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcome for:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed MTP and TIP;
 - Providing timely notice and reasonable access to information about transportation issues and processes;
 - Employing visualization techniques to describe the MTP and TIP
 - Making public information (technical information and meeting notices) available in electronically accessible formats and means;
 - Holding any public meetings at convenient and accessible locations and times;
 - Demonstrating explicit consideration and response to public input received during the development of the MTP and TIP;
 - Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 - Providing an additional opportunity for public comment, if the final MTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from public involvement efforts;
 - Coordinating with the statewide transportation planning public involvement and consultation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce the redundancies and costs; and
 - Periodically reviewing the effectiveness of the procedures and the strategies contained in the participation plan to ensure a full and open participation process.
- When significant written and oral comments are received on the draft MTP and TIP (including the financial plans) as a result of the participation process or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR Part 93), a summary, analysis, and report on the disposition of comments shall be made as a part of the final MTP and TIP.
 - A minimum public comment period of 45 calendar days shall be provided before the initial plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the MPO website.

***Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation

in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation. Title 49 CRF Part 21 outlines how agencies must ensure nondiscrimination in their programs and in their use of federal funds provided through the Department of Transportation.

Subsequent federal acts that extend nondiscrimination requirements include gender (Federal Aid Highway Act 1973); disability (Rehabilitation Act of 1973 & Americans with Disabilities Act of 1990); and age (Age Discrimination Act of 1975).

*The detailed requirements and guidelines for Title VI of the Civil Rights Act of 1964, Executive Order #12898, and Executive Order #13166 are outlined in the Lincoln Trail Area Development District's (LTADD's) Title VI Implementation Plan. Since LTADD provides the staffing for the MPO, the MPO follows the same guidelines outlined in the LTADD plan.

Agency Consultation

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.

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 are involved in this process along with the many human service providers.

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.

Outreach Techniques

The Radcliff/Elizabethtown MPO will employ various outreach techniques and information tools to engage public involvement. Outreach tools are used to solicit information from the public, while information tools are used to share information with the public. Listed below are general techniques and tools the Radcliff/Elizabethtown MPO can choose from to encourage public outreach and information dissemination to ensure all interested stakeholders have the opportunity to be involved in the transportation planning process, including those traditionally underserved. These are general techniques to be used by the Radcliff/Elizabethtown MPO. Document specific guidelines are listed on **pages 12-15**.

MPO Committee Meetings

All MPO Technical Advisory Committee (TAC) 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.

MPO Website

The MPO website (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.

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.

Social Networking

The MPO Facebook page will be utilized to inform the public about various issues going on with the MPO, including opportunities to review MPO plans, programs, documents, amendments, etc.

Email Announcements

The MPO may employ a direct mailing through email to announce upcoming activities or to provide information to a targeted area or group of people. Email announcements will typically be in letter format but may also be in the form of a postcard or flyer.

Public Meetings

All MPO Policy and Technical Advisory Committee (TAC) meetings are open to the public. Other public meetings may be scheduled, 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 be held at convenient and accessible locations and will meet the requirements of the Americans with Disabilities Act (ADA).

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. Surveys will be conducted via Survey Monkey or other online survey tools. Paper copies of all surveys will be available for those that request to participate in writing.

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 in the LTADD Title VI Implementation Plan.

Flyers/Posters/Brochures

As needed, posters, flyers, and/or brochures containing pictures, maps, and text may be produced to provide stakeholders information regarding the transportation planning process.

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.

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;
- Interactive Online Mapping Tools;
- 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.

Virtual Public Meetings

In response to public health concerns and federal, state and local governments response, the Radcliff/Elizabethtown will utilize virtual public involvement technologies and techniques for public participation activities related to metropolitan transportation planning under the applicable statutes, 23 U.S.C. 134-135, as a way to satisfy the public meetings provisions. The Radcliff/Elizabethtown MPO's Virtual Meeting Policy is found in Appendix C.

Engaging Traditionally Underserved Populations

The Radcliff/Elizabethtown MPO shall make special efforts to consider the concerns of traditionally underserved populations, such as low-income, minority, elderly, and disabled populations, who face challenges accessing employment and other services. Radcliff/Elizabethtown MPO meetings shall be held at convenient times when citizens can attend and held in locations that are compliant with the Americans with Disabilities Act (ADA). The Radcliff/Elizabethtown MPO staff may use any combination of the following techniques, as appropriate, to further engage the traditionally underserved populations.

- Provide a comfortable meeting space in a neutral location with appropriate accommodations.
- Seek the assistance of local officials and community leaders.
- Utilize a mixture of traditional visual aids and computer-based presentation materials during public outreach efforts.
- To the extent possible, host meetings in locations that are accessible by transit service and held during transit operating hours.
- Form partnerships to utilize the knowledge and connections of existing community organizations.

- Attend scheduled and special events that target traditionally underserved populations.
- Try to reach traditionally underserved residents in their own communities which may require the assistance of consultant services and/or partnerships with community organizations.
- Advertise public meetings and workshops in publications that target traditionally underserved populations.

The Radcliff/Elizabethtown MPO's policy is not to discriminate against any person with respect to an MPO program or service and to engage all segments of the population in the transportation planning process. All notices of the MPO public meetings and workshops shall include the following statement, which reflects this policy:

Public participation is solicited from all interested parties. Individuals who require special accommodations under the Americans with Disabilities Act to participate in the meeting should contact MPO Staff at 270-769-2393 at least seven days prior to the meeting date.

The Lincoln Trail Area Development District (LTADD) Title VI Implementation Plan will be utilized as the guide to assist the MPO in the identification and communication with traditionally underserved populations.

MPO Document Specific Outreach

Public participation will be purposely sought for the development of the Participation Plan (PP), Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP) using the various techniques previously outlined. However, public participation is not limited to these products. Key decision points, during the development of the MTP and TIP, when consultation with stakeholders will be sought are outlined in the narrative on pages 13-14 concerning the respective documents.

Participation Plan (PP)

In accordance with Federal regulations, the Participation Plan (PP) shall be addressed periodically based on changes in local, state, or federal legislation, and in response to periodic evaluations of the effectiveness of the public participation techniques outlined in the PP. The Radcliff/Elizabethtown will update the PP every four years prior to the development of a new Transportation Improvement Program (TIP) to expand its usefulness as a tool to encourage public input into the transportation planning process.

- When an update to the PP is made, the public participation process requires a comment period of 45 calendar days before a revised participation plan is adopted by the MPO. Proposed changes to the PP will be posted on the MPO website during the comment period, as well as instructions on how interested parties can access and comment on the draft PP. Further, relevant state and

federal agencies shall be informed and provided with an opportunity to comment.

- Following the review of all public comments, if no significant changes are made to the PP, it shall then be considered by the MPO for formal adoption. However, an additional public comment period shall be held on the final participation plan if it differs significantly from the draft participation plan.

Metropolitan Transportation Plan (MTP)

In accordance with Federal regulations, the Metropolitan Transportation Plan (MTP) must be updated every five-years. The MTP must address a transportation plan for no less than a 20-year planning horizon.

- During the development of the MTP, a public survey will be conducted to receive feedback from the public concerning various aspects of the MTP. The content of the survey will vary based on when in the process the MPO determines feedback is needed from the public. A written record of all feedback received from the public to insure consideration during the plan development phase is given to all comments provided.
- Once a draft MTP has been developed by the MPO, the draft MTP shall be open for public review and comment for the required 30-day period. The MPO will post the MTP on its website in PDF format. The MPO will notify the public through the MPO's social media platforms. The MTP will also be displayed in hard copy at the Lincoln Trail Area Development District office in Elizabethtown. Citizens reviewing the MTP through the MPO website will be able to make comments by email or in writing by mail. Those reviewing the document in person at the LTADD office will have the opportunity to comment via comment forms available in the office.
- Following the review of all public comments, if no significant comments are made to the MTP, it shall be considered by the MPO Policy Committee for formal approval. However, additional outreach efforts shall be made on the final plan if it differs significantly from the draft plan. Significant changes are those such as the addition of new roadway(s) project or significant changes in description, cost, etc. to a project already identified in the draft MTP.
- FHWA, FTA, and KYTC will also be afforded opportunities to review and comment on the MTP throughout the development process and particularly during the draft and final stages of the MTP planning process.
- Other outreach techniques may be used, as deemed necessary, to foster additional public input into the MTP planning process.

- Final copies of the MTP will be provided to all MPO planning partners. Additionally, copies of the MTP will be available at the LTADD office (613 College Street Road, Elizabethtown) and on the MPO website (www.radcliff-elizabethtown-mpo.org).

Transportation Improvement Program (TIP)

In accordance with Federal regulations, the Transportation Improvement Program (TIP) must be updated at least every four years. The TIP shall cover a period of not less than four years and must include capital and non-capital federally funded highway, bicycle/pedestrian, and public transportation projects within the MPO planning area. The TIP will also include state or locally funded, regionally significant transportation improvements

- Once a draft TIP has been developed by the MPO, the document will be posted on the MPO website in PDF format for public review and comments for a period of not less than 30 days. Public notice will also be shared with the public through the MPO's social media platforms. The TIP will also be displayed in hard copy at the Lincoln Trail Area Development District office in Elizabethtown. Citizens reviewing the TIP through the MPO website will be able to make comments by email or in writing by mail. Those reviewing the document in person at the LTADD office will have the opportunity to comment via comment forms available in the office.
- Following the review of all public comments, if no significant changes are made to the TIP, it shall be considered by the MPO Policy Committee for formal approval. However, additional outreach efforts shall be made on the final TIP if it differs significantly from the draft. Significant changes would include those such as the addition of new roadway project(s) or significant changes in description, cost, etc. to a project already identified in the draft TIP.
- FHWA, FTA, and KYTC will also be afforded opportunities to review and comment on the TIP throughout the development process and particularly during the draft and final stages of the TIP development process.
- Other outreach techniques may be used, as deemed necessary, to foster additional public input into the TIP development process.
- Final copies of the TIP will be provided to all MPO planning partners. Additionally, copies of the TIP will be available at the LTADD office (613 College Street Road, Elizabethtown) and on the MPO website (www.radcliff-elizabethtown-mpo.org).

Program Adoption Policy					
Program Adoption	Public Comment Period	Policy Committee Comment Period	Public Meetings	Public Notice	Remarks
Metropolitan Transportation Plan (MTP)	30 Days	30 Days	Optional	Web/SM/PR	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	Optional	Web/SM	Updated Every 4 Years
					All oral and written comments received will be documented in the final plan
Participation Plan	45 Days	45 Days	Optional	Web/SM	Updated Every 4 Years Prior to New TIP
					All oral and written comments received will be documented
Unified Planning Work Program (UPWP)	N/A	N/A	N/A	Web	Updated Annually

*Public Notice Key: (Web) MPO Website; (SM) Social Media; (PR) Press Release

Public Review of MTP and TIP Administrative Modifications and Amendments

The Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) for the Radcliff/Elizabethtown MPO are 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.

MTP and TIP Amendments

Amendments to the MTP and/or TIP require public review and MPO Policy Committee approval. MTP and TIP amendments 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.

As a general rule, amendments are subject to the public review and MPO Policy Committee approval as outlined in the Program Amendments/Administrative

Modifications Policy Table on page 17. Occasionally, special-called MPO Policy Committee meetings are required for the timely approval of a TIP Amendment. When this occurs, the MPO may utilize virtual meeting options to obtain approval from the Policy Committee rather than calling an in-person meeting.

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. Further, Administrative Modifications do not require fiscal constraint demonstration.

- Correcting obvious minor data entry errors.
- Splitting or combining projects without modifying the original project design, concept, and scope.
- 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.
- Moving a regionally significant state-funded project already identified in the TIP to a federal funding source.
- 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)**.
- Addition of a project of a type listed as a Grouped Project***.

*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 B.

**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.

***See Administrative Modification for Grouped Projects Section.

Program Amendments/Administrative Modifications Policy Table						
Program Adoption	Comment Period for Amendments	Public Meeting	Public Notice	Comment Period for Administrative Modifications	Public Meeting	Remarks
Metropolitan Transportation Plan (MTP)	15 Days	Optional	Web/SM	N/A	N/A	MPO Policy/TAC meetings are open for public comment
						MTP Amendments are posted to the MPO website
Transportation Improvement Program (TIP)	15 Days	Optional	Web/SM	N/A	N/A	MPO Policy/TAC meetings are open for public comment
						TIP Amendments are posted to the MPO website
Participation Plan (PP)	45 Days	Optional	Web/SM	N/A	N/A	MPO Policy/TAC meetings are open for public comment
						PP Amendments are posted to the MPO website
Unified Planning Work Program (UPWP)	N/A	N/A	Web/SM	N/A	N/A	N/A

*Public Notice Key: (Web) MPO Website; (SM) Social Media; (PR) Press Release

Administrative Modifications for Grouped Projects

There are various transportation improvement projects that are considered non-controversial and produce negligible impacts while providing benefits to safety, traffic operations and system preservation. The projects typically address system maintenance needs, correct existing safety problems, or result from successful grant applications by local governments or entities. The projects are sometimes identified by category, rather than by location, in the MTP and TIP. Allowing Grouped Projects to be processed as Administrative Modifications streamlines the transportation planning process and allows authorization without unnecessary delay.

The Grouped Projects that may be added to the MTP and TIP as Administrative Modifications are found in the Grouped Projects table below. By listing these Grouped Project types in the Participation Plan, planning process stakeholders and the general public are informed of the types of potential projects that may be added to the MTP/TIP in the future via streamlined procedures. MTP/TIP actions for these projects will not require additional public review, demonstration of fiscal constraint, or a conformity determination (if applicable). These Modifications are posted to the MPO website and the public may offer comments in writing to the MPO at any time and at

Transit Program of Projects (POP)

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.

Appendix A: Agency Consultation Contacts

Federal Government Contacts

Federal Highway Administration
Federal Transit Administration
Fort Knox Military Reservation
U.S. Fish & Wildlife Service
National Park Service
U.S. Army Corps of Engineers
U.S. Forest Service
U.S. Environmental Protection Agency

Kentucky State Government Contacts

Kentucky Transportation Cabinet (KYTC)
KYTC District 4
Kentucky Heritage Council
Kentucky Department for Environmental Protection
Kentucky Division of Air Quality
Kentucky Department of Fish & Wildlife
Kentucky Division of Water

Local Agency Contacts

Local Planning & Development Agencies
Local Engineering Agencies
 Elizabethtown Airport Board
Transit Authority of Central Kentucky (TACK)
Hardin County Schools
Meade County Schools
Elizabethtown Independent Schools
Hardin County Chamber of Commerce
Meade County Chamber of Commerce
Elizabethtown Industrial Foundation
Meade County Industrial Development Authority
United Way of Central Kentucky
Lincoln Trail District Health Department
Helping Hand of the Heartland
Lincoln Trail Area Agency on Aging

Appendix B - Virtual Public Meeting Policy

In the future, should a need arise to address a public health concern and the response of federal, state and local governments, the Radcliff/Elizabethtown MPO will utilize virtual public involvement technologies and techniques for public participation activities related to metropolitan transportation planning under the applicable statutes, 23 U.S.C. 134-135, as a way to satisfy the public meetings provisions. Therefore, the following guidelines have been established for the public's engagement during times when in-person meetings are not feasible and/or when deemed the needs are best served by a web-based virtual meeting format. Web-based virtual meetings also serve as another method to encourage feedback from individuals who would not typically have the time or transportation to attend a regular public meeting; therefore, provides an opportunity for a greater number of individuals to participate. The following provides guidelines for use with Virtual Public Meetings.

1. The schedule of regular meetings, to include time, place, and format (in-person or Video/ Teleconferencing) shall be made available to the public.
2. Radcliff/Elizabethtown MPO may conduct any meeting through video teleconferencing.
3. The notice shall clearly state that the meeting will be a Video/Teleconference and precisely identify a primary location of the video/teleconference where all members can be seen and/or heard.
 - a. Kentucky KRS 61.840 requires members to be seen and heard. However, during a state of emergency, these conditions may be modified or eliminated. KRS SB 150 (8) provides the authority to have meetings via video and/or teleconference.
 - b. If the meeting is conducted under these circumstances, the code (KRS SB 150) should be cited.
4. Any interruption in the video and/or audio broadcast to a video teleconference at any location shall result in the suspension of the video teleconference until the broadcast is restored.
5. If a special meeting is called, a meeting notice shall be delivered to all parties on the Radcliff/Elizabethtown MPO committee and placed on the MPO website for public notification at least 24-hours prior to the meeting. The meeting notice will include meeting time, place, format (in-person or Video/Teleconferencing) and agenda. Discussion and action at the meeting shall be limited to items on the agenda in the notice.

Meeting Platforms

The Radcliff/Elizabethtown MPO may participate in a variety of web-based virtual meeting platforms. These platforms will be coordinated with the federal, state, and local community agencies to ensure there are no restrictions governing the format. Web-based platforms may include but are not limited to: Zoom, Go-to-Meeting, Cisco WebEx, Facebook Live, YouTube, Microsoft Teams and BlueJeans. At a minimum, links to web-based virtual meetings will be published on the MPO website.

Policy Board and Technical Committee Meetings

Radcliff/Elizabethtown MPO virtual meetings will have the option for public participation through use of a call-in number or through a web-based virtual meeting platform as defined above. Members of the public may submit written comments on any agenda item under the virtual meeting process. Deadline for submitting written comments will be 3-business days prior to the meeting date. Any public comments received prior to the deadline will be read into the official record as part of the agenda. To record participation, participants will be asked to sign-in via Chat Box, or other such format, which will constitute as the official sign-in. If an individual calls in by phone they will identify themselves and Radcliff/Elizabethtown MPO Staff will document their attendance. Individuals that do not sign-in or identify themselves will not be recorded as participants.

Members of the public desiring to address the Policy Committee or the Technical Advisory Committee for specific items on the agenda during the virtual meeting may do so provided they contact the Radcliff/Elizabethtown office in advance of the meeting. They will be given 3 minutes to address the Policy Committee and/or Technical Advisory Committee and will be prompted when it is their turn to speak. At the Committee Chair's discretion, he/she may allot additional time to the speaker. Minutes of the meeting will be available on the MPO website following the meeting. All other meeting guidelines for the Policy Committee and the Technical Advisory Committee will continue to follow the Roberts Rule of Order.

Project-based and Other Public Meetings

As a tool to inform and include the public, the Radcliff/Elizabethtown MPO will include a virtual meeting component for the public participation process. Web-based virtual meetings, social media, and the Radcliff/Elizabethtown MPO website will serve as the primary outreach tools. Public meeting materials will be made available in advance of the meeting and will be posted on the MPO website. To record participation, the public will be asked to sign-in via Chat Box, or other such format, which will constitute as the official sign-in. If an individual calls in by phone they need to identify themselves so Radcliff/Elizabethtown MPO staff may document their attendance. Individuals that do not sign-in or identify themselves will not be documented as a participant. The Radcliff/Elizabethtown MPO will post meeting summaries or minutes on the MPO website. However, at times, a consulting firm may host public meetings for a specific project where they will provide links to access meeting summaries. Project specific public comments will be accepted based on the project scope of work developed by the consulting firm.

Special Accommodations

It is understood individuals may lack reliable internet service and/or access. Therefore, persons with limited internet access may request meeting and/or project information to be mailed to them. The public is also afforded the right to request hard copies of all documents and provide written comments which should be directed to the Radcliff/Elizabethtown MPO.

Special-Called Meetings for Approval of TIP Amendments

Occasionally, special-called MPO Policy Committee meetings are required for the timely approval of a TIP Amendment. When this occurs, the MPO may utilize virtual meeting options to obtain approval from the Policy Committee rather than calling an in-person meeting.