



Participation Plan

of the Lubbock Metropolitan Planning Organization

Public Participation Plan Policy Statement

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“PARTICIPATION PLAN” POLICY STATEMENT

It is a Lubbock Metropolitan Planning Organization (MPO) policy to support and encourage early and continuous public participation and input to the planning process and to adhere to the principles of Environmental Justice and Title VI of the Civil Rights Act as part of the metropolitan “3-C” planning process relating to transportation systems and facilities. The MPO’s Participation Plan is designed to ensure early and continuous opportunities for the public to express its views on transportation issues and to become active participants in the regional planning and transportation “3-C” metropolitan decision making process.

A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." The MPO's Environmental Justice initiatives will strive to accomplish this by involving the potentially affected public through a Citizens Outreach Program. This program consists of 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.

These communities include minorities, transit dependent citizens, low income, the elderly, and persons with disabilities. Staff activities include, but are not limited to; MPO staff participation in groups and coalitions serving within these communities, targeted communications with local media outlets, conducting meetings at times and locations that are accessible to transit dependant or non-driving individuals when possible, and publication of MPO documents in non-technical, web-based or other easily accessible formats as necessary and appropriate for purposes of obtaining input and comment into the long-range transportation planning process and for Transportation Improvement Program updates. In carrying out the participation plan, the MPO shall to the maximum extent practical – (i) hold any public meetings at convenient and accessible locations and times; (ii) employ visualization techniques to describe long-range transportation plans; and (iii) make public information available in electronically accessible format and means, such as the MPO website, as appropriate to afford reasonable opportunities

for consideration of public comment and opinion. The goal of the MPO's Outreach Program is to ensure that all citizens regardless of race, color, religion, income status, national origin, age, gender, disability, marital status, or political affiliation, have an equal opportunity to participate in the MPO's decision-making process.

I. BACKGROUND

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged "a **Continuing, Comprehensive** transportation planning process carried on **Cooperatively** by the states and local communities;" thus, the "3-C" planning process evolved.

An array of subsequent highway bills further increased the need for the transportation planning process. These bills were:

- Federal Aid Highway Act of 1970

- FHWA/UMTA Joint Regulations (1975)

- Federal Aid Highway Act of 1982

- Revised FHWA/UMTA Joint Regulations (1983)

- Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

- Transportation Equity Act for the 21st Century of 1998 (TEA-21)

- The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA - LU)

The City of Lubbock serves as the fiscal agent for the MPO, as per the redesignation agreement executed by and between the TPC of the LMPO and the Governor's Office in November 1993. A second agreement between the LMPO and the State of Texas was executed on March 14, 1994. The agreement between the State and the LMPO was renewed in 1998.

The Transportation Policy Committee structure is outlined in the 1973 Designation Agreement and its roles reiterated in the 1988 Designation Agreement, Under I. Organization, Section C., which declares, "Use the Committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. as the group responsible for giving the Metropolitan Planning Organization overall transportation policy guidance." The principal responsibilities of the MPO include the development of a 25-year Long-Range Transportation Plan for the Lubbock Metropolitan Planning area that is unconstrained financially and a Long-Range Transportation Plan for the urbanized area that is fiscally constrained within the projected federal funds available. Planning activities also include a Congestion Management Process System, a four-year Transportation Improvement Program, and related planning studies and projects deemed necessary to address transportation issues in the area. Local transportation needs are re-evaluated annually. Based on this evaluation, project priorities are established and made part of the MPO's Transportation Improvement Program. This information is forwarded to the Texas Department of Transportation for inclusion into its State-TIP. TxDOT then programs these projects, in priority order, giving consideration to production schedules and funding constraints. By Federal and State law, all regionally significant multi-modal transportation improvement projects (regardless of funding source) must be included in and be consistent (to the maximum extent feasible) with the MPO's Transportation Improvement Program and Long-Range Transportation Plan in order to be eligible for Federal-aid and State funding. Therefore, the MPO's Transportation Improvement

Program is the primary plan that guides all state and federally funded transportation improvements in the urbanized area.

II. SAFETEA-LU PARTICIPATION PLAN (PP) LEGAL REQUIREMENTS

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was enacted August 10, 2005, as Public Law 109-59 and authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. The SAFETEA-LU Act requires the Metropolitan Planning Organizations (MPO) to provide for consideration of projects and strategies that will serve to advance eight (8) transportation planning factors identified under SAFETEA-LU as follows[per Section 6001(h)]:

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- B. Increase the safety of the transportation system for motorized and non-motorized users
- C. Increase the security of the transportation system for motorized and non-motorized users
- D. Increase the accessibility and mobility of people and for freight
- E. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- G. Promote efficient system management and operation; and
- H. Emphasize the preservation of the existing transportation system.

Under SAFETEA-LU, the MPO is encouraged to consult with other planning officials responsible for other types of planning activities that are affected by transportation in the area (including State and local planned growth, economic development, environmental protection, airport operations, and freight movements) via Section 6001(g)(3). In addition, the MPO's metropolitan planning process will serve to promote consistency between transportation improvements and State and local planned growth and economic development patterns as part of the Long-Range Transportation Plan update.

As part of the development of a Long-range Transportation Plan update, SAFETEA-LU requires that types of mitigation shall be discussed within the 20-year planning document along with potential sites to carry out the activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan. The discussion of potential environmental mitigation shall be developed by the MPO in consultation with Federal, State, and tribal wildlife, land management, and regulatory agencies per Section 6001(i)(2)(B)(ii) of SAFETEA-LU.

The 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 a long-range transportation plan and TIP under Section 6001(i)(4)(A) of SAFETEA-LU. The consultation shall involve as appropriate- (i) comparison of the long-range transportation plans with State conservation plans or maps, if available; or (ii) comparison of long-range transportation plans to inventories of natural or historic resources, if available per Section 6001(i)(4)(B) of SAFETEA-LU.

The MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the Long-Range transportation plan and TIP and major revisions. [6001(i)(5)(A)]

This MPO's Participation Plan shall be developed in consultation with all interested parties; and shall provide that all interested parties have reasonable opportunities to comment on the contents of the Long-Range transportation plan and TIP updates and major revisions. [6001(i)(5)(B)]

The Participation Plan is a living document and will be continually reviewed for possible revisions. Revisions to previous plans are summarized in Appendix A.

III. PARTICIPATION PROCESS

A. General Guidelines

This Participation Plan is intended to provide direction for public involvement activities to be conducted by the MPO and contains the policies, goals, objectives, and techniques used by the MPO for public involvement. In its public participation process, the MPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to local jurisdiction concerns).
2. Provide reasonable public access to technical and policy information used in the development of the long-range Transportation Plans, the Transportation Improvement Program, and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the Long-Range Transportation Plans, the Transportation Improvement Program, and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the MPO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.
4. Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft transportation plan (including the financial plan for the TIP and Long-Range Transportation Plan developed in cooperation with the Regional

Transportation Transit Authority) as a result of the public participation process or the interagency consultation process required under SAFETEA-LU, report on the disposition of comments shall be made part of the final plan.

5. Solicit the needs of those under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households. SAFETEA-LU requires that the MPO shall provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process via Section 6001(i)(5)(A).
6. Provide a public comment period of 45 calendar days prior to the adoption of the Participation Plan and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 45-day comment period. Notice will also be mailed to the entire MPO mailing list prior to the start of the 45-day comment period.
7. Provide a public comment period of not less than 30 calendar days prior to adoption of the Long-Range Transportation Plan, the Transportation Improvement Program, and Transit Development Plans.
8. Provide a public comment period of not less than 10 days for any formal amendments or updates, to the Long-Range Transportation Plan, the Transportation Improvement Plan and Transit Development Plans and other appropriate transportation plans and projects. For purposes of defining formal amendments the definition will be any changes to the project scope, project costs exceeding fifty percent (50%) and resulting in an increase of \$1.5 million of the original estimated federal costs, project physical limits or project termini.
9. Coordinate the Public Participation Process with statewide Public Participation Processes wherever possible to enhance public consideration of the issues, plans and programs, and reduces redundancies and costs.

B. Participation Goals, Objectives, and Policies

Goal: To provide the public with thorough information on transportation planning services and project development in a convenient and timely manner.

OBJECTIVE 1

The MPO shall actively engage the public in the transportation planning process according to the policies contained in this Participation Plan and State and Federal Law.

Policy 1.1: The MPO shall maintain an up-to-date database of contacts including at a minimum the following persons to provide that all interested parties have reasonable opportunities to comment on the transportation planning process and products:

- A. Elected Officials
- B. Local Government Staff
- C. Transportation Agencies (Port, Airports, Transit, etc.)
- D. Local Media (TV, Radio, Print, etc.)
- E. Homeowners Associations
- F. Civic Groups
- G. Special Interest Groups (Other Interested Parties)
- H. Libraries (For Public Display)
- I. Consultation with Federal, State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues.
- J. Consultation with parties that would have an interest in the planning and development of the transportation network including affected public agencies in the metropolitan planning area
- K. Native American Tribal Council
- L. Private Freight Shippers
- M. Representatives of Public Transportation Employees
- N. Providers of Freight Transportation Services
- O. Private Providers of Transportation
- P. Representatives of Users of Public Transportation
- Q. Representatives of Users of Pedestrian Walkways
- R. Representatives of Users of Bicycle Transportation Facilities
- S. Representatives of the Disabled

Policy 1.2: The MPO shall, when feasible, electronically mail meeting announcements to the MPO contact list or to targeted groups for upcoming activities.

Policy 1.3: The MPO shall employ visualization techniques to depict transportation plans. Examples of visualization techniques include: charts, graphs, photo interpretation, maps, use of GIS systems, artist renderings, physical models, and / or computer simulation.

OBJECTIVE 2

The MPO shall keep the public informed of on-going transportation related activities on a continuous basis.

Policy 2.1: The MPO shall make all publications and work products available electronically to the public via the MPO's web home page (via Internet) and at the MPO office and employ visualization techniques to describe transportation actions as part of the Long-Range Plan.

Policy 2.2: MPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice.

Policy 2.3: The MPO shall produce a regional newsletter for distribution to the MPO contact list.

Policy 2.3.1: The newsletter shall be produced a minimum of four times in a year and will be sent out electronically or in print to all interested parties upon request.

Policy 2.3.2: The newsletter should include, at a minimum, updates on current or recently completed projects, design projects, announcements of upcoming meetings, and contact information.

Policy 2.4: The MPO shall maintain an internet web site.

Policy 2.4.1: The web site shall be updated and maintained to provide the most current and accurate transportation planning information available.

Policy 2.4.2: The web site shall, at a minimum, contain the following information:

- A. Contact information (mailing address, phone, fax, and e-mail)
- B. Current MPO committee membership
- C. Meeting calendars and agendas
- D. Work products and publications (Transportation Improvement Program, Long-Range Transportation Plans, Unified Planning Work Program, etc.)
- E. Comment/Question Form
- F. Links to related agencies
- G. Current By-Laws and Operating Procedures (including the Participation Plan and updates)

OBJECTIVE 3

The MPO shall encourage the involvement of all area citizens in the transportation planning process.

Policy 3.1: Target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved and underrepresented populations, including but not limited to, low income and minority households, within the study area.

Policy 3.2: The MPO shall, whenever feasible, hold public meetings or forums at a site convenient to potentially affected citizens.

Policy 3.3: The MPO may, if feasible, hold meetings of the Transportation Policy Committee at night and in locations throughout the Metropolitan Planning Area.

OBJECTIVE 4

The MPO shall strive to continuously improve public participation.

Policy 4.1: The MPO shall continuously evaluate public involvement techniques.

Policy 4.2: This Participation Plan shall be reviewed and adopted, with revisions if necessary, at least every three (3) years in order to improve the effectiveness of public involvement.

OBJECTIVE 5

The MPO shall participate in public participation activities for individual transportation improvement projects from the planning phase through construction.

Policy 5.1: The MPO shall actively assist the Texas Department of Transportation, local government and transportation agencies in the development and implementation of public involvement techniques for planning and other studies, including Arterial Investment Studies, Major Corridor/Feasibility Studies, and Project Development and Environmental Studies or other documents to support planning.

Policy 5.2: The MPO shall cooperate with the Texas Department of Transportation and member cities to implement the MPO Community Assessment Study.

C. Participation Techniques

Public participation is an ongoing activity of the MPO. Public participation is also an integral part of one-time activities such as corridor studies and regularly repeated activities such as the annual Transportation Improvement Program process and Long-Range Transportation Plan updates.

This section contains descriptions of public participation tools currently being used by the MPO:

MPO Web Site

Description: The site was established to provide basic information about the MPO process, members, meeting times and contact information. The site has been expanded recently to include information about specific projects undertaken by the MPO. Work products, such as the Draft, and Adopted, Participation Plan, Unified Planning Work Program, Transportation Improvement Program and Long-Range Transportation Plan are available from the site. Also, citizens are able to submit comments and sign up to be added to the various distribution lists maintained by the MPO. The site provides many links to other transportation related sites at the local and national level.

The website address is www.lubbockmpo.org. The web site is maintained and updated by the MPO Web Site Coordinator and regularly reviewed.

Activities: The web site is used to list current and topical information on regular and special meetings, planning studies, publications, related public events, and work products.

MPO Master Database

Description: MPO staff maintains a master database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists, special interest groups and homeowner association contacts, and is the foundation of the newsletter mailing list. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Activities: The database is used to enhance public involvement activities.

Legal Advertisements

Description: Texas Government Code, Chapter 551 requires posting a notice of any public meeting where a decision could be made by the Transportation Policy Meeting or when a quorum of the Transportation Policy Committee may be in attendance at another function or meeting. The MPO regularly posts notice of the MPO Transportation Policy Committee meetings.

Activities: Regular and other meetings seeking public input are posted.

Quarterly Newsletter

Description: MPO staff produces a quarterly newsletter that is distributed to citizens, municipalities, media and other agencies. Citizens are added to the distribution list by their own request.

Activities: The newsletter is used to promote regular and special meetings, planning studies, publications, work products and committee member interviews.

Display Ads

Description: Publication of ads that are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in selected newspapers in order to reach a larger audience than those that typically read legal notices.

Activities: Public awareness of project specific meetings, workshops, or open houses.

Other Media

Description: Opportunities are sought for articles in other newsletters produced by municipalities, homeowners' associations, church groups, civic groups, or others that may have an interest in the MPO. Opportunities are also sought to present to civic and social agencies, participate on radio talk shows, and provide television news highlights and to utilize public service notices to create community awareness of planning activities.

Activities: Increased opportunities to make public aware of corridor studies, small-area studies, other planning studies or major activities.

Direct Mailings

Description: Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups may be targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

Activities: Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies, or major activities.

Press Releases

Description: Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

Activities: Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

Project Workshops/Open-Houses

Description: These are targeted public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment and a sense of public priorities.

Activities: Long-range planning studies, prioritization of projects, and other major MPO activities.

E-mail Announcements/Internet Message Boards

Description: Meeting announcements and MPO information are e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Interactive message boards are used to facilitate discussion and solicit public comment regarding specific MPO projects or issues.

Activities: Corridor studies, small-area studies, other planning studies, regular meetings, public hearings, workshops, open houses, and other major MPO activities.

MPO Logo

Description: A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.



Activities: A logo is used on all MPO publications; including those developed by consultants working on MPO sponsored projects to create a community awareness of the MPO deliverables.

Public Hearings

Description: These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body. They are recorded and transcribed for the record.

Activities: Long-Range Transportation Plans, Transportation Improvement Program, corridor studies, Project Development & Environmental studies, and other planning studies as needed for other MPO activities.

Public Forums

Description: These are public meetings held in a less formal setting than Public Hearings to solicit public comment on a project or issue being considered for adoption by the MPO. Forums provide an informal setting for citizens to provide comments to the MPO or another decision-making body. They are not recorded or transcribed for the record but comment forms are available.

Activities: Long-Range Transportation Plans, Transportation Improvement Program, corridor studies, Project Development & Environmental studies, and other planning studies as needed for other MPO activities.

Comment Forms

Description: Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives being considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or web site.

Activities: Public workshops, open houses, hearings and other meetings, general MPO activities.

Surveys

Description: Surveys are used when very specific input from the public is desired. A survey can be used in place of comment cards to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies. For example, participants may be asked about their daily travel patterns.

Activities: Conduct on-line surveys on issues and needs to provide input into the plans, as needed.

Posters and Flyers

Description: Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of a meeting, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Activities: Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

Grouping of Projects

Description: MPOs make use of statewide project groupings in their TIP. TxDOT in cooperation with the Federal Highway Administration developed statewide programs identified by a statewide project number that provides a more efficient method of programming and contracting for projects that minimizes the necessity for TIP revisions.

Activities: The MPO recognizes the use of these grouping categories and will use them as appropriate. Individual projects eligible for statewide project groupings may be included in the MPO / TIP for informational purposes only. The information only project lists will be clearly annotated as such and may be included as an appendix.

D. Summary Participation Policy Table

Program Adoption	Public Meetings or Forums	Comment Period	Remarks
Metropolitan Transportation Plan (MTP)	Two meetings or forums prior to TPC approval	30 Days	A summary of all oral or written comments will be provided to the TPC and available for public review.
Transportation Improvement Plan (TIP)	Two meetings or forums prior to TPC approval	30 Days	
Participation Plan (PP)	N/A	45 Days	Will be held for updates of the PPP as needed
	Program	Amendments	
Metropolitan Transportation Plan (MTP)	One meeting or forum prior to TPC approval	10 Days	
Transportation Improvement Plan (TIP)	One optional meeting to TPC approval	10 Days	
Participation Plan (PP)	N/A	45 Days	
	Open	Meetings	
Transportation Policy Committee (TPC)	Regular meetings are held the Second Tuesday of every month		Dates, times and locations may be changed as needed.

IV. COMMONLY USED TRANSPORTATION TERMS AND ACRONYMS

ADA - Americans with Disabilities Act of 1990: Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

ADT - Average Daily Traffic: The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.

AMPO - Association of Metropolitan Planning Organizations: A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

AVO - Average Vehicle Occupancy: The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.

AVR - Average Vehicle Ridership: The number of employees scheduled to start work during specified hours divided by the number of vehicles arriving at the site during those same hours.

CAAA - Clean Air Act Amendments: 1990 amendments to the federal Clean Air Act which classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

CIA - Community Impact Assessment: Community impact assessment is “a process to evaluate the effects of a transportation action on a community and its quality of life.” It is a way to incorporate community considerations into the planning and development of major transportation projects. From a policy perspective, it is a process for assessing the social and economic impacts of transportation projects as required by the National Environmental Policy Act (NEPA). The assessment may address a variety of important community issues such as land development, aesthetics, mobility, neighborhood cohesion, safety, relocation, and economic impacts.

CMAQ - Congestion Mitigation and Air Quality Improvement Program: A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.

CMP - Congestion Management Process: A systematic process required under SAFETEA-LU for all TMAs that shall address congestion management through the metropolitan planning process that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under title 23 and chapter 53 of title 49 through the use of travel demand reduction and operational management strategies. The CMP is required under 23 CFR 500.109 and shall include methods to monitor and evaluate the performance of the multi-modal transportation system, identify causes of congestion, identify and evaluate alternative actions, provide information supporting the implementation of actions, and evaluate the efficiency and effectiveness of implementation actions. The CMP is periodically reviewed for efficiency and effectiveness of the implemented strategies, the results of this evaluation shall be provided to decision-makers to provide guidance on selection of effective strategies for future implementation purposes.

DOT - Department of Transportation: Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal Transit Administration.

EIS - Environmental Impact Statement: A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

Environmental Justice: Describes the impact of transportation plans or projects, either positive or negative, on a particular community or population. Derived from Title VI of the Civil Rights Act of 1964. Environmental Justice strives to ensure public involvement of low income and minority groups in decision making, to prevent disproportionately high and adverse impacts on low income and minority groups, and to assure that these groups receive equal benefits from transportation improvements.

FHPP - Federal High Priority Projects: Discretionary projects earmarked by the U.S. Congress as high priorities at the federal level during the Congressional appropriations and re-authorization process. This amounts to roughly 5% of the total transportation budget.

FHWA - Federal Highway Administration: Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under title 23 U.S.C..

Fiscal Constraint: A requirement, originally of ISTEA, that all plans be financially constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

FTA - Federal Transit Administration: Federal entity responsible for transit planning and programs under title 49 U.S.C.

Functional Classification: Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

FY - Fiscal Year: A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

HOV - High Occupancy Vehicle: In Texas, vehicles carrying two (2) or more people receive this designation and may travel on freeways, expressways and other large volume roads in lanes designated for high occupancy vehicles.

IMS - Incident Management System: A systematic process required under SAFETEA-LU to provide information on accidents and identify causes and improvements to the Transportation system to increase safety of all users.

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991: Federal law which

restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

ITE - Institute of Transportation Engineers: An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).

ITS - Intelligent Transportation System: Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection” and “transit information kiosks.”

Intergovernmental Agreement: Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

LOS - Level of Service: A qualitative assessment of a road’s operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

MG - Minimum Guarantee: A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.

MPO Activities: Are plans, programs and projects related to the MPO process.

MPO - Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.

MTP - Metropolitan Transportation Plan: A 25- year forecast plan required of state planning agencies and MPOs; which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.

NHS - National Highway System: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.

Officials: Are people who have governmental decision-making, planning or administrative responsibilities that relate to MPO activities.

PMS - Pavement Management System: A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost-effective pavement construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; criteria found in 23 CFR 500.021-209.

PTMS - Public Transportation Facilities and Equipment Management System: A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the condition and cost of transit assets on a continual basis; data is to be

used to help people choose cost effective strategies for providing and keeping transit facilities and equipment in good condition; process must be developed in Transportation Management Areas (TMAs); the use of CMS in non-TMAs is left to the discretion of state and local officials.

Public Participation: Is an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Citizen participation offers an open process in which the rights of the community, to be informed to provide comments to the Government and to receive a response from the Government, are met through a full opportunity to be involved and to express needs and goals.

ROW - Right-of-Way: Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

RTDM - Regional Travel Demand Model: This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative solutions to traffic patterns. The travel patterns are determined from US census results and in simple terms tell where residents live and where they go to work or school on a regional wide basis.

SIB - State Infrastructure Bank: Method of financing large capital projects by taking advantage of borrowing against future state revenues.

Sponsoring Agencies: Are organizations or governmental units, which enter into agreements with the MPO to undertake transportation related activities, which will be part of the MPO planning process.

SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users - legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

SMP - Statewide Mobility Plan: TxDOT's 10 year plan for adding capacity to the transportation system using the Mobility Category Funds of Federal and State Transportation funding.

SPP - Statewide Preservation Plan: TxDOT's 10 year plan for maintaining the Transportation system using the preservation categories of Federal and State Transportation funding.

STIP - State Transportation Improvement Program: The TxDOT Five Year Work Program as prescribed by federal law.

TAC - Technical Advisory Committee: A standing committee of most metropolitan planning organizations (MPOs); function is to provide advice on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).

TCI - Texas Congestion Index: This is an index to measure the magnitude of congestion in a single performance measure across the state. The index measures the mobility of people and goods in each Texas metropolitan area, with attention to the delay time experienced by drivers.

TMMP - Texas Metropolitan Mobility Plan: This is a state based requirement intended to serve as a framework for identifying unmet transportation needs in the state's larger metropolitan areas. The TMMP is a needs-based plan which quantifies transportation needs beyond the fiscal constraint barrier.

TPC - Transportation Policy Committee: A standing committee created for the purpose of serving as spokespersons for the citizens of the metropolitan area and is the designated MPO to prioritize and direct federal transportation funds to local projects. The TPC is comprised of elected and non elected officials from the cities of Lubbock and Wolfforth and Lubbock County in the urbanized area. The TPC also has representatives from TxDOT and Citibus. The TPC is responsible for creating policies regarding transportation planning issues. The TPC meetings are open to the public and where any member of the public can address the MPO on any transportation issue.

The TPC meets on the second Tuesday of each month at 8:30 A.M. The meetings are held at the Lubbock City Hall, Room 103 City Council Chambers, 13th Street in Lubbock, Texas. Meeting dates, times and locations may be changed as necessary.

Transportation Disadvantaged: People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

Transportation Enhancements: Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

TEA-21 - Transportation Equity Act for the 21st Century: Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority setting process. TEA-21 emphasizes increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation.

The Public: Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

TIP - Transportation Improvement Program: A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO Long-Range transportation plans and local government comprehensive plans.

TMA - Transportation Management Area: An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-33.6.

TSM - Transportation Systems Management: Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

TTI - Texas Transportation Institute: A legislatively created research center, located at Texas A & M University, whose purpose is to conduct and facilitate research and serve as an

information exchange on issues related to urban transportation problems in Texas.

TxDOT - Texas Department of Transportation: State agency responsible for transportation issues in Texas.

UTP - Unified Transportation Plan: This is the state's 10 year Transportation Plan with the first 10 years programmed and the second 15 years of projects under design. This document has two parts. The two parts are: The SMP and SPP respectively.

UPWP - Unified Planning Work Program: Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

V/C Ratio - Volume over Capacity Ratio: This is a roadway performance measure to show how a highway volume compares with a highway's capacity.

VMT - Vehicle Miles Traveled: This is an output of the travel demand model and is a measure of traffic flow over a highway segment. While 1000 vehicles traveling over a mile road and 1 vehicle traveling over 1000 miles are mathematically equal only the former 1000 vehicle mile means anything to the transportation planner.

V. PARTICIPATION PLAN EVALUATION

Introduction

The Federal Highway Administration and the Texas Department of Transportation require that the Lubbock Metropolitan Planning Organization (MPO) continuously evaluate the effectiveness of public involvement activities. By continuously evaluating public involvement activities, it is possible to improve or add new public involvement activities to the MPO program and to discontinue activities that are ineffective. The purpose of this guidebook is to provide guidelines for the evaluation of public involvement techniques. The MPO's public involvement activities are contained in the Participation Plan.

The Participation Plan includes descriptions of the roles and responsibilities of the MPO and other agencies in the public involvement process. Also included in the Participation Plan are descriptions of various public involvement techniques that could be used by the MPO.

This plan should be reviewed at least every three years to ensure that appropriate changes are being implemented by the MPO.

Improvement Strategies

The MPO continually strives for improved public involvement. Improvements should be made to increase public awareness and to improve the quantity and quality of information provided to the public. The decisions made by the MPO affect the entire population, both residents and visitors, of the cities of Lubbock and Wolfforth, Lubbock County and surrounding areas. Therefore, seeking public input on those decisions is vital to the success of the MPO as the agency responsible for transportation planning. Each time a public involvement evaluation is performed, a list of improvement strategies needed should be identified for implementation. If improvement is needed for an ongoing public involvement task, such as the MPO web site, a reasonable completion date should be established.