



**KOKOMO/HOWARD COUNTY
GOVERNMENTAL
COORDINATING COUNCIL
(KHCGCC) MPO**

PUBLIC PARTICIPATION PLAN

UPDATED NOVEMBER 2020

Tammy Corn, Executive Director

Adopted: Policy Board approval- March 18, 2021

Acknowledgment

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation.

The views and opinions of the agency expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

This document supersedes the KHC GCC MPO's Participation Plan for the Metropolitan Transportation Planning Plan (2017).

Notice to the Public of Rights Under Title VI

The Kokomo/Howard County Governmental Coordinating Council Metropolitan Planning Organization ("KHC GCC MPO") operates its programs and services without regard to race, color, national origin, sex, age, or disability in accordance with Title VI of the Civil Rights Act and its implementing regulations. For more information on the KHC GCC MPO's Title VI Program, including the procedures for filing a discrimination complaint, contact the KHC GCC MPO office by calling (765) 456-2336, emailing khcgcc@aol.com, or visiting the KHC GCC MPO webpage at: kokomompo.com and go to the Title VI tab.

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ACRONYMS

3C	Cooperative, Continuous, Comprehensive
ADA	Americans with Disabilities Act of 1990
CAC	Citizen Advisory Committee
CFR	Code of Federal Regulations
EJ	Environmental Justice
T6	Title VI act of 1964
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
SOW	Statement of Work
PB	Policy Board
P&P	Policies and Procedures
PIP	Public Involvement Plan
PPP	Public Participation Plan
STIP	Statewide Transportation Improvement Program
LEP	Limited English Proficiency
TAC	Technical Advisory Committee
TIP	Transportation Improvement Program
USC	United States Code

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INTRODUCTION

HELLO

The Kokomo/Howard County Governmental Coordinating Council Metropolitan Planning Organization (“KHCGCC MPO”) believes that quality transportation planning requires meaningful public input. The KHCGCC MPO is committed to public participation with the spirit of community. It is committed also to the principles of inclusiveness, social justice, accountability, and continuous improvement. These goals also reflect the core values of our office, boards, and committees.

The purpose of this PPP document is to outline how the public can get involved in the KHCGCC MPO’s planning processes. This PPP also reflects how the KHCGCC MPO is responding to federal requirements for a proactive public involvement process. Striving to exceed those requirements by ensuring the meaningful involvement of low income, minority, disabled, seniors, and other traditionally underrepresented people. The KHCGCC conducts outreach consistent with Title VI of the civil Rights act (nondiscrimination) and reflects the principles of social equity and environmental justice.

- GOAL 01** The public will be involved early and continuously in the decision-making process.
- GOAL 02** All residents and mandated stakeholders will be given the opportunity to participate.
- GOAL 03** The public will be provided with clear, timely, and accurate information for meaningful participation.
- GOAL 04** Selected public participation techniques will match the purpose.
- GOAL 05** Progress in achieving the above goals will be measured, and results reported.
- GOAL 06** Outcomes of public participation will be communicated and managed in realistic and pragmatic ways.

THE KHCGCC

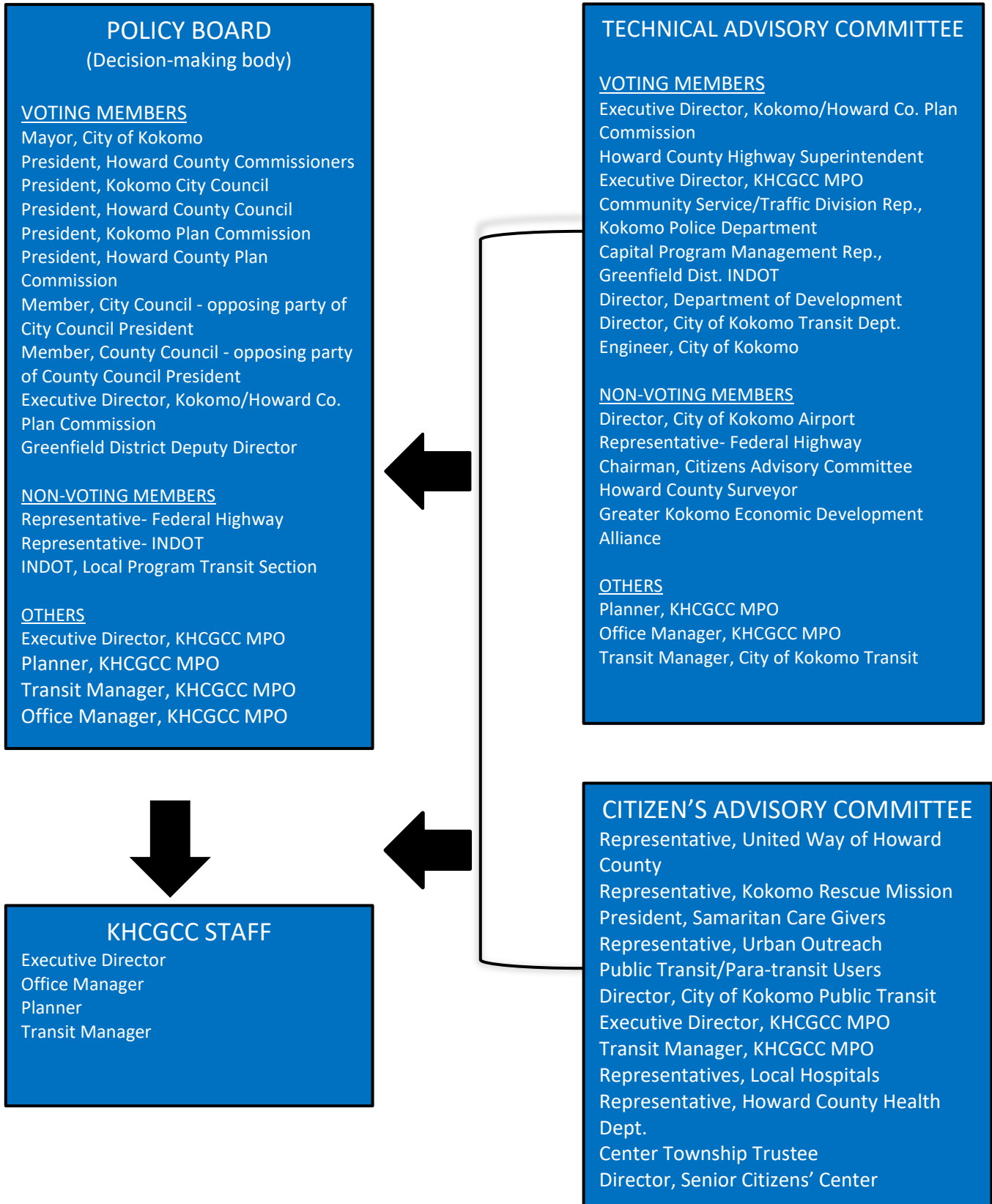
Title 23 United States Code (USC) sections 134-135 and Title 49 USC Sections 5303-5304 and other federal laws require that a metropolitan planning organization (MPO) be designated, based on minimum population thresholds as defined in federal law. An MPO acts as an oversight and decision-making agency and receives certain funds to carry out a continuing, cooperative, and comprehensive (3C) transportation planning process. MPOs are required to develop and have a documented PPP to define a process for providing reasonable opportunities for involving the public in transportation planning. This PPP outlines the public participation that citizens, affected agencies, and stakeholders should expect from the KHCGCC MPO.

The Policy Board is the decision-making body of the KHCGCC MPO. A professional staff, the Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC) support the Policy Board. The TAC is tasked with technical input, while the CAC is expected to provide public input. The chart that follows summarizes the current makeup of the KHCGCC MPO. The KHCGCC MPO staff works with participating agencies. The current partners are INDOT, the Federal Transit Administration (FTA), City of Kokomo Transportation Department, Federal Highway, City and County Local Planning Agencies (LPA). KHCGCC MPO also reaches out to a broader group of entities to address the many technical components of planning, where interagency efforts include task forces and working groups.



THE STRUCTURE

KHCGCC MPO Structure





How the Public Can Get Involved

The MPO offers a year-round opportunity for involvement by all – residents and various transportation stakeholders. The following are the main gateways to become involved.

How the Public Can Get Involved



CALL THE KHC GCC MPO OFFICE
(765) 456-2336
8:00 a.m. to 4:00 p.m. Monday to Friday



WRITE TO: KHC GCC
219 E. Sycamore St. Kokomo, IN. 46901

EMAIL
Khcgcc@aol.com

VISIT THE WEBSITE
www.kokomompo.com



FOLLOW THE KHC GCC MPO ON SOCIAL MEDIA
Facebook page: Kokomo/Howard Co. MPO



COME TO AN EVENT
Watch for announcements for transportation planning events, including some that are hosted by the KHC GCC MPO for different plans or different targeted groups.



PARTICIPATE IN PERSON
Attend a meeting of the Policy Board, the Technical Advisory Committee, and/or Citizen Advisory Committee. Provide timely public testimony.
Meetings posted on our webpage



REQUEST TO BE ON THE MAILING LIST
Request to be on the mailing list and be notified of opportunities for public involvement.



Get Involved

The KHC GCC MPO is responsible for four major planning documents that require public input. These are the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Statement of Work Program (SOW), the Coordinated Human Services Transit Plan, and the Public Participation Plan (PPP). The KHC GCC MPO also engages in special planning studies that require public input. The development of each document is guided by several KHC GCC MPO Policies and Procedures.

1. Metropolitan Transportation Plan (MTP)

The MTP is a blueprint for guiding investments in multimodal transportation throughout the KHC GCC's MPA over a twenty plus year horizon. It is updated every five years (e.g. MTP 2020 - 2045). The MTP document includes policies that clarify values and goals and the projects that reflect these values and goals. An MTP project list has two categories – constrained and illustrative. The constrained list contains the projects that are deemed financially and technically feasible and slated for implementation during the 20-year planning horizon. The illustrative list is a wish list of other desirable or strategic projects that require funding beyond what is projected to be available. The development of an MTP can take up to four years. Each MTP cycle needs a customized public involvement plan (PIP) that takes into consideration the planning context at hand. Charts below outline the opportunities for public participation throughout the planning process and the discussion that follows sheds further light on how public involvement looks like and what to expect.





METROPOLITAN TRANSPORTATION PLAN

Year 1

PLANNING FOR MTP

YEAR
2

PLAN DEVELOPMENT

YEAR
3

VISION & GOALS,
UPDATES & FEEDBACK,
CALL FOR PROJECTS & PROJECT IDEAS

Year 4

OUT FOR PUBLIC REVIEW:
PUBLIC AND INTERLOCAL GOVERNMENTAL
COMMENTS

YEAR
5

POLICY BOARD ENDORSES/APPROVES
PUBLISHED AND DISTRIBUTED
SEND TO INDOT

Key Public Participation Elements under MTP

Activity	Target participants	Methods	How the public gains access to information
Consultation in the development of a customized Public Involvement Plan (PIP) for MTP	PB, TAC, CAC meeting attendees	Presentations at regular public meetings of the PB, TAC, and CAC; solicitation of comments or testimonies; CAC reports to PB	KHCGCC MPO's standard notification methods in accordance with the State of Indiana. These include public notices via State and City calendars, outreach to committee members and members of the public in a contact list, website, local media source and social media (FB)
Collection of input for visioning and goal-setting	General public; mandated stakeholders	This will be specified in each MTP PIP	This will be customized and specified in each MTP PIP. It will include standard notification methods, and public and social media outreach
Call for projects – gathering of ideas for projects	General public; mandated stakeholders	This will be specific in each MTP PIP	This will be customized and specified in each MTP PIP. It will include standard notification methods, and public and social media outreach
Endorsement of public review document draft	PB, TAC, and CAC	Presentation at meetings and solicitation of comments; CAC reports to PB	Standard notification methods
Public and intergovernmental review period	General public; mandated stakeholders	Comment forms (hard, soft, and digital copies)	This will be customized and specified in each MTP PIP. It will include standard notification methods and public and social media outreach
CAC and TAC endorsement; PB approval of MTP document	CAC; general public	Presentations at public meetings; solicitation of comments; motion for endorsement or approval; CAC reports to PB	This will be customized and specified in each ORTP PIP. It will include standard notification methods, and public and social media outreach





MTP

The KHGCC MPO will pay close attention to the following:

- CAC's early involvement. The CAC will have an opportunity to help prioritize public involvement activities. The CAC, along with the TAC and Policy Board, will receive MTP status reports throughout the development of the MTP. The CAC may also delegate some of its tasks by creating a Public Involvement Plan subcommittee.
- Significant comments. When significant written or oral comments are received on the public review draft, summary analysis and report on the disposition of comments shall be added to the MTP document. Additional opportunities for public comment need to be provided if the final MTP document differs significantly from the version that was made available for public comments and, consequently, raises new material issues that interested parties could not have foreseen from public involvement efforts.
- Plan updates. Once adopted by the Policy Board, the MTP is a "living" document. A major MTP document update, technically described as an "amendment," may take place during the implementation period. If this happens, the MTP document with amendments will be subject to another public review period.
- Timeline. The MTP is developed within four years or less. Federal regulations require that a reasonable amount of time be set for intergovernmental review and public comment period.





The logo consists of the letters "TIP" in a bold, white, sans-serif font, centered within a dark green rectangular field. This field is bordered by a thin blue line, which is itself inside a thin red line, all contained within a white rectangular frame.

2. Transportation Improvement Program (TIP)

As projects listed in the MTP become ready to implement and adequate funding is available, they are added to the TIP Plan. The TIP Plan represents an overall capital expenditure program for the KHCGCC's multi-modal transportation system in a four-year frame (e.g. TIP for Federal Fiscal Years 2022-2026). The programming refers to the assignment of transportation investment by phase (e.g., design, engineering, right-of-way, construction). The TIP Plan includes the amount and type of federal funding being allocated to a project, the amount of local funding as a match, and how much is estimated to be spent each year. The TIP Plan includes a financial plan that describes the sources of funding that would reasonably be expected to be available to support the programmed projects. The TIP Plan is KHCGCC's component of the State Transportation Improvement Program (STIP) Plan. The STIP is approved by the Governor of Indiana or his/her designee before funds can be used.

A TIP Plan may be revised from time to time. The following chart highlights the public participation elements that can be expected during TIP planning or revising.



TIP

Planning process, public participation, timeline and revision process

4 - year plan, living document for needed revisions



Planning For TIP

Agencies provide a list of constrained projects by phases, divided by year



Project Recommendations

KHCGCC MPO staff consolidates projects from agencies and verifies financial constraint and consistency



Program Development

Technical evaluation and financial review

- Includes sharing of updates



DRAFT TIP

Public Comment and Review

Public and Interlocal Governmental review... expect substantial revisions



Final TIP

Policy Board recommendations and enforcement



Governor or Designee Approval



SUBMISSION

INDOT submits to STIP to FHWA

Key Public Participation Elements under TIP Plan and Plan Revision

Activity	Target participants	Methods	How the public gains access to information
Call for early input to work elements (planning study ideas)	CAC	CAC meetings	KHC GCC MPO's standard notification methods. These include public notices via State and City calendar, mail out to members and members of the public in a mailing list, and KHC GCC MPO website
Early response to CAC- submitted ideas	General public; mandated stakeholders	Public testimony at a PB meeting; CAC reports to PB.	KHC GCC MPO standard notification methods, including mailing to mandated stakeholders; KHC GCC MPO website hosts an interactive map for project visualization
Review of SOW draft for public review	General public	Comment form (hard, soft, and digital copies)	Access varies but includes the standard notification methods, mail out to mandated stakeholders, and others in an IGR list, social media, and press releases
Public and intergovernmental review period	CAC; the general public; mandated stakeholders; federally- required agencies.	Public testimony at CAC, TAC, and PB meetings; CAC reports to PB	KHC GCC MPO standard notification methods
Endorsement by CAC, TAC; Approval by PB	CAC; general public	CAC, TAC, and PB meetings; CAC report, public testimony	Standard notification methods including TAC, PB mailing lists

The KHCGCC MPO will pay close attention to the following:

- CAC's early involvement. Before calling agencies for input to the TIP, the CAC will be offered the opportunity to develop a list of recommended projects for inclusion in the TIP. The CAC will provide its recommendations to the Policy Board for consideration.
- Significant comments. When significant written or oral comments are received on the public review draft, a summary analysis and report on the disposition of comments shall be added to the final TIP Plan document. Another round of intergovernmental review and public comment period will be required if the final TIP Plan or TIP Revision document will differ significantly from the public review draft and will raise new material issues that interested parties could not have foreseen from the public involvement efforts.
- Visualizations. Interactive maps with project locations will be required and included in TIP.
- TIP revisions. Changes to the TIP may be needed from time to time. There will be two kinds of revisions, administrative modification and an amendment. An amendment will require both a public and intergovernmental review comment period. IP amendments are presented at CAC for information and the TAC for their endorsement. Amendments and modifications will be presented to the Policy Board for review and approval. TIP revisions are expected to have two cycles of public review a year.
- Timeline. There will be two timelines here: one for the TIP plan and another one for the TIP Plan Revisions. TIP development will take about one year; TIP revisions typically take less than six months. Federal regulations require that a reasonable amount of time be set for public and intergovernmental review period.



3. STATEMENT OF WORK (SOW)

The SOW is a two-year scope of work and budget for KHC GCC MPO activities that is updated yearly to assure it is current. These activities are programs and projects designed to support the implementation of the KHC GCC MPO 3C planning process. They are also designed to comply with state, federal statutes and local requirements relating to the use of transportation planning funds. The SOW Plan provides a listing of all surface-transportation planning studies and programs being undertaken in Indiana to government officials, local communities, and the public. It provides complete budget information about the expenditure of funds for those projects and programs being carried out by the KHC GCC MPO and its participating agencies. The one-year scope follows the local fiscal year of July 1 to June 30. The following charts provide an overview of public participation in the context of SOW, summing up the planning, timeline and public participation elements.



STATEMENT OF WORK SOW

Planning process, public participation, timeline and revision process
One-year outlook

1

COST ALLOCATION PLAN (CAP)
Submission of proposed Costs to INDOT

Opportunities for public participation:

- Customized Public Involvement Activities
- The public will be a mix of community outreach and public input gathering methods
- KHCGCC regular meetings
 - Citizens Advisory Committee (CAC)
 - Technical Advisory Committee (TAC)
 - Policy Board
- Public Comment Period and Intergovernmental review

DRAFT SOW

2

To be made available for public review, sent to: INDOT, FTA, Stakeholders, and FHWA for review.

PUBLIC COMMENTS & REVIEW

intergovernmental review and public comment. Update any changes per comments.

3

4

FINAL SOW

Advisory Committee's (Citizen and Technical) recommendations and endorsements to the Policy Board for final approval.

POLICY BOARD APPROVAL

5

SUBMISSION
to FHWA & FTA for approval



Key Public Participation Elements Under SOW

Activity	Target participants	Methods	How the public gains access to information
Call for early input to work elements (planning study ideas)	CAC	CAC meetings	KHCGCC MPO's standard notification methods. These include public notices via State and City calendar, mail out to members and members of the public in a mailing list, and KHCGCC MPO website
Early response to CAC-submitted ideas	General public; mandated stakeholders	Public testimony at a PB meeting; CAC reports to PB	KHCGCC MPO standard notification methods, including mailing to mandated stakeholders; KHCGCC MPO website hosts an interactive map for project visualization, as appropriate
Review of SOW draft for public review	General public	Comment form (hard, soft, and digital copies)	Access varies but includes the standard notification methods, mail out to stakeholders list, social media, and press releases
Public and Intergovernmental review period	CAC; the general public; mandated stakeholders; federally-required agencies	Public testimony at CAC, TAC, and PB meetings; CAC reports to PB	KHCGCC MPO standard notification methods
Endorsement by CAC, TAC; Approval by PB	CAC; general public	CAC, TAC, and PB meetings; CAC report, public testimony	Standard notification methods including TAC, PB mailing lists

The KHCGCC MPO will pay close attention to the following:

- CAC's Early Involvement. Before KHCGCC MPO calls agencies for work elements, the CAC will be offered the opportunity to suggest work elements for the SOW.
- Significant comments. When significant written or oral comments are received on the public review draft, summary analysis and report on the disposition of comments will be added to the SOW document
- SOW Amendment. Withdrawal or addition of a work element from an approved SOW will call for an SOW amendment. Such an amendment will entail an additional and reasonable period for intergovernmental review and public comment.
- Timeline. The Federal regulations require that a reasonable amount of time be set for public and intergovernmental review during the development of the Statement of Work.



Amendment:

- ▶ 1) Any phase of any project is added or construction phase or transit project deleted;
- ▶ 2) Any addition of funds over \$100,000;
- ▶ 3) Change to an air quality non-exempt project;
- ▶ 4) Project scope change that alters original intent of project;
- ▶ 5) Change to policy or programming rules.
- ▶ Interagency Consultation Group review on *all* TIP amendments and a redetermination of fiscal constraint is required. Twenty-one-day comment period required.
- ▶ Must be approved by Commission or Executive Board. Public comment opportunity is available at the meeting.

Modification:

- ▶ 1) Project moving year to year (but not out of the TIP, which is an amendment);
- ▶ 2) Project fund source change;
- ▶ 3) Project is split into multiple construction segments;
- ▶ 4) Addition of funds under \$100,000 (TIP and UPWP); *or*
- ▶ 5) Typographical changes.
- ▶ Modifications are made by NIRPC staff at the request of project sponsor subject to regulation and funding availability.
- ▶ A redetermination of fiscal constraint is required.

Technical Amendment:

- ▶ Changes to technical information that does not impact policy or programmed projects, i.e., performance targets, data updates, asset information.
- ▶ Must be approved by Technical Advisory Committee and the Policy Board. Public comment opportunity is available at the meeting.

Emergency Amendment:

- ▶ KHCGCC Executive Director authorizes a TIP amendment without public process or board approval if:
 - ▶ 1) Public well-being or safety is at risk; *or*
 - ▶ 2) Lapse or loss of federal funds is at risk.
- ▶ A redetermination of fiscal constraint is required.



4. Public Participation Plan (PPP)

The PPP explains how the KHC GCC MPO plans to communicate and distribute information to the public as well as how the public can interact and provide comments to the KHC GCC MPO. It lists and describes methods and tools, or resources that the KHC GCC MPO will use to meet the dual objectives of complying with federal requirements and promoting public participation for anything funded wholly or in part with federal funds. This would include policies, plans, public transit purchases, the MPO's Statement of Work program, the TIP, road projects, Etc. The following chart points out the key public participation points in the development of the PPP. The second chart highlights key public participation elements of the PPP development process.



Public Participation Plan



Planning process, public participation and timeline

Process may take place anytime, as needed

1. REVIEW EXISTING PPPs

of the KHCGCC MPO, partner agencies, other MPOs, federal certification review results:

Evaluate for deficiencies and opportunities for improvement

2. PROGRAM DEVELOPMENT

Technical evaluation and financial review

3. DRAFT PPP

To be made available for public review

Opportunities for public participation:

Customized Public Involvement Activities

The Public: there will be a variety of community outreach and public input gathering methods.

KHCGCC MPO Regular Meetings

- > Policy Board
- > Technical Advisory Committee
- > Citizen Advisory Committee

Throughout the process, committee meetings are held where public testimony is generally accepted on agenda items

Public Comment Period and Intergovernmental Review

4. PUBLIC COMMENTS & REVIEW

Public and intergovernmental review (45 days)

5. POLICY BOARD APPROVAL

FINAL SUBMISSION

to INDOT and FHWA for approval



Chart Key Public Participation Elements in PPP

Activity	Target participants	Methods	How the public gains access to information
Customize a PIP for evaluating PPP as needed for special purposes	CAC: target groups specified in the PIP	CAC meetings; others as specified in PIP	KHCGCC MPO's standard notification methods in accordance with state and federal regulations. These include public notices via State and City calendar, mail out to members and members of the public in a mailing list, and KHCGCC MPO website
Public review of PPP draft	CAC: general public	CAC, TAC and PB meetings; others as specified in the PIP	Standard notification methods including TAC and PB mailing lists/ others as specified in the PIP
Intergovernmental review and public comment period	General public; mandated stakeholders	Comment form (copies available in hard, soft, and digital format)	Standard notification methods; stakeholder mailing list; social media and public media
Endorsement by CAC and TAC; Approval by PB	CAC: general public	CAC, TAC, and PB meetings; CAC report to PB; public testimony	Standard notification methods
Limited English Proficiency (LEP)	The general public that has a limited ability reading, writing and/or speaking the English language.	When necessary the KHCGCC office will provide assistance to anyone with a LEP issue, allowing them the ability to communicate their concerns. This may include using an interpretation system, translating written documents, etc.	Request LEP assistance through the KHCGCC MPO office, via phone, email, in person, or website. The KHCGCC office staff will determine the best avenue to use to assure the person(s) with limited English proficiency can understand and communicate any concerns and/or comments

The KHCGCC MPO will pay close attention to the following:

- Early CAC involvement. The CAC will provide input for a PIP if needed. It will also participate in any PPP evaluation that is designed for PPP updating.
- Significant comments. When significant written or oral comments are received on the public review draft, summary analysis and report on the disposition of comments will be added to the PPP document.
- PPP update. Substantial change to the PPP document will be incorporated as a PPP update, which will require another intergovernmental review and public comment period.
- Timeline. The PPP will be completed on an as needed basis. The KHCGCC MPO will review it every four years as part of federal certification review preparations. 23 CFR §450.316 requires a 45-day intergovernmental review and public comment period.



5. Special Planning Studies

Special studies may be handled directly by KHCGCC MPO, by partner agencies, or with the help of consultants and other cooperating entities. Each plan of study will articulate a plan for public involvement. For studies handled directly by the KHCGCC MPO, public involvement will be guided by requirements in this PPP. For studies handled by other agencies, public involvement may be based on the implementing partner agencies' federally-certified plans. For special studies that are undertaken directly by the KHCGCC MPO, the CAC may participate in developing a study's public involvement via a "Permitted Interaction Group." Each study's final report will be subjected to a reasonable period of intergovernmental review and public comment. Significant written and oral comments received will be analyzed, and a summary and disposition will be included in a study's final report. The progress of each planning study will be monitored, and a final report will be presented at CAC, TAC, and PB meetings in a timely manner. The CAC and TAC may recommend that a study be accepted by the PB. The PB may accept a study and recommend that findings be used in future transportation planning.





Get Involved

Not all methods and techniques of public participation can be specified in detail in this PPP. A customized Public Involvement Plan (“PIP”) will be required for MTP, TIP, and special studies to ensure that meaningful and context-specific participation will be carried out in a reasonable way. Whether it is an MTP, which requires more elaborate transportation planning, or a special study, which has simpler needs, the broad steps and questions in customizing a PIP will be the following:

Step 1. Organize for Participation

What needs to be done, by when? What does the timeline look like? In any given year, the KHCGCC MPO will be engaged in public involvement for most or all of its work products. The planning of each PIP and scheduling of public involvement will be holistic to take context into account.

Step 2. Identify and Get to Know Your Stakeholders

Who needs to be at the table? At what junctures in the planning process? There are three intersecting groups that the KHCGCC MPO will involve – the general public, Title VI/Environmental Justice (“T6/EJ”) populations, and federally-mandated transportation stakeholders.

- **General public.** The general public refers to the entire population of Indiana. The KHCGCC MPO strives for fairness and balance in getting the general public involved. It also endeavors to identify the “missing voices” or the part of the general population who have not otherwise been involved in KHCGCC MPO’s planning processes.
- **T6/EJ population.** The T6/EJ population is a subset of the general public. The KHCGCC MPO aligns its T6/EJ program with INDOT in identifying and defining what makes up this population. KHCGCC MPO’s T6/EJ program implementation plan is revisited often and assures that there is a proactive effort to protect the rights of minorities and low-income people, including better access to public involvement and greater equity in its results. The charts and visuals in Appendix 3 offer the glimpse of magnitude, distribution, and diversity of underserved populations to consider.
- **Mandated stakeholders.** The mailing list for public and intergovernmental review must also include agencies that fall under mandated stakeholders.¹⁸ This is a subset of the general public and includes T6/EJ populations identified in 23 CFR 450.316: representatives of public transportation employees (e.g., AFSCME - American Federation of State, County and Municipal Employees); providers of freight transportation services: private providers of transportation (e.g., local taxi companies); representatives of users of transportation (e.g., nursing and assisted living facilities, Bona Vista, etc.); representatives of users of pedestrian walkways and bicycle transportation facilities; representatives of the disabled population and other interested parties with reasonable opportunities to be involved in the metropolitan planning process.

Transform engagement with your stakeholders

Identification of Stakeholders

For every public involvement process, stakeholders will be identified as early as possible.

The following task will be carried out on an ongoing basis:

- Regular and systematic assessment of active CAC membership. This will be done on an annual basis, and underrepresented groups will be actively recruited.
- Complete and update master lists of KHCGCC MPO stakeholders and their contact information, T6/EJ, and mandated stakeholders will be actively engaged.
- Fill gaps through the following techniques:
 - † Community network analysis. This can be done among staff, with a working group, or consultant. Map out the influence and impact that a plan or study may have and identify who may have an interest in it.
 - † Review other publicly-reviewed plans, legislative bills, and major studies. Discover who are actively engaged in transportation-related planning and policy.
 - † Conversation/word-of-mouth and mutual sharing of ideas. Consciously seek out intelligence on how T6/EJ populations and other missing voices are identified and reached.
 - † Enlist qualified consultant firms to identify and map out other possible stakeholders when necessary.
 - † Tune in regularly to local news, professional planning association activities, university and school activities, social media, ethnic groups, and others for the identification of more stakeholders.
- For more impactful participation, identify specific communities and demographics then build positive relationships by:
 - † Connecting with their leaders and liaisons.
 - † Following public conversations and contributing to these conversations.
 - † Observing how targeted communities interact online and offline to know what tools to consider that improve constituent understanding and for what purposes they may be leveraged.
 - † Going directly where target stakeholders gather (e.g., transit station for possible underserved population, ethnic markets or events, adult literacy programs and libraries).
 - † Include areas that may be underserved; having low to moderate incomes and/or LEP residents.
- Tap existing public resources – This is especially useful in identifying T6/EJ populations since other federally-funded agencies have similar obligations towards several protected classes (e.g. Departments of Health, Human Services, Education, Public Housing Authority, and others).

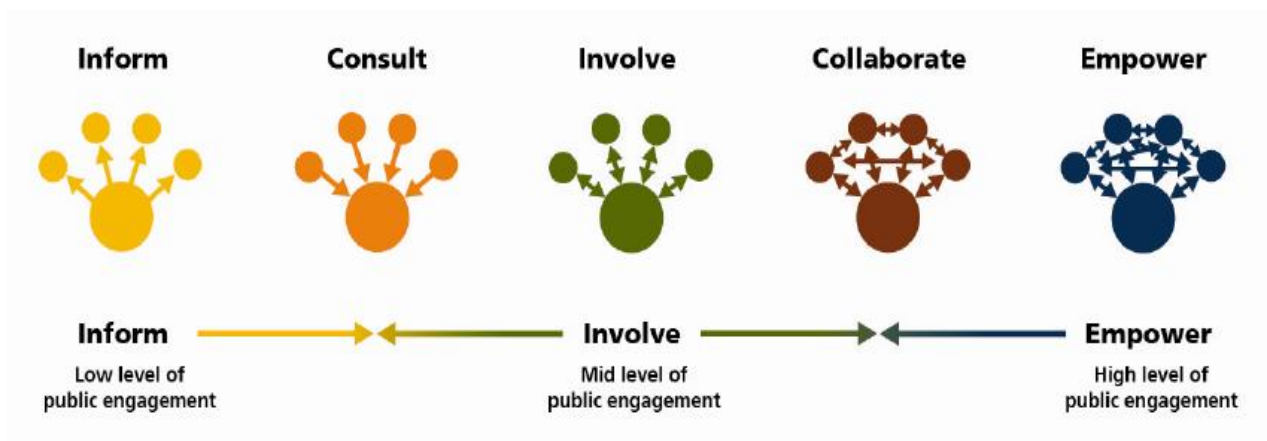
Step 3. Pick the Appropriate Level of Involvement

What does public involvement need to accomplish? What is reasonable, given the timing and available resources? Members of the public and stakeholder groups cannot be expected to have the same levels of engagement and understanding of transportation planning. The **involved** public will be knowledgeable about the transportation policy process. These individuals and entities actively participate and have reasonably extensive knowledge of Indiana’s transportation issues and policy. The representatives of CAC member organizations who regularly attend CAC meetings are expected to understand transportation planning issues more than the general public. The **informed** public will have some understanding of the issues but will not be familiar with the KHCGCC MPO’s role in the regional planning process. The **interested** public, aka the general public, may have an inherent interest in transportation challenges but will possess little direct knowledge of policy issues. The most knowledgeable will be fewer but are typically the most engaged. The least knowledgeable will be great in number but are typically least involved.

Step 4. Integrate Public Involvement in the Decision-Making Process

What are the methods, techniques, tools to inform, tools to gather input? How about building trust and confidence? Visualization? The KHCGCC MPO will continue to draw from its existing toolbox of techniques and add new ones. This includes its standard notification methods, namely public meetings for PB, TAC and CAC, and the website. KHCGCC MPO will consider the plethora of options from the following comprehensive resources:

1. Public Involvement Techniques for Transportation Decision-Making: including changing visualization techniques;
2. INDOT’s Public Involvement Plan to assure the KHCGCC is meeting State regulations and guidelines;
3. Examples from other relevant MPOs.



Step 5. Match Public Participation Tools to Objectives Throughout the Process

What results are useful and practical enough to measure? How do we measure that substantial comments are adequately addressed? The KHCGCC MPO will honor public input by carefully analyzing what it intends to achieve from the public input. The KHCGCC MPO will first focus on building the capacity for internal evaluation. For this, the best practice will be to keep the evaluation simple and flexible. The evaluation will focus on answering the following question: Is the KHCGCC MPO making a difference in expanding involvement, opening up opportunities, providing information in a timely and adequate manner, and using appropriate techniques?

At the onset, the evaluation will focus on outputs that are observable and easily documented. The scorecard of outputs will serve as an indicator that a process is in place to make a difference. Additional outputs and outcomes will be measured to determine if KHCGCC MPO is headed in the right direction. Information will be collected via surveys and institutional self-assessment. Below is a summary of intent:

Observational Evaluation

The observational evaluation will be an internal activity that KHCGCC MPO staff will undertake to produce a periodic PPP scorecard. Staff will document public involvement in order to provide an annual PPP scorecard that will include the following:

GOAL 01

Involvement

GOAL 02

Opportunity

1. Number of and names of required PIP completed and implemented
2. Number of work products completed with public involvement

GOAL 03

1. Presence and types of mandated stakeholders that were given the opportunity to participate
2. Number of participants at each public involvement event (e.g., online, such as a survey or physical, such as an in-person meeting)
3. Number of stakeholder groups represented, include major T6/EJ indicators. Name groups or provided examples.

GOAL 04

Information

1. In terms of timeliness and quality, the percentage by types of information provided that met or exceeded requirements of federal, state, county/city, and KHCGCC MPO policy standards
2. Number and types of intentional visualization techniques that worked and targeted the general public, T6/EJ population, and mandated stakeholders

GOAL 05

Techniques

1. Number and types of standard KHCGCC MPO techniques implemented
2. Number and types of additional techniques and tools that were targeted and worked for the general public, T6/EJ population, and mandated stakeholders
3. Like in Goal 2, these will be observed and reported in two ways. Plan-specific can be based on key events or materials for different phases of involvement. This will include techniques created for intergovernmental review and public comment periods.

GOAL 06

Evaluation and Reporting

GOAL 07

Communication and Management of Public Involvement Outcomes

1. Number of completed final project documents and major progress reports that have public input or involvement documentation and evaluation
2. Number of mandated reports, like monthly and annual reports
3. Percent of public involvement plans that articulated expected public input from different public methods and how staff will ultimately use public input
4. Percent of work product development that changed course from its public involvement plan
5. Presence or absence of the disposition of public input in final work product documents

Limited English Proficiency (LEP)-

Although the number of LEP persons in the area falls below the threshold required to have an LEP Plan, we strive to set an inclusive environment. If someone were to reach out for language assistance, we would utilize the follow methods to meet their needs.

- Telephone service line interpreter
- Referrals to community liaisons, such as the United Way of Howard County, local hospitals, local police department.
- Access to a bilingual staff member at the City of Kokomo and the KHCGCC



To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, or materials in alternative format), contact KHCGCC MPO at 765-456-2336 (voice only), or email khcgcc@aol.com as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. TTY users may use TRS to contact our office.

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2. Interactive Assessment (Survey)

Surveys will be the main form of interactive assessment. Surveys will focus on selected aspects of public involvement and input and will have the purpose of understanding, describing, and explaining further selected results from observation. The selection of areas to evaluate through surveys will change over time and will be guided by the progression of performance indicators, as explained in “Measures for Public Participation.”²⁹

3. Institutional Self-Assessment

This will be through staff self-assessment and analysis. The topical questions include:

- How has public input been considered? Was demographic data collected from participants at public engagement events to help identify populations that were/were not engaged? Were these data used to help guide the planning of future public input activities? Did KHCGCC MPO report back to the public about how their inputs were used?
- Has public engagement feedback affected KHCGCC MPO’s goals and strategies? Did information gleaned through the public engagement process result in change(s) in a transportation process, plan, or project list? Has public engagement changed or shaped policies or strategies?
- What level of capacity delivers this result (e.g. staff, budget, partners, skills)? What level of capacity may be needed in the future?

4. Reporting

There will be four public outlets for evaluation findings. These will be:

- **Final reports.** Each of the plans (i.e., TIP, MTP, SOW, and PPP) must document the implementation and results of its public involvement plan. Each plan’s final report will review planned methods and techniques, their targeted purposes and participants, the expected and actual outputs from the techniques, and overall feedback on how such a result may have affected the plan results. The final plan report will document deviations from the plan, including changes in techniques and their results. Each final report will specifically document and assess public involvement strategy for T6/EJ population. These aspects, together with the disposition of substantive and relevant public comments, should be part of the final report.
- **T6/EJ Accomplishment or Compliance Report** will especially continue to report on the following output measures. We will report data as required by INDOT which oversees KHCGCC MPO’s T6/EJ program.
- **Special reports.** As needed, the KHCGCC MPO may also call for special evaluation studies.



SAMPLE CONTEXT OF PUBLIC PARTICIPATION

Transportation Improvement Program (TIP) -

September – December: MPO informs LPAs of available funds and a “Call for Projects” is made

January – MPO works on submitting the upcoming years’ projects and/or a new TIP

February – Draft TIP out for a 45-day public and interlocal governmental comment period

April – Comment period ends, finalize TIP

May – Approve TIP at TAC and Policy Board Meetings

Statement of Work (SOW) –

January – Cost Allocation Plan (CAP) submitted to INDOT for approval; draft SOW written

Mid-February/early March: SOW out for public and inter-local governmental comment

March – TAC and Policy Board approve SOW

April – Final SOW to INDOT by April 1st

MTP and Coordinated Human Services Transit Due every five years.

KHCGCC MPO's Standard Methods

Citizen Advisory Committee (CAC)

The CAC serves as a continuing forum for involving residents and public stakeholders in transportation planning. As provided for in its bylaws, the CAC is expected to be broadly-based, including minorities and disadvantaged groups. As such, the KHCGCC MPO will continue to strive to reach out to community stakeholders, disadvantaged residents and other community leaders to assure an active committee. The CAC is guided by the Policy Board-approved Bylaws. Per bylaws, the CAC is the vehicle whereby public input can be solicited to advise the Policy Board and KHCGCC MPO Executive Director on transportation planning issues in accordance with the KHCGCC MPO PPP; and a means of keeping residents' groups and the public informed of the aims and progress of the cooperative, comprehensive, and continuing (3C's) transportation planning process. The CAC, through its Chair or designated representative, shall provide input on important matters raised at CAC meetings to the Policy Board at regularly scheduled meetings or by a written report.

The agenda of CAC, TAC, and Policy Board are set to always include opportunities for public comments. The Policy Board meeting agenda items always include a section for "Report from CAC".

KHCGCC MPO Regular Public Meetings

Indiana's state laws, Federal Highway regulations, FTA and ADA guidance manuals will shape some of the techniques that the KHCGCC MPO will use for continuous involvement. Public notices for regular meetings will be posted at a minimum of 48 hours before the meeting date. Meetings are held at times and locations that are accessible and convenient to the public and public transportation. Meeting packets are posted online and available for public inspection at the time it is distributed to members. The meetings are recorded, and written summaries serve as minutes. Meeting notices shall also have the following instruction:

Public Hearings

How we do it?

- Schedule public hearings and meetings at publicly accessible local venues near project location.
- Publish legal notices in local newspaper and make project-related documents available for public viewing.
- Send invitations to residents and businesses and invite the media to attend.
- Hold an internal planning and coordination meeting with project team members to identify roles and responsibilities for the hearing/meeting.
- Prepare presentations and handouts in advance and allow time for appropriate approval.

What is the anticipated outcome?

- Public hearings and meetings reduce the overall number of inquiries about specific projects. Direct communication with customers also minimizes the likelihood of miscommunication about a project.

How long does it take?

- Public hearings must be advertised 15 days in advance of the hearing date. After the hearing, a two-week comment period is required. Generally, 30 days are necessary to advertise, conduct and allow for the comment period for a public hearing.

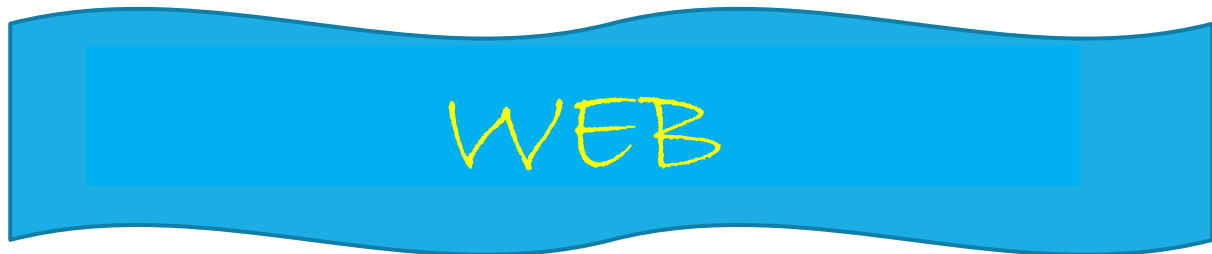
Why use this best practice going forward?

- Public hearings and meetings typically receive significant attention from the affected communities and provide a great opportunity to share our community story with the media and stakeholder groups.
- Stakeholders talk with officials – such as planners, LPAs, city/county officials, environmental – from all areas of the project in a single setting.



KHCGCC MPO Website

The website, www.kokomompo.com, is a crucial mechanism for linking clear, timely, and accurate information with the general public. The Home page brings attention to Policy Board, TAC, CAC, and essential meetings, events, the current and prior TIPs, MTPs, Public Transit information and much more. The Links on the main page, as well as the right-hand side of the page, easily guide the interested party to MPO information, turning visitors into well-informed community residents.



Development of this PPP

1. KHCGCC MPO Public Participation Plan Review with staff
2. Meetings with CAC, TAC and Policy Board
3. Public Outreach
 - 3.1 Stakeholders representing comprehensive range of geographic, demographic, and interest groups
 - 3.2 Environmental Justice and Title VI population groups
 - 3.3 Current KHCGCC MPO stakeholders
4. Material assessment – website, social media, traditional media
5. Best Practice Review – MPOs reviewed include: INDOT's PPP
6. KHCGCC MPO staff completes PPP draft
7. KHCGCC MPO staff forms a working group
8. KHCGCC MPO staff convenes working group
9. KHCGCC MPO staff drafts PPP document for review based on working group's feedback.
10. KHCGCC MPO staff presents drafts to CAC, TAC, and Policy Board for comments, consults with FHWA community planner
11. KHCGCC MPO staff takes into account comments received and finalizes draft for 45 days of public and intergovernmental review.

DRAFT



FINALIZE



RESOLUTION 2021-8

RESOLUTION TO ADOPT KHC GCC'S PUBLIC PARTICIPATION PLAN (PPP)

WHEREAS, the Kokomo and Howard County Governmental Coordinating Council is the designated Metropolitan Planning Organization, responsible for transportation planning, in the Kokomo and Howard County area, and;

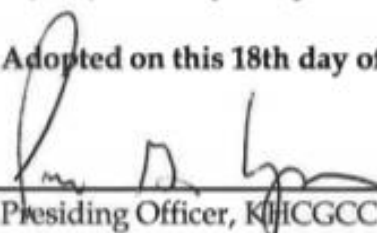
WHEREAS, development and adherence to the KHC GCC's Public Participation Plan (PPP), describing the Council's steps for involving public participation in each project, and;

WHEREAS, staff has updated the format and information in the Public Participation Plan (PPP). and;

WHEREAS, the Technical Advisory Committee of the Kokomo and Howard County Governmental Coordinating Council has given the Public Participation Plan a favorable recommendation.

NOW THEREFORE BE IT RESOLVED by the Policy Board of the Kokomo and Howard County Governmental Coordinating Council that the presented Public Participation Plan (PPP) is hereby accepted and adopted.

Adopted on this 18th day of March, 2022



Presiding Officer, KHC GCC Policy Board

Attest:



Policy Board Member