Kokomo Howard County Governmental Coordinating Council

KOKOMO AND HOWARD COUNTY GOVERNMENTAL

COORDINATING COUNCIL (KHCGCC)

PUBLIC PARTICIPATION PLAN

Adopted by the KHCGCC Policy Board:

September 24, 2026

Resolution 2026-24

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1. MISSION

Provide a proactive, inclusive, and transparent public involvement process that encourages participation from all residents, stakeholders, agencies, businesses, and transportation system users within the Kokomo Metropolitan Planning Area.

- Seek early and continuous public involvement.
- Provide timely information regarding transportation issues, plans, and programs.
- Make information available in accessible and understandable formats.
- Provide adequate notice of public participation opportunities.
- Consider and respond to public comments received.
- Engage traditionally underserved and underrepresented populations.
- Ensure compliance with all federal and state nondiscrimination requirements.
- Utilize a variety of outreach methods to maximize public participation.

2. INTRODUCTION

2.1 The Kokomo and Howard County Governmental Coordinating Council (KHCGCC) serves as the Metropolitan Planning Organization (MPO) for the Kokomo Metropolitan Planning Area. KHCGCC is responsible for carrying out a continuing, cooperative, and comprehensive (3-C) transportation planning process that guides transportation investments and policies throughout the metropolitan planning area.

2.2 The purpose of this Public Participation Plan (PPP) is to establish procedures that provide all interested parties with reasonable opportunities to participate in transportation planning and programming decisions. KHCGCC recognizes that meaningful public involvement is essential to developing transportation systems that reflect community needs and priorities.

2.3 This Plan fulfills the requirements of:

- 23 U.S.C. §134
- 49 U.S.C. §5303
- 49 U.S.C. §5307
- 23 CFR Part 450.316
- 45 CFR §92.10
- Title VI of the Civil Rights Act of 1964
- Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act
- Indiana Department of Transportation (INDOT) Metropolitan Planning Requirements

Note: Fixed Route Bus System Expansion - FTA regulations (49 U.S.C. 5307), public comment and hearing opportunities are only legally required before raising fares or implementing a major reduction of public transportation service.

3. PUBLIC PARTICIPATION GOALS

The KHCGCC is committed to ensuring that public participation meaningfully informs the transportation planning process. Public comments are considered an essential component of transportation decision-making and are evaluated throughout the development of plans, programs, and studies.

3.1 Transparency

Provide open access to transportation planning information and decision-making processes.

3.2 Accessibility

All interested parties shall have access to meetings, documents, and participation opportunities. All meetings shall be held at ADA accessible locations as stated in Appendix D.

3.3 Inclusiveness

Actively seek participation from all segments of the population.

3.4 Responsiveness

The MPO will prepare a summary of public comments received during formal public review periods and document how comments were addressed. Responses may include:

- Incorporating suggested revisions into the document.
- Modifying project priorities or recommendations.
- Providing clarification where no changes are made.
- Explaining why a recommendation could not be incorporated due to funding, regulatory, technical, or policy constraints.

Comment summaries and responses shall accompany major planning document adoptions whenever practical.

Demonstrating Public Influence

The MPO will document how public participation influenced transportation decisions by:

- Identifying changes made as a result of public input.
- Including summaries of key issues raised during public engagement.
- Reporting significant modifications to plans or programs resulting from public comments.
- Providing public comment summaries within meeting materials, adoption documents, or on the MPO website.
- Maintaining records of public engagement activities and outcomes.

3.5 Continuous Improvement

Regularly evaluate and improve outreach techniques.

The MPO will periodically evaluate the effectiveness of its public involvement efforts by reviewing:

- The number and diversity of participants.
- Common themes identified through public comments.
- Whether public input resulted in modifications to plans or programs.
- Opportunities to improve future outreach and engagement activities.

Lessons learned from these evaluations will be incorporated into future public participation activities and updates to this Public Participation Plan.

3.6 How Public Input is Used

Public comments may influence transportation decisions by:

- Identifying transportation needs, issues, and community priorities.
- Refining project concepts, alternatives, or proposed improvements.
- Improving the scope, design, or implementation of transportation projects.
- Identifying potential environmental, safety, accessibility, or equity concerns.
- Assisting in the prioritization of transportation investments.
- Informing updates to the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), and other planning documents.

4. INTERESTED PARTIES

KHCGCC shall seek participation from:

- Residents of the Howard County MPA area
- Residents of the City of Kokomo
- Local elected officials
- Transit riders
- Bicycle and pedestrian users
- Freight and logistics industries
- Business organizations
- Educational institutions
- Senior citizens
- People with disabilities
- Minority populations
- Low-income populations
- Limited English Proficiency populations
- Emergency service providers
- Environmental organizations

- Adjacent jurisdictions
- State and federal agencies
- Any interested member of the public

5. PUBLIC NOTICE PROCEDURES

KHCGCC shall provide timely public notice through:

5.1 Methods of outreach

- KHCGCC website: kokomompo.com
- Social media platforms: Find information on our FB Page: https://www.facebook.com/profile.php?id=100069171491026
- Email distribution lists
- Surveys
- Local media outlets
- Public meeting postings
- Public libraries and government facilities when appropriate

5.2 Public Access Information

Description of proposed action

- Purpose of meeting or comment period
- Meeting date, time, and location
- Document availability
- Comment submission instructions
- ADA accommodation information
- Language assistance information

6. PUBLIC REVIEW PERIODS

6.1 Minimum public review periods shall be:

Document	Minimum Comment Period
Public Participation Plan	45 Days
Metropolitan Transportation Plan (MTP)	30 Days
Transportation Improvement Program (TIP)	30 Days
Unified Planning Work Program (UPWP)	15 Days
TIP Amendments	15 Days
Administrative Modification	Public Notification

KHCGCC may extend review periods when warranted.

7. METROPOLITAN TRANSPORTATION PLAN (MTP)

The Metropolitan Transportation Plan (MTP) establishes the region's long-range transportation vision and identifies transportation goals, strategies, and projects for the metropolitan planning area. Public involvement shall occur throughout development of the MTP as follows:

7.1 Early Outreach

Early public involvement may include:

- Public surveys
- Stakeholder interviews
- Community workshops
- Focus group meetings
- Coordination with local governments, transit providers, and partner agencies
- Online engagement opportunities

Input received during early outreach shall be documented and considered during development of the draft MTP.

7.2 Development of the Draft MTP

Using technical analysis, agency coordination, and public input, KHCGCC staff shall prepare a draft Metropolitan Transportation Plan for review by the Technical Committee.

The Technical Committee may recommend revisions prior to release of the draft for public review.

7.3 Public Review of the Draft MTP

Following Technical Committee review, KHCGCC shall:

- Publish the draft MTP on the KHCGCC website;
- Minimum 30-day public comment period
    - The KHCGCC will provide an additional opportunity for public comment if the final MTP differs significantly from the version made available for public comment and raises new material issues that interested parties could not have reasonably forseen.
- Provide public notice in accordance with this Public Participation Plan;
- Make the draft available for public inspection;
- Provide a minimum thirty (30) day public comment period; and
- Conduct at least one public meeting, open house, or other public engagement opportunity.

7.4 Review of Public Comments

All substantive comments received during the public review period shall be:

- Documented by KHCGCC staff;
- Reviewed and evaluated;
- Considered, as appropriate, in preparation of the final MTP; and
- Included in a summary of comments and responses presented to the Policy Board.

7.5 Adoption

Following completion of the public involvement process and consideration of all comments received:

- The Technical Committee shall recommend the final MTP to the Policy Board, as appropriate.
- The Policy Board shall adopt the Metropolitan Transportation Plan at a public meeting.
- Following adoption, the approved MTP shall be published on the KHCGCC website and made available for public inspection.

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) identifies federally funded transportation projects to be implemented over the current four-year programming period.

8.1 Early Coordination

Development of the TIP may include:

- Coordination with INDOT, local governments, and public transportation providers.
- Consultation with federal and state partner agencies.
- Coordination with local jurisdictions and project sponsors.
- Stakeholder meetings, as appropriate.
- Public outreach through surveys, meetings, and online engagement opportunities.

8.2 Development of the Draft TIP

Using project information submitted, the KHCGCC staff shall prepare a draft Transportation Improvement Program.

The Technical Committee shall review the draft TIP and may recommend revisions prior to release for public review.

8.3 Public Review of the Draft TIP

Following Technical Committee review, KHCGCC shall:

- Publish the draft TIP on the KHCGCC website.
- Minimum 30-day public comment period
    - The KHCGCC will provide an additional opportunity for public comment if the final TIP differs significantly from the version made available for public comment and raises new material issues that the interested parties could not reasonably have foreseen.
- Provide public notice in accordance with this Public Participation Plan.
- Make the draft available for public inspection.
- Conduct a public meeting, open house, or other public engagement opportunity, as appropriate.

8.4 Review of Public Comments

All substantive comments received during the public comment period shall be:

- Logged and documented.
- Reviewed by KHCGCC staff.
- Considered during preparation of the final TIP.
- Summarized, along with responses, for consideration by the Policy Board.

8.5 Adoption

Following completion of the public participation process:

- The Technical Committee shall recommend the TIP to the Policy Board, as appropriate.
- The Policy Board shall consider adoption of the TIP at a public meeting.
- Upon adoption, the approved TIP shall be posted on the KHCGCC website and made available for public inspection.

8.6 TIP Amendments

TIP Amendments generally involve:

- Addition of a new project.
- Major project scope changes.
- Significant funding changes (cost increase or decrease greater than twenty-five (25%) percent of the total project cost or greater than $2 million).
- Changes affecting fiscal constraint.

TIP Amendments shall include:

- Public notice.
- A minimum fifteen (15) day public comment period.
- Consideration of all comments received.
- Technical Committee review, when applicable.
- Policy Board approval.
- Publication of the approved amendment on the KHCGCC website.

8.7 Administrative Modifications

Administrative Modifications may include:

- Minor cost revisions (cost increase or decrease of less than twenty-five (25%) percent of the total project cost and less than $2 million).
- Funding source adjustments, including fund swaps with another MPO or INDOT.
- Project phase changes.
- Minor scheduling changes.
- Schedule shifts within the current TIP cycle (including the illustrative fifth year).
- Technical corrections.

Administrative Modifications do not require a formal public comment period or Policy Board approval.

Administrative Modifications shall be:

- Documented by KHCGCC staff.
- Coordinated with INDOT, when applicable.
- Incorporated into the official TIP.
- Posted on the KHCGCC website for public information.
- Maintained as part of the official TIP record.

8.8 Emergency Amendments

Emergency actions necessary to protect public health, safety, or welfare may utilize expedited procedures consistent with applicable federal regulations and INDOT requirements.

NOTE - The MPO supports development of the Statewide Transportation Improvement Program (STIP) by preparing and maintaining the metropolitan Transportation Improvement Program (TIP). After approval, the TIP is incorporated by INDOT into the STIP. The MPO coordinates closely with INDOT to ensure projects are consistent with federal planning requirements and provides opportunities for public review and comment throughout the TIP development process.

- **MPO develops the TIP.**
- **INDOT develops STIP.**

- **The TIP becomes part of the STIP.**
- **The MPO coordinates with INDOT and facilitates public involvement.**

For an Indiana MPO Public Participation Plan, this language aligns well with federal metropolitan planning requirements under **23 CFR Part 450** and INDOT's statewide planning process.

9. TITLE VI PROGRAM

The Kokomo and Howard County Governmental Coordinating Council hereby assures that no person shall on the grounds of race, color, national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance. The KHCGCC also complies with other applicable federal nondiscrimination laws, including those concerning sex, age, and disability.

9.1 KHCGCC agrees to comply with:

- Title VI of the Civil Rights Act of 1964
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act
- Section 504 of the Rehabilitation Act
- Applicable FHWA regulations
- Applicable FTA regulations

9.2 Notice of Non-Discrimination – the KHCGCC prohibits discrimination on the basis of:

- Race
- Color
- National Origin
- Sex
- Age
- Disability

The Kokomo and Howard County Governmental Coordinating Council (KHCGCC) hereby gives public notice that it is the policy of the organization to assure full compliance with Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

No person shall, on the grounds of race, color, national origin, sex, age, disability be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity administered by the KHCGCC.

Any person who believes they have been aggrieved by an unlawful discriminatory practice may file a complaint with the KHCGCC's Title VI Coordinator.

For more information regarding KHCGCC's Title VI Program or complaint procedures, contact:

KHCGCC Title VI Coordinator: Tammy Corn

219 E. Sycamore St.
Kokomo, Indiana 46901
Phone: 765.456.2336
Email: tcorn@kokomompo.com
Complaints may also be filed directly with FHWA, FTA, or INDOT.

9.3 Compliance

KHCGCC shall maintain:

- Complaint Procedures
- Complaint Forms
- Public Notification of Rights

The above can be found on the KHCGCC website kokomompo.com, or in-person at 219 E. Sycamore St. Kokomo IN. and Appendix A of this document.

10. LIMITED ENGLISH PROFICIENCY (LEP) AND LANGUAGE ACCESS

Introduction

The KHCGCC will take reasonable steps to provide meaningful access to transportation planning activities for persons with limited English proficiency consistent with Title VI and applicable U.S. Department of Transportation guidance. English is the official language of the United States under Executive Order 14224. The order revoked Executive Order 13166 but does not itself require a change in services. The KHCGCC will review its language assistance measures as federal guidance changes.

10.1 Four-Factor Analysis

Factor 1: Number and Proportion of LEP Persons

KHCGCC shall periodically review:

- American Community Survey language data
- School language data
- Local demographic information

to identify LEP populations within Howard County.

Factor 2: Frequency of Contact

KHCGCC shall monitor:

- Public inquiries
- Meeting participation
- Translation requests
- Website interactions

Factor 3: Importance of Services

Transportation planning affects:

- Employment access
- Healthcare access
- Education access
- Public transportation availability
- Community mobility
- Food access

Because these services are important, language access is a significant consideration.

Factor 4: Resources Available

The KHCGCC shall evaluate available funding, staffing, and technological resources to provide meaningful language assistance.

10.2 Language Assistance Measures

The KHCGCC may provide when requested:

- Oral interpretation
- Written translation
- Multilingual meeting notices
- Telephone language services
- Website translation capability

10.3 Language Access and the Safe Harbor Provision

The KHCGCC will determine appropriate written translation of vital documents using the four-factor analysis and applicable DOT guidance. The guidance describes a voluntary safe harbor for written translation; its numerical thresholds are not an automatic legal mandate or a limit on the duty to provide meaningful access.

Under DOT guidance, translating vital documents for an eligible LEP language group comprising 5 percent or 1,000 persons, whichever is less, is strong evidence of compliance for

written translation. The guidance also addresses groups of fewer than 50 persons that meet the 5 percent threshold and permits a notice of free oral interpretation in specified circumstances. The KHCGCC will consider oral interpretation and individual requests regardless of those thresholds.

11. AMERICANS WITH DISABILITIES ACT (ADA)

KHCGCC shall provide reasonable accommodations to ensure equal access to meetings and programs.

11.1 Accommodations may include:

- Accessible meeting facilities
- Sign language interpretation
- Alternative document formats
- Assistive listening devices
- Virtual participation options

Requests should be submitted as early as possible, preferably at least seventy-two (72) hours before a scheduled meeting. KHCGCC will consider later requests and provide reasonable accommodations when feasible.

12. VIRTUAL PUBLIC INVOLVEMENT PROCEDURES

12.1 Purpose

The KHCGCC recognizes that virtual engagement expands participation opportunities and improves access to transportation planning activities. When possible, the KHCGCC will facilitate virtual engagement. A virtual format may be requested 72 hours in advance.

12.2 Virtual Participation Methods

The MPO may utilize:

- Virtual public meetings
- Online open houses
- Interactive project websites
- Online mapping tools
- Surveys
- Social media engagement

12.3 Accessibility

Virtual participation opportunities shall include:

- ADA-accessible platforms and reasonable accommodations when needed
- Captioning when needed as a reasonable accommodation
- Mobile device accessibility

- Alternative participation methods

12.4 Public Notice

Virtual meeting notices shall include:

- Meeting purpose
- Date and Time
- Access instructions
- Comment procedures
- Technical assistance information

12.5 Documentation

Comments received through virtual methods shall be documented and treated equally to comments received through traditional methods.

KHCGCC recognizes the importance of virtual engagement opportunities.

Virtual opportunities shall provide equivalent opportunities for public participation whenever practical.

12.6 Comment Documentation

All comments received during official public comment periods shall be logged and maintained as part of the public participation record.

Substantive comments shall be:

1. Reviewed by KHCGCC staff.
2. Evaluated to determine whether revisions to the document are warranted.
3. Presented to the Technical Committee and/or Policy Board, as appropriate.
4. Addressed through written responses or incorporated into the final document, when appropriate.

If substantive changes are made to a planning document as a result of public comments, KHCGCC shall follow applicable federal and state requirements, including providing additional public review when required.

A summary of comments received and responses to substantive comments shall accompany the adoption of major planning documents.

Comment summaries and responses shall accompany major planning document adoptions.

13. PUBLIC PARTICIPATION PLAN REVIEW

The Public Participation Plan (PPP) shall be reviewed at least every four (4) years, or more frequently if required by changes in federal or state regulations or KHCGCC planning practices.

As part of each review, the KHCGCC shall evaluate the effectiveness of its public participation process. The evaluation may include consideration of:

- Number and type of public involvement activities conducted.
- Attendance at public meetings and open houses.
- Public comments received and participation levels.
- Document downloads, and online engagement.
- People who face barriers to involvement including low-income and minority households, people with limited English proficiency, older adults, and people with disabilities.
- Effectiveness of public notification methods.
- Feedback received from stakeholders, partner agencies, and members of the public regarding the public involvement process.

The results of the evaluation shall be used to identify opportunities to improve public participation techniques, outreach methods, accessibility, and communication strategies. Revisions to this Public Participation Plan shall incorporate lessons learned and changes necessary to improve the effectiveness of future public involvement activities.

Any proposed revisions to the Public Participation Plan shall be subject to a minimum forty-five (45) day public review and comment period prior to adoption.

14. FEDERAL CERTIFICATION STATEMENT

The Kokomo and Howard County Governmental Coordinating Council (KHCGCC) certifies that the metropolitan transportation planning process is being carried out in accordance with:

- 23 U.S.C. §134
- 49 U.S.C. §5303
- 23 CFR Part 450
- Title VI of the Civil Rights Act of 1964
- Americans with Disabilities Act
- Section 504 of the Rehabilitation Act
- Clean Air Act requirements, where applicable
- FHWA and FTA planning regulations
- Indiana Department of Transportation requirements

APPENDIX A

TITLE VI PUBLIC NOTICE

The Kokomo and Howard County Governmental Coordinating Council (KHCGCC) hereby gives public notice that it is the policy of the organization to assure full compliance with Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

No person shall, on the grounds of race, color, national origin, sex, age, disability be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity administered by KHCGCC.

Any person who believes they have been aggrieved by an unlawful discriminatory practice may file a complaint with KHCGCC's Title VI Coordinator.

For more information regarding KHCGCC's Title VI Program or complaint procedures, contact:

KHCGCC Title VI Coordinator: Tammy Corn

219 E. Sycamore St.

Kokomo, Indiana 46901

Phone: 765.456.2336

Email: tcorn@kokomompo.com

Complaints may also be filed directly with FHWA, FTA, or INDOT.

APPENDIX B

Title VI Complaint Form

Title VI Discrimination Complaint Form

The KHCGCC prohibits discrimination based on race, color, or national origin under Title VI of the Civil Rights Act of 1964.

Complainant Information

Name: _____

Address: _____

Phone: _____

Email: _____

Person or Agency Complaint Is Against

Name: _____

Organization: _____

Basis of Complaint

☐ Race

☐ Color

☐ National Origin

Date of Alleged Incident

_____

Location of Incident

_____

Description of Incident

_____

_____

_____

Have you filed this complaint elsewhere?

☐ Yes ☐ No

If yes, where? _____

Signature _____ **Date** _____

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APPENDIX C

STAKEHOLDER CONSULTATION LIST

KHCGCC shall maintain and periodically update a stakeholder database to ensure broad participation in transportation planning activities.

Stakeholders may include, but are not limited to:

Local Governments

- City of Kokomo
- Howard County Government
- Town of Greentown - Regional area (outside MPA)
- Town of Russiaville - Regional area (outside MPA)

Transportation Agencies

- Indiana Department of Transportation (INDOT)
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- North Central Indiana Regional Planning Council (NCIRPC)

Public Safety Agencies

- Kokomo Police Department
- Howard County Sheriff's Department
- Kokomo Fire Department
- Howard County Emergency Management Agency

Economic Development Organizations

- City of Kokomo Economic Development Department
- Greater Kokomo Economic Development Alliance
- Kokomo Chamber of Commerce

Educational Institutions

- Indiana University Kokomo
- Ivy Tech Community College
- Local School Corporations

Community Organizations

- Community Foundation Serving Howard County
- United Way Serving Howard and Tipton Counties
- Local neighborhood associations

Environmental and Advocacy Organizations

- Bicycle advocacy groups
- Pedestrian advocacy groups
- Disability advocacy organizations
- Environmental organizations

The stakeholder list shall be reviewed annually.

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APPENDIX D

PUBLIC MEETING PROCEDURES

Meeting Locations

Public meetings shall be held in facilities that are:

- ADA accessible
- Centrally located when practical
- Accessible by transit when feasible
- Safe and convenient for participants

Meeting Format

Meetings may include:

- Open houses
- Formal public hearings
- Workshops
- Listening sessions
- Virtual meetings
- Hybrid meetings

Meeting Materials

Materials shall be provided in clear and understandable formats and may include:

- Maps
- Graphics
- Project displays
- Fact sheets
- Presentations

Comment Opportunities

Attendees shall be provided opportunities to:

- Submit written comments
- Provide verbal testimony
- Submit comments after meetings during established review periods

Meeting notices shall be posted in accordance with applicable Indiana public meeting law and this plans public notice procedures.

APPENDIX E

Meeting Sign-In Sheet- the KHCGCC may utilize a standard spreadsheet format during public meeting open houses

Public Meeting Attendance Record

Meeting Title: _____

Date: _____

Location: _____

Name: _____

Organization _____

Voluntary Demographic Information

The following information is voluntary and is used solely to evaluate the effectiveness and inclusiveness of MPO public outreach efforts.

☐ Under 18

☐ 18-34

☐ 35-54

☐ 55-64

☐ 65+

Preferred Language: _____

APPENDIX F

Meeting Evaluation Form

Public Meeting Evaluation

Thank you for participating. Your feedback helps improve future public engagement activities.

Please rate the following:

Question	Excellent	Good	Fair	Poor
Meeting location	☐	☐	☐	☐
Meeting accessibility	☐	☐	☐	☐
Presentation quality	☐	☐	☐	☐
Information provided	☐	☐	☐	☐
Ability to provide input	☐	☐	☐	☐

Did you feel your comments were heard?

☐ Yes

☐ No

☐ Unsure

Suggestions for Improvement

APPENDIX G

PUBLIC NOTICE EXAMPLES

Public Meeting Notice

PUBLIC NOTICE

The Kokomo and Howard County Governmental Coordinating Council (KHCGCC) will conduct a public meeting regarding the proposed [Document Name].

Date:

Time:

Location:

The purpose of the meeting is to receive public comments regarding transportation planning activities affecting the Kokomo Metropolitan Planning Area.

Comments may also be submitted via email, telephone, USPS (mail), or in-person at the KHCGCC office during the official comment period.

Individuals requiring special accommodation or language assistance should contact the KHCGCC as early as possible, preferably at least seventy-two (72) hours before the meeting. Later requests will be considered.

APPENDIX H

Public Comment Period Notice

NOTICE OF PUBLIC REVIEW PERIOD

The Kokomo and Howard County Governmental Coordinating Council (KHCGCC) is accepting public comments on the draft [Plan Name]. All comments received by the deadline will be considered before final action is taken.

Review Period:
Beginning:
Ending:

The document is available at:

- KHCGCC Office
- KHCGCC Website

Comments may be submitted through:

- Email
- Mail
- Online comment form
- In-person

APPENDIX I

ADA Accommodation Request Form

Request for Reasonable Accommodation

The MPO is committed to ensuring all individuals can participate fully in public meetings and planning activities.

Requestor Information

Name: _____

Phone: _____

Email: _____

Event Information

Meeting/Event: _____

Date: _____

Accommodation Requested

☐ Sign Language Interpreter

☐ Real-Time Captioning (CART)

☐ Large Print Materials

☐ Braille Materials

☐ Accessible Seating

☐ Mobility Assistance

☐ Other: _____

Additional Information

_____

APPENDIX J

Language Assistance Request Form

Request for Language Assistance

Requestor Information

Name: _____

Phone: _____

Email: _____

Language Requested

_____

Type of Assistance Needed

☐ Oral Interpretation

☐ Written Translation

☐ Meeting Interpretation

☐ Document Translation

☐ Other: _____

Event or Document

_____

Date(s) Needed _____

APPENDIX K

Public Comment Response Tracking Form

Public Comment Tracking Log

Response Summary

Comment ID: _____

Comment Summary:

_____

_____

_____

MPO Response:

_____

_____

_____

Disposition:

☐ Incorporated into Document

☐ Considered but Not Incorporated

☐ Outside MPO Authority

☐ Requires Further Evaluation

Kokomo and Howard County Governmental Coordinating Council (KHCGCC) Public Participation Plan (PPP)

KHCGCC Policy Board Approval and Signature Page

The **Kokomo and Howard County Governmental Coordinating Council (KHCGCC) Public Participation Plan (PPP)** is hereby confirmed and adopted by the KHCGCC Policy Board pursuant to **Resolution 2026-24**.

Confirmed by Resolution 2026-24

By: _____ **Date:** 9/24/26
Chairman, KHCGCC Policy Board

By: _____ **Date:** 10-1-26
Member, KHCGCC Policy Board