



Durham-Chapel Hill-Carrboro Metropolitan Planning Organization

Member Governments:

**Town of Carrboro
Town of Chapel Hill
County of Chatham
City of Durham
County of Durham
Town of Hillsborough
N.C. Department of
Transportation
County of Orange**

Public Involvement Policy

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I. Introduction

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization's (DCHC MPO's) Public Involvement Policy is an umbrella policy, encompassing the plans and programs of the Urban Area's transportation planning process. Public involvement is an integral part of the DCHC MPO's planning efforts. The Public Involvement Policy is comprised of the public involvement programs for all the major planning activities, including the Transportation Plan, the Metropolitan Transportation Improvement Program (MTIP), the Air Quality Conformity Determination, the Major Investment Study (MIS), the Unified Planning Work Program (UPWP), the MPO's provisions for the American with Disabilities Act (ADA), and on-going transportation planning (3C) process. The policy decision making body, the Transportation Advisory Committee (TAC), also has a standing public process as part of its monthly meetings. The planning activities mentioned above are, therefore, subject to the TAC's process for public involvement. The Policy also contains a review component to assess the value of the MPO programs on a triennial basis.

The DCHC MPO will seek public input through a menu of techniques, including public notices, comment periods, workshops, charrettes, public hearings, newsletters, surveys, media relations and input from committees and commissions that are appointed by local member governments. The techniques employed will vary, depending on the specific planning task. The MPO will hold a forty-five (45) day public comment period for amendments to the Policy and will hold a public hearing every three years to seek input and feedback on the MPO's public involvement efforts. The DCHC MPO's Public Involvement Policy will be consistent with the requirements of the Safe, Accountable, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), the National Environmental Policy Act (NEPA) and the FTA/FHWA Guidance and Proposed Rule Making (NRM) on Public Participation.

II. Purpose

The purpose of the DCHC MPO Public Involvement Policy is to create an open decision making process whereby citizens have the opportunity to be involved in all stages of the transportation planning process. This Policy is designed to ensure that transportation decisions will reflect public priorities.

III. Objectives

1. Bring a broad cross-section of the public into the public policy and transportation planning decision-making process.
2. Maintain public involvement from the early stages of the planning process through detailed project development.
3. Use different combinations of public involvement techniques to meet the diverse needs of the general public.
4. Determine the public's knowledge of the metropolitan transportation system and the public's values and attitudes concerning transportation.
5. Educate citizens and elected officials in order to increase general understanding of transportation issues.
6. Make technical and other information available to the public using the MPO web site and other electronically accessible formats and means as practicable.
7. Employ visualization techniques to MPO long range transportation plans, MTIPs and other project planning activities.
8. Consult with federal and State agencies responsible for land management, natural resources, environmental protection, conservation, historic preservation and economic development in the development of long range transportation plans MTIPs and project planning.
9. Establish a channel for an effective feedback process.
10. Evaluate the public involvement process and procedures to assess their success at meeting requirements specified in the SAFETEA-LU, NEPA and the Interim FTA/FHWA Guidance on Public Participation.

IV. General Policy Framework

It is the policy of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organizations (DCHC MPO) to have a proactive public involvement process that provides complete information, timely public notice, and full public access to DCHC MPO activities at all key stages in the decision making process. It is also DCHC-MPO policy to involve the public early in the planning process, and to actively seek out the involvement of communities most affected by particular plans or projects. Furthermore, it is a goal of the PIP that the MPO's MTIP, UPWP and transportation

plans and programs, be developed in a manner that assures that the public, and affected communities in particular, are afforded ample opportunity to participate in the development of such plans.

IV.A Activities Subject to Public Involvement.

DCHC MPO shall provide early and continuing public involvement opportunities throughout the transportation planning and programming process.

IV.A.1. Planning Activities: Special emphasis shall be given to engage the public in planning studies that form the basis for later programming decisions. Planning activities include corridor studies and special regional studies, environmental assessment studies, development of the DCHC MPO Long Range Transportation Plan (LRTP) and Comprehensive Transportation Plan (CTP). The MPO shall make every effort to involve the affected community through methods such as local direct mailing, transportation related committees of local jurisdictions, public information meetings, and newsletters.

IV.A.2. Programming Activities: Opportunities for the public to participate shall also be provided through the project selection, programming, NEPA Process and project development phases. These activities include the development of the Regional Priority List and the Metropolitan Transportation Improvement Program (MTIP), and the adoption or amendment of the Regional Priority List and MTIP.

IV.B Definition of public and Stakeholders.

The DCHC-MPO shall make an effort to inform and engage both the general public and stakeholders as appropriate.

IV.B.1. General Program: As part of its general planning and programming process, the DCHC MPO will try to involve the following: citizens, member municipalities, affected public agencies, representatives of neighborhood groups, public and private providers of transportation, and other parties who express an interest in the process.

IV.B.2. Special Studies: For special studies that the DCHC MPO conducts, it shall make an effort to identify and involve persons and groups that might be affected by potential changes to the particular transportation service or facility under review. Examples include the following; abutting property owners, neighborhood associations, environmental groups, appropriate federal, State

and local agencies responsible for land-use, environmental and economic development, and businesses within the study area.

IV.B.3. Outreach to Special Groups: The DCHC MPO shall also make a special effort to seek out and consider the needs of groups or communities traditionally not well-served by existing transportation systems. These include, but are not limited to low-income households and minority households. To assure adequate participation of these groups, the MPO shall use tools such as advisory boards (whose members shall be either low-income or minority individuals, or represent low-income or minority groups), target mailing list, workshops, and public notices in minority or low-income targeted media outlets.

The MPO's efforts in this regard shall be consistent with the Environmental Justice Executive Order (EO 12898) dated February 11, 1994, and other related guidance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The MPO shall also make a special effort to seek out and consider the needs of individuals or communities with Limited English Proficiency. The DCHC-MPO efforts in this regard shall be consistent with the signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," dated August 11, 2000, and other related guidance from the FHWA and FTA.

Federal regulations define Persons with Limited English Proficiency as individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit in federally-funded programs and activities.

IV.C. Adequate Time for Public Comment.

The MPO shall allow reasonable time for public review and comment at key decision points. These include, but are not limited to, action on the Long Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP). Minimum notification periods shall be as follows:

- Amendments to DCHC-MPO's Public Participation Policy – 45 days
- Adoption of the MTIP & major MTIP amendments – 21 days
- Adoption of the TIP Regional Priority List & major amendments – 21 days

- Adoption of the LRTP/CTP & major amendments – 42 days
- Adoption of the Air Quality Conformity Determination – 30 days
- Adoption of the UPWP & major amendments – 21 days
- Policy Board (TAC) & Technical Committee (TCC) meetings – 7 days

IV.D. Method of Notifying the Public

The MPO shall use appropriate methods to notify the public of its activities and of opportunities for public involvement. Determination of which methods to use must be done for each individual transportation planning program or study. However, the minimum requirements are listed below:

- Legal notices in local newspapers
- MPO web site
- Mailing lists
- Targeted mailings to neighborhood and advocacy groups
- Press Releases
- Periodic MPO newsletters

IV.D.1. Schedule of Meetings: For regularly scheduled meetings (Transportation Advisory Committee - TAC and the Technical Coordinating Committee -TCC), the annual schedule of meetings shall be filed with the City of Durham (the Lead Planning Agency) clerks office and each town clerk's office at the beginning of each calendar year.

IV.D.2. Meeting Notices: A notice of each TCC and TAC meeting shall be filed with every town clerk's office. A notice for MPO public involvement meetings or workshops shall be advertised in local newspapers. The notice for public meetings/workshop shall include a statement, in Spanish, that translator services may be requested in advance. The notice shall also include a statement that sign language services may be requested in advance.

IV.D.3. TAC & TCC Meetings Public Comment: Every TCC and TAC meeting agenda by DCHC MPO will include an opportunity for public comment.

IV.D.4. Mailing Lists: DCHC MPO shall maintain a master mailing list for public involvement/outreach activities. The mailing list shall include broad representation of MPO member jurisdictions, multi-modal transportation groups, environmental justice communities, neighborhood groups, local and State agencies responsible for environmental protection, conservation, land use management, natural resources, historic preservation, etc. The following separate lists shall be maintained: TAC, TCC, EL/LEP, special projects, bicycle

and pedestrian advocacy, LRTP/CTP, MTIP, sub-area projects and UPWP. Notices of meetings shall be sent to all persons on the corresponding mailing list. Anyone may request that his or her name be added to a particular mailing list by indicating the particular list and providing either an email address or a regular mail address.

IV.D.5. DCHC MPO web site: DCHC MPO shall maintain a calendar of meetings and activities on its web site. The MPO also shall make technical and other information available to the public using the MPO web site and other electronically accessible formats and means as practicable. The web site shall also include copies of appropriate reports, plans, maps and visualization information pertaining to MPO planning activities and programs.

IV.D.6. Visualization Techniques: DCHC MPO shall employ visualization techniques in disseminating information relating to MPO long range transportation plans, MTIPs and other planning programs. The goal of the MPO visualization policy is to help the public and decision makers visualize and interact with transportation plans and projects, alternatives, large data sets and land-use information more effectively. Visualization techniques will vary, and could range from GIS displays, mappings and land-use/transportation scenario planning tools to information technology, such as three-dimensional digital models, web-based information systems, transportation and urban simulation, and Internet communications.

IV.D.7. Legal Notices in Newspapers: Anytime the MPO initiates a formal public comment period, notice of the opportunity to comment shall be posted in a legal ad in the area's major daily newspaper, and other local, minority, or alternative language newspapers, as appropriate.

IV.D.8. Interested Parties: DCHC MPO shall mail meeting notices to persons who have expressed a special interest in DCHC MPO's overall transportation program, or specific studies. The MPO shall add persons who have expressed such an interest to the appropriate DCHC MPO mailing list.

IV.D.9. Additional Methods: The DCHC MPO shall give consideration to alternative methods of involving the public that are appropriate to the project. Such methods may include, but are not limited to newsletters, transportation related committees of MPO member jurisdictions, advertising in minority and alternative language newspapers, distributing information through public libraries and

community groups (especially those serving EJ and LEP communities, the elderly and persons with disabilities), using local government cable access stations, using open house format meetings, involving focus groups for specially selected topics, preparing press releases, and holding events at special locations.

IV.E. Documentation of Public Comment & Response:

DCHC MPO shall document public comments received during the course of public input process. The MPO shall also document how it responded to public comments.

IV.E.1. Comments Received: Documentation of comments may be accomplished in a manner appropriate to the project and the nature of the comments. Documentation may consist of meeting minutes, a file of letters, or a special memo that summarizes the comments. A written summary of comments and responses shall be prepared to provide the feedback to the public.

IV.E.2. Response to Comments: DCHC MPO shall provide a descriptive summary of how it responded to significant public comments during the development of a plan or document such as the LRTP/CTP, air quality conformity, Regional Priority List and MTIP. The summary may be produced as a separate report or included as a short section in the final plan or document.

V. Policy Elements

The DCHC MPO's Public Involvement Policy is comprised of a number of sub-policies. All planning programs and activities are required to go through the Transportation Advisory Committee's public process. In addition, the MPO has initiated public involvement programs for the Transportation Plan, the Metropolitan Transportation Improvement Program (MTIP), the Air Quality Conformity Determination, the Major Investment Study (MIS), the Unified Planning Work Program (UPWP) and the MPO's provisions for American with Disabilities Act (ADA). The final component of the Public Involvement Policy is the policy review element designed to ensure that the programs are meeting their goals.

VI. Specific Requirements

The Durham-Chapel Hill-Carrboro MPO's Public Involvement Policy is designed to be consistent with the requirements of SAFETEA-LU, NEPA and the Interim FTA/FHWA Guidance of Public Participation. These requirements are included in the appendix of this document.

VII. Access to MPO Documents and Technical Information.

DCHC MPO shall provide reasonable public access to technical and policy information used in the development of the Long Range Transportation Plan (LRTP), the Metropolitan Transportation Improvement Program (MTIP), and related studies, plans, and programs.

VIII. Review Procedures/Reassessment of PIP

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (MPO) Public Involvement Policy will be reviewed and evaluated on a triennial basis to ensure that the objectives of the plan are being met and that the process provides full and open access to all. A forty-five (45) day public comment period and a public meeting will be held during the triennial review to solicit input on the Public Involvement Policy. A summary highlighting the results of the evaluation review will be prepared. The summary will document the effectiveness of the various public involvement mechanisms and will respond to public comments received. The public comments and the MPO's response will be included in the appendix of the updated Public Involvement Policy.

The MPO will also solicit comments on the effectiveness of the Public Involvement Program through outreach programs to seek out and consider the needs of those traditionally under-served by existing transportation systems, including environmental justice (low-income & minority), elderly and LEP households.

1. Transportation Advisory Committee

Transportation Advisory Committee (TAC) - The Transportation Advisory Committee is the policy and decision-making body for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization. The TAC is comprised of elected and appointed officials from the City of Durham, the Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, Durham County, Orange County, Chatham County and the North Carolina Department of Transportation. The TAC also has advisory (non-voting) members from the Triangle Transit Authority, the Federal Highway Administration and the Research Triangle Foundation of North Carolina. The TAC is responsible for providing opportunities for citizen participation in the transportation planning process.

Regular Public Involvement Opportunities

The TAC holds regular monthly meetings on the 2nd Wednesday of every month. These meetings are open to members of the public and, upon request, anyone can be placed on the TAC mailing list. At the beginning of each regular meeting, the TAC provides time to receive public comments as a set part of its agenda.

Public Involvement for Specific Planning Items

For particular planning issues (i.e. plan development & updates, studies, amendments to planning documents, etc.), the TAC will open a public comment period (3-6 weeks depending on the item) and hold a public hearing. The notice for the public comment period and the public hearing are advertised in the major daily newspapers, and other local, minority, or alternative language newspapers, as appropriate, as well as on the public service announcement on Time Warner Cable. Local member jurisdictions are advised to publicize the public comment period/hearing in their local media, as well. The notices will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator or other provisions as requested). Both written and oral comments received are compiled by the planning staff and reviewed by the TAC.

Response to Public Comment

The TAC acknowledges public comments in two ways. The TAC may incorporate public comments and the MPO's response, as an appendix, into the specific planning document. Or, depending on the number of comments, the TAC may instruct the planning staff to respond directly by letter. Acknowledging public comments is a way to let the public know that its comments are being addressed and are part of the public involvement feedback process.



2. Transportation Plan

Preamble

The Transportation Plan public review and participation process is designed to provide early and adequate opportunities for citizens and public officials (including elected officials) to be involved in the Durham-Chapel Hill-Carrboro (DCHC) Transportation Plan development. This public participation program is designed to involve all parties in the early stages of plan development and the subsequent update process. It is also designed to provide gradual progression from the general information (vision setting and formulation of goals, objectives and policies) pertaining to the plan to very specific information regarding alternatives and plan selection. Each public forum or input technique will use information collected at previous "forums" in order to build progression concluding with the adoption of the Transportation Plan.

The entire process will be implemented for a plan update, which commonly involves an evaluation of most highway, transit and non-motorized transportation modes, and therefore requires several years to complete. An appropriate subset of the public involvement elements will be implemented for major and minor revisions, which commonly involve an evaluation of only several projects, and therefore require a process that is much less complex.

Purpose of Public Involvement Process

The purpose of the public involvement policy is to develop and implement strategies to inform and involve citizens in all stages of the development and update of the Transportation Plan.

Mission of the Public Participation Process

Public ownership of the Transportation Plan: the goal of the program is to ensure that policy decisions (at key decision points) will reflect the values, needs, and priorities of those affected by the decisions (i.e. the general public).

Objectives

1. Encourage citizens to take a proactive role in the development of Transportation Plan.
2. Bring a broad cross-section of members of the public into the public policy and transportation planning decision making process.

3. Educate the public and elected officials in order to increase public understanding of both the options and the constraints of transportation alternatives.
4. Determine the public's knowledge of metropolitan transportation system, and public values and attitudes concerning transportation.
5. Determine public concerns/perceived impacts of elements of the Transportation Plan.
6. Determine which elements of the Transportation Plan would support or diminish the citizens' desired lifestyle.
7. Establish a channel for an effective feedback process.

Elements of the Public Involvement Procedure

The Public Involvement Process for the Transportation Plan consists of a series of innovative public participation techniques, including: transportation related committees of MPO jurisdictions, public service announcements, a newsletter, public meetings, surveys, and the mass media. These techniques will be employed at various stages of the development of a plan update, and as appropriate for major or minor revisions.

Public Involvement Process

1. The Durham-Chapel Hill-Carrboro (DCHC) Metropolitan Planning Organization will provide opportunity for early and meaningful public involvement in the development and update of the Transportation Plan. The MPO shall development a public involvement plan for the development and update of long range transportation plans.
2. Proactive participation techniques will be employed to involve citizens and provide full access to information and technical data. The technique will generally include, but not be limited to: public meetings/hearings; surveys; focus groups; newsletters; public service announcements; charrette; transportation related committees, and mass media.
3. Information dissemination, notification of meeting, publication of proposed plans will be integral elements of the public involvement process.
4. The DCHC MPO will initiate the Transportation Plan update process as required by the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEAU-LU), the Clean Air Act

Amendments (CAA) and subsequent federal regulations. Elements of the Transportation Plan, and/or amendments will meet all current Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), and the North Carolina Department of Transportation (NCDOT) requirements.

5. A draft work program and schedule for the Transportation Plan update process will be developed by the TCC and made available for public review. The work program will detail the strategy for the Transportation Plan update process including work elements and a tentative schedule.
6. Copies of the draft work program and schedule will be distributed to the member jurisdictions, citizen groups and agencies, and will also be placed in the local libraries. Notification of the draft Transportation Plan work program will be provided in a major daily newspaper, and other local, minority, or alternative language newspapers, as appropriate.

The notification will inform the public of the availability of the draft work plan for review and comment, where to send written comments, and addresses and phone numbers of contact persons. The notices also will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator, or other provisions, as requested). Additionally, the notice will inform the public that copies of the draft Transportation Plan work program are available for review at local libraries, and offices of member agencies.

7. The public comment period will be for a minimum six-week (42-day) public comment period, effective from the date of the public notice publication. Written comments will be received during the comment period and will be directed to the Lead Planning Agency (LPA). The Lead Planning Agency's contact person, phone number and e-mail address will be included in the public notice.
8. Public meeting(s)/workshops will be held to: formulate a vision for the Transportation Plan development; provide the public background information on the metropolitan transportation system and other issues as well as the proposed framework of the Transportation Plan update process; and receive citizen input.
9. Public meetings (forums) designed to solicit public comment will be held at various locations around the metropolitan area to encourage the greatest public participation. Public meetings will be held at a location which is

accessible to persons with disabilities and which is located on a transit route.

10. The TCC will assemble all comments and forward comments to the Transportation Advisory Committee (TAC). The TAC may choose to hold a public hearing before adopting the strategy and work program for the Transportation Plan. Comments regarding the draft strategy will be considered and addressed in adopting the final program.
11. Any significant revision and amendment to the Transportation Plan work program will be subject to the public review process as outlined above.
12. The public participation component of the Transportation Plan will generally follow the same citizen input and review as outlined in aforementioned PIP Policy Framework. Public input will be solicited to review and comment on any major Transportation Plan amendment proposal as well as analyses conducted as part of the amendment request. Adequate opportunity will be provided for public involvement in the amendment of the Transportation Plan, and any significant revisions to the Transportation Plan will also be subject to public comment period as described in # 7 of this policy.
13. The DCHC MPO will consult with federal and State agencies responsible for land management, natural resources, environmental protection, conservation, historic preservation and economic development in the development of long range transportation plans and LRTP air quality conformity determination.
14. The DCHC MPO will employ visualization techniques in disseminating information relating MPO long range transportation plans. Visualization tools is intended to aid the public and decision makers visualize and interact with transportation plans and projects, alternatives, large data sets and land-use information more effectively. Visualization techniques will vary, and could range from GIS displays, mappings and land-use/transportation scenario planning tools to information technology, such as three-dimensional digital models, web-based information systems, transportation and urban simulation, and Internet communications.
15. The DCHC MPO will make technical and other information available to the public using the MPO web site and other electronically accessible formats and means as practicable. The web site shall also include copies of appropriate reports, plans, maps and visualization information pertaining to the LRTP.
16. The DCHC MPO will endeavor to involve the public at key decision points of the Transportation Plan development. Decision points are those stages where

the TAC will be required to endorse or take action on particular work elements. These include, but are not limited to:

- Formulation of vision, goals and objectives;
 - Policy development;
 - Review and approval of socio-economic and demographic projections;
 - Review of land use information and scenarios;
 - Review of modeling process;
 - Review and determination of transportation deficiencies;
 - Identification of transportation (facility) needs;
 - Evaluation of alternatives and selection of preferred option; and,
 - Plan recommendation and adoption;
17. The process for developing, updating, and amending the Transportation Plan will generally follow the sequence described above.



3. Metropolitan Transportation Improvement Program

Overview

The Metropolitan Transportation Improvement Program (MTIP) is the document that describes the funding and scheduling of transportation improvement projects (highway, bicycle, pedestrian, and transit capital and operating assistance) using State and federal funds. The MTIP serves as the project selection document for transportation projects and, therefore, is the implementation mechanism by which the objectives of the Transportation Plan are reached. The Safe, Accountable, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and preceding legislation, TEA-21 and ISTEA mandate an opportunity for public review of the MTIP. The following is the proposed public involvement procedure for the Durham-Chapel Hill-Carrboro Metropolitan Transportation Improvement Program.

Introduction

The Durham-Chapel Hill-Carrboro (DCHC) Metropolitan Planning Organization (MPO) will prepare a Metropolitan Transportation Improvement Program, which is consistent with the requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEAU-LU), and any implementing federal regulations. The MTIP will be developed based on: 1) revenue estimates provided by the North Carolina Department of Transportation (NCDOT); and, 2) the DCHC MPO Regional Priority List. The public input element of the Metropolitan Transportation Improvement Program is presented as follows:

Public Involvement Process

1. The DCHC Technical Coordinating Committee (TCC) will develop a draft Regional Priority List from the Local Project Priorities of the MPO jurisdictions.
2. The Regional Priority List will be published for a minimum three-week (21-day) public comment period and the notice will be published by the Lead Planning Agency (LPA) in a major daily newspaper, and other local, minority, or alternative language newspapers, as appropriate.

The notices for the public comment period and the public hearing will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator or other provisions as requested). The Regional Priority List will be on file in the City of

Durham Department of Transportation, Town of Chapel Hill Planning Department, Town of Carrboro Planning Department, Town of Hillsborough Planning Department, Counties of Durham, Orange, Chatham Planning Departments, the Triangle Transit Authority and the county public libraries for public review and comment.

3. The Transportation Advisory Committee (TAC) will hold a public hearing on the draft Regional Priority List. The public hearing will be held at a location which is accessible to persons with disabilities and which is located on a transit route. The TAC will approve a final Regional Priority List after considering the public comments received.
4. The DCHC MPO Technical Coordinating Committee will develop a draft MTIP from the approved Regional Priority List and from revenue estimates provided by the North Carolina Department of Transportation. The TCC will forward the draft MTIP to the Transportation Advisory Committee. The Transportation Advisory Committee will publish the draft MTIP for public review and comment.
5. Copies of a draft MTIP will be distributed to TAC members and the transportation related committees of MPO member jurisdictions. Each jurisdiction will also have copies available for public review. The draft MTIP will follow the same notification procedures as outlined above for the Regional Priority List.
6. The public comments will be assembled and presented to the Durham-Chapel Hill Carrboro TAC. The TAC will hold a public hearing on the draft MTIP. The public hearing will be held at a location which is accessible to persons with disabilities and which is located on a transit route. Public comments will be addressed and considered in the adoption of the MTIP.
7. The DCHC MPO, being a maintenance area for air quality will provide additional opportunity for public comment on the revision of the draft MTIP (if the final MTIP is significantly different and/or raises new material issues).
8. The process for updating and approving the Metropolitan Transportation Improvement Program will follow the sequence and procedure as described in the aforementioned PIP framework.
9. Amendments to MTIP will be available for public review and comment, if they make a substantial change to the MTIP. A substantial change is classified as the addition or deletion of a project with an implementation

cost exceeding \$1 million. Public comment on project additions or deletions of less than \$1 million may be sought at the discretion of the TAC by majority vote. As long as a project's description, scope or expected environmental impact have not materially changed, the TAC may approve changes to project funding without a separate public meeting.

10. Written public comments and their responses will be published as an appendix to the final MTIP.



4. Air Quality Conformity Determination

Introduction

The Durham-Chapel Hill-Carrboro (DCHC) Metropolitan Planning Organization (MPO) is required to make a conformity determination on its Transportation Plan. The Metropolitan Transportation Improvement Program is a subset of the Transportation Plan and is therefore covered by the conformity analysis.

Public Involvement Procedure for the Air Quality Determination

1. The DCHC MPO in conjunction and cooperation with the air quality inter-agency partners will prepare an air quality conformity analysis for the Durham-Chapel Hill-Carrboro metropolitan planning area boundary. The DCHC Technical Coordinating Committee will provide comments to the Air Quality Inter-Agency Partners during the interagency comment period.
2. The DCHC Technical Coordinating Committee will receive the final draft Conformity Report, review it, and forward it to the Transportation Advisory Committee (TAC). The Transportation Advisory Committee will then publish the draft Conformity Report for public review and comment.
3. Copies of a draft Conformity Report will be distributed to TAC members. Each jurisdiction will also have copies available for public review. Notices regarding the draft Air Quality Conformity Report will be advertised by the Lead Planning Agency in a major daily newspaper, and other local, minority, or alternative language newspapers, as appropriate.

Notices may also be published in member jurisdictions' local newspapers by the member agencies' staff. The notice will inform the public that a draft Conformity Report has been published by the DCHC MPO and that copies are available for public review and comment at local MPO jurisdictions and the county libraries. The notices will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator or other provisions as requested).

4. The public review period will be for a minimum one-month (30-day) period, effective from the date of public notice publication. Written

comment will be received during the public review period, and will be directed to the LPA. The Lead Agency's contact person, phone number and e-mail will be included in the public notice.

5. The public comments will be assembled and presented to the Durham-Chapel Hill Carrboro TAC. The TAC will hold a public hearing on the draft Air Quality Conformity Report. The public hearing will be held at a location which is accessible to persons with disabilities and which is located on a transit route. Public comments will be addressed and considered in the Air Quality Conformity Determination.
6. The DCHC MPO, being a maintenance area will provide additional opportunity for public comment on any revisions to the draft Conformity Report (if the final Conformity Report is significantly different than the one which was made available for public comment by the MPO, and raises new material issues, which interested parties could not reasonably have foreseen for the public review notifications).
7. The Air Quality Determination is valid for four years, unless changes are made to the Transportation Plan (or MTIP) which would have an impact on the air quality analysis. If such changes are made, a new analysis and public involvement procedure needs to be conducted as outlined above.
8. The process for updating and approving the LRTP Air Quality Conformity Determination shall generally follow the principles as described in the PIP Framework of this document.

5. Major Investment Studies

Introduction

The major investment study (MIS) supports decisions on significant federally-funded transportation investments along a corridor or subarea level of the metropolitan area. The MIS identifies all reasonable strategies for the study area in order to meet its transportation demands and relieve any transportation problems. It is a detailed analysis designed to provide local decision makers with more comprehensive corridor level technical analysis early in the transportation planning process. Although an MIS is no longer required by SAFETEA-LU (MIS was required by TEA-21), federal regulations encourage the integration of an MIS with the MPO planning process.

Public Involvement Process

The scope of a major investment study for the Durham-Chapel Hill-Carrboro will be determined on a project-by-project basis. Therefore, the MPO will choose the appropriate public involvement initiatives to meet the goals of the MIS. The public involvement techniques that may be used are public informational meetings, newsletters, media relations and the formation of an advisory committee.

These techniques will be used through the development and approval of the MIS. The MIS will also be subject to the public procedures of the Transportation Advisory Committee and will be consistent with the MPO's ADA provisions.



6. Unified Planning Work Program

Introduction

The Safe, Accountable, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires that each Metropolitan Planning Organization (MPO) prepare an annual work program known as the Unified Planning Work Program (UPWP). The UPWP must identify the MPO planning tasks to be undertaken with the use of federal transportation funds, including highway and transit.

Purpose

The purpose of public involvement in the UPWP process is to keep the public apprised of and to receive input on the planning activities to be undertaken by the Metropolitan Planning Organization.

Public Involvement Process

1. The Distribution Formula for FTA Section 5307 funds for the appropriate federal fiscal year is submitted to the Transportation Advisory Committee (TAC) for approval. The TAC meetings are open to the public and comments on the Distribution Formula may be received at this time.
2. The Lead Planning Agency distributes FHWA Section 104(f) planning funds based on the TAC-approved formula.
3. The local jurisdictions will prepare a list of tasks and funding for the federal fiscal year according to the approved Distribution Formula. These lists are submitted to the Lead Planning Agency for compilation into a draft Unified Planning Work Program.
4. The draft Unified Planning Work Program is reviewed by the Technical Coordinating Committee (TCC). The TCC meetings are open to the public. The TCC then endorses a draft UPWP and forwards the document to the TAC for release for a minimum 21-day comment period.
5. The draft UPWP is then reviewed by the TAC. The TAC releases a draft UPWP for a 21-day comment period. The draft is sent to the NCDOT Public Transportation Division for comments.
6. The final UPWP comes back again to the TAC for approval. Upon TAC approval, the UPWP is then forwarded on to the State and FHWA/FTA.

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7. The process for updating and approving the annual UPWP shall generally follow the principles as described in the PIP Framework of this document.

7. Americans with Disabilities Act (ADA) Provisions

Durham-Chapel Hill-Carrboro Metropolitan Planning Organization

- All notices for planning activities of the Metropolitan Planning Organization will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator or other provisions requested).
- Notices for the public comment period and the public hearing will be advertised in the area's major daily newspaper, and other local, minority, or alternative language newspapers, as appropriate, as well as on the public service announcement on Time Warner Cable. Local member jurisdictions are advised to publicize the public comment period/hearing in their local media as well. Public meetings will be held in locations accessible to persons with disabilities and will be located near or on a transit route.

The Durham Area Transit Authority (DATA)

- There is a Durham Area Transit Authority (DATA) Access Advisory Committee for Durham which serves as an ongoing mechanism for public participation. The Committee is composed of paratransit users, persons with disabilities who are not paratransit users and representatives from agencies and employers who work with disabled persons.
- Committee meetings are held bi-monthly and are advertised by notices on paratransit vehicles, in the City Calendar, and notices sent to Radio Reading Services.
- The written notices are printed in large (15 point) font.
- For policy changes, public forums and public hearings are held. Announcements are advertised through public notices in local newspapers, public service announcements on local radio and television stations, the Radio Reading Service and large print notices posted in the paratransit vehicles.
- DATA has updated its Paratransit Plan and is in compliance with the ADA requirements. Copies of the Paratransit Plan are available in large print and on audio cassette.

Chapel Hill Transit

- The Chapel Hill and Carrboro Transportation Boards serve as an ongoing mechanism for public participation.
- For policy changes, the Transportation Boards hold public hearings. Notices are published in the local newspapers.
- Chapel Hill Transit has updated its Paratransit Plan and is in compliance with the ADA requirements. Copies of the Paratransit Plan are available in large print and on audio cassette.