



Public Participation Plan

Adopted: _____

Prepared by the Bartow County Community Development Department

In cooperation with the
Georgia Department of Transportation
Federal Highway Administration
Federal Transit Administration



Cartersville-Bartow
Metropolitan Planning Organization

Representing Bartow County and the cities of Adairsville, Cartersville,
Emerson, Euharlee, Kingston, Taylorsville, and White.

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INTRODUCTION AND PURPOSE

Introduction:

On March 27, 2012, the U.S. Census published the list of 2010 Urbanized Areas (UZA) and the area in Bartow County around Cartersville, Emerson and Euharlee was officially designated as an urbanized area. Essentially, this means that the City of Cartersville and the surrounding area attained a population in excess of 50,000 within a concentrated geographical area that has a population density exceeding 1,000 people per square mile. Federal regulations require the designation of a Metropolitan Planning Organization (MPO) to provide continuous, cooperative, and comprehensive transportation planning for areas with an urbanized population of 50,000 or more. As stated in the federal law governing MPOs: “The MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution.” (23 CFR 450.306) In February of 2013, the Bartow County Community Development Department was designated, by the Governor of Georgia, as host agency for the Cartersville-Bartow Metropolitan Planning Organization (CBMPO). All of Bartow County was included within the boundary of the MPO as the entire county is expected to be urbanized within the next 20 years (23 CFR 450.312(a)).

The southeast portion of the MPO had been previously designated nonattainment under the air quality standards for particulate matter and ozone within the Clean Air Act. Accordingly, the CBMPO will continue to work with the Atlanta Regional Commission (ARC) as that body is charged with transportation planning and air quality planning coordination and cooperation within the greater Atlanta region which includes that corner of Bartow County.

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). This law establishes the funding for surface transportation programs for fiscal years (FY) 2013 and 2014. MAP-21 was the first long-term highway authorization enacted since 2005. MAP-21 carried forward the public participation and input requirements under previous federal transportation legislation. These requirements provide guidance as to how all Metropolitan Planning Organizations (MPOs) must obtain public input in the transportation planning process before federal funds can be expended on transportation projects within their boundary area. See Appendix B for a summary of the federal regulations governing public involvement in the transportation planning process.

The Public Participation Plan (PPP) establishes a set of policies and techniques through which the MPO can ensure opportunities exist for the public to be involved in transportation planning activities. This policy statement is a tangible example of the MPO’s support of and encouragement for public participation as well as the MPO’s mandate to adhere to the principles of Environmental Justice in the metropolitan planning process. The PPP outlines a process to ensure adequate opportunities for members of the community to express their opinion on transportation issues and to become active participants in the decision-making process. Specifically, the PPP outlines tools and time limits for public involvement for the creation of the following fundamental planning documents:

Long Range Transportation Plan (LRTP):

The LRTP is the foundation of the community’s transportation planning program, providing at least

a 20-year look at the improvements needed to assure the mobility of people and goods in Bartow County. The LRTP must be amended at least every four (4) years, due to the County's inclusion in an Air Quality Non-Attainment area. Involvement activities include consultation with appropriate public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, visioning exercises, dialogues on needs assessment, small group discussions to get input on draft elements of the plan, open houses on draft plans, public opinion surveys, and public hearings. Public and interested agencies can access the LRTP in its draft and final stages on the CBMPO website and/or request an electronic or hard copy version of the document.

Transportation Improvement Program (TIP):

The TIP is the implementation plan for the LRTP. The TIP reflects the schedule of the engineering, right-of-way acquisition and construction activities for transportation improvements for the next 4 years.

Involvement activities include public and private entities as well as the public giving input on prioritizing a project list, public opinion surveys on the impact of the TIP, and attending open houses or reviewing documentation for the draft TIP. Involvement activities also include consultation with private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation. Public and interested agencies can access the draft and final versions of the TIP on the CBMPO website and/or request an electronic or hard copy version of the document.

Unified Planning Work Program (UPWP):

The CBMPO is responsible for the development of a Unified Planning Work Program as an instrument for coordinating transportation planning in the region in cooperation with the state and operators of publicly-owned transit. The document outlines what the CBMPO will do within major work elements and planning activities for the future. Annual budget figures for both Planning (PL) and Section 5303 (transit) funds are provided. The UPWP is developed annually and is available for public review on the CBMPO website or in hard copy upon request.

Public Participation Plan (PPP):

The Public Participation Plan provides the CBMPO with a formal consultation process as well as policy and procedures to encourage participation in the process. It also provides interested parties with an understanding of what to expect in the transportation planning process and how to get involved.

These activities include providing for the review of the draft plan electronically or in hard copy upon request. Outreach activities include consultation with public, affected public agencies, representatives of freight shippers, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies or entities responsible for safety/security operations, and providers of non-emergency transportation services. Outreach efforts to Title VI populations are also addressed.

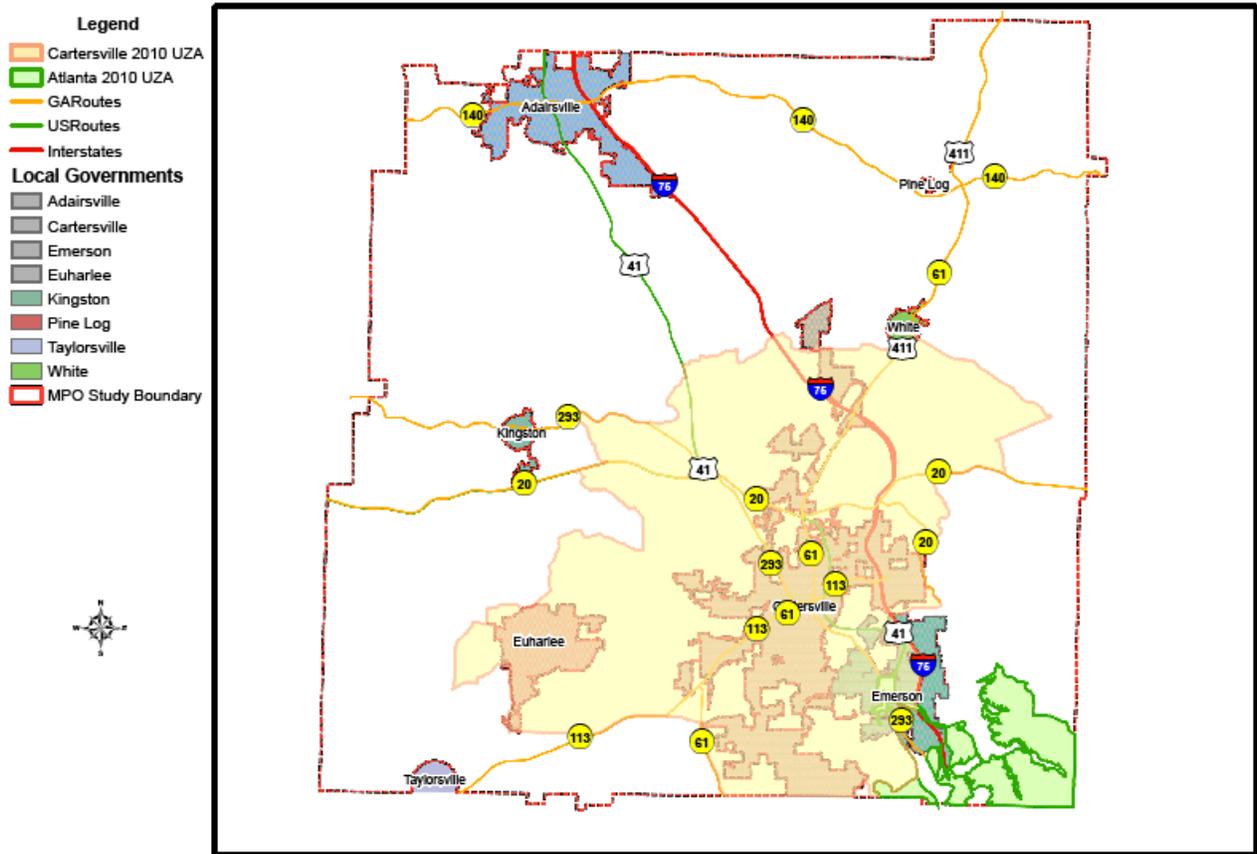
Purpose:

The CBMPO is required to develop a Public Participation Plan (PPP) that facilitates the involvement of the public as well as representatives of various intermodal transportation agencies and other interested parties in any ongoing transportation planning activities.

There will be specific emphasis on meeting with local, regional, and state agencies responsible for land use management, natural resources, and environmental protection concerning transportation related planning activities. CBMPO staff are charged to meet and consult with various local groups and

organizations, hold outreach meetings, and coordinate with the local Planning and Public Works Departments. In addition, the CBMPO is to consult with representatives of public transportation providers, providers of freight transportation services, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies responsible for safety/security operations and providers of non-emergency transportation services. A detailed list of these agencies can be found in later parts of this document under Consultation Process within the Public Participation Plan Guidelines section.

CBMPO Study Boundary Map



PUBLIC PARTICIPATION PLAN OBJECTIVES AND ORGANIZATION

Plan Objectives:

Meaningful public and stakeholder involvement is critical to the long-term success of the CBMPO.

The objective of this Participation Plan is three-fold:

- Ensure that transportation planning requirements and public involvement goals, as identified in federal regulations and state and regional plans and policies, are met.
- Establish guidelines for public involvement that bridge statewide and metropolitan planning processes for current studies and future projects.
- Detail how public comment will be obtained, distributed, considered, documented, acted upon, and evaluated.

Special attention will be given to encouraging involvement from a wide array of stakeholders, including representation from the transportation-disadvantaged, low-income, and/or minority communities.

CBMPO Organization:

Policy Committee (PC): The Policy Committee is the forum for cooperative decision-making and is composed of the principal elected officials of the participating governments as well as appointed officials of agencies that oversee or operate major transportation modes within the MPO area. The Policy Committee can make recommendations for consideration for members of the Technical Coordinating Committee, but they do not appoint TCC members. The Policy Committee reviews and approves all transportation plans and programs resulting from the Cartersville-Bartow County Urban Transportation Study and ensures that a continuing, comprehensive, and cooperative transportation planning process is maintained. The PC meets when required on a quarterly basis and as needed with a designated 15-minute public comment period scheduled on every meeting agenda. The PC meeting schedule is listed on the MPO's website (www.bartowga.org/mpo).

Technical Coordinating Committee (TCC): This committee is composed of representatives from public agencies having transportation or transportation related planning, programming, and/or implementation responsibilities within the Study Area. The TCC provides technical assistance to the Policy Committee and recommends transportation plans and programs for consideration and approval by the Policy Committee. The TCC meets as needed on a monthly basis with a designated 15-minute public comment period scheduled on every meeting agenda. The TCC meeting schedule is listed on the MPO's website (www.bartowga.org/mpo).

The Cartersville-Bartow MPO (CBMPO): The Bartow County Community Development Department is designated as the MPO for Bartow County and the cities within it. Bartow County employs staff that provides professional services for the MPO committees.

PUBLIC PARTICIPATION PLAN GUIDELINES

MPOs must develop a written Public Participation Plan (PPP). This is a plan that lays out the process for collecting public input on MPO documents. Following are requirements for the PPP:

1. Make metropolitan transportation plans and TIPs available for public viewing in advance of board meetings where documents will be adopted.
2. Provide meetings where the public can enter commentary. These meetings should be scheduled at convenient and accessible places and times.
3. Use visualization techniques to include maps, transportation models, and animation. If the agency will be using these visual tools, it must be stated in the PPP.
4. Publish the LRTP and TIP by electronic means. This includes making the publication available through the Internet.

General Guidelines:

The Public Participation Plan is intended to develop reasonable opportunities for public participation of interested parties. The Program is intended to establish best practices that will allow for proper decision making of the transportation plans that are developed by the MPO. In its public participation process the MPO shall:

1. Provide timely information about transportation issues and processes. This information is to be available to citizens, affected public agencies, transportation agencies and providers and other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, local jurisdiction concerns).
2. Provide public access to technical and policy information used in creating the LRTP, the TIP, and other transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public involvement activities and sufficient time to allow for public review and comment at key decision points, including, but not limited to, approval of the LRTP, the TIP and other transportation plans and projects. If the final draft of any transportation plan differs significantly from the one made available for public comment, additional viewing opportunities will be made available by the MPO.
4. Respond in writing to public input. When significant comments are received on draft transportation plans through public participation or interagency consultation processes, reports on the disposition of comments will be part of the final plan.
5. Request the needs of those traditionally underserved by the current transportation planning process such as minorities, the transportation disadvantaged, elderly, persons with disabilities and low income households.
6. Provide a 45 calendar day public comment and review period prior to adoption of the Public Participation Plan and/or amendments. Notice to be advertised in The Daily Tribune News newspaper with general circulation throughout Bartow County. Prior notice will also be sent to the entire MPO mailing list.

7. Provide a 30 calendar day public comment and review period prior to adoption of the LRTP, the TIP, Bicycle and/or Pedestrian Plans, Transit Plans, any formal amendments or updates and other suitable transportation plans and/or projects.
8. Coordinate the participation process with statewide participation processes whenever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs. (The CBMPO will follow public participation protocol as outlined in the GDOT Amendment Process).

CBMPO Policy for Citizen Input:

Public participation is important in the transportation planning process to gain citizen insights and ideas about transportation needs, issues and improvement proposals. Because of this, citizens and groups are welcome to attend all MPO Committee meetings. The CBMPO has implemented the following official policies and procedures for citizen's wishing to address the MPO Committees at meetings:

1. All meetings of the CBMPO are open to the public and 15 minutes are designated for the public to address questions or comments on any agenda item for that meeting. Each individual may speak up to 3 minutes in the order they signed in. If many people wish to talk on the same subject, with the same concerns or issues, it is suggested a spokesperson be selected to represent the group in order to cover all issues and avoid redundancy.
2. Following a citizen concern addressed in item #1 above, the matter can be added to the Agenda of the Committee meeting for discussion/action by a majority vote of the members present and/or the matter can be referred to other resources, (i.e., staff, consultant, GDOT, TCC) as determined by the committee, for study, analysis, or recommendations.
3. A citizen or representative of a group desiring to formally address an MPO Committee on any MPO Agenda related item shall make a request to do so with the MPO Transportation Planner at least ten (10) days prior to the meeting. The MPO Transportation Planner shall place the item on the Agenda of the next meeting of the committee for a decision by a majority vote of the members present on the request.
4. All citizens and representatives of citizen groups directly addressing an MPO Committee shall sign the attendance sheet with their full name and provide contact information. The information shall at a minimum include an e-mail address and telephone number to enable follow up contact for reporting actions, recommendations or referrals made by the Committee.
5. A record of citizen addresses shall be made in the minutes of the committee meeting and may include meeting recordings, maps, written submissions, photographs, video, etc. provided by citizens at the Committee meeting.
6. When an issue is not resolved at an MPO Committee meeting, a report of the follow up action shall be provided in writing to the citizen at the e-mail address provided on the attendance sheet.

Outreach Methods:

A key factor in engaging the public in the transportation decision making process is to utilize information resources whenever possible.

CBMPO Website. Description: The site was established to provide information about the MPO process, lists of Committee members, meeting times, and contact information. Work products, like the TIP, LRTP, UPWP, etc. are also available on the website. Special announcements will be posted when these documents are up for public review and comments. The documents are made available for public view online at all times. Online comments are delivered directly to the MPO Transportation Planner, who responds to the comments (if necessary) and files it. The website also lists current information on all meetings for all MPO Committees, planning studies, publications, and related public events. The CBMPO website address is <http://www.bartowga.org/mpo>.

Meeting Notification. Description: The MPO serves public notice to local newspapers regarding upcoming MPO meetings. The notices contain the date, time and location of the meeting and are published at least 24 hours in advance of the meeting. The notices are published in *The Daily Tribune News*.

Public Information/Open-Houses. Description: These are open and informal public meetings where MPO staff interacts with the public on an individual basis. Short presentations may be given, but the purpose of these meetings is to be project specific and to provide project information and solicit public comment and priorities. These types of meetings are typically held for special projects requiring heavy citizen input.

Public Hearings. Description: These are formal public meetings used to solicit public comment on projects or issues being considered for adoption by the MPO and they are primarily held for the LRTP and TIP. Comments from these meetings are recorded in the meeting minutes and the CBMPO staff typically responds (as needed) to comments from the public. The LRTP and TIP documents are made available for public review at the Bartow County Library, the City Halls of Adairsville, Cartersville, Emerson, Euharlee, Kingston, Taylorsville, and White, the Bartow County Administration Building, the Cartersville-Bartow County Chamber of Commerce, and the offices of the Northwest Georgia Regional Commission. Electronic copies of the documents are also made available on the CBMPO website at: <http://www.bartowga.org/mpo>

Visualization Techniques:

When appropriate, the following techniques are used to display information at meetings, hearings, on the website or any place information is being disseminated. The CBMPO staff is aware that different people interpret and analyze documents differently and will take steps to make information available in as many different formats as is feasible and appropriate to the circumstances. This means that some of the techniques listed below may not always be used by the CBMPO.

Maps: Display where a road is or where a project will take place; Show alternatives to a proposed project; Evaluate a proposed project or its alternatives; and Display data or changes in data. However, we realize not everyone can or wants to read or interpret a map so there are more visualization techniques the CBMPO will employ.

Photographs: When available, photos may be used to show examples of projects. For example, if a geometric change is proposed at an intersection, a picture and/or a rendering showing the geometric change of a similar intersection may be displayed.

Posters and Flyers: Posters and flyers may be used to announce meetings and events and may also be used as display materials at public meetings to visually show transportation plans and/or projects. They may contain project descriptions, meeting purpose, location, dates, times, and they may also be used to attract audiences in different languages as deemed necessary.

Visual Presentations: Presentations will be made available to all MPO committees, local and state agencies, and other interested parties by the MPO staff. These presentations will contain information about LRTP and TIP updates and other MPO functions. These presentations will be used to explain the impact of these plans to the area and/or affected agency.

Consultation Process:

As an ongoing activity the CBMPO will meet with local, regional, state, and federal agencies responsible for land use management, natural resources, economic development, public transportation, bicycle and pedestrian facilities, freight shippers, safety and security operations, and environmental protection concerning transportation planning activities. The consultation process will provide agencies a reasonable opportunity to comment on various transportation planning activities. Undertaking outreach meetings with the freight community, consulting with the local Chamber of Commerce, coordinating with the local Planning and Public Works Departments are some techniques for an effective consultation process.

CBMPO staff will consult with the following agencies and provide them opportunity to comment on various transportation planning activities:

Affected Public Agencies:

- Bartow County Community Development Department
- Bartow County Planning Commission
- Bartow County Road Department
- Bartow County School Board
- City of Cartersville Planning Department
- City of Cartersville Planning Commission
- City of Cartersville Public Works
- City of Adairsville
- City of Emerson
- City of Euharlee
- City of Kingston
- City of Taylorsville
- City of White
- Cartersville City Schools
- Cartersville Downtown Development Authority
- Cartersville Medical Center
- Georgia Department of Transportation
 - Office of Planning

- District 6 Office
- Intermodal Office
- Northwest Georgia Regional Commission
- Georgia Department of Community Affairs
- Georgia Department of Economic Development
- Georgia Department of Natural Resources
 - Historic Preservation Division
 - Environmental Protection Division
 - Wildlife Resources Division
 - State Parks & Historic Sites
- Federal Highway Administration
- Federal Transit Administration
- Atlanta Regional Commission
- U.S. Army Corps of Engineers
- Chattahoochee Tech
- GED
- Tour of Homes (John Lewis)

Representatives of Public Transportation Providers:

- Bartow County Transit Department
- Georgia Regional Transportation Authority
- Georgia Transit Association

Representatives of Freight Shippers:

- Freight Representatives with the Cartersville-Bartow Chamber of Commerce
- Georgia Motor Trucking Association

Representatives of Users of Pedestrian and Bicycle Facilities:

- Red Top Cyclers Club
- Boys and Girls Club of Bartow County
- Bartow County Parks and Recreation Department
- City of Cartersville Parks and Recreation Department
- Lake Point Recreation Complex
- Georgia Highlands College

Representatives of Agencies serving vulnerable populations:

- Bartow County Indigent Services
- Georgia Disability Resource Group
- Good Neighbor Homeless Shelter
- Christian League for Battered Women “Tranquility House”
- Bartow Health Access
- Salvation Army
- Woodwright Industries
- Good Shepherd Foundation
- Nutrition/Senior Centers/Meals for Homebound
- Bartow Resources
- Health Care Providers Doctors/Dentists/Hospital/Therapy Centers/Grocery stores/shopping stores/Dialysis Centers/Places of Employment
- Bartow Access Health

- Peer Counseling
- Highland Rivers
- Toyo Tire Christmas
- Relay for Life
- New Frontier of Bartow County
- Advocates, Duck Derby

Representatives of Wildlife Preservation:

- Bartow County Environmental Management System
- Georgia Sierra Club

Providers of Non-Emergency Transportation Services:

- Tallatoona CAP
- Bartow County Transit Department

Entities Responsible for Safety/Security Operations:

- Bartow County Emergency Management Agency
- Bartow County Sheriff's Department
- City of Cartersville Police Department
- **Bartow County Fire Department**

Private Agencies Responsible for Planned Growth:

- Council for Quality Growth
- Barnsley Gardens

Private Agencies Responsible for Airport Operations:

- Phoenix Air
- Cartersville-Bartow Joint Airport Authority

Private Agencies Responsible for Economic Development:

- Cartersville-Bartow Chamber of Commerce

Private Agencies Responsible for Historic Preservation:

- Etowah Valley Historical Society
- **The Georgia Trust for Historic Preservation**

How Information Resources are Used:

The ultimate purpose for the use of all of these resources is to open up the planning process and results to any interested person. The resources are used to communicate planning concepts, alternatives, impacts, decisions, and results. The goal is to make sure these resources are understandable and provided in "people talk" so they will be of value to the user. Specifically, they are used throughout the planning process to communicate and illustrate and, after the completion of the process, to educate and explain. In all cases, these resources are in formats for and obtainable by any interested user.

Public Notice/Review Period Guidelines:

Public notices are placed in local newspapers, prior to all public review periods for the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Public review periods for

draft plans and programs run at least 30 days. If the Policy Committee determines that the final plan or program differs significantly from the one which was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional 15 days for public comment on the revised plan or program shall be made available. If the Policy Committee determines it necessary to amend the final plan or program, the Policy Committee may approve the proposed amendment(s) subject to an additional public review and comment period. For an amendment, those changes that are controversial and/or regionally significant in nature and would affect the conformity determination of an LRTP or a TIP, there will be a 15 day public review and comment period. For an administrative modification, projects that would not affect the conformity determination or the financial constraint of a plan, no public review and comment period is required (see Appendix C). If no significant comments are received, the amendment(s) will stand as approved with no further action required by the Policy Committee. Results of the public review and comment period will be provided to the Policy Committee at the next regularly scheduled meeting. If comments are received which the MPO staff considers potentially significant, the comments will be presented to the Policy Committee for consideration and appropriate action.

Process Conclusion:

When significant written and oral comments are received on the draft transportation plan or program, as a result of the public involvement process, a summary, analysis or report on the content of comments and the MPO responses, is prepared and made part of the final document. This summary report is then distributed throughout the established network of committees and to the individuals who made them. Plan and/or program amendments and the resulting public comments, will be made part of the Policy Committee minutes and will be kept on file in the MPO office. Amendments and comments also will be incorporated into copies of the affected plans and programs, made available at central locations.

Process Review:

Currently, transportation planning documents and items to be considered for adoption by the Policy Committee (PC) are first reviewed by the Technical Coordinating Committee (TCC). The full Policy Committee (PC) is the policy making body of the CBMPO and the Chairman of the TCC is also a member of the PC. Citizens are encouraged to attend and participate in the TCC or PC meetings. Large groups of citizens should notify the MPO by phone or email before scheduled meetings to make arrangements to accommodate for seating and number of paper handouts. The CBMPO Committees meet throughout the year, as long as there are sufficient items to discuss and act on by the members. The meeting time, location, and the agenda materials are posted on the CBMPO website and in The Daily Tribune News newspaper.

EVALUATION OF PUBLIC INVOLVEMENT EFFORTS:

Periodic review of the involvement activities to evaluate program effectiveness is beneficial for maintaining a good Public Participation Plan. Overall evaluation of involvement efforts on a regular basis helps answer whether the program is meeting the key Participation Plan objectives. Specific evaluation tools can be used to measure the level of participation. This can help to determine under what circumstances these outreach tools are effective or not. Through the evaluation process, the strategies can be refined and improved.

The evaluation of the CBMPO participation process will seek to determine the overall success and effectiveness in achieving these involvement goals. Strong participation numbers and inclusion of a broad range of interests is of particular concern to the CBMPO staff. As additional involvement techniques are developed, each new strategy will be evaluated for effectiveness. Table 1 outlines the evaluation criteria, both qualitative and quantitative, of CBMPO’s inclusion and outreach techniques.

Table 1 – Evaluation Criteria

Involvement Tool	Evaluation Criteria	
	Quantitative	Qualitative
Outreach & Consultation Meetings	Attendance Diversity of representation Quantity of feedback received	Was input used in planning process? Meeting Convenience: Time, Place, and Access Effectiveness of meeting format
Media Relations	Extent and quantity of media coverage Number of avenues used to reach minorities and non-English speaking citizens	Timing of Notification Effectiveness of notification and communication tools How often contact is made
Mailing & Emailing List	Number of additions to a mailing list Diversity of representation	Concise and clear information portrayed Effectiveness of notification format
Public Information Meetings	Number of meetings/Opportunities for public input Number of comments received Number of participants Number of avenues used to reach minorities and non-English speaking citizens Diversity of attendees	Effectiveness of meeting format Quantity of feedback obtained Timing of public involvement event Meeting convenience: Time, Place and Access Was public input used in developing the subject document?

Public Participation Plan Evaluation:

The Public Participation Plan shall be formally reviewed every five years and updated as necessary by the CBMPO to assure that it is promoting an effective process, which provides full and open access to public and interested public agencies. After changes have been implemented the revised document will go through the CBMPO Committees – Technical Coordinating and Policy – followed by a 45 day comment period before official adoption. The Public Involvement Plan’s 45 day public comment period will be advertised in the local newspaper, *The Daily Tribune News*. During this period, the draft plan will be made available on the CBMPO website, and, upon request, a hard-copy will be made available. All comments received will be reviewed, considered, and incorporated, as appropriate, into the plan. A report documenting the outreach and review process, including comments received, will be made part of the final document, which will be available on the CBMPO website.

APPENDICES

APPENDIX A: CORE FUNCTIONS OF AN MPO:

The six core functions of a Metropolitan Planning Organization:

1. **Establish a setting:** Establish and manage a fair and impartial setting for effective regional decision making in the metropolitan area.
2. **Evaluate alternatives:** Evaluate transportation alternatives in context with the geography, nature of existing transportation issues and available options. Evaluation is included in planning activities outlined in the Unified Planning Work Program (UPWP).
3. **Develop a Unified Planning Work Program (UPWP):** Develop an annual work program outlining the transportation planning activities to be performed by the MPO.
4. **Maintain a Long Range Transportation Plan (LRTP):** Develop and update a LRTP for the Urban Area covering a planning horizon of at least twenty years which promotes (1) mobility, access, and safety for people and goods, (2) efficient transportation system performance and preservation, and (3) quality of life.
5. **Develop a Transportation Improvement Program (TIP):** Develop a program based on the LRTP and designed to serve the area's goals, using expenditure, regulations, operating, management and financial tools.
6. **Involve the Public:** The MPO, through meeting notices, announcements and publications, involves the general public in the five functions listed above.

APPENDIX B: CBMPO ORGANIZATIONAL STRUCTURE:

The CBMPO is administered through two committees:

The Policy Committee is the decision making body for the organization. It is made up of voting and non-voting officials or their designees:

A) The voting membership consists as follows:

- i. Sole Commissioner, Bartow County Commissioner
- ii. Mayor, City of Adairsville
- iii. Mayor, City of Cartersville
- iv. Mayor, City of Euharlee
- v. Mayor, City of Emerson
- vi. Bartow County Administrator
- vii. City of Cartersville Manager
- viii. Bartow County Assistant Administrator
- ix. City of Cartersville Planning & Development Director
- x. Commissioner, Georgia DOT or State Transportation Director of Planning

B) The non-voting advisory members shall be composed of the following or be an approved alternate:

- i. Director, Cartersville-Bartow Metropolitan Planning Organization
- ii. Georgia DOT Board Member, Congressional District 11
- iii. GA Division Administrator, Federal Highway Administration
- iv. Regional Administrator, Federal Transit Administration
- v. District Engineer, District 6, Georgia DOT
- vi. District Planning & Programming Engineer, District 6, Georgia DOT
- vii. West Georgia Branch Chief, Office of Planning, Georgia DOT
- viii. Executive Director, Northwest Georgia Regional Commission
- ix. Planning Director, Northwest Georgia Regional Commission

The Technical Coordinating Committee assists the Policy Committee by making recommendations from a technical perspective on the plans and programs adopted by the CBMPO. The voting membership consists of administrators, engineers and planners from the member jurisdictions and GDOT. The non-voting membership includes representatives of various state and federal transportation agencies, private sector, chamber of commerce, school boards, and major local institutions.

The CBMPO Staff, which is housed in the Bartow County Community Development Department, administers the planning program and provides technical guidance and administrative support to the committees.

**APPENDIX C: FEDERAL REGULATORY REQUIREMENTS GOVERNING
THE PUBLIC INVOLVEMENT PROCESS**

MOVING AHEAD for PROGRESS in the 21st CENTURY ACT, Public Law 112-141, and codified as Federal Statute 126 Stat. 405, 23 CFR 450. 300 et seq.

Section 450.316 –Interested Parties, Public Involvement, and Consultation:

(A) The MPO shall develop and use a documented involvement plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The Involvement plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the Involvement plan to ensure a full and open Involvement process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the involvement process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised Public Involvement Plan is adopted by the MPO. Copies of the approved Public Involvement Plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the MPO website (www.bartowga.org/mpo).

(B) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(C) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(D) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(E) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

Title VI of the Civil Rights Act of 1964 – Nondiscrimination in Federally Assisted Programs:

Sec. 601. No person in the United States shall, on the ground of race, color, or national origin, be excluded from involvement in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Americans with Disabilities Act of 1990:

Sec. 201. Definition.

As used in this title:

- (1) Public entity. – The term “public entity” means –
- (A) any State or local government

(B) any department, agency, special purpose district, or other instrumentality of a State of States or local government; and

(C) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

(2) Qualified individual with a disability. The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the Involvement in programs or activities provided by a public entity.

Sec. 202 Discrimination.

Subject to the provisions of this title, no qualified individual with a disability shall, be reason of such disability, be excluded from involvement in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations:

This order was signed by President Clinton in 1994 and reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

APPENDIX D: STATE OF GEORGIA REGULATORY REQUIREMENTS GOVERNING THE PUBLIC INVOLVEMENT AND TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT/ADMINISTRATIVE MODIFICATION PROCESS:

State of Georgia's Open Meetings Law (Georgia Code 50-14-1):

Georgia's Open Meetings Law requires that state and local governmental bodies conduct their business so citizens can review and monitor their elected officials and others working on their behalf. The Law requires that government meetings be open to the public. The Law also requires governmental bodies to provide reasonable notice of all meetings. (Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001)

Georgia Open Records Process (Georgia Code 50-18-70):

Open records requests may be made to any custodian of the desired records. A written request is not required, but is advisable to eliminate any dispute as to what was requested or when the request was made. The records custodian is allowed a "reasonable amount of time" to determine whether the records requested are subject to access under the Law. However, the custodian must respond to all requests within three business days. If the records exist and are subject to inspection but are not available within three business days, a written description of such records and a timetable for their inspection and copying must be provided within that time period. Records maintained by computer shall be made available where practicable by electronic means, including Internet access, subject to reasonable security restrictions preventing access to non-requested or non-available records. If access to a record is denied in whole or in part, the records custodian must provide in writing the specific legal authority exempting such record from disclosure. (Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001)

State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process Georgia Department of Transportation December 2009:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users on February 14, 2007 with an effective date of March 16, 2007. The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

- *Administrative modification* means a minor revision to a long-range statewide or metropolitan transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to project/project phase initiation dates. Administrative Modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).
- *Amendment* means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing projects termini or the number of through traffic lanes). Changes to projects that are

included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non -exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

The following procedures have been developed for processing administrative modifications and amendments to the STIP and Metropolitan Planning Organizations (MPOs) TIPs and Long Range Transportation Plans (LRTPs). Processes described below detail procedures that are to be used to update an existing approved STIP or TIP and associated plan, if applicable. A key element of the amendment process is to assure that funding balances are maintained.

Administrative Modification:

The following actions are eligible as Administrative Modifications to the STIP/TIP/LRTP:

- (A) Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and maintenance areas (less than 10% change in project termini). This change would not alter the original project intent.
- (B) Splitting or combining projects.
- (C) Federal funding category change.
- (D) Minor changes in expenditures for transit projects.
- (E) Roadway project phases may have a cost increase less than \$2,000,000 or 20% of the amount to be authorized. The 20% scenario amount may not exceed \$10,000,000.
- (F) Shifting projects within the 4 year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
- (G) Projects may be funded from lump sum banks as long as they are consistent with category definitions. An administrative modification can be processed in accordance with these procedures provided that:
 - 1. It does not affect the air quality conformity determination.
 - 2. It does not impact financial constraint.
 - 3. It does not require public review and comment.

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on monthly basis to the FHWA and FTA by GDOT. GDOT will submit quarterly reports detailing projects drawn from each lump sum bank with remaining balance to the FHWA.

Amendment:

The following actions are eligible as Amendments to the STIP/TIP/LRTP:

- (A) Addition or deletion of a project
- (B) Addition or deletion of a phase of a project
- (C) Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.
- (D) Addition of an annual TIP.
- (E) Major change to scope of work of an existing project. A major change would be any change that alters the original intent i.e. a change in the number of through lanes, a

change in termini of more than 10 percent.

- (F) Shifting projects within the 4-year STIP which require redemonstration of fiscal constraint or when the subsequent annual draft STIP was not submitted prior to September 30. (See Administrative Modification item F)

Amendments of the STIP/TIP/LRTP will be developed in accordance with the provisions of 23 CFR Part 450. This requires public review and comment and responses to all comments, either individually or in summary form. For amendments in MPO areas, the public review process should be carried out in accordance with procedures outlined in the Involvement Plan. The GDOT will assure that the amendment process and the public involvement procedures have been followed. Cost changes made to the second, third and fourth years of the STIP will be balanced during the STIP yearly update process. All amendments should be approved by FHWA and/or FTA.

Notes:

- (1) The date a TIP becomes effective is when the Governor or his designee approves it. For nonattainment and maintenance areas, the effective date of the TIP is based on the date of U.S. Department of Transportation's positive finding of conformity.
- (2) The date the STIP becomes effective is when FHWA and FTA approve it.
- (3) The STIP is developed on the state fiscal year which is July 1-June 30.
- (4) Funds for cost increases will come from those set aside in the STIP financial plan by the GDOT for modifications and cost increases. Fiscal Constraint will be maintained in the STIP at all times.

APPENDIX E: SUMMARY TABLE OF PUBLIC PARTICIPATION POLICIES AND SAMPLE LEGAL AD

Program Adoption	Public Meetings	Comment Period	Notes
Long Range Transportation Plan (LRTP)	2 meetings prior to Policy Committee approval	30 days	A summary of all oral or written comments will be provided to the Policy Committee and made available for public review.
Transportation Improvement Program (TIP)	2 meetings prior to Policy Committee approval	30 days	
Unified Planning Work Program (UPWP)	N/A	30 days	
Public Participation Plan (PPP)	N/A	45 days	Updates as needed with formal review every five years
Amendments			
Long Range Transportation Plan (LRTP)	Goes through regular quarterly CBMPO Committee meetings open to public	15 days	
Transportation Improvement Program (TIP)	Goes through regular quarterly CBMPO Committee meetings open to public	15 days	
Unified Planning Work Program (UPWP)	N/A	15 days	
Public Participation Plan (PPP)	N/A	45 days	

Sample of CBMPO Legal Advertisement:

The Cartersville-Bartow Metropolitan Planning Organization’s (CBMPO) Public Participation Plan (PPP) outlines how the organization seeks public input for proposed transportation plans. The PPP requires a 45 day minimum public comment period before official adoption. The formal 45-day public comment period begins on _____, 2014 and runs through _____, 2014. The proposed plan will be available for the public and interested agencies to review and comment on the Community Development page of the Bartow County government website, www.bartowga.org. A hardcopy of the document will be made available at the Bartow County Community Development Department, located in the Bartow County Administration Building located at 135 West Cherokee Street, Suite 124, Cartersville, Georgia 30120. Official adoption of the PPP will be on the agenda of the CBMPO Policy Committee at their regular meeting on **June 3, 2014**.

The CBMPO meetings are conducted in accessible locations and materials can be provided in accessible formats and in languages other than English. If you would like or require accessibility or language accommodation, please contact the CBMPO at 770-387-5067 (voice), 770-387-5644 (fax) or www.bartowga.org.

If you need further information, please contact Tom Sills, Transportation Planner at 770-607-6265 or sillst@bartowga.org.

APPENDIX F: COMMONLY USED TERMS:

Acronym	Full Term	Description
AADT	Annual Average Daily Traffic	Averaged count of traffic volume on a particular road or section of road
AASHTO	American Association of State Highway and Transportation Officials	AASHTO develops guidelines and standards for roadway design, including bicycle and pedestrian facilities (http://www.aashto.org)
ADA	Americans with Disabilities Act	Federal law requiring construction that is publicly funded or open to the public to be accessible
ARC	Atlanta Regional Commission	Multi-county planning and development agency, the largest of 12 in the State, that promotes regional cooperation and planning for the 10 central counties of the metropolitan Atlanta area
ARC	Appalachian Regional Commission	A federally-designated agency that serves the development needs of the multi-state Appalachian region
	Arterial	Functional classification for a street or highway that provides the highest level of service at the greatest speed for the longest uninterrupted distance, with some degree of access control
	Attainment Area	An urbanized area which meets federal air quality standards defined in the Clean Air Act
BMP	Beginning Mile Point	Starting point for a construction project
CBDG	Community Development Block Grant	Funding awarded to a municipality for improvements in low-income neighborhoods – can go for a range of facilities, including bicycle and pedestrian
CMAQ	Congestion Mitigation and Air Quality	A federal program that provides funding for surface transportation and other related projects that contribute to air quality improvements and congestion mitigation, especially in air quality non-attainment and maintenance areas. CMAQ provides funds to state DOTs, MPOs and transit agencies to invest in projects that reduce emissions from transportation-related sources
CMS	Congestion Management System	
	Collector	Functional classification for a street or highway that provides a less highly developed level of service than an arterial and at a lower speed for shorter distances by collecting traffic from local roads and connecting them with arterials
	Conformity	A process in which transportation plans and spending programs (i.e., Regional Transportation Plans and Transportation Improvement Programs) are reviewed to ensure they are consistent with federal clean air requirements and contribute to attainment of air quality standards. These plans and programs must demonstrate that they do not exceed the Motor Vehicle Emission Budgets established in the state air quality plan called the State Implementation Plan (SIP)

CONSTR	Construction Phase	The last of three major phases generally referenced in the project development cycle, this phase starts with the letting of the contracts that initiate actual construction of the project
DCA	Georgia Department of Community Affairs	This state agency serves as an advocate for local governments. DCA operates a host of state and federal grant programs; serves as the state's lead agency in housing finance and development; promulgates building codes to be adopted by local governments; provides comprehensive planning, technical and research assistance to local governments; and serves as the lead agency for the state's solid waste reduction efforts.
DNR-EPD	Georgia Department of Natural Resources-Division of Environmental Protection	State agency that administers federal and state environmental protection laws governing air quality, water quality, and land
EIS	Environmental Impact Statement	Analysis prior to development of potential impact of a project – required of major projects such as roads
EMP	Ending Mile Point	Terminus for a construction project
FAA	Federal Aviation Administration	An agency of the USDOT engaged in regulating transportation by air
FHWA	Federal Highway Administration	An agency of the USDOT – actively involved in promoting safe facilities and education programs, including bike and pedestrian facilities
FTA	Federal Transit Administration	Federal agency which provides funding for planning, development, and improvement of public mass transportation systems
	Functional Classification	The grouping of streets and roads according to the level of service they provide to through traffic and as property access
GDOT	Georgia Department of Transportation	The central office for GDOT is in Atlanta – there are also 14 divisions in the state, each with its own office and local engineer. Cabarrus is in Division 10 and Rowan is in Division 9.
GIS	Geographic Information System	Database and mapping software such as ArcInfo, ArcView, or TRANSCAD.
HOT Lane	High Occupancy Toll Lanes	Limited-access managed lanes that allow eligible carpoolers, transit, motorcycles and Alternative Fuel Vehicles to use the lane for free, while allowing previously ineligible solo drivers to buy back into the lane for a fee. The number of cars using these lanes can be controlled through value pricing via electronic toll collection so as to maintain free-flowing traffic in them at all times, even during the height of rush hours
HOV Lane	High Occupancy Vehicle	Lanes designated for use by vehicles carrying two or more persons, alternative fuel vehicles, and motorcycles

HST	Human Services Transportation	Includes a broad range of service options designed to meet the needs of the transportation disadvantaged including older adults, persons with disabilities and individuals with lower incomes. Planning and Coordinating HST helps to improve the efficiency of limited transportation resources, reduce duplication of services, and improve customer satisfaction
	Intermodal	Transportation of persons and goods that involves the interchange between the transportation modes including road, rails, waterways, and air
ISTEA	Intermodal Surface Transportation Efficiency Act	Groundbreaking federal legislation that authorized a percentage of transportation money to go to alternative transportation – since reauthorized as TEA-21 – now being considered for reauthorization as TEA-3
LCI	Livable Centers Initiative	Created by Atlanta Regional Commission, LCI is a program that funds investment policy studies for activity centers and town centers. The primary focus of these studies is to encourage increased development, mixed uses and connectivity at the activity and town center level as one alternative to standard, suburban or strip development
	Local road	Functional classification which consists of all roads not defined as arterials or collectors. Local roads primarily provide access to land with little or no through movement
LOS	Level of Service	A measure of the ability for a facility to handle traffic flow – LOS standards are just being developed for bicycle and pedestrian traffic
LRTP	Long-Range Transportation Plan	A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years and is updated every five years
MPA	Metropolitan Planning Area	The geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607) must be carried out.
MPO	Metropolitan Planning Organization	The Cabarrus-Rowan MPO (CR MPO) is one of 17 MPO's in NC – an MPO makes recommendations to NCDOT for transportation improvements in its region (Charlotte is in MUMPO, Mecklenburg-Union Urban Area MPO)
MUTCD	Manual of Uniform Traffic Control Devices	The primary reference for traffic signals, signs, and pavement markings – used by all transportation departments

NWGRC	Northwest Georgia Regional Commission	Regional Commission (one of 12 in the State) that serves the local governments of the 15 northwest Georgia counties and promotes larger-scale planning – local governments are members and pay dues.
NEPA	National Environmental Policy Act	1969 federal law requiring any project with federal funding or approval must examine impacts on environment, and consider alternatives, before a decision is made
NHTSA	National Highway Traffic Safety Administration	Agency responsible for safety awareness and education programs – publishes materials for use with all ages and groups
	Non-attainment Area	Geographic area, as designated by EPA, where air quality does not meet federal air quality standards designed to protect public health. The Atlanta non-attainment area currently includes Bartow and 19 other counties based on the eight-hour standard for ground level ozone and all of these counties plus parts of 2 other counties based on a new standard for particulate matter
PIOH	Public Information/Open House	Open and informal public meetings where MPO staff interacts with the public on an individual basis. Short presentations may be given, but the purpose of these meetings is to be project specific and to provide project information and solicit public comment and priorities. These types of meetings are typically held for special projects requiring heavy citizen input.
PE	Preliminary Engineering	The first of three major phases of project development which includes concept development, environmental review, preliminary and field plan reviews.
	Policy Committee	The Policy Committee is the governing board of the MPO – it consists of elected officials from the local governments in the MPO area plus a representative of the Commissioner of the Georgia Department of Transportation
RFP	Request For Proposals	Document outlining proposed projects and the terms under which qualified contractors may submit their bids to do the project
ROW or R/W	Right-of-Way	The second of three major phases of project development that includes property acquisition and utility relocation Also refers to the land upon which transportation improvements are located
SOV	Single Occupancy Vehicle	One car, one person (as opposed to HOV, High Occupancy Vehicle)
STPP	Surface Transportation Policy Project	Research and Advocacy resource on transportation issues (http://www.transact.org)
TCC	Transportation Coordinating Committee	The TCC is the technical advisory committee to the Policy Committee – it consists of staff from transportation, planning, and local transit agencies

TDM	Traffic Demand Management	A toolbox of techniques for reducing traffic congestion, from carpooling to HOV lanes to telecommuting
TEA-21	Transportation Equity Act for the 21st Century	Federal act providing states with funding and guidelines for “enhancements” to transportation, including bicycle and pedestrian facilities (http://www.fhwa.dot.gov/tea21/sumcov.htm)
TIP	Transportation Improvement Program	The TIP is a list of transportation projects using federal funds which is updated annually by GDOT, based on recommendations from the MPO’s – the document lists projects budgeted to take place over the next four years and those projects next in line for the following two years – you may also see references to the STIP (State TIP) as opposed to the MTIP (MPO TIP)
UPWP	Unified Planning Work Program	The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the transportation planning process.
VHT	Vehicle Hours Traveled	A measurement of the total hours spent by vehicles in the process of traveling along the roadway network
VMT	Vehicle Miles Travelled	A measurement of the total miles traveled by all vehicles on the roadway network in the area for a specified time period