



PUBLIC PARTICIPATION PLAN

FOR REGIONAL TRANSPORTATION PLANNING OF THE
ANDERSON METROPOLITAN PLANNING ORGANIZATION



Madison County Council of Governments
739 Main Street - Anderson, IN 46016

TABLE OF CONTENTS

Acknowledgements

Public Participation Policy

- Vision & Guiding Principles
- Public Participation Process
- Public Outreach
- Logo Use Policy
- Performance Measures & Evaluation

Title VI Implementation Plan

ADA Transition Plan

Environmental Justice Policy

Equal Employment Opportunity Policy

Appendices

- Appendix A – Consolidated Civil Rights Grievance Procedures
- Appendix B – Acronyms List
- Appendix C – Transportation Terms & Definitions
- Appendix D – Public Participation Matrix
- Appendix E – Notice of No Discrimination
- Appendix F – Sample Forms
- Appendix G – Supporting Documentation

INTRODUCTION

On December 4, 2015, President Obama signed into law P.L. 11494, *Fixing America's Surface Transportation Act* (FAST Act). FAST Act authorizes the *Federal Surface Transportation Block Grant Program* (STBG), formerly the *Surface Transportation Program* (STP), for highways, highway safety, transit, and rail programs for five years from Federal fiscal year FFY 2016 through FFY 2020 and serves as the current transportation policy for the United States. The FAST Act represents the first long-term comprehensive surface transportation legislation since the *Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users Act* (SAFETEA-LU) in 2005 and continues and/or provides further clarification of content included in the *Moving Ahead for Progress in the 21st Century Act* (MAP-21) adopted on July 6, 2012.

Under these regulations, a *Metropolitan Transportation Planning Process* must be conducted for each area of concentrated population surrounding a community of at least 50,000 persons, as defined by *Census 2010* and commonly referred to as the *Urbanized Area* (UA). A *Metropolitan Planning Organization* (MPO) is designated for each *Urbanized Area*. For the *Urbanized Area* of the City of Anderson, Indiana; the *Madison County Council of Governments* (MCCOG) has been designated by the State of Indiana as the MPO responsible for coordinating the effort. This urbanized area includes the City of Anderson, City of Alexandria, Town of Chesterfield, Town of Daleville, Town of Pendleton, Town of Ingalls, and the Town of Fortville.

Similarly, a *Metropolitan Planning Area* (MPA) must be defined, at a minimum, to encompass the entire existing *Urbanized Area* (UA) plus the contiguous area expected to become urbanized within a 20-year forecast period of the *Metropolitan Transportation Plan* (MTP). The MPA includes the City of Anderson and all of Madison County including its incorporated communities, as well as sections of Salem Township in Delaware County, including the Town of Daleville; and sections of Vernon Township in Hancock County, including the Town of Fortville.

The MPO operates as a quasi-governmental agency serving the communities and constituents represented in the UA and MPA. Along with MPO staff, the agency operates with assistance and oversight from the following three (3) groups:

- Policy Committee - The Policy Committee is the decision-making body of the MPO who reviews and adopts all transportation planning activities. Members are representative of the MPA as outlined in the bylaws of the MPO who provide opinion and adopt policies, plans, and documents that dictate the actions, standards, and processes of the MPO. Technical support to this committee is provided by the Technical Advisory Committee (TAC).
- Technical Advisory Committee (TAC) – The TAC is a group of individuals, representative of the MPA, who provide valuable assessments of MPO plans and programs and to offer useful insight and expertise for the MPO decision-making process, transportation projects, and transportation-related issues. Members are comprised of engineers, planners, and

representatives from local, as well as regional, technical organizations who also represent the member governmental units or other organizations, or other experts that can provide specific insight to transportation or transportation planning issues and concerns.

- Community Advisory Committee (CAC) – The CAC is the foundation for the public involvement process of many MPO activities. It is a volunteer group consisting primarily of representatives from community organizations, public agencies, and private agencies. The committee assists in gathering public input and informs planning processes by keeping MPO staff apprised of current issues, future community plans and projects, and additional partnership opportunities throughout the MPA. The role of the CAC extends beyond this and includes taking the information that they have learned and sharing this information with their friends, families, co-workers, and communities, in general.

In addition to the three (3) groups, the MPO has designated a *Citizen Participation Coordinator*. The primary role of this individual is to document and coordinate issues related to the public. This includes public comment opportunities and grievances. The *Citizen Participation Coordinator* also acts as the *ADA Coordinator* for the MPO to fulfill the requirements outlined in the *Americans with Disabilities Act* (ADA) of 1990. Additionally, the *Citizen Participation Coordinator* also acts as the *Title VI Coordinator* for the MPO to fulfill the requirements outlined in Title VI of the *Civil Rights Act of 1964*.

Public Participation Plan

Effective public participation is both functional for planning and meaningful to the public. Participation is functional when it helps create better decisions and a more thoughtful document. Participation is meaningful when the public has opportunities to influence decisions and feels a sense of ownership for the decisions or documents being developed. Additionally, public participation opportunities support transparency and inclusivity in the decision-making process.

This Public Participation Plan (PPP) establishes policies and a specific process for ‘*obtaining input from*’ and ‘*providing information to*’ the public concerning programs, projects, and program funding for the *Anderson Metropolitan Planning Organization* (MPO) also known as the *Madison County Council of Governments* (MCCOG). This plan is reviewed, updated, and adopted every three (3) years and amended intermittently as necessary by the *Madison County Council of Governments Policy Committee*.

The fundamental reason for developing a plan for participation is to make a link between public involvement and the activity that requires or desires it. Therefore, this plan has been developed to ensure the public is informed and has the opportunity to provide the MPO with input so that plans can reflect the interests, concerns, and desires of the public. This plan is also intended to instruct the public how to become more involved in the planning process. These goals are directly related to compliance with several federal laws and requirements as further described below:

- Public Participation Policy - The policies included within this PPP are consistent with the requirements defined within the current transportation bill, *Fixing America's Surface Transportation Act* (FAST Act), that was signed into law on December 4, 2015. This document shall also serve to meet other federal and state laws, regulations, policies, and procedures that require the MPO to maintain a similar *Public Participation Policy*. It shall be amended as necessary to ensure compliance is maintained in all areas and with all federal and state agencies, as necessary and warranted.
- Title VI Implementation Plan - This PPP also reflects the principles of social equity and environmental justice to maintain compliance with non-discrimination requirements, such as *Title VI of the Civil Rights Act of 1964*, as well as any requirements, whenever applicable, covering Equal Employment Opportunity (EEO) and opportunity to Disadvantaged Business Enterprise (DBE) entities, which include Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) qualifying businesses. The plan ensures that all persons are treated fairly and given equal opportunity to participate in the planning and decision-making process with an emphasis on ensuring the idea that traditionally disadvantaged groups are not left behind. A portion of this document includes a separate and specific section that outlines the Title VI Compliance activities and methods for the MPO.
- ADA Transition Plan – This PPP also addresses the requirements to implement and maintain compliance with the *American with Disabilities Act of 1990* (ADA) and Section 504 of the *Rehabilitation Act of 1973*.
- Environmental Justice Policy – This PPP also reflects the policy to ensure environmental justice (EJ) throughout the planning and decision-making processes of the MPO.

PUBLIC PARTICIPATION POLICY

The goal of the MPO Public Participation Policy is to ensure that the public is involved and that community concerns are addressed. This ideal is central to the mission and goals of the MPO. The agency maintains a strong commitment to public participation and involvement to include residents and stakeholders in all planning processes whether the focus is on a corridor, neighborhood, development, community, town, city, county, or region.

Generally, this *Public Participation Plan* addresses public participation and public information efforts in the following areas:

- Vision & Guiding Principles
- Public Participation Process
- Public Outreach
- Performance Measures & Evaluation

Vision & Guiding Principles

It is the intent that the policies and procedures within this document shall ensure the meaningful involvement of low-income, minority, disabled, senior, and other traditionally under-represented population segments for all activities, projects, deliverables, policies, and procedures conducted by the MPO.

The following basic policies shall be revered as guiding principles or policies for all public participation activities, public outreach, or public information efforts:

1. **Topics** - The process shall inform and involve the region's residents in the decision-making process on issues such as growth, transportation, environmental management, housing, open space, air quality, energy, fiscal management, economic development, and public safety.
2. **Inclusion** - The process shall involve all residents within the *Metropolitan Planning Area* (MPA) of the MPO including, but not limited to, low-income households, persons with disabilities, senior citizens, persons with mobility impairments, and all races. Individual municipalities within the MPA, community and civic organizations, public agencies, business groups and associations, environmental organizations, and other stakeholders or stakeholder groups will also be included throughout the process.
3. **Communication** – The process shall provide opportunity to persons who may need assistance in providing, processing, or receiving communications to persons with communication barriers that include but are not limited to non-English speaking individuals, hearing or vision impairment, language proficiency, literacy, or some other communication barrier.

4. **Comments** - The process shall include requests for comment(s) from all citizens and stakeholders, as described above, through legal notices, mailings, fliers, websites, social media announcements, public service announcements (PSA's), press releases, or other appropriate mechanisms, as required and/or deemed necessary for the scope of the activity or project.
5. **Participation** - The process shall encourage the active participation of residents in all workshops, meetings, and public hearings, as well as participation and attendance in various committees, working groups, and task forces.
6. **Consultation** – The process shall include consultation with interested parties whenever possible and in some cases, consult with specific individuals, offices, organizations, or agencies, both state and federal, to maintain compliance for a given program or funding mechanism.
7. **Notification** - The process shall follow all local, state, and federal guidelines for posting public meeting and hearing notices and shall be published in the area's largest newspaper of general circulation.
8. **Scheduling** - The process shall require meetings, workshops, and public hearings to be scheduled on days and at times that will likely attract as many participants as possible, including evenings and weekends and at locations in communities throughout the region.
9. **Accessibility** - The process shall require meetings and other activities to be scheduled in locations that are ADA accessible and whenever possible, in locations that are accessible by public transit.
10. **Timeliness** - The process shall inform the public in a timely manner about regional issues, actions, and pending decisions.
11. **Availability** – The process shall ensure that the public can easily access, and review documents and information made available to the public for the purpose of receiving public comments.
12. **Responses** – The process shall require that a significant effort be made to ensure that a timely response, if requested or deemed necessary by the MPO, is provided for general comments received by phone, fax, letter, or e-mail.
13. **Resolution** – The process shall require that a significant effort be made to attempt to resolve any concerns identified by the public.
14. **Grievances** – The process shall include a single mechanism for the public to file official grievances for any and all operations or activities conducted.
15. **Diligence** – The process shall require that a due diligence effort be made to address any comment or concern and ensure that attempts are offered to the public to resolve any grievance.

Public Participation Process

Federal and State Laws require that *Metropolitan Planning Organizations* (MPOs) conduct several major planning initiatives and subsequently maintain several major planning documents identifying the intent, distribution, and priorities of projects and funds for the *Metropolitan Planning Area* (MPA). A *Public Participation Matrix* has been developed for this document to identify the required actions and/or minimum requirements for public involvement activities. The matrix is divided into five (5) categories:

1. MPO Programming Documents
2. MPO Planning Documents
3. Regional Planning Documents
4. MPO Policy Documents
5. Other Documents & Activities

Additionally, the matrix provides information for the following areas related to public participation and cover all types of activities of the MPO:

- **Scope** - Specific geographic area being covered.
- **Notification** – Manner or mechanism used to notify the public.
- **Public Review** – Number of days the public has to review the document.
- **Formal Comment** – Manner or mechanism used to gather written comments.
- **Public Presentation** – Event where information is presented to the public.
- **Public Comment** – Method(s) that public comment is received.
- **Documentation** – Types of public comment that is documented.
- **Inclusion** – Method that public comment is used in the document or activity.
- **Adoption** – Requirements for adoption of the document, if necessary

The *Public Participation Matrix* is located in the appendix of this document and includes the following types of activities:

- MPO Programming Documents
- MPO Planning Documents
- Regional Planning Documents
- MPO Policy Documents

Public Outreach

While ensuring there is opportunity for the public to comment, become involved in the planning of a project, assist in the development of a new solution to an existing problem; the way in which the agency presents itself to the public shall also be a consideration of the MPO.

Branding - The MPO has developed a logo to better identify our agency in our products. Thus, the MPO logo appears on all planning documents, maps, presentation materials, handouts, legal documents, surveys, grant applications, display boards, posters, and fliers produced by the agency. Many activities of an MPO also include the development of materials to disseminate information or market an activity, public event, group gathering, project, service, or development process and shall also include the MPO logo, such as a brochure, information sheet, website, social media activity, or sign. Regardless of the type of product or output, the MPO logo should be included to further establish the MPO brand, therefore allowing the public to further recognize the work that the MPO is responsible for completing and in turn, identify future opportunities for involvement in the planning or decision-making process.

- **Audience** - In an effort to reach the public, these materials should also be easily understood by the intended audience of each given activity. Thus, materials should be non-technical and easy-to-read by the general public. Text size may need to be larger to accommodate those with visual impairments. Length should also be a consideration so that the information is presented in the most succinct manner possible without losing the intent or compromising content. Other considerations should also be made upon request to facilitate those who might be hearing impaired or who may speak a primary language other than English.
- **Consistency** - For all presentations to the public, regardless of the medium, a consistent message shall be maintained utilizing branding standards established by the agency.

Availability of Information - For many activities of an MPO, documenting and archiving is a significant part of a process. More specifically, many activities rely on reviewing past information collected, past evaluations of data, and documents previously adopted internally and externally. This review is often significant in the development or update of documents often used as a benchmark for progress toward goals, objectives, and tasks resulting from a previously determined need. Therefore, maintaining the availability of these documents, past or current, shall be a significant part of the regular operations of the MPO.

Similarly, the MPO must also consider the availability of “Draft” publications that must be made available for the general public for review and subsequently the option for public comment.

- **Locations** - The primary locations for information made available to the public, as well as digital and secondary locations used, if necessary, are shown in the table below:

	Physical Location	Digital Location	Additional Location (only used if necessary)	Other
Draft Documents	MPO Office (when open to public)	MPO Website or Project Website	Public Library or City/Town Hall (when open to public)	Available by Mail upon Request
Adopted Documents	MPO Office (when open to public)	MPO Website or City/Town Website	City/Town Hall (when open to public)	Available by Mail upon Request
Historical Documents	MPO Office	MPO Website (select documents only)	N/A	N/A
Historical Data	MPO Office	MPO Website (select data in GIS only)	N/A	N/A
Informational Documents	N/A	MPO Website	MPO Booths & Public Events	Available by Mail upon Request

- **Media** - Members of the media are critical in getting information to the public regarding significant activities and issues. The MPO shall maintain ongoing communication with the media through various means, including press releases, interviews, and submitting articles to the local news media. The primary news media outlet used shall be the *Anderson Herald Bulletin* located in Downtown Anderson.

Internet Presence - To maximize public outreach opportunities and maintain relevance to all types of constituents residing in communities within the MPA, the MPO maintains various opportunities through the internet to act as a two-way communication method between the organization and the public.

- **MPO Website** – The MPO maintains a robust website detailing the activities and resources offered through the agency such as policies, processes, documents, data, and other key information resources, such as Geographic Information System (GIS) tools and documents. The MPO website, located at www.heartlandmpo.org serves as the primary location for access to adopted documents, forms, instructions, and other informational resources.
- **Social Media** – The MPO maintains an organizational account on Facebook to provide notification to the public regarding events, activities, issues, and updates that may be directly or indirectly related to the MPA. Other social media outlets may also be utilized periodically for specific projects or events coordinated by the MPO. Similarly, additional Facebook accounts may also be utilized to connect with a specific segment of the MPA population, whether that be defined geographically or regarding a specific project, topic, or event.

If permitted, members of the general public may interact with MPO social media accounts, depending on their purpose and intent. Thus, the general public may be allowed to enter comments that are also viewable by the general public. All comments entered by the general public shall be monitored and reviewed. Inappropriate or negative comments provided by the public via social media shall be documented and removed. In the event that a member of

general public abuses a social media account managed by the MPO, that person or persons may be blocked from future use of that specific account, as well as others managed by the MPO.

- **Other Websites** – Similar to the use of social media, additional websites, web-based tools, or services may also be developed for specific projects or outreach needs. These additional opportunities may be used to connect with steering committees or post draft documents for review. They also may be used to gather public comment or to disseminate information.

Virtual Methods – Both the availability and common usage of digital media, software, and technology, as well as revised standards for Public Participation during the COVID-19 Pandemic of 2020-2021, have resulted in adjustments to public participation requirements. Both temporary and long-term adjustments were granted in lieu of stay-at-home orders and social distancing requirements at the federal, state, and local level to ensure public participation requirements can still be met.

Virtual substitutions for public meetings, hearings, signatures, voting, and other actions have been deemed as comparable alternatives under certain circumstances. Reasonable modification or other opportunity must still be made to ensure inclusion of all parties who wish to participate in a planning or public comment process.

Beyond the immediate COVID-19 requirements, it is anticipated that a hybrid of in-person and virtual tools will be utilized as the best practice to increase opportunities for public participation.

Limited English Proficiency (LEP) – On August 11, 2000, President Bill Clinton signed *Executive Order 13166*, "Improving Access to Services for Persons with Limited English Proficiency (LEP)." The Executive Order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.

It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Pursuant to *Executive Order 13166*, as a recipient of federal funds, the MPO must take reasonable steps to ensure meaningful access to its services to persons who may be entitled to language assistance. LEP is also subject to other policies and procedures included in this plan to ensure compliance with Title VI of the *Civil Rights Act of 1964*.

In accordance with the Executive Order, the US Department of Transportation issued Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons DOT guidance outlines four factors that recipients should apply to the various kinds of contacts they have with the public to

assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives.
4. The resources available to the recipient and costs.

Pursuant to the *Executive Order 13166* and Title VI of the *Civil Rights Act of 1964*, the MPO will provide reasonable modification and/or equal opportunity, as necessary, to ensure LEP persons have the ability to engage in public participation opportunities offered.

Logo Use Policy

The current logo or brandmark for the *Madison County Council of Governments* (MCCOG) was developed in late 2012 and launched in early 2013. The revised logo, with its central, white diminishing stripe, better represents the multiple transportation options supported by agency activities without being specific to only one. The lack of text, cleanliness, and simplicity of the design are meant to symbolically evoke motion. The logo can be used with or without the acronym, "MCCOG". When including the acronym, the logo should always be accompanied by the tagline, "A Metropolitan Planning Organization", directly beneath to better define the type of agency. *(Specific details or "specification page" regarding the logo or brandmark can be found in the appendix of this document.)*

- **Color Palette** - The logo itself coincides with the color palette adopted by the MPO for use in branding and marketing. Using this color palette helps to maintain a consistent appearance of the brandmark and all visual communications across various media types and materials. Using the colors of a specified color palette allows the MPO to strengthen brand recognition. *(Specific details or "specification page" regarding the color palette can be found in the appendix of this document.)*
- **Print Materials** - Building on the design, colors, and content of the logo, it has been incorporated into print materials, such as letterhead, envelopes, and business cards; but also, in the development of a consistent email signature format for all agency staff. Designated fonts, font sizes, text colors, and placement, as well as content have been considered in the consistent format. *(Specific details or "specification page" regarding the email signature can be found in the appendix of this document.)*
- **Use of Logo** - The logo shall be used on all finished materials to better identify our agency as the author and developer of the product. Similarly, the logo now appears on all maps, presentations, handouts, legal documents, survey, and grant applications produced by the agency. Also, materials produced to market an activity, project, service, or development process, such as a brochure, information sheet, website, social media activity, or sign; shall also incorporate the use of the logo.

Regardless of the document or material, if it is a document that will be seen, presented, or made available to someone outside of MPO staff; then the logo, color palette, font styles, and other branding specifications shall be used.

Those individuals requesting the use of the MCCOG Logo should always download the appropriate version from the MPO website that has been specifically made available for use outside of the agency. This universal file type has the aspect ratio locked so that use of the logo will not be disproportionate because of resizing or other document insertion activity.

Performance Measures & Evaluation

The FAST Act, along with its predecessor, *Moving Ahead for Progress in the 21st Century Act* (MAP-21), established new requirements for performance management to ensure the most efficient investment of Federal Transportation Funds. These laws require States to invest their resources in projects that achieve individual targets that collectively make progress toward seven (7) key areas, referred to as national goals. Many state DOT's are using some of the performance measures that they have already been tracking for many years to measure how each state's transportation system is operating (i.e., provide a benchmark). Monitoring these performance measures assists DOTs in setting goals, adjusting priorities, allocating resources, and developing policy. These seven (7) national goals are described as follows:

1. **Safety** – Achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition** – Maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion Reduction** – Achieve a significant reduction in congestion on the *National Highway System* (NHS).
4. **System Reliability** – Improve the efficiency of the surface transportation system.
5. **Freight Movement & Economic Vitality** – Improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental Sustainability** – Enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduce Project Delivery Delays** – Reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

To date, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have issued new transportation planning rules on both the statewide and metropolitan transportation planning processes to reflect the use of a performance-based approach to decision-making in support of these seven (7) national goals. Each of these processes must document in writing how *Metropolitan Planning Organizations* (MPOs), *Indiana Department of Transportation* (INDOT), and providers of public transportation will jointly agree to the following:

1. Cooperatively develop and share information related to transportation performance data, the selection of performance measures, and the setting of performance targets.
2. Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (23 CFR 450.30d).
3. Collection of data for the *INDOT Asset Management Plan* for the National Highway System (23 CFR 450.314h).

To date, INDOT has adopted all Performance Targets for each required Performance Measure issued by the FTA and FHWA. Similarly, the Anderson MPO has also adopted the same Performance Targets set by INDOT. These Performance Targets are discussed more specifically later in this document. Performance Measure Adoption Documentation for the Anderson MPO has also been included in the Appendix of this document.

While the required Performance Measures do not cover public participation activities, to further this idea, we would like to set the following targets that can be used to measure the performance of the public participation activities of the MPO.

1. **Public Participation (PP) Checklist** - Development & Use of an Internal PP Checklist completed by the Project Manager of each Project, Document, or Report; reviewed and signed by their supervisor; and maintained on file with the *Citizen Participation Coordinator*.
2. **Public Participation (PP) Activity Documentation Form** – Development & Use of a PP Activity Documentation Form shall be completed for each PP Activity completed documenting the purpose, location, number in attendance, PP activities used, and synopsis of results.
3. **Grievance Documentation Form** – Development & Use of a *Grievance Documentation Form* that will document the date, time, persons involved, and the nature and description of the grievance shall be used for all communications, public comments, or other activities where a member of the public, whether local resident, community leader, or elected official, has indicated a grievance. This form is for internal use only and will be used to document the response of the agency to a submitted grievance.

TITLE VI IMPLEMENTATION PLAN

The following paragraphs include the requirements to ensure the activities, processes, and policies of the MPO remain in compliance with Title VI of the *Civil Rights Act of 1964*. The following policy has been adopted by the MPO:

- **Title VI Policy** – The Madison County Council of Governments hereby agrees to provide planning and outreach services to the residents and businesses within the Metropolitan Planning Area (MPA) without regard to race, color, or national origin in compliance with the Civil Rights Act of 1964 and FTA Circular 4702.1A, as well as any other laws or FTA Circulars that may also be applicable to Civils Rights, Equal Employment Opportunity (EEO), or opportunities to Disadvantaged Business Enterprise (DBE) entities, which include Minority Business Enterprise (MBE) and Women’s Business Enterprise (WBE) qualifying businesses.

A “Notice of No Discrimination” is posted in the MPO office and included in various print materials as necessary or required. A copy of this notice is included in the Appendix of this document. While the MPO does not often contract with private firms for consulting work or other activities, our agency strives to extend opportunities to DBE, MBE, and WBE businesses and vendors whenever possible.

An additional Title VI Policy related to employment is included in our Employee Handbook. Title VI Information related to employment is posted in the *Madison County Government Center*, as our agency operates separately, yet through Madison County Government, including the Human Resources Department who maintains any required posting.

Title VI Manager - The role of *Title VI Manager* is designated as the *Citizen Participation Coordinator* for the MPO, who also acts as *ADA Coordinator*, *Environmental Justice Coordinator*, and *Public Outreach Coordinator* for the agency. The *Citizen Participation Coordinator* reports directly to the Executive Director. A copy of the MPO Organization Chart can be found in the Appendix of this document.

Public Outreach – See the *Public Participation Policy* section of this document.

Signed Assurances – A copy is included in the Appendix of this document.

Staff Training – Upon employment, each new staff member is provided an employee handbook that includes specific guidance regarding our Title VI Policy as an agency. Periodically, MPO staff will attend Title VI training to review required procedures and management of Title VI Policies and Procedures.

Compliance & Enforcement - If and when a grievance is filed with our office, we review our policies and procedures to ensure that the intent of the program or activity was upheld, and that compliance was an unintended effect. If compliance is deemed inadequate and a result of our existing policies or procedures, the MPO will review and make adjustments to ensure future compliance. This review, analysis, and identified adjustments shall be included in the *Unified Planning Work Program* (UPWP) to implement any necessary changes to the Title VI Policies or Procedures.

Grievance Procedures - The procedures for receiving, recording, and documenting a grievance is the same for all grievance types received by the MPO. Please refer to the *Consolidated Civil Rights Grievance Procedures* in the Appendix A of this document.

ADA TRANSITION PLAN

The following paragraphs include the requirements to ensure the activities, processes, and policies of the MPO remain in compliance with the American with Disabilities Act (ADA) of 1990.

Inventory – Firstly, the MPO does not own or manage any structures or properties, as the agency is housed within a business owned by the Madison County Board of Commissioners, which is included in the ADA Transition Plan for Madison County. However, the MPO does manage and host several programs and activities in which the public is encouraged to participate, such as the following:

- Information Tables
- Public Outreach Meetings
- Public Hearings
- Awards Programs & Contests
- Public Events
- Information Gathering Activities

Some of these programs and activities are included in our PPP Matrix, which defines the type of public participation technique or outreach activity required for different types of documents or activities and their notification and location requirements.

Policies – The “Vision & Guiding Principles” section of this document includes several areas where the MPO addresses potential obstacles to its programs and activities and its policy to avoid them. However, the primary policy for Accessibility is the following:

- The process shall require meetings and other activities to be scheduled in locations that are ADA accessible and whenever possible, in locations that are accessible by public transit.

ADA Coordinator - The role of *ADA Coordinator* is designated as the *Citizen Participation Coordinator* for the MPO, who also acts as *Title VI Manager*, *Environmental Justice Coordinator*, and *Public Outreach Coordinator* for the agency. The *Citizen Participation Coordinator* reports directly to the Executive Director. A copy of the MPO Organization Chart can be found in the Appendix of this document.

Compliance Timeline – The MPO does not anticipate any extended timeline for correction, only continual reflection and consideration of our efforts to maintain compliance with ADA.

Non-Compliance Identification Process – If and when a grievance is filed with our office, we review our policies and procedures to ensure that the intent of the program or activity was upheld, and that compliance was an unintended effect. If compliance is deemed inadequate and a result of our existing policies or procedures, the MPO will review and make adjustments to ensure future compliance.

Budget – There is no specific budget necessary as the MPO has no corrective actions, does not own any physical property, and existing policies are currently in compliance with ADA.

Grievance Procedures – The procedures for receiving, recording, and documenting a grievance is the same for all grievance types received by the MPO. Please refer to the Grievance Procedures in the Appendix A of this document.

ENVIRONMENTAL JUSTICE POLICY

An MPO is also responsible for having an Environmental Justice (EJ) Policy that includes procedures for to ensure that its programs, policies, and activities do not negatively impact the opportunity of low-income populations to participate. Additionally, it is important to gather the input of low-income populations so that programs, policies, and activities do not alienate or unequally favor other segments of the population.

Policies – The “Vision & Guiding Principles” section of this document includes several areas where the MPO addresses potential obstacles to its programs and activities and its policy to avoid them. However, the applicable policy regarding Environmental Justice is Inclusion, as noted below:

- The process shall involve all residents within the *Metropolitan Planning Area* (MPA) of the MPO including, but not limited to, low-income households, persons with disabilities, senior citizens, persons with mobility impairments, and all races. Individual municipalities within the MPA, community and civic organizations, public agencies, business groups and associations, environmental organizations, and other stakeholders or stakeholder groups will also be included throughout the process.

Environmental Justice Coordinator - The role of *Environmental Justice Coordinator* is designated as the *Citizen Participation Coordinator* for the MPO, who also acts as *ADA Coordinator*, *Title VI Manager*, and *Public Outreach Coordinator* for the agency. The *Citizen Participation Coordinator* reports directly to the Executive Director. A copy of the MPO Organization Chart can be found in the Appendix of this document.

Grievance Procedures - The procedures for receiving, recording, and documenting a grievance is the same for all grievance types received by the MPO. Please refer to the *Consolidated Civil Rights Grievance Procedures* in the Appendix A of this document.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Madison County Council of Governments (MCCOG) is an equal opportunity employer (EEO) and will not discriminate against any employee or applicant for employment in a manner that violates the law. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates.

MCCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. It is the intent and desire of the agency that equal opportunity be provided in employment, promotion, wages, benefits, and all other privileges, terms, and conditions of employment.

MCCOG conforms to the spirit of this policy as well as to the letter of all applicable laws and regulations.

Scope - The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between MCCOG and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working Conditions
- Wages & Salary Administration
- Employee Benefits & Application of Policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with MCCOG.

Dissemination & Implementation - The executive director will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each area of the agency. The administrative staff is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures – MCCOG administers its EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*"
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, administrative staff, or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment - Harassment is a form of unlawful discrimination and violates MCCOG policy. Employees are expected to treat other employees fairly and honestly to ensure a work environment free of intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist, or sexist comments, or through other derogatory or objectionable conduct is offensive employee behavior and may result in disciplinary action.

Sexual harassment is a specific form of harassment that undermines the integrity of the employment relationship and is not tolerated. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

MCCOG encourages employees to report all incidents of harassment to a member of management or the HR department. MCCOG conducts harassment prevention training for all employees and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. MCCOG investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Filing Complaints – Any employee or applicant who feels that he or she has been discriminated against due to race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, ancestry, or any other unlawful basis, or who has observed discrimination or harassment should report such incidents to the Executive Director of the agency, administrative staff, or general counsel without fear of reprisal.

Remedies - Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. MCCOG will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment. An investigation will be conducted and, if appropriate, action will be taken to ensure that neither discrimination nor harassment persists.

APPENDIX A - CONSOLIDATED CIVIL RIGHTS GRIEVANCE PROCEDURES

CONSOLIDATED CIVIL RIGHTS GRIEVANCE PROCEDURES

From time to time, members of the public may respond with a complaint, objection, or criticism regarding some aspect of an MPO policy, procedure, process, or service. They may even claim that their rights as citizens or residents may have been compromised. More specifically, Title II of the *Americans with Disabilities Act* (ADA) of 1990 requires that any entity maintain such a policy. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs, services, or activities sponsored by a public entity."

However, while applicable to the *Americans with Disabilities Act* (ADA) of 1990, these procedures shall be used for Civil Rights related complaints, including those in reference to Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, as well as any grievances regarding Equal Employment Opportunity (EEO) and opportunity to Disadvantaged Business Enterprise (DBE) entities, which include Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) qualifying businesses.

The resolution of any specific grievance will require consideration of the following criteria:

- Specific Nature of Client (including Disability if applicable)
- Nature of the Access to Services, Programs, or Facilities at Issue
- Essential Eligibility Requirements for Participation
- Health and Safety of Others
- Degree to which an Accommodation would Constitute a Fundamental Alteration to the Service, Program, Facility, or cause an Undue Hardship to THE MPO

Regardless of the type of grievance, the MPO shall maintain a policy describing the specific procedures to provide the prompt and equitable resolution of any complaint or concern. The following paragraphs outline the grievance policy for the MPO.

1. **File Grievance** - Complete the *Consolidated Civil Rights Grievance Form*, located on the MPO Website or by contacting *the MPO Citizen Participation Coordinator*. A grievance may be communicated in writing, by e-mail, by fax or by telephone, but must follow the format of *the Grievance Form*. Any grievance should be forwarded directly to the *MPO Citizen Participation Coordinator* located at 739 Main Street, Anderson, IN 46016.

(A copy of the Consolidated Civil Rights Grievance Form can be found in the Appendix of this document and on our agency website.)

2. **Acknowledge Receipt** - A grievance should be filed within 90 days after the grievant party becomes aware of the alleged violation. The *MPO Citizen Participation Coordinator* will send an acknowledgement of receipt of the grievance within 12 working days.
3. **Review Grievance** - Following the filing of a grievance, *the MPO Citizen Participation Coordinator* shall directly coordinate with the Executive Director to determine (1) if an investigation of the grievance is warranted and (2) the extent of the grievance. If warranted, a thorough investigation shall be conducted by *Executive Director* or his/her designee. The investigation shall be complete within 60 calendar days of receipt of the grievance and shall afford all interested persons and their representatives an opportunity to submit evidence relevant to the grievance. Any resolution of the grievance shall be documented in the *MPO Citizen Participation Coordinator* file, and the case will be closed.

Whenever appropriate, the Executive Director or his/her designee will arrange to meet with the grievant to discuss the matter and attempt to reach a resolution of the grievance. The MPO Citizen Participation Coordinator shall designate one (1) person from MPO staff to document the meeting in written form and in some cases make an audio recording of the meeting.

If resolution of the grievance is not reached within 60 calendar days of receipt of the grievance, a written determination as to the validity of the complaint, and description of the resolution, if appropriate, shall be forwarded by the *MPO Citizen Participation Coordinator* to the Executive Director for approval.

4. **Resolve Grievance** - The *MPO Citizen Participation Coordinator* shall communicate the determination and resolution to the grievant within 90 calendar days of receipt of the grievance unless the Executive Director authorizes additional time for further consideration of the grievance. Any authorized extension of time will be communicated to the grievant. Any request for reconsideration of the response to the grievance shall be at the discretion of the Executive Director. If the grievant is not satisfied with the MPO handling of the grievance at any stage of the process or does not wish to file a grievance through the *Consolidated Civil Rights Grievance Procedures*, the grievant may file a complaint directly with the *US Department of Justice* or other appropriate state or federal agency. The use of *the Consolidated Civil Rights Grievance Procedures* is not a prerequisite to the pursuit of other remedies.

Accordingly, the resolution by the MPO of any single grievance does not constitute a precedent upon which the MPO is bound or upon which other complaining parties may rely. The *MPO Citizen Participation Coordinator* shall maintain all grievance files for a minimum of three (3) years.

APPENDIX B – ACRONYMS LIST

ACRONYMS

3-C - Continuing, Comprehensive and Cooperative Planning Process

3R - Resurfacing, restoring, and rehabilitating

AA – Alternatives Analysis

AAA - American Automobile Association

AADAG – ADA Accessibility Guidelines

AAG – Association of American Geographers

AASHO - American Association of State Highway Officials

AASHTO - American Association of State Highway & Transportation Officials

ACSC – Areas of Critical State Concern

ADA – Americans with Disabilities Act

ADT - Average Daily Traffic (or Average Daily trips)

ADU – Accessory Dwelling Unit

AFT – American Farmland Trust

AICP – American Institute of Certified Planners

ALI – American Law Institute

AM – Automated Mapping

AOP – Airport Overlay District

AMPO - Association of Metropolitan Planning Organizations

APA - American Planning Association

APA-IN – Indiana Chapter of the American Planning Association

APFO – Adequate Public Facilities Ordinance

APTA - American Public Transportation Association

APTS – Advanced Public Transit System

APWA – American Public Works Association

ARBA - American Road Builders' Association

ARMA - American Road Makers' Association

ARTBA - American Road and Transportation Builders' Association

ASCE – American Society of Civil Engineers

ATC – Automated Toll Collection

ATM – Advanced Traffic Management System

AVR – Average Vehicle Ridership

BID – Business Improvement District

BLM – Bureau of Land Management

BMCS - Bureau of Motor Carrier Safety

BMP - Best Management Practice

BMS - Bridge Management System

BOCA – Building Officials and Code Administrators International

BP – Building Permit

BRT – Bus Rapid Transit

BTS - Bureau of Transportation Statistics

CAA - Clean Air Act CAAA - Clean Air Act Amendments

CAC - Citizen Advisory Committee

CAD – Computer Aided Design

CBD – Central Business District

CCD – Census County Division

CCRC – Continuing Care Retirement Community

CDBG – Community Development Block Grant

CDC – Community Development Corporation

CFF – Community Focus Fund

CFR - Code of Federal Regulations

CHAS – Comprehensive Housing Affordability Strategy

CIP - Capital Improvement Program

CMAQ - Congestion Mitigation and Air Quality Program

CMS - Congestion Management System

CMSA – Consolidated Metropolitan Statistical Area

CN – Construction Phase

CO – Certificate of Occupancy

COB – Close of Business

COD – Corridor Overlay District

COG - Council of Governments

CRDD – Community Residences for the Developmentally Disabled

CVB – Convention and Visitors Bureau

CY – Calendar Year

DEIS - Draft Environment Impact Statement

DLG-E – Digital Line Graph Enhanced Maps

DLGF – Department of Local Government Finance

DOE – Department of Energy

DOT - Department of Transportation

DRI – Developments of Regional Impact

DU – Dwelling Unit

EC – Enterprise Community

ECHO – Elder Cottage Housing Opportunities

EDA – Economic Development Association

EDD – Economic Development District

EEO - Equal Employment Opportunity

EIR – Environmental Impact Report

EIS - Environmental Impact Statement

EJ - Environmental Justice

EMF – Electro-Magnetic Field

EPA - Environmental Protection Agency

ERC – Employee in Responsible Charge

ETC – Employee Transportation Coordinator

EZ – Enterprise Zone

FAA - Federal Aviation Administration

FAP - Federal-aid primary

FAR – Floor Area Ratio

FAS - Federal-aid secondary

FAU -Federal-aid urban

FCC – Federal Communications Commission

FEIS - Final Environmental Impact Statement

FEMA – Federal Emergency Management Agency

FFY – Federal Fiscal Year

FHA – Federal Housing Administration

FHWA - Federal Highway Administration

FMIS – Financial Management Information System

FRA - Federal Railroad Administration

FTA - Federal Transit Administration

FY - Fiscal Year

GIS - Geographic Information Systems

GPS - Global Positioning Systems

HAZMAT – Hazardous Materials

HOV - High Occupancy Vehicle

HPR – Historic Preservation Report

HRB - Highway Research Board

HSIP – Highway Safety Improvement Program

HSR - High Speed Rail

HUD – Housing & Urban Development

I/M -Inspection and Maintenance

IAC – Indiana Association of Counties

IACT – Indiana Association of Cities and Towns

ICC - Interstate Commerce Commission

IDEM – Indiana Department of Environmental Management

IEDC – Indiana Economic Development Corporation

IHCDA – Indiana Housing and Community Development Authority

IHS - Interstate Highway System

IM - Interstate Maintenance

INSTIP – Indiana State Transportation Improvement Program

IRF - International Road Federation

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991

ITAP – INDOT Technical Applications Pathway

ITS - Intelligent Transportation Systems

IVHS - Intelligent Vehicle Highway Systems

LPA – Local Public Agency

LOS - Level of Service (Traffic flow rating)

LRT - Light Rail Transit

LRTP – Long-Range Transportation Plan

M&O - Major and Operations

MAP-21 – Moving Ahead for Progress in the 21st Century

MIS - Major Investment Study

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MPA – Metropolitan Planning Area

MPO - Metropolitan Planning Organization

MSA - Metropolitan Statistical Area

MTAD – Modeled Travel Analysis Districts

MTAZ – Modeled Travel Analysis Zone

MTP – Metropolitan Transportation Plan

MUTCD - Manual on Uniform Traffic Control Devices

NAA - Non-attainment Area

NAAQS - National Ambient Air Quality Standards

NAGPRA – Native American Graves Protection and Repatriation Act

NEPA - National Environmental Policy Act of 1969

NHS - National Highway System

NHTSA - National Highway Traffic Safety Administration

NPS – National Park Service

NTP – Notice to Proceed

OCRA – Office of Community & Rural Affairs

P3 – Public Private Partnership

PE - Preliminary Engineering Phase

PE – Professional Engineer

PIARC - Permanent International Association of Road Congresses

PL - Planning Funds

PPM - Policy and Procedure Memorandum

PROWAG – Public Rights-of-Way Accessibility Guidelines

PS&E - Plans, Specifications, and Estimates

R/W – Right-of-Way

RFP - Request for Proposal

RFQ – Request for Qualifications

ROI – Return on Investment

ROW – Right-of-Way

RPO – Regional Planning Organization

RR – Railroad

RTAP – Rural Transit Assistance Program

RW – Right-of-Way Phase

SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act

SBOA – State Board of Accounts

SFY – State Fiscal Year

SHAARD – State Historic Architectural & Archaeological Research Database

SHPO – State Historic Preservation Office

SIB - State Infrastructure Bank

SIP - State Implementation Plan

SOV - Single Occupancy Vehicle

SPMS – Scheduling Project Management System

SPR - State Planning and Research funds

STIP - State Transportation Improvement Program

STP - Surface Transportation Program

STPP - Surface Transportation Policy Project

TA – Transportation Alternatives

TAC - Technical Advisory Committee

TAP – Transportation Alternatives Program

TAZ - Traffic Analysis Zone

TCM - Transportation Control Measure

TDM - Transportation Demand Measure

TDP - Transit Development Program

TEA-21 - Transportation Equity Act for the 21st Century

TIP - Transportation Improvement Program, either TIP or STIP

TMA - Transportation Management Area

TOD - Transit Oriented Development

TRB - Transportation Research Board

TSM - Transportation System Management

UA – Urbanized Area

UAB – Urbanized Area Boundary

UGB - Urban Growth Boundary

UMTA - Urban Mass Transportation Administration (now the FTA)

UPWP - Unified Planning Work Program

USACE – United States Army Corps of Engineers

VMT - Vehicle Miles Traveled

VPD - Vehicles per Day

APPENDIX C – TRANSPORTATION TERMS & DEFINITIONS

TERMS AND DEFINITIONS

Alternatives Analysis (AA) – An analysis of the engineering and financial feasibility of alternatives under consideration for major transportation construction projects, required before federal monies can be allocated to a project.

Activity Center – An area with high population and concentrated activities which generate a large number of trips (e.g., CBD, shopping centers, business or industrial parks, recreational facilities; also known as trip generators).

Alignment – The horizontal and vertical ground plan of a roadway, railroad, transit route or other facility.

Alternative Modes of Transportation - Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include rail, transit, carpools, bicycles and walking.

Americans with Disabilities Act (ADA) - Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications and transportation. Transportation requirements include the provision of "comparable para-transit service" that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

City of Anderson Transit System (CATS) - The transit system operator that provides mass transit bus and para-transit services for the City of Anderson.

Apportionment – An amount of funds, usually annual, set aside and later appropriated by the US Congress for a specific recipient for a specific funding mechanism.

Area Sources - Small stationary and non-transportation pollution sources that are too small and/or numerous to be included as point sources but may collectively contribute significantly to air pollution (e.g., dry cleaners).

Arterial Street - A class of street serving major traffic movements (high-speed, high volume) for travel between major points.

At-Grade – The location of a structure or transit guideway at the same level as the ground surface.

Attainment Area - An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. Non-attainment areas are areas considered not to have met these standards for designated pollutants. An area may be an attainment area for one pollutant and a non-attainment area for others.

Attainment Plan - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area achieves attainment with an ambient air standard.

Award – An amount of federal or state funds that have been designated to a community for a specific use, usually in the form of a grant or reimbursement program, which requires a specific amount of local matching funds.

Balanced Transportation System - A system that provides a range of transportation options and takes advantage of the inherent efficiencies of each mode of travel and their interactions.

Benchmarks - Standards for measuring government performance and statewide progress in a variety of areas. Benchmarks help set program and budget priorities.

Board of County Commissioners (BCC) - Three elected officials who serve as the County executive and legislative branches of government.

Brownfield – A former industrial or commercial site where future use is affected by real or perceived environmental contamination.

Capacity - A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions; usually expressed as vehicles per hour or persons per hour.

Capital Improvement Program (CIP) - A plan for future capital infrastructure and program expenditures which identifies each capital project, its anticipated start and completion, and allocates existing funds and known revenue sources for a given period of time. Each local government should have a CIP.

Capital Program Funds - Financial assistance from the Capital Program of 49 U.S.C. This program enables the Secretary of Transportation to make discretionary capital grants and loans to finance public transportation projects divided among fixed guideway (rail) modernization; construction of new fixed guideway systems and extensions to fixed guideway systems; and replacement, rehabilitation, and purchase of buses and rented equipment, and construction of bus-related facilities.

Carbon Monoxide (CO) - A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination. Local sources of carbon monoxide include automobiles, wood stoves, and industrial processes.

Categorical Exclusions (CE) - Documents prepared under the National Environmental Policy Act (NEPA) for federal actions that do not have a significant human and natural environmental effect.

Citizens Advisory Committee (CAC) - Representative stakeholders that meet regularly to discuss issues of common concern, such as transportation, and to advise sponsoring agency officials. These groups effectively interact between citizens and their government.

Clean Air Act (CAA) - Federal statutes established by the United States Congress which set the nation's air quality goals and the process for achieving those goals. The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law.

Clean Water Act (CWA) - Federal law regulating the quality of the waters of the United States. Amendments to the CWA in 1987 require local jurisdictions to develop storm water management plans for the control of municipal non-point source pollution.

Comprehensive Plan - An official document adopted by a local government that describes the general, long-range policies on how the community's future development should occur. A local comprehensive plan must be in compliance with the Indiana state code.

Congestion - A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

Congestion Management System (CMS) – A systematic process of evaluation and analysis for managing congestion issues. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

Congestion Mitigation & Air Quality Improvement Program (CMAQ) - A categorical Federal-aid funding program created with the ISTEA. It directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupant vehicles).

Criteria Pollutants - Air pollutants for which there are National Ambient Air Quality Standards that have been established by the Environmental Protection Agency to protect the public health and welfare from their known adverse effects. There are additional standards set by the State of Indiana. Communities are required to test the air continually for those criteria pollutants which appear to merit testing, based on historical data and trends, and population. In the Anderson/Madison County Metropolitan Planning Area (MPA), the City of Anderson Air Pollution Control Department monitors for Particulate Matter (PM) and the State of Indiana Department of Environmental Management monitors for ozone.

Department of Transportation (DOT) -When used alone, indicates U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency (e.g., Indiana Department of Transportation is INDOT).

Design Standards - Standards that are met when a new road is constructed, or when a deficient section is improved. These standards pertain to all relevant geometric and structural features required to provide a desired level of service over the life of the project. The life of the project is generally 20 years beyond its implementation.

Detectable Warning Surfaces – A standardized surface feature built in or applied to walking surfaces or other elements to warn of hazards on a circulation path. It is a unique and standardized feature, intended to function much like a stop sign and to alert pedestrians who are visually impaired to the presence of a hazard in the line of travel.

Emissions Budget - The part of the State Implementation Plan (SIP) that identifies the allowable emissions levels, mandated by the National Ambient Air Quality Standards (NAAQS), for certain pollutants emitted from mobile, stationary, and area sources. The emissions levels are used for meeting emission reduction milestones, attainment, or maintenance demonstrations.

Enhancements - Activities that assist communities reach social, cultural, aesthetic and environmental goals as well as help harmonize the transportation system with the community. Enhancements are part of the mitigation for project impacts and can include bike and pedestrian trails, renovating streetscapes, and scenic beautification.

Environmental Assessments (EA) - Prepared for federal actions under the National Environmental Policy Act (NEPA) where it is not clearly known how significant the environmental impact might be. If, after preparing an Environmental Assessment, it is determined that the project's impact is significant, an Environmental Impact Statement (EIS) is then prepared. If not, a finding of "no significant impact" (FONSI) is documented.

Environmental Impact Statements (EIS) - Prepared for federal actions that have a significant effect on the human and natural environment. These are disclosure documents prepared under the National Environmental Policy Act/NEPA that provide a full description of the proposed project, the existing environment, and analysis of the anticipated beneficial and adverse environmental effects of all reasonable alternatives. There are various stages – Draft EIS and Final EIS.

Environmental Justice (EJ) - Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

Environmental Protection Agency (EPA) - The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others. EPA is the source agency of air quality control regulations affecting transportation.

Federal Highway Administration (FHWA) - A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program that provides financial assistance to states to construct

and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal lands roads.

Federal Transit Administration (FTA) - A branch of the U.S. Department of Transportation that provides the principal source of federal financial assistance for communities to plan, development, and improvement public and/or mass transportation systems. FTA provides leadership, technical assistance, and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the Nation's communities and natural environment, and to strengthen the national economy.

Financial Planning - The process of defining and evaluating funding sources, sharing the information, and deciding how to allocate the funds.

Financial Programming - A short-term commitment of funds specified for projects identified in the regional Transportation Improvement Program (see TIP).

Finding of No Significant Impact (FONSI) - A statement prepared under the National Environmental Policy Act (NEPA) indicating that a project was found to have no significant impacts on the quality of the human environment and for which an environmental statement will therefore not be prepared.

Fine Particulates - Particulate matter less than 2.5 microns in size (PM-2.5). A micron is one millionth of a meter. See "Particulate matter" below.

Fiscal or Financial Constraint - Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

Formula Capital Grants – The federal funds for transit operators allocated by formula and administered by FTA.

Geographic Information System (GIS) -Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

Goal - A desired result or purpose. In planning, a goal is a broad statement of philosophy that describes the hopes of the people of the community for the future of the community. A goal may never be completely attainable, but it is used as a point toward which the community may strive.

Greenfield - An undeveloped or agricultural tract of land that is a potential site for industrial, commercial, or urban development.

High-Occupancy Vehicle (HOV) - Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

Indiana Department of Transportation (INDOT) - The State agency charged with the responsibility of management for the highway system and other forms of transportation within Indiana. INDOT's mission is to provide a safe, efficient transportation system that supports economic opportunity and livable communities for citizens of Indiana. INDOT is the administrative agency that responds to policy set by the Governor.

Indiana Long Range Transportation Plan (ILRTP) - The comprehensive, long-range plan for a multimodal transportation system for the state which encompasses economic efficiency, orderly economic development, safety and environmental quality.

Intelligent Transportation Systems (ITS) - The application of advanced technologies to improve the efficiency and safety of transportation systems.

Intermodal - The ability to connect, and the connections between, modes of transportation.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) - Legislative initiative by the US Congress that restructured funding for transportation programs; authorized an increased role for regional planning commissions/MPOs in funding decisions; and required comprehensive regional and statewide long-term transportation plans.

Interstate Highway System (IHS) - The system of highways that connects the principal metropolitan areas, cities, and industrial centers of the United States that also connects the United States to internationally significant routes in Canada and Mexico.

Land Use - Refers to the manner in which portions of land or the structures on them are used, i.e., commercial, residential, retail, industrial, and etc.

Transportation for Rural Areas of Madison County (TRAM) - The transit system serving the areas of Madison County outside of the City of Anderson. Trips may have either an origin or destination into the City of Anderson but not both.

Letting Date – A specific date identified by a state or federal agency that determines when a project is to be advertised for bids by qualified contractors.

Level of Service (LOS) - A qualitative rating of how well a unit of transportation supply (e.g., street, intersection, bikeway, etc.) serves its current or projected demand. LOS A = free flow condition (32% of capacity); B= reasonably free flow conditions (51%); C=operation stable but becoming more critical (75%); D=lower speed range of stable flow (92%); E=unstable flow (100%); F=forced flow; >100% of capacity, stop and go operation.

Long-Range Projects - Projects identified as long-range are expected to be needed in ten to twelve years.

Long-Range Transportation Plan (LRTP) - See Metropolitan Transportation Plan

Madison County Council of Governments (MCCOG) - MCCOG is a voluntary association of local governments in the Madison County, Indiana area. Dedicated to solving area-wide problems, MCCOG helps area cities and towns, Madison County, educational districts, and special-purpose districts reach their common goals. MCCOG serves as the MPO for Anderson Urbanized Area as designated.

Maintenance Area - Any geographic region of the United States previously designated non-attainment pursuant to the CAA Amendments of 1990 and subsequently re-designated to attainment subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

Maintenance Plan - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area remains in attainment with an ambient air standard.

Moving Ahead for Progress in the 21st Century (MAP-21) - The 2012 legislative initiative by the U.S. Congress that restructured funding for transportation programs and authorized new requirements and roles for MPOs and state DOTs in the transportation planning and funding process.

Medium-Term Capital Project - Projects identified as medium-range are expected to be needed in six to ten years.

Metropolitan Planning Area (MPA) – The geographic area in which a metropolitan transportation planning process is required by the Code of Federal Regulations (CFR).

Metropolitan Planning Organization (MPO) - Regional policy body, required in urbanized areas with populations over 50,000. It works cooperatively with the state and other transportation providers for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation. The Madison County Council of Governments serves as the MPO in the Anderson Urbanized area.

Metropolitan Transportation Plan (MTP) - A document resulting from regional and/or statewide collaboration and consensus on a region's transportation system and serving as the defining vision for the region's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over a minimum of the next 25 years.

Metropolitan Transportation Plan - The comprehensive, long-range plan for a multimodal transportation system for the MPO which encompasses economic efficiency, orderly economic development, safety, and environmental quality.

Mitigation – Act of avoiding, minimizing, rectifying, or reducing an impact, and in some cases, compensating for that impact.

Mobile Source - The mobile source-related pollutants are carbon monoxide (CO), hydrocarbons (HC), nitrogen oxides (NOx), and particulate matter (PM-10 and PM 2.5).

Mode - A specific form of transportation, such as automobile, subway, bus, rail, or air.

Multimodal - A trip involving several types of transportation, such as both rail and bus.

National Ambient Air Quality Standards (NAAQS) - Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA developed the standards in response to a requirement of the CAA. Air quality standards have been established for the following six criteria pollutants: ozone (or smog), carbon monoxide, particulate matter, nitrogen dioxide, lead, and sulfur dioxide.

National Environmental Policy Act (NEPA) - A national environmental policy established in 1969 requiring that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

National ITS Architecture - A systems framework to guide the planning and deployment of ITS infrastructure. The national ITS architecture is a blueprint for the coordinated development of ITS technologies in the U.S. It is unlikely that any single metropolitan area or state would plan to implement the entire national ITS architecture.

Non-Attainment - Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990. An area can at the same time be classified as in attainment for one or more air pollutants and as a non-attainment area for another air pollutant.

Objective - An attainable target that the community attempts to reach during the process of striving to meet a goal. An objective may also be considered as an intermediate point that will help fulfill the overall goal.

Obligate – The act of locking-in or securing federal funding so that it becomes usable to the recipient, usually through the creation of a “Purchase Order”. Term usually used when speaking about a specific amount of funds for a specific phase of a federal undertaking (project) and referring to the funds as Obligated or the date of Obligation.

Ozone (O₃) - Ozone is a colorless gas with a sweet odor. Ozone is not a direct emission from transportation sources. It is a secondary pollutant formed when VOCs and NO_x combine in the presence of sunlight. Ozone is associated with smog or haze conditions. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone produces an unhealthy environment in which to live. Ozone is created by human and natural sources.

Para-Transit - Alternative known as "special or specialized" transportation which often includes flexibly scheduled and routed transportation services. These services use low-capacity vehicles such as vans to operate within normal urban transit corridors or rural areas. Services usually cater to the needs of

persons whom standard mass transit services would serve with difficulty, or not at all. Common patrons are the elderly and persons with disabilities.

Particulate Matter (PM10 and PM2.5) - Particulate matter consists of airborne solid particles and liquid droplets. Particulate matter may be in the form of fly ash, soot, dust, fog, fumes, etc. These particles are classified as "coarse" if they are smaller than 10 microns or "fine" if they are smaller than 2.5 microns. Coarse airborne particles are produced during grinding operations or from the physical disturbance of dust by natural air turbulence processes, such as wind. Fine particles can be a by-product of fossil fuel combustion, such as diesel and bus engines. Fine particles can easily reach remote lung areas, and their presence in the lungs is linked to serious respiratory ailments such as asthma, chronic bronchitis and aggravated coughing. Exposure to these particles may aggravate other medical conditions such as heart disease and emphysema and may cause premature death. In the environment, particulate matter contributes to diminished visibility and particle deposition (soiling).

Performance Measures - Indicators of how well the transportation system is performing with regard to such things as average speed, reliability of travel, and accident rates. Used as feedback in the decision-making process.

Phase 1 Archaeological Review – The act of conducting background research and limited fieldwork to identify potential or existing archaeological resources and define boundaries of any known resources within a given project area or *Area of Potential Effect* (APE) and developing a report of the findings.

Phase 2 Archaeological Review – The act of conducting additional background research and fieldwork on archaeological resources or evidence found during a *Phase 1 Archaeological Review* to further determine the potential scope of those resources; if any additional evidence can be found to warrant further review, fieldwork, and analysis of a given project area or *Area of Potential Effect* (APE), including recovery and preservation; and developing a report of the findings.

Phase 1 Environmental Assessment – The act of conducting background research and limited fieldwork to identify potential or existing sites that might have been contaminated with hazardous waste from previous land uses; defining boundaries of any known resources within a given project area or *Area of Potential Effect* (APE); and developing a report of the findings.

Phase 2 Environmental Assessment – The act of conducting additional background research and fieldwork on specific sites found during a *Phase 1 Environmental Assessment* to further determine the scope and limits of the contamination on those sites and any adjacent sites within a given project area or *Area of Potential Effect* (APE) and developing a report of the findings.

Planning Funds (PL) - Primary source of funding for metropolitan planning designated by the FHWA.

Policy - A statement adopted as part of a plan to provide a specific course of action moving the community towards attainment of its goals. Due to budget constraints and other activities, all policies

cannot be implemented at the same time. Generally, those with metropolitan-wide implications should receive priority consideration.

Policy Committee (PC) - An intergovernmental policy group that comprises representatives from the MPO planning area that serves as the decision-making body that provides policy guidance on the transportation planning process in the MPA.

Program – The act of allocating a specific amount of federal funding to a specific phase of a federal undertaking (project) that must be spent within a specific state fiscal year (SFY).

Project Development - The phase a proposed project undergoes once it has been through the planning process. The project development phase is a more detailed analysis of a proposed project's social, economic, and environmental impacts and various project alternatives. What comes from the project development phase is a decision reached through negotiation among all affected parties, including the public. After a proposal has successfully passed the project development phase, it may move to preliminary engineering, design, and construction.

Public Hearing - A formal event held prior to a decision that gathers community comments and positions from all interested parties for public record and input into decisions.

Public Meeting - A formal or informal event designed for a specific issue or community group where information is presented and input from community residents is received.

Public Participation Plan (PPP) - A plan that describes the public involvement goals and objectives, and methods of involving the public in transportation decisions.

Public Participation - The active and meaningful involvement of the public in the development of transportation plans and programs.

Record of Decision (ROD) - A concise decision document for an environmental impact statement, prepared under the National Environmental Policy Act (NEPA) that states the decision (selected alternative or choice), other alternatives considered, and mitigation adopted for the selected alternative or choice.

Refinement Plan - Refinement plans are a detailed examination of the service needs and land use issues relevant to a particular area.

Reimbursement Program – A funding mechanism that provides grant funds to a specific entity (often a municipality) for a specific project that requires local funds to be expended and reimbursement claim to recoup a specific percentage of the total funds expended at a given time (i.e., per paid invoice).

Right-of-Way (ROW) - Public space legally established for the use of pedestrians, vehicles or utilities. Right-of-way typically includes the street, sidewalk and buffer strip areas.

Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) – The 2005 legislative initiative by the U.S. Congress that restructured funding for transportation programs and authorized new requirements and roles for MPOs and state DOTs in the transportation planning and funding process.

Scope – A specific description of activities, components, locations, termini, and amenities included within a federal undertaking or contracted project.

Section 106 Review (Section 106) – Process dictated by the National Historic Preservation Act of 1966 that reviews the impacts or potential impacts upon historic resources when utilizing federal funds on a project.

Short-Term Capital Project - Projects identified as short-range needs are expected to be needed within 5 years.

Smart Growth - A concept to protect, preserve, and economically-develop established communities and valuable natural and cultural resources that is often executed through a set of policies and programs.

Sources - Refers to the origin of air contaminants. Can be point (coming from a defined site) or non-point (coming from many diffuse sources) related. Stationary sources include relatively large, fixed facilities such as power plants, chemical process industries, and petroleum refineries. Area sources are small, stationary, non-transportation sources that collectively contribute to air pollution, and include such sources as dry cleaners and bakeries, surface coating operations, home furnaces, and crop burning. Mobile sources include on-road vehicles such as cars, trucks, and buses; and off-road sources such as trains, ships, airplanes, boats, lawnmowers, and construction equipment.

Sprawl - Urban form that connotatively depicts the movement of people from the central city to the suburbs. Concerns associated with sprawl include loss of farmland and open space due to low-density land development, increased public service costs, and environmental degradation as well as other concerns associated with transportation.

Stakeholders - Individuals and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers, and the general public.

State Department of Transportation (State DOT) - A statewide agency that is responsible for conducting transportation planning activities in non-metropolitan areas of the state and assisting MPOs in transportation planning for the metropolitan areas. State DOTs are also responsible for developing, designing, and constructing most of the projects on major highways in most states. The DOT for the State of Indiana is the Indiana Department of Transportation or more commonly referred to as INDOT.

State Infrastructure Bank (SIB) - A revolving fund mechanism for financing a wide variety of highway and transit projects through loans and credit enhancement. SIBs are designed to complement traditional

Federal-aid highway and transit grants by providing States increased flexibility for financing infrastructure investments.

State Implementation Plan (SIP) - A plan mandated by the CAA that contains procedures to monitor, control, maintain, and enforce compliance with the NAAQS. The MPO planning area is part of the central Indiana nine-county air quality maintenance area. The MPOs from Anderson, Columbus, and Indianapolis work cooperatively through a consultation group led by the *Indiana Department of Environmental Management (IDEM)*, FHWA, FTA, INDOT, and the U.S. EPA to produce a SIP for Carbon Monoxide and PM 2.5. IDEM is responsible for incorporating that information and submitting it to U.S. EPA.

State Planning and Research Funds (SP&R, SPR) – SPR funds are the primary source of funding for statewide long-range planning and highway research.

Statewide Transportation Plan - The official statewide intermodal transportation plan is developed through the statewide transportation planning process.

State Transportation Improvement Program (STIP) - A document prepared by the State DOTs, the STIP is a staged, multiyear listing of projects proposed for federal, state, and local funding encompassing the entire state. It is a compilation of the TIPs prepared for the metropolitan areas, as well as project information for the non-metropolitan areas of the state and for transportation between cities. A TIP must be incorporated into the STIP before TIP projects can be funded by the State or the Federal Government.

Superfund Site – An uncontrolled or abandoned place where hazardous waste is located, possibly affecting local ecosystems or people.

Surface Transportation Program (STP) - Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

Tactile Warning Surface – An installed surface with a distinctive surface pattern of “truncated domes” or “truncated bars” detectable by long cane or underfoot which are used to alert people with visual impairments of their approach to streets and hazardous drop-offs.

Telecommuting - Communicating electronically (by telephone, computer, fax, etc.) with an office, either from home or from another site, instead of traveling to it physically.

Title VI of the Civil Rights Act of 1964 (Title VI) – This law prohibits discrimination in any program receiving federal assistance.

Transportation Conformity - Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

Transportation Control Measures (TCM) - Transportation strategies that affect traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, provision of bicycle facilities, ridesharing, telecommuting, etc. Such actions may be included in a SIP if needed to demonstrate attainment of the NAAQS.

Transportation Corridor - Major or high-volume routes for moving people, goods and services from one point to another. They may serve many transportation modes or be for a single mode such as an air corridor.

Transportation Demand Management (TDM) - "Demand-based" techniques which are designed to change travel behavior in order to improve the performance of transportation facilities and to reduce the need for additional road capacity. Methods include the use of alternative modes, ridesharing and vanpool programs and trip-reduction programs and/or ordinances.

Transportation Equity Act for the 21st Century (TEA-21) - Authorized in 1998, TEA-21 authorized federal funding for transportation investment for fiscal 1998-2003. Approximately \$217 billion in funding was authorized, the largest amount in history, which is used for highway, transit, and other surface transportation programs.

Transportation Improvement Program (TIP) - A staged, multiyear (typically four to five years) listing of surface transportation projects proposed for federal, state, and local funding within a metropolitan area. MPO's are required to prepare a TIP as a short-range programming document to complement its long-range transportation plan. TIPs contain projects with committed funds over a multiyear period (one to four years).

Transportation Infrastructure - A federal credit program under which the USDOT may provide three forms of credit assistance - secured (direct) loans, loan guarantees, and standby lines of credit - for surface transportation projects of national or regional significance. The fundamental goal is to leverage federal funds by attracting substantial private and non-federal co-investment in critical improvements to the nation's surface transportation system.

Transportation Management Area (TMA) - All urbanized areas over 200,000 in population, and any other area that requests such designation. The MPO is responsible for transportation planning with a TMA.

2035 Transportation Plan – The Long-Range Transportation Plan (LRTP) for the Metropolitan Planning Area (MPA) of the Anderson MPO (Madison County Council of Governments).

Transportation Planning - A collaborative planning process that reviews and analyzes socio-economic and demographic characteristics in conjunction with travel patterns for a defined geographic area for making public decisions. This process shows how these characteristics will change over a given period of time and evaluates alternatives for the transportation system of the area and the most expeditious use

of local, state, and federal transportation funding. Long-range planning is typically done over a period of twenty years; short-range programming of specific projects usually covers a period of three to five years.

Technical Advisory Committee (TAC) - An MPO committee of technical staff from public works, planning, environment, and other officials from the Madison County area, INDOT, FHWA, and the MPO. It provides technical expertise and recommendations to the policy committee, PC.

Transportation System Management (TSM) - The techniques for increasing the efficiency, safety, capacity or level of service of the existing transportation system without increasing its size. Examples include traffic signal improvements, traffic control devices including installing medians and parking removal, channelization, access management, ramp metering, and re-striping for high occupancy vehicle (HOV) lanes.

Transportation Systems Plan - A plan for one or more transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas. Usually, a plan produced by a local government (cities, towns, counties).

Travel Mode - The means of transportation used, such as automobile, bus, bicycle, or by foot.

Trust Fund - A fund credited with receipts that are held in trust by the government and earmarked by law for use in carrying out specific purposes and programs in accordance with an agreement or a statute.

Unified Planning Work Program (UPWP) - The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

Urban Growth Boundary (UGB) – A boundary, or site-specific line, that is specified for a metropolitan area that separates existing and future urban development from rural lands. Urban levels and densities of development, complete with urban levels of services, are planned within the UGB.

Urbanized Area (UA) – An area defined by the U.S. Census that includes a city of 50,000 or more population plus incorporated or unincorporated surrounding areas meeting size and density criteria.

Urbanized Area Boundary (UAB) – An adjusted boundary determined in coordination with adjacent MPO's and INDOT that determines the actual urbanized area for the MPO.

Urban Sprawl – see Sprawl

Vehicle Miles Traveled (VMT) - The sum of distances traveled by all motor vehicles in a region.

APPENDIX D – PUBLIC PARTICIPATION MATRIX

PUBLIC PARTICIPATION MATRIX Madison County Council of Governments (Anderson MPO)										
Activity Group	Activity	Scope	Notification	Public Review	Formal Comment	Public Presentation	Public Comment	Documentation	Inclusion	Adoption
MPO Programming Documents										
	Transportation Improvement Program (TIP) Document	MPA	Anderson Herald Bulletin & Transit Providers	15 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Air Quality (AQ) & Transportation Conformity (TC) Compliance - New TIP Document	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Unified Planning Work Program (UPWP)	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	N/A	N/A	N/A	Required
	TIP Project List Amendment	MPA	N/A	N/A	N/A	N/A	N/A	N/A	Amend TIP Project List	Required
	UPWP Amendment	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	N/A	N/A	N/A	Required
	Air Quality (AQ) & Transportation Conformity (TC) Compliance - TIP Project List Amendment - Exempt Project	MPA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Air Quality (AQ) & Transportation Conformity (TC) Compliance - TIP Project List Amendment - Non-Exempt Project	MPA	Anderson Herald Bulletin	15 days	Letter & Email	N/A	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
MPO Planning Documents										
	Bicycle & Pedestrian Plan	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Community Workshop, Steering Committee, Public Meeting (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Freight Plan	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Safety Plan	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Coordinated Public Transit & Human Services Transportation Plan	MPA	Anderson Herald Bulletin	15 days	Letter, Email, & Survey	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Metropolitan Transportation Plan (MTP)	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Community Workshop, Steering Committee, Public Meeting, Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	MTP Amendment	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Other Plan Amendment/Minor Update	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Air Quality (AQ) & Transportation Conformity (TC) Compliance - MTP Amendment, Revised Document, or Update	MPA	Anderson Herald Bulletin	15 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
Regional Planning Documents										
	Regional Comprehensive Plan (RCP)	MPA + Growth Areas	Anderson Herald Bulletin	15 days	Letter, Email, Social Media, and/or Website	Policy Committee Meeting	Community Workshop, Steering Committee, Public Meeting (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	County Comprehensive Plan	County	Anderson Herald Bulletin	15 days	Letter, Email, Social Media, and/or Website	County Commissioner Meeting	Community Workshop, Steering Committee, Public Meeting (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
MPO Policy Documents										
	Policy Resolution	MPA	N/A	N/A	N/A	Policy Committee Meeting	N/A	N/A	N/A	Required
	LPA Policy Handbook	MPA	N/A	N/A	N/A	Policy Committee Meeting	N/A	N/A	N/A	N/A (compilation of previously adopted policies)
	Public Participation Plan (PPP)	MPA	Anderson Herald Bulletin	45 days	Letter & Email	Policy Committee Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	TIP Project List Amendment	MPA	N/A	N/A	N/A	Policy Committee Meeting	N/A	N/A	N/A	Required
	TIP Project List Modification	MPA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other Documents & Activities										
	Comprehensive Plan	Municipality + Extra-Jurisdictional Areas (if applicable)	Local Newspaper	10 days	Letter, Email, Social Media, and/or Website	Local Meeting	Community Workshop, Steering Committee, Public Meeting (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Thoroughfare Plan	Municipality + Anticipated Extra-Jurisdictional Areas	Local Newspaper	10 days	Letter, Email, Social Media, and/or Website	Local Meeting	Community Workshop, Steering Committee, Public Meeting (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Zoning, Unified Development Ordinances (UDO), or Other Development Ordinances	Municipality + Extra-Jurisdictional Areas (if applicable)	Local Newspaper	10 days	Letter, Email, Social Media, and/or Website	Local Meeting	Public Hearing (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Park & Recreation Master Plan	Municipality + Area Amenities	Local Newspaper	10 days	Letter, Email, Social Media, and/or Website	Local Meeting	Community Workshop, Steering Committee, Public Meeting (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Downtown Revitalization Plan	Defined Project Area	Local Newspaper	10 days	Letter, Email, Social Media, and/or Website	Local Meeting	Community Workshop, Steering Committee, Public Meeting (virtual and/or in-person)	Written & Verbal Comments	Amend Document &/or Include in Appendix	Required
	Corridor Study	Defined Project Area	Local Newspaper	10 days	Letter, Email, Social Media, and/or Website	Local Meeting	N/A	N/A	N/A	N/A
	Red Flag Investigation (RFI) Report	Defined Project Area	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	General Information Session	Specific Project or Topic	Local Newspaper	15 days	N/A	Local Meeting	N/A	N/A	N/A	N/A
	HUD Performance Report	Defined Project Area	Local Newspaper	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	State/Federal Funding Application	Defined Project Area	Local Newspaper	10 days	Letter & Email	N/A	Public Hearing (virtual and/or in-person) – as required	Written & Verbal Comments	Amend Document &/or Include in Appendix	N/A
	Changes in Transit Service	Defined Service Area	Anderson Herald Bulletin	10 days	Letter & Email	N/A	N/A	Written & Verbal Comments	Amend Document &/or Include in Appendix	N/A

APPENDIX E – NOTICE OF NO DISCRIMINATION

Notice of No Discrimination

October 1, 2015

The *Anderson Metropolitan Planning Organization* (MPO), also known as the *Madison County Council of Governments* (MCCOG), operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including Limited English proficiency or LEP), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are addressed within the Anderson MPO's Title VI Implementation Plan and is consistent with federal interpretation and administration. Additionally, the Anderson MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation (USDOT) policy and guidance on Federal Executive Order 13166.

APPENDIX F – SAMPLE FORMS

Madison County Council of Governments (MCCOG)

Consolidated Civil Rights Grievance Form

The **Madison County Council of Governments (MCCOG)**, as the **Anderson Metropolitan Planning Organization (MPO)**, is responsible for ensuring proper implementation of several civil rights laws and programs, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), the Disadvantaged Business Enterprise (DBE) program, and the External Equal Employment Opportunity (EEO) program.

In the grievance investigation process, we analyze the complainant's allegations for possible deficiencies by our transit provider. If deficiencies are identified, they are presented to the transit provider and assistance is offered to correct the inadequacies within a predetermined timeframe.

Please mail or submit your completed form to:

**Madison County Council of Governments
Citizen Participation Coordinator
739 Main Street, Anderson, IN 46016**

If you have questions about how to prepare or submit this form, you may also contact us at (765) 641-9482.

Note: Apart from the form, **on separate pages**, please describe your grievance. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this grievance, including any related correspondence.

Important: We cannot accept your grievance without a signature, so please sign on the last page of the form after printing out.

DOUBLE CLICK EACH TEXT BOX BELOW TO ENTER TEXT.

Section I

I believe that I have been (or someone else has been) discriminated against based on:

- ☐ Race / Color / National Origin
- ☐ Disability
- ☐ Sex, Gender
- ☐ Other (specify)

I believe that MCCOG has failed to comply with the following program requirements:

- ☐ Disadvantaged Business Enterprise
- ☐ Equal Employment Opportunity
- ☐ Title VI
- ☐ Americans with Disabilities Act (ADA)
- ☐ Other(specify)

Section II

Name:

Street Address:

City: State:

Zip Code:

Telephone Numbers:

Home:

Cell:

E-Mail Address:

Accessible format requirements:

Large Print ☐

Not Applicable ☐

Other ☐

Section III

Are you filing this grievance on your own behalf?

Yes ☐ No ☐

[If you answered "yes" to this question, go to Section IV.]

If not, please supply the name and relationship of the person for whom you are completing this form:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:

Yes ☐ No ☐

Section IV

Have you previously filed a civil rights grievance with our agency?

Yes ☐ No ☐

If yes, what was the date?

Have you filed this grievance with any of the following agencies?

Transit Provider ☐

Department of Transportation ☐

Department of Justice ☐

Equal Employment Opportunity Commission ☐

Other ☐

If yes, please attach a copy of any response you received to your previous grievance.

Have you filed a lawsuit regarding this grievance?

Yes ☐ No ☐

If yes, please provide the case number and attach any related material.

Section V

Name of specific activity in which the grievance is against and general details:

--

Contact person

--

Title

--

Telephone number

--

Section VI

May we release your identity and a copy of your grievance to applicable parties:

Yes

--

No

--

Note: We may be unable to investigate your allegations without permission to release your identity and grievance.

Please sign here:

Date:

--

Note: We cannot accept your grievance without a signature.

PUBLIC PARTICIPATION (PP) CHECKLIST

Date _____ (form initiation)

Project Manager _____

Document/Report/Project _____

Checklist (mark an "X" as each item is completed, all required unless noted as "if applicable")

- ☐ Complete MCCOG Sign-In Sheet Form
- ☐ Determine Potential Number of Attendees
- ☐ Determine Format(s) and General Needs for Public Participation Event
- ☐ Determine Audio/Visual & Technology Needs
- ☐ Secure Public Venue with Audio/Visual and Space Needs
- ☐ Develop Fliers, Save-the-Date Cards, and Posters to Advertise Event
- ☐ Develop Online Presence Components (choose one or all of the following)
 - ☐ Dedicated Website
 - ☐ Agency Webpage
 - ☐ Agency Webpage Link
 - ☐ Agency Blog Post
 - ☐ Agency Facebook Page Post
 - ☐ Webpage Link on Client Webpage
 - ☐ Blog Post on Client Webpage
 - ☐ Facebook Page Post on Client Social Media Account
- ☐ Develop Public Presentation PowerPoint and/or Information Boards
- ☐ Develop Comment Cards for Alternative Comment Option
- ☐ Develop Online and/or Hard Copy Surveys
- ☐ Exit Questionnaire for Participants

☐ Develop Public Notice Text with the following Inclusions

- ☐ MCCOG Agency Information (by whom)
- ☐ Reason for Public Notice (Document/Approval)
- ☐ Reason to Provide Public Notice (why PP opportunity)
- ☐ Dates of Public Comment Period
- ☐ Date & Time of Public Hearing/Public Participation Event
- ☐ Location of Public Hearing/Public Participation Event (if applicable)
- ☐ Virtual Option/Info. for Public Hearing/Public Participation Event (including phone only access)
- ☐ Explanation of How Comments will be Recorded, Incorporated, & Documented
- ☐ Location of Document for Review (physical & digital)
- ☐ Deadline to Receive Comments (oral & written)
- ☐ Methods to Receive Comments (oral & written)
- ☐ LEP & ADA Reasonable Modification Clause
- ☐ LEP & ADA Reasonable Modification Submittal Method
- ☐ LEP & ADA Reasonable Modification Request Deadline
- ☐ LEP & ADA Reasonable Modification Request Deadline
- ☐ FHWA/FTA POP Transit Clause Requirement (if applicable)
- ☐ Date of Adoption/Official Action
- ☐ Body conducting the Adoption/Official Action
- ☐ Ensure Public Hearing Period & Publish Date in Periodical Coincide
to Ensure Minimum Period per PPP
- ☐ Receive & File Publishers Affidavit to Include with Final Document

Date _____ (form completion)

Project Manager Signature _____

Supervisor Signature _____

PUBLIC PARTICIPATION (PP) ACTIVITY
DOCUMENTATION FORM

Date _____ (form initiation)

Project Manager _____

Document/Report/Project _____

Public Participation Activity _____

Location _____ (note if virtual and platform used)

Reason/Intent of Activity (intended outcome)

Public Participation Activities Used

Number of Persons in Attendance/Participating (do not include staff) _____

Brief Synopsis of Results

Date _____ (form completion)

Project Manager Signature _____

Supervisor Signature _____

APPENDIX G – SUPPORTING DOCUMENTATION

Tax I.D. 82-2664009

To: Anderson Herald Bulletin

P.O. Box 1090, Anderson, Indiana 46015

Madison County Council of Governments
(Governmental Unit)
Madison County, Indiana

PUBLISHER'S CLAIM

HB- 252

Ad # 1705542

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) - number of equivalent lines

Head - number of lines

Body - number of lines

Tail - number of lines

Total number of lines in notice

COMPUTATION OF CHARGES

75 lines, columns wide equals

equivalent lines at 0.5130 cents per line \$38.48

Additional charge for notices containing rule or tabular work (50 percent of above amount)

Charge for extra proofs of publication

(\$1.00 for each proof in excess of two)

Total Amount of Claim \$38.48

DATA FOR COMPUTING COST

Width of single column in picas 9.9 Size of type 7 point.

Number of insertions 1

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper 1 times. The dates of publication being as follows:

April 17, 2021

Additionally, the statement checked below is true and correct:

Newspaper does not have a Web site.

☒ Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.

☐ Newspaper has a Web site, but due to technical problem or error, publish notice was posted on

☐ Newspaper has a Web site but refuses to post the public notice.

Date: April 17, 2021

Title: Legal Advertising Clerk

PUBLIC NOTICE: Anderson MPO
Public Participation Plan (PPP)
The Anderson Metropolitan Planning Organization (MPO), also known as the Madison County Council of Governments (MCCOG), will be conducting a public comment period and public hearing to update the agency Public Participation Plan.

The public comment period will begin Monday, April 19, 2021 and ends on Wednesday, June 2, 2021 at 4:00 pm. The public hearing will be held on Wednesday, June 2nd from 4:00 pm to 4:30 pm via www.GoToMeeting.com. The meeting access code is 369-738-973. Attendees may also access the meeting via phone at (312) 757-3121.

Questions and public input regarding these documents will be duly noted and included in the Appendix of the final documents. The hearing will be held by electronic means only and no persons will be physically present. If any member of the public wishes to attend the meeting electronically, the meeting will be available using the information above.

The Public Participation Plan is available for public review online at www.heartlandmop.org from a link on the home page. Hard copies of this document may also be requested formally in writing to David Benefiel, 739 Main Street, Anderson, Indiana 46016 prior to May 3, 2021. Oral or written comments and suggestions regarding this document may be submitted to the Anderson MPO through Wednesday, June 2nd until 4:00 PM. Submissions may also be sent to David Benefiel, Principal Transportation Planner at dave@heartlandmop.org or by phone at (765) 640-4201.

Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact David Benefiel at least 48 hours prior to the hearing at (765) 640-4201 between 8:00 AM and 4:00 PM, Monday through Friday. Every effort will be made to make reasonable accommodations for these persons.

It is the intent of the Anderson MPO to formally approve the Public Participation Plan at its regular Policy Board meeting on June 3, 2021 with the caveat that no additional public comment is received by the June 2, 2021 deadline that would require significant changes or amendments to the document.

By: David Benefiel, Principal Transportation Planner, Anderson MPO

HB-252 4/17 hspaxlp 1705542

RESOLUTION 15 - 2021

**RESOLUTION ADOPTING A
PUBLIC PARTICIPATION POLICY
FOR THE
ANDERSON-MADISON COUNTY METROPOLITAN PLANNING AREA (MPA)**

WHEREAS, each urbanized area participating in the programs of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must assure that funded transportation projects are included in the local Transportation Improvement Program (TIP), as well as the Indiana State Transportation Improvement Program (INSTIP), and

WHEREAS, the Madison County Council of Governments (MCCOG) is the agency designated by the Governor to maintain the Transportation Improvement Program (TIP) for the Anderson/Madison County Metropolitan Planning Area (MPA), and

WHEREAS, the planning process maintained by the Madison County Council of Governments (MCCOG) and assures that all planning documents and subsequent improvement projects are comprehensively planned within the context of the built environment and natural environment, as well as all federal policies and priorities, and

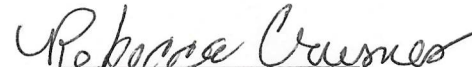
WHEREAS, the Madison County Council of Governments (MCCOG) has developed a Public Participation Plan (PPP) to guide the method in which the public may have opportunity to review and comment on various activities, plans, and documents developed for the Anderson-Madison County Metropolitan Planning Area (MPA), and

WHEREAS, the Public Participation Plan meets all federal requirements including those defined by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the United States Department of Housing & Urban Development (HUD), as well as specific language and guidance outlined within Title VI of the Civil Rights Act of 1964, and

WHEREAS, the Public Participation Plan has been developed to specifically define the language, opportunities, and actions in an effort to provide opportunity to the public to provide comment that can be recorded, considered, and included as part of any official plan adopted by or developed by the Madison County Council of Governments (MCCOG),

THEREFORE, BE IT RESOLVED THAT the Madison County Council of Governments hereby certifies the aforementioned policy as a standard to be adhered to by the Madison County Council of Governments (MCCOG) is hereby endorsed and approved.

ADOPTED by the Madison County Council of Governments Policy Committee, this 4th day of June, 2021.


President, Madison County
Council of Governments