

Participation Plan

Transportation Planning



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Chattanooga-Hamilton County



Regional Planning Agency
Transportation Planning

Produced by:

The Regional Planning Agency
Transportation Planning Division
for The Chattanooga-Hamilton County/
North Georgia Transportation
Planning Organization

www.chcrpa.org/tpo.htm

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Chattanooga-Hamilton County Regional Planning Agency

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The TPO consulted with and notified the following stakeholders: Neighborhood Associations, interested parties, Hispanic organizations, Native American groups, Jewish Community, Modal Groups, Chambers of Commerce, Regional Development Centers, disabled and handicap groups, minority groups, historic organizations, churches, senior citizens organizations, special interest groups, and transit groups. In addition the TPO sought to engage local, state, and federal agencies, including the Tennessee Department of Transportation and Georgia Department of Transportation, and multiple other agencies and officials responsible for other planning activities within the area that are affected by transportation.

Chattanooga-Hamilton County / North Georgia Transportation Planning Organization (TPO)

The Chattanooga-Hamilton County / North Georgia TPO Technical Coordinating Committee (TCC) (formerly the Executive Staff) and TPO Executive Board members representing the counties of Hamilton in Tennessee, and Dade, Catoosa and Walker in Georgia including their respective municipal governments within the Chattanooga-Hamilton County / North Georgia TPO Boundary.

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I. INTRODUCTION

Transportation affects daily the quality of life of us all. Whether you live in the urban core or rural community, transportation impacts many of the decisions that drive your daily routine.

We all ask the questions - *Where shall I live? Is it easy to get to? Where can I work? Do I need a car or can I use public transportation? How do I get to the grocery store or go shopping? Is the school close by? Can my kids walk or ride their bikes?*

These questions and answers are the basic building blocks of transportation decision-making.

To help our region answer these and other quality of life concerns the Chattanooga Urban Area Metropolitan Planning Organization (MPO) was formed in 1977 under agreement with the Governors of the State of Tennessee and the State of Georgia and the local governments representing the urbanized area to facilitate the planning for the overall mobility of the Hamilton County/North Georgia region. Chattanooga's MPO is known as the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (TPO). The TPO, in cooperation with the State Departments of Transportation in Tennessee and Georgia, is responsible for carrying out a "comprehensive, cooperative and continuing" transportation planning process in the urbanized area. The TPO structure and mission complies with the Federal Aid Highway Act of 1973 and the Urban Mass Transportation Act of 1964, amended.

The role of the TPO is to identify transportation problems and examine solutions for municipalities, counties and organizations that make up the TPO service area. Those entities include Hamilton County, Tennessee and its municipalities; Dade County, Georgia; Catoosa County, Georgia and its municipalities; Walker County, Georgia and its municipalities; Chattanooga-Hamilton County Regional Planning Agency; Northwest Georgia Regional Commission; Chattanooga Area Regional Transportation Authority; Chattanooga Metropolitan Airport Authority; Chattanooga-Hamilton County Air Pollution Control Bureau; Georgia Environmental Protection Division (GA-EPD); and Tennessee Department of Transportation (TDOT).

It is the responsibility of the TPO to fully engage citizens in the transportation planning process in Chattanooga, Hamilton County and the North Georgia counties of Catoosa, Dade and Walker.

The TPO is responsible for coordinating all transportation plans and studies and is operated by the TPO Executive Board, TPO Technical Coordinating Committee (TCC) and the professional staff of the Chattanooga-Hamilton County Regional Planning Agency located in the Development Resource Center in downtown Chattanooga.

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To that end, the TPO has produced this guide to serve as a resource to help the planners, consultants, citizens, affected public agencies, private providers of transportations and all stakeholders understand their role in involving the public in transportation planning. Also, this plan is a guide for other interested parties who want to become involved with or know more about the TPO process.

II. OVERVIEW

“No person in the United States shall, on the ground of race, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” - Title VI of the Civil Rights Act of 1964.

“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs policies and activities on minority populations and low-income populations.” - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

The TPO has developed a documented participation plan that defines a process for involvement in the metropolitan transportation planning process for the following:

- citizens,
- affected public agencies,
- representatives of public transportation employees,
- freight shippers,
- providers of freight transportation services,
- private providers of transportation,
- representative of users of public transportation,
- representatives of users of pedestrian walkways,
- bicycle transportation facilities,
- representatives of the disabled,
- and other interested parties

SAFETEA-LU expanded the public involvement provisions by requiring MPOs to develop and utilize “participation plans” that are developed in consultation with an expanded list of interested parties and extensive stakeholder participation that is above “public involvement.” This consultation requirement is intended to afford parties who participate in the metropolitan planning process a specific opportunity to comment on the plan prior to its approval.

The purpose for the development of a formalized Participation Plan is to serve as a guide for citizens to gain a better understanding of the Public Participation Process and to serve as a tool for planners and decision-makers to better engage citizens, community groups, organizations, and business in the process of transportation planning. In developing metropolitan transportation plans and Transportation Improvement Programs (TIP), the TPO should consult with agencies and officials responsible for other planning activities within the MPA (Metropolitan Planning Area) that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, of freight movements) or coordinate its planning process (to the maximum extent practical) with such planning activities. The Participation Plan is kept up-to-date with the latest federal transportation legislation.

A. UPDATE TO PARTICIPATION PLAN

2012-2013 Participation Plan Update

The Participation Plan was updated May 2012 – December 2012, a 45-day public review and comment period was held with a public meeting held at the Development Resource Center on September 6, 2012. The public comment form and the public comment received in the public comment period can be found in Appendix I.

2010 Participation Plan Update

The Participation Plan was updated February 2010 – September 2010, a 45-day public review and comment period was held with a public meeting held at the Development Resource Center on August 12, 2010. The public comment form and any public comments received in the public comment period can be found in Appendix I.

Update to 2006-2007 Participation Plan

The Public Involvement Plan was adopted January 2004. The following process was used to update the latest participation plan. This process followed the rules under CFR 450.316 for SAFETEA-LU.

1. The TPO consulted with and notified the following stakeholders via letter, email or fax of the proposed update of the current Public Involvement Plan in November 2006 (Appendix C):

- Neighborhood Associations
- Interested parties
- Hispanic Organizations
- Native American Groups
- Jewish Community
- Modal Groups
- Chambers of Commerce
- Regional Development Centers
- Disabled and Handicap Groups
- Minority Groups
- Historic Organizations
- Churches, Senior Citizen Organizations
- Special Interest Groups
- Transit

2. TPO staff members reviewed the plan using the SAFETEA-LU Gap Analysis Tool to ensure compliance. The plan was renamed the Participation Plan.

3. Participation Plan updated September 2006 – March 2007.

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4. Public Review and Comment – 45 days comment period after review/approval by TDOT, GDOT, FTA and FHWA

5. TPO Executive Board & Executive Staff review & comment – June 2007

6. TDOT & GDOT review & comment - August 2007

B. CONSULTATION PROCESS

General Guidelines

All guidelines are derived from federal regulations 23CFR 450.316(3)(b) entitled Interested parties, participation, and consultation.

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

1. Recipients of assistance under title 49 U.S.C. Chapter 53.
2. Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportations services.
3. Recipients of assistance under 23 U.S.C. 204.

CONSULTATION WITH INTERESTED PARTIES

The TPO will coordinate its consultation and participation process for interested parties with the Tennessee and Georgia Departments of Transportation statewide consultation processes by way of review and communications when feasible. The TPO will also provide notice of upcoming public review meetings or review periods being held on the draft and final Transportation Plan and TIP. Notice will be provided to known interested parties listed in Appendices A – C. Also, notice will be provided to providers of non-emergency transportation services receiving financial assistance from a source other than Title 49, U.S.C., Chapter 53. Examples of transportation services receiving assistance under title 49 USC include CARTA (Sections 5307 – Urban Formula Grants & 5309 - Capital), Dade County (Section 5311 - Rural), Walker County (Section 5311 - Rural), and Catoosa County (Section 5311 - Rural).

Amendments to the Transportation Plan or TIP requiring an air quality conformity analysis shall also require consultation with interested parties and other appropriate public review activities.

CONSULTATION WITH FEDERAL, STATE AND LOCAL AGENCIES

The TPO will coordinate its consultation and participation process for federal, state, and local agencies with the statewide consultation processes of the Tennessee and Georgia Departments of Transportation by way of review and communications when feasible. The

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TPO will actively seek to engage local, state and federal agencies in the development of the Transportation Plan and TIP. The TPO shall consult, as appropriate, with local and regional agencies and officials responsible for other planning activities within the TPO area. This consultation shall include, as appropriate, contacts with regional, local and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation when appropriate.

The TPO has established Memorandums of Agreements (MOA) for various purposes. These MOAs can be found in the CHCNGA-TPO Prospectus. This Prospectus can be found at the RPA Executive Office or on the TPO website:

http://www.chcrpa.org/TPO_reorganized/About_the_TPO/TPO_Prospectus.htm.

An increased emphasis is placed on consultation with resource agencies responsible for natural resource management and historic preservation. In response to the heightened awareness the TPO sent a letter to local agencies for agreement to the proposed process. (Appendix C). No comments were received.

The letter was sent to the following agencies:

- Chattanooga-Chickamauga National Military Park
- Chattanooga Regional History Museum
- Cornerstones, Inc
- Hamilton County Historical Association
- Historic Preservation Planner
- Tennessee Valley Authority Cultural Resources
- Tennessee Historical Commission
- Tennessee Preservation Trust
- Chattanooga Historic Zoning Commission
- Catoosa County Historical Society
- Dade County Historical Society
- Walker County Historical Society
- McLemore Cove Preservation Society
- Chattanooga Area Regional Transportation Authority
- North Chickamauga Creek Conservancy
- South Chickamauga Creek Greenway Alliance
- South Chattanooga Greenway
- South Chattanooga Greenway Alliance

TPO CONSULTATION PROCEDURE

The TPO has developed the following general method of consultation:

1. The TPO will identify the affected agencies
 - State and local agencies that may be directly or indirectly, either positively or negatively by the project
2. The TPO will gather information and meet with affected agencies as required

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- Compare available plans, maps, and inventories
- Review information provided by GDOT and TDOT

3. Documentation

- Acknowledge the receipt of comments from affected agencies and incorporate suggestions/comments into the Transportation Plan/TIP as appropriate

AGENCIES RESPONSIBLE FOR PLANNING

The TPO has representation on committees that are comprised of local and state agencies and area stakeholders. These committees ensure that all TPO planning processes are coordinated with other state and local planning efforts by providing forums for consultation. TPO documents are reviewed and commented on by these committees as appropriate. The meeting times are listed in the Participation Plan TPO Meetings section. The committee membership is listed below.

TPO Executive Board Committee

Please see Appendix E for a complete list of the TPO Executive Board Committee.

TPO Technical Coordinating Committee (TCC)

Please see Appendix E for a complete list of the TPO TCC.

Planning for Operations Group is composed of representatives from Intelligent Transportation System (ITS), Congestion Management Process (CMP), and Incident Management professionals that are expected to meet one to two times per year.

Chattanooga Area (TN-GA) Bicycle and Pedestrian Task Force is composed of a group of citizens, government agencies and business representatives interested in transportation planning pertaining to bicycling.

Georgia Advisory Committee is composed of local government representatives of northern Georgia who have an interest in transportation planning for their area.

CARTA Advisory Commission for Accessible Transportation is composed of representatives from CARTA, TPO, and citizens who use the paratransit services.

Interagency Consultation Committee (IAC) is composed of representatives from TDOT, GDOT, ALDOT, EPA Region 4, Air Pollution Control Bureau, TN FHWA, GA FHWA, AL FHWA, FTA, Alabama Department of Environmental Management, CARTA, Catoosa County representatives, TPO, City of Chattanooga, Georgia Environmental Protection Division, Georgia Regional Transportation Authority, Hamilton County, Tennessee Department of Environment and Conservation, TN Multimodal Resources, Walker County Commission, NW Georgia Regional Commission and consultants.

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Human Services Transportation Coordination Committee is composed of over 23 agencies and citizens which includes representatives from Standifer Place Transportation Coordinator, Signal Centers, GDOT, TDOT, Urban League, Hamilton County, AIM Center, Adult Services, Interfaith, Partnership for Families, Area Agency for Aging Adults, Orange Grove Center, Siskin, Walker County Transit, Northwest Georgia Regional Commission, Southeast Career Center, Department of Labor, Southeastern Tennessee Human Resource Agency (SETHRA), Lookout Mountain Community Services, Dade County Transit, Catoosa Trans-Aid, Alexian Brothers Senior Neighbors, Care-A-Van, Georgia Department of Human Resources Transportation Services Section, Southeast Tennessee Area Agency on Aging and Disability, Tennessee Department of Human Services, Development Rehabilitation Services, and TPO.

GDOT CONSULTATION PROCEDURE

The Georgia consultation process with state and federal agencies was established by GDOT. In an effort to develop the consultation, GDOT identified specific agencies that participated in a workshop which will assist in the development of a standardized consultation process to be utilized by GDOT and the MPOs during the development of transportation plans and transportation improvements programs. See Appendix F

The list of organizations is as follows:

Georgia Department of Community Affairs
Georgia Department of Economic Development
Georgia Forestry Commission
Georgia Ports Authority
Georgia Department of Natural Resources
Historic Preservation Division,
Environmental Protection Division
Wildlife Resource Division
State Parks & Historic Sites
Coastal Resources
Georgia Department of Transportation
National Geospatial Data Clearinghouse
GIS Data Depot
Geospatial One Stop E-Gov Initiative
U.S. Geologic Survey
U.S. Fish & Wildlife Service
National Park Service
U.S. Environmental Protection Agency
Georgia GIS Data Clearinghouse
USGS Center for Spatial Analysis Technologies

TDOT CONSULTATION PROCEDURE

The Tennessee consultation process with state and federal agencies was established by TDOT. A request was sent to each agency requesting conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities, if available. These documents will be

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compared to proposed transportation improvements during the TPO planning process. See Appendix G.

III. TRANSPORTATION PLANNING

Metropolitan Transportation Planning provides the information, tools, and public input needed for improving transportation system performance. Transportation Planning requires a comprehensive, holistic look at the needs and the future of the region and its inhabitants. Transportation planning should reflect the community's vision for its future through the following:

- A comprehensive consideration of possible strategies;
- An evaluation process that encompasses diverse viewpoints;
- The collaborative participation of relevant transportation-related agencies
- An open, timely, and meaningful participation of the public

A. TRANSPORTATION PLANNING PROCESS

The Chattanooga Urban Area Transportation Study Planning Process is facilitated by the TPO, its professional staff and consultants, with assistance of the general public. Good transportation planning should reflect the desires of communities and take into account the impact on the quality of their lives. Metropolitan transportation planning requires a comprehensive broad look at the needs and future of the region.

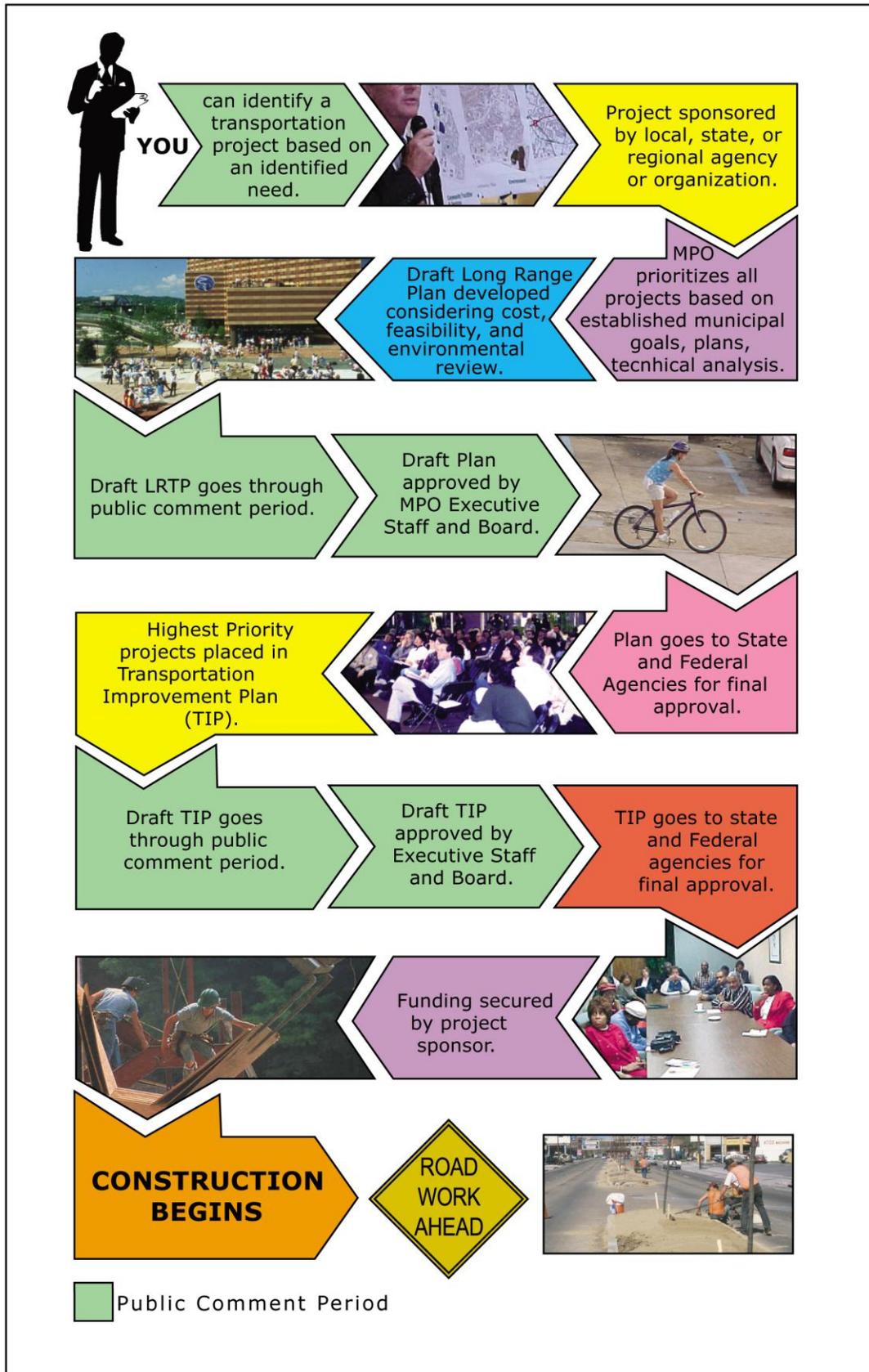
This process includes the following broad categories of activities, which are conducted on a continuous basis:

- Forecasting future population and employment growth
- Assessing projected land uses in the region
- Identifying major growth corridors and analyzing, through detailed planning studies, various transportation improvements
- Developing alternative capital and operating strategies for people and goods
- Estimating the impact of the transportation system on air quality within the region
- Developing a financial plan that cover operating costs, maintenance of the system, system preservation costs, and new capital investments

During the transportation planning process, the TPO establishes and manages a fair and impartial setting for effective regional decision making in the metropolitan area. Public participation is integral to the TPO's transportation mission. Therefore, it is necessary that public participation take place at all levels throughout the project development.

The Transportation Planning Chart which follows provides a simplified version of the many steps required by the TPO, state and federal agencies before an idea becomes a project. As indicated, public involvement is included at the beginning, middle, and completion of the project development.

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B. FEDERAL TRANSPORTATION LEGISLATION PLANNING FACTORS

Federal Transportation Legislation established basic principles and guidelines to follow. The following are factors to be considered throughout the planning process:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

C. TPO FUNCTIONS

There are five core functions of a Metropolitan Planning Organization:

- 1. Establish a setting:** Establish and manage a fair and impartial setting for effective regional decision making in the metropolitan area. Transportation planners are committed to sustainable development which address efficient movement of people and goods; reduction in traffic congestion; improved quality of life; efficient management of existing systems; promotion of the provision and use of bikeways, public transit, telecommuting, pedestrian ways, staggered work hours, ridesharing; promotion of intermodal facilities; land development in concert with transportation development; promotion of intermodal facilities; and encourage higher density land development to build the "mass" to make transit use more feasible.
- 2. Evaluate alternatives:** Identify transportation issues and evaluate transportation alternatives for the region as identified in the annual Unified Planning Work Program (UPWP). The UPWP documents work to be performed with federal planning funds by the professional staff or consultants each year.
- 3. Maintain a Transportation Plan:** A transportation plan with a minimum twenty year horizon that focuses on long and short-range strategies and actions for an integrated intermodal transportation system that addresses the mobility, access and quality of life for people in Hamilton County and North Georgia.

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4. **Develop a Transportation Improvement Program (TIP):** Develop a four-year program of projects based on the Long Range Transportation Plan of all federally-funded and regionally significant transportation projects to be implemented in the urban area.
5. **Involve the public:** Involve the general public and all the significantly affected sub-groups and interested parties in the four essential functions listed above. The public should be involved early and continuously throughout the entire transportation planning process.

D. TPO RESPONSIBILITIES

The TPO Executive Board is a policy board comprised of local elected officials and officials of agencies that administer or operate major modes of transportation in the metropolitan area. The TPO Technical Coordinating Committee (TCC) consists of representatives of public agencies having transportation or transportation related planning, programming, and/or implementation responsibilities. The agency's core mission is to provide short and long-term solutions to transportation and transportation related issues.

Additionally, the TPO ensures that existing and future expenditures for transportation projects and programs are based on a federally regulated **3-C** planning process; **comprehensive, cooperative and continuing.**

Most TPO's are not actual implementing agencies for projects, but most provide an overall coordination role in planning and programming funds for projects and operation. By supporting various committees, the TPO facilitates collaborative participation of relevant transportation-related agencies, as well as insures an open, timely and meaningful involvement of the public.

The following is a list of TPO committees, meeting dates, times and locations. Key TPO staff may attend/oversee these meetings to provide coordination with the transportation planning process.

TPO MEETINGS

TPO Executive Board

3rd Tuesday – 1:30 p.m. even months (Although meeting dates may occasionally change)

February, April, June, August, October, December

Development Resource Center Room 1-A

TPO Technical Coordinating Committee

1st Tuesday – 1:30 p.m. odd months (Although meeting dates may occasionally change)

January, March, May, July, September, November

Development Resource Center Room 1-A

TPO COMMITTEES

Chattanooga-North Georgia Area Bicycle and Pedestrian Task Force

2nd Tuesday - 12:00 p.m.

Monthly, Development Resource Center

Title VI/Environmental Justice Committee

Monthly as needed. Development Resource Center

Georgia Advisory Committee

Meets Quarterly

Rossville

Transportation Coordinating Committee

Development Resource Center

CARTA Advisory Commission for Accessible Transportation

3rd Tuesday - 2:30 p.m.

Monthly. CARTA

Interagency Consultation Committee for Air Quality

1st Thursday – 10 am – 12:00 pm

Monthly

Development Resource Center

Human Services Transportation Coordination Committee

Semi-Annually

Development Resource Center

IV. PUBLIC PARTICIPATION PROCEDURES

It is the policy of the Chattanooga-Hamilton County/North Georgia TPO to have a proactive public participation process that meets all federal requirements and provides early and continuing opportunity for comment throughout the transportation planning and programming process. Evaluation is an important component in recognizing what works when gathering public input and what does not. The TPO continues to explore and evaluate effective public input and processes. During, and at the end of every public involvement process, we evaluate how the process worked and what needs to be changed. For instance, during our 2035 Long-Range Transportation Plan Public Involvement process, after evaluating the public input method from the first set of public meetings and preparing the results, the TPO staff decided to take a slightly different approach. The surveys were changed from zip code identification to specific municipal jurisdiction identification which was more useful in addressing concerns and develop projects to meet public interest. The TPO also uses the RPA's Public Participation Reference as a guide for public participation during the planning process. The following sections provide the Federal and local TPO requirements to achieve the goal of effective public participation in the Chattanooga Urban Area.

A. GENERAL GUIDELINES

According to “23CFR 450.316(a)(1)& (3) Interested parties, participation, and consultation,” the Participation Plan shall be developed by the TPO in consultation with all interested parties and shall, at minimum, describe explicit procedures, strategies, and desired outcomes for:

1. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
2. Providing timely notice and reasonable access to information about transportation issues and processes;
3. Employing visualization techniques to describe metropolitan transportation plans and TIPs;
4. Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
5. Holding any public meetings at convenient and accessible location and times;
6. Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
7. Seeking out and considering the needs of those traditionally underserved by existing transportation systems such as to low-income and minority households, who may face challenges accessing employment and other services;
8. Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly for the version that was made available for public comment by the TPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

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9. Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this section; and
10. Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
11. A minimum public comment period of 45 days shall be provided before the initial or revised participation plan is adopted by the TPO. Copies of the approved Participation Plan shall be provided to the FHWA and the FTA for information purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

B. GENERAL REQUIREMENTS

The goal of public participation for the Chattanooga Hamilton County/North Georgia TPO is to ensure that the plans and services provided reflect community values and benefit all communities within the planning area equitably. In order to achieve the goal, the Chattanooga Hamilton County/North Georgia TPO shall:

- Inform the public of transportation meetings and other events.
- Educate the public regarding their role in the transportation planning and decision making process.
- Involve the public by providing opportunities early and often.
- Reach all communities to inform, educate, and involve.
- Improve the public participation process.

A Public Participation Program includes a process where you engage the public, official representatives and other key stakeholders throughout the boundaries of the TPO coverage area. Typically this process must include those citizens who are directly impacted by the transportation plan as well as those persons from traditionally underserved communities.

TPO planners, staff and consultants make up the core planning team. At the beginning of each project or study, the core planning team establishes Project Management Procedures to facilitate a viable working program. These procedures shall include the purpose and objectives of the project/study, as well as the methodology by which the public will be informed, educated and allowed the opportunity for inclusion in the decision-making process. During this process, key spokespersons for the project are identified and initial contacts with media and key stakeholders are made. Milestone dates for meeting, hearing, workshops, etc. are identified as well. These procedures formulate the project specific public participation program and are the basis for the development of any plan or study. To further enhance the public involvement process the formula “LEADER” will be utilized to ensure that the public is engaged early and continuously throughout the planning process. The TPO will strive to be a “LEADER” in Public Participation.

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L	E	A	D	E	R
LEADER	ENGAGE	ASSESS	DOCUMENT	EVALUATE	REFINE
Locate the people to be reached.	Engage the public in the planning process.	Assess the information/ideas collected.	Document the process from start to finish.	Evaluate the public participation activities utilized.	Refine any comments received within the document.
Determine the boundaries of the study area, looking at the population and other demographics of the area to identify the target audience. Various stakeholders should be identified and committees can be formed if necessary.	Utilize varying tools and techniques to get the public involved in the project/study. These tools can be used to inform, involve, or educate the participants of the process. Ultimately the team is looking for an exchange of ideas and input to the process.	Review all information collected and compile it with other data collected. All information is important and must be put into context with other information available to formulate a complete picture	Compile all materials, news releases, media coverage, sign-in sheets interviews, public meetings/hearings and related material used to communicate with the public throughout the project. A public participation book shall be developed to document and compile all information in written format. This book shall serve as the public input record for the project.	Review the process utilized to gather information from the public. This evaluation should include both quantitative measures as well as qualitative measures to evaluate the effectiveness of the public participation activities. Results from these measures should be used to make adjustment to subsequent public participation activities.	Incorporate the information received from the public, putting it into context with the overall goals of the project/study. Feedback by the public is important, but follow through by the planning team is necessary to maintain confidence by the public in the planning process.

1. MEETING NOTIFICATION

There are several ways the public can be involved in the TPO process including but not limited to meetings, forums, workshops, and planning charrettes. Unless otherwise provided in this plan, any meeting notices shall be published at least seven (7) days prior to the event in the Classified: Legal Notices section of any major and/or regional newspapers as appropriate. If a special meeting is called, the notice shall be published a minimum of three (3) days prior to the meeting. The notice must specify the nature of the special meeting and be limited to that item(s). The TPO will also provide information to municipalities for inclusion in their official community newsletters if requested.

Secondly, the TPO will maintain up-to-date contact lists of interested parties, neighborhood organizations and key stakeholders from each of the communities served by the TPO. Notices can be issued via email, postcard and/or letters to inform the public.

Thirdly, electronic media via the TPO's website www.chcrpa.org will clearly display meeting schedules for standing committees and board meetings as well as project specific meetings, workshops or planning sessions. Additionally, broadcast media may be utilized by providing press release announcements about pending meetings, workshops or planning charrettes.

In order to notify underserved communities and persons with disabilities, the TPO will employ other methods of notification such as "word of mouth" by contacting key persons in the community to pass the word about important meetings and presentation on specific proposed transportation projects.

Announcements in minority and ethnic news media to heighten interest and trust in the integrity of the planning process will also be utilized and have proven to be important to enhancing participation by these groups. In instances where it is critical to engage the impacted community directly, the TPO staff/consultants may distribute/issue the meeting notices by going door to door.

2. MEETING LOCATIONS

Schools, community centers, public facilities, housing developments, senior centers, shopping malls and libraries are often used as meeting locations to encourage maximum attendance. In selecting a location, the TPO will ensure ease of access for persons with disabilities, as well as convenience for persons who are dependent on public transit for their mobility. Where appropriate, the TPO may provide transportation and/or on-site day care services to help low-income persons and others to participate.

3. MEETING ACCESSIBILITY

The TPO must also provide accessibility to special needs and/or persons with disabilities. The TPO will utilize facilities that are handicap accessible and prepare presentations and handout materials in a format to accommodate those persons with visual disabilities.

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Additionally, with prior notification the TPO can provide accommodations for the hearing impaired as well.

As the demographics of the Hamilton County-North Georgia region change, the TPO is challenged to provide language interpreters, as requested, to ensure that the impacted citizens and community understands the long term results of transportation planning decisions being considered.

4. TPO MEETING TIMES

TPO makes every effort to hold public meetings at convenient and accessible times. In most cases, meetings will be held after traditional business hours to give working citizens and other stakeholders the opportunity to attend and participate.

5. TPO MEETING GUIDELINES

Official TPO meetings are scheduled on the 1st and 3rd Tuesday of every month, **but are subject to change.** The TPO Technical Coordinating Committee (TCC) on the 1st Tuesday of odd months (January, March, May, July, September, November) and the TPO Executive Board on the 3rd Tuesday of even months (February, April, June, August, October, December). In order to help in the administration of these meetings, guidelines must be set and followed. A schedule of the guidelines necessary to execute a smooth and productive TPO meeting is as follows:

Agenda Set - Written notice should be mailed to the TPO **Coordinator** a month prior to the TPO meeting for items that need to be heard. This is critical in the case of TIP and Plan amendments that need Public Hearings. Information on the project does not need to be complete, but information should be adequate to determine if a public hearing is warranted.

Agenda Items Complete – All detailed information regarding items on the agenda needs to be sent to the TPO **Coordinator** two weeks prior to the meeting. This gives staff time to develop Resolutions and work with the jurisdictions on agenda items. This includes changes to TIP, Plan, UPWP, reports, Resolutions, and status of projects.

Legal Advertisement Published and TPO Notification- The legal notice will be published in the newspaper on the Sunday no less than seven days prior to the TPO meeting. This means the legal ad must be complete a week in advance. This timing fulfills the seven day notification of public hearings as addressed in the Chattanooga Urban Area Public Participation Process. If a special meeting is called, the notice shall be published a minimum of three days prior to the meeting. A notification of the meeting with agenda will be emailed to all TPO members.

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Board Packets - The complete meeting packets will be posted on the web and a link provided to the TPO TCC or TPO Executive Board no later than one week prior the meeting.

The TCC members designated by the Board receive and make recommendation on all Board action items. These TCC representatives are responsible for sharing tentative action item information with their Board members prior the TPO's notification to the Board. Any requests not meeting these guidelines may not be included in the TPO TCC and Executive Board packets. The TPO staff strives to regularly present materials to the TCC for their review and recommendation to the Board. However, some materials may need immediate action and there is no requirement that materials must be approved by the TCC before being acted upon by the Board as the legal entity. Should this case occur, the TCC will be notified and will be give ample time to make comments to the Board.

All TPO meetings are open to the public. The Chattanooga-Hamilton County/North Georgia TPO welcomes advice, suggestions and ideas related to TPO issues from interested person from the region. Persons wishing to bring a matter before the TPO Board shall contact the TPO Coordinator at least two weeks prior to the TPO meeting. If it appears the Board should consider the matter, then the TPO Coordinator will place it on the agenda as requested.

All TPO Board meetings are open to the public and any persons appearing at the meeting should make every effort to make their request known to the TPO Coordinator and may address the Board during the Public Comment agenda item.

The Chattanooga TPO encourages input throughout the decision-making process. Particularly, certain regulatory requirements may prescribe official public review and comment periods wherein public input is invited on certain policy documents. Comments are accepted in writing and orally at public meetings/hearings. When an official public review and comment period is held, the Board, and committee as appropriate, will be given the opportunity to discuss the comments received prior to decision-making actions.

C. PRODUCT REQUIREMENTS

Among its major work products, the TPO produces the Transportation Plan , Transportation Improvement Program (TIP), Congestion Management Process (CMP), Unified Planning Work Program (UPWP), Conformity Determination Report, and Special Plans, Studies and Reports. Each is developed through a continuing, cooperative and comprehensive transportation planning process involving various planning partners from throughout the region. In the development of each of these mandated work products, the public is provided many opportunities to make comments and recommendations. Each product, a timeline and the minimum public participation activities the TPO is committed to undertake in the development of each product are listed below. The tools/techniques available to accomplish the varying public participation activities are explained in detail in Part D of this Section.

Transportation Plan

The regional and long-range Transportation Plan is a minimum twenty-year plan for transportation improvements in the Chattanooga/North Georgia Urban Area. The Transportation Plan is updated every four years, including a technical analysis of alternatives needed. The Transportation Plan may be amended as a result of changes in projected Federal, State, and local funding; major investment studies, congestion management systems plans; interstate interchange justification studies; and environmental impact studies. The Transportation Plan serves as the foundation for plans to improve the overall transportation system. Public participation is an integral part of the Transportation Plan and the plan itself must reflect the desires of the communities within the region to help them assist with transportation goals and objectives. The goals and objectives exert a considerable direct influence on future transportation improvements in the urbanized area and per the new transportation legislation: *Moving Ahead for Progress in the 21st Century (MAP-21)* integrates a performance-based approach into the planning process.

As part of the process of developing the Transportation Plan, the TPO will prepare a detailed list of objectives and procedures to obtain public participation as it relates to the Transportation Plan. This detailed list will be based upon these general guidelines:

1. Early and Continuing Public Participation-The TPO will educate the public on the process from the beginning and continue the educational process throughout the transportation plan development. During the Transportation Plan Update phase of the Transportation Plan, meetings can be held with Citizen Advisory Committees (CAC), the TPO Executive Board and Technical Coordinating Committee (TCC) and other organized advisory committees. The purpose behind these meetings is to brief each committee on the progress of the study, and to receive comments or suggestions. Furthermore, public information workshops can be scheduled throughout the study period for the Transportation Plan. The purpose of these workshops is

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to receive public comment concerning what the plan should involve. In addition to the public information workshops, presentations are scheduled for the benefit of civic groups such as the Chamber and modal groups. A contact list will be established based upon public participation efforts and utilized throughout the plan development.

2. **Timely Information**-The TPO will provide timely information about transportation issues and processes to interested parties and citizens affected by the transportation plan. Possibilities include, but are not limited to, releasing an article in local area newspapers, publishing newsletters on the TPO website, providing information to municipalities or libraries, or attending local community meetings prior to any major decision/action by the TPO.
3. **Public Access to Information**-The TPO will provide citizens and interested parties affected by the transportation plan opportunities to view technical and policy information used in the development of the plan. This can include holding meetings to review information, providing a summary of detailed demographics, disseminating demographic details and making it available throughout the region.
4. **Public Notice**-The TPO will provide public notice of public participation activities and a time for public review and comment at key decision points. In keeping with federal guidelines, a public meeting is held to receive public comment during the Needs portions of the Transportation Plan study. During this portion of the study, all anticipated transportation needs for the urbanized area are included in the study regardless of cost. A public meeting is also held after the financial feasible portion of the Transportation Plan has been developed, but before it has been adopted by the TPO. The Financially Feasible Portion of the plan identifies projects that can be funded over the 20-year period based on adopted projected revenues. During this public meeting process in which the meeting is publicized in the newspaper, draft copies of the document are made available to the public at selected government offices. In fact, a notice that the draft document is available for public review should be run in the newspaper concurrent with the notice of the meeting.
5. **Consideration and Response**- All comments received will be documented along with specific responses to significant comments. The comments and responses will be made available and included in the final document.
6. If there are significant changes to the final draft Transportation Plan from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. The TPO Coordinator shall determine when changes are significant and warrant additional opportunity for public comments.
7. When significant written and oral comments are received on the draft Transportation Plan as a result of the public involvement process or the Interagency Consultation process required under the U.S. Environmental Protection Agency's conformity regulations, a summary, analysis and report on the disposition of comments shall be made part of the final Transportation Plan.

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8. Needs of Traditionally Underserved- The TPO will identify concentrations of minority and low-income households within the region and pursue opportunities to encourage public involvement from these communities. The TPO will provide interpreters to overcome language barriers as needed, publish educational materials about the process in bilingual formats, and publish newspaper articles in local newspapers that serve these groups.
9. Periodic Review-The effectiveness of the public participation process will be reviewed to ensure it provides full and open access to all and revise those portions of the process that are not meeting the needs for our constituency. After a public participation activity has taken place, the TPO will evaluate its effectiveness and note desired changes based upon that evaluation.

Generally, a transportation plan will take anywhere from one year to two years to complete. Within the first month of the start of the plan process, a detailed schedule must be established for the completion of the project. This schedule shall include the following activities/products as the minimum requirements for completion of the plan.

Activity/Product

Announce Plan Development
Establish Management Procedures
Develop Public Outreach Process
Develop Goals & Objectives
Evaluate Existing Conditions
Prepare Socioeconomic Data Sets
Update Travel Demand Model
Identify Existing and Future System Deficiencies
Prepare & Test Alternative(s)
Needs Assessment and Scenario Planning
Finalize & Rank Projects
Determine Conformity
Develop Cost Estimates
Project Selection and Fiscal Constraint
Draft Plan
Draft Plan submittal to TPO
Final Public Meeting
TPO Adoption

The current Transportation Plan is available for viewing on the web at www.chcrpa.org/TPO.htm , as well as in the TPO office, 1250 Market St, Suite 2000, Chattanooga, TN 37402.

Conformity Determination Report for PM_{2.5}

In April 2005, the Environmental Protection Agency (EPA) designated the Chattanooga region as a particulate matter (PM_{2.5}) non-attainment area. A non-attainment area is any area that exceeds air quality emission standards set forth by the EPA. If a non-attainment

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area does not demonstrate air quality conformity, the region could lose federal funding for transportation projects. Particulate matter air pollution refers to microscopic, invisible airborne particles made up of dust, soot, smoke, and liquid droplets. The PM_{2.5} Non-attainment area includes Hamilton County in Tennessee, Catoosa and Walker Counties in Georgia and a portion of Jackson County, Alabama.

A Conformity Determination Report (CDR) demonstrates that the total PM_{2.5} emissions expected to be produced in the Chattanooga metropolitan area are within the emission limits (“budgets”) established by the state for air quality. The report includes the findings of technical analyses conducted to determine if the transportation projects included in the Long Range Transportation Plan and Transportation Improvement Program negatively impact air quality in the region and also demonstrates that specific programs and policies that are designed to improve air quality are implemented in a timely fashion.

The current CDR is available for viewing on the web at www.chcrpa.org/TPO.htm, as well as in the TPO office. The following Decision Matrix is used to determine the required air quality conformity.

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Scenario	Answers Determine if Subject to Conformity		Answers Determine if New Emissions Modeling Required		Required Action					Explanation
	Federal Action Required ¹ ?	Regionally Significant ² ?	Exempt per the transportation conformity rule	Impacts model network years ⁴ ?	New Emissions Modeling Required	Not Subject to Conformity	Conformity Document Required			
							Resolution ⁵	CDR Addendum ⁶	Full CDR ⁷	
1	Yes	N/A	Yes	N/A	No		✓			All projects requiring federal action are subject to conformity. Therefore, regional significance test is not applicable. Only need to show that project is exempt.
2	Yes	N/A	No	No	No			✓		All projects requiring federal action are subject to conformity. Therefore, regional significance test is not applicable. This scenario applies to non-exempt projects that do not cross model years.
3	Yes	N/A	No	Yes	Yes				✓	All projects requiring federal action are subject to conformity. Therefore, regional significance test is not applicable. This scenario applies to non-exempt projects that were never modeled and thus trigger a new model run and CDR or those that were modeled previous but whose change affects a model year.
4	No	No	N/A	N/A	No	✓				Projects that do not require federal action and that are not regionally significant are not included in the LRTP/TIP and therefore are not subject to conformity. ⁸
5	No	Yes	Yes	N/A	No		✓			Projects that do not require federal action and that are regionally significant are subject to conformity, regardless of whether or not they are included in the TIP. Only need to show that project is exempt. ⁸
6	No	Yes	No	No	No			✓		Projects that do not require federal action and that are regionally significant are subject to conformity, regardless of whether or not they are included in the TIP. ⁸
7	No	Yes	No	Yes	Yes				✓	Projects that do not require federal action and that are regionally significant are subject to conformity. This scenario applies to non-exempt projects that were never modeled and thus triggers a new model run and CDR or those that were modeled previously but the change affects a model year. ⁸

¹ Federal action may be required for other processes other than transportation even if project is not federally funded.

² Regionally Significant is defined as Minor Arterial or above (abbreviated definition of regional significance in 40 CFR 93.101).

³ Exempt/Non-exempt status is determined by 93.126, 93.127 and 93.128 in the Transportation Conformity Rule.

Exempt projects include, but are not limited to, transit, greenway, and bike/pedestrian projects that do not include a change in the number of through lanes. A full list of exempt projects are in Tables 2 and 3 of 40 CFR 93.126.

⁴ Change from from model reflected in current conforming Plan and TIP.

⁵ Resolutions along with documentation of ICC concurrence and approved conformity are sufficient for exempt projects. However, resolution confirms board approval and official action of board to determine or redetermine conformity, so they are required for other actions as well.

⁶ CDR Addendums (2-3 page technical memorandum stating that everything in the CDR is still valid) are sufficient for non-exempt projects that do not require new emissions modeling.

⁷ Full CDRs are required for any project that requires new emissions modeling.

⁸ Sponsor notifies TPO of project for inclusion in next model update.

Transportation Improvement Program Process

The Transportation Improvement Program (TIP) is a planning document developed and adopted by the TPO in response to the transportation need in an urbanized area. The TIP updates and advances a four-year implementation program for all modes of transportation and is expected to incorporate performance-based evaluation when the TPO revises the TIP Selection Process to reflect the new transportation legislation: Moving Ahead for Progress in the 21st Century (MAP-21).

. The current TIP is available for viewing on the web at www.chcrpa.org/TPO.htm, as well as in the TPO office. The TIP is updated as necessary through the Amendments and Adjustments procedures outlined on pages 34-36. The TPO reviews the program for consistency with TPO priorities.

Because the TIP is a short-term program, it has relatively immediate impact on the transportation system in the region; therefore, an informed and involved public is essential in setting the priorities in the TIP. As a part of the process of developing the TIP, the TPO will prepare a detailed list of objectives and procedures to obtain public participation as it relates to the Transportation Improvement Program. This detailed list will be based upon the following general guidelines:

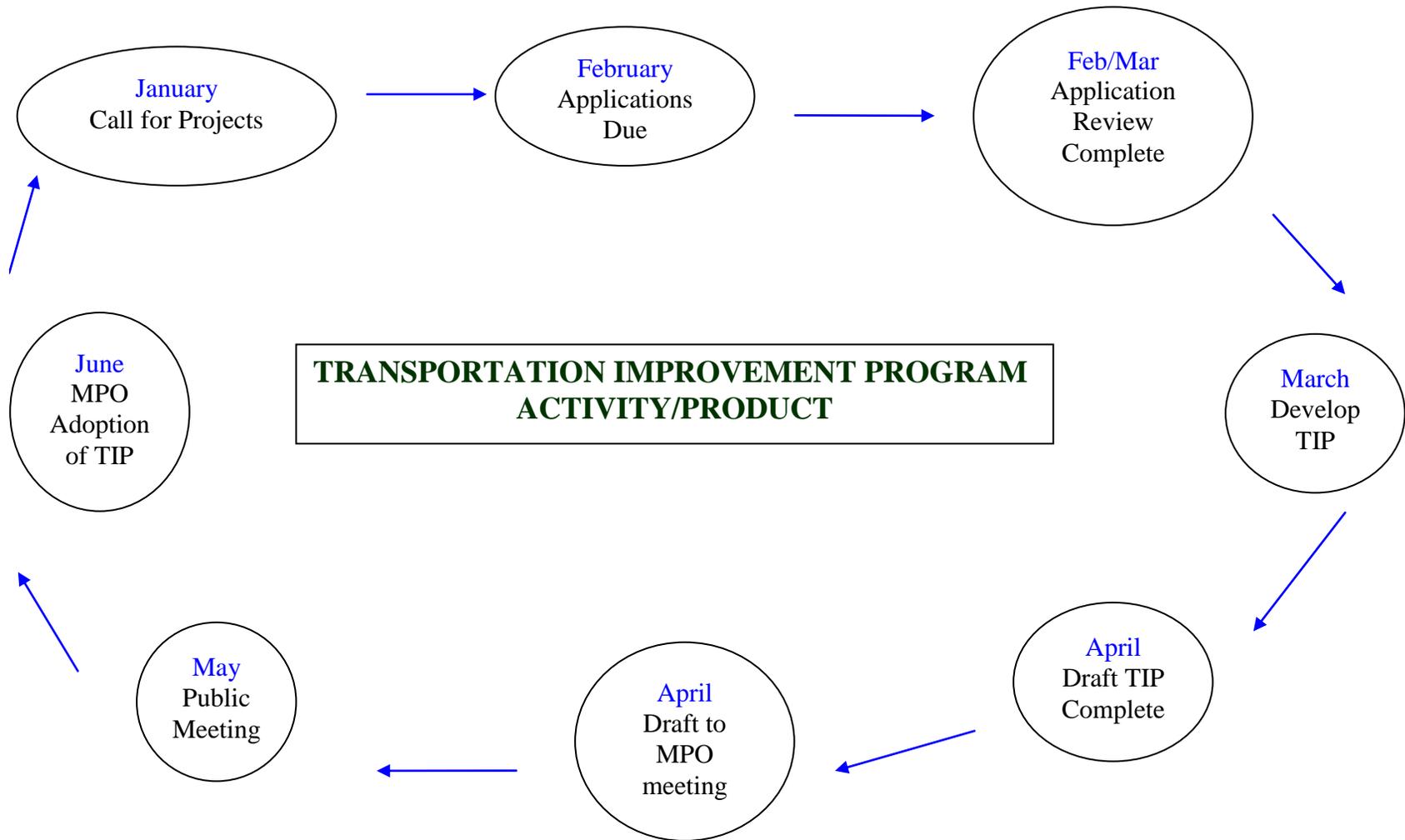
1. Early and Continuing Public Participation-The TPO will educate the public on the TIP process from the beginning and continue the educational process throughout the TIP development.
2. Timely Information-The TPO will provide information about new and old transportation projects included in the TIP and ready for implementation to interested parties and citizens affected by the TIP.
3. Public Access/Notice-The TPO will provide citizens and interested parties affected by the transportation plan opportunities to view technical and policy information used in the development of the TIP. The TPO will provide public notice of public participation activities and a time for public review and comment at key decision points. The public will be given an opportunity for review and comment. A public meeting is held prior to adoption of the TIP by the TPO for the purpose of receiving comments from the general public concerning the document. This public hearing is advertised in the paper prior to TPO adoption of the TIP. In the interim between the initial notice of the public meeting in the newspaper and the meeting itself, draft copies of the document are made available to the public at selected government offices. In fact, a notice that the draft document is available for public inspection should be run in the newspaper concurrent with the notice of the meeting.
4. Consideration and Response- All comments received will be documented along with specific responses to significant comments. The comments and responses will be made available and included in the final document.
5. If there are significant changes to the final draft TIP from the one made available for public comment, an additional opportunity will be provided for

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public comment on the revised changes. The TPO **Coordinator** shall determine when changes are significant and warrant additional opportunity for public comments.

6. When significant written and oral comments are received on the draft TIP as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency's conformity regulations, a summary, analysis and report on the disposition of comments shall be made part of the final TIP.
7. Needs of Traditionally Underserved- The TPO will identify concentrations of minority and low-income households within the region and pursue opportunities to encourage public involvement from these communities. The TPO will provide interpreters to overcome language barriers as needed, publish educational materials about the process in bilingual formats, and publish newspaper articles in local newspapers that serve these groups.
8. Periodic Review-The effectiveness of the public participation process will be reviewed to ensure it provides full and open access to all and revise those portions of the process that are not meeting the needs for our constituency. After a public participation activity has taken place, the TPO will evaluate its effectiveness and note desired changes based upon that evaluation.

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Congestion Management Process

The current Congestion Management Process (CMP) is available for viewing on the web at www.chcrpa.org/TPO.htm, as well as in the TPO office and is **integrated into the 2040 Transportation Plan**. The CMP is updated periodically. It rates the performance of transportation facilities and suggests low cost, short-term strategies to alleviate congestion. A study team develops the strategies along with the TPO. Public workshops can be held to gather input from the public.

1. Timely Information- The TPO will provide information about the CMP.
2. Public Access/Notice-The CMP will be incorporated into the transportation planning process. The data from the CMP will be reviewed prior to the TIP or Plan development. The TPO Technical Coordinating Committee (TCC) and Georgia Advisory Committee (GAC) along with the public will have an opportunity to review and comment on the CMP's content and structure.

Unified Planning Work Program Process

The Unified Planning Work Program (UPWP) is a one- or two-year plan developed by the staff to define the work tasks and anticipated funding requirements of the Chattanooga Hamilton County/North Georgia TPO. This document serves to inform public officials and agencies that contribute manpower and allocate funds to the transportation planning process of the proposed work program for the TPO. In addition, the UPWP provides the basis for federal, state, and local funding of transportation activities identified in the document. The current UPWP is available for viewing on the web at www.chcrpa.org/TPO.htm, as well as in the TPO office.

1. Timely Information- The TPO will provide information about transportation projects and processes identified in the UPWP.
2. Public Access/Notice-The UPWP is distributed to local governments for review as a draft document by June of each year. The TPO TCC and GAC along with the public will have an opportunity to review and comment on the UPWP's content and structure. The final document is typically adopted by the TPO Executive Board in August.

*Time Period	Activity/Product
December	Call for Projects
January	UPWP Development/Announce at TPO meeting
February	Draft Complete
June	Draft to TPO meeting
June/July	Public Comment Period
August	TPO Adoption of UPWP

*** The TPO follows TDOT's established timeline for developing and submitting the UPWP. These timelines are provided to the TPO Staff annually.**

Multi-Modal Plans, Studies, and Reports

These studies support the ongoing development and refinement of the Long-Range Transportation Plan and the short range Transportation Improvement Program. They generally will be identified in the UPWP. These studies may be requested by a Jurisdiction or mandated by the federal or state government. Public participation activities will need to be customized according to the specific project, but generally needs are determined, public meetings are held to receive comments; a draft is completed and finally adopted. Draft copies of the report or study should be made available for comment and announced concurrent with the publication of the legal ad for the public meeting.

As part of the process of developing any study or report, the TPO will prepare a project Scope of Work detailing a list of objectives and procedures including public participation as it relates to the study. This public participation will be based upon these general guidelines:

1. Early and Continuing Public Participation-The TPO will educate the public on the process from the beginning and continue the educational process throughout the study. During the development of the special study, meetings can be held with Citizen Advisory Committees, the TPO Executive Board and TCC and other organized advisory committees.
2. Timely Information-The TPO will provide information about transportation issues and processes to interested parties and citizens affected by the transportation study.
3. Public Access to Information-The TPO will provide citizens and interested parties affected by the transportation study opportunities to view technical and policy information used in the development of the plan. This will include holding meetings to review information, providing a summary of detailed demographics, disseminating demographic details and making it available throughout the region.
4. Public Notice-The TPO will provide public notice of public participation activities and a time for public review and comment at key decision points. A notice that the draft document is available for public inspection should be run in the newspaper concurrent with the notice of the public meeting.
5. Consideration and Response- All comments received will be documented along with specific responses to significant comments. The comments and responses will be made available and included in the final document.
6. Needs of Traditionally Underserved- The TPO will identify concentrations of minority and low-income households within the region and pursue opportunities to encourage public participation from these communities. The TPO will provide interpreters to overcome language barriers as needed, publish educational materials about the process in bilingual formats, and publish newspaper articles in local newspapers that serve these groups.

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7. Periodic Review-The effectiveness of the public participation process will be reviewed to ensure it provides full and open access to all and revise those portions of the process that are not meeting the needs for our constituency. After a public participation activity has taken place, the TPO will evaluate its effectiveness and note desired changes based upon that evaluation.

The timeline for any plan, study, or report shall be developed as part of the management procedures for the study. Although each timeline may be different based on the extent of activities, a schedule of progress activities will be identified for each month and will be provided in a documented Scope of Work for the project. As identified in the table on page 37, 14 days will be the minimum public comment period.

Time Period (Month)	Activity/Product
1	Announce project start
2	Determine needs
2	Form subcommittee if warranted
3	Gather Initial Data
4	Review Data/ Initial Citizen input
5/6	Analyze Data and Citizen Comments
7/8	Develop Solutions
9/10	Draft Complete
11	Draft to TPO meeting
11	Comment Period (14 days)
12	TPO Adoption

Federal Transit Administration Program-of-Projects

The TPO public participation activities related to the plan and program development will also be used to satisfy the Program-of-Project requirements of the Federal Transit Administration's Urbanized Area Formula Program. The TPO will work with the Chattanooga Area Regional Transportation Authority (CARTA) to ensure appropriate information is included in draft plans and programs related to Program-of-Projects. Language will be included in legal notices acknowledging that the public review and comment period for draft plans and programs is being used to satisfy the public participation requirements of Section of the Federal Transit Act (49 USC Section 5307) as well as a statement that public notice of public involvement activities and time established for public review of and comments on the TIP will satisfy the Program of Projects requirements. The TPO, in coordination with CARTA, will work to identify and notify appropriate private providers in the region of updates to plans and programs.

Administrative Adjustments and Amendments to Product Requirement Documents and Related Public Participation Activities

The TPO strives to maintain a regular update for the product requirement documents to maintain a regular update schedule. The TPO works with its planning partners to accommodate revisions to the product requirement documents as expeditiously as possible within the limits imposed by federal guidelines and regulations.

The flow charts on the following pages can be used by project sponsors to understand how a request to amend/adjust the TIP/Transportation Plan will be processed in the Tennessee and Georgia portion of the TPO Boundary. Also, typical public participation activities for the product requirement documents are included.

There are two types of revisions: administrative adjustments* and amendments described on the flow chart. Depending on the classification assigned to the change request, the timing, public participation and approval processes can vary substantially.

Administrative adjustments (termed modifications in Georgia) are considered to be minor changes, which do not alter the original project intent and are defined as:

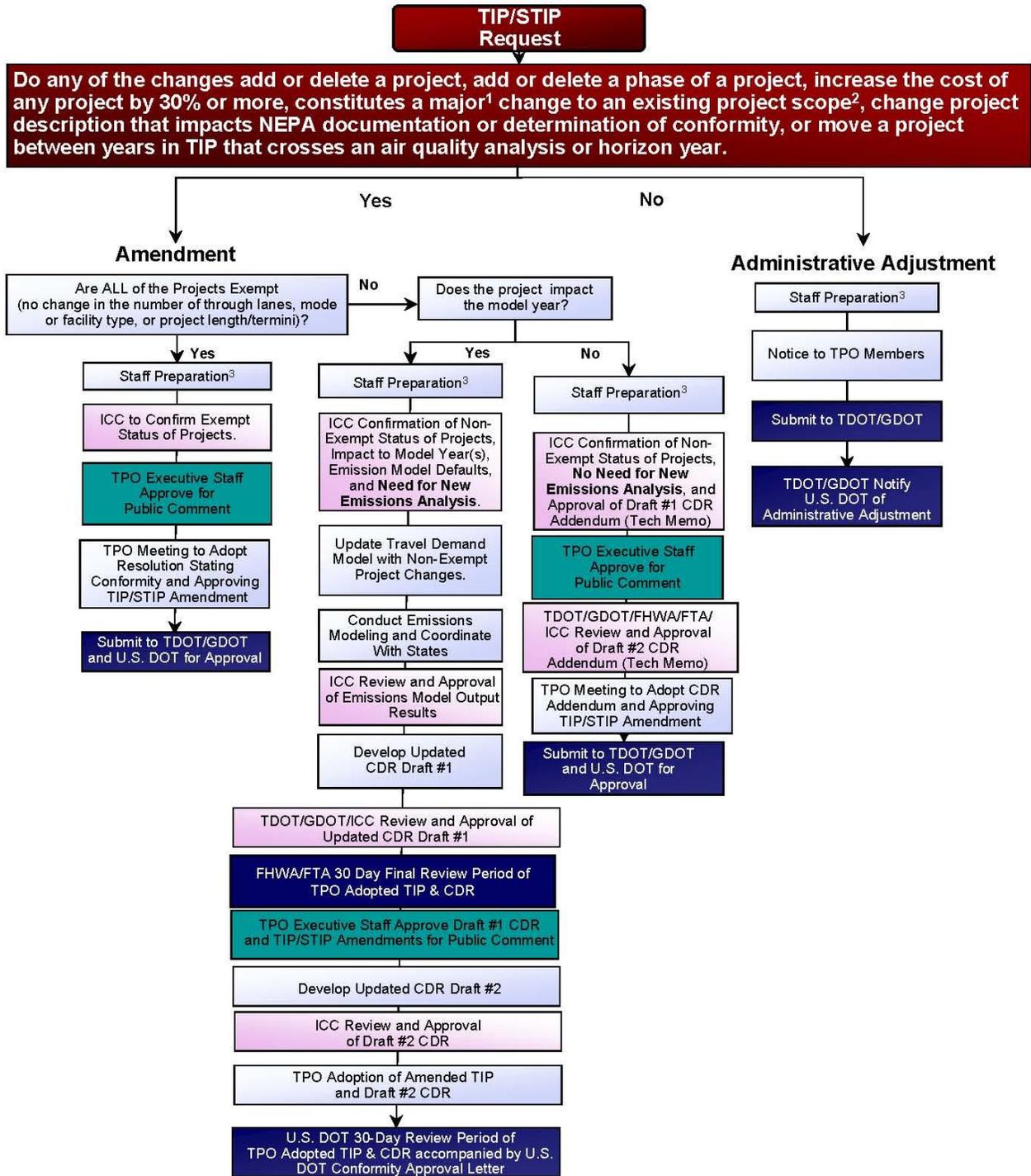
- A minor change in the project description that does not change the Air Quality conformity finding
- Shifting funds between projects
- Adding a prior phase
- Moving funds between two similarly labeled buckets
- A change not meeting the definition of an amendment that does not add or delete a project from the STIP/TIP
- Adding an amount of funds already identified in the STIP/TIP for the current or previous year(s) if the funds are currently identified in the STIP/TIP either in an existing project or as available funds
- Moving projects from year to year within the approved STIP/TIP, except those that cross Air Quality horizon years

Amendments are required for the addition or deletion of a project or program occurring between scheduled updates or when a major change occurs in the project description or scope. These major changes are defined as:

- Adding new funds not currently identified
- Adding a new project or deleting a project from the STIP/TIP
- A major change of project scope
- Any change requiring a new regional air quality conformity finding
- Moving funds between an MPO TIP and the Rural STIP
- Moving funds between an MPO TIP and another MPO TIP
- A greater than 30% cost increase in any phase of a project in Tennessee, for Georgia it is a greater than 20% cost increase.

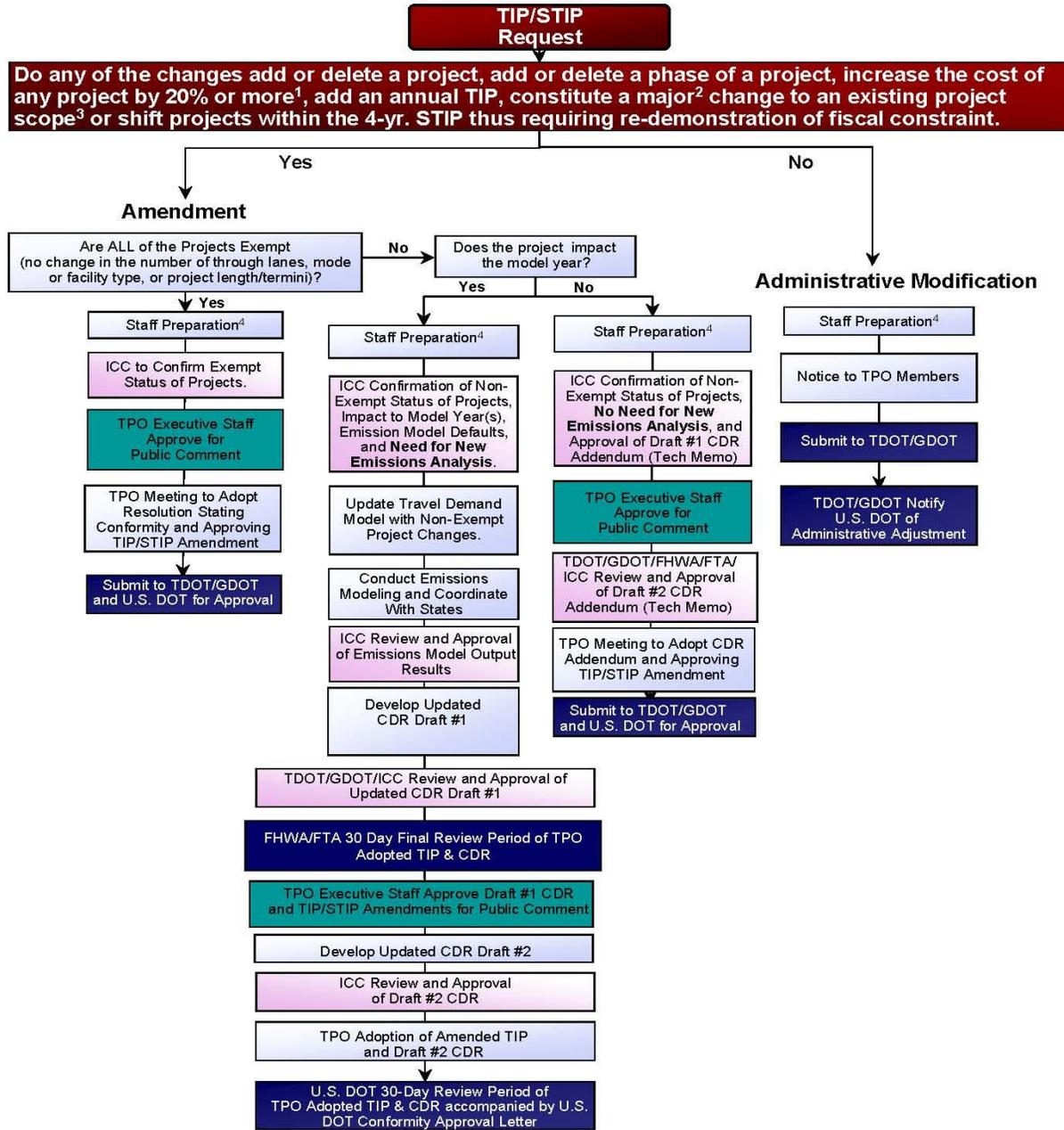
**For more information concerning Administrative Adjustments and Modifications, please see the TIP.*

CHCNGA TENNESSEE TIP/STIP/LRTP Administrative Adjustment/Amendment Process



1. A major change is any change that alters the original intent of the project.
 2. Examples of major scope changes are a change in the number of through lanes and a change in length/termini.
 3. Staff preparation time depends on magnitude of changes and ability to demonstrate fiscal constraint.

CHCNGA **GEORGIA** TIP/STIP/LRTP Administrative Modification/Amendment Process



1. These are project cost increases over \$2,000,000 or 20% or more of the amount authorized and for project costs increasing by more than \$10,000,000.
2. A major change is any change that alters the original intent of the project.
3. Examples of major scope changes are a change in the number of through lanes and a change in termini of more than 10%.
4. Staff preparation time depends on magnitude of changes and ability to demonstrate fiscal constraint.

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Activities for Process Documents

Document	Review & Comment Period	Public Meeting	Public Notification	How to Advertise
Transportation Plan/CDR				
Scheduled Update	30 days	x (1,2)	At least 7 days prior to public meeting	paid print ad, PSA, web, email, mail
Amendment	14 days	x (1,2)	At least 7 days prior to public meeting	paid print ad, web
TIP				
Scheduled Update	14 days	x (1,2)	At least 7 days prior to public meeting	paid print ad, PSA, web
Exempt Project Amendment	14 days	x (1,2)	At least 7 days prior to public meeting	paid print ad, web
Non Exempt Project Amendment	30 days	x (1,2)	At least 7 days prior to public meeting	paid print ad, web
Administrative Adjustment/Modification				web only
UPWP				
Scheduled Update	During TPO Meeting Process			
PP*				
Scheduled Update	45 days	x	At least 7 days prior to public meeting	email, web, fax, mail
Multi-modal Plans, Studies, and Reports				
Scope Determines Public Input	14 days	x	Continuous from start of process	email, web, and paid print ad
FTA Program of Projects				
Scheduled Update	14 days	x	At least 7 days prior to public meeting	paid print ad, PSA, web
Amendment	14 days	x	At least 7 days prior to public meeting	paid print ad, web
Administrative Adjustment/Modification				web only

*As a major document in the Transportation Planning Process, updates must be reviewed by our State and Federal partners prior to public comment and approval from the TCC and Board.

(1) If there are significant changes to the final draft Transportation Plan/TIP from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. The TPO Director shall determine when changes are significant and warrant additional opportunity for public comments.

(2) When significant written and oral comments are received on the draft Transportation Plan/TIP as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency's conformity regulations, a summary, analysis and report on the disposition of comments shall be made part of the final Transportation Plan/TIP.

Legend

CDR - Conformity Determination Report
FTA - Federal Transit Administration
TIP - Transportation Improvement Plan
PSA - Public Service Announcement
PP - Participation Plan
UPWP - Unified Planning Work Program

Annual Listing of Obligated Funds

Ninety days after the end of the fiscal year, the Annual Listing of Obligated Funds will be made publicly available through a similar process as the TIP with one exception; a draft of this document will not be distributed. Notice will be given through the regional and local newspapers. The Listing will be distributed and discussed at the regularly scheduled TPO TCC and Executive Board public meetings along with being made available on the website and the TPO office. Public comment is welcomed and will be recorded.

D. PUBLIC INVOLVEMENT TOOLS

The Chattanooga TPO is responsible for public participation which provides a framework for reaching the general public, municipal ties, communities and neighborhoods to influence transportation decision-making. The Chattanooga TPO embraces the commitment to seek out and consider the needs of the traditionally underserved. The staff of the TPO is required to offer responsive feedback to public concerns and **educate, inform** and **involve** the public about transportation programs and decisions.

The TPO can effectively engage the general public in transportation planning by utilizing a number of public involvement techniques/tools. The type of public involvement technique used is selected based on the type of transportation planning project being evaluated or implemented.

The following list of public participation tools contains many of the effective techniques utilized by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the state Departments of Transportation of Tennessee and Georgia. An overview of these techniques aiming to help transportation planners and decision-makers choose the best activities according to their goals and the public to reach is listed below. This list is a sample and is not to be considered an exhaustive list of all tools or techniques to be utilized.

Inform

These tools/techniques can be utilized to advise the public on the activities of the transportation planning process.

Public Meetings - Provide the opportunity for public comment and review of transportation plans. A more informal meeting that often contains a brief formal presentation and actively engages the audience in discussion.

Public Hearings - Formal public meetings that offers a structured presentation with a court reporter to record comments, and documents in writing each comment provided by the public during the meeting.

Open House – Meeting format that allows a large block of time for interested citizens to come in and out of the session at their convenience and to ask questions of staff and consultants.

Agency Website & Social Media - Electronic media to inform the general public about TPO programs, meetings and activities. This information is often linked to current project specific information on plans and studies conducted by the agency.

Posters and Flyers - Professionally designed posters and flyers are excellent tools to announce project studies and key meeting updates. Flyers can be reproduced in large quantity for distribution by public entities, such as CARTA, and neighborhood/community organizations.

Participation Plan

E-Mail Announcements - As electronic media technology continues to ease the method in which we communicate, e-mail announcement offer a cost effective way to reach a large audience. However, this form of announcement cannot be the only tool to inform the public due to limited access to computer technology in certain underserved communities.

Direct Mail Meeting Invitations - Postcards and Letters of Invitation that are distributed from existing TPO, governmental or civic organization contact lists are an effective tool to ensure that key stakeholders and community leaders and other interested citizens are informed about pending plans and/or studies conducted by the agency. Other direct mail informational materials may include distribution of project newsletters, fact sheets and summaries, general updates.

Digital Technologies – Continual play video can be used in locations where the general public congregates for any length of time such as a shopping mall or grocery store.

Media Strategies

Various means of getting the word out to the target audience can be accomplished through the media resources.

Press Releases - Distribute written releases to print and broadcast news media outlets throughout the Transportation Planning Organization service area for maximum coverage. Identify and include minority media outlets and faith-based organizations.

TV Message Board (Community Calendar) -Local cable channel community message boards are a valuable tool in communicating to the general public about meeting topics, times and locations. This public service announcement is provided at no cost to the agency or consultant team.

Faith Community Notices - Church bulletin inserts have proven to an excellent way to reach minority and ethnic communities.

Involve

The meeting formats listed are utilized to ensure that the general public is provided the maximum opportunity to participate in the planning process.

Charrettes – Informal meeting format that allows interactive participation by citizens in the planning and conceptual design phases of projects.

Visioning – An effective planning strategy that allows early involvement by citizens in the transportation planning process.

Steering Committee/Task Force – A committee consisting of representatives from local municipalities, coordinating agencies, and affected groups should also to be established to provide oversight and guidance. The committee helps to ensure that the concerns of the general public are addressed throughout the study/planning process.

Participation Plan

Focus Groups - Small groups, especially in minority communities, are a good setting to discuss issues and identify concerns early in the planning process. The meeting formats can employ financial incentives in order to improve attendance.

Workshops - Informal workshops where information is communicated in lay terms to constituents are good formats to ensure that persons in impacted communities clearly understand the long-term effects of transportation decisions.

Stakeholder Groups - The committee is an effective way to make sure that each municipality is represented around the decision-making table.

Citizen Advisory Committee - Currently, North Georgia has a Citizen Advisory Committee that advises the TPO about the prioritization of transportation activities in the counties of Catoosa, Dade and Walker. The TPO is reviewing the need to form a similar committee for Hamilton County.

Educate

The tools described can be utilized to provide the public with additional details on the project of planning process.

Transportation is a complex and intricate subject and many times it is important to educate the public about it.

Fact Sheets - Project summaries that clearly describe the scope of work, potential outcomes and the implementation strategy.

Project Newsletters or Progress Bulletins - Project specific newsletters that functions as an update document for the duration of the project.

Municipal and Neighborhood Newsletters - Staff and/or consultants can provide project or agency specific information for inclusion in local municipal and neighborhood newsletters.

Project Briefings - TPO staff and consultants can meet with civic groups and neighborhood organizations to communicate project scope, design and implementation.

Brochures – Project summaries can be presented in a brochure to give key details of the process.

Plan Summaries- Details of the planning process should be summarized in a smaller document so that the public is aware of the key details of the project.

Public Response/Feedback

The TPO can use the following techniques to help receive and document various public comments at various stages of the planning process.

Surveys - Both written and telephone surveys are mechanisms for gathering qualitative and quantitative data. This data assists TPO staff in designing and implementing future public involvement activities.

Participation Plan

Comment Forms - These forms are distributed to presentation attendees to gain further feedback from information that has been presented either at a public meeting or workshop or a public hearing.

Informational Hotline - Create and use toll free telephone hotline.

Agency Website – The number of inquiries made to specific project links should be documented and comments preserved in the study/plan Public Participation final report.

Public Participation Book (PPB) – This is a written record of all aspects of the agency’s approach to engaging the public throughout the planning process from beginning to end. For example, the PPB could contain copies of legal notices of public meetings, news articles, letters of invitation to key stakeholders, written public comments received, sign-in sheets of all meetings, and summaries of interviews and meetings.

Non-Discrimination

Assurance of Non-discrimination

The Chattanooga-Hamilton County Regional Planning Agency (RPA) and Chattanooga-Hamilton County / North Georgia (CHCNGA) Transportation Planning Organization (TPO) do not discriminate in their programs, activities, or employment policies and procedures against qualified individuals because of race, color, national origin, sex, or handicap.

No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (Rehabilitation Act of 1973 29 U.S.C. § 794).

No person in the United States shall, on the ground of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance (Title VI of Civil Rights Act of 1964 42 U.S.C. § 2000d, and as amended, and the Civil Rights Restoration Act of 1987 P.I. 100.259). This includes funds received through the Tennessee Department of Transportation (TDOT), Georgia Department of Transportation (GDOT), or other entities.

The Chattanooga-Hamilton County Regional Planning Agency (RPA) further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether or not those programs or activities are federally funded.

Limited English Proficiency (LEP) Individuals

It is the policy of the RPA to provide timely meaningful access for limited English proficient (LEP) individuals to all agency programs and activities. Limited English Proficiency (LEP) is a term used to describe individuals who are not proficient in speaking and reading the English language.

RPA strives to communicate effectively with LEP individuals. Some methods of identifying LEP individual include:

- Assume limited English proficiency if communication seems impaired

Participation Plan

- Respond to individual requests for language assistance services
- Self-identification by the non-English speaker or LEP individual
- Ask open-ended questions to determine language proficiency on the telephone or in person
- Use of “I Speak” language identification cards

Effective communication with LEP individuals requires that the RPA provide language assistance services. There are two primary types of language assistance services: oral and written.

Oral Communication- Interpretation

The RPA has subscribed to an oral language assistance service called Language Line Services (www.langugaeline.com). Language Line Services provides accurate and complete first-person interpretation regardless of country of origin or level of education of the speaker. Interpretation is the oral transmittal of a message from one language into another language. This service is used in conjunction with “I Speak” language identification cards. The RPA has created LEP Packets that include information on Title VI and LEP communication and Language Line and include “I Speak” cards. These packets are available with frontline staff for use in the office and should also be taken to all public meetings.

Written Communication- Translation

Translation is the replacement of written text from one language into another. A translator also must be qualified and trained.

Notification

There are several methods that the RPA uses to inform the public about the availability of language assistance services. These include posters in public areas of the agency’s offices, “I Speak” language identification cards provided to staff, information on the website, and notification in legal notices. Additionally, the RPA regularly advertises its TPO meetings and activities in non-English newspapers.

Language Access Procedures

How to respond to telephone calls or in-person visit from LEP individuals?

Call the Language Line toll-free number and you should be quickly connected to an interpreter. To have a conversation, you have just a few options:

- You could pass the handset back and forth between you and the LEP individual
- You could use the speaker phone, if the phone has one

Visualization Techniques

Some of the technical elements of plan documents, programs and processes developed and implemented by the TPO can be better understood by the public if presented visually instead of in written text. The TPO will utilize various visualization techniques to

Participation Plan

enhance or improve the public's understanding of the TPO's plans and processes. Visualization techniques shall also be used at appropriate times when presenting and describing TPO plans, programs and processes to the public, stakeholders, and interested parties. Techniques include the use of GIS maps, pictures, aerial photographs, PowerPoint presentations, graphs, aerial photographs and charts, which can be more effective ways to communicate complex and technical data and ideas.

E. EVALUATION CHECKLIST

Metropolitan Planning Organization federal regulations require that a periodic review of the effectiveness of all public participation activities associated with a particular transportation plan, study or special project be performed. Several methods can be used to determine what enhancements are necessary to make meetings more accessible and information more understandable increasing public participation in transportation decision-making. These methods can include meeting evaluation forms, public comments, surveys, or other forms of feedback. The following criteria will be used to determine the effectiveness of the Public Participation Process for the Chattanooga/North Georgia Urban Area. This checklist should be used after any transportation planning process.

Meeting Notification

1. Number of direct mail pieces sent
2. Description of diversity of mailing list categories (i.e. elected officials, community leader, etc.)
3. Number of advertisements placed and in what publications.
4. News releases and where distributed.

Meeting with the Public

1. Number and types of public sessions (workshops, design/planning charrettes, public meetings).
2. Number of attendees and sector representation, via zip code, at each session.
3. Number of comment cards received.
4. Number of stakeholder interviews, focus group interviews.

Media Coverage

1. Copies of news stories (print and broadcast).
2. Coverage of public sessions.
3. Number of broadcast interviews and locations.
4. Number and location of cable access shows if utilized during the study/planning process.

Other Communications

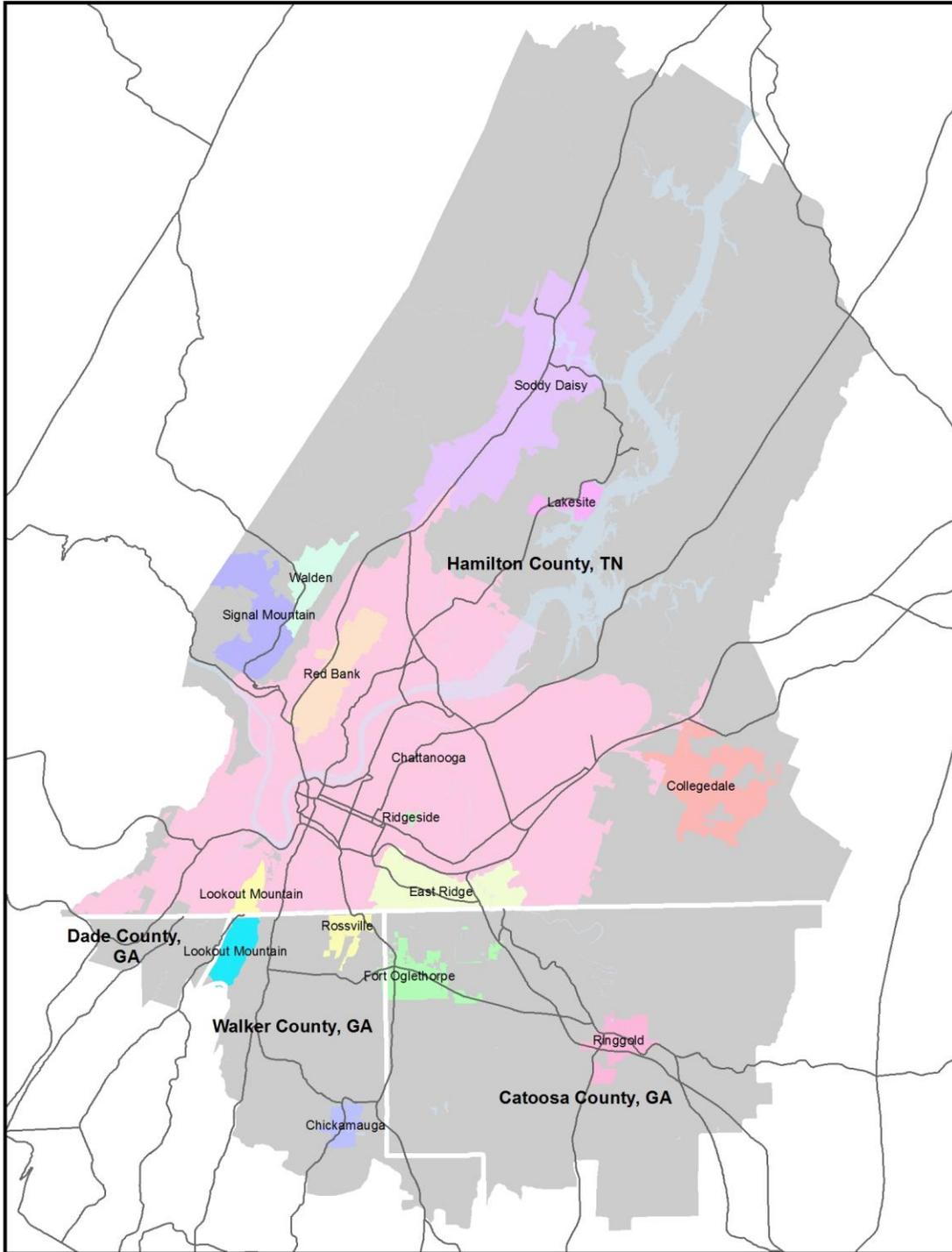
1. Number of website hits.
2. Number of “hotline” calls.
3. Number of project newsletters distributed.
4. Number of draft articles sent to organizations and groups for use in newsletters.
5. Number of special interest group meetings.
6. Number of project briefings to civic groups.
7. Develop final public participation zip code map to highlight the communities represented during the course of the study/planning process.

V. PARTICIPATION PLAN REVISIONS

The Participation Plan may require updates due to the changing of official planning regulations and procedures of updating Chattanooga's TPO planning process policies. This plan will be reviewed every four years. The draft revisions are considered through a consultation process with impacted parties and planning partners. A draft revised plan is available for review and comment for not less than 45 days. Comments from the review period are documented and made available to the TPO's committees and the public. The TPO Executive Board and TPO TCC then consider adoption of the plan revisions. Once adopted, the plan as amended becomes the policy document of the agency for the purposes of transportation participation. Copies of the Participation Plan are provided to the Federal Highway Administration and The Federal Transit Administration for informational purposes and are posted on the TPO's website.

VI. APPENDIX A: TPO COVERAGE MAP

Participation Plan



**APPENDIX B: MEDIA RESOURCES, NEIGHBORHOOD
ASSOCIATIONS, AND SPECIAL INTEREST GROUPS**

**CHATTANOOGA URBAN AREA
TRANSPORTATION PLANNING ORGANIZATION
Public Involvement Plan
TO TRANSPORTATION PLANNING**

Covering Hamilton County and North Georgia

**MEDIA RESOURCES
NEIGHBORHOOD ASSOCIATIONS
SPECIAL INTEREST GROUPS**

**PUBLIC PARTICIPATION IS A FEDERAL MANDATE IN TRANSPORTATION
PLANNING**

“No person in the United States shall, on the ground of race, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” - Title VI of the Civil Rights Act of 1964.

“Each Federal agency shall make achieving environmental justice part of it’s mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of it’s programs policies and activities on minority populations and low-income populations.” - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

The fundamental objective of public participation programs is to assure that the concerns and issues of everyone with a stake in the transportation decisions are identified and addressed in the development of the policies, programs, and projects being proposed in their communities.

The public includes anyone who resides, has an interest, or does business in a given area potentially affected by transportation decisions. This includes both individuals and organized groups. It is also important to provide opportunities for the participation of all private and public providers of public transportation services. Finally, those persons traditionally underserved by existing transportation systems, such as low-income or minority households, Limited English Proficiency (LEP) populations, and the elderly should be encouraged to participate in the transportation decision making process.

Participation Plan

The following sections identify various neighborhood groups and other existing special interest organizations within the Chattanooga Urban Area. The lists provided are a cross section of the many resources available throughout the area. These can serve as a vital communication tool in assuring that people in the different communities are engaged in accordance with the Title VI of the Civil Rights Act of 1964 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

Another vital element in communicating with the public is to get the word out. The media is the strongest vehicle in making the public aware of all transportation decisions.

A comprehensive list of television, radio, newspaper, and magazine outlets has been identified. The TPO encourages full and open public input and ensures this through the utilization of the available media resources. The media resources lists provided, along with the neighborhood associations and special interest groups lists expresses the commitment that the TPO has to ensure that all stakeholders have been notified of the transportation process.

MEDIA RESOURCES

For a current contact list of media resources please contact the RPA Executive Office at 423-757-5216 or at 1250 Market Street, Suite 2000.

NEIGHBORHOOD ASSOCIATIONS

For a current contact list of all Neighborhood Associations please visit the City of Chattanooga's Neighborhood Services and Community Development Department website.

<http://chattanooga.gov/neighborhood-services/neighborhood-associations2>

SPECIAL INTEREST GROUPS

For a current contact list of Special Interest Groups please contact the RPA Executive Office at 423-757-5216 or at 1250 Market Street, Suite 2000.

APPENDIX C: PARTICIPATION PLAN
UPDATE STAKEHOLDER LETTER

Participation Plan

Date

Name

Address

City, State, Zip Code

Dear

The Chattanooga-Hamilton County North Georgia Transportation Planning Organization (TPO) is updating its Public Participation Plan and requires your help to make it a clear, concise and informative plan for public use and as a policy document for planning staff and policy makers. The TPO is responsible for planning activities in Hamilton County, Tennessee and the northern portions of Dade, Walker, and Catoosa Counties in Georgia. It is the responsibility of the TPO to ensure that stakeholders, interested parties, and the general public have the optimum opportunity to participate in transportation planning for the area.

A copy of the current Public Involvement Plan can be obtained via mail or at our website http://www.chcrpa.org/Divisions_and_Functions/TPO/Plans_and_Projects.htm. The project will be labeled Chattanooga-Hamilton County/North Georgia Public Involvement Plan. You may contact Melissa Taylor to provide your feedback or obtain a copy of the current document by calling (423) 757-5216 or emailing taylor_melissa@chattanooga.gov.

Please provide your comments by

Thank you in advance for your input.

Sincerely,

Chattanooga-Hamilton County Regional Planning Agency
Chattanooga-Hamilton County/North Georgia Transportation Planning Organization

APPENDIX D: TPO CONSULTATION PROCESS
STAKEHOLDER LETTER

Participation Plan

Date

Name

Address

City, State, Zip Code

Dear

As an organization that places emphasis on natural resources management, historic preservation and area-wide planning responsibilities, we have, in the past, updated you on transportation planning efforts by the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (TPO) in Hamilton County, Tennessee and the northern portions of Dade, Walker, and Catoosa Counties in Georgia. Periodically the TPO updates its transportation documents such as the Transportation Improvement Plan (TIP), Transportation Plan, and the Participation Plan. In addition, current federal transportation legislation requires the TPO to consult with agencies and officials responsible for other planning activities within the metropolitan planning area that are affected by transportation, or with agencies who coordinate their planning process with such planning activities. It is the responsibility of the TPO to ensure that stakeholders, interested parties, and the general public have the optimum opportunity to participate in transportation planning for the area.

The TPO has developed the following general method of consultation to be used unless your agency indicates a preferred alternative approach:

1. The TPO will identify the affected agencies
 - State and local agencies that may directly or indirectly, either positively or negatively be affected by the project
2. The TPO will gather information
 - Compare available plans, maps, and inventories
 - Review information provided by GDOT and TDOT
3. Documentation
 - Acknowledge the receipt of comments and incorporate suggestions/comments into the Transportation Plan/TIP as appropriate

Currently, the transportation documents may be reviewed at our website <http://www.chcrpa.org/TPO.htm> by selecting the plans and projects or current projects label.

You may contact Melissa Taylor to provide your feedback to this process and/or obtain a copy of the current documents by calling (423) 757-5216 or emailing taylor_melissa@chattanooga.gov.

Participation Plan

Please provide your comments by. If the TPO does not receive a response then the TPO will assume that you concur with this process.

Thank you in advance for your input.

Sincerely,

Chattanooga-Hamilton County Regional Planning Agency
Chattanooga-Hamilton County/North Georgia Transportation Planning Organization

**APPENDIX E: TPO BOARD, COMMITTEES AND PROFESSIONAL
STAFF**

Participation Plan

TPO EXECUTIVE BOARD COMMITTEE

State of Tennessee Governor
Georgia Department of Transportation Commissioner
City of Chattanooga Mayor
Chattanooga City Council Elected Representative
Hamilton County Mayor
Hamilton County Commission Elected Representative
North Georgia Legislative Delegation Elected Official
Tennessee Legislative Delegation Elected Official
Chattanooga Area Regional Transportation Authority Chairman of the Board
Chattanooga Metropolitan Airport Authority Chairman of the Board
Chattanooga-Hamilton County Air Pollution Control Bureau Director
Dade County Elected Representative
Walker County Elected Representative
Catoosa County Elected Representative
Chickamauga, Georgia Mayor
Collegedale, Tennessee Mayor
East Ridge, Tennessee Mayor
Fort Oglethorpe, Georgia Mayor
Lakesite, Tennessee Mayor
Lookout Mountain, Georgia Mayor
Lookout Mountain, Tennessee Mayor
Red Bank, Tennessee Mayor
Ridgeside, Tennessee Mayor
Ringgold, Georgia Mayor
Signal Mountain, Tennessee Mayor
Soddy-Daisy, Tennessee Mayor
Walden, Tennessee Mayor

**For a current listing of actual TPO Board Member names, please contact the RPA Executive Office at 423.757.5216.*

TPO TECHNICAL COORDINATING COMMITTEE (TCC)

CHCRPA Executive Director
City of Chattanooga Public Works Administrator
City of Chattanooga City Engineer
City of Chattanooga City Traffic Engineer
Hamilton County, TN Public Works Administrator
Hamilton County, TN County Engineer
Hamilton County, TN County Traffic Engineer
Hamilton County, TN Human Services Administrator
NWGRCA Executive Director

Chattanooga-Hamilton County/North Georgia
Transportation Planning Organization

Participation Plan

Chattanooga Area Regional Council of Governments, SE TN Development District
Executive Director
Air Pollution Control Bureau Executive Director
CARTA Representative
Chattanooga Metropolitan Airport Authority Representative
Tennessee Valley Railroad Museum Representative
City of Chickamauga, GA Representative
City of Collegedale, TN Representative
City of East Ridge, TN Representative
City of Fort Oglethorpe, GA Representative
City of Lakesite, TN Representative
City of Lookout Mountain, TN Representative
City of Lookout Mountain, GA Representative
City of Red Bank, TN Representative
City of Ridgeside, TN Representative
City of Ringgold, GA Representative
City of Rossville, GA Representative
Town of Signal Mountain, TN Representative
City of Soddy Daisy, TN Representative
Town of Walden, TN Representative
Catoosa County, GA Representative
Dade County, GA Representative
Walker County, GA Representative
Georgia Portion, Citizen Advisory Committee Chairman
Trucking Concerns within the Metropolitan Study Area Representative
Outdoor Chattanooga Bicycle Coordinator
Chattanooga TN-GA Bicycle and Pedestrian Task Force Representative
Greenways/Paths Representative
Office of Planning, GDOT Administrator
Intermodal Programs, GDOT Administrator
TDOT Region II Traffic Engineer
Planning Division, TDOT Director
Rail, Waterway, and Transit Division, TDOT Director
Tennessee Division, FHWA Division Administrator
Georgia Division, FHWA Division Administrator
Region IV Office, FTA Administrator

**For a current listing of actual TCC Member names, please contact the RPA Executive Office at 423.757.5216.*

GEORGIA ADVISORY COMMITTEE

Purpose:

The Georgia Advisory Committee (GAC) has a primary function of advising the Executive Board of the Chattanooga – Hamilton County / North Georgia Transportation Planning Organization. The GAC makes sure that the interests of the North Georgia section of the Transportation Planning Organization (TPO) are represented and explained to the complete organization.

The GAC is currently composed of a representative from each of the eight local governmental jurisdictions that are members of the North Georgia section of the Chattanooga / North Georgia TPO. The city governments which are eligible to be involved are Chickamauga, Rossville, Lookout Mountain, Fort Oglethorpe, and Ringgold. The county governments eligible to be involved are Walker, Dade, and Catoosa.

The official member for each of the jurisdictions is appointed by the chief executive officer of each local government. The official member can be an elected official, appointed citizen, or staff member of the government. Although there is only one official representative, multiple elected officials and multiple staff members. .

MEMBERS:

City of Rossville

Dade County

City of Fort Oglethorpe

City of Ringgold

City of Lookout Mountain, GA

City of Chickamauga

Catoosa County

Walker County

TPO STAFF:

Karen Rennich, TPO Coordinator
Chattanooga-Hamilton County Regional
Planning Agency

APPENDIX F: GDOT CONSULTATION PROCESS

AGENCY CONSULTATION

OBJECTIVE:

Determine which resource will be directly or indirectly affected and identify the appropriate state or local agency with jurisdiction over the affected resource. It is important for the MPOs to be comprehensive in identifying and prioritizing all possible affected agencies. Those identified will then need to be consulted, as appropriate.

TASKS AND GUIDANCE:

The following tasks and guidance will help achieve the above objective.

TASK 1: IDENTIFY AFFECTED AGENCIES

Special effort may need to be made to identify affected agencies. State and local agencies that may be directly or indirectly affected, either positively or negatively, by the project may include:

- Land Use Management (State & Local)
- Natural Resources (State & Local)
- Environmental Protection (State & Local)
- Conservation (State & Local)
- Historic Preservation (State & Local)
- Economic Development and Planned Growth (State & Local)
- Freight Movements (State & Local)
- Airport Operations (Local)

TASK 2: GATHER INFORMATION:

During the development of transportation plans and transportation improvement programs the MPOs shall compare available plans, maps, and inventories from state and local resource agencies. Some basic research will need to be undertaken by the MPOs during transportation plans and transportation improvement program development. The research should cover:

- An initial identification of the resources and responsible agencies likely to be affected by the transportation plan or transportation improvement program (See Task 1, Agency Identification.)
- A review of available information (plans, maps, and inventories) derived from agency's websites.

Useful Websites/Contacts

As stated earlier the Department has taken the lead on the development of the new consultation process to comply with the requirements of the planning provisions of current federal transportation legislation. In an effort to develop the consultation process, the Department identified specific agencies that participated in a workshop which will assist in the development of a standardized consultation process to be utilized by the Department and the MPOs during the development of transportation plans and transportation improvement programs.

TASK 3: IDENTIFY THE IMPACT ZONES

Participation Plan

Many methods are available to help MPOs identify affected resources and responsible agencies. One practical technique is impact zone mapping (IZM). IZM can help identify the full range of potentially impacted resources. By mapping environmental and social impacts, the MPOs can begin to assess different levels of impact for geographically distinct areas and to prioritize the affected agencies.

TECHNIQUE:

Draw a sketch map of the project, which may give rise to local environmental or social impacts (e.g., the historic sites; protected rivers; protected mountains; canals; sources of air, water, and land pollution). Identify the broad impact zones for each of these components. After identifying and mapping potential projects groups, overlay those projects over the impact zones. Through comparison with relevant agency plans, maps, and inventory, verify which resources are potentially affected by which impacts. This exercise may be performed more efficiently by using aerial photographs and GIS layers, if available.

TASK 4: DOCUMENTATION

Documentation should include acknowledging for the record receipt of comments and incorporating suggestions/comments into the Transportation Plan/TIP. Document the completed consultation (comparing transportation plans and transportation improvement programs to available resource agency's plans, maps inventories and in non-technical language.

APPENDIX G: TDOT CONSULTATION PROCESS

Participation Plan

General Method of Consultation:

Each state and federal agency on the attached list was sent a letter asking them to supply TDOT with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities, if available and appropriate. Appropriate mitigation strategies for these areas were also requested. Additionally, each agency was also asked to provide TDOT copies of any ongoing updates and additions to those materials.

The MPOs will compare proposed transportation improvements in their area to the agencies' plans, maps, inventories, etc. to assess potential environmental impacts. The assessments will be included in the draft Long Range Plan document, to be circulated to the public and to the environmental agencies for a specified number of days prior to adoption, according to the Public Participation Plan.

If TDOT's Division of Long Range Planning did not receive a response from the listed agencies by March 30, 2007 indicating a preference for involvement in the consultation process, it was considered as acceptance of the general method of consultation described above.

Other Preferred Methods of Consultation:

The following state and federal environmental agencies responded with a different preferred method of consultation and/or additional information or clarifications.

National Park Service; Natchez Trace Parkway

The Natchez Trace Parkway office in Tupelo, MS supplied TDOT with a copy of the Parkway's 1987 General Management Plan (GMP). Although the document is in need of updating, the Park Service indicated that it will give TDOT and the MPOs guidance as to the Parkway's future management direction.

The Parkway traverses approximately 102 miles in Tennessee, and the Park Service is especially interested in any future east-west transportation routes in the vicinity of the Natchez Trace, as these will likely affect the Parkway.

U.S. Army Corps of Engineers, Nashville District

The Nashville District Office of the Corps of Engineers supplied TDOT with maps and brochures for J. Percy Priest Lake, Lake Barkley, Old Hickory Lake, Dale Hollow Lake, Cordell Hall Lake, Cheatham Lake, and Center Hill Lake. TDOT can forward this information to the affected MPOs on request. Using this information, the Corps would like the MPOs to identify projects or programs that will impact waterways and/or land owned or managed by the Corps of Engineers, along with potential mitigation strategies. The Corps will review this information and consult with the MPO if necessary. Additionally, they would like a list of all projects in the Transportation Plan and TIP in order to ascertain for themselves if there are any potential impacts.

The contact person who will coordinate this effort is Ms. Dena Williams at (615) 736-7827

Note: The Jackson and Memphis MPOs are not in the Nashville District.

Participation Plan U.S. Environmental Protection Agency, Region 4

EPA will endeavor to participate in consultation activities as outlined above under the General Method of Consultation. However, their level of involvement may be limited due to staff and travel resource limitations. EPA also cautions that the new consultation requirement and process in no way replaces the current interagency consultation that is required for regional and project-level conformity determinations in accordance with the Clean Air Act and transportation conformity requirements per 40 CFR Part 93.

U.S. Coast Guard

The Coast Guard's Marine Safety Unit in Paducah, KY includes most of Tennessee and has a subunit in Nashville. The Coast Guard does not maintain conservation plans and maps and does not maintain their own inventory of natural and historic resources throughout the inland rivers system, but instead relies on other information from other state and federal agencies. They are willing to participate in the consultation process.

The Coast Guard's point of contact is Lieutenant Commander Derrick Masters, Executive Officer of the Marine Safety Unit in Paducah, KY. Lieutenant Commander Masters will coordinate as necessary with other Coast Guard units in the remaining portion of the State of Tennessee. He can be contacted at Derrick.T.Masters@uscg.mil or (270) 442-1621 Ext. 2103.

U.S. Department of Agriculture, Forest Service

The Southern Region of the U.S. Forest Service prefers that MPOs first visit the website for either the Cherokee National Forest (<http://www.fs.fed.us/r8/cherokee/>) or the Land Between the Lakes National Recreation Area (<http://www.lbl.org/>) to obtain information about the National Forests. MPOs can then use the site's contact information to request further inventory information should they need it to evaluate specific transportation corridors.

Tennessee Valley Authority

TVA will provide TDOT with current versions of its reservoir land management plans. TVA requests that they be consulted at the "appropriate time" if a transportation project involves use of or affects TVA property, facilities, easements, or permitting obligations under Section 26a of the *TVA Act*. Contact is Ms. Bridgette K. Ellis, Senior Vice President, Environmental Stewardship and Policy, Tennessee Valley Authority, 400 West Summit Hill Drive, Knoxville, TN 37902-1401.

Tennessee State Historic Preservation Office

The Tennessee SHPO recommends that in addition to working with the SHPO to identify historic areas and sites, the MPOs need to work with their certified local government historic commission and/or historic zoning commission. The MPOs should be aware of the locations of large designated historic districts within their planning area. Somewhere in the Transportation Plan it should be stated that as time goes by, new historic districts may be designated.

The above and below ground survey data that is available is sensitive and not appropriate to share with the MPOs or the general public. MPOs should avoid using the word "mitigate" in their documents when referring to historic or archaeological resources.

Participation Plan

Tennessee Wildlife Resources Agency

TWRA has information that would prove valuable to the MPOs in their planning process on the TWRA website (<http://www.state.tn.us/twra/gis/gisindex.html>), including National Wetland Inventory Maps and maps of all the Wildlife Management Areas.

TWRA has developed GIS layers identifying such conservation and habitat areas as Areas of Richness (Gap Analysis Program), Priority Conservation Areas, Priority Habitat Areas, etc. that can be utilized by the MPOs. This same information can be viewed on a statewide basis on the Tennessee Heritage Conservation Trust Fund website (<http://state.tn.us/twra/tchp.html>).

TDOT has formally requesting that TWRA release the GIS information to TDOT. If approved by TWRA, the information will be forward to TDOT by the end of April 2007. At that point the MPOs would be notified of its availability.

APPENDIX H: PUBLIC COMMENTS

Participation Plan Update Comment Form

Listed below are all the incorporated cities and towns within the Chattanooga / North Georgia TPO. Please check the city or unincorporated county where you live. Then write about the specific transportation public planning process concerns that you have.

- | | |
|--|---------------------------|
| _____ Chattanooga, TN | _____ Collegedale, TN |
| _____ East Ridge, TN | _____ Lakesite, TN |
| _____ Lookout Mountain, TN | _____ Red Bank, TN |
| _____ Ridgeside, TN | _____ Signal Mountain, TN |
| _____ Soddy Daisy, TN | _____ Walden, TN |
| _____ Hamilton County, TN (unincorporated) | |
| _____ Chickamauga, GA | _____ Fort Oglethorpe, GA |
| _____ Lookout Mountain, GA | _____ Ringgold, GA |
| _____ Rossville, GA | _____ Other Location |
| _____ Dade County, GA (unincorporated) | |
| _____ Walker County, GA (unincorporated) | |
| _____ Catoosa County, GA (unincorporated) | |

Tell us any improvements needed in the Transportation Public Planning Process?

Participation Plan

2010 Update to Participation Plan

No comments were received during the 45-day public review and comment period for the Participation Plan.

2012 Update to Participation Plan

One comment was received during the public meeting held on September 6, 2012 at the Development Resource Center and can be found on the following page. This comment was addressed in the plan.