

**THE CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**



2020 AMENDED PARTICIPATION PLAN

Prepared By:

Clarksville Urbanized Area Metropolitan Planning Organization

In Cooperation with:

Tennessee Department of Transportation,
Kentucky Transportation Cabinet,
Federal Highway Administration,
Federal Transit Administration
Clarksville Transit System

Adopted October 15, 2020

Clarksville MPO Contact Information:

Mail: Clarksville MPO Director
329 Main Street, Clarksville, TN 37040

Phone: (931) 645-7448

Email: ClarksvilleMPO@cityofclarksville.com

Website: www.cuampo.com

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RESOLUTION 2020-07

2020 AMENDMENT TO THE PARTICIPATION PLAN

WHEREAS, the Clarksville Urbanized Area Metropolitan Planning Organization (MPO) is responsible for carrying out a comprehensive, cooperative and continuing transportation planning process; and

WHEREAS, involvement of the general public, interested parties, and other public agencies is an integral part of regional transportation planning; and

WHEREAS, a Participation Plan (PP) is developed to describe the opportunities available to members of the general public, stakeholders, and interested parties to participate in the transportation planning and decision-making process pertaining to local expenditure of federal transportation grants; and

WHEREAS, the PP identifies the MPO’s commitment to provide a forum for local, state, and federal agencies to collaborate in the development of its major planning products and a process for supporting the required coordination; and

WHEREAS, the MPO amended the PP to comply with the most recent federal regulations, as derived from the Fixing America’s Surface Transportation (FAST) and prior federal transportation acts, and to ensure that its methods of communication and its techniques to involve the general public in the planning process, including traditionally-underserved populations and interested parties, are aligned with best practices and suitable for the MPO area; and

WHEREAS, the MPO has followed the public noticing procedures for updating the PP as outlined by 23 CFR 450.316, requiring a minimum 45-calendar day public comment period prior to adoption; and

WHEREAS, members of the Technical Coordinating Committee did recommend approval of the amended PP to the Executive Board;

NOW, THEREFORE, BE IT RESOLVED, that the Clarksville Urbanized Area Metropolitan Planning Organization’s Executive Board does hereby adopt the amended Participation Plan.

Resolution Approval Date: October 15, 2020

Authorized Signature: _____
Mayor Joe Pitts, Chairperson
MPO Executive Board

ACRONYMS

Americans with Disabilities Act	ADA
Clarksville Transit System	CTS
Clarksville Urbanized Area Metropolitan Planning Organization	CUAMPO
Code of Federal Regulations	CFR
Conformity Determination Report	CDR
Environmental Protection Agency	EPA
Environmental Justice	EJ
Fixing America's Surface Transportation Act	FAST Act
Federal Highway Administration	FHWA
Federal Transit Administration	FTA
Geographic Information System	GIS
Intermodal Surface Transportation Equity Act of 1991	ISTEA
Kentucky Transportation Cabinet	KYTC
Limited English Proficiency	LEP
Metropolitan Planning Organization	MPO
Metropolitan Transportation Plan	MTP
Moving Ahead for Progress in the 21 st Century Act	MAP 21
Participation Plan	PP
Rural Planning Organization	RPO
Safe Accountable Flexible Efficient Transportation Equity Act--Legacy for Users	SAFETEA-LU
Technical Coordinating Committee	TCC
Tennessee Department of Transportation	TDOT
Transportation Alternative Program	TAP
Transportation Equity Act for the 21 st Century	TEA-21
Transportation Improvement Programs	TIP
Telecommunications Relay Service	TRS
Telecommunications Device for the Deaf	TTD
Telephone Typewriter, Teletypewriter, Text Phone	TTY
Unified Planning Work Programs	UPWP
United States Code	USC

1.0 Introduction:

1.1 Purpose and Goals

The purpose of the Participation Plan (PP) is to describe the Clarksville Urbanized Area Metropolitan Planning Organization's (MPO) various public outreach activities to ensure that all members of the public, including populations that have been underserved by the transportation system and/or have lacked access to the decision-making process, are given the opportunity to participate in the metropolitan transportation planning process that shapes the metropolitan planning area (MPA). The PP guides the MPO's efforts to offer early, continuous, and meaningful opportunities for the public to help identify social, economic, and environmental impacts of proposed transportation policies projects and initiatives.

The goals of the Clarksville MPO's PP are:

1. To inform the general public and interested parties of their role in the transportation planning and decision-making process.
2. To involve the public by providing opportunities for participation throughout the transportation planning process, and the development of transportation plans and programs.
3. To provide guidelines for public notification, public meetings, and the adoption of plans and programs, with special emphasis on communities with people who are underrepresented and/or underserved.
4. To improve the public participation process by identifying, evaluating, and incorporating new tools and strategies to ensure meaningful community engagement.

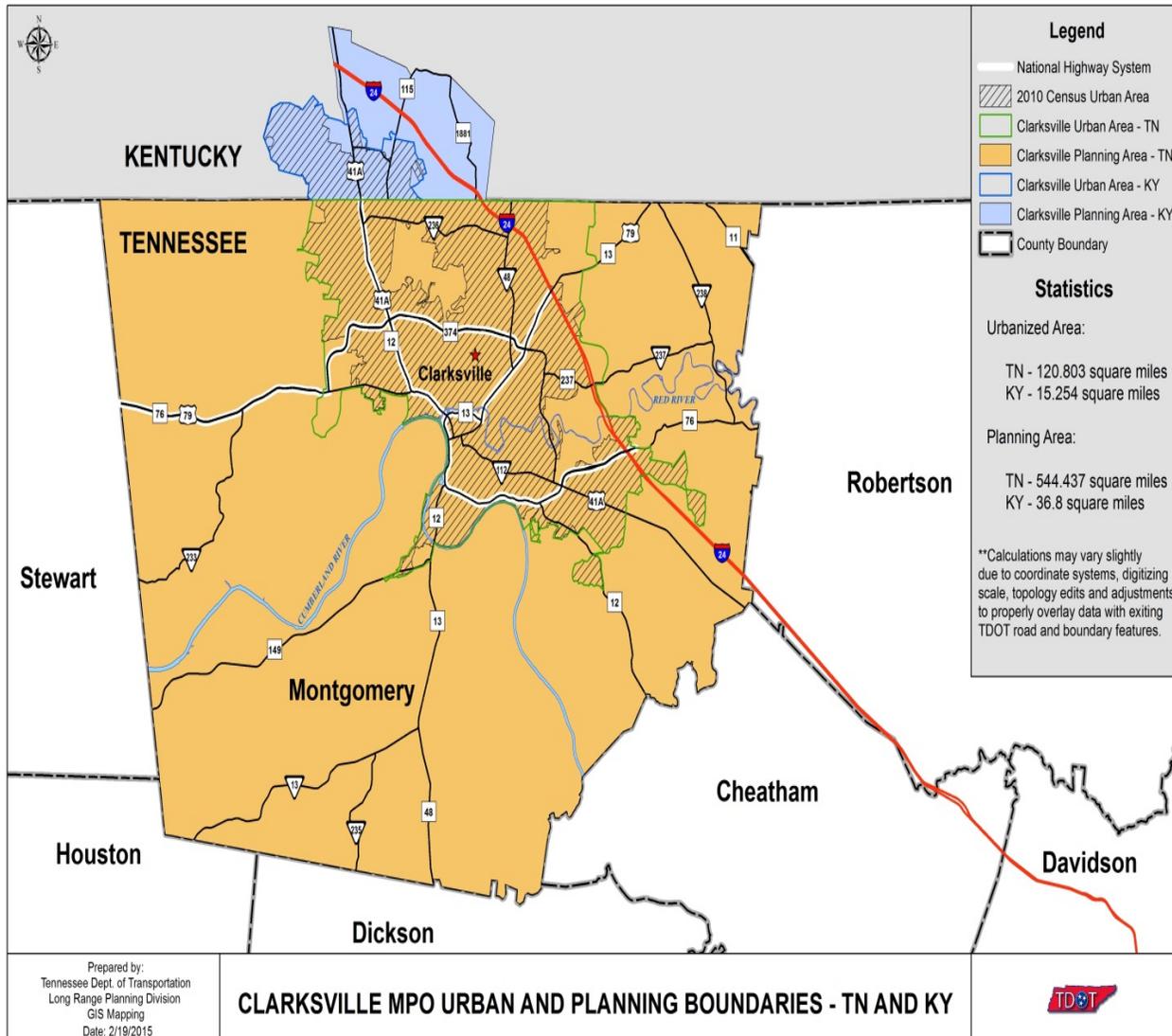
1.2 Background

Public outreach in transportation planning has long been a federal requirement. The Intermodal Surface Transportation Equity Act of 1991 (ISTEA) was signed into law requiring urban areas, through the MPO, to develop and use a documented participation plan that defines a process for providing reasonable opportunities for all interested parties to be involved in the transportation planning and programming process. Transportation Equity Act for the 21st Century (TEA-21) in 1998 emphasized this requirement. Safe Accountable Flexible Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) in 2005 increased interagency consultation and emphasized visualization techniques and electronically accessible information. Moving Ahead for Progress in the 21st Century Act (MAP-21) in 2012, and the Fixing America's Surface Transportation (FAST) Act in 2015 require Metropolitan Planning Organizations (MPOs) to provide an enhanced capability for citizens to be involved in the development of, and comment on, proposed Transportation Improvement Programs (TIP), Unified Planning Work Programs (UPWP), Metropolitan Transportation Plans (MTP) with associated Conformity Determination Report (CDR), and other plans/reports. The MPO follows the provisions outlined in 23 C.F.R. 450.316 and 49 C.F. R. 613.100 which must allow for:

1. Adequate public notice of public participation activities;
2. Review and comment at key decision points in the development of the MTP and TIP;
3. Multiple, accessible participation formats, including electronic and in-person.

As the designated MPO for our community, the Clarksville MPO is responsible for the planning of the transportation systems of regional significance, as well as ensuring that all plans and programs conform to federal and state requirements. The Clarksville MPO is a bi-state MPO, meaning that its member jurisdictions are located in both the State of Tennessee and the Commonwealth of Kentucky. The planning area of the Clarksville MPO, shown below, incorporate Clarksville and Montgomery County, Tennessee; Oak Grove, 25 square miles of portions of Fort Campbell Military Installation and Christian County, and 1.2 square miles of Hopkinsville, all within Kentucky.

Figure 1. – Clarksville MPO Urban and Planning Boundaries



The Clarksville MPO continuously develops and updates several programs and plans. In order to guide the expenditure of federal and state transportation funds, it is critical for its public participation process to provide complete information, timely public notice and to support continuing involvement of the public in developing plans and programs. Optimum public participation begins early in the planning process and continues throughout each of the planning phases. Public participation helps avoid, minimize and mitigate project impacts by allowing the Clarksville MPO to identify issues while providing best-case solutions. It is essential that government agencies understand community values, and it is equally important for the community to understand the tradeoffs and constraints associated with project planning. This mutual understanding can only be achieved through early, frequent and continued communication with the public. When the public is engaged in the planning process, their insight helps assure projects suit community needs.

In order to develop plans that are derived from public sentiment, there must be adequate public participation in the development of all of the documents. Public involvement incorporates public concerns, needs, and values into governmental decision-making. The MPO has developed the 2020 amended PP in full collaboration with the public, stakeholders, partners, interested parties, and agencies that make up the MPO in order to use it in the development of the MTP, TIP, UPWP and other documents/plans; and to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process. The Code of Federal Regulations (CFR), Title 23, Section 450.316 pertains to the public outreach process (Appendix A).

1.3 Technical Coordinating Committee and Executive Board

The Clarksville MPO is a bi-state, multi-jurisdictional entity that is comprised of local governments within the Clarksville MPO planning area. The MPO has established a Technical Coordinating Committee (TCC) to ensure coordination of the regional transportation planning process. The TCC will make recommendations to the MPO Executive Board at key points during the planning process. Members of the TCC are a diverse group of transportation professionals that include engineers, transportation and land use planners from federal, state and local agencies, as well as representatives from the transit, air, bicycle/pedestrian, and rail industries. Member agencies and representatives of the TCC include:

Figure 2: TCC Member Agencies and Representatives

Member Agencies	Representatives
Clarksville Street Department	Director, City Engineer
Clarksville Transit System	Transit Planner
Montgomery Co. Highway Dept.	Superintendent
Montgomery County	County Engineer
Fort Campbell Military Installation	Planner
Greater Nashville Regional Council	Planner
Mid-Cumberland HRA	Director
Hopkinsville-Christian Co. Planning Comm.	Planner
Pennyrile Area Development District-KY	Director
Clarksville Montgomery Co. RPC	Director
City of Oak Grove, KY	Planner
Christian County, KY	Representative
RJ Corman Railroad Company	Representative
TDOT	Long Range Planner, Multimodal Planner, Title VI Representative, Local Program Planner, Region 3 Representative, Bike/Ped Coordinator
KYTC	Strategic Planner, Office of Transportation Delivery Planner, Title VI Representative, District 2 Representative, Bike/Ped Coordinator
John F. Outlaw Field-Airport	Authority Manager
TN Dept of Environmental & Conservation	Representative
KY Division for Air Quality	Representative
Local Bike Group	Representative

The MPO is led by an Executive Board, which is the policy board of the MPO. The Executive Board is the formal decision-making body for matters relating to regional transportation planning, and has the authority to adopt regional transportation plans and programs. The Executive Board normally meets once a quarter and has nine (9) elected and/or appointed officials representing state and local governments (shown in Figure 3).

In addition to the TCC and Executive Board, there is representation from the Federal Highway Administration (TN and KY Division), Federal Transit Administration, and Environmental Protection Agency as ex officio, non-voting members. The MPO staff consists of the MPO Director and a Transportation Planner.

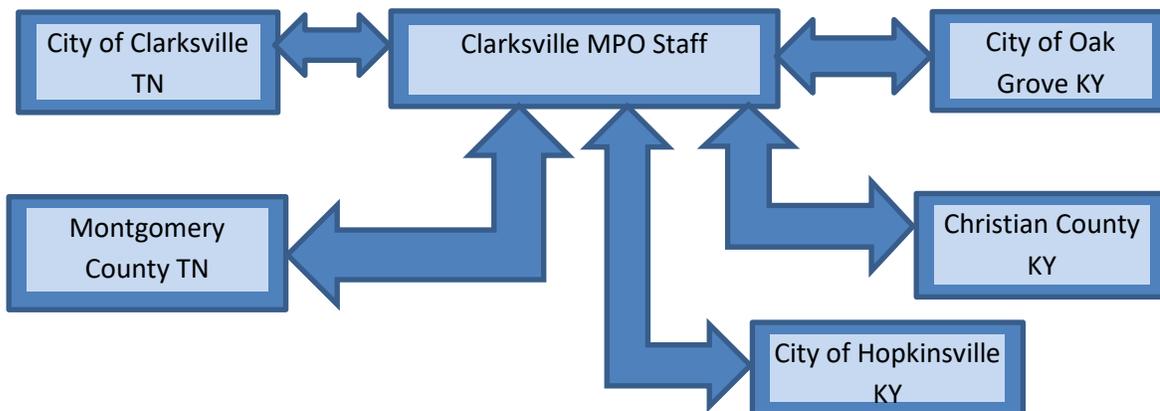
Figure 3: Executive Board Member Agencies and Representatives

State and Local Government	Representatives
State of Tennessee	Commissioner of TDOT
Commonwealth of Kentucky	Secretary of KYTC
Montgomery County, TN	Mayor
City of Clarksville, TN	Mayor
City of Oak Grove, KY	Mayor
City of Hopkinsville, KY	Mayor
Christian County, KY	County Judge Executive
Clarksville Transit System	Director
Greater Nashville Regional Council	Executive Director

Figure 4: Clarksville MPO Organizational Chart:



Figure 5: Clarksville MPO and Local Agencies Collaboration:



2.0 Consultation:

2.1 Special Interest Groups

In making transportation decisions the Clarksville MPO reaches out to special interest groups, listed in Appendix G, for their input on transportation planning. The special interest groups are those most directly affected by transportation planning. This group is contacted through direct mail and/or email for their input on the development of the MTP, TIP, and PPP. A sample letter is shown in Appendix F. These special interest groups were identified by reviewing the rosters of service organizations, nonprofit organizations, advocacy groups, and the email and mailing list of requested private citizens/interested parties. The interested parties include:

- Private providers of freight transportation services
- Private and public providers of transportation services
- Users of transit system and/or private citizens
- Representatives of affected public agencies and public university
- Freight shippers/Chamber of Commerce
- Technical experts/engineers and planners
- Bicycle and walking interest persons/clubs
- Disabled
- Minority Agencies/Groups

The mailing and email distribution list of interested parties is maintained by the MPO and serves as a point of reference for public outreach efforts. Anyone wanting to be added to the distribution list can do so by their contact information to any member of the MPO staff or submitting their contact information to: ClarksvilleMPO@cityofclarksville.com. The goal of the PP is to provide all interested parties with reasonable opportunities to participate in the transportation planning process and comment on transportation documents developed by the MPO.

2.2 Consultation with Federal, State, Local Agencies (Stakeholders)

In developing the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Conformity Determination Report (CDR), Unified Planning Work Program (UPWP), and PP the MPO consults with stakeholders. Stakeholders include local and regional planning agencies, transit operators, state and federal agencies and interagency consultation members. This consultation includes, as appropriate, contacts with regional and local agencies that are potentially affected by a transportation project and/or responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation.

The MPO coordinates its consultation and participation process for stakeholders, partners, and interested parties with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Tennessee Department of Transportation (TDOT) and the Kentucky Transportation Cabinet (KYTC) statewide consultation processes by way of review and communications when appropriate. TDOT and KYTC participate in the MPO planning process as voting members on the Technical Coordinating Committee and Executive Board. In turn, the MPO participates in plans, studies and reports conducted by the states. A Planning Memorandum of Agreement was developed between TDOT, KYTC, MPO and the City of Clarksville/Transit. This agreement details the roles and responsibilities of all the agencies involved in the planning.

An increased emphasis is placed on consultation with resource agencies responsible for natural resource management, land use management, environmental protection conservation and historic preservation concerning the development of the MTP. TDOT and KYTC have established consultation procedures for contacting federal and state agencies. The MPO supports these procedures for federal and state agency consultation. Formal coordination with these agencies helps to identify effective mitigation strategies for potential impacts of projects and programs. These state and federal agencies are listed in Appendix B.

3.0 Core Products and Programs

The MPO continuously develops and updates several programs, plans and reports. In order to guide the expenditure of federal and state transportation funds, it is critical for its public participation process to provide complete information, timely public notice and to support continuing involvement of the public in development of plans, programs and reports.

The primary opportunity for the public to share their thoughts and ideas occurs during the public review periods as the draft documents are developed through the MPO's planning process. The MPO is required to develop the PP in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes in accordance with [23 CFR 450.316(a)(1)] as shown in Appendix A. Figure 6 shows the core products the MPO develops and updates along with the required public comment period.

If there are major public comments that need to be addressed, then the document will go back out for the required additional review period. The MPO staff first reviews all comments and determine if the comments are significant. If the comments are significant, the MPO staff makes the required changes to the document. The MPO staff then places the revised draft document back out to the public for the additional review period for comment.

Figure 6: Core Products and Public Comment Period

Core Products	Public Comment Period for Adoption	Additional Review Period (if needed)
Metropolitan Transportation Plan	30 days	14 days
Transportation Improvement Program	14 days	7 days
*Unified Planning Work Program	14 days	7 days
Public Participation Plan	45 days	14 days
Annual Obligation Report	14 days	7 days
*Amendments (MTP, TIP, UPWP)	14 days	7 days

*The comment period may be shortened to three (3) days in cases of emergency and/or urgent events (examples- pandemics, natural disasters, war, etc). If there are major public comments that need to be addressed, then the document will go back out for the required additional review period.

Each of the core products described in Section 3.1 below, require at a minimum, the following public involvement strategies to seek public input: the document is made available on the www.cuampo.com website and a hard copy at the MPO office; the document's development is discussed at the Executive Board meetings; flyers in English and Spanish are displayed on all transit buses and transfer centers; and on social media through the City of Clarksville's and Montgomery County's Facebook pages. The MPO may purchase advertisements in four newspapers. This is optional and will be done at the MPO's discretion. The advertisements may appear in two regional newspapers, one newspaper is distributed in an environmental justice area, and one is translated in a Hispanic newspaper in order to engage the public.

3.1 Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP) is a federally required plan that addresses future transportation needs for a minimum of twenty years. The MTP is required to be updated every five years (four years if the area is nonattainment or maintenance for air quality) years to confirm the validity of the MTP, ensure consistency with current and forecasted transportation and land use conditions and to reflect the changing public and political sentiment. The Clarksville MPO updates every four years to coincide with the associated Conformity Determination Report (CDR) requirements. The MTP is financially constrained and includes transportation projects for upgrading the transportation infrastructure within the next twenty or more years.

The MPO uses the MTP to:

1. Estimate future needs and identify improvements in the pedestrian, bicycle, transit, highway and freight movement networks;
2. Guide the expenditure of transportation funds;
3. Ensure new transportation improvements meet community values;
4. Prioritize transportation projects;
5. Promote safe and efficient transportation services; and
6. Address Transportation Performance Measures.

The success of the MTP is dependent upon a successful public outreach effort that yields community feedback. The process is guided by public sentiment about long-term transportation investments to achieve the best possible mobility connections. The MPO employs visualization techniques throughout the MTP for better understanding and engagement of the public. The result is increased public awareness of and support for the resulting MTP.

Beside the listed public involvement in 3.0, additional outreach is used for the MTP development. An on-line survey begins the initial outreach during the early phase of the document's development; a hard copy of the draft MTP is distributed to each local municipality. With the increase in technology, each municipality is also, emailed the document and asked to put on their website or to make a link to the MPO website. Flyers in English and Spanish are displayed in the public libraries in Ft. Campbell, KY and Clarksville, TN, and are mailed to local grocery stores and churches to be posted on bulletin boards in an effort to reach the general public.

The MTP may require an air quality conformity analysis. This requires an interagency consultation (IAC) with state and federal agencies, and other appropriate public review activities, before the MTP can begin the public comment period.

The draft MTP has a thirty (30) day public comment period prior to adoption by the Executive Board. All public comments are reviewed by the Executive Board prior to adoption. In the event the MPO Executive Board determines there are significant unresolved comments on the MTP, it may defer the adoption of the plan until a subsequent meeting. The MPO staff will then prepare a response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these comments or amendments be significant, an additional fifteen (15) day review period will be allotted for public feedback.

3.2 Transportation Improvement Program

The Transportation Improvement Program (TIP) contains all transportation projects programmed for the upcoming four years. The TIP is the short-term transportation investment plan. The TIP prioritizes the region's transportation related projects within the constraints of federal, state, and local funding that the region can reasonably expect to receive within the next four years. Projects that are included in the TIP must be selected from or be consistent with an approved MTP. The TIP not only lists specific projects, but includes the anticipated schedule and cost for each project. The MPO employs visualization techniques throughout the TIP for better understanding and engagement of the public. Since public outreach and access to information is critical to the development of the TIP, TDOT in collaboration with the MPOs is developing an E-TIP. This web-based technology is designed to automate the development of the TIP, improve consistency and reformat the TIP into a more user-friendly document.

The TIP may require an air quality conformity analysis for non-exempt projects. This requires an interagency consultation (IAC) with state and federal agencies, and other appropriate public review activities, before the TIP can begin the public comment period. The end product is the TIP with an associated Conformity Determination Report (CDR).

Beside the listed public involvement in 3.0, the additional outreach is used for the TIP development. A hard copy of the draft TIP is distributed to each local municipality. With the increase in technology, each municipality is also,

emailed the document and asked to put on their website or to make a link to the MPO website. Flyers in English and Spanish are displayed in the public libraries in Ft. Campbell, KY and Clarksville, TN, and the flyers are mailed to local grocery stores and churches to be posted on bulletin boards in an effort to reach the general public.

The draft TIP has a fourteen (14) day public comment period prior to adoption by the Executive Board. All public comments are reviewed by the Executive Board prior to adoption. In the event the MPO Executive Board determines there are significant unresolved comments on the TIP, it may defer the adoption of the TIP until a subsequent meeting. The MPO staff will then prepare a response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these comments or amendments be significant, an additional seven (7) day review period will be allotted for public feedback.

3.3 Unified Planning Work Program

The Unified Planning Work Program (UPWP) is the MPO's budget. It identifies the planning priorities and activities to be carried out by the MPO for the next two years. The UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completion, costs and the sources of funding. UPWP planning activities are driven by factors that include, but are not limited to: economic vitality, environmental protection and transportation safety, security, accessibility, connectivity, system management, efficiency and maintenance. The draft UPWP is developed in cooperation with TDOT and KYTC. All federally funded planning activities have to be in the UPWP.

The draft UPWP has a fourteen (14) day public comment period prior to adoption by the Executive Board. All public comments are reviewed by the Executive Board prior to adoption. In the event the MPO Executive Board determines there are significant unresolved comments on the UPWP, it may defer the adoption of the UPWP until a subsequent meeting. The MPO staff will then prepare a response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these comments or amendments be significant, an additional seven (7) day review period shall be allotted for public feedback.

3.4 Annual List of Obligated Projects

Ninety days after the end of the federal fiscal year, the MPO makes available to the public a listing of projects for which funds were obligated in the preceding year. The listing includes all obligated federally funded projects from in the preceding program year. This identifies each TIP project, the amount of federal funds requested in the TIP, the federal funding that was obligated during the preceding year, and the federal funding remaining and available for subsequent years.

3.5 Amendments and Administrative Modifications

An amendment per the planning regulations of 23 CFR Part 450 is defined as a major change to projects in planning documents; where as, an administrative modification is defined as a minor change to projects in planning documents. Amendments to the MTP, TIP, UPWP and any other document/report requires a 14 day public comment period. Amendments to the MTP and/or TIP may require an air quality conformity analysis for non-exempt projects. This requires an interagency consultation (IAC) with state and federal agencies, and other appropriate public review activities, before the amendment can begin the public comment period. The amendment to the TIP or MTP will have an associated Conformity Determination Report (CDR) attached, if applicable. If the amendment was presented for adoption under the three (3) day urgency public review and major public comments are received, the additional review period of seven (7) days is required.

Administrative modifications are considered minor changes to an approved document. Administrative modifications do not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination in nonattainment or maintenance areas. Administrative modifications do not require federal approval.

4.0 Existing Strategies for Public Involvement and Input

Federal and state laws require the metropolitan transportation planning process to include proactive public participation that provides complete information, timely public notice and full public access to key decisions. The MPO maintains public participation opportunities for transportation plans and projects for impacted communities through a wide range of methods including but not limited to technical coordination committee, public meetings, workshops, open houses, community events, correspondence with education institutions, continuous public comment opportunities at the MPO, press releases, surveys, displays, periodic mailings, bilingual flyers, websites, emails, and social media.

4.1 Environmental Justice (EJ) / Title VI

Each public process strives to involve traditionally underrepresented populations in the planning process. These potentially underrepresented populations may also include youth of the community, persons with disabilities, senior persons and others who may be too busy to attend public meetings.

In 1994, a presidential executive order #12898 directed federal agencies to make environmental justice (EJ) part of their missions by identifying and addressing the effects of all programs, policies and activities on minority populations and low-income populations. The MPO’s environmental justice initiatives accomplish this by involving the potentially affected public in developing transportation projects that fit harmoniously within their communities.

There are three fundamental environmental justice principles:

1. To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Figure 7: Minority Population Map

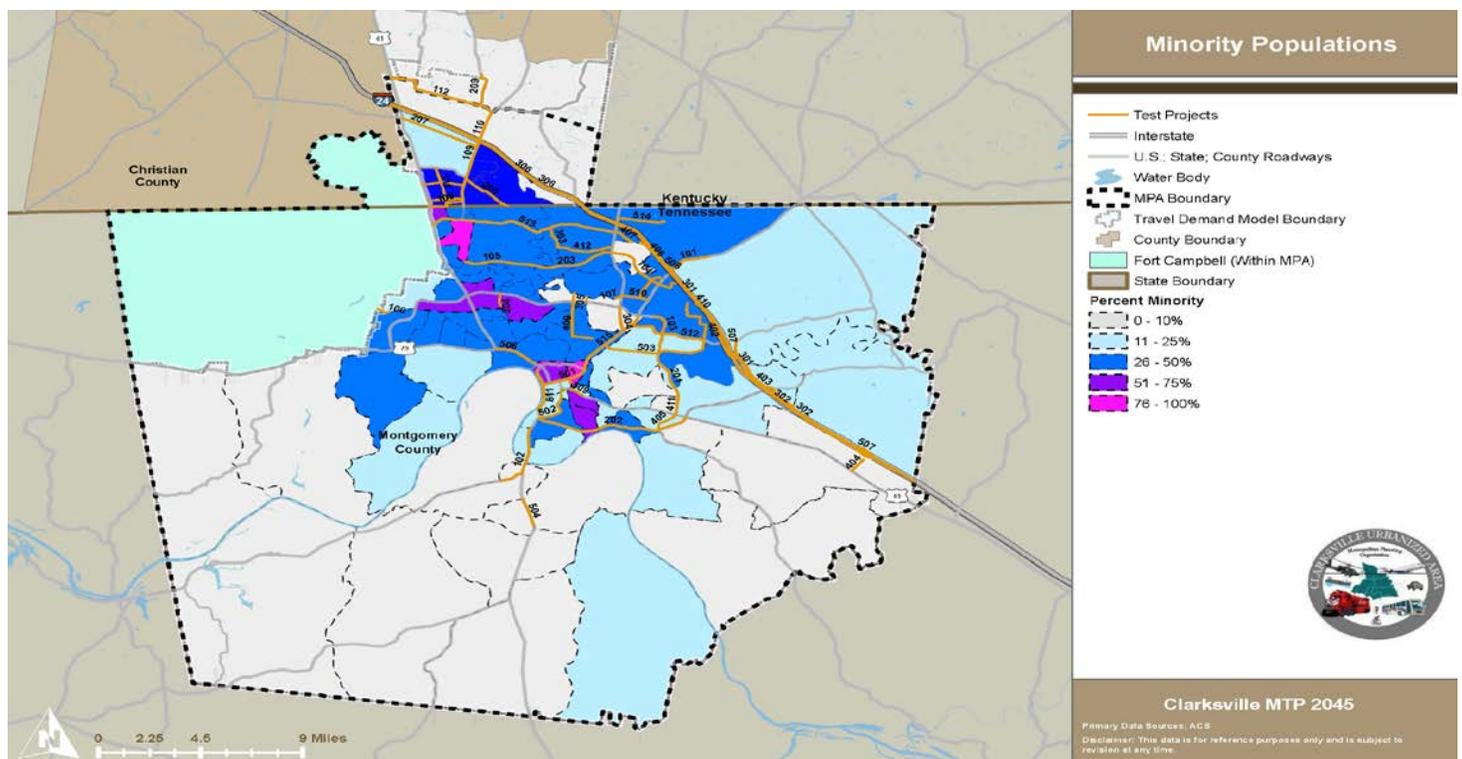
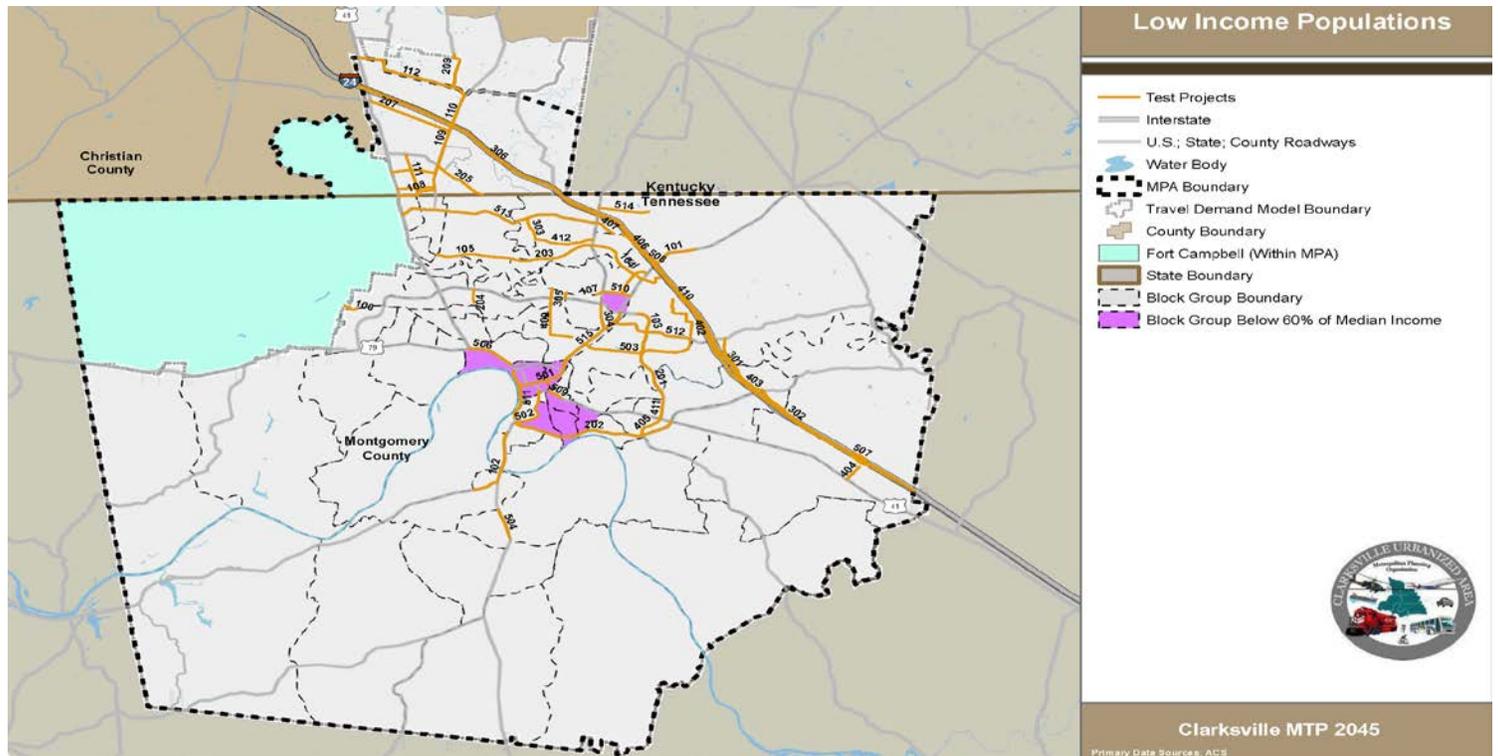


Figure 8: Low Income Population Map

Properly implemented, environmental justice principles and procedures improve all levels of transportation decision making. Environmental justice assists to avoid disproportionately high and adverse impacts on minority and low income populations, and mitigates avoidable negative impacts by identifying concerns early in the planning process.

The MPO mails and emails flyers in English and Spanish (Appendix D) for MPO meetings pertaining to documents to churches and grocery stores in an effort to reach the EJ populations. Community leaders or representatives of the EJ area receive emails and/or direct mail outs on the opportunity to participate. The notices in English and Spanish state upcoming meetings and the availability to comment on documents, such as the draft PP. A translation service is provided at the MPO office if needed to accommodate non-English speaking populations. Public meetings are held at MPO office, airport, Oak Grove, KY Civic Hall, library or community centers, which are convenient to the EJ populations in terms of walk/bike availability and along transit routes. Anyone can be added to the email and/or direct mailing list by request either through mail, email, phone or in person to MPO staff. The MPO staff will meet and make presentations to organizations that represent these segments of the population as requested.

All documents are available at the MPO office and on the MPO website, www.cuampo.com. The MPO has taken extra measures by posting flyers to seek the participation of environmental justice populations for their input on document/project development. These locations were identified to reach the minority, low-income, disabled, and limited English proficiency populations. The notices include the ADA and Title VI clauses, and are written in English and Spanish. Public notification will be in the form of flyers posted and asked to be added to their websites at the additional public places listed below:

- CTS buses and station
- Austin Peay State Univ. Hispanic Culture Center
- Austin Peay State Univ. African American Culture Center
- City of Clarksville Housing Authority
- City of Clarksville Community Centers
- Montgomery County Community Centers

The MPO through the use of media has taken extra measures to seek the participation of Environmental Justice populations including the following:

- The notices published in newspapers have an ADA clause, “In accordance with the “Americans with Disabilities Act”, if you have a disability, for which the MPO needs to provide accommodations, please notify us of your requirements. This request does not have to be in writing.”
- The notices published in newspapers and/or websites also have a Title VI clause, “It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 21; No person shall be excluded from participation in or be denied the benefits of, or by subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin.”
- Notices are published in the El Crucero, in Spanish, and are delivered to Hispanic businesses in said neighborhoods.
- Notices in the Eagle Post newspaper are easily accessible to high concentrations of EJ populations.

The MPO staff primarily uses knowledge of the community to determine where concentrations of the underserved or underrepresented reside. The U.S. Census data and Woods & Poole’s database provide demographic, social, economic, and housing characteristics used to identify the EJ populations. From this knowledge and data the MPO will:

- Identify and initiate contact with community organizations serving those traditionally underserved or underrepresented.
- Hold public meetings that are convenient to these geographic concentrations in terms of walkability and available transit options.
- Place bilingual flyers in the public libraries and community centers within the MPO planning area with given website links to draft documents in order to view at the facility.
- Include individuals or organizations that express an interest by attending public meetings or notifying the MPO in the email distribution list to receive information about future meetings or document development.
- Seek out community leaders or representatives of traditionally underserved or underrepresented groups to participate in the MPO planning processes, as appropriate.
- Meet and make presentations to organizations that represent these segments of the population, as requested.

4.2 Limited English Proficiency (LEP) Plan

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be limited English proficient, or “LEP”. This language barrier may prevent individuals from accessing services and benefits. The legislations that provide the foundation for the development of an LEP plan are Title VI of the Civil Rights Act of 1964 and Executive Order (EO) 13166. Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin.

In order to comply with Title VI, agencies should take reasonable actions for competent language assistance. Executive Order 13166 clarifies requirements for LEP persons under Title VI. The Executive Order requires the agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services. The MPO uses telephonic language interpreter service to assist in providing meaningful access to its programs and activities to LEP individuals.

Individuals with hearing impairment, speech impairment, or who use a text phone (TTY/TTD) may use the Federal Communication Commission (FCC) 711 dialing code to access a Telecommunications Relay Service (TRS) to forward comments to the MPO.

4.3 Public Meeting Times, Location, and Accessibility

In carrying out the PP, federal legislation requires that the MPO will, to the maximum extent practicable, hold any public meetings at convenient and accessible locations and times, employ visualization techniques to describe plans, and make public information available in electronically accessible formats and means, as appropriate, to afford

reasonable opportunity for consideration of public information. All meetings of the MPO Executive Board and Technical Coordinating Committee are open to the public. The MPO makes every effort to hold public meetings at convenient and accessible locations and times. In most cases, meetings will be held during regular business hours and at transit accessible locations in order to give transit-dependent populations the opportunity to attend.

The MPO schedules four (4) quarterly Executive Board and TCC meetings each year. More meeting may be scheduled if needed throughout the year. These are often joint meetings, with the Executive Board members voting and the TCC members available to provide information and guidance as needed. The scheduled MPO meeting are held at the MPO office or the Outlaw Field Airport conference room. The meeting time is at 11:00 am on the second Thursday of the month when possible. Each facility is ADA accessible and walking distance from a transit stop. Each meeting agenda and full packet is placed on the MPO website www.cuampo.com at the beginning of the public comment period. Public comment sheets (Appendix C) are available at each MPO meeting and on the MPO website. Other additional meetings/workshops may be held at the above locations, the Clarksville public library, or the Oak Grove Civic Hall in Kentucky. Each of these additional locations are ADA compliant and the library has a transit bus stop. During each MPO meeting the public is given the opportunity to make comments, express their concerns and ask questions. If a person is unable to attend a specific meeting they may request that copies of their input be distributed to those at the meeting by the MPO staff.

The MPO advertisements for any public meeting for the MPO is normally at least fourteen (14) days prior to the date of the meeting. In urgent or emergency situations, a special meeting may be called and notices are to be provided a minimum of three (3) days prior to the meeting date. In order to gain attendance of interested parties and the general public of the MPO and its urbanized area, a notice will be posted on the MPO website at www.cuampo.com. In addition, the MPO may post notices on social media, in other publications, local municipalities' websites, flyers, news releases and media alerts as needed. In urgent or emergency times, due to catastrophic events a meeting may be held virtually through an electronic / virtual network for the Executive Board and/or the TCC.

4.4 Public Workshop / Public Hearings / Open House

These are public meetings that are generally open and informal, with information displays, handouts, and project/staff members interacting with the public on a one-on-one basis. These meetings are usually set up on a drop in basis but may include short presentations. The purpose of the workshop is to provide information to the public and to solicit public comment. This type of meeting works well with project based informational meetings; such as, meetings to receive input for the development of the MTP projects and TIP projects. All public comments received are reviewed, considered, and placed in the document. All attendees are given the opportunity to sign-up for the MPO email distribution list.

4.5 Website, Surveys, and Social Media

The Clarksville MPO's website, www.cuampo.com, contains all of the MPO's documents, meeting dates, plan/program developments, project updates, survey opportunities, and general information. The website is a tool used to describe and visually represent MPO plans, programs, meetings, and other appropriate information. The MPO staff continually updates the website to ensure timely and accurate information is provided to the public and interested parties. All MPO planning documents that seek public input can be found on the website, as well as in the MPO office. All MPO public meetings, public workshops/open houses, and other events are listed on the website. Surveys are conducted through Survey Monkey and are used to obtain information from the public on their needs and transportation concerns. An example of a survey for the 2020 Amended PP is in Appendix D.

The Clarksville MPO's meeting dates and times are posted on the City of Clarksville and Montgomery County website calendars. The MPO sends meeting information to be placed on the City of Clarksville and Montgomery County Facebook pages for meetings where one of the core products/documents are being adopted. Austin Peay State University is sent MPO meeting information to inform/distribute to their student body through their websites.

4.6 Advertisement/Press Releases, Flyers, Postcards, Visualization

The MPO currently pays for advertisement in four newspapers: The Leaf Chronicle, The Kentucky New Era, The Eagle Post, and the El Crucero. The MPO may continue placing ads in the listed newspapers in order to reach the senior citizens that may not visit the websites, but this is not a requirement. With different needs the MPO may pay for radio or television ads. Press releases may be utilized to ensure interested parties and the press is up-to-date on news and information concerning MPO activities.

When appropriate, participation from target and EJ populations are sought by posting bilingual flyers in all transit buses and transfer centers, community centers, government agencies, religious institutions, public libraries, senior centers, and grocery stores. An example flyer for the 2020 Amended PP for the public comment period is in Appendix E. Post cards may be sent to areas affected by specific projects or to EJ residential areas to inform of upcoming meetings where their input is greatly sought after.

Visualization techniques are used to enhance the public's understanding of the MPO's plans and programs. Such techniques include graphs, charts, tables, infographics, power-points, geographic information system maps overlaid with data, computer simulation, photo manipulation and static maps to display information whenever possible. The MPO's meeting room has large format presentation screens to present visualization items to help assure the information is clear and consistent. Visualization techniques aid meeting participants to comprehend through visual images the programs and their impact on the public better than only written documentation.

4.7 Email Distribution List

The Clarksville MPO maintains an email distribution list of all Technical Coordinating Committee and Executive Board members. Other interested local/state/federal agencies, stakeholders and citizens are added at the individual's request. At each MPO meeting or open house a form will be available for individuals to sign up for the email distribution list. Anyone can request to be added to or removed from the list by making the request by email, phone or in person. As individuals leave their organization or elected office, they are removed from the list unless they request to remain on the distribution list as an interested party.

4.8 Public Involvement Strategies for Core Products/Programs

Listed below in Figure 6 is a process overview of public involvement strategies for the development of core products/programs. All of the strategies listed in Chapter 4 may be applied for each meeting. If after the review period the MPO has received public input that requires significant changes to made to the document, then the changes are made and the document has an additional review period required before adoption is made by the MPO's Executive Board.

Figure 9: Public Involvement Strategies for Core Products/Programs

CORE PRODUCT	CALL FOR PROJECT/ DRAFTING DOC.	STATE/FED REVIEW	STAKE-HOLDER	PUBLIC REVIEW	ADOPTION
PP	Survey and/or public MPO meeting to engage public, stakeholders, special interested groups/ persons in the early stages of development.	TDOT, KYTC, FHWA, and FTA review for compliance with regulations	Draft PPP is presented to TCC for feedback	45 day review may be publicized by: flyers, newspapers, websites, emails MPO meetings, contact and social media. Each method provides contact information and/or comment sheets.	Exe. Board review comment and adopts; or revises MTP and repeats 14 day public review process
MTP	Survey and/or public MPO meeting to engage public, stakeholders, special interested groups/persons in the early stages of development.	TDOT, KYTC, FHWA, FTA IAC review for compliance with regulations	Draft MTP is presented to TCC, and IAC for feedback	30 day review may be publicized by: flyers, newspapers, websites, emails MPO meetings, contact and social media. Each method provides contact information and/or comment sheets.	Exe. Board review comment and adopts; or revises MTP and repeats 14 day public review process
TIP	Survey and/or public MPO meeting to engage public, stakeholders, special interest groups/person in the early stages of development.	TDOT, KYTC, FHWA, FTA IAC review for compliance with regulations	Draft TIP is presented to TCC, and IAC for feedback	14 day review may be publicized by: flyers, newspapers, websites, emails, MPO meetings, contact and social media. Each method provides contact information and/or comment sheets.	Exe. Board review comment and adopts; or revises TIP and repeats 7 day public review process
*UPWP	Solicit and engage planning partners for research and planning activities/studies in the early stages of development.	TDOT, KYTC, FHWA, FTA IAC review for compliance with regulations	Draft UPWP is presented to TCC, and IAC for feedback	14 day review publicized by: newspapers, flyers, websites, emails, MPO meetings, and social media. Each method provides contact information and/or comment sheets.	Exe. Board review comment and adopts; or revises UPWP and repeats 7 day public review process
Annual Obligation Report	Work with State, CTS and TCC to compile federal expenditures on projects for past year.	TDOT, KYTC, FHWA, FTA IAC review for compliance with regulations	Draft annual obligation report is presented to TCC	14 day review may be publicized by: flyers, emails, newspapers, website, and/or social media. Each method provides contact information and/or comment sheets.	Exe. Board review comment and adopts; or revises Report and repeats 7 day public review process
*Amendment	To make substantive changes to any document work with state, stakeholders and TCC to draft amendment.	TDOT, KYTC, FHWA, FTA IAC review for compliance with regulations	Draft amendment is presented to TCC, and IAC for feedback	14 day review may be publicized by: flyers, emails, newspapers, websites, and/or social media. Each method provides contact information and/or comment sheets.	Exe. Board review comment and adopts; or revises Amendments and repeats 7 day public review process

*The comment/review period may be shortened to three (3) days in cases of emergency situations and/or urgent events. If significant changes are made to the document after the three (3) day comment/review period then an additional seven (7) day public review is required before adoption by the MPO’s Executive Board.

5.0 Participation Plan Development and Evaluation

The PP is developed by identifying the outreach efforts and techniques that are used to ensure that officials, agencies, local government, the public, and interested parties are provided an opportunity to provide their input into the planning process. These public participation efforts are coordinated with the TDOT and KYTC for transportation planning, public involvement and consultation processes. The different outreach efforts, for each kind of meeting or action on a document, are selected using the appropriate components to help inform and offer the opportunity to participate.

5.1 Development of PP

The current PP update was developed by identifying the outreach efforts and techniques that will be used to ensure all officials, agencies, local government, the public, and interested parties are provided an opportunity to provide their input into the planning process. The different outreach efforts, for each kind of meeting or action on a document, were selected using the appropriate components to help inform and offer the opportunity to participate. The Clarksville MPO reached out again to the general public and interested parties through an on-line survey from March 15, 2020 through April 15, 2020. The survey asked how the participants would prefer to receive notice of public meetings, other events and draft document review/comment period. The link for the survey was emailed to the email distribution list, stakeholders, special interest persons and groups, IAC, TCC and Executive Board. The data received from the survey will guide the MPO in efforts to maximize their public outreach and to better engage the public in the transportation planning process.

The PP was developed in consultation with federal, state, and local agencies and other interested parties as required by federal rules and regulations. The PP had a forty-five (45) day public comment period from August 26, 2020 to October 13, 2020, prior to adoption by the Executive Board. This outreach effort included the document being made available at local government agencies and the MPO office; bi-lingual flyers sent to libraries, community centers, churches, grocery stores, and placed on CTS buses and transfer centers; emails sent to the email distribution list, stakeholders, special interest persons and groups, IAC, TCC and Executive Board; and newspaper ads placed in four (4) papers. All public comments were reviewed by the Executive Board prior to adoption and were placed in the PP. In the event the Executive Board determines there are significant unresolved comments on the PP, the Executive Board may defer the adoption of the PP until a subsequent meeting. The MPO staff will then prepare written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these comments or amendments be significant, an additional fifteen (15) day review period shall be allotted for public feedback.

5.2 Evaluation

The Clarksville MPO must evaluate the effectiveness of its public participation efforts to ensure that funds and time invested in public outreach activities are achieving their goals. The MPO plans to continually work to improve its public participation processes by identifying strengths and weaknesses in its methods, gauging the level of participation of stakeholders, partners, and interested parties, and modifying its methods accordingly. The MPO encourages the public to suggest additional means to improve the public participation process.

The MPO staff reviews the PP periodically based on changes in local, state, or federal legislation and to evaluate the effectiveness of the public outreach techniques that are being used. Evaluation of the PP highlights improvements needed in the PP; identifies additional outreach activities; and allows ineffective tools to be discontinued. In order to determine the effectiveness of public involvement tools they must be documented, evaluated, and compared to established performance goals. In order to gauge the effectiveness of the PP and to identify opportunities for improvement the following activities will be utilized to quantify public input in the transportation planning process:

- Attendance and input at MPO public meetings, open houses, and other events;
- Number of organizations and groups receiving communications from the MPO;
- Communications received from the public by mail, email, or comments at public meetings.

The MPO will continue to research new and innovative ways to further involve the public in the transportation planning and programming process.

5.3 Measures of Effectiveness of Public Participation Strategy

The strategies contained in the PP are to be reviewed, as needed, to determine if modification of any particular strategy is necessary or if additional strategies need to be incorporated into the PP. If the assessment reveals that the public participation goals are not being achieved, then the technique will be modified or changed in order to make the process better. The MPO has to be flexible, innovative and willing to assess and make changes to their strategies in order to

reach the maximum public participation. Evaluation tools to measure the effectiveness in terms of reaching desired demographic groups or attaining stated goals will also be employed. Evaluation strategies could include, but are not limited to:

- Surveys
- Comment sheets/Feedback
- Website polling
- Periodic review and updating of outreach mailing lists
- Geographic distribution of comments
- Geographic distribution of meeting attendees and meeting locations

Based on recent evaluation of outreach methods, the Clarksville MPO has updated the method of distributing hard-copy documents. The draft versions of documents in hard copy will be placed in the MPO office and Oak Grove City Hall. The draft version will be in electronic form on the MPO's website, City of Clarksville's website, and Montgomery County's website. Bi-lingual flyers with the link to the document on the MPO website will be posted in the Ft. Campbell library, the Clarksville library, CTS transfer stations and on all CTS buses. The public libraries have internet access available to the public in which to view documents on the website. There is a strong preference for electronic communication. The survey conducted in association with the PP update identified the top three preferred methods of communication: email, local government websites and Facebook. Although newspaper ads are not a requirement for the PP, the MPO may continue to advertise in the newspapers due to the senior population within the planning area. The MPO has had a greater response and feedback through the use of surveys than public meeting at the early stages of the development of the document. The MPO has chosen to begin the initial public participation process for documents with a survey and not a public meeting. The MPO plans to have the public meeting(s) once the draft version is available.

5.4 Participation Plan Review and Revision

The PP may require updates due to changes of official planning regulations and procedures. Minor changes, such as a change in contact information or items for clarification, are considered administrative modifications and do not require a forty five (45) day public comment period or Executive Board action. Amendments, or major revisions to the PP, require a forty five (45) day public comment period and Executive Board adoption. Once adopted, the PP as amended becomes the policy document of the Clarksville MPO for the purposes of public participation in the transportation planning and programming process.

The MPO appreciates your review and comments of the draft PP, in order to improve the public participation process and public outreach efforts.

5.5 Clarksville MPO Contact Information

The MPO would appreciate any suggestions you, the reader, may have on ways we can improve the public participation process and/or public outreach strategies. All comments will be placed in the document and used to evaluate and revise the public participation procedures moving forward.

Mail: Clarksville MPO Director
329 Main Street,
Clarksville, TN 37040

Phone: (931) 645-7448

Fax: (931) 645-7481

Email: ClarksvilleMPO@cityofclarksville.com

Website: www.cuampo.com

6.0 Consistency with Applicable Regulations

Along with the desire to include a diversified public in its planning processes, the Clarksville MPO relies on various federal and state statutes to help guide its participation activities. Under the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Department of Transportation (DOT) regulations, the public must be involved in transportation planning and decision-making at both the state and regional levels. The MPO is responsible for ensuring that the public is involved in regional planning programs. The MPO's PP is consistent with all applicable federal and state regulations.

Federal Legislation – includes a number of specific requirements and expectations for state departments of transportation and metropolitan transportation planning organizations. The core requirements have been updated and reinforced through additional legislation and orders addressing environmental justice and persons with disabilities. In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) was signed into law requiring urban areas, through a Metropolitan Planning Organization (MPO), to develop and use a documented participation plan that defines a process for providing reasonable opportunities for all interested parties to be involved in the transportation planning process. Additionally, SAFETEA_LU increased interagency consultation and emphasized visualization techniques and electronically accessible information. More recent federal legislation, including Moving Ahead for Progress in the 21st Century (MAP-21) in 2012 and the Fixing America's Surface Transportation (FAST) Act in 2015, has upheld these requirements. The Code of Federal Regulations, Title 23, Section 450.316 pertaining to the public outreach process is in Appendix A.

NEPA – The FHWA and the FTA regulations implementing the National Environmental Policy Act (NEPA) of 1969 (as amended) outline requirements to go through an environmental review process for implementing projects from a TIP. NEPA has its own set of public participation requirements for review periods and notification of interested parties on a project basis. These requirements are not a substitute for earlier participation at the planning and programming stages.

The Americans with Disabilities Act of 1990 (ADA) – which was updated in 2010, states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or the development and improvement of transportation services. Additionally, sites for participation activities, as well as the information presented, must be accessible to persons with disabilities. Requests for reasonable accommodation may be made no less than three (3) business days prior to the meeting.

Title VI of the Civil Rights Act of 1964 – together with related statutes and regulations, provide that “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The entire institution, whether educational, private or governmental must comply with Title VI and related federal civil rights laws, not just the program or activity receiving federal funds.

Tennessee Open Meetings Act – Tennessee Code Annotated (TCA 8-44-101) *et seq.* declares it to be the policy of Tennessee that the formation of public policy and decisions is public business and shall not be conducted in secret. This part shall not be construed to limit any of the rights and privileges contained in Article 1 Section 19, of the constitution of the State of Tennessee. All meetings of any governing body should be open to the public at all times, except as provided by the Tennessee Constitution.

Kentucky Open Meetings Act - in 1974, the General Assembly enacted the Open Meetings Act, KRS 61.800 to KRS 61.850, which establishes a right of access to public meetings. The General Assembly recognized that the formation of public policy is public business, and should not be conducted in secret. The Act requires that all meetings of a quorum of the members of a public agency where public business is discussed or action is taken must be public meetings. Public meetings must be open to the public at all times, unless the subject of the meeting falls within one or more of the thirteen exceptions found in the statute. You may attend any public meeting, and you cannot be required to identify yourself in order to attend.

Update to the Kentucky Open Meetings Act due to COVID 19 pandemic – in 2020 Attorney General Daniel Cameron concluded that Kentucky’s Open Meetings Act excuses agencies from participating in a meeting from one location issuing an opinion that public agencies “should precisely identify a website, television station, or other technological means by which the public may view a meeting conducted under [Kentucky’s Open Meetings Act] until the conclusion of the state of emergency.”

Appendix A: Code of Federal Regulations (CFR), Title 23, Section 450.316**§ 450.316 Interested parties, participation, and consultation.**

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

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

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed MTP and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe MTPs and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the MTP and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final MTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

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

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing MTP and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the MTPs and TIPs with due consideration of other related planning activities

within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1)** Recipients of assistance under title 49 U.S.C. Chapter 53;
 - (2)** Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - (3)** Recipients of assistance under 23 U.S.C. 201-204.
- (c)** When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the MTP and the TIP.
- (d)** When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the MTP and the TIP.
- (e)** MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56544, Nov. 29, 2017]

Appendix B –Consultation of Resource Agencies List:

(updated June 2018)

DNR Div. of Forestry
627 Comanche Trail
Frankfort, KY 40601

KY Dept of Agriculture
32 Fountain Place
Frankfort, KY 40601

Dept for Environmental Protection
Div of Air Quality
200 Fair Oaks Lane, 1st floor
Frankfort, KY 40601

Dept for Environmental Protection
Div of Waste Management
200 Fair Oaks Lane, 2nd floor
Frankfort, KY 40601

Dept for Environmental Protection
Division of Water
200 Fair Oaks Lane, 1st floor
Frankfort, KY 40601

KY State Nature Preserves Comm.
801 Schenkel Lane
Frankfort, KY 40601

Leslie.isaman@ky.gov email also

KY Cabinet for Health and Family Services
Office of the Secretary
275 E. Main Street
Frankfort, KY 40621

KY Div of Forestry
Green River District
PO Box 465
Madisonville, KY 42431

KY Dept. of Fish and Wildlife Resources
1 Sportsman's Lane
Frankfort, KY 40601

KY Div. of Historic Properties
The Vest-Lindsey House
401 Wapping Street
Frankfort, KY 40601

KY Geological Survey
228 Mining and Mineral Resources Building
University of Kentucky
Lexington, KY 40506

KY Heritage Council/ State Historic Preservation
300 Washington Street
Frankfort, KY 40601

Corps of Engineers, Louisville District
PO Box 59
Louisville, KY 40201

Corp of Engineers, Nashville District
PO Box 1070
Nashville, TN 37202

US Fish and Wildlife Service
446 Neal Street
Cookeville, TN 38501

US EPA, Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303

TN Valley Authority
400 West Summit Hill Drive
Knoxville, TN 37902

National Park Service, SE Regional Office
100 Alabama Street SW
1924 Building
Atlanta, GA 30303

USDA Forest Service, Region 8
1720 Peachtree Road NW
Atlanta, GA 30309

US Coast Guard, Eighth District
Hale Boggs Federal Building
500 Poydras Street
New Orleans, LA 70130

TN Dept. of Environment and Conservation
L&C Annex, 1st floor
401 Church Street
Nashville, TN 37243

TN State Historic Preservation Office
2941 Lebanon Road
Nashville, TN 37243

TN Wildlife Resources Agency
Ellington Agricultural Center
440 Hogan Road
Nashville, TN 37204

Greater Nashville Regional Council
501 Union Street, 6th floor
Nashville, TN 37219

Pennyrile Area Develop District
300 Hammond Drive
Hopkinsville, KY 42240

City of Clarksville Street Dept.
199 Tenth Street
Clarksville, TN 37040

Regional Airport Authority
James Outlaw Field
200 Airport Road
Clarksville, TN 37042

Clarksville Transit System
430 Boillin Lane
Clarksville, TN 37040

City of Oak Grove
Administration City Hall Bldg
PO Box 250
Oak Grove, KY 42262

Montgomery Co Hwy Dept.
1213 Highway Drive
Clarksville, TN 37040

Hopkinsville Street Dept
101 N. Main Street
Hopkinsville, KY 42240

Christian County Road Dept.
Russellville Road
Hopkinsville, KY 42240

City of Clarksville Forester
102 Public Square
Clarksville, TN 37040

Natural Resources Conservation
1 Public Square, #334
Clarksville, TN 37040

APPENDIX D: Clarksville MPO Public Participation Survey and Results

1. What method would you like to receive information concerning MPO meetings, open houses, document reviews, etc.? Select all that apply.
 - Newspaper
 - Email
 - City of Clarksville website, MPO website, Montgomery County website, Oak Grove website
 - Hard Copy at MPO office and/or Local Agencies offices
 - Flyers on CTS buses/transfer center, Churches, Grocery Stores
 - APSU website
 - Social Media – City of Clarksville and Montgomery County Facebook pages
 - Direct mailing
 - Other

 2. In your opinion, choose the three most effective method for public participation/outreach.
 - Newspaper
 - Email
 - City of Clarksville website, MPO website, Montgomery County website, Oak Grove website
 - Hard Copy at MPO office and/or Local Agencies offices
 - Flyers on CTS buses/transfer center, Churches, Grocery Stores
 - APSU website
 - Social Media – City of Clarksville and Montgomery County Facebook pages
 - Direct mailing
 - Other

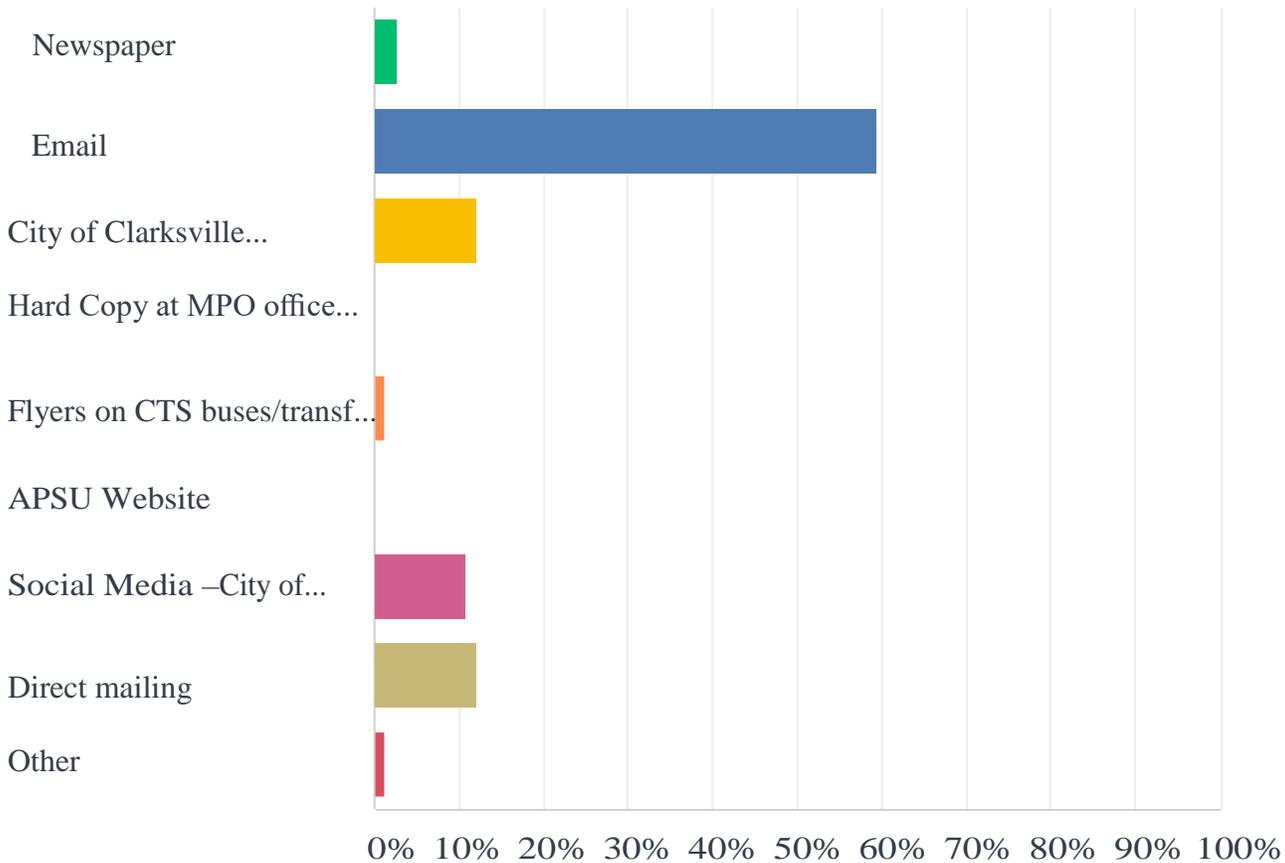
 3. Which of the following categories best describes your affiliation/organization?
 - Citizen
 - Local Government Agency
 - County Government Agency
 - State Government Agency
 - Federal Government Agency
 - Public Transportation/Transit Provider
 - Environmental Advocacy
 - Bicycle/Pedestrian Advocacy
 - Disabled Citizen Care Advocacy
 - Senior Citizen Care/Advocacy
 - Freight Shipper
 - Transportation Consultant
 - Other

 4. If you wish to join the Clarksville MPO Email Distribution List, please provide your email address. (On average 5 emails per year)
-
5. Please provide any other comments/suggestions you feel will assist us with public outreach efforts.
-

Survey Results:

Q1 What method would you like to receive information concerning MPO meetings, open houses, document reviews, etc.? Select all that apply.

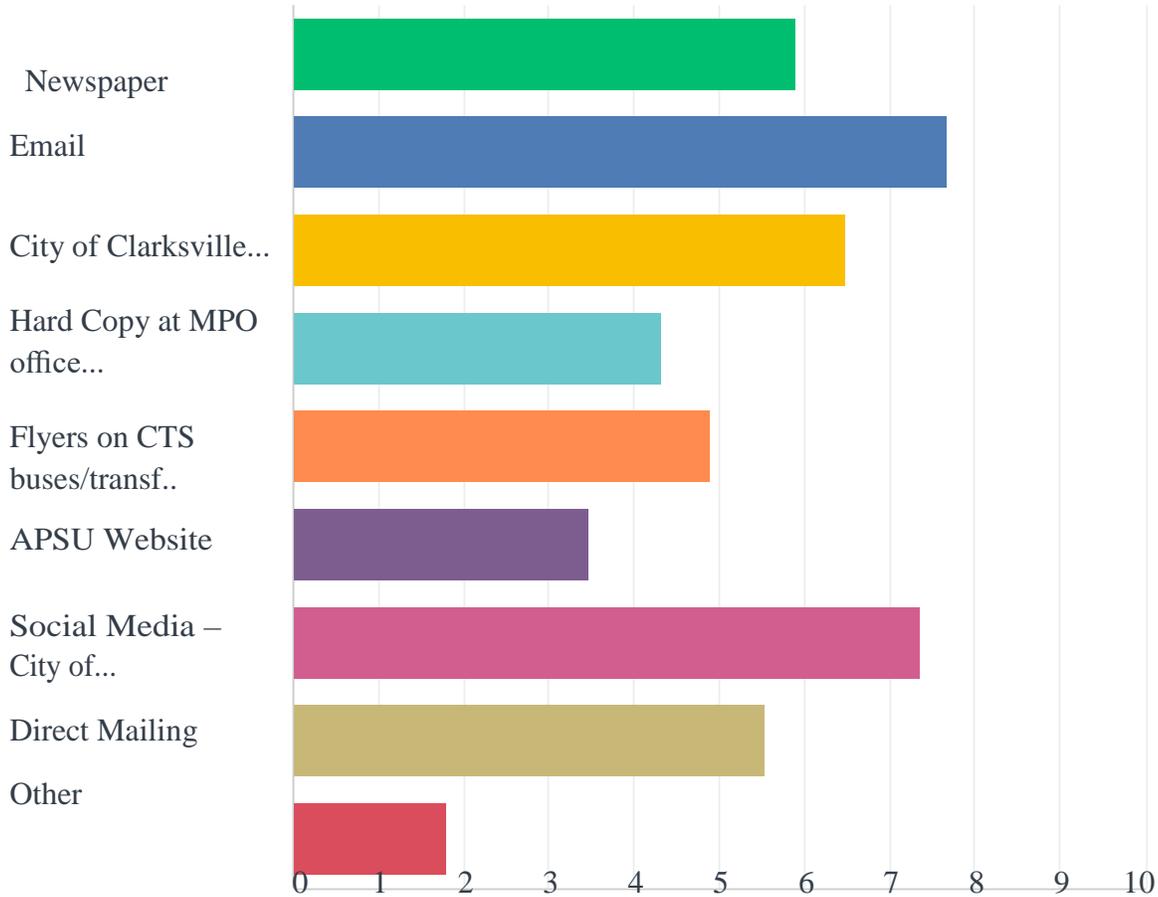
Answered: 74 Skipped: 0



ANSWER CHOICES	RESPONSES	
Newspaper	2.70%	2
Email	59.46%	44
City of Clarksville website, MPO website, Montgomery County website, Oak Grove website	12.16%	9
Hard Copy at MPO office and/or Local Agencies offices	0.00%	0
Flyers on CTS buses/transfer center, Churches, Grocery Stores	1.35%	1
APSU Website	0.00%	0
Social Media – City of Clarksville and Montgomery County Facebook pages	10.81%	8
Direct mailing	12.16%	9
Other	1.35%	1
TOTAL		74

Q2 In your opinion, choose the three most effective method for public participation/outreach.

Answered: 73 Skipped: 1

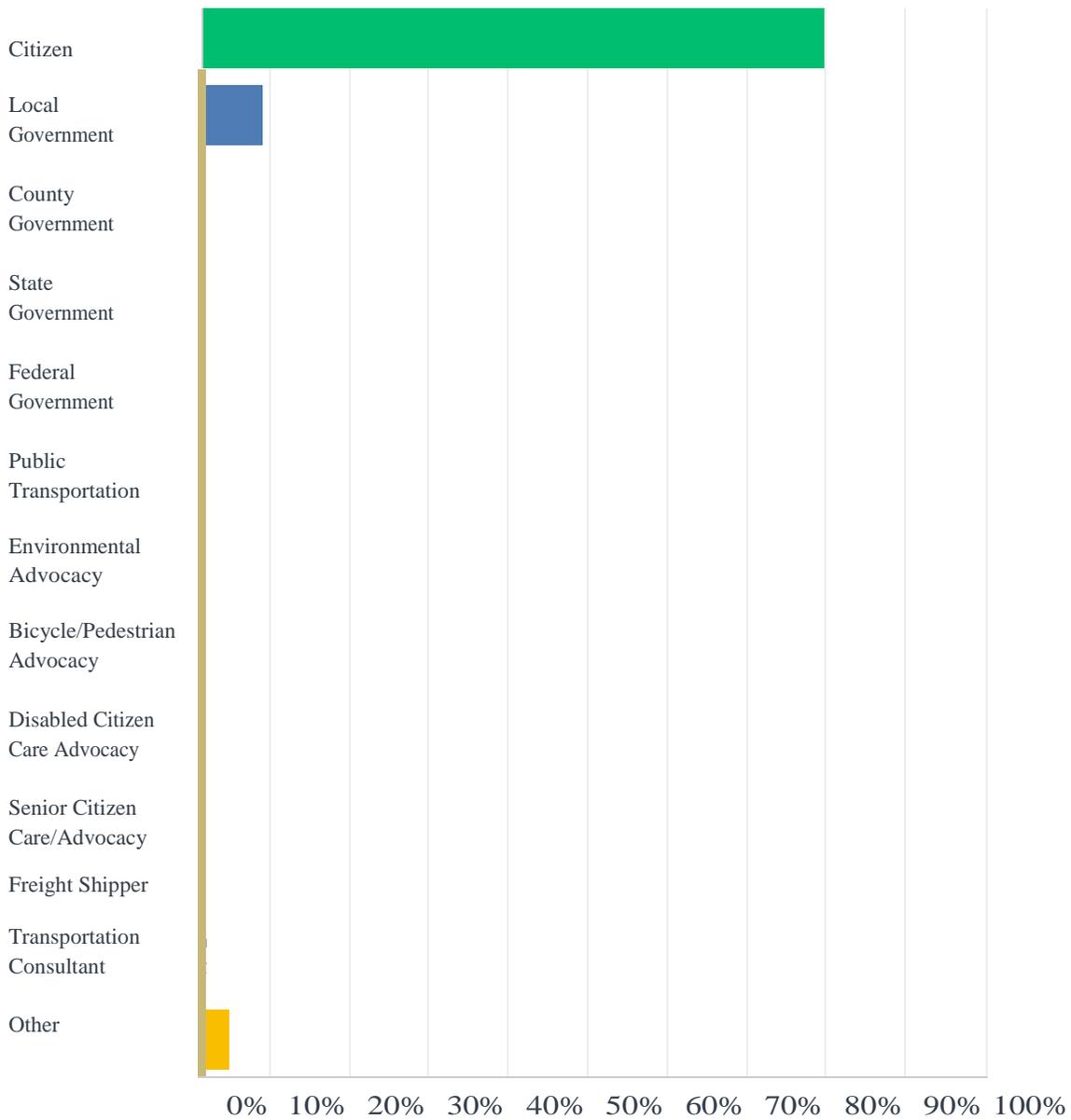


ClarksvilleMPOParticipationPlan 2020

	1	2	3	4	5	6	7	8	9	TOTAL	SCORE
Newspaper	15.69% 8	21.57% 11	5.88% 3	19.61% 10	11.76% 6	5.88% 3	1.96% 1	11.76% 6	5.88% 3	51	5.90
Email	41.54% 27	20.00% 13	21.54% 14	6.15% 4	6.15% 4	1.54% 1	3.08% 2	0.00% 0	0.00% 0	65	7.68
City of Clarksville website, MPO website, Montgomery County website, Oak Grove website	5.08% 3	30.51% 18	22.03% 13	15.25% 9	13.56% 8	6.78% 4	5.08% 3	1.69% 1	0.00% 0	59	6.49
Hard Copy at MPO office and/or Local Agencies offices	2.22% 1	2.22% 1	6.67% 3	11.11% 5	22.22% 10	22.22% 10	17.78% 8	13.33% 6	2.22% 1	45	4.33
Flyers on CTS buses/transfer center, Churches, Grocery Stores	3.92% 2	5.88% 3	13.73% 7	13.73% 7	17.65% 9	19.61% 10	13.73% 7	9.80% 5	1.96% 1	51	4.90
APSU Website	0.00% 0	0.00% 0	2.13% 1	2.13% 1	12.77% 6	31.91% 15	25.53% 12	25.53% 12	0.00% 0	47	3.47
Social Media – City of Clarksville and Montgomery County Facebook pages	27.54% 19	28.99% 20	24.64% 17	8.70% 6	1.45% 1	2.90% 2	2.90% 2	1.45% 1	1.45% 1	69	7.36
Direct Mailing	17.86% 10	10.71% 6	21.43% 12	8.93% 5	3.57% 2	0.00% 0	12.50% 7	23.21% 13	1.79% 1	56	5.54
Other	4.35% 2	0.00% 0	4.35% 2	0.00% 0	0.00% 0	4.35% 2	2.17% 1	2.17% 1	82.61% 38	46	1.80

Q3 Which of the following categories best describes your affiliation/organization?

Answered: 74 Skipped: 0



ANSWER CHOICES	RESPONSES	
Citizen	79.73%	59
Local Government Agency	8.11%	6
County Government Agency	1.35%	1
State Government Agency	1.35%	1
Federal Government Agency	1.35%	1
Public Transportation/Transit Provider	1.35%	1
Environmental Advocacy	1.35%	1
Bicycle/Pedestrian Advocacy	1.35%	1
Disabled Citizen Care Advocacy	0.00%	0
Senior Citizen Care/Advocacy	0.00%	0
Freight Shipper	0.00%	0
Transportation Consultant	0.00%	0
Other	4.05%	3
TOTAL		74

Q4 If you wish to join the Clarksville MPO Email Distribution List, please provide your email address. (On average 5 emails per year)

Answered: 47 Skipped: 27

The MPO added 47 additional emails to their Distribution Email List.

Q5 Please provide any other comments/suggestions you feel will assist us with public outreach efforts.

Answered: 26 Skipped: 48

Public transportation in the low income areas for residents
5/2/2020 12:08 PM

Might include Twitter and Instagram on the social media if applicable.
5/2/2020 9:46 AM

I would like to see transportation for those in need o go to social service and church organizations for assistance when needed.
4/30/2020 1:14 PM

offering public meeting at the Housing Authority Sites for resident accessibility
4/30/2020 12:37 PM

Metro-Nashville TV channels to reach the greater Nashville area.

4/25/2020 5:11 PM

Please let someone who has experience creating surveys, create your surveys. Q1 - says to select all that apply but you can only select 1. Anytime you have an OTHER options, you should have a follow up block that lets you input exactly what "OTHER" is. ADD text messaging to your outreach choices.

4/22/2020 1:13 PM

I believe using social media to its fullest extent will go a long way in communicating with all stakeholders.

4/22/2020 12:07 PM

We need to see more people of color on committees of this magnitude. We care late getting notified because we are not at the table when plans are being formulated.

4/22/2020 8:08 AM

Use the distribution list of the local clergy

4/21/2020 8:48 PM

Thank you for appreciating our suggestions. I think just continuing to put it out there I, as much as possible, will keep people informed.

4/21/2020 12:44 PM

If you are doing more than one meeting on a subject, schedule meetings at different times to maximize participation. Include one daytime meeting.

4/21/2020 11:46 AM

Please communicate frequently and through as many media sources as possible.

4/21/2020 11:35 AM

To get people's attention, I think you need to emphasize that their participation will assist in solving our local traffic problems.

4/21/2020 10:13 AM

1st suggestion is double check your survey. The 1st survey question says "check all that apply" and you can only make one selection. Social media is huge in reaching people but it can get lost in news feeds so emails are still a great tool as well as mail service.4/21/2020 9:50 AM

New website looks great!

4/21/2020 9:18 AM

Question 1 is intended for 'select all that apply,' yet only allows for selection of one method.

4/21/2020 9:08 AM

I think you need to also use Social neighborhood apps like Nextdoor to reach people

4/21/2020 8:48 AM

Yard signs funded through purchase from concerned citizens/businesses.

4/21/2020 6:45 AM

People who express enough interest to get an email should also be able to sign up for a SMS text messaging alert. The city can take numbers of people who engage with surveys like this or show up to meetings. Messages sent out can detail the time, place, and a basic list of issues to cover at the meeting along with a website that will have more information on the issue. This is the most direct way to engage people since we often overlook emails and can put something we see in a flyer or in the mail out of mind. Many phones today can automatically schedule an event into the users's calendar if the date and time of the event is listed in the message.

4/20/2020 8:13 PM

Having a one-stop place to get all of the updates on roads, future expansions, and construction has been one of my personal wants for a long time. I grow tired of searching endlessly for what is happening to our streets.

4/20/2020 7:26 PM

IMHO, one cannot rely on facebook for timely delivery of any announcements.

4/20/2020 6:36 PM

Do not schedule meetings during works hours on weekdays.

4/20/2020 6:01 PM

Suggest looking into "Next Door" an app for neighborhoods - worked well in Lexington

4/20/2020 3:23 PM

The first question in your survey does not work properly. It asks to select all that apply, but you can only choose 1.

4/13/2020 5:08 PM

Some seniors don't have access to internet so a mailing would help them.

4/13/2020 11:18 AM

There would be more participation if there were ways for physically challenged citizens to sit in on the public meetings. We seem to be lost or forgotten! in addition Clarksville needs public fishing areas on the river for elderly, disabled, and handicap individuals. when the signs were put up in the marina we lost the ability to fish locally. Many of us can not walk down the cobble rocks.

4/13/2020 1:06 AM

***The MPO received one Survey in the mail from:** a Freight Shipper that checked "Direct Mailing" for survey question 1 and 2 and had the following comment for survey question 5: "Public Transportation Bus Stops need a pull off area on major roadways: Example – New Providence Blvd. These Buses make major safety and congestion problems stopping on busy roadways".

Appendix E: Amendment to Participation Plan (PP) Flyer

The public comment period on the amendment to the Participation Plan (PP) will run from August 26, 2020, until October 13, 2020. Said document is available for public review during normal business hours at the RPC, and available on the following website: www.cuampo.com on the home page. The PP provides the opportunity for the public to be involved with the MPO in an exchange of data and ideas. Please provide written comments by mail to: Clarksville MPO, 329 Main Street, Clarksville, TN 37040; or by email to: ClarksvilleMPO@cityofclarksville.com

The Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO) Executive Board will be meeting to adopt the amendment of the Public Participation Plan on October 15, 2020 at the RPC office at 329 Main Street, Clarksville, TN 37040 Anyone having questions or comments concerning these items should contact Stan Williams or Jill Hall at 931-645-7448 or email: ClarksvilleMPO@cityofclarksville.com and/or attend this meeting. In accordance with the “Americans with Disabilities Act”, if you have a disability, for which the MPO needs to provide accommodations, please notify us of your requirements by October 9, 2020 to the meeting. This request does not have to be in writing. It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFP part 26; No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin.

Spanish Version

Enmienda al Folleto del Plan de Participación (PP):

El período de comentarios públicos sobre la enmienda al Plan de Participación (PP) se extenderá desde el 26 de Agosto de 2020 hasta el 13 de Octubre de 2020. Dicho documento está disponible para revisión pública durante el horario comercial normal en el RPC, y está disponible en el siguiente sitio web : www.cuampo.com en la página de inicio. El PPP brinda la oportunidad para que el público se involucre con el MPO en un intercambio de datos e ideas. Envíe sus comentarios por escrito a: Clarksville MPO, 329 Main Street, Clarksville, TN 37040; o por correo electrónico a: ClarksvilleMPO@cityofclarksville.com

La Junta Ejecutiva de la Organización de Planificación Metropolitana del Área Urbanizada de Clarksville (CUAMPO) se reunirá para adoptar la enmienda del Plan de Participación el 15 de Octubre de 2020 en la oficina de RPC en 329 Main Street, Clarksville, TN 37040 Cualquier persona que tenga preguntas o comentarios sobre estos artículos debe comunicarse con Stan Williams o Jill Hall al 931-645-7448 o enviar un correo electrónico: ClarksvilleMPO@cityofclarksville.com y / o asistir a esta reunión. De acuerdo con la "Ley de Estadounidenses con Discapacidades", si tiene una discapacidad para la cual la MPO necesita proporcionar adaptaciones, notifíquenos sus requisitos antes del 9 de Octubre de 2020 a la reunión. Esta solicitud no tiene que ser por escrito. La política de la MPO es garantizar el cumplimiento del Título VI de la Ley de Derechos Civiles de 1964; 49 PPC parte 26; Ninguna persona será excluida de la participación o se le negarán los beneficios de, ni estará sujeto a discriminación bajo ningún programa o actividad que reciba fondos federales por motivos de raza, color, sexo u origen nacional.

Appendix F: Special Interest Group Survey Notification Letter



CLARKSVILLE URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION

Stan Williams
MPO Coordinator
stanwilliams@cityofclarksville.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931) 645-7448
www.cuampo.com

Jill Hall
Transportation Planner
jhall@cityofclarksville.com

April 15, 2020

To: Special Interest Groups
Re: Revisions to the Public Participation Plan for the Clarksville MPO

If you are a recipient of this letter, you are on the Special Interest Group mailing list of the Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO), and are considered a representative of one of the following groups:

- Freight shippers
- Providers of freight transport services
- Private transportation providers
- Representatives of pedestrian/bicycle facilities users
- Representatives of disabled persons
- Minority Agencies/Groups

The Clarksville MPO is the regional transportation planning entity for the Clarksville Urbanized Area, and is the local agency that ensures that federal and state funding is available for local area transportation projects. One of the ways that we strive ensure the receipt of this crucial funding, is to actively involve the public in our planning processes. Currently, we are amending our Participation Plan. CUAMPO must specifically consider the transportation needs of the groups listed above, in addition trying to consider all persons according to the Civil Rights Act of 1964 and Title VI. Please take a few minutes to complete the survey on the www.cuampo.com website or fill out the attached survey and mail your responses to the address above. Your ideas will help us improve how we communicate with each other in transportation planning processes that can affect our community for many years to come. Thank you in advance for your time and cooperation. We would be grateful to have your responses by May 15, 2020. If you have any questions or comments, please feel free to contact me at your earliest convenience at (931)645-7448 or email stanwilliams@cityofclarksville.com

Thank you,
Stan Williams
Clarksville MPO Director

Appendix G: Special Interest Group List

NAACP – email by their request to: jimmie.garland@hotmail.com

Clarksville Cycling Club/Pedestrian – Tnrunner1083@yahoo.com

Austin Peay State University – singleton@apsu.edu

APSP Hispanic Culture Center – hcc@apsu.edu

APSU African American Culture Center – aacc@apsu.edu

TN Vocational Rehabilitation District Office
1575 Corporate Pkwy Blvd
Clarksville, TN 37040

Mid-Cumberland Human Resource Agency
350 Pageant Lane, STE. 402
Clarksville, TN 37040

Dept of Human Services
350 Pageant Lane, Suite 301
Clarksville, TN 37040

Army Career Alumni Program-ACAP
5661 Screaming Eagle Blvd
Ft Campbell, KY 42223

Adult Literacy Council
430 Greenwood Ave.
Clarksville, TN 37040

Workforce Essentials, Inc
523 Madison Street, Suite A
Clarksville, TN 37040

Senior Citizen Center
953 Clark Street
Clarksville, TN 37040

Montgomery Health Department
330 Pageant Lane
Clarksville, TN 37040

Pennyrile Allied Community Services
1100 Liberty Street
Hopkinsville, KY 42240

Tenn Rehabilitation Center
1241 Highway Drive
Clarksville, TN 37040

101st Airborne Cab
3025 Ft Campbell Blvd, Ste A
Clarksville, TN 37042

AAA Crown Cab
648 Providence Blvd
Clarksville, TN 37042

ABC Veteran Cab
502 Providence Blvd
Clarksville, TN 37042

Old Firehouse Day Shelter
1498 Golf Club Lane
Clarksville, TN 37040

Tenn Dept of Labor and Workforce Dev
523 Madison Street, Suite B
Clarksville, TN 37040

Clarksville Housing Authority
721 Richardson Street
Clarksville, TN 37040

Wheel Me On
35 Covington Street
Clarksville TN 37040

DMC Transportation Service
725 International Blvd
Clarksville, TN 37040

Greenfield Trucking Inc
1500 Wilma Rudolph Blvd
Clarksville, TN 37040

Transwood Inc.
249 Needmore Road
Clarksville, TN 37040

Hall's LTL Service LLC
3756 N. Jot Dr
Clarksville, TN 37040

Hollis and Hollis Group Inc
9 Quarry Rd
Clarksville, TN 37042

Ohio Valley Transportation
750 Economy Drive
Clarksville, TN 37043

Griffin Trucking
11 Quarry Road
Clarksville, TN 37042

St. Bethlehem Trucking Co
191 Terminal Rd
Clarksville, TN 37040

Winn Trucking
486 Barge Point Rd
Clarksville, TN 37042

Ingram Materials
610 S. Riverside Drive
Clarksville, TN 37040

RJ Corman
P.O. Box 788
Nicholasville, KY 40340

Greyhound Busline
11 Jefferson Street
Clarksville, TN 37040

FedEx Ship Center
1750 Jardco Drive
Clarksville, TN 37040