

Jackson Metropolitan Planning Organization

Public Participation Plan



Revised Edition

February 2014

Prepared in Conjunction with:

Mississippi Department of Transportation
Federal Highway Administration
Federal Transit Administration



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PUBLIC PARTICIPATION PLAN OF THE JACKSON MPO

Introduction

Transportation planning is an integral process that should involve a diverse group of stakeholders representing all interests in a community. This Public Participation Plan guides the public involvement activities conducted by the Jackson Metropolitan Planning Organization (MPO). The purpose of this Plan is to encourage active public participation in identifying and commenting on transportation issues, programs and projects at every stage of the transportation process. This Plan is a living document and will be continually reviewed for possible revisions as needed to improve the participation process. Federal and State regulations require the MPO to develop and maintain a Public Participation Plan in order to carry out a comprehensive, continuing and coordinated transportation planning process. It is the goal of the Jackson MPO to provide an open and inviting participation process that allows the public the opportunity to voice concerns and offer suggestions about transportation related issues, while helping to educate the public about the technical aspects of transportation planning. Regulations guiding the transportation planning process include:

- Federal Highway Administration 23 C.F.R., parts 450 and 500
- Federal Transit Administration 49 C.F.R., part 613
- Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, July 2012
- Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU), Public Law 109-59, August 2005
- Transportation Equity Act for the 21st Century (TEA-21), Public Law 105-178, June 1998

This document begins by providing a brief history of the Jackson MPO and its organizational structure. This is followed by the explanation of public involvement activities in the Jackson MPO area and the evaluation tools used to measure their success. The City of Jackson, the operator of JATRAM, adheres to the public involvement process outlined in this Public Participation Plan. The MPO's public participation process satisfies the City of Jackson, the operator of JATRAM, public participation process for the Program of Projects (POP).

Section 1: Background

Federal regulations require all urbanized areas with a population of at least 50,000 to designate a MPO to carry out the Federally-mandated transportation planning process. The Central Mississippi Planning and Development District (CMPDD) was designated as the Jackson Metropolitan Planning Organization on February 5, 1975.

100.00 Committee Structure

The MPO for the Jackson Urbanized Area (JUA) is comprised of four (4) committees. The Metropolitan Planning Policy Committee serves as the official governing authority for the MPO in carrying out the transportation planning process. The Metropolitan Planning Policy Committee is served by three advisory committees that review transportation planning processes, procedures, and products and makes recommendations to the Metropolitan Planning Policy Committee for its approval. The advisory committees include the Intermodal Technical Committee, the Bicycle and Pedestrian Subcommittee and the Stakeholders Committee.

101.00 MPO Documents

The MPO is required to produce four main documents; a Unified Planning Work Program (UPWP), a Long Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), and a Public Participation Plan (PPP). The UPWP is produced every two years, the LRTP is produced every five years, and the TIP is produced at least every four years. The PPP is a living document that is continuously evaluated to determine its effectiveness, but is formally reviewed at least every five-years. Other documents developed as part of the transportation planning process include the Prospectus and Project Submittal Guidelines, and other documents as needed to carry out the transportation planning process.

Section 2: Stakeholder Involvement

Stakeholder involvement is the process by which interested and affected individuals, organizations, agencies and government entities are consulted and included in the decision-making process. In order to provide various stakeholders with opportunities to be involved in the metropolitan transportation planning process, and to ensure there is widespread dissemination of information, four committees or groups have been established by the Jackson MPO.

200.00 The Metropolitan Planning Policy Committee

The **Policy Committee** is comprised of elected officials from municipalities and counties within the Jackson MPO, as well as State and Federal agencies holding an interest in transportation planning. The Policy Committee reviews all recommendations from the Intermodal Technical Committee resulting from public hearings and other sources of citizen input and makes final decisions regarding all documents and products produced by the Jackson MPO including, but not limited to the UPWP, LRTP, PPP, and TIP. A listing of Policy Committee members is available upon request.

201.00 The Intermodal Technical Committee

The **Intermodal Technical Committee** is comprised of professional planners, road managers, engineers, transportation advocates, and other technical representatives from municipalities and counties within the Jackson MPO, as well as State and Federal agencies holding an interest in transportation planning. The Intermodal Technical Committee serves as an advisory committee that makes recommendations to the Policy Committee regarding all documents and products produced by the Jackson MPO including, but not limited to the UPWP, LRTP, PPP, and TIP. All public hearings conducted by the Jackson MPO are held before the Intermodal Technical Committee as described later in this document. A complete list of Intermodal Technical Committee members is available upon request.

202.00 The Stakeholders Committee

The **Stakeholders Committee** is comprised of agencies, organizations, or individuals holding an interest in transportation planning, but who are not represented on the Intermodal Technical Committee. All Stakeholders are invited to attend all public hearings that are scheduled before the Intermodal Technical Committee. A list of agencies, organizations and individuals on the Stakeholders Committee is available upon request.

203.00 The Bicycle and Pedestrian Committee

The **Bicycle and Pedestrian Committee** is a subcommittee of the Intermodal Technical Committee. The committee is comprised of individuals who are representatives of Bicycle and Pedestrian Advocacy Groups and representatives from counties and municipalities. This committee is responsible for providing input into the transportation planning process as it relates to bicycle and pedestrian planning. A list of agencies, organizations and individuals on the Bicycle and Pedestrian Committee is available upon request.

204.00 Targeted Stakeholders

Various strategies have been implemented to ensure involvement by all stakeholders identified in 23 C.F.R., Section 450.316 are involved in the transportation planning process through the various committee structures described above. Those targeted for participation include:

1. Affected Public Agencies

The primary affected public agencies with responsibility for transportation planning and implementation in the JUA include the Mississippi Department of Transportation (MDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and local jurisdictions. Each of these public agencies has representation on the Intermodal Technical Committee, as well as the Policy Committee. The Jackson Municipal Airport Authority, which governs the Jackson-Medgar Wiley Evers International Airport, is represented on the Intermodal Technical Committee. Furthermore, the City of Jackson, which provides fixed route transit service (JATRAM) within the City of Jackson, is represented on the Intermodal Technical Committee and the Policy Committee. Finally, the U.S. Department of Interior, National Park Service has jurisdiction over the Natchez Trace Parkway, and a representative of the Natchez Trace Parkway is a member of the Intermodal Technical Committee.

2. Representatives of Public Transportation Employees

A representative of employees of the management company which operates JATRAM, the only public fixed-route transit system in the Metropolitan Planning Area (MPA) is represented on the Stakeholders Committee. Representatives of employees of human resource agencies that provide non-fixed route transit service within the Jackson Urbanized Area are also included on the Stakeholders Committee.

3. Freight Shippers and Providers of Freight Transportation Services

A representative of the freight industry is a member of the Intermodal Technical Committee and other representatives of freight companies may be added to that Committee. In addition, representatives of the companies which utilize freight services (shippers) may be included on the Stakeholders Committee. A representative of the Mississippi Railroads Association is also a member of the Intermodal Technical Committee.

4. Private Providers of Transportation

Representatives from the taxicab/limousine industry are included on the Stakeholders Committee to assist in identifying options for use of private transportation companies in providing needed transportation services.

5. Users of Public Transportation Services

Representatives of public transportation riders both fixed route, JATRAM, and riders who utilize transportation services provided by human service agencies are included on the Stakeholders Committee.

6. Pedestrian Walkways and Bicycle Transportation Facilities

Representatives of bicycle advocacy groups are currently members of the Bicycle and Pedestrian Committee. A representative also serves on the Intermodal Technical Committee.

7. Senior Citizens and Disabled Persons

Representatives of the Area Agency on Aging are included on the Stakeholders Committee to advocate the interest of senior citizens and the disabled community.

8. Needs of those Traditionally Underserved by Existing Transportation Systems

Human Resource Agencies that provide transportation services for senior citizens with disabilities using Federal Transit Administration funds and to persons residing in areas not served by an urbanized fixed route transit system who face challenges accessing employment and other services, including low income and minority households are represented on the Stakeholders Committee.

205.00 Consultation with Other Stakeholders

Furthermore, Federal regulations require the MPO to consult with agencies and officials responsible for other planning related activities within the Metropolitan Planning Area. The Jackson MPO has taken steps to ensure local agencies and officials responsible for other planning related activities are included in the MPO’s transportation planning process. Those agencies and officials include:

Those Involved in State Planned Growth	<ul style="list-style-type: none"> ▪ Mississippi Development Authority has a representative on the Intermodal Technical Committee. ▪ Delta Regional Authority is included on the Stakeholders Committee.
Those Involved in Local Planned Growth	<ul style="list-style-type: none"> ▪ CMPDD, as the MPO, assists local governments with the development of local comprehensive plans, zoning ordinances and other planning documents. CMPDD is designated as the MPO and participates on all committees. ▪ Representatives from local governments who prepare and adopt comprehensive plans, zoning ordinances and other planning documents serve on the Intermodal Technical Committee and Policy Committee.
Those Involved in Local Economic Development	<ul style="list-style-type: none"> ▪ The Greater Jackson Alliance has a representative on the Intermodal Technical Committee. ▪ Local economic development agencies including: <ul style="list-style-type: none"> ○ Hinds County Economic Development Authority ○ Madison County Economic Development Authority ○ Madison County Foundation ○ Rankin First Economic Development Authority each has a representative on the Stakeholders Committee
Those Involved in Environmental Protection	<ul style="list-style-type: none"> ▪ Each of the following have designated members to the Stakeholders Committee: <ul style="list-style-type: none"> ○ The U.S. Environmental Protection Agency (EPA)

(The Jackson MPO area is currently an air quality attainment area, meaning it meets minimum standards established by the EPA for air quality.)

- The Mississippi Department of Environmental Quality (MDEQ)
- U.S. Army Corps of Engineers (USACE)
- Mississippi Department of Wildlife, Fisheries, and Parks
- United States Fish and Wildlife Service
- The U.S. Forest Service

Those Involved with Protection and Preservation of Historic Structures and Sites

- The Mississippi Department of Archives and History has a representative on the Stakeholders Committee.
- The Mississippi Heritage Trust has a representative on the Stakeholders Committee.

Those Involved with Airport Operations

- A representative of the Jackson Municipal Airport Authority is a member of the Intermodal Technical Committee.

Those Involved with Freight Movement

- A representative of the freight industry is a member of the Intermodal Technical Committee, and other freight industry members may be added.
- The Mississippi Railroad Association has a representative appointed to the Intermodal Technical Committee.

Recipients of Assistance under Title 49 U.S.C. Chapter 53

- The City of Jackson which operates JATRAM, the only public fixed-route transit system in the Metropolitan Planning Area (MPA), which receives Federal Transit Administration funds is represented on the Intermodal Technical Committee and Policy Committee.
- Human Resource Agencies that provide transportation services using Federal Transit Administration funds are represented on the Stakeholders Committee.

Involving Non-Profit Organizations that Receive Assistance from other Sources than Federal Transportation Funds to Provide Non-Emergency Transportation

- The Central MS Planning and Development District, as the Area Agency on Aging, uses U.S. Department of Health and Human Services funds to provide operating assistance to Human Resource Agencies. Those agencies are represented on the Stakeholders Committee.
- Mississippi Department of Human Services is represented on the Stakeholders Committee.

Involving Federal Land Management Agencies

- Since the Natchez Trace Parkway is Federal public lands, a representative of the U.S. Department of Interior, Natchez Trace Parkway is a member of the Intermodal Technical Committee.

Involving Indian Tribal Governments

- As required by the Indian Tribal Governments, all correspondence and consultation with the Tribal Governments will be initiated by the Federal Highway Administration (FHWA). When the MPO develops a new LRTP, TIP, or PPP the MPO coordinates with FHWA to notify the Indian Tribal Governments that a consultation is needed.

Section 3: Public Outreach Goals and Techniques

This PPP is intended to provide direction for the public involvement activities to be conducted by the Jackson MPO. The three (3) primary goals of the Jackson MPO PPP include:

- GOAL 1: Implement and open an ongoing participation process.
- GOAL 2: Disseminate clear, concise and timely information regarding the transportation planning process to all interested parties.
- GOAL 3: Provide timely responses to concerns and comments raised by the public regarding the development and implementation of regional transportation plans, programs or projects. Ensure that the comments received are considered and incorporated into the deliberations regarding proposed plans and programs.

In order to achieve these goals, the Jackson MPO has developed a participation process that targets involvement from all parties interested in transportation planning by employing a variety of techniques aimed at meeting each goal. This section contains descriptions of public participation techniques currently being used by the Jackson MPO to meet the goals of the PPP:

300.00 MPO Web Site

Description: The Jackson MPO will maintain a website (<http://www.cmpdd.org/transportation/>) to provide information about the MPO process, members, meeting times, and contact information. Work products such as the Public Participation Plan, UPWP, LRTP, TIP and other documents produced by the MPO will be available on the site. Citizens will be able to review MPO documents and submit comments to the MPO for their review and consideration. Notices for public hearings and public comment periods will be posted on the website, as well as instructions on how interested parties can access and comment on draft plans.

301.00 MPO GIS Portal

Description: The MPO will maintain a GIS Portal (<http://www.cmpdd.org/transportation-2/>) to provide the public information that has traditionally been provided in paper format in a visual and interactive map format. The GIS Portal will enhance public access to data available through the MPO including but not limited to bikeway and pedestrian plans, functional classification system, traffic counts, population and employment projections, congestion management system, as well as proposed improvements.

302.00 County-Wide Summits

Description: The MPO shall conduct at least one county-wide summit in each county (Hinds, Madison, and Rankin) when preparing a new updated LRTP or a new TIP, and at other times deemed necessary by the MPO. Each summit is intended to inform the citizens of each county and municipality about the transportation planning process and transportation projects in their area. Each summit will be held at strategic and accessible locations in each county and at convenient times when citizens can attend. The MPO shall publish a county-wide summit notice in a newspaper with statewide circulation and in a

publication that targets typically underserved populations at least 14 days in advance of county-wide summits. Summit notifications shall also be placed on the MPO website at least 14 days in advance.

303.00 Public Hearings

Description: All public hearings conducted by the MPO including, but not limited to, the LRTP and TIP shall be held before the Intermodal Technical Committee. The Intermodal Technical Committee shall hear comments from citizens and others at public hearings and forward their recommendations to the Policy Committee. Any person not agreeing with the recommendation(s) of the Intermodal Technical Committee may appear before the Policy Committee at the next meeting following the public hearing and present their views. The MPO shall publish a public hearing notice in a newspaper with statewide circulation and in a publication that targets typically underserved populations at least 14 days in advance of public hearings. Public hearings shall be conducted in the MPO office at 1170 Lakeland Drive in Jackson, and at other locations in the Jackson Metropolitan Area that are convenient and accessible when deemed necessary by the MPO. Public hearings shall be held between 1:00 P.M. and 4:00 P.M. unless other hearing times are deemed necessary by the MPO.

304.00 Comment Cards

Description: The MPO will make comment cards available at the MPO office, as well as during county-wide summits, public hearings, and other meetings as needed to receive comments and answer questions relative to the MPO and the transportation planning process. In addition, visitors to the MPO website will be able to submit comments through the website. All comments received by the MPO either by comment cards, the website, or mail will be submitted to the Intermodal Technical Committee for review and appropriate action as needed.

305.00 Surveys

Description: The MPO may conduct mail, in-person, or web-based surveys to obtain public input or to gauge public opinion from time to time as deemed necessary.

306.00 Library Distribution

Description: The MPO will distribute copies of the final adopted LRTP to the twenty-four (24) libraries in the Jackson Urbanized Area. The name, location and telephone numbers of each library receiving hard copies are included in Appendix A.

307.00 Comprehensive Planning Seminars

Description: The MPO will offer comprehensive planning seminars or workshops relating to the development of the LRTP, TIP, comprehensive plans, zoning, new urbanism and “smart codes”, subdivision regulations, capital improvement programming, innovative financing techniques (including the financing of transportation improvements) and other planning topics as needed.

308.00 Speakers Bureau

Description: The MPO will establish a “speaker’s bureau” consisting of planners who are familiar with various products of the transportation planning process, local comprehensive plans and codes, and

other topics of interest to the planning process. The speaker's bureau will be available to make presentations to civic organizations, church groups, local planning commissions, municipal boards, county boards, and others as requested.

309.00 Press Releases

Description: The MPO will, as needed, issue press releases regarding transportation planning products and improvement projects particularly addressing projects financed through Federal Surface Transportation Program (STP) Funds.

310.00 Visual Presentations

Description: The MPO will, as needed, develop and produce PowerPoint and/or DVD presentations which help to visualize the improvements outlined in the various productions of the transportation planning process.

311.00 Flyers/Brochures

Description: As needed flyers and/or brochures containing pictures, maps, and text may be produced to provide stakeholders information regarding the transportation planning process.

312.00 Newsletters and Annual Report

Description: Articles providing information on transportation related matters may be published in CMPDD's quarterly newsletter called the "Central Update". CMPDD's Annual Report also provides stakeholders with a variety of information on planning related matters, as well as a summary of the MPO's yearly activities. Both documents are distributed through mail outs and are available at CMPDD's office or on the District's website, www.cmpdd.org.

313.00 Email Announcements

Description: The MPO may employ a direct mailing through email to announce upcoming activities or to provide information to a targeted area or group of people. Email announcements are usually letters, but can take the form of a postcard or flyer.

314.00 Direct Mail Outs

Description: Project specific mailings may be used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually letters, but can be postcards or flyers. An area may be targeted for a direct mailing because of potential impacts from a project, or because a specific group holds an interest on a specific issue, for example cyclists.

315.00 Social Media (Facebook/Twitter)

Description: Facebook, Twitter, You Tube and other social media avenues may be utilized by the MPO from time to time as deemed necessary to spread the word about what is occurring at the MPO and the transportation planning process.

316.00 MPO Master Database

Description: The MPO will maintain a master database of businesses, federal, state and local agencies and individuals with an interest in transportation planning. The list will continue to grow as additional outreach activities are held. This master database may be used for issuing email announcements, direct mail outs, newsletter mailings, and other outreach activities.

317.00 MPO Logo

Description: The logo for Central Mississippi Planning and Development District, as the designated MPO administrator, shall be used on all MPO correspondence, products and publications. The logo helps the public identify the MPO and where to go for questions regarding the MPO and the transportation planning process.

Section 4: Plan Specific Guidelines

Public participation will be purposely sought for the development of the Public Participation Plan, Long-Range Transportation Plan, and the Transportation Improvement Program using the various techniques outlined in Section 3. However, public participation is not limited to these products. To the extent practical, the Jackson MPO shall coordinate with the Mississippi Department of Transportation (MDOT), Federal Transit Administration, and the Mississippi Division of the Federal Highway Administration regarding transportation planning, public involvement and consultation. This includes scheduling public hearings and other meetings concurrently to the extent reasonable regarding the LRTP, TIP/Statewide TIP, and other products as necessary. Furthermore, the MPO, to the extent practical, shall coordinate and consult with agencies and officials responsible for other planning related activities as well. Attachment C outlines key decision points during the development of the Long Range Transportation Plan and the Transportation Improvement Program when consultation with stakeholders will be sought.

400.00 Public Participation Plan

In accordance with Federal regulations, the Public Participation Plan (PPP) shall be assessed periodically based on changes in local, state, or federal legislation, and in response to periodic evaluations of the effectiveness of public participation techniques outlined in the PPP. The PPP is a living document that shall be updated as needed to improve its effectiveness. However, at the minimum, the PPP shall be formally reviewed every five-years and modified as needed to expand its usefulness as a tool to encourage public input into the transportation planning process.

- a) When an update to the PPP is made, the public participation process shall require a comment period of 45 calendar days before a revised participation plan is adopted by the MPO. Proposed changes to the PPP shall be posted on the MPO website during the comment period, as well as instructions on how interested parties can access and comment on the draft PPP. Furthermore, relevant state and federal agencies shall be informed and provided with an opportunity to comment.
- b) Following the review of all public comments, if no significant changes are made to the PPP it shall then be considered by the MPO for formal adoption. However, an additional public comment period shall be held on the final plan if it differs significantly from the draft plan.

- c) Furthermore, other outreach techniques such as press releases, Central Update articles, visual presentations, and direct mailings may be used from time to time to foster additional public input as deemed necessary by the MPO into the PPP.

401.00 Long Range Transportation Plan

In accordance with Federal regulations, the Metropolitan Transportation Plan or the Long Range Transportation Plan (LRTP) as it is referred to in this document must be updated every five-years in air quality attainment areas such as the Jackson Metropolitan Planning Area. The LRTP must address a transportation plan for no less than a 20-year planning horizon.

- a) To begin the update process, a public hearing shall be held at the beginning of the plan update process to seek input regarding what the general public and other stakeholders consider being the greatest needs in the area. A written record of all comments shall be made to insure consideration during the plan development phase is given to all comments provided. All public hearings shall be conducted as outlined in Section 303.00.
- b) Once a draft LRTP has been developed by the MPO, the MPO shall conduct county-wide summits in each county. These summits will be intended to inform citizens of each county and municipality about the contents of the draft LRTP before formal public hearings are conducted before the Intermodal Technical Committee. Each summit shall be conducted as outlined in Section 302.00.
- c) The draft LRTP shall also be posted on the MPO website for public review and comments for a period of not less than 45 days. The MPO shall post transportation related documents on its website in PDF and RTF format to meet the needs of those visually impaired. Citizens reviewing the information through the website will be able to make comments through the website or by mail. During this review period draft plans shall also be available in hard copies at the MPO office along with comment cards.
- d) Following the completion of county-wide summits, public hearings (as many as needed to receive comments) shall be held on the draft LRTP before the Intermodal Technical Committee as outlined in Section 303.00.
- e) The MPO shall produce a report containing a summary, analysis and disposition of the comments received either by mail, through the website, at county-wide summits, or at the public hearing(s) on the draft plan. This report shall be incorporated into the final plan.
- f) Following the review of all public comments, if no significant changes are made to the LRTP it shall then be considered by the MPO for formal adoption. However, additional public hearings shall be held on the final plan if it differs significantly from the draft plan. Significant changes are those in which the scope of a project is amended, such as new roadways, changes in number of lanes, or a significant increase in roadway mileage for a proposed project. Minor changes that shall not require an additional hearing shall include increases in congressional earmarks, changes in year of implementation, or additional right-of-way acquisition that was not originally anticipated to complete a project.

- g) Relevant state and federal agencies shall be informed and provided with an opportunity to comment during the beginning, draft, and final stages of the LRTP planning process.
- h) Furthermore, other outreach techniques such as press releases, Central Update articles, visual presentations, and direct mailings may be used from time to time to foster additional public input as deemed necessary by the MPO.
- i) Copies of the final, adopted LRTP will be delivered to the libraries on the MPO Libraries Distribution List (Appendix A). Final copies will be provided to MDOT, FHWA, and FTA as well. Additionally, copies of the LRTP will be made available at the MPO office (1170 Lakeland Drive in Jackson) and on the MPO's website, <http://www.cmpdd.org/transportation/>.
- j) Once adopted, the MPO shall post notices of any proposed amendments to the LRTP on the MPO's website for a period of not less than 10 days. Notices of any proposed amendments shall be listed in PDF and RTF format to meet the needs of those visually impaired. Interested citizens can submit comments by mail, through the website, or in person at the time and location listed in the notice for the meeting in which the Intermodal Technical Committee will consider the proposed amendment. Any person who does not agree with the recommendation(s) of the Intermodal Technical Committee regarding the amendment may appear before the Policy Committee at the next meeting following the Intermodal Technical Committee to voice their views.

402.00 Transportation Improvement Program

In accordance with Federal regulations, the Transportation Improvement Program (TIP) must be updated at least every four-years. The TIP shall cover a period of not less than four years and must include capital and non-capital surface transportation projections (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding through various Federal sources.

- a) Once a draft TIP (in other words, a new document, not including amendments to an existing TIP) has been developed by the MPO, the MPO shall conduct county-wide summits in each county. These summits will be intended to inform citizens of each county and municipality about the contents of the draft TIP before formal public hearings are conducted before the Intermodal Technical Committee. Each summit shall be conducted as outlined in Section 302.00.
- b) The draft TIP shall also be posted on the MPO website for public review and comments for a period of not less than 45 days. The MPO shall post transportation related documents on its website in PDF and RTF format to meet the needs of those that are visually impaired. Citizens reviewing the information through the website will be able to make comments through the website or by mail. During this review period draft plans shall also be available in hard copies at the MPO office along with comment cards.
- c) Following the completion of county-wide summits, public hearings (as many as needed to receive comments) shall be held on the draft TIP before the Intermodal Technical Committee as outlined in Section 303.00.

- d) The MPO shall produce a report containing a summary, analysis and disposition of the comments received either by mail, through the website, at county-wide summits, or at the public hearing(s) on the draft plan.
- e) Following the review of all public comments, if no significant changes are made to the TIP it shall then be considered by the MPO for formal adoption. However, additional public hearings shall be held on the final plan if it differs significantly from the draft plan. Significant changes are those in which the scope of a project is amended, such as new roadways, changes in number of lanes, or a significant increase in roadway mileage for a proposed project. Minor changes that shall not require an additional hearing shall include increases in congressional earmarks, changes in year of implementation, or additional right-of-way acquisition that was not originally anticipated to complete a project.
- f) Relevant state and federal agencies shall be informed and provided with an opportunity to comment during all stages of the TIP planning process.
- g) Furthermore, other outreach techniques such as press releases, Central Update articles, visual presentations, and direct mailings may be used from time to time to foster additional public input as deemed necessary by the MPO.
- h) Copies of the final, adopted TIP will be made available at the MPO office and on the MPO's website, <http://www.cmpdd.org/transportation/> . Final copies will be provided to MDOT, FHWA, and FTA as well.
- i) Once adopted, the MPO shall post notices of any proposed amendments to the TIP on the MPO's website for a period of not less than 10 days. Notices of any proposed amendments shall be listed in PDF and RTF format to meet the needs of those visually impaired. Interested citizens can submit comments by mail, through the website, or in person at the time and location listed in the notice for the meeting in which the Intermodal Technical Committee will consider the proposed amendment. Any person who does not agree with the recommendation(s) of the Intermodal Technical Committee regarding the amendment may appear before the Policy Committee at the next meeting following the Intermodal Technical Committee to voice their views. Guidelines explaining what merits an amendment or administrative modification can be found in the Jackson MPO's Prospectus.

Section 5: Evaluation Tools

Evaluation is necessary to determine the effectiveness of the PPP. Successful evaluation of the Public Participation Plan requires tracking outreach activities and establishing initial baseline measurements. During the evaluation process questions should be analyzed such as: At what level is the community participating in public outreach opportunities? Are we reaching our target audience? Are our documents effective and informative tools for public awareness? Reasonable efforts will be made to evaluate the public involvement regularly to determine the effectiveness of the outreach techniques that was used and whether or not changes should be made using the evaluation measures outlined in the evaluation matrix on the following page.

500.00 Public Involvement Evaluation Tools Matrix			
Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Public Participation Plan	No formal criteria. Should be updated to reflect the practices of the MPO	Update at least every 5 years.	Update and incorporate improvement strategies resulting from public participation evaluations.
MPO Web Site	Number of Hits/Users	Increase the number of web hits over the course of each year.	Emphasize the MPO webpage in information released by the MPO including announcements and plans. Update and maintain the content of the MPO webpage regularly.
MPO GIS Portal	Number of Hits/Users	Increase the number of users over the course of each year.	Emphasize the MPO GIS Portal in information released by the MPO. Update and maintain the content of the GIS Portal regularly
County-Wide Summits	Attendance at Summits, questions, calls & letters resulting from Summits	Increase the number of interested parties in attendance.	Schedule at convenient times and locations. Use other public involvement tools to increase awareness of meetings.
Public Hearings	Attendance at hearings, calls & letters resulting from public hearing notice.	Increase the number of interested parties in attendance and the range of attendees geography and impactedness.	Schedule at convenient times and locations. Use other public involvement tools to increase awareness of meetings.
Comment Cards	Number of responses and comments received	Increase the number of meeting attendees that fill out a form or return comments by mail or submit comments as a visitor to the MPO website.	Use other public involvement tools to encourage responses by explaining the importance of receiving comments in order to improve the planning process.
Surveys	Number of responses, questions, calls & letters resulting from surveys	Increase the number of contacted persons that participate in the survey or increase the number of mail recipients that return surveys	Use other public involvement tools to encourage responses by explaining the importance of receiving survey responses in order to improve the planning process.

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Library Distribution	Number of distribution sites.	Maintain up-to-date documents at 100% of the identified distribution sites.	Promote library hours and the location of MPO documents at area libraries.
Comprehensive Planning Seminars	Attendance at meetings	No formal goal. Held at the request or need of local interested groups.	Proactively seek speaking engagements. Maintain a presentation log noting the group, date and how many attended, as well as the subject.
Speakers Bureau	Attendance at meetings	No formal goal. Held at the request or need of local interested groups.	Proactively seek speaking engagements. Maintain a presentation log noting the group, date and how many attended, as well as the subject.
Press Releases	Number of responses, questions, calls & letters resulting from press releases.	No formal goal. Maintain a current media contact list.	Encourage publication of press releases by keeping the media informed of the MPO's activities and through follow up.
Visual Presentations	Comment forms that note the graphics and other visual presentation items were useful	Increase the number of comment forms and web users that find the graphics and visualization techniques useful.	Include graphics and other visualization techniques online and during public meetings, hearings and/or seminars to provide a better understanding of the planning process.
Flyers/Brochures	Comment forms that note the flyers/brochures were useful.	Increase the number of comment forms and web users that find the visual aid tools useful.	Include graphics and other visualization techniques online and during public meetings, hearings and/or seminars to provide a better understanding of the planning process.
Newsletters and Annual Reports	Number of responses, questions, calls & letters resulting from newsletters and/or annual reports.	Increase distribution to interested parties.	Maintain an up-to-date mailing list and make corrections when items are returned.
Email Announcements	Number of responses, questions, calls, letters, & persons contacted	Increase the number of meeting attendees/comments received from respondents indicating they were notified by email.	Maintain an up-to-date email contact list of interested parties and make corrections when items are returned.

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Direct Mailings	Number of responses, questions, calls, letters & persons contacted	Increase the number of meeting attendees/comments received from respondents indicating they were notified by a direct mailing.	Maintain an up-to-date mailing list and make corrections when items are returned.
Social Media (Facebook/Twitter)	Number of responses, questions, calls & letters resulting from social media and number of "Fans" and "Followers".	Increase the number of meeting attendees/comments received from respondents indicating they were notified by social media.	Maintain and monitor accounts. Provide information on how and where the public can get involved with the transportation planning process.
MPO Master Database	Number of items returned	Decrease the number of returned items. Maximum 2% return rate.	Maintain an up-to-date master contact list to be used for other public outreach activities and make immediate corrections when items are returned.
MPO Logo	No formal criteria.	Increase recognition of the logo.	The MPO logo should be used on all MPO products and publications, and on all materials for all MPO sponsored activities.

Appendix A: Metropolitan Planning Area Library Distribution List

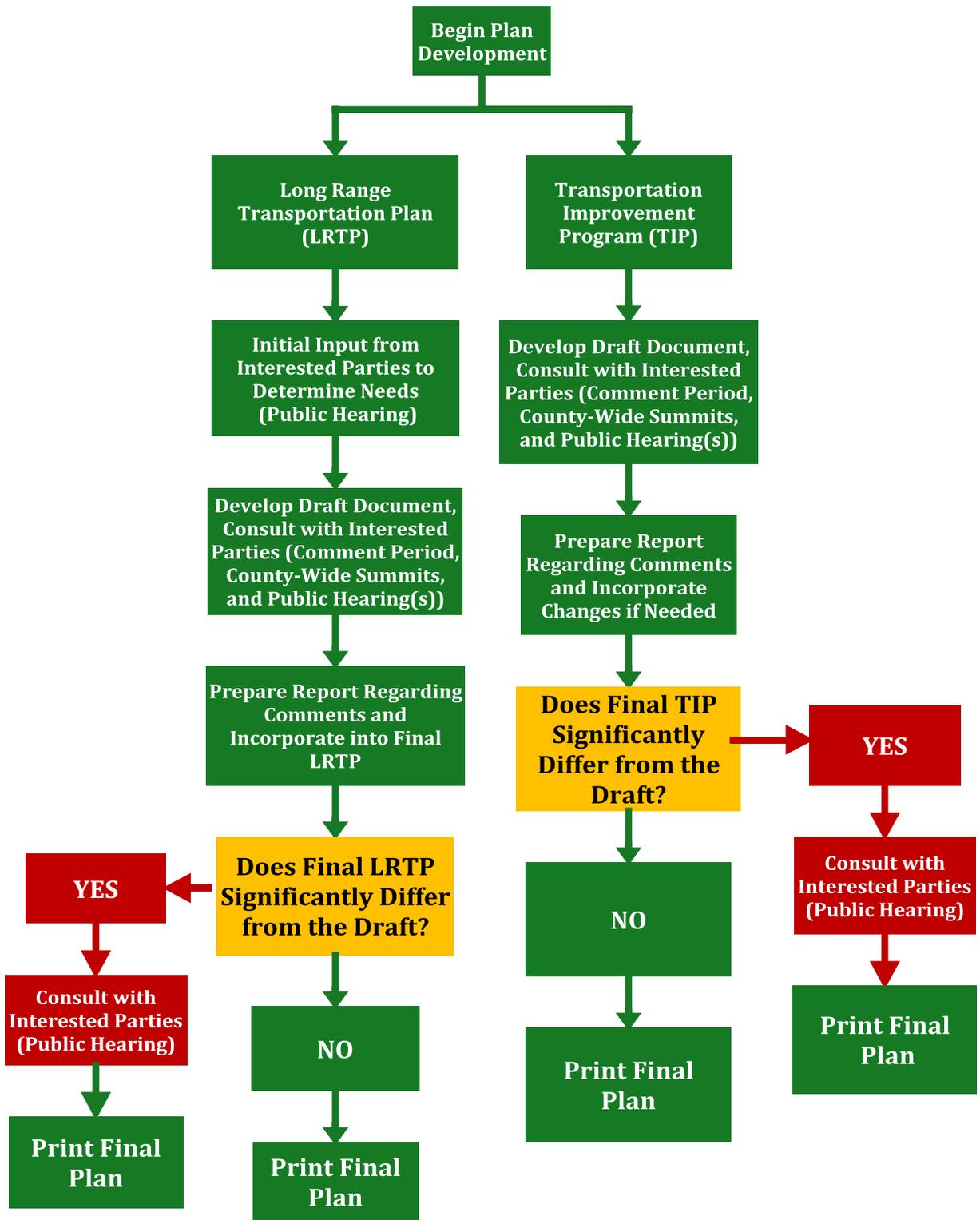
The final adopted version of the Long-Range Transportation Plan for the Jackson MPO will be distributed to the following public libraries in the Jackson Metropolitan Planning Area:

Hinds County		
The Eudora Welty Library 300 North State Street Jackson, MS 39201 Phone (601) 968-5811	Beverly J. Brown Branch 7395 Siwell Road Jackson, MS 39212 Phone (601) 372-0954	Fannie Lou Hamer Branch 3450 Albermarle Road Jackson, MS 39213 Phone (601) 362-3012
Margaret Walker Alexander Library 2525 Robinson Road Jackson, MS 39209-0358 Phone (601) 354-8911	The Quisenberry Library - Clinton 605 E. Northside Drive Clinton, MS 39056 Phone (601) 924-5684	Willie Morris Branch 4912 Old Canton Rd. Jackson, MS 39211 Phone (601) 987-8181
Medgar Evers Boulevard Branch 4215 Medgar Evers Blvd. Jackson, MS 39213 Phone (601) 982-2867	Charles W. Tisdale Library 807 East Northside Drive Jackson, MS 39206-5537 Phone (601) 366-0021	Raymond Library 126 West Court Street Raymond, MS 39154 Phone (601) 857-8721
Richard Wright Branch 515 West McDowell Road Jackson, MS 39204 Phone (601) 372-1621	Ella Bess Austin Library 420 West Cunningham Avenue Terry, MS 39170-0155 Phone (601) 878-5336	R. G. Bolden/ Anna Bell Moore Branch 1444 Wiggins Road Jackson, MS 39209 Phone (601) 922-6076
Madison County		
Canton Library 102 Priestley Street Canton, MS 39046 Phone (601)-859-3202	Camden Branch 116 Parkside Ave. Camden, MS 39045 Phone / Fax (662)-468-0309	Flora Branch 144 Clark St. Flora, MS 39071 Phone / Fax (601)-879-8835
Madison Branch 994 Madison Ave. Madison, MS 39110 Phone (601)-856-2749	Ridgeland Branch 397 Highway 51 Ridgeland, MS 39157 Phone (601)-856-4536	
Rankin County		
Brandon Library 1475 W. Government Street Brandon, MS 39042 Phone (601) 825-2672	Pearl Branch 2416 Old Brandon Road Pearl, MS 39208 Phone (601) 932-2562	Pelahatchie Branch 718 Second Street Pelahatchie, MS 39145 Phone (601) 854-8764
G. Chastaine Flynt Memorial Library 103 Winners Circle Flowood, MS 39232 Phone (601) 919-1911	Florence Branch Library 115 West Main Street Florence, MS 39073 Phone (601) 845-6032	Northwest Point Reservoir Library 2230 Spillway Road Brandon, MS 39047 Phone (601) 992-2539
Richland Public Library 370 Scarborough Street Richland, MS 39218 Phone (601) 932-1846		

Appendix B: Summary Table of Public Participation Policies

Program Adoption	Involvement Actions	Notification Method	Comment Period	Remarks
Long Range Transportation Plan (LRTP)	<ul style="list-style-type: none"> Public Hearing to begin the update process County-Wide Summits held to discuss draft plan in each county Place plan on the MPO website for review Public hearing(s) held just prior to formal adoption 	<p>Notice published at least 14 days in advance in 2 newspapers for public hearings and summits</p> <p>Notice placed on MPO website</p>	45 Days	<p>Updated every 5 years</p> <p>Summary of all oral and written comments received will be reviewed by the MPO for appropriate action</p>
	<i>Amendments</i>			
	<ul style="list-style-type: none"> Amendment posted on MPO website 	Notice placed on MPO website	10 days	Comments received will be reviewed by the MPO for appropriate action
Transportation Improvement Program (TIP)	<ul style="list-style-type: none"> County-Wide Summits held to discuss draft plan in each county Place plan on the MPO website for review Public hearing(s) held just prior to formal adoption 	<p>Notice published at least 14 days in advance in 2 newspapers for public hearings and summits</p> <p>Notice placed on MPO website</p>	45 Days	<p>Updated at least every 4 years</p> <p>Summary of all oral and written comments received will be reviewed by the MPO for appropriate action</p>
	<i>Amendments</i>			
	<ul style="list-style-type: none"> Amendment posted on MPO website 	Notice placed on MPO website	10 days	Comments received will be reviewed by the MPO for appropriate action
Public Participation Plan (PPP)	<ul style="list-style-type: none"> Draft plan placed on the MPO website for review 	Notice placed on MPO website	45 Days	<p>Updated every 5 years or as needed to expand usefulness</p> <p>Comments received will be reviewed by the MPO for appropriate action prior to adoption</p>

Appendix C: Key Decision Points for Stakeholder Involvement



Appendix D: Acronyms and Definitions

CMRDD – Central Mississippi Planning and Development District: Serves as the administrative agent for the Jackson MPO, designed as the Jackson MPO on February 5, 1975.

County-Wide Summit: An announced meeting conducted by transportation officials designed to facilitate public participation in the decision making process and to assist the public in gaining an informed view of proposed projects. A county-wide summit may include either formal or informal presentations by transportation officials.

FHWA – Federal Highway Administration: Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under title 23 U.S.C.

FTA – Federal Transit Administration: Federal entity responsible for transit planning and programs under title 49 U.S.C.

GIS – Geographic Information System: A system for capturing, storing, analyzing and managing data which is spatially referenced to the earth. GIS is a tool that allows users to create interactive queries, analyze the spatial information, edit data, maps, and present the results of all these operations.

Intermodal Technical Committee: This is the advisory body comprised of engineers, public works directors, planners, transportation advocates, and other technical personnel who represent all municipalities, counties, the Mississippi Department of Transportation, Federal Highway Administration, Federal Transit Administration, and other agencies and organizations inside the study area of the Urbanized Area. The Intermodal Technical Committee makes recommendations to the Metropolitan Planning Policy Committee regarding transportation issues. All public hearings are held before the Intermodal Technical Committee.

JUA - Jackson Urbanized Area: The geographic area with a population of 50,000 or more, as designated by the Bureau of the Census. This is the area that is currently “urbanized” or closely settled, as opposed to the study area of the LRTP.

JATRAN: Provides fixed route transit services within the City of Jackson.

LRTP - Long Range Transportation Plan: This is referred to as the “metropolitan transportation plan.” However, the Long Range Transportation Plan developed by the MPO includes only the area that is expected to become “urbanized” or closely settled by the horizon date of the LRTP. In other words, the LRTP does not include the entire MPA. The urbanized area encompassed by the LRTP is the territory for which a computerized traffic simulation “model” is developed to produce traffic projections on streets and highways for the future, based upon projections of population, housing, employment, school enrollment and other factors. The LRTP is an official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the transportation planning process.

MDOT – Mississippi Department of Transportation: The transportation planning agency for the State of Mississippi.

MPA - Metropolitan Planning Area: The geographic area determined by agreement between the Metropolitan Planning Organization for the area and the Governor, in which the metropolitan transportation planning process is carried out. In the Jackson area, the MPA includes all of Copiah, Hinds, Madison, Rankin and Simpson counties. This is the area for which both short and long-range advance transportation planning is accomplished.

Metropolitan Planning Policy Committee: The policy board of an organization created and designated to carry out the metropolitan transportation planning process. The Metropolitan Planning Policy Committee or Policy Committee as it is referred to throughout this document consists of mayors, county supervisors, minority representatives of Hinds, Madison and Rankin counties, the Mississippi Department of Transportation (MDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The mayors who serve on the MPO include only those mayors representing municipalities inside the study boundary of the “Long Range Transportation Plan” (LRTP). County supervisors on the Policy Committee representing Hinds, Madison and Rankin counties are the only supervisors from the geographic area encompassed by the LRTP.

MPO – Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with population over 50,000. CMPDD was designated as the Jackson MPO on February 5, 1975.

MPO Office: Located at 1170 Lakeland Drive Jackson, MS 39216; mailing address P.O. Box 4935 Jackson, MS 39296-4935; phone 601-981-1511; fax 601-981-1515

Prospectus: The document which establishes organizational structure and responsibilities of the MPO, in addition to prescribing the procedures for carrying out the Transportation Planning Process and the products resulting from the process (see the MPO website at <http://www.cmpdd.org/transportation/> to view the Prospectus).

Public Hearing: A hearing designed to afford the public the fullest opportunity to express support of, opposition to, or comment on the transportation planning process. A public hearing may include either formal or informal presentations by transportation officials.

Public Participation: Is an integral part of a planning or major decision making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Public participation offers an open process for individuals to get involved.

Resource Agencies or Organizations: See “Stakeholders Committee”.

Stakeholders Committee: Individuals and representatives of agencies or organizations which are not represented on the Intermodal Technical Committee but which are affected by transportation decisions and which are involved in transportation planning-related activities. The agencies or organizations included on the Stakeholders Committee may also be referred to as “resource agencies or organizations.”

TIP - Transportation Improvement Program: A prioritized listing of transportation projects covering a period of at least four years that is developed and formally adopted by an MPO as part of the

Transportation Planning Process, consistent with the Long Range Transportation Plan (LRTP), and required for use of certain U. S. Department of Transportation funds.

UPWP – Unified Planning Work Program: A plan developed by MPOs to identify all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.