Northwest Louisiana Council of Governments

Public Involvement Policy

Prepared by the
Northwest Louisiana
Council of Governments
July 2008
Public Involvement Policy

Prepared by:
Northwest Louisiana Council of Governments

Adopted
Disclaimer:

These policies are intended to cover the most common situations not already covered by the Northwest Louisiana Council of Governments (NLCOG) Bylaws or Personnel Policies. In situations not specifically detailed herein, NLCOG, its committees, supervisors and employees, shall use its respective best judgment in responding to unusual situations.
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Introduction

The Northwest Louisiana Council of Governments (NLCOG) is an intergovernmental association established to assist local governments in planning for the commons needs, cooperating for the mutual benefit, and coordinating for sounds regional development. The following entities are members of the various committees of NLCOG:

- City of Bossier City
- City of Shreveport
- Village of Greenwood
- Town of Stonewall
- Town of Vivian
- Parish of Bossier
- Parish of Caddo
- Parish of DeSoto
- Parish of Webster
- Bossier E-911
- Caddo E-911
- Bossier Parish Tax Assessor
- Caddo Parish Tax Assessor
- Caddo Parish Schools
- Port of Shreveport–Bossier
- Louisiana Department of Transportation and Development (LaDOTD)
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)

One of the responsibilities of NLCOG is the Regional Planning Council (RPC) for Northwest Louisiana. As the RPC, NLCOG and its member agencies strive to strengthen both the individual and collective power of local governments. NLCOG also helps recognize regional opportunities, eliminate unnecessary duplication among the governments, and coordinate joint decisions for the benefit of the community. NLCOG seeks to provide opportunities for interested citizens and organizations to participate in the decision making process, as well as reach out to and involve members of the community who have been traditionally underserved.

NLCOG provides a partnership among the local governments for the benefit of the community. Our focus is on developing Northwest Louisiana economically, socially, and environmentally through a variety of projects aimed at improving the quality of life for all citizens. Seeking meaningful public involvement is important for sharing the concerns of the community. NLCOG is committed to
actively involving the public in identifying and addressing quality of life issues. The purpose of the public involvement policy is to foster two-way communication and trust between NLCOG and the citizens. Although a federal requirement, NLCOG feels that local contribution to the decision making process is vital for the growth of Northwest Louisiana. The citizens of this area deserve the advantages of coordinated decision making that cannot be accomplished without involving the public at an early stage and continually throughout the decision making process.

This policy is intended to ensure that public participation is an integral and effective part of the activities and decisions that are made with the benefit and consideration of important public perspectives. Early public involvement enables NLCOG to make more informed recommendations, improve quality through collaborative efforts, and build mutual understanding and trust. NLCOG is committed to a comprehensive and inclusive approach by involving the public in developing plans and programs that fit harmoniously within the community without sacrificing quality of life.

II. Federal Legislation Requiring Public Involvement

The Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) emphasizes public participation by all interested parties in transportation planning and programming processes. SAFETEA-LU requires NLCOG and other metropolitan planning organizations (MPOs) to involve the community in developing and revising plans and processes. These plans and processes are developed through a continuing, cooperative, and comprehensive planning process.

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) regulations outline requirements to go through prior to implementing projects.

The Americans with Disabilities Act of 1990 (ADA) encourages the involvement of persons with disabilities in the development and improvement of transportation and paratransit plans and services. Also in accordance with ADA guidelines, all meetings conducted by NLCOG will take place at locations which are accessible facilities to accommodate persons with mobility limitations.

The Clean Air Act Amendments of 1990 (CAAA) require the transportation community to improve air quality while sustaining adequate mobility for the
transportation users. CAAA and the provisions of TEA-21 are intended to ensure that integrated transportation and air quality planning occurs in metropolitan areas.

*Title VI of the Civil Rights Act of 1964* (Title VI) set the standards that outlawed discrimination in all Federal activities. NLCOG is committed to involving all citizens living within Northwest Louisiana in the decision making process and ensuring that all citizens receive the opportunity and resources to actively participate in the planning and decision making processes.

### III. Goals and Objectives of Public Involvement

NLCOG will strive to proactively inform and involve the public and improve public involvement through creative and interactive approaches. In order to continue to fulfill its federal mandates, NLCOG has developed several specific and functional goals and objectives for the Public Involvement Policy. The following is a comprehensive, but not exhaustive, list of the goals and objectives of this policy:

**Goal 1: Increase the community’s understanding of the transportation planning and decision making process in Northwest Louisiana.**

- **Meeting procedures**
  - Provide agendas for all NLCOG Committee meetings to members
  - Post NLCOG Committee meeting agendas and minutes on the [www.nwlainfo.com](http://www.nwlainfo.com) website under the appropriate committee’s webpage
  - Notify interested parties/citizens, as maintained by an NLCOG database, of upcoming NLCOG Committee meetings
  - Designate time on each NLCOG Committee meeting agenda for comments from interested parties/citizens

- **Public Informational Materials**
  - Maintain the NLCOG webpage, [www.n wlainfo.com](http://www.nwlainfo.com)
  - Develop other information materials as needed, i.e., quarterly newsletters, brochures, citizen guides, etc.
  - Develop information presentations to increase awareness of public involvement and promote staff availability at local government and community meetings to discuss current issues and initiatives, as well as provide an overview of NLCOG’s processes

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*NLCOG*

*Northwest Louisiana Council of Governments*

July 2008
• Evaluate public information materials using quantitative and qualitative measures

• Media Relations
  o Identify media outlets, such as print, radio, and television, and maintain contact/mailing list
  o Notify media of all regularly scheduled NLCOG Committee meetings
  o Work with the media to inform and educate the public about the decision making process and regional issues

Goal 2:  *Ensure that citizens of Northwest Louisiana are aware of involvement opportunities and that they are adequate, appropriate, and meaningful.*

• Public Forum/Public Meetings Procedures
  o Hold at least one NLCOG Town Hall meeting each fiscal year
  o Publicize all public meetings, public hearings, and public review periods through aggressive media outreach and public notice advertisements
  o Provide public access to all draft plans and reports at various local public agencies
  o Report through NLCOG Committees all significant public comments on draft plans and reports

• Special Transportation Plans and Studies
  o When warranted, convene task forces, focus groups, and advisory committees, etc. comprised of interested citizens, planners, technical experts and others who have expressed an interest in a particular topic and involve them in the decision making process
  o Provide fact sheets on specific projects
  o Conduct surveys on significant regional issues, at appropriate times, to produce statistical information to help identify the desires of the region

Goal 3:  *Identify and involve traditionally underserved communities in Northwest Louisiana in the decision making process*

• Outreach efforts
o Identify groups, through the use of GIS analysis, that represent or assist traditionally underserved communities and maintain contact/mailing list
o Meet with community leaders to identify ways of reaching these groups and involving them in the NLCOG transportation planning and decision making processes
o Identify media serving these communities and maintain contact/mailing list
o Notify the media of all regularly scheduled NLCOG Committee meetings
o Work with media to inform and educate these communities about regional issues

• Meeting Locations

o Choose meeting locations and times served by transit whenever possible and include bus route information in meeting announcements
o Ensure that meetings are held at locations accessible to persons with disabilities
o Include alternate forms of information (when requested) to assist those citizens with Limited English Proficiency (LEP), i.e. interpreters, information printed in alternative languages, etc.

IV. Informing the Public

By using a number of approaches, such as contacting organizations and individuals working through media outlets, radio, television, newspapers; posting information to the www.nwlainfo.com website and flyers to raise awareness of issues; and scheduling meetings and providing opportunities and outlets for public review and comments, NLCOG will provide ample opportunities for the public to participate in the decision making process. A comprehensive, thought not exhaustive, list of strategies is provided:

• Community meetings
• Transportation Planning Forums
• Publications
  o Brochures
  o Quarterly Newsletters
  o Citizen’s Guides
    ▪ Transportation Planning Process
    ▪ Geographic Information Systems
    ▪ Title VI
V. Access to NLCOG Records and Information

NLCOG holds all Committee meetings in barrier-free sites. Accommodation will be made for those with special needs if the request is made at least 48 hours prior to the meeting. Minutes are maintained for all NLCOG Committee meetings. Minutes are available upon request and posted to the www.nwlainfo.com website. Materials from Committee meetings are also available.

VI. Public Involvement Requirements and Methods of Compliance

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Method of Compliance</th>
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<tbody>
<tr>
<td>Provide timely information on regional issues.</td>
<td>Publish quarterly NWLAinfo newsletter and post information on the <a href="http://www.nwlainfo.com">www.nwlainfo.com</a> website.</td>
</tr>
<tr>
<td>Provide adequate notice of public involvement activities and time for public review and comments at key points.</td>
<td>Notice of public involvement activities is achieved through legal notices in local newspapers, including those predominately serving low income and minority groups; web postings; mail outs; and press releases.</td>
</tr>
<tr>
<td>Demonstrate consideration and response to public input received during the decision making process.</td>
<td>All correspondence is answered in a timely manner; public meeting comments and their responses are summarized and included as an appendix to the respective project, study, or plan.</td>
</tr>
<tr>
<td>Seek out and consider the needs of those traditionally underserved in the decision making process.</td>
<td>NLCOG will contact minority, disabled, low-income, and other traditionally underserved communities to exchange information regarding participation in the decision making process.</td>
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Appendix A

Public Involvement Techniques
Public Involvement Techniques

By incorporating innovative approaches to the community to foster a two-way, open line of trust and communication, NLCOG will not only gain input from the citizens, it will also give knowledge to the citizens to become more active in the decision making process. Below is an inclusive, but not exhaustive, list of activities that NLCOG will strive to implement in order to help with the lack of public involvement in the planning and decision making processes.

- **Publications**
  - Newsletter
  - Brochure
  - Flyers
- **Information Centers**
- **Website**, [www.nwlainfo.com](http://www.nwlainfo.com)
- **Public Service Announcements**
- **Advertisements** of Upcoming Meetings
- **Town Hall Meetings/Dialogue Sessions**
- **Presentations**
- **Neighborhood/Community Liaisons**
- **Surveys**

Each activity will be tailored to the specific project or goal. Most require minimal effort on the part of the community and the majority of the effort is concentrated in either attending a meeting/community forum or completing a survey. NLCOG will make every effort to go to the community in a way that is the least invasive and most convenient for the citizens.
Appendix B

Media and Community Contacts
Media and Community Contacts

In order to maintain adequate flow of information to the community, NLCOG has compiled and periodically updates a database of media and community contacts. The members of this database are from a variety of media outlets, community representatives, and citizens.

Media

<table>
<thead>
<tr>
<th>Newspaper</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caddo Citizen</td>
<td>(318) 375-3294</td>
<td>(318) 375-4578</td>
</tr>
<tr>
<td>Barbara Dendy, editor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO Box 312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vivian, Louisiana 71082</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Times</td>
<td>(318) 459-3233</td>
<td>(318) 459-3462</td>
</tr>
<tr>
<td>Alan English, Executive Editor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>222 Lake Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shreveport, Louisiana 71101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shreveport Sun</td>
<td>(318) 631-6222</td>
<td>(318) 635-3485</td>
</tr>
<tr>
<td>2224 Jewella Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shreveport, Louisiana 71104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bossier Press-Tribune</td>
<td>(318) 747-7900</td>
<td>(318) 747-5298</td>
</tr>
<tr>
<td>David A. Specht, Editor &amp; Publisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4250 Viking Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bossier City, Louisiana 71111</td>
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Radio Station

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<tr>
<th>Radio Station</th>
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<th>Fax Number</th>
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<tr>
<td>KDKS</td>
<td>(318) 320-1021</td>
<td>(318) 459-1493</td>
</tr>
<tr>
<td>KEEL</td>
<td>(318) 320-5336</td>
<td>(318) 687-8574</td>
</tr>
<tr>
<td>KFLO</td>
<td>(318) 222-2744</td>
<td>(318) 425-7507</td>
</tr>
<tr>
<td>KMJJ</td>
<td>(318) 865-5173</td>
<td>(318) 865-3657</td>
</tr>
<tr>
<td>KNCB</td>
<td>(318) 375-3278</td>
<td>(318) 375-3329</td>
</tr>
<tr>
<td>KOKA</td>
<td>(318) 424-7951</td>
<td>(318) 459-1493</td>
</tr>
<tr>
<td>KSCCL</td>
<td>(318) 869-5297</td>
<td>(318) 869-5219</td>
</tr>
<tr>
<td>KSYR</td>
<td>(318) 320-9292</td>
<td>(318) 459-1493</td>
</tr>
<tr>
<td>KVKI</td>
<td>(318) 320-9696</td>
<td>(318) 687-8574</td>
</tr>
<tr>
<td>KWKH</td>
<td>(318) 320-1130</td>
<td>(318) 687-8574</td>
</tr>
<tr>
<td>KYLA</td>
<td>(318) 927-3122</td>
<td>(318) 459-1493</td>
</tr>
<tr>
<td>Red River Public Radio</td>
<td>(318) 797-5150</td>
<td>(318) 797-5153</td>
</tr>
<tr>
<td>Television Station</td>
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<tr>
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</tr>
<tr>
<td>KMSS</td>
<td>(318) 631-5677</td>
<td>(318) 631-4195</td>
</tr>
<tr>
<td>KPXJ-PAX</td>
<td>(318) 861-5800</td>
<td>(318) 219-4634</td>
</tr>
<tr>
<td>KSHV</td>
<td>(318) 631-4545</td>
<td>(318) 631-4195</td>
</tr>
<tr>
<td>KSLA</td>
<td>(318) 222-1212</td>
<td>(318) 677-6703</td>
</tr>
<tr>
<td>KTAL</td>
<td>(318) 629-6000</td>
<td>(318) 425-2488</td>
</tr>
<tr>
<td>KTBS</td>
<td>(318) 320-5827</td>
<td>(318) 219-4680</td>
</tr>
</tbody>
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**Community/Neighborhood Agencies**

- Barksdale Forward, Inc.
- Biomedical Research Foundation
- Bossier Chamber of Commerce
- Bossier Economic Foundation
- Christian Services
- Committee of 100
- Coordinating and Development Corporation
- Greater Shreveport Chamber of Commerce
- Highland Area Partnership, Inc.
- North Louisiana Interfaith Association
- North Shreveport Development
- Providence House
- Queensborough Neighborhood Association
- Shreveport - Bossier African American Chamber of Commerce
- Shreveport - Bossier Community Renewal
- Shreveport Green
- St. Elizabeth Ann Seton Catholic Church
- Stoner Neighborhood Action Group
- The Glen Retirement System
- United Way of NWLA
- Volunteers of America/Red River Employment Services

**City/Parish Agencies**

- Bossier Council on Aging
- Bossier Office of Community Services
- Caddo Council on Aging
- City of Bossier City Community Development Department
- City of Bossier City Housing Authority
- City of Shreveport Community Development Department
- City of Shreveport Housing Authority
Appendix C

Commonly Used Transportation Terms and Acronyms
Commonly Used Transportation Terms and Acronyms

ADA - Americans with Disabilities Act of 1990: Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

ADT - Average Daily Traffic: The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.

AMPO - Association of Metropolitan Planning Organizations: A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

CAAA - Clean Air Act Amendments: 1990 amendments to the federal Clean Air Act which classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

CIA - Community Impact Assessment: Community impact assessment is “a process to evaluate the effects of a transportation action on a community and its quality of life.” It is a way to incorporate community considerations into the planning and development of major transportation projects. From a policy perspective, it is a process for assessing the social and economic impacts of transportation projects as required by the National Environmental Policy Act (NEPA). The assessment may address a variety of important community issues such as land development, aesthetics, mobility, neighborhood cohesion, safety, relocation, and economic impacts.

CMAQ - Congestion Mitigation and Air Quality Improvement Program: A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.

CMP - Congestion Management Process: A systematic process required under SAFETEA-LU for all TMAs that shall address congestion management through the metropolitan planning process that provides for effective management and
operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under title 23 and chapter 53 of title 49 through the use of travel demand reduction and operational management strategies. The CMP is required under 23 CFR 500.109 and shall include methods to monitor and evaluate the performance of the multi-modal transportation system, identify causes of congestion, identify and evaluate alternative actions, provide information supporting the implementation of actions, and evaluate the efficiency and effectiveness of implementation actions. The CMP is periodically reviewed for efficiency and effectiveness of the implemented strategies, the results of this evaluation shall be provided to decision-makers to provide guidance on selection of effective strategies for future implementation purposes.

**DOT - Department of Transportation:** Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal Transit Administration.

**EIS - Environmental Impact Statement:** A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

**Environmental Justice:** Describes the impact of transportation plans or projects, either positive or negative, on a particular community or population. Derived from Title VI of the Civil Rights Act of 1964. Environmental Justice strives to ensure public involvement of low income and minority groups in decision making, to prevent disproportionately high and adverse impacts on low income and minority groups, and to assure that these groups receive equal benefits from transportation improvements.

**FHPP - Federal High Priority Projects:** Discretionary projects earmarked by the U.S. Congress as high priorities at the federal level during the Congressional appropriations and reauthorization process. This amounts to roughly 5% of the total transportation budget.

**FHWA - Federal Highway Administration:** Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under title 23 U.S.C.
Fiscal Constraint - A requirement, originally of ISTEA, that all plans be financially constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

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

Functional Classification - Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

FY - Fiscal Year: A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

HOV - High Occupancy Vehicle: In Texas, vehicles carrying two (2) or more people receive this designation and may travel on freeways, expressways and other large volume roads in lanes designated for high occupancy vehicles.

IMS - Incident Management System: A systematic process required under SAFETEA-LU to provide information on accidents and identify causes and improvements to the Transportation system to increase safety of all users.

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991: Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

ITE - Institute of Transportation Engineers: An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).

ITS - Intelligent Transportation System: Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway
management systems,” “automated fare collection” and “transit information kiosks.”

**Intergovernmental Agreement** - Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

**LOS** - Level of Service: A qualitative assessment of a road’s operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

**MPO Activities** - Are plans, programs and projects related to the MPO process.

**MPO** - Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.

**MTP** - Metropolitan Transportation Plan: A 25- year forecast plan required of state planning agencies and MPOs; which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.

**NHS** - National Highway System: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.

**Officials** - Are people who have governmental decision-making, planning or administrative responsibilities that relate to MPO activities.

**PTMS** - Public Transportation Facilities and Equipment Management System: A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the condition and cost of transit assets on a continual basis; data is to be used to help people choose cost effective strategies for providing and keeping transit facilities and equipment in good condition; process must be developed in Transportation Management Areas (TMAs); the use of CMS in non-TMAs is left to the discretion of state and local 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. Citizen participation offers an open process in which the rights of the community, to be informed to provide comments to the Government and to receive a response from the government, are met through a full opportunity to be involved and to express needs and goals.
**ROW** - Right-of-Way: Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

**RTDM** - Regional Travel Demand Model: This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative solutions to traffic patterns. The travel patterns are determined from US census results and in simple terms tell where residents live and where they go to work or school on a regional wide basis.

**Sponsoring Agencies** - Are organizations or governmental units, which enter into agreements with the MPO to undertake transportation related activities, which will be part of the MPO planning process.


**STIP** - State Transportation Improvement Program: The TxDOT Five Year Work Program as prescribed by federal law.

**TAC** - Technical Advisory Committee: A standing committee of most metropolitan planning organizations (MPOs); function is to provide advice on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).

**TPC** - Transportation Policy Committee: A standing committee created for the purpose of serving as spokespersons for the citizens of the metropolitan area and is the designated MPO to prioritize and direct federal transportation funds to local projects. The TPC is comprised of elected and non elected officials from the cities of Lubbock and Wolfforth and Lubbock County in the urbanized area. The TPC also has representatives from TxDOT and Citibus. The TPC is responsible for creating policies regarding transportation planning issues. The TPC meetings are open to the public and where any member of the public can address the MPO on any transportation issue.

**Transportation Disadvantaged** - People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

**Transportation Enhancements** - Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation,
rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

**TEA-21** - Transportation Equity Act for the 21st Century: Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority setting process. TEA-21 emphasizes increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation.

**The Public** - Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

**TIP** - Transportation Improvement Program: A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO Long-Range transportation plans and local government comprehensive plans.

**TMA** - Transportation Management Area: An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-33.6.

**TSM** - Transportation Systems Management: Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

**UPWP** - Unified Planning Work Program: Developed by Metropolitan Planning Organization (MPOs); identifies 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.

**VMT** - Vehicle Miles Traveled: This is an output of the travel demand model and is a measure of traffic flow over a highway segment. While 1000 vehicles traveling over a mile road and 1 vehicle traveling over 1000 miles are mathematically equal only the former 1000 vehicle mile means anything to the transportation planner.
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