



PARTICIPATION PLAN

Meaningful Participation in Transportation Planning
and Related Activities

Evansville MPO



Henderson • Vanderburgh • Warrick

DRAFT

Participation Plan

Meaningful Participation in Transportation Planning
and Related Activities

DRAFT

Evansville MPO Policy Committee Adoption:

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Federal Highway Administration and Federal Transit Administration.

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ACKNOWLEDGEMENTS

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Arc of Evansville
Ascension St. Vincent
BF&S Civil Engineers
Black Chamber of Commerce Evansville
Carver Community Organization
Commonwealth Engineers, Inc.
CSX Transportation
David Matthews Associates
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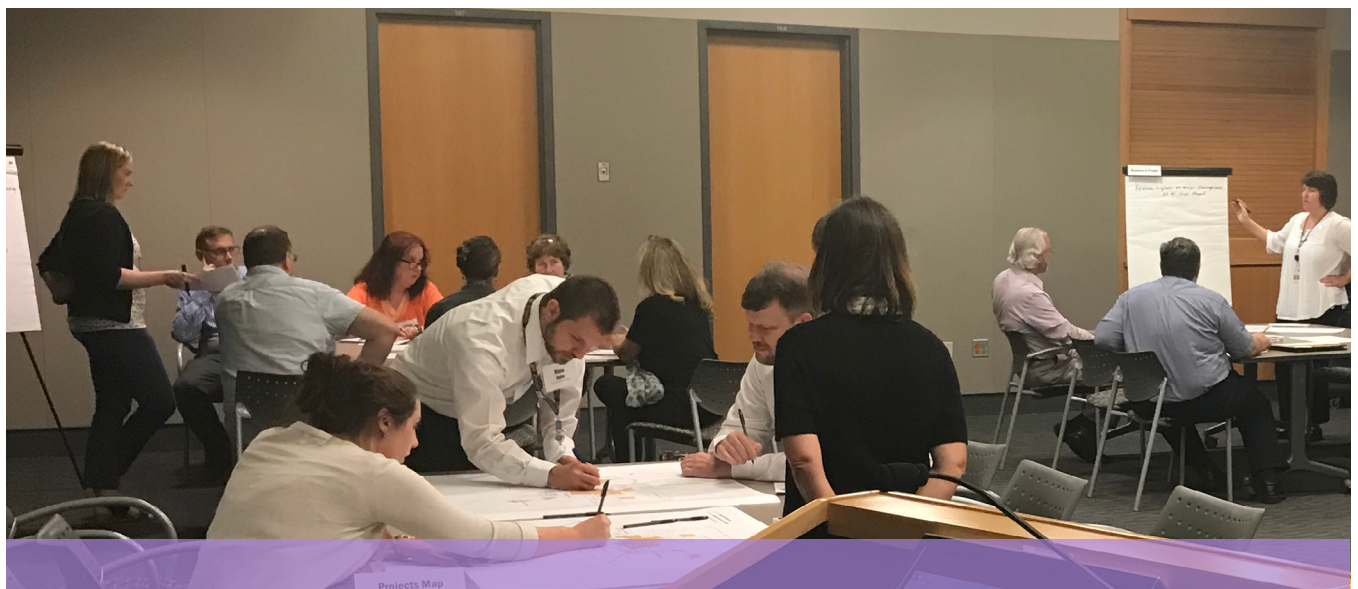
The Participation Plan outlines the Evansville Metropolitan Planning Organization's (Evansville MPO) official policy for ensuring meaningful public involvement in transportation planning and related activities. This plan describes a comprehensive approach designed to actively engage the public and provide opportunities for input throughout the transportation planning and decision-making process.

Developed in accordance with federal legislation, the plan fulfills all relevant public participation requirements and is rooted in the belief that community members should have a genuine opportunity to shape transportation decisions that reflect their values and priorities.

The Evansville MPO recognizes that transportation affects nearly every resident and plays a critical role in shaping the long-term health, safety, and connectivity of our communities. For this reason, the MPO is committed to fostering inclusive, accessible, and transparent participation.

01

ABOUT THE PARTICIPATION PLAN



PARTICIPATION PLAN GOALS

- **Develop clear processes and procedures** to enhance and expand opportunities for public involvement in the Evansville MPO's transportation planning process.
- **Improve access to the planning process** by actively involving individuals and groups who may face challenges in participating, such as low-income residents, older adults, minority communities, people with disabilities, and those with limited English proficiency.
- **Encourage meaningful participation** that leads to transportation plans and decisions aligned with the values and priorities of the communities served by the Evansville MPO.

The Evansville MPO

Federal law requires that all urbanized areas over 50,000 residents establish Metropolitan Planning Organizations to undertake a "3-C" transportation planning process. This Continuous, Cooperative and Comprehensive planning process is required for a region to receive federal highway planning and improvement funding.

Established originally as the Evansville Urban Transportation Study (EUTS) in 1969, the Evansville MPO is the designated agency responsible for conducting the 3-C planning process within the Evansville Urbanized Area.

Where We Plan

The Evansville MPO Metropolitan Planning Area (MPA) contains approximately 650 square miles in Indiana, including the City of Evansville, Vanderburgh County, Warrick County, and a small area of eastern Posey County. In Kentucky, the Metropolitan Planning Area encompasses approximately 440 square miles which includes the City of Henderson and Henderson County.

Population numbers from the decennial census determines the Evansville Urbanized Area. Because the population exceeded 200,000 in the 2000 Census, the Evansville-Henderson Urbanized Area was designated as a Transportation Management Area (TMA) at that time. This means that the Evansville MPO is responsible for prioritizing and allocating the Urban Surface Transportation Program funds for surface transportation projects on federal-aid system roads within the Urbanized Area. Figure 1.1 illustrates the Evansville MPO Metropolitan Planning Area, including the Urbanized Area.

Additionally, the Indiana Department of Transportation (INDOT) and the Evansville MPO have executed an agreement that provides planning assistance in the rural counties of Gibson and Posey. The rural transportation planning program is being conducted as part of an INDOT Small Urban and Rural Planning program.

Policy and Technical Committees

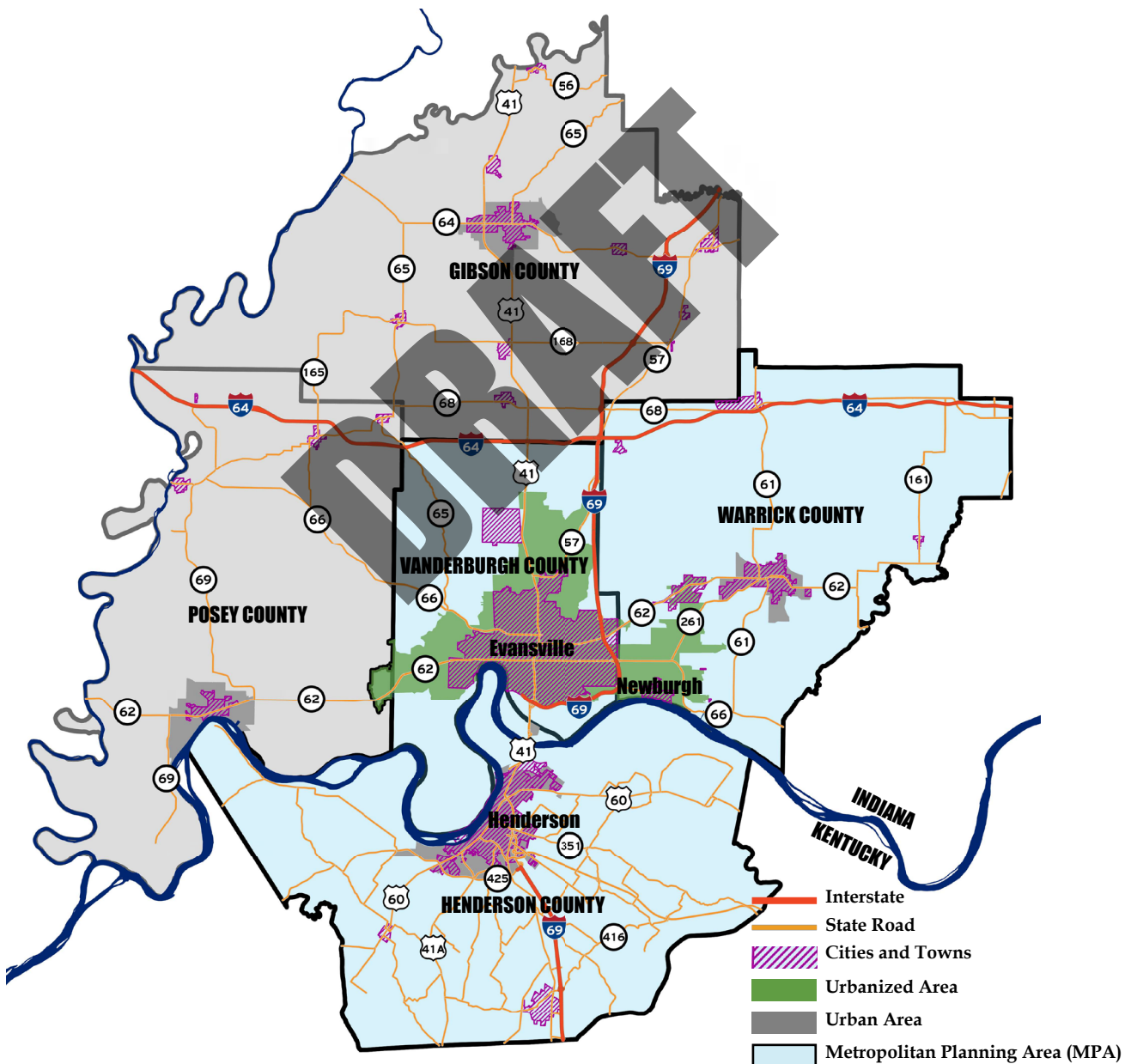
A Policy Committee and Technical Committee guide and assist the Evansville MPO in its regional planning activities. The Policy Committee is the chief advisory board that is responsible for setting policies and guiding projects. The Policy Committee approves all official actions taken by the Evansville MPO and consists of elected or appointed officials from state and local governments within the planning area.

The Technical Committee is the chief working committee, providing relevant expertise and data to the Evansville MPO. The Technical Committee is composed of planners, engineers, community representatives, and professional staff from various departments of Local Public Agencies (LPAs) within the planning area.

In accordance with federal requirements, the MPO planning process involves the development of a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP) and a Coordinated Public Transit Human Services Transportation Plan. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly require that every urbanized area, as a condition for receiving federal transportation funding, have a planning process that results in a Transportation Plan consistent with the planned development for the area and

in compliance with federal air quality standards. The transportation plan analyzes the current and future transportation needs and provides long-range plans/solutions for the urbanized area. Any new federally-funded transportation project for the region must first be included in the Evansville MPO MTP and TIP to receive funding.

Figure 1.1: Evansville Metropolitan Planning Area and Urbanized Area



MPO Planning Functions, Products, and Funding

The Metropolitan Transportation Plan (MTP) is a minimum 20-year plan that provides local leaders with guidance in making regional transportation investments. The MTP is updated at least every four years. The Transportation Improvement Program (TIP) is a four-year transportation plan for the region, and is updated biannually. It serves as a tool to implement projects from the MTP, as well as informing the public about regional projects. Projects included for funding in the TIP must be consistent with the adopted MTP.

The Evansville MPO staff regularly performs detailed studies to identify problems, and opportunities for improvement, in the transportation system. These activities include, but are not limited to, the Congestion Management Process, corridor and engineering studies, safety studies, and bicycle, pedestrian and transit related studies and planning. The staff routinely reviews and comments on the transportation effects of new developments in the Evansville area. Local officials depend on the Evansville MPO for guidance in developing safe and efficient local transportation systems. The Evansville MPO also monitors the local transportation system through field observations and surveys. Information produced as a result of these activities, such as traffic counts and planning documents, are available to the public through the Evansville MPO office and website (www.evansvillempo.com).

The Evansville MPO is responsible for programming transportation improvements that utilize federal and state funds, including working closely with representatives from the federal government, the states of Indiana and Kentucky, and local jurisdictions to manage and program funding for needed improvements and programs. For example, the Evansville MPO coordinates funding with the FTA that provides for the operation of local transit systems.

Guiding Legislation: Infrastructure Investment and Jobs Act

On November 15, 2021 the Infrastructure Investment and Jobs Act or “IIJA” was signed into law. Continuing on prior legislation (FAST Act, MAP-21, SAFETEA-LU and previous), the IIJA requires that the metropolitan transportation planning process comply with the statutory language for public participation in metropolitan planning. The requirements, from the Code of Federal Regulations (23 CFR 450.316), are presented in Appendix A.

Statewide Plan Coordination

The Evansville MPO Participation Plan conforms to the participation guidance for statewide transportation planning processes and procedures, as set forth by the Indiana Department of Transportation (INDOT) and the Kentucky Transportation Cabinet (KYTC). INDOT, KYTC, and the Evansville MPO will coordinate the MPO plans and the Statewide Transportation Plans through the cooperative transportation planning process that the three agencies conduct. The participation of INDOT and KYTC in the Evansville MPO planning process ensures that statewide issues are considered in the MPO planning process. Likewise, the Evansville MPO will notify INDOT or KYTC when public comments or questions may effect a change in the states’ projects or plans.

Key Considerations in Planning for Participation

To ensure meaningful and effective public participation in transportation planning activities, the Evansville MPO will consider six essential elements:

- 1. Clearly Defined Purpose and Objectives:** Articulate specific reasons and goals for initiating public engagement.
- 2. Identification of Affected Stakeholders:** Clearly identify the communities and groups impacted by the planning activities.
- 3. Selection of Appropriate Tools and Techniques:** Choose effective outreach methods suitable to the audience and purpose.
- 4. Effective Notification:** Implement timely and clear communication procedures.
- 5. Educational Support and Assistance:** Provide accessible, informative resources to enhance public understanding.
- 6. Follow-through and Accountability:** Demonstrate how public input has influenced decision-making.

02

PARTICIPATION METHODS AND TECHNIQUES



Outreach Strategies

The Evansville Metropolitan Planning Organization employs a strategic approach to public outreach, selecting the most appropriate participation methods for each transportation plan, program, or project. Public participation can be viewed as a spectrum, ranging from informing the public to active collaboration in decision-making. Table 2.1 illustrates this participation spectrum, outlining four distinct strategies – Inform, Consult, Involve, and Collaborate – that represent increasing levels of public impact. The Evansville MPO selects strategies and techniques based on the specific participation goals of each activity. The Evansville MPO uses various general outreach techniques to engage the public effectively. Planning documents, meeting information, and project updates are readily accessible through multiple channels.

Electronic Media

The Evansville MPO utilizes electronic media extensively to inform and engage the public effectively. Primary electronic communication channels include the MPO website, social media platforms, newsletters, press releases, and direct email communications.

Evansville MPO Website

The Evansville MPO website (<http://www.evansvillempo.com/>) serves as a comprehensive resource for public information, educational materials, and announcements regarding public participation opportunities. Key website features include:

- **Planning Documents and Resources:** Major MPO publications such as the Metropolitan Transportation Plan, Transportation Improvement Program (TIP), Coordinated Public Transit-Human Services Transportation Plan, Bicycle and Pedestrian Plans, current project updates, and traffic count data are available for viewing and download.
- **Multilingual Accessibility:** A built-in translation tool provides access for individuals with Limited English Proficiency, translating most website content into multiple languages.
- **Interactive Mapping:** An interactive mapping tool displays layers such as current TIP and MTP projects, Planning Outreach Areas (POA), local transit routes, and bicycle routes, allowing users to easily visualize planning activities and project locations.

Table 2.1: Participation Spectrum and Strategies

	Participation Goal:	Example Techniques to Consider:
INFORM	Provide balanced and objective information to enhance public understanding of issues, alternatives, and proposed solutions.	<ul style="list-style-type: none"> • Fact Sheets • Websites • Open Houses (Virtual/In-person)
CONSULT	Obtain public feedback on analyses, alternatives, or decisions.	<ul style="list-style-type: none"> • Public Comment Periods • Surveys • Public Meetings (Virtual/In-person)
INVOLVE	Work directly with the public to ensure concerns and aspirations are consistently understood and considered.	<ul style="list-style-type: none"> • Workshops (Virtual/In-person) • Charrettes
COLLABORATE	Partner with the public in all decision-making aspects, including developing alternatives and identifying preferred solutions.	<ul style="list-style-type: none"> • Citizen Advisory Committees • Technical Committees

- **Meeting Information:** Upcoming meeting schedules, agendas, minutes, and audio/video recordings for Technical and Policy Committee meetings are posted promptly. Policy Committee meetings have been recorded and archived in video format since October 2015.
- **Online Surveys and Comment Submission:** The website serves as a platform for conducting online surveys, enabling broader community participation. It also provides a direct channel for the public to submit comments and inquiries to the Evansville MPO.

Social Media (Facebook)

The Evansville MPO maintains an active Facebook presence, regularly posting timely information regarding public meetings, planning activities, opportunities for input, and relevant community events. The MPO frequently shares posts from partner agencies to amplify reach within the community.

Electronic Communications

- **Press Releases:** Distributed to local media (newspapers, radio, television) to announce upcoming meetings, significant planning activities, and public participation opportunities.
- **Direct Email:** Meeting notices, agendas, and other announcements are routinely emailed to committee members, community organizations, neighborhood associations, and interested individuals. Neighborhood groups often further distribute these announcements within their communities.
- **Newsletter:** A semi-annual newsletter summarizing MPO activities, plans, and community engagement opportunities is distributed electronically, posted online, and mailed to interested parties and committee members.

Print Media

The Evansville MPO employs various print media techniques to effectively communicate planning activities and opportunities for public involvement. These include legal notices, announcements and flyers, surveys and questionnaires, comment forms, and direct mailings.

- **Legal Notices:** Official notices are published when needed in local newspapers to announce major planning actions, public hearings, and updates to significant documents such as the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).
- **Announcements and Flyers:** Flyers and notices are prominently displayed at public venues such as libraries, municipal offices, bus terminals, and on buses. These methods inform the public – particularly underserved communities – about irregularly scheduled events like open houses and workshops.
- **Public Opinion Surveys and Questionnaires:** Printed surveys and questionnaires complement online engagement efforts. They are distributed at public meetings, placed in accessible community locations, actively distributed in targeted outreach efforts, or mailed directly to stakeholders.

- **Comment Forms:** Comment forms solicit specific feedback, particularly during the development and adoption phases of planning documents. These forms are available at all public meetings and at the Evansville MPO office.
- **Direct Mailings:** Meeting notices and related communications are regularly mailed to committee members, neighborhood organizations, and other stakeholders. Electronic mailings are preferred when feasible. Letters are also used to announce significant events, particularly those with potential major regional impacts.

Meetings and Other Public Forums

The Evansville MPO organizes diverse public meetings and forums designed to achieve various outreach objectives, including open houses, workshops, public meetings and hearings, and committee meetings (Citizen Advisory, Steering, Technical, and Policy Committees).

- **Public Hearings:** Federally mandated public hearings are formally structured and advertised in compliance with legal requirements. All public comments received at these hearings are officially recorded and transcribed. Voluntary public meetings may also be conducted for specific planning activities requiring formal documentation of public input.
- **Committee Meetings (Policy and Technical):** Bimonthly Policy Committee and Technical Committee meetings are open to the public, with notifications, agendas, minutes, audio recordings, and live broadcasts readily accessible through the Evansville MPO website. Archived video recordings of Policy Committee meetings (since October 2015) are also available.
- **Urban and Rural Mobility Committee Meetings:** Mobility Committee meetings are held bimonthly and include organizations and individuals who are impacted by regional transportation decisions. This includes individuals and organizations involved with education, healthcare, workforce, economic development, tourism, and trail groups.
- **Targeted Stakeholder Meetings:** Small-group meetings are conducted to engage stakeholders – including neighborhood organizations, economic development groups, industry representatives, environmental agencies, and municipal planners – during preliminary stages of plan development.

- **Open Houses and Workshops:** These interactive events engage the public early in the planning process and during draft review periods, ensuring broad community input. Meetings are scheduled at convenient times and locations, often within Planning Outreach Areas, and increasingly feature virtual attendance options to broaden public access.
- **Visualization Tools:** MPO staff utilize visual aids such as aerial imagery, diagrams, before-and-after renderings, and maps to simplify technical concepts and improve public understanding of planning proposals.

Civic and Community Outreach

Evansville MPO staff actively participate in various governmental and community meetings, serving on transportation-related boards and committees. This involvement keeps the MPO informed about current and emerging transportation issues, fosters community dialogue, and supports proactive engagement with local officials, civic leaders, and residents.

Planning Outreach Areas

The Evansville MPO public involvement process includes comprehensive outreach for all plans and projects. Beyond general regional outreach via public notices, targeted efforts focus specifically on designated Planning Outreach Areas (POAs). These areas are prioritized based on concentrations of underserved or disadvantaged populations.

Additional planning outreach includes:

- Coordination with neighborhood associations.
- Timely, targeted notifications (postal and electronic).
- Distribution of informational flyers in high-traffic community locations (transit facilities, libraries, community centers).
- Outreach at community events and festivals.
- Collaboration with local organizations serving disadvantaged populations.

These methods aim to ensure equitable involvement in planning processes and address Title VI compliance.

Demographic Analysis and Selection of Planning Outreach Areas

For demographic analysis, the Evansville MPO determined that Census Tracts provided the most appropriate geographic scale due to data availability and community similarities. Data from the latest 2019-2023 American Community Survey (ACS) provided by the U.S. Census Bureau was used to identify underserved and disadvantaged populations.

The Evansville MPO identifies underserved or disadvantaged populations using seven demographic categories:

- Individuals below the poverty level
- Individuals age 65 and older
- Minority population
- Hispanic population
- Individuals with Limited English Proficiency (LEP)
- Individuals with disabilities
- Households without vehicles

First, the percentage of each underserved and disadvantaged group for the individual counties within the MPO planning area (Vanderburgh, Warrick, and Henderson counties) was calculated, as well as a combined regional percentage. These regional percentages establish the “Potentially Disadvantaged Thresholds” for each category, detailed in Table 2.2.

Then all 89 Census Tracts were evaluated within the planning area against these thresholds. Tracts exceeding the regional threshold in two or more demographic categories were designated as Planning Outreach Areas (POAs). Those exceeding the threshold in one or no categories were classified as General Outreach Areas. Further, POAs were organized into tiers based on the number of categories in which they exceeded the thresholds:

- **Tier 1 POA:** exceeds thresholds in 6-7 categories
- **Tier 2 POA:** exceeds thresholds in 4-5 categories
- **Tier 3 POA:** exceeds thresholds in 2-3 categories
- **General Outreach Area:** exceeds thresholds in 0-1 categories

Figure 2.1 shows the Planning Outreach Areas for the Evansville MPO study area. Figures 2.2 through 2.9 show the individual maps for each underserved or disadvantaged population category.

Table 2.2: Potentially Disadvantaged Thresholds by County

	Vanderburgh County	Warrick County	Henderson County	Regional Average
Individuals below poverty	13.9	6.3%	15.1%	12.4%
Individuals age 65 and older	17.8%	18.5%	18.8%	18.1%
Minority (non-Hispanic) population	19.3%	10%	15.6%	16.6%
Hispanic population	3.6%	2.3%	3.2%	3.3%
Individuals with Limited English Proficiency (speak English “less than very well”)	1.5%	0.8%	1.1%	1.3%
Individuals with a disability	15.8%	12.3%	23.7%	16.2%
Households with no vehicles	7.8%	2.1%	7.3%	6.7%

Figure 2.1: Evansville Metropolitan Planning Outreach Areas

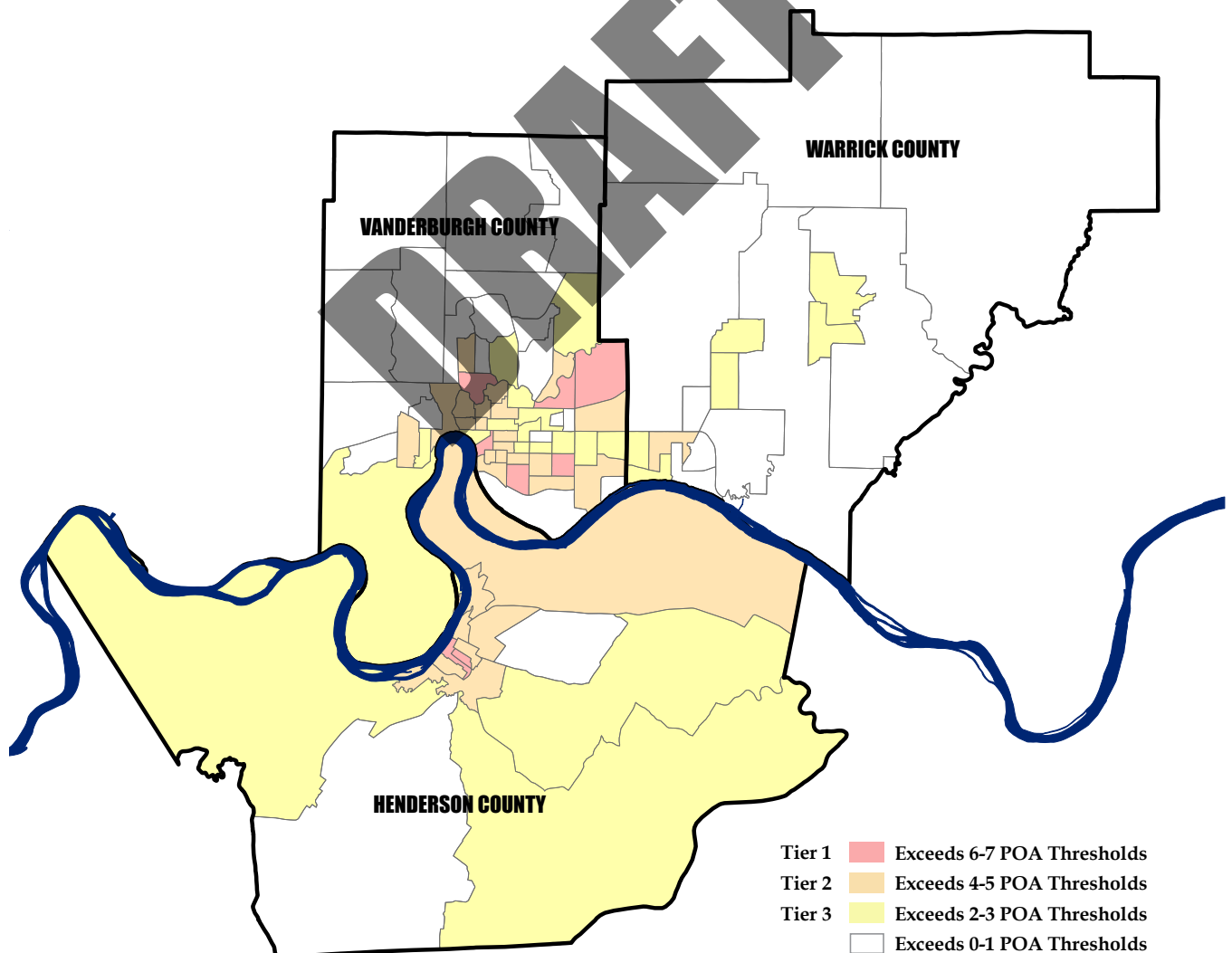


Figure 2.2: Individuals Below Poverty

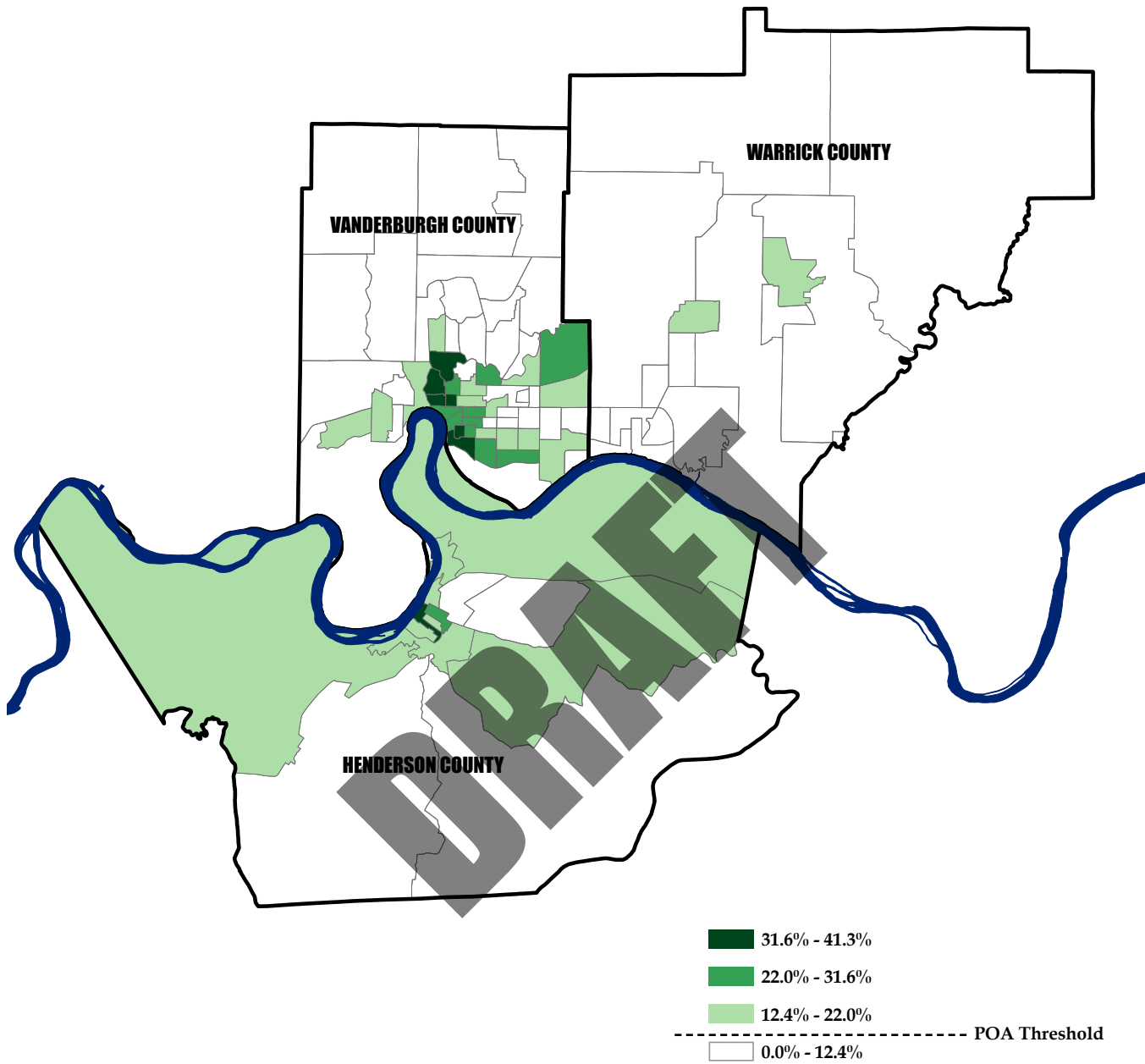


Figure 2.3: Individuals Age 65 and Older

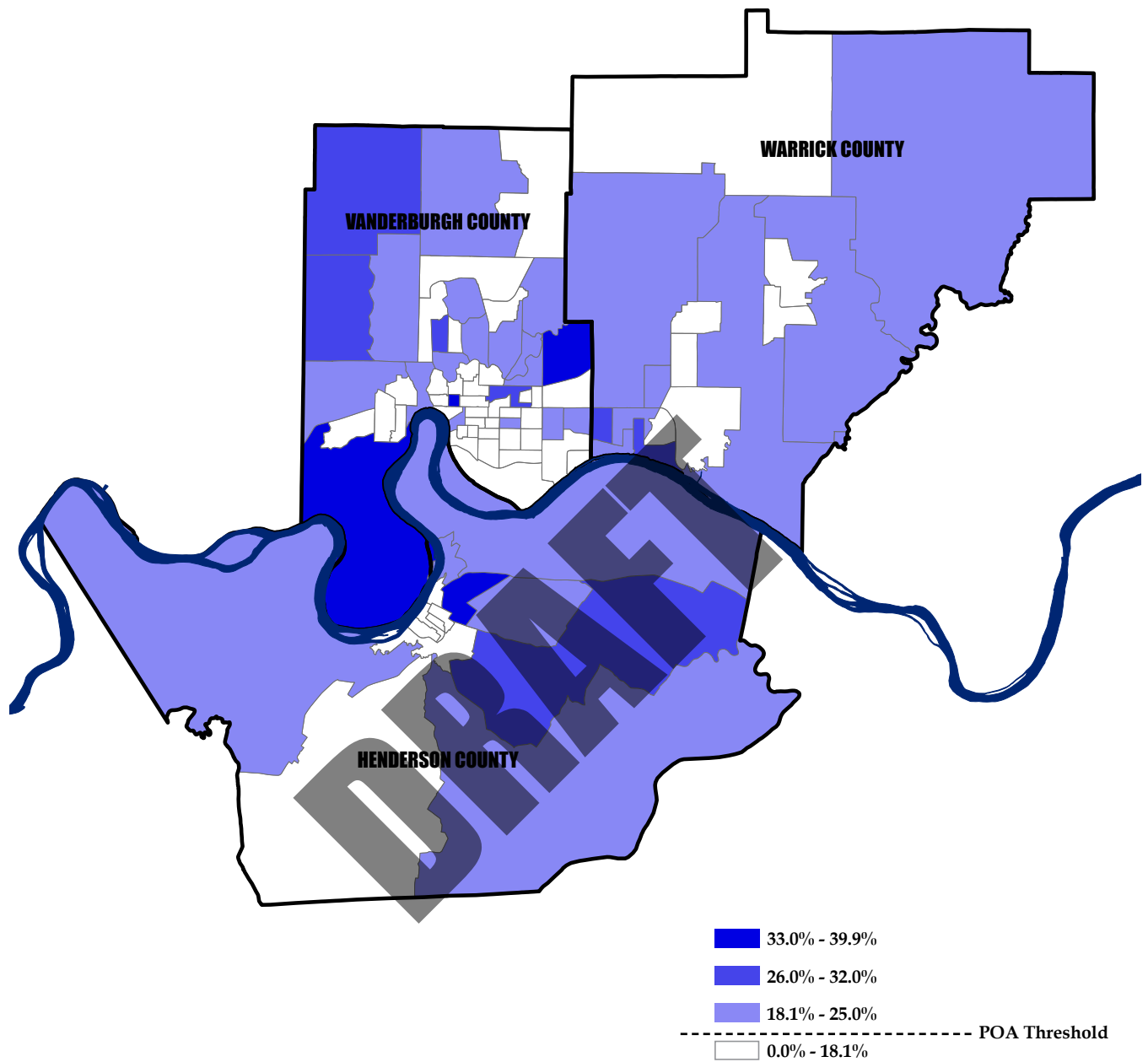


Figure 2.4: Minority Population

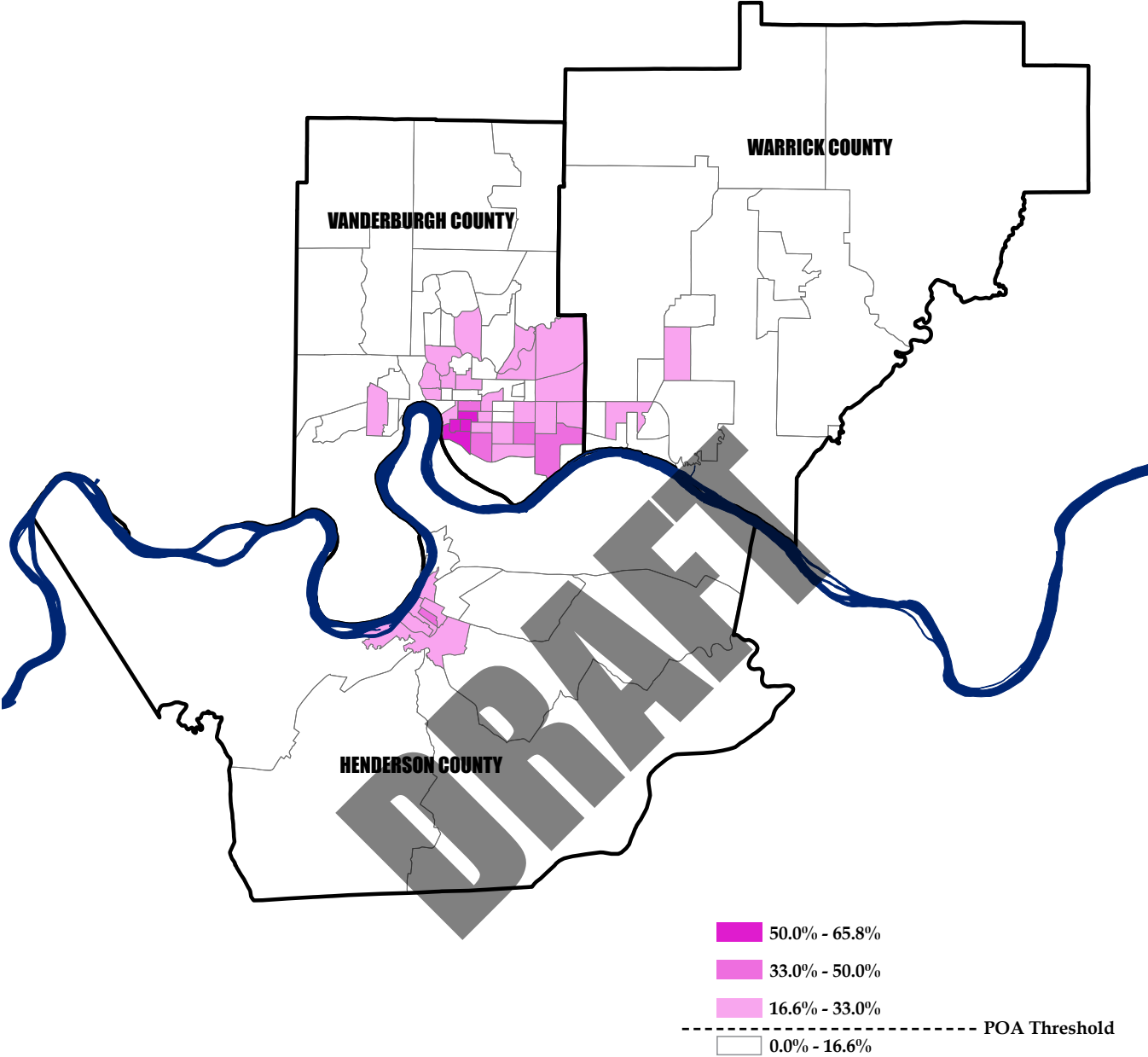


Figure 2.5: Hispanic Population

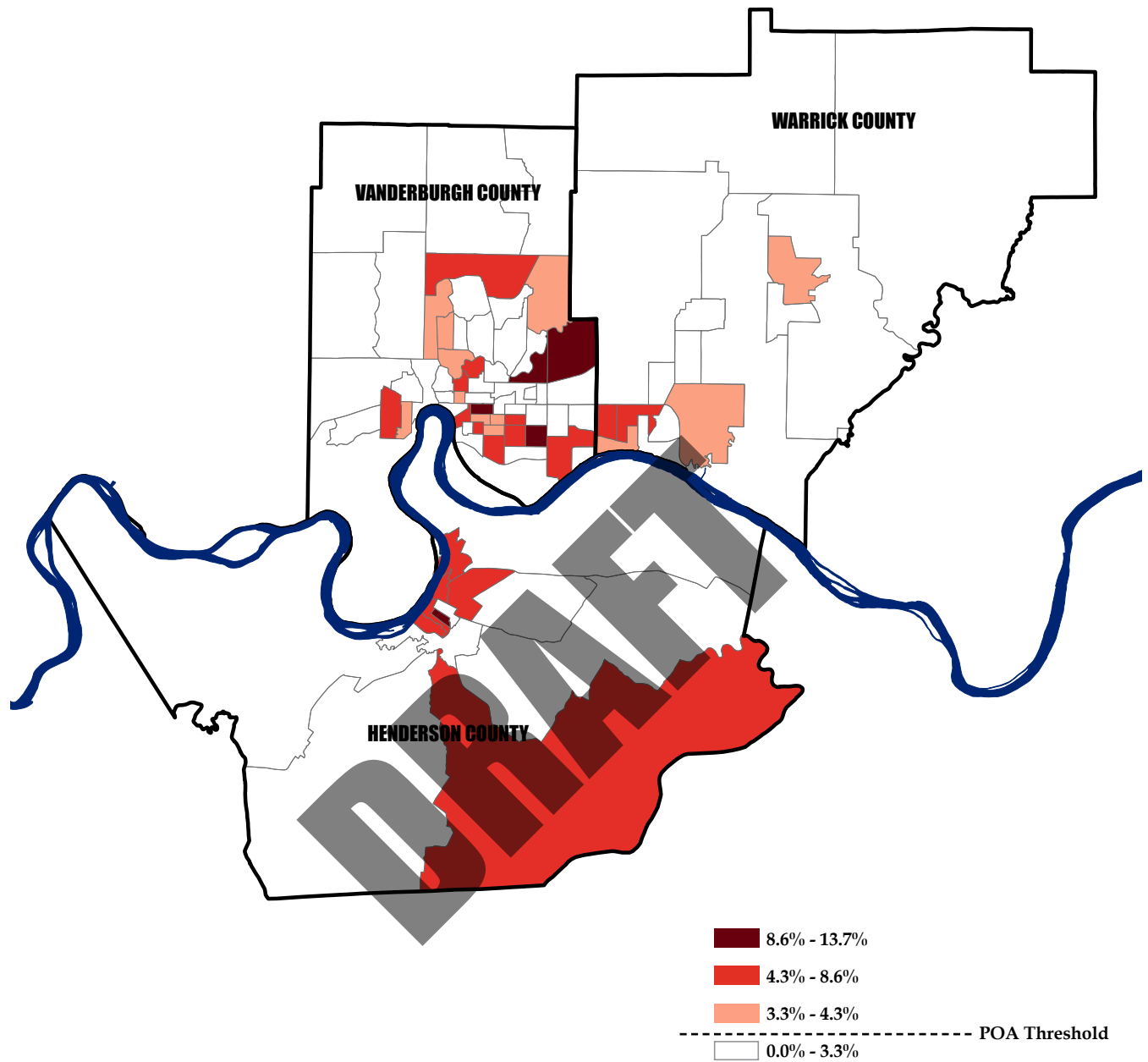


Figure 2.6: Individuals with Limited English Proficiency (speak English “less than very well”)

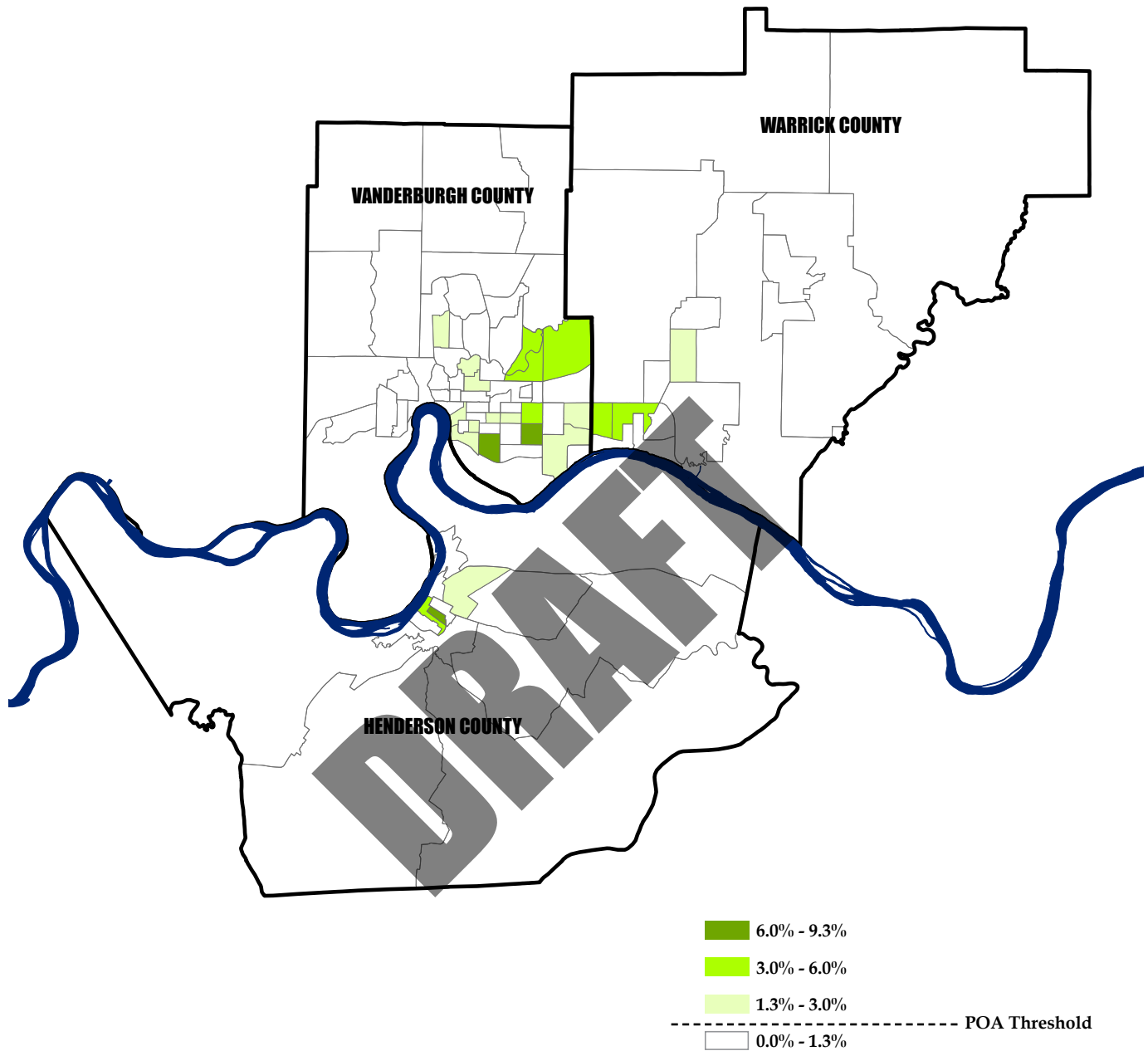


Figure 2.7: Individuals with a Disability

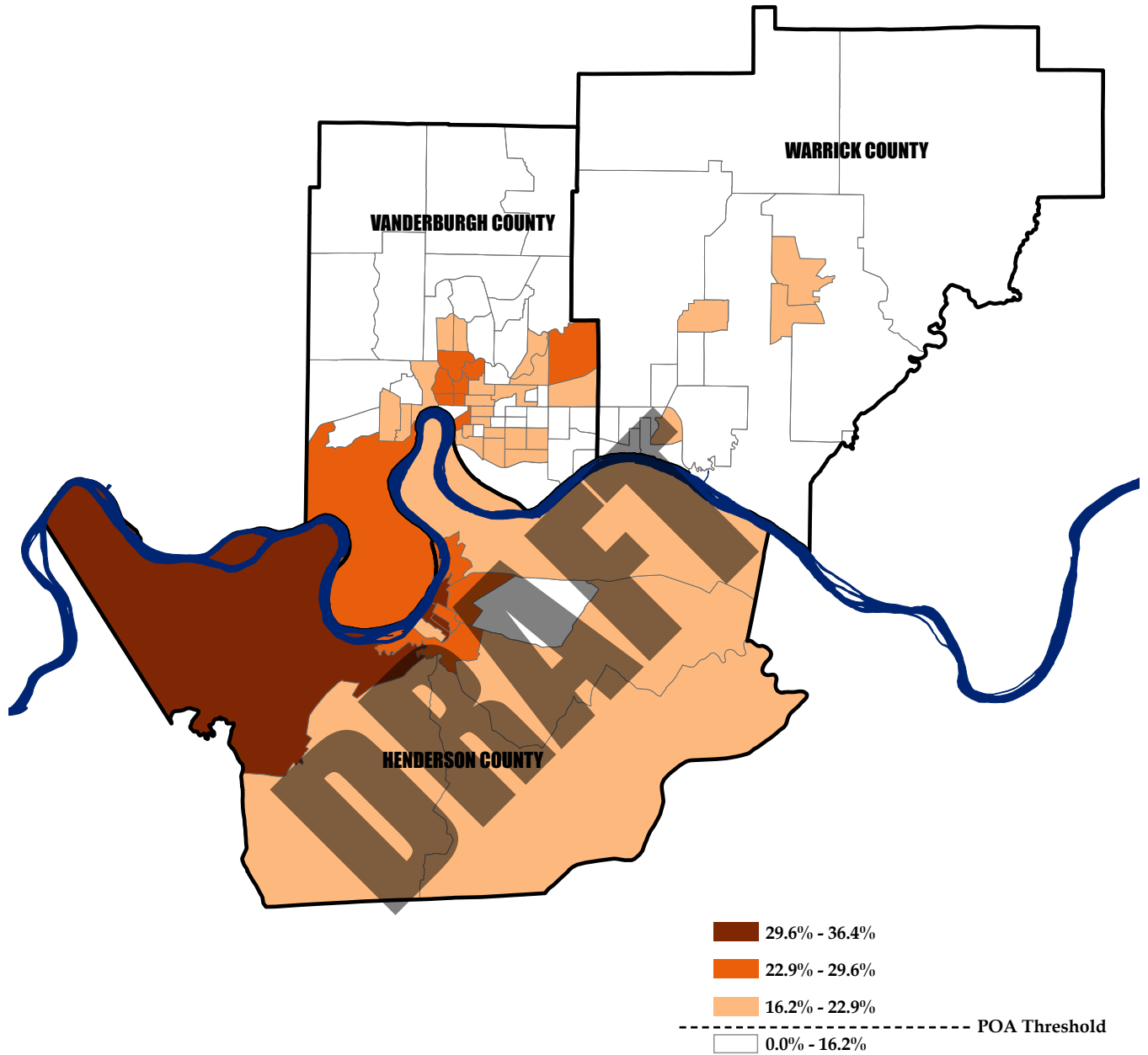
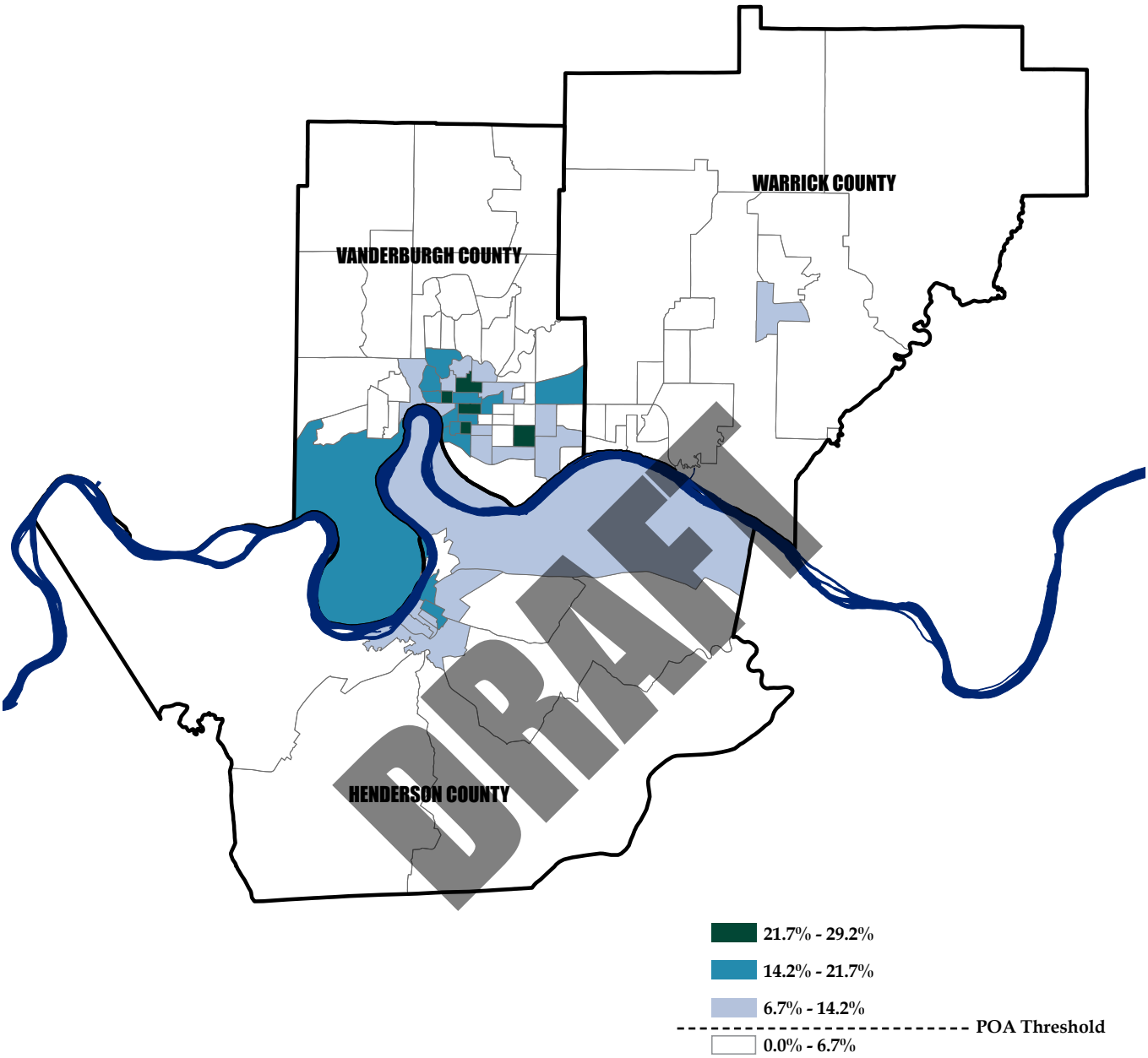


Figure 2.8: Households with No Vehicles



Outreach Strategies During State of Emergency Situations

During situations such as national, state, or local emergencies – when conventional in-person outreach may not be feasible – the Evansville MPO will implement electronic and virtual outreach methods. Alternative methods may include webinars, virtual meetings or hearings, online surveys, telephone conferencing, social media platforms, and interactive web content. Notifications for these virtual engagement opportunities will follow established schedules and procedures as described in Chapter 3, Table 3.1.

Use of Public Input

To ensure public input effectively informs decision-making, Evansville MPO staff provides the Policy Committee with timely summaries of feedback gathered during public outreach. For activities requiring formal public comment periods, staff compile received comments into a summary memo presented to the Policy Committee before final decisions. Evansville MPO staff also promptly forward relevant comments to INDOT and KYTC when input pertains to projects or issues under their jurisdiction.

Participation Tracking

To continuously improve outreach effectiveness, the Evansville MPO tracks all public involvement activities. Using a standardized tracking form (illustrated in Figure 2.9), staff evaluate engagement methods, monitor feedback, and adjust future outreach strategies accordingly.

Updating and Evaluation of the Participation Plan

The Participation Plan undergoes periodic evaluation and updates at least every four years. Evaluation includes reviewing the achievement of primary participation goals and identifying opportunities for improvement based on:

- Public participation tracking data
- Participant feedback and suggestions
- Agency staff assessments
- GIS analyses of outreach effectiveness, especially in targeted areas
- Public feedback obtained through comment forms available at meetings and online

Title VI and Limited English Proficiency (LEP)

The Evansville MPO is committed to compliance with Title VI of the Civil Rights Act, the Civil Rights Restoration Act, and Executive Order 13166 (LEP). This ensures non-discriminatory access to federally funded planning activities regardless of race, color, national origin, sex, or language proficiency.


Evansville MPO Title VI Complaint Procedure

Individuals who believe they have experienced discrimination under Title VI may submit a formal complaint to the Evansville MPO. The complete complaint procedure and forms (in both English and Spanish) are available online (www.evansvillempo.com/TitleVI.html) and in Figures 2.10 and 2.11. Complaints must be submitted in writing to the Evansville MPO's Title VI Coordinator within 180 days of the alleged discriminatory occurrence.

Figure 2.9: EMPO Comment Form

Evansville MPO Public Participation Tracking Form			
1. Event:			
a. Date:			
b. Conducted by:			
c. Attendees (# and type):			
2. Summary of public comments/concerns/interests that need to be addressed:			
3. Information learned:			
4. Who gets information?			
a. When?			
b. How?			
5. Follow-up with the public:			
a. Immediate follow-up activities:			
<u>Who will?</u>	<u>With whom?</u>	<u>For what?</u>	<u>When?</u>
(name/address/phone)			
b. Feedback to the public (what did we do with their input?)			
<u>Who will?</u>	<u>With whom?</u>	<u>For what?</u>	<u>When?</u>
(name/address/phone)			
6. Process advice:			
a. What worked well in this public participation activity?			
b. What would I change next time?			
c. How can this information be shared with others working at/with EMPO?			

Figure 2.10: Title VI Complaint Form - English



Henderson • Vanderburgh • Warrick

Seyed Shokouhzadeh
Executive Director

**Evansville Metropolitan Planning Organization
Title VI Complaint Form**

Title VI of the 1964 Civil Rights Act and Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.). requires that “No person in the United States shall, on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”


The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know. This complaint form must be filed with the MPO Title VI Coordinator within 180 days following the alleged discriminatory occurrence.

- Complainants' Name _____
Street Address _____
City, State and Zip Code _____
Telephone Number _____
- Person discriminated against (if someone other than the complainant)
Name _____
Address _____
City, State and Zip Code _____
- Which of the following best describes the reason you believe the discrimination took place? Was it because of your: (check reason)
☐ Race ☐ Color ☐ National Origin ☐ Other _____
- When and where did the alleged discrimination take place? Include name of agency, department or program you believe discriminated against you. Explain what happened and whom you believe was responsible. Use the back of this form if additional space is required.

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Figure 2.10: Title VI Complaint Form - English (Cont.)

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Executive Director

5. List the names and contact information of persons who may have knowledge of the alleged discrimination.

Name and Contact Information: _____

Name and Contact Information: _____

6. Have you filed this complaint with any other federal, state, or local agency; or With any federal, state or local court?

_____ Yes _____ No

If yes, check all that apply:

<input type="checkbox"/> Federal Agency	<input type="checkbox"/> Federal Court	<input type="checkbox"/> State Agency
<input type="checkbox"/> State Court	<input type="checkbox"/> Local Agency	<input type="checkbox"/> Local Court

7. Please provide information of a contact person at the agency/court where the complaint was filed.

Name _____

Address _____

City, State and Zip Code _____

Telephone Number _____

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature _____	Date _____
-------------------------------	------------

Hand Deliver or Mail this Title VI Complaint Form to:

Jennifer Scott, Title VI Coordinator
Evansville Metropolitan Planning Organization
1 NW MLK, Jr. Blvd., Room 316
Evansville, IN 47708
Or e-mail to: jscott@evansvillempo.com

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Figure 2.11: Title VI Complaint Form - Spanish



Seyed Shokouhzadeh
Executive Director

**La Organización de Planificación Metropolitana Evansville
Formulario de queja del Title VI**

Title VI de la Civil Rights Act de 1964 y Sección 162(a) de la Federal-Aid Highway Act de 1973 (Sección 324, Título 23 U.S.C.). exige que "Ninguna persona en los Estados Unidos, por motivos de raza, color, sexo u origen nacional, será excluida de participar, se le negarán los beneficios o será objeto de discriminación en virtud de cualquier programa o actividad que reciba financiación federal". asistencia."

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, háganoslo saber. Este formulario de queja debe presentarse ante el Coordinador del Title VI de la MPO dentro de los 180 días siguientes al presunto suceso discriminatorio.


1. Nombre de los denunciantes _____
Dirección _____
Ciudad, estado y código postal _____
Número de teléfono _____
2. Persona discriminada (si alguien que no sea el demandante)
Nombre _____
Dirección _____
Ciudad, estado y código postal _____
3. ¿Cuál de las siguientes opciones describe mejor la razón por la que cree que se produjo la discriminación? ¿Fue por su: (verifique el motivo)
☐ Raza ☐ Color ☐ Origen nacional ☐ Otro _____
4. ¿Cuándo y dónde tuvo lugar la supuesta discriminación? Incluya el nombre de la agencia, departamento o programa que cree que lo discriminó. Explica qué sucedió y de quién crees que fue responsable. Use el reverso de este formulario si se requiere espacio adicional.

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Figure 2.11: Title VI Complaint Form - Spanish (Cont.)

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Executive Director

5. Enumere los nombres y la información de contacto de las personas que puedan tener conocimiento de la supuesta discriminación.

Nombre e información de contacto: _____

Nombre e información de contacto: _____

6. ¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local? o ¿Con algún tribunal federal, estatal o local?

_____ si _____ no

En caso afirmativo, marque todo lo que corresponda:

☐ Agencia Federal

☐ Corte federal

☐ Agencia del estado

☐ Tribunal estatal

☐ Agencia local

☐ Corte local

7. Proporcione información de una persona de contacto en la agencia / tribunal donde se presentó la queja.

Nombre _____

Dirección _____

Ciudad, estado y código postal _____

Número de teléfono _____

Por favor firme abajo. Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Firma del demandante

Fecha

Entregue personalmente o envíe por correo este formulario de queja del Título VI a:

Jennifer Scott, Title VI Coordinator
Evansville Metropolitan Planning Organization
1 NW MLK, Jr. Blvd., Room 316
Evansville, IN 47708

O envíe un correo electrónico a: jscott@evansvillempo.com

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22 PARTICIPATION PLAN

The Evansville MPO is responsible for developing and maintaining several transportation planning documents, each requiring public involvement. These documents include the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Coordinated Public Transit-Human Services Transportation Plan, and Participation Plan. Additionally, the Evansville MPO undertakes various planning activities that also benefit from public participation. While standardized procedures generally apply, flexibility may be required to accommodate specific circumstances or unique planning contexts.

03

PARTICIPATION FOR PLANS



Participation Procedures

The Evansville MPO employs the following participation procedures to ensure effective public engagement in developing and adopting plans and documents. Detailed participation methods for individual documents and activities are outlined in Table 3.1.

- **Consultation and Coordination:** The Evansville MPO will regularly consult and coordinate planning efforts with relevant agencies and officials within the Metropolitan Planning Area (MPA).
- **Citizen Advisory Committee:** A Citizen Advisory Committee assists in the collaborative development of key plan elements, providing community perspectives.
- **Public Engagement Meetings (Development Stage):** Workshops and public meetings are conducted early in the planning process to gather public input.
- **Legal Public Notice:** Public comment periods and significant planning actions are announced through notices published in regional, local, and minority newspapers.
- **Public Comment Period:** Formal comment periods generally end one week before tentative plan adoption. Significant changes due to comments may require additional comment periods.
- **Public Information Access:** Evansville MPO planning activities and meetings are publicized via press releases, social media (Facebook), the MPO website, local newspapers, buses and at bus terminals, and direct mailings.
- **Public Meetings (Draft Document):** Open houses or similar meetings are held during public comment periods to collect feedback on draft plans.
 - If the final plan differs significantly from the version made available for public comment, the Evansville MPO will provide additional opportunity for public comment.
- **Public Comment Summary Memo:** Evansville MPO staff compile and present public comments to the Technical and Policy Committees prior to document adoption. Comments are included as an appendix in the final plans.
- **Policy and Technical Committee Meetings:** Public meetings at which draft and final documents will be reviewed/adopted. Policy Committee adopts the final plan.

Plans and Activities Requiring Participation

The following plans and activities carried out by the Evansville require public involvement. Table 3.1 shows the public involvement procedures used for these plans and activities.

Metropolitan Transportation Plan

The Metropolitan Transportation Plan is a long-range (minimum 20-year) multimodal transportation investment strategy guiding the use of federal funds for roadway, transit, bicycle, and pedestrian improvements. Draft and adopted versions are accessible online, at MPO offices, and at designated public locations.

Transportation Improvement Program

The TIP is a short-term (four-year) project implementation tool, prioritizing and scheduling federally-funded projects consistent with the MTP. It is updated at least every four years. Draft and adopted versions are publicly accessible online, at MPO offices, and at selected public locations.

Metropolitan Transportation Plan / Transportation Improvement Program Amendment

The MTP and/or TIP may occasionally need to be amended to remain current with the latest planning status and unforeseen needs that may arise. Both planning documents may be amended at any time through the process found in Table 3.1.

Administrative Modification

Minor adjustments to the MTP or TIP, known as Administrative Modifications, do not require formal public involvement. Modifications are processed by Evansville MPO staff, presented to Technical and Policy Committees for informational purposes, and communicated to relevant planning partners.

Coordinated Public Transit - Human Services Transportation Plan

This plan facilitates collaboration among transportation providers, improving mobility options for seniors, individuals with disabilities, and low-income populations. Draft and adopted versions are available online, at the Evansville MPO office and at selected public facilities in the metropolitan planning area.

Participation Plan

The Participation Plan outlines the strategies, techniques, and methods used to provide public participation in the transportation planning and programming process. Draft and Adopted documents will be available on the Evansville MPO website and at the Evansville MPO office.

Other Significant Activities / Products

The Evansville MPO will consider and undertake appropriate outreach procedures on a case-by-case basis for other significant activities/products including but not limited to:

- Corridor and safety studies
- Bicycle and pedestrian planning
- Transit planning initiatives
- Federal certification reviews
- Additional specialized transportation studies

Table 3.1: Participation Procedures

	Metropolitan Transportation Plan (MTP)		Transportation Improvement Program (TIP)		Coordinated Public Transit - Human Services Transportation Plan		Participation Plan	
	Plan Update	Plan Amendment	Plan Update	Plan Amendment	Plan Update	Plan Amendment	Plan Update	Plan Amendment
	(every 4-5 years)	(amended as necessary)	(every 2 years)	(amended as necessary)	(every 4 years)	(amended as necessary)	(every 4 years)	(revised as necessary)
Consultation and Coordination	○		○					
Citizen Advisory Committee	○							
Public Engagement Meetings (Development)	○				○			
Public Notice	○		○		○		○	○
Public Comment Period	30 days	15 days*	30 days	15 days*	30 days	-	45 days	45 days
Public Information Access	○	○	○	○	○		○	○
Public Meetings (Draft Documents)	○		○		○			
Public Comment Summary Memo	○	○	○		○		○	○
Policy and Technical Committee Meetings	○	○	○	○	○		○	○

*Whenever possible, the full comment period will be observed. Certain circumstances may preclude the provision of the established comment period.

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APPENDIX A: Public Involvement in the Code of Federal Regulations

In regard to public involvement and participation, federal regulations mandate that the metropolitan planning process comply with the Code of Federal Regulations 23 CFR 450.316, as cited below:

- 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.
2. 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 but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
 - ii. Providing timely notice and reasonable access to information about transportation issues and processes;
 - iii. Employing visualization techniques to describe metropolitan transportation plans 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 metropolitan transportation plan 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 metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which 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 metropolitan transportation plan 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 metropolitan transportation plan 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 metropolitan transportation plans 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, 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 metropolitan transportation plans 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 metropolitan transportation plan 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 metropolitan transportation plan 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.

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Participation Plan

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