
Public Participation Plan

Evansville Metropolitan Planning Organization



Prepared by the Evansville Metropolitan Planning Organization Staff

Adopted by the MPO Policy Committee: April 5th, 2007

Evansville Metropolitan Planning Organization
Public Participation Plan



April, 2007

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RESOLUTION

RESOLUTION ENDORSING AND APPROVING THE EVANSVILLE METROPOLITAN PLANNING ORGANIZATION PUBLIC PARTICIPATION PLAN

WHEREAS, the Evansville Metropolitan Planning Organization (EMPO) has been designated by the States of Indiana and Kentucky as the official Metropolitan Planning Organization for the Evansville, IN-Henderson, KY urbanized area; and

WHEREAS, the EMPO Policy Committee (a committee of officials from Evansville, Henderson, Newburgh, Vanderburgh County, Henderson County, Warrick County, the Indiana Department of Transportation, and the Kentucky Transportation Cabinet) has responsibility for EMPO policy functions; and

WHEREAS, 23 CFR § 450.316 (b) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) require that the metropolitan planning process provide for proactive public involvement that provides complete information, timely public notice, full public access to key decisions, and supports early and continuous involvement of the public in developing plans; and

WHEREAS, the development of a Public Participation Plan is required by SAFETEA-LU; and

WHEREAS, the EMPO Staff has developed a Public Participation Plan that meets federal requirements; and

WHEREAS, the Public Participation Plan has completed the required 45-day public review and comment period.

BE IT THEREFORE RESOLVED, that the Evansville Metropolitan Planning Organization Policy Committee, at its regular meeting of April 5th, 2007 endorses the Evansville Metropolitan Planning Organization *Public Participation Plan*, dated April 5th, 2007.



Mr. Jack Corn Jr., Chairperson
Evansville Metropolitan Planning Organization
Policy Committee

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ACKNOWLEDGEMENTS

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(NV) = Non-Voting

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Mr. Jim Daniels	Sustainable Evansville; Isaac Walton League
Mr. James Morley	Morley and Associates
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Ms. Shirley James	Vanderburgh County resident
Ms. Susan Harp	Oak Hill Neighborhood Association
Mr. William Pedtke	Southwest Indiana Homebuilders

Introduction – Chapter 1

Public Participation Plan

I. Purpose of the Public Participation Plan

This document contains the Evansville Metropolitan Planning Organization's official policy for the provision of meaningful public participation in transportation planning and related activities. The public participation activities discussed in this document represent a comprehensive program that is intended to provide public impact on the transportation planning process and in transportation decision making. The program established by this document is guided by federal legislation and is intended to fulfill the obligations set forward in that legislation both in letter as well as in spirit. Public involvement is about giving the public a meaningful opportunity to influence decisions and shape decisions that reflect community values, not merely about complying with minimal requirements. The Evansville Metropolitan Planning Organization (EMPO) values public participation because the transportation system is significant to virtually everyone and has far-reaching, long-term impacts across local communities.

The Evansville Metropolitan Planning Organization has developed this Participation Plan to accomplish the following major objectives:

- Create processes and procedures that will improve and increase public participation in the EMPO's transportation planning activities.
- Facilitate improved access to the transportation planning process by populations that have often lacked formal access, such as low income, elderly, minority, disabled, and limited English (language) proficiency populations.
- Foster a public involvement program that will result in transportation plans and decisions that reflect the values of the communities that the EMPO serves.

II. The Evansville MPO Planning Area

The EMPO Study Area contains approximately 650 square miles in Indiana, including the City of Evansville, Vanderburgh County, Warrick County, and a very small area of western Posey County. In Kentucky, the Study Area encompasses approximately 440 square miles which includes the City of Henderson and Henderson County. Additionally, the Indiana Department of Transportation (INDOT) and the EMPO have executed an agreement for the EMPO to provide "rural" planning assistance in Posey County. In the past the EMPO has provided rural planning assistance to Gibson County Indiana as well.

The City of Evansville had a 2003 estimated population of 117,881, while the City of Henderson was estimated at 27,468 for 2003. For year 2000, the Census Bureau placed the population of Vanderburgh County at 171,922; Warrick County at 52,383; and Henderson County at 44,829. The Evansville–Henderson Metropolitan Statistical Area had a year 2000 population of 296,195, as reported by the US Census Bureau. Figure 1, on page 1-2, shows the regional planning area of the Evansville MPO.



III. The MPO Structure and Planning Process

The EMPO is overseen by a Policy Committee comprised of elected and appointed officials representing the Evansville City Council, the City of Henderson, the Newburgh Town Board, the Vanderburgh County Commission and Council, the Warrick County Commission, the Federal Highway Administration, the Indiana Department of Transportation, and the Kentucky Transportation Cabinet. These officials have responsibility for the policy functions of the EMPO. A Technical [advisory] Committee, as identified in the acknowledgements of this document, assists the EMPO staff by providing relevant expertise on technical matters. The Technical Committee is responsible to the Policy Committee. The EMPO occasionally assembles a Citizen Advisory Committee to assist and/or advise the staff, concerning various planning concerns and activities.

In accordance with federal requirements, the MPO planning process involves the development of a transportation plan and an annual Transportation Improvement Program (TIP) report. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly require that every urbanized area, as a condition to the receipt of federal transportation funding, have a transportation 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 EMPO Transportation Plan and then “programmed” into the Transportation Improvement Program (TIP) in order to receive funding.

IV. MPO Planning Functions, Products, and Funding

The Transportation Plan is a 20-year plan that provides local leaders with guidance in making regional transportation investments. The Transportation Plan is updated at least every four years. The TIP a four-year transportation financing plan for the region, and is usually updated annually. The TIP must specify federally funded transportation projects to be implemented during the next four year period based upon realistic estimates of available revenues, and identify the costs, funding sources, and implementation schedules associated with each transportation project. Furthermore, projects included for funding in the TIP must be consistent with the adopted transportation plan. Additionally, the staff of the EMPO regularly performs detailed studies to identify problems, and opportunities for improvement, in the transportation system. These

activities include the Congestion Management Process, corridor and engineering studies, safety studies, and bicycle and pedestrian related studies and planning. The staff of the EMPO regularly reviews and comments upon the transportation effects of new developments in the Evansville area. Local officials depend on the EMPO for guidance in developing safe and efficient local transportation systems. The EMPO also monitors the local transportation system through field observations and surveys. Information produced as a result of these activities, such as traffic counts, are available to the public through the EMPO office.

The EMPO is responsible for programming transportation improvements that utilize federal and state funds. The staff of EMPO works closely with representatives from the federal government, the states of Indiana and Kentucky, and local jurisdictions to secure funding for needed improvements and programs. For example, the EMPO is responsible for securing grants that provide the Metropolitan Evansville Transit System (METS) and the Henderson Area Rapid Transit (HART) with funding to operate and maintain its vehicles. The EMPO keeps track of new sources of funds and works to implement them in our communities.

V. Guiding Legislation: SAFETEA-LU

On August 10, 2005, the President signed into law the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). With guaranteed funding for highways, highway safety, and public transportation totaling \$244.1 billion, SAFETEA-LU represents the largest surface transportation investment in our Nation's history. SAFETEA-LU encourages a decision-making process for transportation that is responsive to local needs.

The Evansville MPO will continue to work to expand its public participation activities in order to increase participation opportunities for community members and to meet the requirements of SAFETEA-LU. The statutory language for public participation in metropolitan planning under SAFETEA-LU, from the Code of Federal Regulations (23 CFR 450.316 (b)), is presented in Appendix D.

VI. Statewide Plan Coordination

The EMPO Public Participation Plan conforms to the participation guidance for statewide transportation planning processes and procedures, as set forth by the Indiana Department of Transportation (*Public Involvement Procedures*, 1997) and the Kentucky Transportation Cabinet (*Public Participation Process*). INDOT, KYTC, and the EMPO will coordinate the MPO plans and the Statewide Transportation Plans through the cooperative transportation planning process that INDOT, KYTC, and the EMPO conduct. The participation of INDOT and KYTC in the EMPO planning process ensures that statewide issues are considered in the MPO planning process. Likewise, the EMPO will notify INDOT or KYTC when public comments or questions may effect a change in the states' projects or plans.

Methods and Techniques – Chapter 2

Public Participation Plan

I. Key Considerations in Planning for Public Participation

In order to provide an effective public participation effort for a given transportation planning activity, there are six key considerations that the EMPO will take into account:

- 1) A clearly defined purpose and objectives for initiating public dialogue.
- 2) Identification of the affected publics.
- 3) Identification of tools and techniques for outreach.
- 4) Effective notification procedures.
- 5) Education and assistance techniques.
- 6) Follow-through by the EMPO staff and by decision makers, to demonstrate that input was seriously considered.

II. The Public Participation Action Plan

Using the key considerations outlined above, an Action Plan for the public participation effort will be completed by the EMPO Public Participation Coordinator, so that there are clear expectations and directions for public participation in the given planning activity. The Public Participation Action Plan will follow this format:

1. Purpose of the Plan
 - a. What transportation decisions are to be made?
 - b. What is the desired level of involvement and influence?
2. Status of and schedule for the planning process, project development process or transportation decision
3. History of public involvement related to this plan/program/project
4. Description of affected stakeholders
 - a. Community profile: social, economic, and political structure of community
 - b. Key community issues and interests
 - c. Assessment of community awareness of the issue/problem/project/problem
 - d. Identification of special sensitivities related to public involvement methods and activities
5. Description of overall approach for public participation
 - a. Outreach
 - b. Education
 - c. Gathering Input
 - d. Opportunities for direct involvement
 - e. Pathways for incorporating input into the decisions
 - f. feedback to public about decision making
6. Specific action steps, techniques, and timing (who will do what, within what timeline, with what resources)
7. Plan for monitoring/evaluating/adjusting the public participation approach.

III. Outreach Strategies

The Evansville Metropolitan Planning Organization intends to develop and maintain an effective public participation program by strategically assembling a variety of techniques to create appropriate public participation for a given transportation plan, program, or project. Public participation may be seen as a spectrum with several strategies that provide different degrees of public impact. Table 2-1 (below) shows the public participation “spectrum” and four distinct strategies, which the EMPO will utilize for coordinating public participation in its planning activities. The level of public impact on the decision-making process increases from left to right with each separate strategy. From informing to collaboration, the EMPO will attempt to select appropriate strategies and techniques, and follow certain procedures, in order to achieve the desired public participation goal for the selected activity.

INFORM	CONSULT	INVOLVE	COLLABORATE
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:
<ul style="list-style-type: none"> ● Fact Sheets ● Web sites ● Open Houses 	<ul style="list-style-type: none"> ● Public Comment ● Surveys ● Public Meetings 	<ul style="list-style-type: none"> ● Workshops ● Charrettes 	<ul style="list-style-type: none"> ● Citizen Advisory Committees

Table 2-1: Public Participation Spectrum and Strategies

The techniques shown in Table 2-1 are an example of some of the many techniques that may be selected for participation activities. Specific techniques are described in more detail in following sections of this chapter. Procedures for outreach are discussed in Chapter Three. The EMPO will also develop public participation for the Metropolitan Transportation Planning process through two distinct outreach methods, which are described below.

IV. General Outreach Methods

A variety of outreach techniques will be used to engage the general population and traditional stakeholders in the EMPO study area, according to the desired public participation goal for the particular activity. These techniques include the staple outreach techniques that the EMPO has utilized in the past, but these techniques will be used in new ways in order to reach more of the regional population. For example, printed public

notices can be written creatively and eliminate unnecessary technical terminology; and open houses can be held in places where there normally is a modicum of daily activity, such as at a community center. The techniques and resources that the EMPO will utilize in its general outreach activities may include, but will not be limited to the following:

- Websites/ Newsletters/Bulletin Boards/ Other Displays (notices, articles, flyers)
- Public Meetings and Forums (listening, presentations, workshops, committees)
- Televised Policy Committee Meetings
- Newspapers (legal notices, articles, interviews)
- Press Releases (print media, radio, television: notifications and announcements)
- Announcement Letters (to key stakeholders)
- Questionnaires (opinion surveys or other surveys)
- Citizen Advisory Committees (development of alternatives, other tasks)

V. Targeted Outreach Methods and Focus Areas

Much of the regional population can be informed of the EMPO planning activities through general outreach methods. However, there are “traditionally underserved” segments of the population that may benefit from additional outreach activities. The traditionally underserved in the general population have been defined by federal and state agencies to include those individuals, such as the elderly and the disabled, who may have in the past been neglected in outreach activities or excluded during the planning process. SAFETEA-LU emphasizes the necessity of identifying the traditionally underserved and developing techniques and procedures to increase the involvement of these community members in MPO planning activities.

The Evansville MPO has included the following community members in our targeted outreach efforts to the traditionally underserved: The elderly; minorities; low-income households; the disabled; and those with very limited or no English proficiency. The EMPO has conducted demographic research and identified census tract-level *focus areas* for area residents comprising each of these categories of the traditionally underserved. Appendix A describes the complete EMPO process for prioritizing targeted outreach efforts, and includes map figures depicting the locations of focus areas. The **primary focus areas** defined in Appendix A will be the top priority for targeted outreach activities. These areas will be targeted for outreach during Transportation Plan development and approval stages, and as appropriate for other planning activities.

The location of transportation projects is also a significant environmental/social justice consideration. A major reason for conducting thorough public outreach for transportation planning is to attempt to provide to those residents who have significant socio-economic disadvantages the opportunity to publicly voice their concerns about transportation plans and projects. The **secondary focus areas** identified in Appendix A have been delineated to show us where targeted outreach efforts need to be conducted when transportation

projects are proposed in those areas. The EMPO will perform outreach activities in those areas when project proposals are likely to be carried out in those locations. In addition to the general outreach techniques and resources previously described, the EMPO will utilize the following additional resources in its targeted outreach activities:

- Outreach to Neighborhood Organizations in priority focus areas
 - Timely notices by electronic or postal mail
 - Two-way communication with neighborhood representatives
- Flyers or other displays in high-volume locations including social activity centers
 - Grocery Stores, Churches, Community centers
 - Festivals or other periodic events
- Outreach to specific organizations that aid those who are:
 - Disabled
 - Elderly
 - Low Income
 - Minorities
 - Literacy and/or language-challenged (English)

A list of organizations that are utilized for outreach partnerships will be developed by the EMPO and included in this plan in Appendix B.



An EMPO staff planner (far left) assists an Evansville resident with a transportation questionnaire, while two other survey takers discuss a question on the form.

VI. Outreach to Selected Agencies and Organizations

The Evansville MPO will notify selected organizations and agencies that are, or may be, uniquely impacted by transportation decisions in the EMPO planning area of opportunities to be involved with planning activities, particularly with plan development, and where projects are being proposed. Agencies that are involved with public safety and security, such as fire departments, are identified for outreach activities. Other organizations that represent interests that are impacted by transportation decisions, such as natural resources conservation agencies, are also identified. A list of safety and security agencies and related organizations is provided in Appendix B, as is a list of other organizations that will be included for selected outreach efforts.

VII. Public Involvement Tools and Techniques

This section contains descriptions of the various public involvement tools and techniques that the EMPO will use, as staff and financial resources permit, to accomplish general and targeted public outreach. In each of the following three broad categories of public involvement tools, there are several techniques that will be used for outreach in unique ways.

Electronic Media

EMPO Website; Newsletter; Press Releases; Meeting Minutes, Audio, & Video; Mailings

The EMPO website is used as an informational/educational tool as well as to advertise opportunities for public involvement. The website contains a large amount of information about the EMPO, including the major planning activities that are currently underway. Major agency work products are available for downloading, including the current Long Range Transportation Plan, Traffic Counts, the Transportation Improvement Program document, Bicycle and Pedestrian Plans, and much more. The web site provides numerous links to related local, state, and federal websites. Upcoming meeting schedules are posted and both text and audio minutes of technical and policy committee meetings are posted to the website as soon as possible after meetings are held. Also, Policy Committee meetings are televised live and re-televised once on Sigecom cable channel 12 in the Evansville area.

The “What’s New at Evansville MPO?” page that greets visitors to our website calls attention to new material and highlights any open public comment periods. The EMPO website has an English-to-Spanish translator for hyper-text machine language (HTML), which will allow Spanish readers to read most of the current website content. The EMPO periodically posts a newsletter to our website, which is also mailed electronically (e-mail) to our committee members and other interested parties. EMPO has also utilized the website to obtain public opinions and comments by posting online surveys and comment forms.

The EMPO website also includes an interactive mapping feature that allows visitors to select maps of various projects that are in the Transportation Plan and TIP, and to easily view information related to those projects. This feature allows visitors to not only see where the projects are proposed to occur, but also to understand the scope, cost, and timeframe associated with the planned projects.

Formal press releases are normally e-mailed or faxed to local media including newspapers, radio stations, and local cable and public TV. They are used to announce upcoming public planning meetings and to provide information on specific issues that are coming before the EMPO Policy Committee.

Direct electronic mailings are routinely used for meeting notices and for meeting-related communications with committee members and other interested parties.

Print Media

Legal Advertisements, Notification Forms, Direct Mailings, Announcements/Flyers, Public Opinion Surveys, Comment Forms

The EMPO uses legal notices to announce pending major actions and, in certain required cases, public hearings. Major actions may include a scheduled or proposed plan update,

or an update to the Transportation improvement Program (TIP). Legal notices area also used occasionally to advertise other activities. Other notification forms may be used in addition to legal notices for the same purposes that legal notices are used for, as well as for the announcement of EMPO public meetings or other special activities. Where circumstances permit, the EMPO will attempt to create interesting notifications that restrict the use of technical and legal terminology.

Flyers and other announcements are used to promote meetings and activities that are not regularly scheduled, such as open houses. They are posted at public meeting sites such as libraries and municipal offices, and in neighborhood activity centers such as grocery stores and churches, in priority focus areas for targeted outreach.

Direct mailings are used for meeting notices and for meeting-related communications with committee members and other interested parties, however electronic mailings are preferred by the EMPO whenever possible. Letters may also be used to announce special meetings such as public meetings on highway projects that will have a major impact on the region.

Print questionnaires or surveys are sometimes used when specific input from the public is desired, such as during the update of the 2035 Long Range Transportation Plan (see Figure 2-1 below). Surveys may be distributed at meetings, left for later collection in public places or actively distributed and collected, or they may be mailed. Likewise, comment forms are sometimes used when specific input from the public is desired, particularly concerning plan development or adoption. Comment forms are made available at public meetings and at the EMPO office.

Meetings and other Public Forums

Open Houses; Workshops; Small Groups, Public Hearings, Citizen Advisory Committee, Technical Advisory Committee, Policy Committee

The Evansville MPO will hold a variety of meetings to accomplish different public outreach objectives. Meetings will be held, with either a workshop or an open-house type of orientation, to solicit input from the public during plan development and adoption stages, and when a new TIP is adopted. The EMPO is committed to holding public meetings at convenient times and at locations that are accessible to all community members.

Targeted, small-group meetings will be held periodically for early plan coordination or preliminary study coordination with specific stakeholders, such as neighborhood organizations, economic development specialists, industry representatives, environmental agency officials, or municipal and county planners.

Occasionally the EMPO will host federally required hearings on certain public transit or highway issues, and voluntary hearings may be held when a formal record of public comment is desired. These will be legally advertised meetings in which a formal, structured procedure is used to take public comment. The proceedings are recorded and transcribed for the record.

The EMPO will utilize a Citizen Advisory Committee (CAC) in the development of the Long Range Transportation Plan, and for other special planning activities, such as the future development of a comprehensive pedestrian and bicycle plan for the region. A draft of this

Public Participation Plan will be reviewed by a Citizen Advisory Committee that was formed in late 2006. The Evansville MPO will attempt to keep this committee involved with our planning activities on a year-round, if only on an infrequent basis.

The EMPO Technical Advisory Committee and Policy Committee meetings are open to the public and notifications of meeting times and agendas are provided to local media outlets each month. Both text and audio (via the EMPO website) minutes of technical and policy committee meetings are posted as soon as possible after meetings are held.



At a November 2006 meeting of the EMPO Citizen Advisory Committee, committee members discuss new goals, objectives, and policies for the Long Range Transportation Plan.

VIII. Use of Public Input

In order to close the loop of public input to the decision-making process, the EMPO staff will attempt to provide the EMPO Policy Committee with timely and appropriate information received from public outreach activities. The EMPO staff will consider public input and attempt to integrate that input into the decision-making process in the most appropriate way. For processes that require a public comment period the EMPO staff will create a memo listing all the comments received during the official comment period and deliver that to the Policy Committee prior to their taking action on the relevant process. And, as stated in Chapter One, INDOT or KYTC will be notified of public comments that may affect a change to a draft Transportation Plan or TIP report.

Public Participation Tracking

Also, in order to improve upon the public participation process as a whole, and to improve upon the use of public input, the EMPO staff will track public involvement activities. Part of this tracking will involve the consideration of follow-up and feedback to the public. The public deserves to know how their input will be used and the EMPO staff will attempt to provide that information. To facilitate public participation tracking the EMPO staff will utilize the project tracking form template shown in Figure 2-1 on the following page. The act of tracking public participation not only will help to create more effective public outreach efforts, but it will also serve as one means for the EMPO to evaluate how well various participation and outreach efforts work.

Evansville MPO Public Participation Tracking Form											
<p>1. Event:</p> <p style="margin-left: 20px;">a. Date:</p> <p style="margin-left: 20px;">b. Conducted by:</p> <p style="margin-left: 20px;">c. Attendees (# and type):</p>											
<p>2. Summary of public comments/concerns/interests that need to be addressed:</p>											
<p>3. Information learned:</p>											
<p>4. Who gets information?</p> <p style="margin-left: 20px;">a. When?</p> <p style="margin-left: 20px;">b. How?</p>											
<p>5. Follow-up with the public:</p> <p style="margin-left: 20px;">a. Immediate follow-up activities:</p> <table style="width: 100%; margin-left: 40px; border: none;"> <tr> <td style="text-align: center; width: 25%;"><u>Who will?</u></td> <td style="text-align: center; width: 25%;"><u>With whom?</u> (name/address/phone)</td> <td style="text-align: center; width: 25%;"><u>For what?</u></td> <td style="text-align: center; width: 25%;"><u>When?</u></td> </tr> </table> <p style="margin-left: 20px;">b. Feedback to the public (what did we do with their input?)</p> <table style="width: 100%; margin-left: 40px; border: none;"> <tr> <td style="text-align: center; width: 25%;"><u>Who will?</u></td> <td style="text-align: center; width: 25%;"><u>With whom?</u> (name/address/phone)</td> <td style="text-align: center; width: 25%;"><u>For what?</u></td> <td style="text-align: center; width: 25%;"><u>When?</u></td> </tr> </table>				<u>Who will?</u>	<u>With whom?</u> (name/address/phone)	<u>For what?</u>	<u>When?</u>	<u>Who will?</u>	<u>With whom?</u> (name/address/phone)	<u>For what?</u>	<u>When?</u>
<u>Who will?</u>	<u>With whom?</u> (name/address/phone)	<u>For what?</u>	<u>When?</u>								
<u>Who will?</u>	<u>With whom?</u> (name/address/phone)	<u>For what?</u>	<u>When?</u>								
<p>6. Process advice:</p> <p style="margin-left: 20px;">a. What worked well in this public participation activity?</p> <p style="margin-left: 20px;">b. What would I change next time?</p> <p style="margin-left: 20px;">c. How can this information be shared with others working at/with EMPO?</p>											

Figure 2-1: Evansville MPO Public Participation Tracking Form

VIII. Updating and Evaluation of the Public Participation Plan

The EMPO Public Participation Plan will be periodically updated, concurrent with the update of the Long Range Transportation Plan, or sooner if it is determined necessary by the EMPO. Evaluation of the Participation Plan will occur as a first step when the plan is being updated. Achievement of the three major objectives of the Public Participation Plan, established in Chapter One, will serve as a big-picture answer to how well the Plan has worked. But, on a finer scale, the EMPO staff will seek to identify specific areas for improving public involvement, based on:

- Participation tracking performance
- Participant's assessments and suggestions
- Agency judgment and expectations

Measures of Effectiveness

The EMPO will evaluate each area of improvement that it identifies through the criteria described above, both quantitatively and qualitatively, if possible. The EMPO will seek to identify evaluation measures and associated performance goals for each improvement area. Table 2-2, below, is a template for conducting this type of evaluation. This will provide the EMPO staff with a methodology for continuous improvement of the participation process and this Participation Plan.

Evaluating Plan Effectiveness						
	Area of Evaluation	Outputs	Outcomes	Improvement Area	Evaluation Measure	Performance Goal
Quantitative						
Qualitative						

Table 2-2: Template for Evaluating Effectiveness of Participation Plan

EMPO Participation Procedures – Chapter 3

Public Participation Plan

Table 3-1: EMPO Public Participation Procedures Summary Table

	Press Release/PSA	Website Announcement	Targeted Public Outreach	Publication of Legal Notice	Citizen Advisory Committee	Early Public Involvement	Public Meeting for Final Draft Review	Policy and Technical Committee Meetings	Other Public Involvement Techniques	Public Comment Summary Memo	Public Comment Period Duration		
✓	✓	✓	✓	✓	✓	✓	✓	*	✓	30 days	LRTP Update	Planning Activities	
✓	✓						✓	*	✓	15 days	LRTP Amendment		
✓	✓	✓	✓				✓	✓	*	✓	30 days		TIP Update
✓	✓						✓	*	✓	15 days	TIP Amendment		
✓	✓	✓	✓	✓	✓	✓	✓	*	✓	45 days	PPP Update		
*	✓	*	*	*	*	*	✓	*	*	15 days	Other Documents +		

- * Other outreach method as appropriate depending on activity and/or document
- + Other significant activities and/or documents such as Corridor/Safety Studies, Bicycle and Pedestrian Plans, Certification review, etc.

Targeted Outreach Determination – A

Public Participation Plan

Appendix A describes the complete EMPO process for identifying and prioritizing targeted outreach efforts. The Evansville MPO has included the following community members in our targeted outreach efforts to the traditionally underserved: The elderly; minorities; low-income households; the disabled; and those with very limited English proficiency. The process of outreach to the traditionally underserved involves identifying focus areas, where large numbers of these community members live. EMPO has conducted demographic research and identified census tract-level focus areas for area residents comprising each of these categories of the traditionally underserved.

Demographic Analysis and Selection of Focus Areas

In order to identify and document where to focus our outreach efforts to the traditionally underserved, the EMPO determined that census tracts would provide the best scale for geographically locating traditionally underserved populations. Using year 2000 data from the US Census Bureau, the EMPO staff selected data tables that estimated the number of people in the following five categories: households below poverty; individuals age 65 or more; minority individuals; individuals who speak English “not well” or “not at all”; and individuals age 5 and over with a disability.

Using these five categories and data from all 69 census tracts in Vanderburgh, Warrick, and Henderson counties, the average (statistical mean) percentage for each category was determined. To identify the census tracts that have large numbers of the traditionally underserved, EMPO applied a multiplier to the regional average and thus created a “priority level” for each category. Table A-1 (below) shows the three-county, or regional, average for each category, the multipliers selected for each category, and the resulting priority level for each category.

County Averages by Census Tracts	Vanderburgh	Warrick	Henderson	Regional Average (mean)	Multiplier	Priority Level
Percentage below poverty	7.06	5.68	15.72	9.49	2.00	18.98
Percentage age 65 and over	16.10	11.09	14.02	13.74	1.50	20.61
Percentage of minorities	10.23	2.72	12.05	8.33	2.00	16.66
Percentage who speak little or no English	0.52	0.50	0.25	0.42	2.00	0.84
Percentage with a disability, age 5 and over	22.70	18.44	25.52	22.22	1.00	22.22

Table A-1: Categorical Priority Level Determination by Census Tracts

Any census tracts that were reported to have a percentage of the traditionally underserved at or above the priority level were “flagged.” Those tracts with three or more “flags” have been designated as *priority focus areas* for targeted outreach. By the same procedure, but using the regional average, *secondary focus areas* were identified. Table A-2 (below) shows the census tracts which have been identified as primary focus areas or secondary focus areas. In Table A-2, the cells with yellow flags are those that exceed the regional average for each category, while cells with tan flags exceed the priority level for relevant categories. Census tracts that are primary focus areas are identified with red flags and secondary focus areas are identified with orange flags. Maps on the following pages show the location of the various census tracts by county.

Regional Census Tracts	County	Pop.	Residents below poverty	Residents age 65 and over	Minority residents	Residents who speak little or no English	Residents with a disability, age ≥ 5	Primary & Secondary Focus Areas
Average	All		9.49%	13.74%	8.33%	4.20%	22.22%	
10	Vanderburgh	4,308	18.69%	10.94%	20.24%	0.00%	27.10%	P
11	Vanderburgh	3,115	19.00%	12.76%	47.30%	1.25%	28.90%	P
12	Vanderburgh	2,233	26.11%	8.50%	37.88%	0.36%	30.10%	P
13	Vanderburgh	2,341	25.16%	13.27%	51.74%	2.01%	31.20%	P
14	Vanderburgh	1,998	27.53%	16.50%	48.98%	0.30%	36.80%	P
15	Vanderburgh	2,161	20.13%	13.88%	64.15%	0.23%	31.00%	P
17	Vanderburgh	2,423	30.50%	18.05%	36.20%	0.74%	26.00%	P
18	Vanderburgh	388	39.95%	29.23%	23.78%	0.00%	32.60%	P
19	Vanderburgh	1,413	38.43%	10.87%	7.03%	0.78%	39.50%	P
20	Vanderburgh	1,271	21.79%	29.21%	9.79%	0.00%	47.00%	P
21	Vanderburgh	2,569	20.59%	12.62%	4.37%	0.62%	31.90%	P
25	Vanderburgh	2,137	16.00%	11.26%	2.29%	0.66%	36.4	S
26	Vanderburgh	3,547	33.83%	12.70%	9.80%	0.34%	32.9	S
28	Vanderburgh	2,263	10.91%	25.77%	1.27%	0.00%	24.4	S
31	Vanderburgh	2,746	10.96%	14.96%	0.25%	0.58%	27.9	S
33	Vanderburgh	3,888	17.75%	25.67%	4.19%	0.49%	29.6	S
37.02	Vanderburgh	4,604	21.18%	18.56%	17.52%	0.33%	24.00%	P
38.04	Vanderburgh	5,910	14.42%	13.22%	9.94%	0.73%	15.0	S
201	Henderson	1,647	21.51%	20.87%	18.75%	0.00%	34.60%	P
202	Henderson	1,638	25.37%	13.72%	13.29%	0.00%	29.00%	P
203	Henderson	1,834	21.97%	12.71%	23.18%	0.00%	35.30%	P
204	Henderson	2,417	29.72%	14.84%	22.80%	0.46%	37.90%	P
205	Henderson	2,346	18.45	19.37	14.65	0.00	28.30	S
206.02	Henderson	3,809	20.61%	11.97%	14.45%	0.61%	24.40%	S
304	Warrick	3,190	13.95%	11.13%	1.60%	0.58%	26.60%	S

Table A-2: Focus Areas for Targeted Outreach

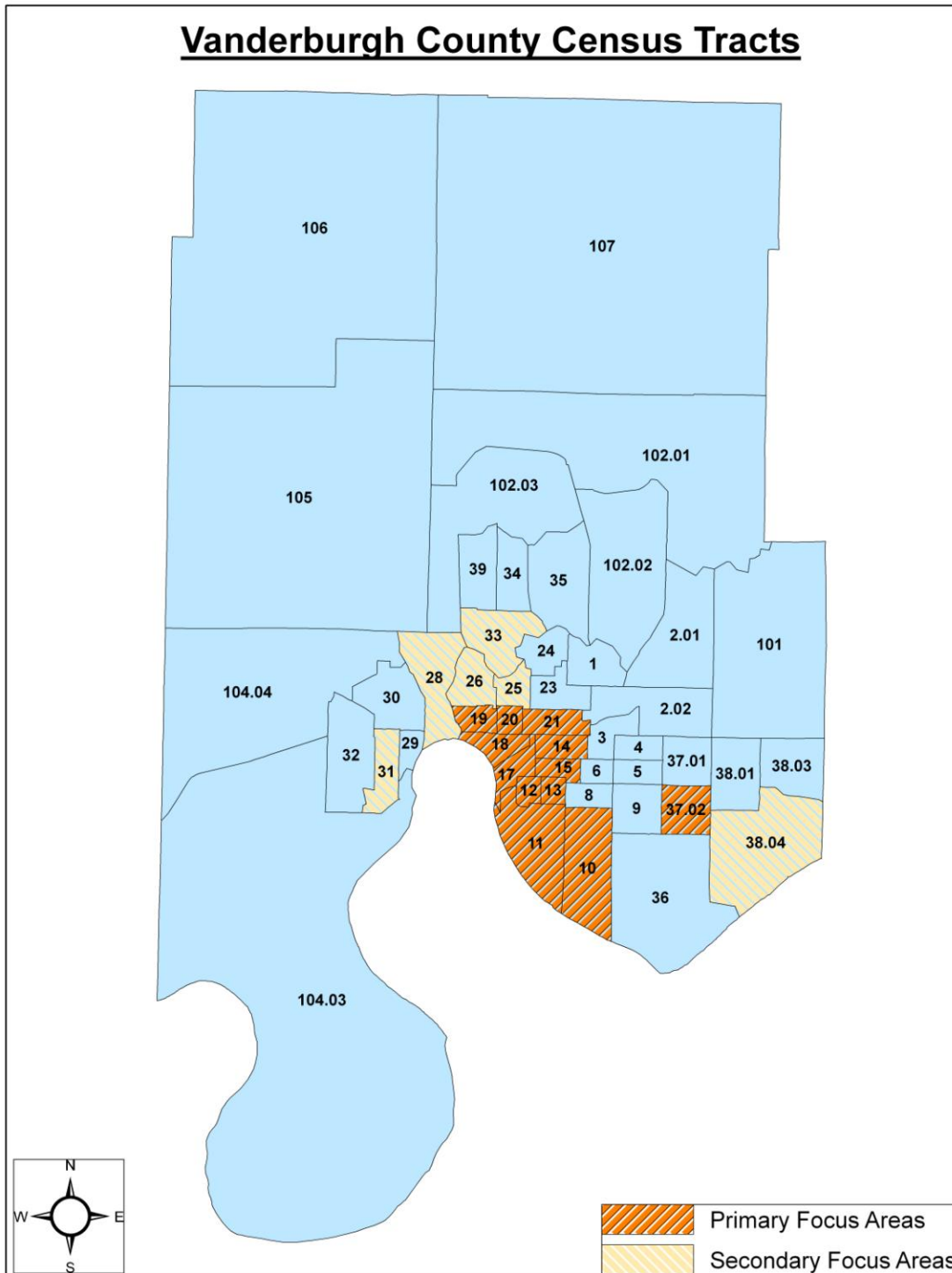


Figure A-1: Vanderburgh County Focus Areas for Targeted Outreach

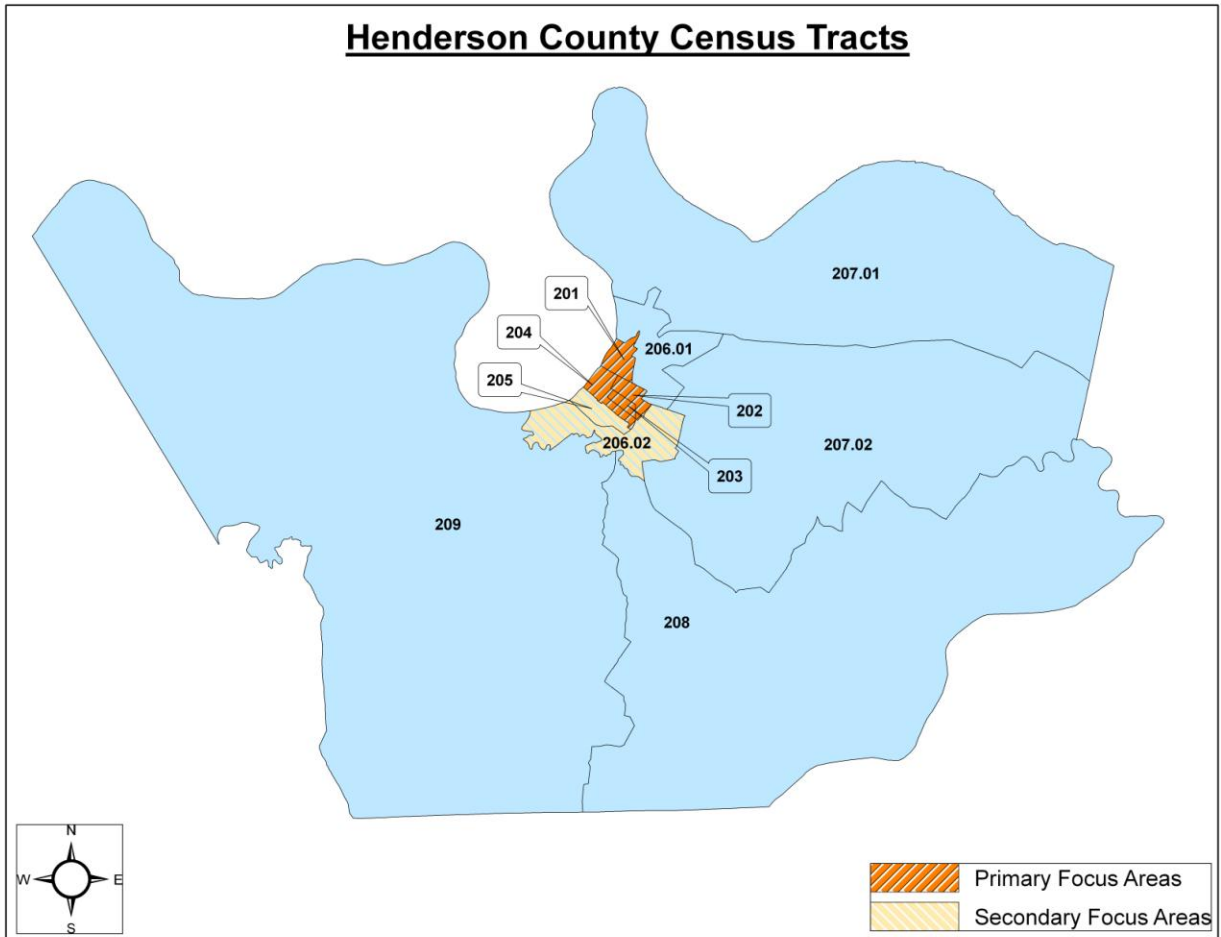


Figure A-2: Henderson County Focus Areas for Targeted Outreach

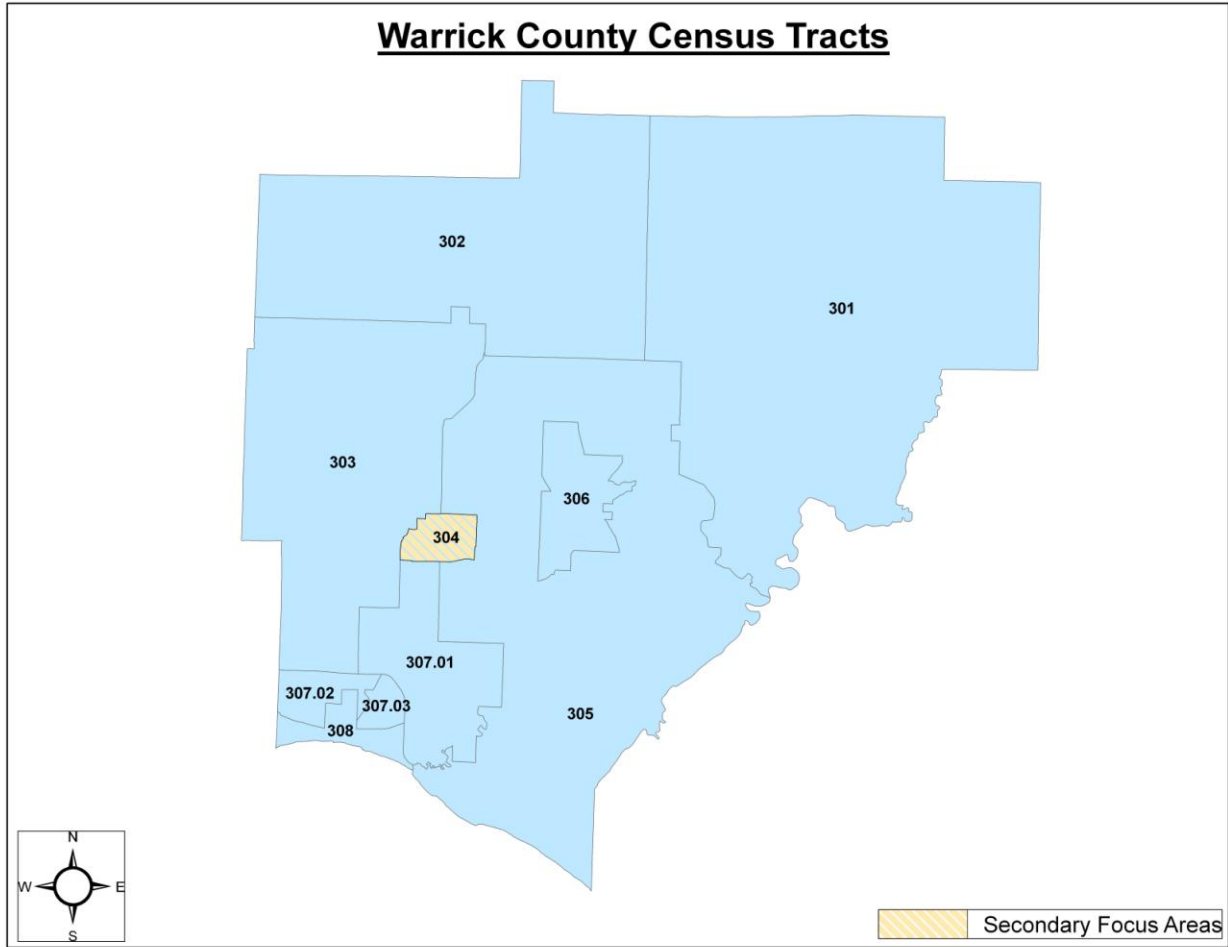


Figure A-3: Warrick County Focus Areas for Targeted Outreach

Public Involvement Partners – B

Public Participation Plan

The EMPO will seek to partner with selected safety & security organizations, community organizations, neighborhood organizations, and other organizations and agencies who are either uniquely impacted, or have an unique impact upon, the EMPO regional transportation system. The EMPO will attempt to include these organizations in participation activities for Transportation Plan development and for other selected planning activities.

Safety and Security Organizations

The Evansville MPO will notify selected public safety and security agencies in the region of opportunities to be involved with planning activities, particularly with plan development, and where projects are being proposed. The safety and security organizations selected by the EMPO are either directly or indirectly involved with transportation system safety or security, or with community safety and security concerns that have associated transportation elements. Table B-1 (below) lists the regional safety and security agencies that the EMPO will attempt to include in its outreach activities for Transportation Plan development and for other selected planning activities.

Regional Safety and Security Agency Contacts for Transportation Planning	
Emergency Management Agencies	Ambulance/EMS
Vanderburgh County EMA	Henderson City/Co. Ambulance Service
Warrick County EMA	Warrick Co. EMS
Henderson County EMA	Vanderburgh Co. Ambulance Service - AMR
Fire	Hospitals
Evansville Fire Dept.	St. Mary's Hospital E.R. & Trauma Center - Evansville
Vanderburgh Co. Rural Fire Chiefs Assoc.	Deaconess Hospital E.R & T.C. - Evansville
Henderson City Fire Dept.	Methodist Hospital E.R. - Henderson
Henderson Co. Rural Fire Chiefs Assoc.	St. Mary's Warrick Hospital E.R.
Warrick Fire Chiefs Association	Gateway Hospital E.R. - Warrick Co.
Ohio Township VFD	American Red Cross
Newburgh VFD	Red Cross of SW Indiana - Evansville
Boonville FD	Warrick County Red Cross
Chandler VFD	Red Cross, Cardinal Chapter - Henderson
Law Enforcement	Other
Indiana and Kentucky State Police	Local Emergency Planning Committees
Vanderburgh Co. Sheriff's Dept.	METS Transit
Evansville City Police Dept.	HART Transit
Warrick Co. Sheriff's Dept.	School Safety Officials
Newburgh Police Dept.	Evansville Airport Authority
Chandler Police Dept.	Water Port Authorities
Boonville Police Dept.	Railroad Companies
Henderson Co. Sheriff's Dept.	US Coast Guard -Ohio Valley Sector
Henderson City Police	

Table B-1: Safety and Security Partners Selected for Public Outreach

Neighborhood Organizations

Neighborhood organizations can be a powerful source of “grass-roots” planning power and can help governmental organizations to achieve effective public outreach. The Evansville MPO will conduct outreach activities with the United Neighborhoods of Evansville, both as an organization and with individual neighborhood chapters. Other regional neighborhood organizations will be included in the EMPO’s outreach activities as they are identified.

Other Agencies and Organizations

The EMPO will attempt to include the following organizations in participation activities for Transportation Plan development and for other selected planning activities:

- Evansville Dept. of Metropolitan Development, Historic Preservation Officer
- Newburgh Historic Preservation Commission
- Patoka River National Wildlife Refuge (U.S. Fish and Wildlife Service)
- The Indiana Department of Environmental Management
- The Indiana Department of Natural Resources (Water; Fish and Wildlife)
- The Indiana State Historic Preservation Officer
- The Kentucky Department of Environmental Protection, Owensboro Region
- The Kentucky Department of Fish and Wildlife Resources
- The Kentucky Department for Natural Resources, Henderson Conservation Dist.
- The Kentucky State Historic Preservation Officer
- The Natural Resources Conservation Service (local IN and KY offices)
- The U.S. Army Corps of Engineers, Louisville District

Other Community Organizations

The EMPO is working to identify organizations in regional communities that would be appropriate in helping to inform and involve community residents who are the subject of our targeted outreach efforts as discussed in Chapter Two. Organizations that aid those who are disabled, low Income, elderly, minorities, and literacy and/or language-challenged (English) are presently being sought for outreach partnerships by the EMPO. When a set of organizations has been selected, a list of those organizations will be added to this section of the document.

Projects Not Requiring Public Review – C

Public Participation Plan

Public Involvement in the Code of Federal Regulations – D

Public Participation Plan

In regard to public involvement and participation, SAFETEA-LU mandates that the metropolitan planning process comply with the Code of Federal Regulations 23 CFR 450.316 (b), as cited below:

(b) In addition, the metropolitan transportation planning process shall:

(1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

(ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);

(iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;

(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));

(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;

(vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;

(vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

(viii) If the final transportation plan or TIP differs significantly from the one which 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, an additional opportunity for public comment on the revised plan or TIP shall be made available;

(ix) Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.