

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN

**Adopted July 18, 2007
by the MPO Executive Board**

Prepared in Cooperation with:
Tennessee Department of Transportation
Federal Highway Administration
Federal Transit Administration



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Funding for this document was provided by the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration), and the Metropolitan Government of Nashville/Davidson County, Tennessee.



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Executive Summary

This summary of the Nashville Area Metropolitan Planning Organization's (MPO) Public Participation Plan (PPP) is provided as a reference for specific public involvement procedures which are further described in the body of the Plan.

Section 1.0 Introduction

The introduction provides an overview of the Nashville Area MPO, its major products, and its expectations for public participation in the transportation planning process.

Highlights

The MPO is responsible for three major planning products for the five-county plus planning area: the Long-Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. In compliance with current federal transportation legislation (SAFETEA-LU), the MPO has developed this Public Participation Plan to document its process for encouraging review and comment on its planning process and products by the general public and interested parties.

Section 2.0 Public Participation Techniques

This section provides an overview of various techniques and methods that may be used by the MPO to carry-out its public participation process.

Highlights

The MPO will use a variety of techniques including publication of draft plans and processes through print, television, and radio media outlets, customized newsletters and brochures, and its website. The MPO will seek public input through its formal Board meetings, other formal local government commission meetings, special public meetings and workshops, attendance at community events around the region, surveys, focus groups, and comment cards.

Section 3.0 Traditionally Underserved Populations

This section presents an overview of how the MPO will ensure that its public participation process is compliant with Title VI of the Civil Rights Act of 1964, Environmental Justice, and the Americans with Disabilities Act of 1990.

Highlights

The MPO is dedicated to identifying traditionally underserved populations (e.g., low-income, minority, non- or limited-English proficiency, transportation disadvantaged populations, etc.) using all available socio-economic data sources and input from community-based organizations. The MPO will use enhanced outreach techniques to ensure that special populations are well represented in the public participation process and that plans and processes are communicated using audience-appropriate methods.

Section 4.0 Consultation with Stakeholders

This section presents an overview of how the MPO will consult with key stakeholders in the development and adoption of major MPO products.

Highlights

The MPO will consult with interested parties in the development and adoption of the LRTP, TIP, and PPP by requesting that those individuals or agencies indicate their interest in and preference for input and information sharing. Interested parties may include representatives of public transportation employees or customers, freight shippers, providers of freight transportation services, private providers of transportation services, representatives of users of bicycle and pedestrian facilities, representatives of the disabled, and other organizations or individuals with an interest in the transportation planning process.

The MPO will consult with other federal, state, and local agencies that have an influence on or are affected by local and regional transportation planning decisions. Specifically, the MPO will share draft plans and documents with those groups, and participate in meetings and on committees as appropriate to coordinate regional planning activities.

Section 5.0 General Public Participation Guidelines

This section provides specific guidelines for how the MPO will comply with the Tennessee Open Public Meeting Act, publish Official Notices, conduct Public Hearings, host an Annual Public Meeting, and make all Plans and Documents available to the public.

Highlights

Tennessee Open Public Meeting Act - All sessions of the MPO Executive Board, its subcommittees, and the Technical Coordinating Committee shall be open to the public. At a minimum, the public will be allowed to comment on agenda items at the end of each meeting.

Official Notices - The MPO will notice all meetings, public hearings, and public comment periods for plans and programs in newspapers around the Nashville region at least seven days in advance of such meeting, hearing, or period.

Annual Public Meeting - The MPO Executive Board shall hold an annual public meeting to solicit public comments on all of its plans, programs, and projects to be placed in the Transportation Improvement Program. The date for the meeting shall be published in a meeting schedule adopted by the Board at its November meeting. The annual meeting will be advertised for at least thirty days.

Availability of Plans and Documents - The MPO will make all plans and documents available at its offices, on its website (www.nashvillempo.org), and in public libraries across the region.

Section 6.0 Plan Specific Guidelines

This section provides specific guidelines for when the MPO will encourage the public and interested parties to participate in the development, adoption, amendment, and review of major MPO plans including the Public Participation Plan, the Long-Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program.

Highlights

MPO staff, under guidance from the Technical Coordinating Committee, is responsible for the preparation of each draft document. After the TCC and Executive Board have endorsed the draft, copies are placed in local libraries and an official notice is made to solicit public review and comment. The Executive Board will consider each plan for adoption at a public hearing after all comments are received, documented, evaluated, and addressed.

Public Participation Plan - Forty-five (45) day public review and comment period.

Long-Range Transportation Plan- Thirty (30) day public review and comment period.

Transportation Improvement Plan- Twenty-one (21) day public review and comment period.

Unified Planning Work Program - Seven (7) day public review and comment period.

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1.0 Introduction

1.1 Nashville Area MPO

The Nashville Area Metropolitan Planning Organization (MPO) is the federally-mandated agency responsible for long-range transportation planning and short-range project prioritization for the Nashville region. When the MPO was first established in the 1960s, it consisted only of Nashville-Davidson County. The agency operated for many years under the name of "Nashville Urban Transportation Study." Following the 1980 Census, it was clear that city boundaries were beginning to "bleed" together. The urbanized area was redefined to include certain cities adjacent to Davidson County, such as Hendersonville and Brentwood. Those cities became members of the MPO, allowing multiple jurisdictions to coordinate major transportation projects and work together to plan major travel corridors.

By 1990, Congress was concerned not only about growth, but about air quality. This was the year that the Clean Air Act Amendments were adopted, setting stricter national air quality standards for ozone and carbon monoxide. Areas that did not meet the national air quality standards were designated as "non-attainment," and had to establish plans showing how they would reduce air pollution.

Congress followed that up in 1991 with a transportation bill known as the Intermodal Surface Transportation Efficiency Act, or "ISTEA." This legislation recommended that metropolitan planning organizations expand their boundaries to include nearby non-attainment areas. The reason: automobiles and trucks account for a substantial portion of ozone-causing pollutants. Before adopting its list of future transportation projects, a non-attainment area must show that those projects will not cause unacceptable levels of new air pollution. On December 16, 1992, the governing Board of the Nashville Area MPO voted to expand its membership to cover Davidson, Rutherford, Sumner, Wilson, and Williamson counties, the area that was designated at the time by the Environmental Protection Agency as non-attainment for air quality standards.

The MPO functioned as a five-county organization until 2002, when the Nashville urbanized area was expanded to include several additional cities based on the 2000 Census. The Nashville Area MPO now includes portions of two additional counties: the part of Maury County that lies within the City of Spring Hill, and the part of Robertson County that lies within the City of Springfield.

ORGANIZATIONAL STRUCTURE

The MPO functions under a committee structure comprised of an Executive Board, a Technical Coordinating Committee (TCC), and technical staff.

The **Executive Board** consists of elected officials representing Davidson, Rutherford, Sumner, Wilson and Williamson counties, as well as cities in those counties with a population of over 5,000. Additional board members include the Governor and an elected official from the Greater Nashville Regional Council. The Board provides policy direction and a forum for transportation and air quality decisions. The Board meets as needed to approve major planning reports and documents.

The **Technical Coordinating Committee** consists of professional planners and engineers from local governments and other transportation related agencies. The basic responsibilities of the TCC include directing staff in the development of plans and documents such as the Long-Range Transportation Plan. They provide recommendations to the Executive Board.

The **MPO Technical Staff** works under the leadership of an MPO Director to provide professional transportation planning services and ongoing administration of projects.

1.2 MPO Plans

In 2005, the U.S. Congress passed and the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU requires this and

other MPOs to focus efforts on implementing and updating a regional Long Range Transportation Plan (LRTP). The work takes the form of studies, data collection and analysis, the use of management systems, forecasts of future travel based on future land use, and prioritization of projects for funding and implementation.

SAFETEA-LU also requires the MPO to produce and oversee a Transportation Improvement Program (TIP), the region's short-term transportation investment plan. The TIP prioritizes the region's transportation-related projects within the constraints of federal, state and local funding that the region can reasonably expect to receive within the next four years. Projects that are included in the TIP must be selected from or be consistent with an approved LRTP. In order to develop plans that are derived from public sentiment, there must be adequate public participation in the development of both the Long Range Transportation Plan and the TIP.

Following is a brief presentation of the MPO's major products. All are available to the public and interested parties at the MPO's website (www.nashvillempo.org) and at MPO offices located at Metro Office Building, 800 Second Avenue South, Nashville, Tennessee, 37201.

Long Range Transportation Plan (LRTP)

The LRTP is a long range (25 year) multimodal strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities. The LRTP is updated every four years and may be amended as a result of changes in projected federal, state, and local funding; major investment studies; congestion management systems plans; interstate interchange justification studies; and environmental impact studies.

Transportation Improvement Program (TIP)

The TIP is a four-year program that lists all regionally significant and federally funded projects and services in the MPO planning area such as highway and street projects, public transit projects, and bicycle/pedestrian enhancements. Projects that are included in the TIP must be consistent with, or be selected from an approved Long Range Transportation Plan. Additionally, the TIP must be fiscally constrained or have funding mechanisms already in place for all projects and strategies. The TIP can be amended as a result of changes in funding or need. Administrative modifications to the TIP do not require a specific public participation plan, but these modifications are discussed in public meetings where comments are accepted.

Unified Planning Work Program (UPWP)

The UPWP is a one-year plan developed by staff to focus work efforts and planning funds anticipated in the upcoming fiscal year. All federally funded planning activities have to be in the UPWP and have to be developed through required planning factors. The UPWP is reviewed and discussed at the regularly scheduled Technical Coordinating Committee and MPO Executive Board public meetings.

1.3 Public Participation in the Planning Process

The MPO encourages active participation by the public and other interested parties in the development of all transportation plans and programs, particularly the MPO's major products. The MPO believes that the distribution of information regarding regional transportation planning and decision-making needs to be inclusive of as many in the public as can reasonably be reached, and that interested parties and other federal, state, and local agencies are given a fair opportunity to participate in the MPO's planning process.

It is the policy of the MPO to take all public and stakeholder comments into account in the development and adoption of plans and programs. The processes outlined in this document shall form the basis for providing the opportunity for the general public and key stakeholders to participate in the transportation planning process. This Public Participation Plan (PPP) has been developed to meet federal requirements outlined by SAFETEA-LU, Title VI of the Civil Rights Act of 1964, Environmental Justice, and the

Americans with Disabilities Act of 1990. The Plan and the MPO's public participation efforts also are coordinated with the Tennessee Department of Transportation's statewide transportation planning public involvement and consultation process.

2.0 Public Participation Techniques

This section provides a description of the various techniques that will be used to carry-out the MPO's public participation process. Opportunities for public input are not limited to those contained in this section, and given the significance of the LRTP, the TIP, and the UPWP, other public participation techniques may be employed to increase awareness of and to provide ample opportunities for public participation in the development of MPO products. A set of guidelines for when the public will have an opportunity to review and comment on specific MPO products is provided in section 6.0.

2.1 Media

Press Releases and Public Service Announcements

In order to broaden the participation in transportation planning decisions, the MPO will use media press releases and public service announcements to announce opportunities for the public to participate in the development of up-coming plans and products.

Registered news media and organizations (such as major neighborhood organizations and minority organizations) expressing interest may be mailed press releases. Public Service Announcements will be distributed to the appropriate media.

Newspapers (Paid)

Notices of all meetings, public hearings, and public comment periods are published in newspapers serving the five-county area. Notices are published a minimum of seven (7) days prior to scheduled meetings. In addition to the general circulation media, when public comments are needed for a major MPO product neighborhood newspapers will be used to advertise meetings and other announcements.

Newspapers (Free)

The MPO will seek out the neighborhood or regional newspapers to publish articles about the MPO that are tied to the local community. For example, the MPO may provide a customized list of projects proposed for the LRTP or TIP and related maps and narrative to particular neighborhoods. Those types of articles would run during the regular public comment period as required for review by the public prior to adoption of either document.

Radio, TV, and Other Media Forums

Various TV and radio stations throughout Middle Tennessee offer opportunities for organizations to inform their viewers about upcoming meetings and events. Examples include Channel 5 Plus, which covers local news and Channel 8, a public access channel. These forums will be used as appropriate and as opportunities arise. In the cable and satellite markets, specific language channels (Spanish, Arabic, Chinese, Japanese and others) can be useful to announce opportunities for comments and questions for those able to afford these services.

The MPO will utilize radio stations to the extent possible to communicate the importance of and process for public involvement in the development of MPO products, particularly the LRTP and TIP.

2.2 Presentations / Meetings / Workshops

Formal Meetings

Formal Meetings will be held in ADA accessible facilities in locations served either by fixed -route transit service, or by a Dial-a-Ride type service. The MPO will select the location, size, and setup of meeting facilities based on the specific characteristics of the audience and the type of information to be presented.

Public Meetings / Workshops

Public meetings and workshops will be held in ADA accessible facilities at times and locations that offer the greatest opportunity for those interested to participate. As much as possible, the MPO will hold meetings and workshops in public places (e.g., a neighborhood community center, library, town center, or shopping mall) that are conducive to attracting the mix of people and businesses most representative of the community. For all public meetings, the MPO will seek to increase participation by creating a welcoming and inviting environment.

Tag-on Meetings

At various times, MPO staff may request to appear on the agendas of local planning commission, town/city alderman, county commission, or other public meetings to communicate the purpose and need for the MPO and its planning process. This method can be effective way to encourage discussion about the affects that local land use zoning and sub-division decisions can have on region-wide planning efforts. School Board meetings would also be an appropriate place for general messages about the functions and products of the MPO.

Special Presentations

MPO staff will develop a Speakers Bureau that can make presentations to interested groups, associations, or bodies. Talking to small groups in their community encourages input. TDOT and Metro Nashville have indicated they have resources with which to generate initial groups to target. The Speakers Bureau is intended to inform the public and stakeholders about the MPO, its products, and to stimulate interest and encourage input on general transportation planning goals. Presentations will be kept appropriate to the audience and will incorporate graphics and other visualization tools (e.g., maps, renderings, photos, aerial photographs, etc.) to communicate concepts and plans.

In addition, special presentations may be made to inform the public about specific times and locations where input can be given on the LRTP, the TIP and the annual UPWP.

Exhibits at Events

While formal meetings provide a good forum for public education and input, MPO plans and processes may receive wider exposure at various community events. Events like Fall High School football games, county fairs, music festivals, and other recreational and social gatherings attract many people who would not typically attend a formal meeting, but would be willing to take a colorful, informative and visually attractive pamphlet. As appropriate, MPO staff will attend special events in person or with stand-alone booths and kiosks to provide information. The MPO will use this type of technique to improve public participation, especially prior to LRTP updates and TIP adoption.

When appropriate, the MPO will pursue opportunities to establish booths and/or tables where staff can solicit names and addresses of people who would like to receive advance notification of the future opportunities to participate in the MPO process.

2.3 Other Tools

MPO Website

Many people use the internet as their main source of data and information. The physically disabled are especially able to use this source to both receive input and to provide feedback, while not being required to physically attend meetings.

The MPO website (www.nashvillempo.org) provides a comprehensive resource to people wanting information about MPO products or activities. Public notices of all meetings, public hearings, and public comment periods for the Long Range Transportation Plan, Transportation Improvement Program and Unified Planning Work Program are posted there. The site also contains electronic versions of MPO products, a public comment form, and links to MPO member jurisdictions.

Newsletters and Brochures

As appropriate, the MPO will publish product-specific newsletters and brochures as a way to communicate concepts and plans and to inform the public and stakeholders about opportunities to influence transportation decisions.

Surveys / Focus Groups

The MPO may at times conduct various telephone, mail, in-person, web-based surveys or focus groups to gather public input or to measure public attitudes toward specific planning concepts. The MPO will work with regional partners (e.g., Metropolitan Transit Authority, Regional Transportation Authority, and the Greater Nashville Regional Council) to coordinate the collection of quantitative or qualitative data through survey research efforts so that information regarding opinions towards particular transportation improvements or planning processes are shared region-wide. When appropriate, survey respondents will be added to the MPO mailing lists so that they may be contacted whenever items are in need of public review and comment.

Comment Cards

Comment cards will be available at every public meeting. In addition, there are several community and social gathering places throughout the region such as community centers, places of worship, YMCAs, and Boys and Girls Clubs that offer unique opportunities to expand awareness and participation in the planning process. The MPO will seek out such locations to distribute comment materials and/or make presentations and to receive comments and answer questions relative to the MPO and transportation in the region.

Comment cards will be attached to the copies of the draft MPO products that are furnished to public libraries in the region. Comment cards will also be made available at all public meetings, including open houses/town meetings, to assess priorities and plan goals.

Mailing Lists

The MPO maintains a list of more than 240 names of citizens, businesses, agencies, and other groups and individuals with an interest in the transportation planning process. That list will continue to grow with each outreach effort. During each update to the PPP, the MPO will ask each contact (via letter or email) to specify their preferred methods of information sharing. Each also will be given the opportunity to subscribe to one or more product-specific mailing list (e.g., Executive Board / TCC meeting notices, LRTP update, TIP adoption, etc.).

Public Libraries

The thirty-two (32) libraries within the five-county region will receive copies of the draft MPO products for public review and comment. Twenty (20) of those libraries are included the Nashville-Davidson County library system. The others are located in the following surrounding counties. A list of public libraries within the region is located in Appendix B.

3.0 Traditionally Underserved Populations

Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance. Environmental Justice (President Clinton's Executive Order 12898) provides further guidance to federal assistance programs to ensure that low-income and minority populations are included in the transportation planning process. Specifically, Environmental Justice directs federal programs:

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

Because of the extreme importance of an all-inclusive outreach program that ensures compliance with Title VI, Environmental Justice, and the Americans with Disabilities Act of 1990, the MPO will place emphasis on efforts to reach out to traditionally underserved or underrepresented segments of the region's population including:

- Low Income,
- Minorities, including majority minorities,
- Homeless or institutionally housed,
- Limited English Proficiency,
- Limited Literacy ,
- Transit Dependent,
- Transportation Disadvantaged,
- Single-parent Families,
- The Elderly, and
- School-Aged Children.

IDENTIFYING SPECIAL POPULATIONS

Prior to the implementation of special outreach efforts, MPO staff will use several methods to identify where special populations are likely to live and work. The most recent US Census will provide a region-wide vehicle for analyzing socio-economic characteristics of communities within the MPO planning area. The Census can also be used as a tool for identifying low-literacy and limited English proficiency communities. The MPO will supplement that data by coordinating with agencies across the region that serve large immigrant populations. Those agencies may be able to identify where traditionally underserved populations have moved since the latest US Census.

The TDOT Office of Civil Rights maintains updated lists of potentially underserved and underrepresented communities throughout the State of Tennessee. The MPO will work closely with that Office to utilize their resources. Following are other methods the MPO may use to identify special populations.

- The Nashville Adult Literacy Council provides classes for and maintains information on those who have both low literacy and low English proficiency. This is a source of information that the

MPO will utilize to provide assistance in bringing those populations into the transportation planning process.

- Consultation with the Metropolitan Development and Housing Department can provide supplemental information both on the location and the best method for interaction with lower-income populations. Outside of the Metro Nashville area, the use of the countywide health and human services providers can be of tremendous help. In addition the school districts have information on "free lunch" students and requests for the zip-codes of those students also can locate certain underserved populations. Getting information on rural residents within the Nashville MPO region can be sought at the Mid-Cumberland Human Service Agency.
- Nashville is the home to some of the most famous historically black colleges (Fisk University and Meherry Medical College) as well Tennessee State University. The MPO will be working with these and other prominent African-American organizations to determine the best approach to gain the input of this underserved community.
- Transportation disadvantaged individuals can sometimes be located through the cooperation of transit agencies and specific disabilities agencies (Braille Foundation / Helen Keller Society, Kidney Foundation, hearing impaired agencies, etc). All facilities that will be considered for meetings will be investigated to assure that they are ADA compliant.

ENHANCED OUTREACH METHODS

When appropriate, the MPO will use enhanced public outreach and communications methods for hard-to-reach or traditionally underserved populations. When reaching out to those communities, the MPO will use simple, straight-forward language, incorporating visual cues such as photos, renderings, aerials, and color charts to help communicate complex concepts and plans. Meetings and workshops will be held at locations that are ADA accessible, convenient, and most effective in encouraging turnout and input. In general, facilities will be located close to participants' home, work or other places they frequent. Potential meeting sites include community churches, local ministries to the poor and/or homeless, and public schools, libraries, transit facilities, and shopping facilities.

In addition to the locations chosen to meet with communities, the time of day and the day of the week that public involvement activities are planned must meet community needs, not scheduled solely out of convenience for staff / consultants. For example, meetings held in early in the morning or late in the evening may serve particular segments of the public better than those held during standard business hours. Understanding the best time and place to either give information and/or receive input must be developed in consultation with those agencies, organizations and individuals that are familiar with the populations that we need to reach.

Following are additional methods the MPO may use to reach out to special populations.

- The MPO may, as appropriate, offer incentives (such as light food service or transit passes) to encourage turnout and participation by traditionally underserved or underrepresented, or otherwise difficult to reach populations. In those instances, the MPO will seek to have neighborhood or regional businesses donate or provide the incentives at a reduced cost.
- The MPO will use visualization methods (maps, displays, charts, and other static and interactive engagements) to make the topic relevant to the target audience. The extensive use of maps, aerial photographs and simple charts allow for greater participation and understanding by those that may be more visually oriented and will allow for greater interaction by participants.
- If meetings are to be held in areas where there is a predominance of non-English speaking populations, the MPO will have translations of written documents available or have people available to help translate questions and inputs.

- When appropriate, the MPO will use community-based TV and radio stations and websites to target messages and solicit input from specific population segments. For example, the MPO may work with Spanish language radio stations to announce meetings or to seek input from the Hispanic community.
- The MPO staff will contact, attend and/or participate in activities sponsored by groups that represent limited English proficiency, low literacy or low income populations such as the Hispanic Chamber of Commerce, the 100 Black Men of Nashville or the Urban League. This can establish a relationship with these specialized populations prior to any specific issue.

4.0 Consultation with Stakeholders

SAFETEA-LU places increased emphasis on the coordination of MPO activities with interested parties in transportation-related industries and in federal, state, and local agencies that have some influence on or affect from local and regional transportation planning decisions. This section provides information on how the MPO intends to involve those stakeholders in the development of major MPO products.

4.1 Consultation with Interested Parties

The MPO will involve representatives of the following groups or associations in the development of major MPO products including the LRTP, TIP, UPWP, and the PPP:

- Public transportation employees,
- Freight shippers,
- Providers of freight transportation services,
- Private providers of transportation,
- Representatives of users of public transportation,
- Representatives of users of pedestrian walkways,
- Representatives of users of bicycle transportation facilities,
- Representatives of the disabled, elderly, low-income, and limited English proficiency, and
- Other interested parties identified by the MPO in its outreach efforts.

The MPO will work to establish and maintain a comprehensive list of such interested parties starting, beginning with the MPO's current mailing list. The process for reaching out to these interested parties will generally follow the same process as that of the overall public participation process described throughout the Public Participation Plan. All interested parties will be contacted for their input into the development and review of the MPO's LRTP, TIP, and PPP. In addition, the MPO will on an annual basis request (via letter) that interested parties share their issues, concerns, and priorities for the regional transportation system. Comments will be gathered and summarized for presentation to the Executive Board as part of the MPO's Annual Public Meeting (section 5.4). Such input will be invaluable in determining regional transportation issues and priorities.

4.2 Consultation with Federal, State, and Local Agencies

SAFETEA-LU requires the MPO to allow other federal, state, and local agencies to review and comment on major MPO products. Using techniques identified in section 2.0 of this plan (Public Participation Techniques), the MPO will reach out to regional agencies such as the Cumberland Region Tomorrow, Mid Cumberland Human Resource Agency, and Nashville Civic Design Center and other local government agencies and non-profits that receive federal funding from those US departments other than the U.S. DOT for transportation related functions (other than emergency assistance). The MPO also will consult with federal agencies including the Environmental Protection Agency, US Corp. of Engineers,

Bureau of Land Management, and others covered under 23 USC Section 204. Agencies wishing to be removed from the consultation list will be required to send written notice to the MPO with a request to be excluded. Those letters will be kept by the MPO for documentation.

On a continuing basis, the MPO will actively coordinate its planning efforts and public involvement activities with agencies and officials responsible for planning within the metropolitan planning area (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements). Coordination will be achieved through a variety of forums including staff involvement in:

- MPO Executive Board meetings,
- MPO Technical Coordinating Committee meetings,
- Ad hoc plan / study committee meetings,
- Chambers of commerce committee meetings,
- Public transit authority board and committee meetings,
- Local government planning forums and workshops,
- TDOT and other state agency planning forums and workshops, and
- Regional Planning Organization board and committee meetings.

TDOT CONSULTATION PROCEDURE

On March 1, 2007 the Tennessee Department of Transportation (TDOT), on behalf of all MPOs in Tennessee, provided a letter to all state and federal agencies responsible for land management, natural and historic resources, and other functions which relate to planning and/or transportation planning. Appendix G contains a copy of this letter and a listing of those agencies contacted.

The MPO will utilize material obtained from these agencies through this process as well as other material which may be obtained directly by the MPO from these agencies in the development of MPO plans and programs. The MPO will compare proposed transportation improvements to these agency's plans, maps, inventories, etc. to assess potential environmental impacts. The conclusions of this analysis will be included in the draft LRTP document, to be circulated to the public and each respective agency for a specified number of days prior to adoption (as outlined in Section 6.2). When the MPO develops its TIP the findings of this analysis will also be reported in the TIP and circulated to the public and each respective agency for a specified number of days prior to adoption (as outlined in Section 6.3).

5.0 General Public Participation Guidelines

5.1 Open Public Meeting Act

- B. All sessions of every meeting of the Executive Board, Subcommittees of the Executive Board and the Technical Coordinating Committee shall be open to the public pursuant to the Tennessee Open Public Meetings Act, T.C.A. Section 8-44-101, et seq.
- C. After notifying the general public, including traditionally underserved populations, the public shall be afforded the opportunity to comment on current agenda items at the end of every meeting of the Executive Board. The chair of the Executive Board shall determine the time to be allotted to each speaker. For those who choose not to speak or are limited by disability, language or other barrier to speaking, or for those who are not able to attend an Executive Board meeting, comments may be submitted to the MPO staff for consideration during the Executive Board meeting. These comments may be translated into English if necessary by the translation services contract held by the Metropolitan Government of Nashville and Davidson County. Comments received prior to the

meeting should be submitted by letter, email, fax or other written format to be provided to the MPO Executive Board.

5.2 Official Notices

- A. All notices of meetings, public hearings, and public comment periods for regional plans and programs shall be published in the Daily News Journal (Murfreesboro), Tennessean (Nashville region) the News-Examiner (Gallatin), the Lebanon Democrat, the Tennessee Tribune (African-American Community) and El Crucero (Hispanic Community). All notices for subregional plans and programs funded by the MPO shall be made in the newspaper of greatest circulation in the study area.
- B. The MPO Director shall mail all notices of meetings, public hearings, and public comment periods for regional plans and programs to all other registered news media (Appendix C). In addition, in an effort to reach out to individuals that are traditionally under represented in the planning process, the MPO will also send notices to organizations listed in Appendix D, which represents an initial listing of organizations, associations, and agencies throughout the region which serve the needs of such individuals. The MPO through its planning process and planning activities will work to expand this list over time to ensure greater awareness of the MPO and MPO planning activities.
- C. The MPO Director shall publicize meetings of the MPO Executive Board and Technical Coordinating Committee throughout the region in areas identified in subsections A and B above. The annual schedule shall be published in all the registered media after the Executive Board and Technical Coordinating Committee has approved it at their November meetings.
- D. Unless otherwise provided in this plan, all notices shall be published and press releases mailed a minimum of seven (7) days prior to the meeting. If a special meeting is called, the notice shall be published a minimum of three (3) days prior to the meeting.
- E. The official notice and press releases shall note the day, time, and location of the meeting, and as required by other sections of this plan, the topic(s) of the meeting. Contact information will be provided so that any person with questions about the notice or questions or concerns about attending the meeting or commenting on the meeting can be addressed.

5.3 Public Hearings

- A. All MPO transportation work programs, plans, studies and programming documents funded in whole or in part with federal funds shall provide the opportunity for public review and comment during the term of the study and prior to adoption by the local jurisdiction or the MPO. Regional studies or documents shall have two public hearings before the MPO Executive Board prior to adoption (section 6.0) Notice of all public hearings shall be published at least seven (7) days prior to the public hearing date unless otherwise noted. Notification will follow the procedure outlined above in section 5.2.
- B. Studies and plans having less than regional significance shall have opportunities for public input before adoption. The level of public input shall be determined by the MPO jurisdiction for which the study/plan is being undertaken. Notice of all public hearings shall be published at least seven (7) days prior to the public hearing unless mandated otherwise by local or state legislation. Notification will follow the procedure outlined above in section 5.2.
- C. The requirements of the Public Participation Plan will be incorporated into consultant contracts and interlocal agreements.
- D. The local government may conduct a public hearing on a transportation issue. If the government conducts a public hearing on a matter that is generally local in nature, a public hearing is not required

by the MPO. The local jurisdiction must provide the MPO with the written record of the hearing and evidence of advertisement.

5.4 Annual Public Meeting

The Executive Board shall hold an annual public meeting for the purpose of receiving public comments pertaining to all its plans, programs, and projects to be placed in the Transportation Improvement Program. As part of this meeting the MPO will present the annual listing of obligated projects from the previous program year (as required under 23 CFR Parts 450 and 500 § 450.332) which will later be made available on the MPO's website.

- A. The date for this meeting shall be established in a meeting schedule adopted by the Executive Board at its November meeting.
- B. This meeting shall be advertised a minimum of thirty (30) days prior to the meeting date in newspapers listed in Section 2 and also on the MPO website (<http://www.nashvillempo.org>). Notification will follow the procedure outlined above in section 5.2.

5.5 Availability of Plans and Documents

- A. Copies of all MPO plans and program documents will be made available on the MPO's website (<http://www.nashvillempo.org>) and will be available at a single location in each MPO county. This includes the Public Participation Plan, Unified Planning Work Program, Transportation Improvement Program, Long-Range Transportation Plan and all studies funded wholly or in part by funds under MPO control (studies funded either under the Unified Planning Work Program or Transportation Improvement Program). MPO staff shall obtain copies of the State Transportation Improvement Program and State Transportation Plan and distribute them to these central locations. Contact information for the MPO will be provided on each document. Any person with sight, reading or language barriers can contact the MPO who will make provisions to overcome these barriers. The assistance of the library staff may be helpful.
- B. A main library (either city or county) in each county shall be the designated location for access to all MPO transportation planning and programming documents. If arrangements cannot be made with a centrally located library, the county planning commission office shall maintain copies of these documents for public access.
- C. All studies funded by the MPO, either by Metropolitan Planning Organization technical staff or by third party consultants shall provide the MPO Director with sufficient copies of the study or final report to provide a copy to each designated library in the MPO region.

6.0 Plan Specific Guidelines

6.1 Public Participation Plan

- A. The Public Participation Plan (PPP) shall be assessed periodically based on changes in local, state, or federal legislation, in response to periodic evaluations of the effectiveness of public participation techniques (section 2.0) that are used by the MPO.
- B. Following the adoption of an update to the LRTP, an assessment shall be made of the types of public participation techniques that were used, especially public input meetings and public hearings. This evaluation may be in the form of a survey.
- C. The PPP shall be assessed and updated regularly, following the schedule of the LRTP update. The evaluation tools will come from the matrix shown in Appendix A. The MPO will use survey techniques and statistical analysis to evaluate the effectiveness of the tools used during the latest LRTP update. This will be done to refine those tools that were effective and to revise and/or replace

those that were found to be ineffective. Additionally, if substantial changes occur regarding local, state, or federal legislation, the PPP shall be evaluated for compliance with the new legislation.

- D. When an update to the PPP is made, the public participation process shall follow that of the TIP (section 6.3) with the exception that the public review period shall be forty-five (45) days and relevant state and federal agencies shall be informed and provided with an opportunity to comment.
- E. The MPO will consult with interested parties in the development of the PPP. Interested parties include those individuals, associations, organizations, agencies, and/or businesses that are included in the MPO contact list or that have been identified as representing some interest in the transportation system or transportation disadvantaged populations (sections 3.0, 4.0, and Appendix D). The MPO will send a letter to those parties informing them of the purpose for, and process to update the PPP. Interested parties will be asked to identify their preferred methods of participation and information sharing with the MPO. MPO contacts also will be given an opportunity to indicate their interest in receiving periodic updates about particular MPO products, or elements of the MPO planning process. All parties will be given instruction on how to access and comment on the draft PPP (Appendix I)..

6.2 Long-Range Transportation Plan

- A. At the Annual Public Meeting the Executive Board shall review the planning assumptions and development process for the Long-Range Transportation Plan (LRTP) and obtain comments from the public on the validity of the LRTP. Any person desiring to attend the meeting and make a comment, and who needs special consideration such as a sign-language interpreter, can contact the MPO beforehand, at the number listed on the published notice, to work with the MPO to make special accommodations. Comments may also be provided to the MPO staff prior to the Annual Public Meeting. These comments may be in the form of a letter, email, fax or comment box submitted on the MPO website.
- B. Public review and comment opportunities shall be provided when the plan is in development, originally adopted, or amended. The MPO will determine the appropriate mix of public participation techniques (identified in section 2.0) as part of the early development of the LRTP. Public outreach and involvement efforts will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in section 5.2 of this plan.
- C. The Technical Coordinating Committee (TCC) shall guide the preparation of the LRTP for the MPO.
- D. The TCC shall review and endorse the draft LRTP for consideration by the Executive Board. The Executive Board shall then review, amend if necessary, and concur with the draft LRTP for public review and comment.
- E. After concurrence by the Executive Board, the MPO Director shall publish the draft LRTP and place copies in public libraries in the region (Appendix B). These copies must be distributed to the libraries a minimum of thirty (30) days prior to final consideration by the Executive Board. Additionally, an electronic version of the draft will be placed on the MPO's website.
- F. An official notice stating that the Executive Board has endorsed a draft LRTP for public review and comment shall be placed in the newspapers listed in Appendix C. The notice shall invite the public to review and comment on the draft LRTP. The notice shall specify the date, time, and location of the public hearings and public input meetings. The public hearings shall be held before the Executive Board, and one public meeting will be held in each of the MPO counties. Similar press releases shall be furnished to all news organizations registered with the MPO Director. Special efforts shall be made to provide information on the LRTP to media and organizations which serve the low-income, minority populations and other traditionally-underserved populations in the region. The notice and press release shall be published/mailed a minimum of thirty (30) days prior to the meeting date where the LRTP will be considered by the Executive Board.

- G. Public meetings to explain the plan and obtain comments and public input will be held during the 30-day review period. These meetings will be conducted by the MPO Director. One meeting will be held in each county of the Nashville Area Metropolitan Planning Organization. These meetings will be advertised as provided in paragraph F above.
- H. The Executive Board shall hold two public hearings during the public review period. The first hearing should be held by the TCC during the review process. Comments received at the first public hearing shall be provided to the Executive Board prior to the second public hearing. The second and final public hearing should occur at the end of the 30-day review period. At the public hearings before the Executive Board, the MPO Director shall report all comments received at the meetings held in each county and from all other sources prior to the meeting.
- I. The public shall be given the opportunity to provide comment at the public hearings and public meetings. The Executive Board may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, may contact the MPO beforehand at the number listed on the published notice to work with the MPO to make special accommodations.
- J. In the event the Board determines there are significant unresolved comments on the LRTP it may defer the adoption of the plan until a subsequent meeting. MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft plan. Should those amendments be significant, or if the final plan differs significantly from the draft presented to the public, an additional 30-day review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final.
- K. The Executive Board must close the final public hearing prior to a Board vote on the LRTP.
- L. Amendments to the LRTP must follow the same process and procedure with the exception that the public meetings are not required in each county (Paragraph G. above). The MPO has adopted LRTP Adjustment Procedures which allows for very specific changes to the LRTP. Appendix E provides the process and procedures for such adjustments.
- M. Opportunities for general public input are not limited to those contained in this section. Given the significance of the LRTP, other public participation techniques may be employed to increase awareness and to provide ample opportunities for public participation (section 2.0).
- N. The MPO will ensure that the development of the LRTP follows procedures for consultation with interested parties including other local, federal and state agencies and non-profit or private organizations that receive assistance under title 49 USC Chapter 53 or other federal funding for non-emergency transportation services from sources other than the US DOT (section 4.0).

6.3 Transportation Improvement Program

- A. Public review and comment opportunities shall be provided when the Transportation Improvement Program (TIP) is being developed, originally adopted, or amended. The MPO will determine the appropriate mix of public participation techniques (identified in section 2.0) as part of the early development of the TIP. Public outreach and involvement efforts will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in section 5.2 of this plan.
- B. The MPO Executive Board will allow the public to suggest eligible transportation projects for inclusion in the TIP at each Annual Public Meeting.
- C. The MPO Director and the Technical Coordinating Committee (TCC) shall review the input from the Executive Board public meeting, input from the state, and input from the local MPO member jurisdictions in the creation of the TIP and the accompanying Air Quality Conformity Determination.

- D. The TCC shall review and endorse the draft TIP for consideration by the Executive Board. The Executive Board shall then review, amend if necessary and concur with the draft TIP for public review and comment.
- E. After concurrence by the Executive Board of the draft TIP, the MPO Director shall publish the program and place copies in public libraries in the region (Appendix B). These copies must be distributed to the libraries a minimum of twenty-one (21) days prior to final consideration and adoption by the Executive Board. Additionally, an electronic version of the draft will be placed on the MPO's website.
- F. A notice stating that the Executive Board has endorsed a draft TIP for public review and comment shall be placed in the notice newspapers listed in Appendix B. The notice shall specify the dates, times and location of forthcoming public hearings. Similar press releases shall be furnished to all news organizations registered with the MPO Director. Special efforts shall be made to provide information on the TIP to media and organizations serving the low-income, minority populations and other traditionally-underserved populations in the region. This notice and press release shall be published/mailed a minimum of twenty-one (21) days prior to the meeting at which the TIP will be considered by the Executive Board.
- G. A public hearing shall be held by the TCC following the Executive Board's endorsement of the draft TIP. Comments received at this public hearing shall be provided to the Executive Board prior to the final public hearing.
- H. A final public hearing shall be held by the Executive Board prior to voting on the Transportation Improvement Program.
- I. At the public meetings the MPO Director shall report to the Board all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment sheet submitted on the MPO website.
- J. The public shall be afforded the opportunity for comment at the public meetings. The Executive Board may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, can contact the MPO beforehand at the number listed on the published notice to work with the MPO to make special accommodations.
- K. In the event the Board determines there are significant unresolved comments on the TIP, it may defer the program until a subsequent meeting. MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft program. Should those amendments be significant, or if the final TIP differs significantly from the draft presented to the public, an additional 21-day review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final TIP.
- L. The Executive Board must close the final public hearing prior to a Board vote on the TIP.
- M. Major amendments to the TIP (those that involve the addition or deletion of projects) must follow the same process and procedure as provided in Paragraphs C-I above. Minor amendments, those that involve a change in funding source, amount or timing, do not require a public input process and shall be administered through the MPO's approved TIP Adjustment Process and Procedures (Appendix F).
- N. The MPO will ensure that the development of the TIP follows the procedures for consultation with interested parties including other local, federal and state agencies and non-profit or private organizations that receive assistance under title 49 USC Chapter 53 or other federal funding for non-emergency transportation services from sources other than the US DOT. (section 4.0).

6.4 Air Quality Conformity Determination

- A. If conformity determination is concurrent with the development of the LRTP, the public participation process shall follow that of the LRTP (section 6.3).
- B. If conformity determination is warranted at any other time, the public participation process shall follow that of the TIP (section 6.3) with the exception that the public review period shall be thirty (30) days.

6.5 Unified Planning Work Program (UPWP)

- A. Public review and comment opportunities shall be provided when the Unified Planning Work Program is being developed, originally adopted, or amended. The MPO will determine the appropriate mix of public participation techniques (identified in section 2.0) as part of the early development of the UPWP. Public review and comment periods will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in section 5.2 of this plan.
- B. Staff shall prepare and the Technical Coordinating Committee (TCC) shall recommend the Unified Planning Work Program (UPWP) for public review and comment. A notice to that effect shall be placed in the notice newspapers listed in Section 2, subsections A & B.
- C. The notice shall state that copies of the draft UPWP, as endorsed by the TCC, are available in public libraries throughout the region for public review and comment. The notice shall specify the dates, times, and location of forthcoming public hearings. Press releases shall also be furnished to all other news organizations registered with the MPO Director. Special efforts shall be made to provide information on the UPWP to media and organizations serving the low-income, minority and other traditionally-underserved populations in the region.
- D. The notice and press release shall be published/mailed a minimum of seven (7) days prior to the next scheduled TCC meeting at which time a public hearing shall be held. Comments received at this public hearing shall be provided to the Executive Board prior to the second public hearing. Copies of the draft shall also be distributed to area libraries a minimum of seven (7) days prior to this meeting.
- E. A second public hearing shall be held by the Executive Board prior to voting on the UPWP.
- F. At each public hearing the MPO Director shall report to the Board all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment box submitted on the MPO website.
- G. The public shall be given the opportunity for comment at each public hearing. The Executive Board may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, can contact the MPO beforehand at the number listed on the published notice to request special accommodations.
- H. In the event the Board determines there are significant unresolved comments on the UPWP, it may defer the program until a subsequent meeting. MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft program. Should those amendments be significant, or if the final UPWP differs significantly from the draft presented to the public, an additional 7-day review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final UPWP.
- I. The Executive Board must close the final public hearing prior to a vote on the UPWP.
- J. Amendments to the UPWP (those that involve the addition or deletion of funds alter the scope of work tasks or add/delete a work task) must follow the same process and procedure outlined above with the exception that only one (1) public hearing shall be conducted. The public hearing shall be

held by the Executive Board prior to voting on the UPWP. Adjustments, changes that do not involve a change in scope and/or adjustment funding amounts by no more than 15%, do not require a public input process.

- K. All tasks and studies in the work program shall be designed to allow the public reasonable opportunity for input as the study progresses. The project's scope of work shall outline the public input process used for the task. For planning efforts such as sub-area or corridor studies, bikeway and pedestrian plans, and corridor studies, a minimum of two (2) public meetings shall be held.

Appendix A. Public Involvement Tool Evaluation Matrix



PUBLIC INVOLVEMENT TOOL EVALUATION MATRIX

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Public Participation Plan	No Formal Criteria. Should be updated to reflect regional goals	N/A	Update every four (4) years after the LRTP is adopted. Evaluate successes and needed improvement
MPO Web Site	Number of hits	100 hits per quarter. 150 hits during adoption of TIP and 250 during LRTP update	Use other techniques to increase awareness of the Web Site
MPO Master Database	Number of returned items	Maximum of 2% returned	Correct Immediately. No second mailings/e-mail to any returned item
	Updated to include all attendees at public meetings and committee meetings	Database updated within 2 weeks of last meeting	Consider hiring outside firm to cull list
Legal Advertisements	N/A	N/A	N/A
Display Ads	Calls, letters, other correspondence. Attendance at meeting	Minimum of 20% of attendees at meeting indicate they saw Ad	Evaluate Ad and or Ad placement
Project Specific Newsletter or Pamphlets	Calls, letters, other correspondence. Attendance at meeting	Minimum of 20% of attendees at meeting indicate they read newsletter or pamphlet	Increase/Decrease distribution to reflect effectiveness of latest round
Press Releases	Calls, letters, other correspondence. Attendance at meeting	No standard evaluation measure	Review the times the items has been mentioned. Request information from media as to how to improve

PUBLIC INVOLVEMENT TOOL EVALUATION MATRIX

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
Project Specific Web Site(s)	Calls, letters, other correspondence. Attendance at meeting. Number of hits	Minimum of 25 hits per month with increases of 10% after each round of public meetings	Use other techniques to increase awareness of the Web Site(s)
Small Group Meetings	Request evaluation after meeting regarding relevance to the group	Meet the expectation of group	MPO Staff or consultant personnel should be capable of fulfilling requests for meetings, especially during the periods leading up to the adoption of the LRTP and TIP.
MPO Logo (Branding)	At all meetings, question audience on recognition of logo	25% Recognition	Use other techniques to increase awareness of the logo. Consider changes
Public Hearings	Number of Attendees	Range of attendees geography and impactedness	Schedule at more convenient times and/or places
Comment Forms	Responses from attendees	67% of attendees fill out. 55% at meeting	Ask attendees who are leaving why they did not fill out. Use answers to better design future comment forms
Surveys	Number of responses	20% response rate from mailed surveys. 40% of surveys distributed at meetings	Review surveys to determine time needed to fill out. Determine importance of all questions and reduce to absolutely necessary
Government Media Outlets(TV Radio, press)	Number of Attendees at meeting who learned from this tool	Ten (10) percent of attendees answer positively	Provide information to Government media in time for

Appendix B. Public Library List

NASHVILLE-DAVIDSON COUNTY

Bellevue
Ben West (Main)
Bordeaux
Donelson
East
Edgehill
Goodlettsville
Green Hills
Hadley Park
Inglewood
Looby
Madison
North
Old Hickory
Pruitt
Richland Park
Southeast
Thompson Lane
Watkins Park

Bethesda Public Library (Thompson Station)
Spring Hill Public Library

WILSON COUNTY

Harvey Freeman (Mt. Juliet)
Lebanon-Wilson County
Watertown Library

ROBERTSON COUNTY

Springfield Public Library

RUTHERFORD COUNTY

Eagleville Bicentennial
LaVergne Public Library
Linebaugh (Murfreesboro)
Smyrna Public Library

SUMNER COUNTY

Edward Ward Carmack – Sumner County
The Martin Curtis – Hendersonville
Elmer Hinton Memorial – Portland
Westmoreland Public Library
White House Inn Library

WILLIAMSON COUNTY

Brentwood Library
Williamson County Public Library
Liepers Fork Public Library
Nolensville Public Library
Fairview Public Library

Appendix C. Registered News Media

NEWSPAPERS WHERE ALLOFFICIAL NOTICES WILL APPEAR

The Daily News Journal (Murfreesboro)
The News Examiner (Gallatin)
The Tennessean (Nashville-Davidson County)
The Lebanon Democrat
Tennessee Tribune
El Crucero

OTHER NEWS MEDIA THAT WILL SUPPLEMENT ABOVE, WHERE APPROPRIATE

Nashville City Paper
Robertson A.M.
Hendersonville Star News
Franklin Review Appeal
Rutherford A.M.
Williamson A.M.
El Campana
El Noticia

RADIO

WKRN (Nashville)
WNLV
WHEW
WKDA

TELEVISION

WSMV (Nashville)
Government Access Channel (Channel 3)
Channel 8

Appendix D. Underserved Community Contacts

Public Housing Authorities

Franklin Housing Authority
100 Spring Street
Franklin, TN 37065
(615) 794-1247

Lebanon Housing Authority
49 Lake Drive
Lebanon, TN 37088
(615) 444-1872

Portland Housing Authority
107 Potts Avenue
Portland, TN 37148
(615) 325-4559

Murfreesboro Housing Authority
415 North Maple Street
Murfreesboro, TN 37130
(615) 893-9414

Metro Development & Housing Agency
701 S 6th Street
Nashville, TN 37206
(615) 252-8400

Gallatin Housing Authority
401 N Boyers Avenue
Gallatin, TN 37066
(615) 452-1661

Springfield Housing Authority
808 Rose Hill Circle
Springfield, TN 37172
(615) 384-4591

Tennessee Housing Development
Agency
1160 Gallatin Rd., Suite 102
Madison, TN 37115
(615) 253-3888

Senior Centers

Robertson County Senior Citizens
Center
601 South Locust Street
Springfield, TN 37172-2824
(615) 384-6367

Donelson Station Senior Center
108 Donelson Pike
Nashville, TN 37214-2902
(615) 883-8375

J. B. Knowles Center
174 Rains Avenue
Nashville, TN 37203-5319
(615) 743-3400

Saint Clair Street Senior Center
325 Saint Clair Street
Murfreesboro, TN 37130-2848
(615) 848-2550

Ruth P. Carter Center for Senior Adults
200 East Franklin Street
Gallatin, TN 37066-2951
(615) 451-1531

Senior Citizens of Hendersonville
223 Campus Drive
PO Box 2414
Hendersonville, TN 37077-2414
(615) 822-8758

College Grove Senior Citizens Center
8607 Henry Horton Highway
PO Box 223
College Grove, TN 37046-0223
(615) 368-7093

Lebanon Senior Citizens Center
670 Coles Ferry Pike
PO Box 712
Lebanon, TN 37088-0712

(615) 449-4600

Mount Juliet/West Wilson County Senior
Citizens Center
City Hall Building
2034 North Mount Juliet Road
Mount Juliet, TN 37122-3357
(615) 758-9114

Martha O'Bryan Center
711 South 7th Street
Nashville, TN 37206-3895
(615) 254-1791

Madison Station Senior Center
301 Madison Street
Madison, TN 37115-3666
(615) 860-7180

Senior Renaissance Center
Cohn Adult Learning Center
4805 Park Avenue
Nashville, TN 37209-3436
(615) 269-4565

White House Citizens in Action
105 College Street
PO Box 69
White House, TN 37188-0069
(615) 672-5974

Bethesda Senior Citizens Center
4905 Bethesda Road
Thompsons Station, TN 37179-9231
(615) 791-5679

J. L. Clay Senior Citizens Center
420 Bridge Street
Franklin, TN 37064-2612
(615) 794-7853

Hadley Park Resource Center
1029 28th Avenue North
Nashville, TN 37208-2809
(615) 320-5833

Other Organizations & Agencies

Boys & Girls Clubs of Middle Tennessee
PO Box 110268
Nashville TN 37222

Boys & Girls Club of Rutherford County
820 Jones Blvd.
Murfreesboro, TN 37129
(615) 890-2582

United Way of Williamson County
PO Box 186
Franklin, TN 37065-0186
(615) 771-2312

United Way of Sumner County
103 Hazel Path Court, Suite 5
Hendersonville, TN 37075
(615) 826-2977

United Way of Wilson County
PO Box 3541
Lebanon, TN 37088-3541
(615) 443-1871

United Way of Rutherford County
P O Box 330056
Murfreesboro, TN 37133-0056
(615) 893-7303

United Way of Metropolitan Nashville
PO Box 280420
Nashville, TN 37228-0420
(615) 255-8501
United Way of Robertson County
101 5th Avenue West Suite 25
Woodard Hall Building
Springfield, TN 37172
(615) 384-8160

Urban League of Middle Tennessee
1219 Ninth Ave. North
Nashville, TN 37208
(615) 254-0525

Nashville Area MPO Public Participation Plan

Nashville Program Center
235 Cumberland Bend Drive, Suite 200
NASHVILLE TN 37228-1803
(615) 736-7000, x6132

Nashville's Table
1416 Lebanon Road
Nashville, TN 37210
(615) 224-4564

Mid-Cumberland Human Resource
Agency
1101 Kermit Drive, Suite 300
Nashville, TN 37217
(615) 331-6033

Greater Nashville Area Agency on Aging
& Disability
501 Union Street, 6th Floor
Nashville, TN 37219-1705
(615) 862-8828

Appendix E. Long Range Transportation Plan Adjustment Process

Long Range Transportation Plan Adjustment Process

On June 21, 2006 the MPO Executive Board approved the following Long Range Transportation Plan Adjustment Process & Procedures.

Adjustments to the LRTP may be needed for many factors such as:

- A. Correcting the status of a project from a LRTP Horizon Year project (either a Place Holder or not) to an E+C project or;
- B. Indicating a Place Holder project has completed an approved Tier II Analysis and has developed the same solution as envisioned by the Place Holder or;
- C. Indicating a Place Holder project meets the Tier II exemption of criteria outlined in the amended CMS plan
- D. Other clerical or technical errors that do not affect the fiscal constraint or Air Quality Conformity determination

Each of the above or other cases will have to follow an approved process and procedure, with appropriate documentation for the adjustment, as demonstrated below.

PROCESS, PROCEDURE and DOCUMENTATION

A. Correcting the status of a project from a LRTP project (either a Place Holder or not) to an E+C project

Existing plus Committed projects are defined as projects that have been in an adopted TIP, in which the Construction Phase was funded. E+C projects are tested separately from Horizon Year projects although for air quality conformity determination they are counted in the base case. Projects that have incorrectly been included as a Horizon Year project and are then removed and placed in the E+C category may change the conformity status of the LRTP, if their removal would change travel paths and add or remove VMT.

In order for an adjustment (rather than an AMENDMENT) in this classification the project would need to have the following documentation:

- 1. Page showing the previously adopted TIP, with the Construction phase indicated.
- 2. Page showing the project in the new TIP

3. Documentation of agreement by the Inter Agency Coordination group that the project is NOT likely to have any impact on the Conformity Determination of the LRTP.

The staff of the MPO will inform the TCC and Executive Board of any adjustment made under this classification. No public involvement will be necessary in these cases.

B. Indicating a Place Holder has gone through an approved Tier II Analysis and has developed the same solution as envisioned by the Place Holder

Having a 'Place Holder' project in the LRTP is a method of including potential solutions that have not gone through the full Tier I and Tier II Analysis procedure of the Congestion Management System Plan. After an approved Tier I and II Analysis Report has been completed with the Tier II recommended project being the same as that listed as a Place Holder in the LRTP, it will be an administrative adjustment to remove the Tier II Needed designation (sometimes referred to as the X in the box). This will allow the project to be moved into a TIP, when funding is available. Projects that are recommended from the Tier II Analysis that differed from the 'Place Holder' in the LRTP will require a full amendment to be included in the LRTP

Staff will provide the TCC and Executive Board with the Summary and Recommendation from the Tier II Analysis Report for those projects that will only need an adjustment. A letter signed by the Chair of the Executive Board indicating the change in status for the project will be provided to the project sponsor to be included when requesting federal or state funding

C. Indicating a Place Holder project meets the Tier II exemption of criteria outlined in the amended CMS plan

During the period between adoption of the LRTP and the adoption of a new LRTP, amendments to the CMS Plan and LRTP may be necessary. Where those amendments would change the status a project in the adopted LRTP, the projects so affected would take the status assigned by the amended document as soon as the amended documents are approved by the Executive Board. Notification of any changes in status of projects will be provided to TDOT and FHWA/FTA expeditiously.

This Adjustment Process may be amended, as needed, by the Executive Board upon recommendation from the Technical Coordinating Committee at any regularly scheduled meeting.

Appendix F. Transportation Improvement Plan (TIP) Adjustment Process

Administrative Adjustments can be used to document minor changes to the TIP but must be consistent with the requirements in 23 CFR 450 regarding fiscal constraint and, where applicable, air quality conformity. The following are examples of changes that can be accomplished through the administrative adjustment process:

- Adding a prior phase to a programmed project.
- Moving programmed funds between programmed projects.
- Moving a project from year to year within a TIP period provided that, in air quality non-attainment and maintenance areas, the move does not cross an Air Quality Horizon year.
- Changing a project description/scope if:
 - a) the change does not necessitate revising the NEPA documentation or will not alter the NEPA determination or
 - b) in air quality non-attainment and maintenance areas, the change does not require a new Air Quality conformity finding.

Appendix G. Glossary of Terms and Acronyms

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

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

AVL – Automated Vehicle Locator: A device that makes use of the Global Positioning System (GPS) to enable a business or agency to remotely track the location of its vehicle fleet by using the Internet.

AVO - Average Vehicle Occupancy: The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.

BRT – Bus Rapid Transit: A high speed bus system operated within an exclusive right-of-way. BRT incorporates exclusive transit ways, modern stations, on-board fare collection, high-tech vehicles and frequent service. BRT systems can be built incrementally and designed for vehicles - rather than people - transfer from local bus routes to the high speed lines.

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

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

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

CONST – Construction (phase of a project): The phase of a project after the preliminary environmental and engineering work is completed, where the project is being built and the improvements are prepared for implementation.

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

Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal Transit Administration.

E+C – Existing plus Committed Transportation Network: Also called a No-Build network, this is a test of how a roadway network, consisting of an existing network plus currently funded future roadway projects, could withstand the demand of projected population and employment growth.

EIA – Environmental Impact Assessment: The process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant effects of development proposals prior to major decisions being taken and commitments made. The purpose of the assessment is to ensure that decision-makers consider environmental impacts before deciding whether to proceed with new projects

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

EJ - Environmental Justice: Derived from Title VI of the Civil Rights Act of 1964, and established by Executive Order, EJ requires federally funded plans and programs to assess their impact, either positive or negative, on traditionally underserved (e.g., low-income, minority, etc.) communities or segments of the population. The goal of EJ is to ensure public involvement of low income and minority groups in decision making to prevent disproportionately high and adverse impacts on low income and minority groups, and to ensure that these groups receive equal benefits from transportation improvements.

EPA – U.S. Environmental Protection Agency: is an agency of the federal government of the United States charged with protecting human health and with safeguarding the natural environment: air, water, and land.

Executive Board: A standing committee created for the purpose of serving as spokespersons for the citizens of the metropolitan area and is the designated MPO to prioritize and direct federal transportation funds to local projects. The Board is comprised of elected officials from the cities over 5,000 population and the counties of Nashville-Davidson, Rutherford, Sumner, Williamson and Wilson in the urbanized area. The Executive Board also has representatives from TDOT, representing the Governor. The Board is responsible for creating policies regarding transportation planning issues. The Executive Board meetings are open to the public and where any member of the public can address the MPO on any transportation issue.

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

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

Fiscal Constraint: A requirement, originally of ISTEA, that all plans be financially – constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

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

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

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

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

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

IM – Interstate Maintenance: A funding category created by the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the IM authorizes funding for activities that include the reconstruction of bridges, interchanges, and over crossings along existing Interstate routes, including the acquisition of right-of-way where necessary, but shall not include the construction of new travel lanes other than high occupancy vehicle lanes or auxiliary lanes.

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

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

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

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

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

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

LRT – Light Rail Transit: a particular class of urban and suburban passenger railway that utilizes equipment and infrastructure that is typically less massive than that used for rapid transit systems, with modern light rail vehicles usually running along the system.

LRTP – Long-Range Transportation Plan: A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years. It is fiscally constrained, i.e., a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

MG - Minimum Guarantee: A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.

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

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

MTA – Metropolitan Transit Authority: The public transit agency serving Nashville/Davidson County.

NEPA – National Environmental Policy Act: Passed in 1970, NEPA requires federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

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

NOx – Nitrous Oxide: The third largest greenhouse gas, nitrous oxide also attacks ozone in the stratosphere, aggravating the excess amount of UV light striking the earth's surface.

Obligated Funds: Funds that have been authorized by and committed to legally by a federal agency to pay for the federal share of the project cost.

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

PE – Preliminary Engineering (phase of project): a process to begin developing the design of the facilities and system, to analyze the function and operation of the system, evaluation cost efficiencies and prepare for the final design of the project.

PMS - Pavement Management System: A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing

cost-effective pavement construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; criteria found in 23 CFR 500.021-209.

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

Public Participation: Is an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Public participation offers an open process in which the rights of the community, to be informed to provide comments to the Government and to receive a response from the Government, are met through a full opportunity to be involved and to express needs and goals.

ROW - Right-of-Way: Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

RTA – Regional Transportation Authority: Nine-county regional agency that plans and develops regional transit in the Nashville area.

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

SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users - legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

SIP – State Implementation Plan (for air quality): the regulations and other materials for meeting clean air standards and associated Clean Air Act requirements.

SR – State Route: a roadway owned, financed and maintained by a state.

STA – State gas tax fund: Also called motor fuel excise tax, this is a tax charged by the gallon and collected as consumers pay at the pump. The tax goes primarily towards basic operating costs, highway maintenance contracts, resurfacing, bridges, major reconstruction, new construction, consultant contracts, right-of-way purchases, and to match federal funds.

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

STP – Surface Transportation Program (L-STP or U-STP): A program funded by the National Highway Trust Fund. **L-STP** provides funding to areas of 5,000 to 50,000 in population for improvements on routes functionally classified urban collectors or higher. **U-STP** Provides funding to Census designated urbanized areas over 50,000 in population (e.g. MPO areas based on US Census) for improvements on routes functionally classified urban collectors or higher.

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

TDM – Transportation Demand Management: a method of planning for and implementing transportation improvement in a manner that reduces traffic congestion and pollution by influencing changes in travel behavior.

TDOT – Tennessee Department of Transportation: the transportation planning agency for the state of Tennessee. TDOT manages federal and state funding, often applied in combination with local funding, for transportation projects across the state.

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

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

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

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

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

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

TDOT - Tennessee Department of Transportation: State agency responsible for transportation issues in Tennessee.

UPWP - Unified Planning Work Program: Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

V/C Ratio Volume over Capacity Ratio: This is a roadway performance measure to show how a highway volume compares with a highway's capacity.

VMT - Vehicle Miles Traveled: This is an output of the travel demand model and is a measure of traffic flow over a highway segment. While 1000 vehicles traveling over a mile road and 1 vehicle traveling over 1000 miles are mathematically.

VOC – Volatile Organic Compounds: are organic chemical compounds that have high enough vapor pressures under normal conditions to significantly vaporize and enter the atmosphere. Included among these compounds are dry-cleaning solvents and some constituents of petroleum fuels.

Appendix H. TDOT Coordination Letter

Appendix I. MPO Coordination Letter