

THE CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION



AMENDED PUBLIC PARTICIPATION PLAN

Prepared By:

Clarksville Urbanized Area Metropolitan Planning Organization

In Cooperation with:

Tennessee Department of Transportation,
Kentucky Transportation Cabinet,
Federal Highway Administration,
Federal Transit Administration

Clarksville Department of Transportation (CTS)

Adopted January 27, 2011

ACRONYMS

Intermodal Surface Transportation Equity Act of 1991 (ISTEA)

Transportation Equity Act for the 21st Century (TEA-21)

Safe Accountable Flexible Efficient Transportation Equity Act–Legacy for Users(SAFETEA-LU)

Metropolitan Planning Organizations (MPOs)

Transportation Improvement Programs (TIP)

Unified Planning Work Programs (UPWP)

Metropolitan Transportation Plans (MTP)

Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO)

Public Participation Plan (PPP)

Tennessee Department of Transportation (TDOT) and Kentucky Transportation Cabinet (KYTC)

Technical Coordinating Committee (TCC)

Environmental Justice (EJ)

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**PUBLIC PARTICIPATION PLAN
FOR THE CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

The Intermodal Surface Transportation Equity Act of 1991 (ISTEA), Transportation Equity Act for the 21st Century (TEA-21), and the subsequent Safe Accountable Flexible Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) requires Metropolitan Planning Organizations (MPOs) to provide an enhanced capability for citizens to be involved in the development of, and comment on, proposed Transportation Improvement Programs (TIP), Unified Planning Work Programs (UPWP), Metropolitan Transportation Plans (MTP) and other plans. In addressing the provisions outlined in 23 C.F.R. Part 450 subsections 450.316 (b) (1) and 49 C.F. R. Part 613 subsection 613.100 the Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO) proposes the following processes for public involvement and comment which would fulfill Federal requirements.

Public Participation Plan Procedures

This section describes how the Public Participation Plan (PPP) is developed and will be updated. The PPP is developed by identifying the outreach efforts and techniques that will be used to ensure those officials, agencies, local government, the public, and interested parties are provided an opportunity to provide their input into the planning process. These public participation efforts are coordinated with the Tennessee Department of Transportation (TDOT) and Kentucky Transportation Cabinet (KYTC) for transportation planning public involvement and consultation processes. The different outreach efforts, for each kind of meeting or action on a document, were selected using the appropriate components to help inform and offer the opportunity to participate.

A community profile has been specifically developed to assist the MPO in reaching all interested persons and groups within the MPO Study Area; including but not limited to minorities, low-income, and non-English speaking populations. The PPP will be evaluated yearly to assess its effectiveness. This assessment will include evaluations of comments received from federal, state and local officials along with the input from the MPO staff, civic groups and general public. From this assessment, changes may be made to the PPP. A forty-five (45) day public review period will be required for any update of the PPP. The update will be made through an amendment to the PPP and the public can view the proposed draft at the CUAMPO office - 329 Main Street or via the website, www.cuampo.com. The PPP includes flow diagrams (pgs. 13 – 18) to help visualize the participation processes for each document.

Process and Techniques

This section describes the key components of the PPP that will be followed to keep officials, agencies, local governments, the public and interested parties informed of documents and to allow them opportunities for input. This proactive approach includes the following components and is clarified throughout the document:

1. Public Meetings

Public meetings are held for a variety of reasons, and for this different public outreach are expected. Public meetings will be classified into different levels for identification of amount of public involvement required. The higher the level will result in more public involvement for public meetings. Public meetings will usually be held at the Planning Commission Chambers (329 Main Street). A map of this location can be found on the CUAMPO website, www.cuampo.com. This is an ADA compliant building and on a transit route which is also ADA compliant. The MPO can provide accommodations to those with disabilities. It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFP part 21; No person shall be excluded from participation in or be denied the benefits of, or by subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin. All Technical Coordinating Committee and Executive Board meetings are open to the public pursuant to the Tennessee Open Meetings Act, T.C.A. Section 8-44-101, et seq.

Public input meetings will be held at times and in areas convenient to potentially affected citizens. Convenient time generally means in the evening after typical work hours, but other times will be considered. Most public input meetings will be held in locations with convenient access by transit and bicycle as well as by car. However, in the interest of holding public input meetings throughout the MPO planning area, this will not always be possible. All meetings will be held in locations that are accessible by persons with a disability. At least one meeting in each series will be held in an area with a concentration of environmental justice populations.

Level 3 Public Meetings- These are the regularly scheduled quarterly meetings and/or as needed of the TCC and Executive Board that result in the adoption of resolutions for amendments for the TIP, PPP and/or MTP. The meetings may also include the adoption of resolutions for endorsements of special plans/reports (i.e. Corridor, Air/River ports, Transit, Freight, Bike/Pedestrian etc.) and Emergency amendments.

Level 2 Public Meetings- These are meetings of the TCC and Executive Board which will result in the adoption of the UPWP, TIP and MTP documents.

Level 1 Public Meetings- These are meetings held for public input on the MTP or a meeting of the TCC and Executive Board which will result in the adoption of the Final PPP.

The level of public involvement, by Level of Public Meeting is shown below:

Level 3 Public Meetings- These meetings include:

1. Notification on Website, www.cuampo.com with comment sheets available (Appendix E)
2. Notification at CUAMPO Office with comment sheets available (Appendix E)
3. Paid advertisement in the newspapers listed
4. Documents available at CUAMPO Office and Website

Level 2 Public Meetings-

These meetings include:

1. All requirements included in Level 3 efforts
2. Notification at public places listed (Section 2.1)
3. Notification on CTS busses and at CTS bus station
4. Documents available at Oak Grove City Hall, Hopkinsville City Hall

Level 1 Public Meetings-

These meetings include:

1. All requirements included in Level 2 efforts
2. E-mail/ mail to Stakeholders, Special Interest Groups and EJ listing
3. Documents available at Montgomery County Library and Ft. Campbell Library

And may consist of:

1. Advertisement on Radio stations listed
2. Advertisement on TV stations listed

*Emergency Amendments will only be brought to the Executive Board through a request by TDOT or KYTC. The Emergency Amendments will follow the public participation process for a Level 3 public meeting with the exception that the public review will be for only 3 days instead of the normal 14 day review and only the Tennessee and Kentucky Regional paper will be required to run the Public Notice ad. When the Public Notice can be included within the time frame of the Hispanic and/or minority papers printing, the ad will be placed in these as well.

**Table 1
Meeting Types and Public Involvement Used**

	Public Review	Website	CTS Busses & Station	CUAMPO Office	Newspaper Ad	Public Places/ Flyers	Stakeholder	Special Interest Groups	EJ Database,
MTP Public Input/ Meeting	X	X	X	X	X	X	X	X	X
PPP Adoption	X	X	X	X	X	X	X	X	X
UPWP Adoption	X	X	X	X	X	X			
TIP Public Input	X	X	X	X	X	X	X	X	
TIP Adoption	X	X	X	X	X	X			
MTP Adoption	X	X	X	X	X	X			
TIP Amendments *	X	X	X	X	X				
Endorsements	X	X	X	X	X				

Special Plans/ Reports/ Obligated Proj List	X	X	X	X	X				
Emergency Amendments to all MPO Documents	X	X	X	X	X				

*** Amendment Process**

An amendment is a major change in the approved TIP. It is defined as follows:

- Adding previously un programmed funds for a new project or deleting a project or
- Changing the project scope to where it is inconsistent with the NEPA documentation or will change the NEPA determination, or affects the approved Air Quality conformity finding or
- Any change requiring a new regional Air Quality conformity finding or
- A greater than 30% cost for TDOT projects increase in a phase of a project listed in the current TIP
- Any phase cost that require re-demonstration of fiscal constraint for KYTC projects or
- May be made at any time during the life of the TIP and requires either FHWA or FTA approval, requires Level 3 public involvement procedures and must be fiscally constraint.

Administrative Modification (Adjustment) Process

An adjustment is a minor change in the approved TIP. It is defined as follows:

- Changing the project description that does not change the Air Quality conformity finding or not change the project scope or
- Shifting programmed funds between projects (sources and projects already in TIP) and/or does not require re-demonstration of fiscal constraint or
- Moving programmed projects from year to year within an approved TIP, except those that cross Air Quality horizon years or
- A change not meeting the definition of an amendment that does not add or delete a project from the TIP or
- Adding a prior phase (i.e. environmental or location study, preliminary engineering or right-of-way to a project in the TIP,
- Does receive federal review thru the IAC but does not require a public involvement process.

The Administrative Modification (Adjustment) Process will be worked and completed by the MPO staff. The staff will inform the Technical Coordinating Committee (TCC) and the Executive Board of any adjustments made. There will be no public involvement required for administrative modifications (Adjustments).

2. Notification for Meetings

Public notification of the meetings and actions on documents is critical to the success of the public involvement efforts. Flyers will be utilized for notification of meeting(s) in an effort to provide opportunities to comment on documents at least 14 days for the UPWP and Special Reports and Studies, 30 days for the TIP and MTP, and 45 days for the PPP. Flyers can help reach a larger audience that cannot be reached using e-mails, list servers, and other means. Flyers will be used to announce meetings. The flyers will be distributed for display in public places (See 2.1.). For all meetings that pertain to the adoption of the TIP, MTP and PPP flyers will be posted at additional public places (See 3.1.) in both English and Spanish. Special interest groups, when notified of the public review period and meetings for the TIP, MTP or PPP adoption, will be made aware that the MPO will send additional flyers to be displayed if requested. The meeting

flyer will generally contain a brief description of the purpose of the public review, the meeting(s), the time(s) and location(s), and contact information and the website address, www.cuampo.com where additional information can be obtained.

2.1. General Public Places

All documents will be available at the MPO office (329 Main Street) and on the CUAMPO website, www.cuampo.com. Public notification will be in the form of flyers posted at the public places listed below:

List of General Public Places for Flyers:

- Montgomery County Library
- Montgomery County Court House
- Clarksville Chamber of Commerce
- City of Oak Grove City Hall
- City of Hopkinsville City Hall
- Ft. Campbell Library
- Clarksville Department of Electricity
- CUAMPO Office

2.2. General Media

The local news media (print and live) may be approached to help disseminate information about projects and upcoming meeting(s). The media outreach may include press conferences, as well as briefings of local newspaper editorial boards, legal notices, and participation in broadcast news or talk programs. The media outreach will include paid advertisements in the newspapers listed below:

List of Newspapers

- Clarksville Leaf Chronicle Newspaper
- KY New Era Newspaper
- El Crucero Newspaper (Hispanic paper)
- Ft. Campbell Courier (Ft. Campbell paper)
- The Eagle Post (Oak Grove, KY paper)

List of TV and Radio Stations

- Television (Public Access, Austin Peay State University)
- 5 Star Media
- Radio (Austin Peay State University, Fort Campbell)

3. Environmental Justice (EJ) Populations

Public notification of the meetings, actions on documents, and public input is critical to the success of the public involvement efforts. The CUAMPO mails hundreds of notices to churches and businesses (i.e. daycares, groceries, laundromats and dry cleaners) in an effort to reach these populations. Community leaders or representatives of these groups receive

direct mail outs on the opportunity to participate. The notices in English and Spanish state upcoming meetings and the availability to comment on documents such as the Draft Public Participation Plan. A translation service can be provided at the CUAMPO office if needed to accommodate non-English speaking populations. Public meetings are held at CUAMPO office, library or community centers which are convenient to these populations in terms of walk/bike ability and along transit routes. Anyone can be added to the direct mailing list by simple request. The MPO staff will meet and make presentations to organizations that represent these segments of the population as requested.

3.1. EJ Public Places

All documents will be available at the MPO office (329 Main Street) and on the CUAMPO website, www.cuampo.com. In addition to outreach efforts mentioned in 2.1., the CUAMPO has taken extra measures by posting flyers to seek the participation of Environmental Justice populations. These locations were identified to reach the minority, low-income, disabled, and limited English proficiency populations. The notices will include the ADA and Title VI clauses, and they will also be written in Spanish. Public notification will be in the form of flyers posted at the additional public places listed below :List of Public Places specifically used to reach Environmental Justice populations*

- CTS buses and station
- Austin Peay Hispanic Student Center
- City of Clarksville Housing Authority
- Montgomery County Human Services
- City of Clarksville Community Centers
- Montgomery County Community Centers

3.2. EJ Media

Use of the media is essential to notify the public about upcoming meetings, actions on documents, and how to provide public input. In addition to outreach efforts mentioned in 2.2., The CUAMPO has taken extra measures to seek the participation of Environmental Justice populations including the following:

- a. The notices published in newspapers have an ADA clause, “In accordance with the “Americans with Disabilities Act”, if you have a disability, for which the MPO needs to provide accommodations, please notify us of your requirements. This request does not have to be in writing.”
- b. The notices published in newspapers also have a Title VI clause, “It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFP part 21; No person shall be excluded from participation in or be denied the benefits of, or by subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin.”
- c. Notices are published in the El Crucero, in Spanish, and are delivered to Hispanic businesses in said neighborhoods.
- d. Notices in the Ft. Campbell Courier and The Eagle Post newspapers are easily accessible to high concentrations of EJ populations.

The media outreach used to seek EJ participation will include paid advertisements in the newspapers listed below: List of Newspapers

- El Crucero
- Fort Campbell Courier Newspaper
- The Eagle Post

3.3. EJ Database of Names

The assembly of a database of names and addresses of social and civic groups, neighborhood and community associations, and interested individuals will assist in the effort to obtain public input into the PPP and the MTP (Level 1 Public Meetings). The electronic list of names will serve as a mailing list for notification of meetings.

A community profile has been specifically developed to assist the MPO in reaching all interested persons and groups within the MPO Study Area; including but not limited to minorities, low-income, and limited English speaking populations. The community profile was taken from CUAMPO's Environmental Justice (EJ) Analysis and contributed to the creation of the EJ Database. To supplement the database, members of the public will be asked if they would like to be included on a mailing list as a part of comment forms dispensed and collected at public meetings. Mailing and e-mail addresses will be requested. E-mail messages and U.S. Postal Service will be utilized to notify these individuals and groups of meetings, in addition to the notices that are distributed to the local media and public places. The notices will include an ADA and Title VI clauses, and they will also be written in Spanish, if sent to limited English speaking populations.

4. Special Interest Groups

- The CUAMPO provided notice of 2007 public review meetings held on the draft MTP and the draft TIP. The Special Interest Groups were identified by reviewing the mail list against telephone directories, the internet and rosters of service organizations and other means of identifying advocacy groups. Notice was provided to known interested parties:
 - Private providers of freight transportation services
 - Private providers of transportation services
 - Bicycle and Walking Clubs
 - Disabled
 - Minority Agencies/Groups

The MPO did consult with special interest groups in the development of the public participation plan (PPP). At the beginning of the process of developing the draft PPP in 2007, a notice was sent via mail or e-mail to the MPO's lists of contacts of special interest groups. The notice asked for their input, via English and Spanish survey (Appendix A), how best to inform them about the MPO's transportation planning and programming activities and include them in the process. Special interest groups were also invited to meet with staff at the MPO office and/or provide staff with oral or written comments to resolve any issues. A summary of the public participation surveys was prepared, including those whom sent in surveys and comments or made suggestions (Appendix B). These comments and any other comments received were considered in development of the 2007 draft PPP.

The amendment to the PPP was advertised for public review from September 10, 2010 to October 25, 2010. The survey (Appendix A) was sent to the special interest group for their input. The letter and results of the survey are in (Appendix B).

5. Consultation with Federal, State, Local Agencies (Stakeholders)

In developing the MTP, PPP and TIP the MPO consults with stakeholders, which consist of local and regional planning agencies, transit operators, state and federal agencies This consultation includes, as appropriate, contacts with regional and local agencies that are potentially affected by a transportation project and/or responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation. These groups are identified by reviewing the mail list against telephone directories, the internet, and rosters of service organizations and other means to identify advocacy groups. They are listed in Appendix C. They are notified, via email or mail, that an electronic copy of the draft document being developed (MTP, PPP, TIP) is available for their review and input during the federal 30 day review.

An increased emphasis is placed on consultation with resource agencies responsible for natural resource management and historic preservation. The Tennessee Department of Transportation (TDOT) and Kentucky Transportation Cabinet (KYTC) has established consultation procedures for contacting federal and state agencies. The MPO supports these procedures for federal and state agency consultation. Formal coordination with these agencies will help to identify effective mitigation strategies for potential impacts of projects included in the MPO's MTP and TIP.

Each state and federal agency on the attached list (Appendix C) was sent a letter in the development of the PPP in 2007 (Appendix F) asking them to supply TDOT and/or KYTC with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities, if available and appropriate. Appropriate mitigation strategies for these areas were also requested. Additionally, each agency was also asked to provide TDOT and/or KYTC copies of any ongoing updates and additions to those materials.

The CUAMPO compared proposed transportation improvements in their area to the agencies' plans, maps, inventories, etc. to assess potential environmental impacts. The conclusions of the assessments was included in the draft MTP and TIP document, to be circulated to the public and to the environmental agencies for at least 30 days prior to adoption.

Amendments to the MTP or TIP requiring an air quality conformity analysis (e.g., addition of a regionally significant project) require consultation with interested parties and other appropriate public review activities. The MTP and TIP are developed with due consideration of other related planning activities within the Clarksville area, including the design and delivery of transportation services within the area that are provided by:

- Recipients of assistance under title 49, U.S.C., Chapter 53;

- Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation service; and
- Recipients of assistance under 23 U.S.C. 204.

The planning efforts and public involvement activities of the MPO will be coordinated with those of TDOT, KYTC, Montgomery County, Christian County, and local units of government in the MPO planning area. This will ensure consistency between plans, make the best use of staff resources and citizens' limited time for public involvement activities, and avoid confusion about the different plans. Such coordination will be achieved through a variety of mechanisms, including:

- MPO Technical Coordinating Committee and ad hoc committees;
- MPO Board and staff participation on advisory committees for TDOT, KYTC, Montgomery County, Christian County, and other regionally significant plans and studies (e.g., major corridor feasibility studies);
- MPO staff assistance with public involvement activities for TDOT, KYTC, Montgomery County, Christian County, and other regionally significant plans, studies, and projects;
- MPO staff monitoring of state, county, regional planning commission, and local land use transportation planning activities and others affected by transportation;
- Comparison of the MTP and TIP, as they are developed, with the plans, maps, and inventories developed by state, county, regional planning commission and private agencies responsible for transportation planning and activities affected by transportation;
- MPO staff participates in county planning forums sponsored by the Montgomery County and Christian County Planning Commissions. This participation improves the coordination of MPO and local planning efforts by increasing the visibility of the MPO and by improving access to the MPO for non-Clarksville residents;
- The agenda for MPO policy meetings will include presentations and discussion on MPO planning activities and local community plans and issues.

6. State and Federal Review and Approval

The State and Federal Review Processes allow for both TDOT/KYTC/IAC and FHWA/FTA to review the draft documents and provide the MPO with comments. The CUAMPO has allowed for ten (10) days to make any necessary changes based on the comments received. The State and Federal Review Periods do not run concurrently for the MTP and TIP. The following table illustrates the order of the Review Process and the days required by each agency.

**Table 2
State and Federal Review Process**

Product	Draft Submitted	Draft Reviewed by TDOT/KYTC/IAC	CUAMPO Draft Prep	Draft Reviewed by FHWA/FTA & Public	CUAMPO Draft Prep	CUAMPO Final Adopted
UPWP	Date Submitted	30 Days*		30 Days*	10 Days	Date Final Adopted
PPP		30 Days*	7 Days	30 Days*	10 Days	
MTP		30 Days	7 Days	30 Days	10 Days	
TIP		30 Days	7 Days	30 Days	10 Days	
Special Plans/ Reports		30 Days*		30 Days*	10 Days	

* State and Federal Agencies have a 30 day concurrent review.

Product	CUAMPO Draft Prepared	IAC Review	CUAMPO Final Prep	CUAMPO Final Adopted**
Amendments	Date Submitted to IAC	7 Days	10 Days	Date Final Adopted
Endorsements		7 Days	10 Days	

** Submit Final Adopted to TDOT/KYTC

The State and Federal Approval Processes allow for TDOT/KYTC and FHWA/FTA to review the final documents and provide the MPO with comments before the final document is approved. If the CUAMPO staff determines that significant changes were made to the document as a result of the Review Process, then an additional Public Review Period will be required. The State and Federal Approval Periods can run concurrently. The following table illustrates the order of the Approval Processes and the days required by each agency.

**Table 3
State and Federal Approval Process**

Product	CUAMPO Final Adopted**	TDOT/KYTC FHWA/FTA Final Review Period	EPA Final Review Period	Final Approved Document
UPWP	Date Final Adopted	30 days		Date Final Approved
PPP		30 days		
MTP		30 days	30 + 15 additional if needed for 45 Days***	
TIP		30 days	30+15 additional if needed ***	
TIP Amendments		14 days		
Special Plans/ Reports		30 days		
Endorsements		14 days		

*** Air Quality Conformity

7. General and EJ Public Review and Comments Received

The Public Review Process allows for the public to provide input on documents and the MPO with comments. All public comments received will be addressed and attached to the document as

an Appendix. Comments for upcoming meetings and input on documents to be adopted will be collected and addressed during the public comment period. If significant written and oral comments were received during the draft TIP and draft MTP as a result of the participation process, a summary, analysis, or report will be included as part of the final TIP and the final MTP. Comments can be delivered in person at the CUAMPO office, by phone ((931)645-7448), or by e-mail from the website at www.cuampo.com. The table below illustrates the different documents and the number of days required for public review.

**Table 4
Public Review Process**

Product	CUAMPO Draft *	Public Review Period	CUAMPO Final Prep	CUAMPO Final Adopted**
UPWP	Date Draft to Public Review	14 Days	10 Days	Date Final Adopted
PPP		45 Days	10 Days	
MTP		30 Days	10 Days	
TIP		30 Days	10 Days	
Special Plans/ Reports		14 Days	10 Days	

Product	CUAMPO Draft Prepared*	Public Review Period	CUAMPO Final Prep	CUAMPO Final Adopted**
Amendments	Date Submitted to IAC	14 Days	10 Days	Date Final Adopted
Endorsements		14 Days	10 Days	

*Begin Public Review Period

** Submit Final Adopted to TDOT and KYTC

8. Visualization

In order to better communicate transportation plans with the general public, SAFETEA-LU also emphasizes the use of visualization techniques to depict transportation plans. Examples of visualization techniques may include charts and graphs, tables, Geographic Information System maps overlaid with data, computer simulation, photo manipulation and static maps. The intent for this technique is to better depict the programs and their impact on the public. The CUAMPO will utilize visualization techniques during the development of the short-term and long-term transportation plans.

9. Website

Information on the CUAMPO, air quality, documents, maps, other transportation related activities, and contact information will be posted on the MPO's website at www.cuampo.com. Notification of the meetings and actions to documents will be made prior or at the beginning of

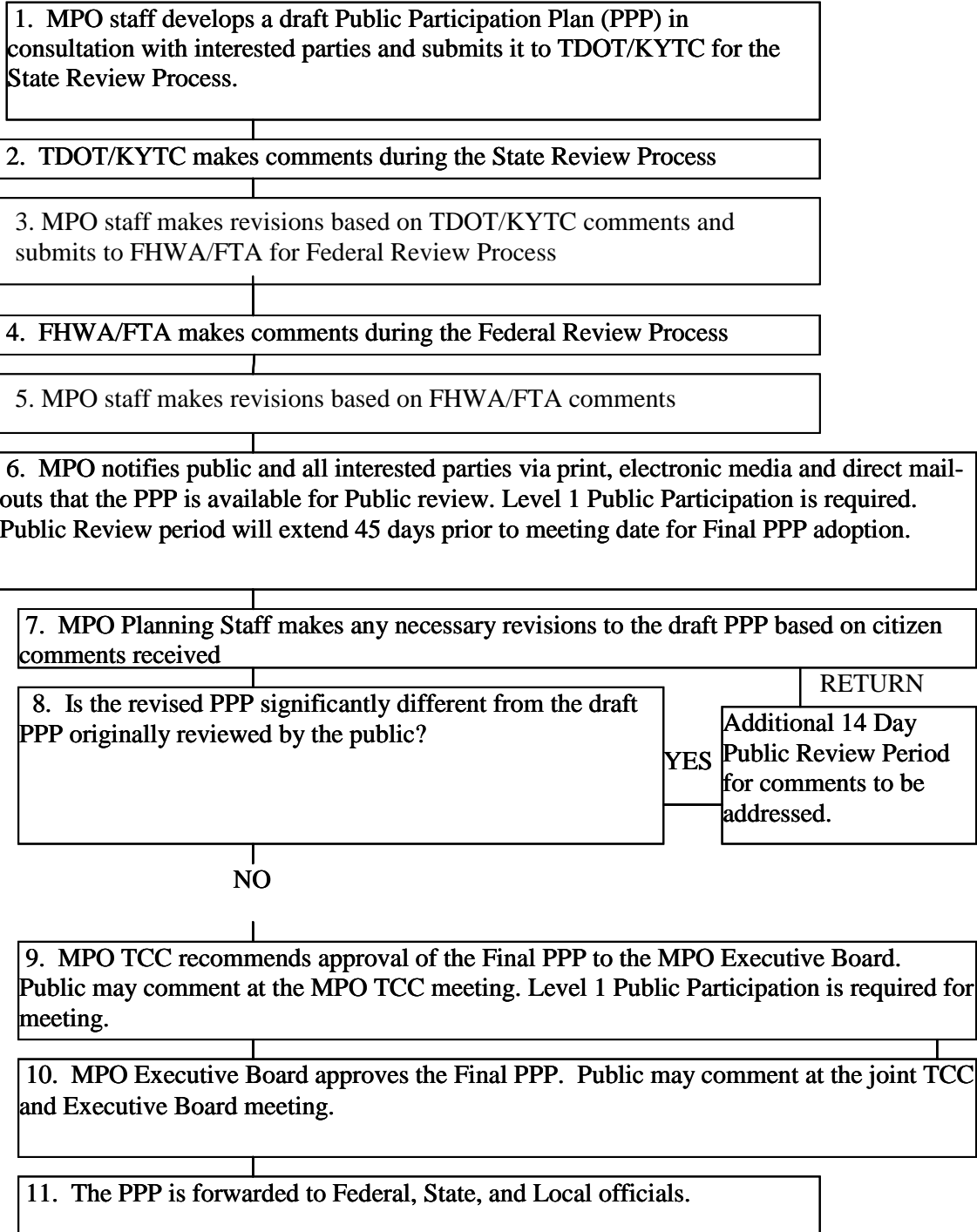
the public review period, to provide adequate notice of public meetings and opportunities to comment on documents.

10. Annual Listing of Obligated Federally Funded Projects

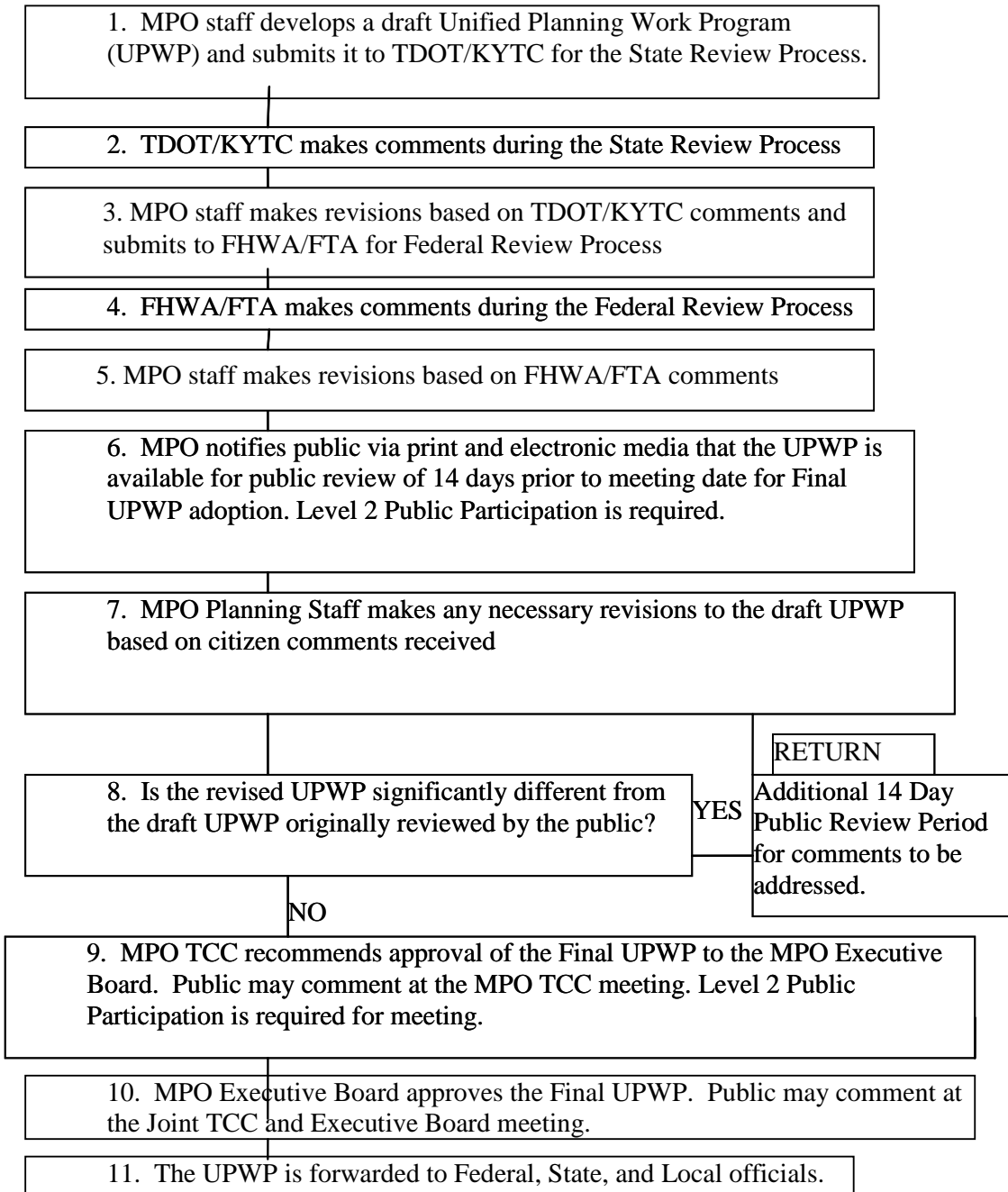
Ninety days after the end of the federal fiscal year, The MPO will annually make available to the public a listing of federally funded projects for which funding was obligated in the previous year. This list will be made available at the CUAMPO office (329 Main Street) and on the CUAMPO website (www.cuampo.com). Notices of the availability of the list will be placed on CTS busses and the bus station and in a paid advertisement in area newspapers. The Listing will also be distributed and discussed at the regularly scheduled Technical Committee and Executive Board public meetings. Public comment is welcomed and will be recorded.

Process Flow Diagrams for Documents

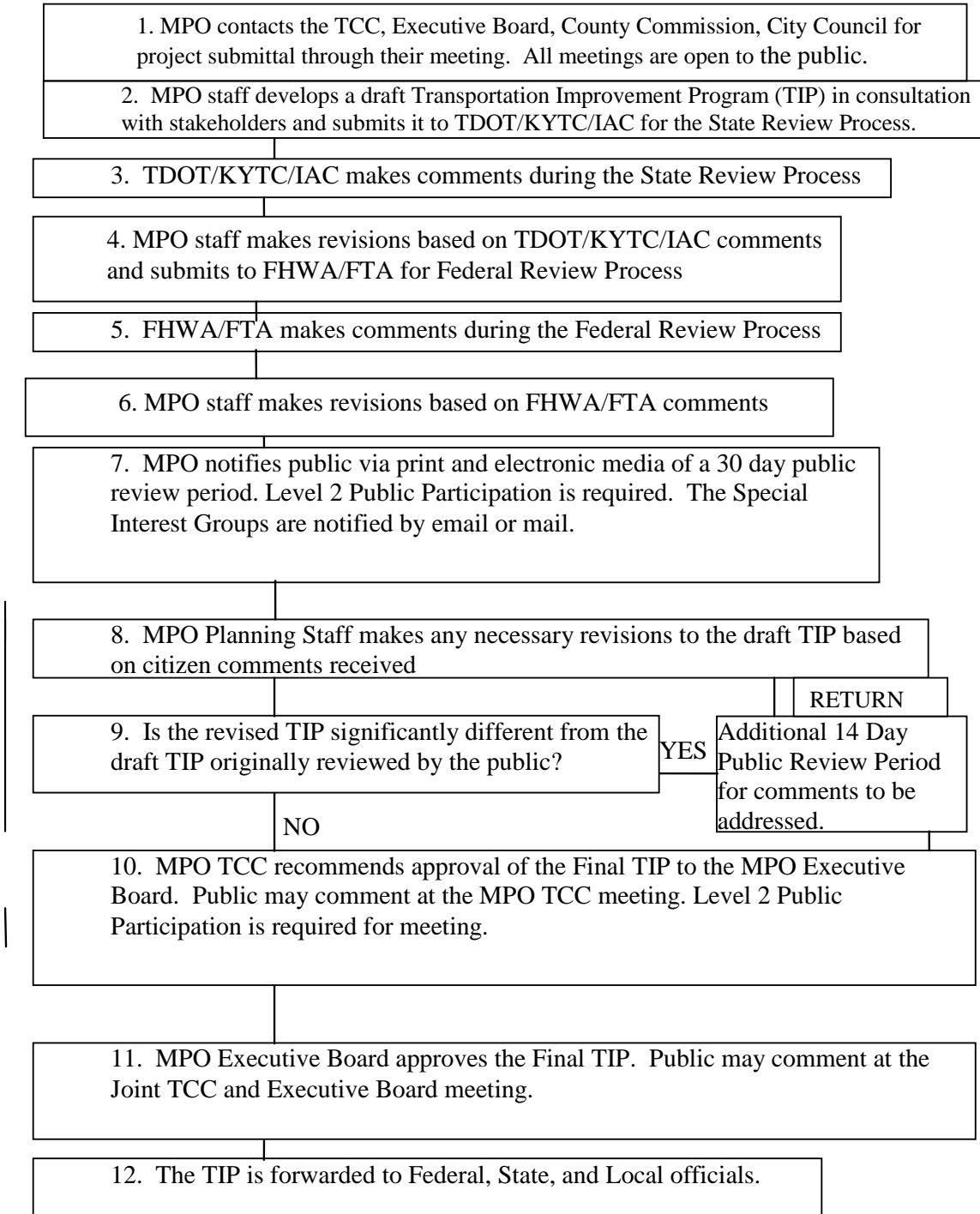
PUBLIC PARTICIPATION PLAN



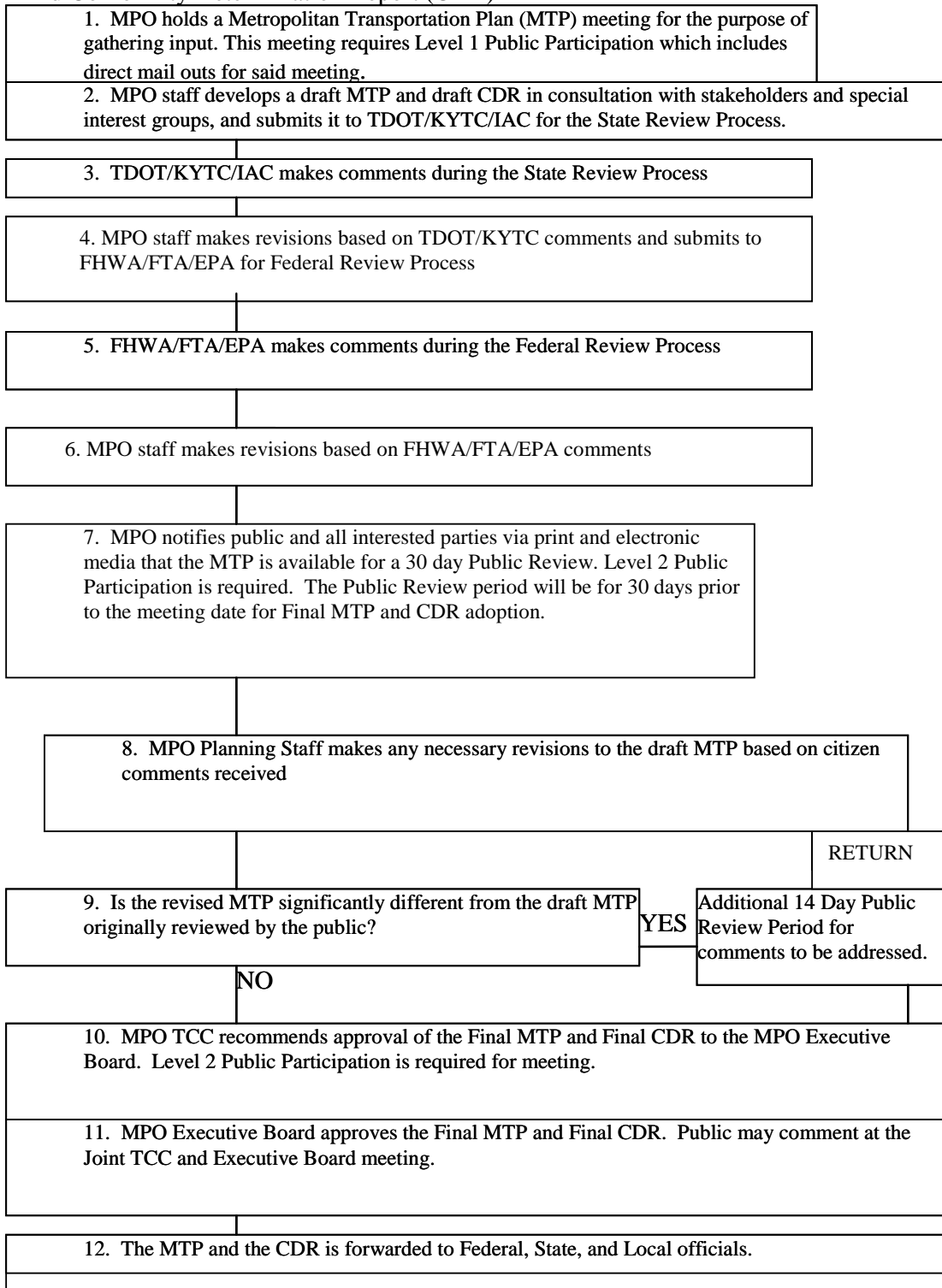
UNIFIED PLANNING WORK PROGRAM (Developed Annually)



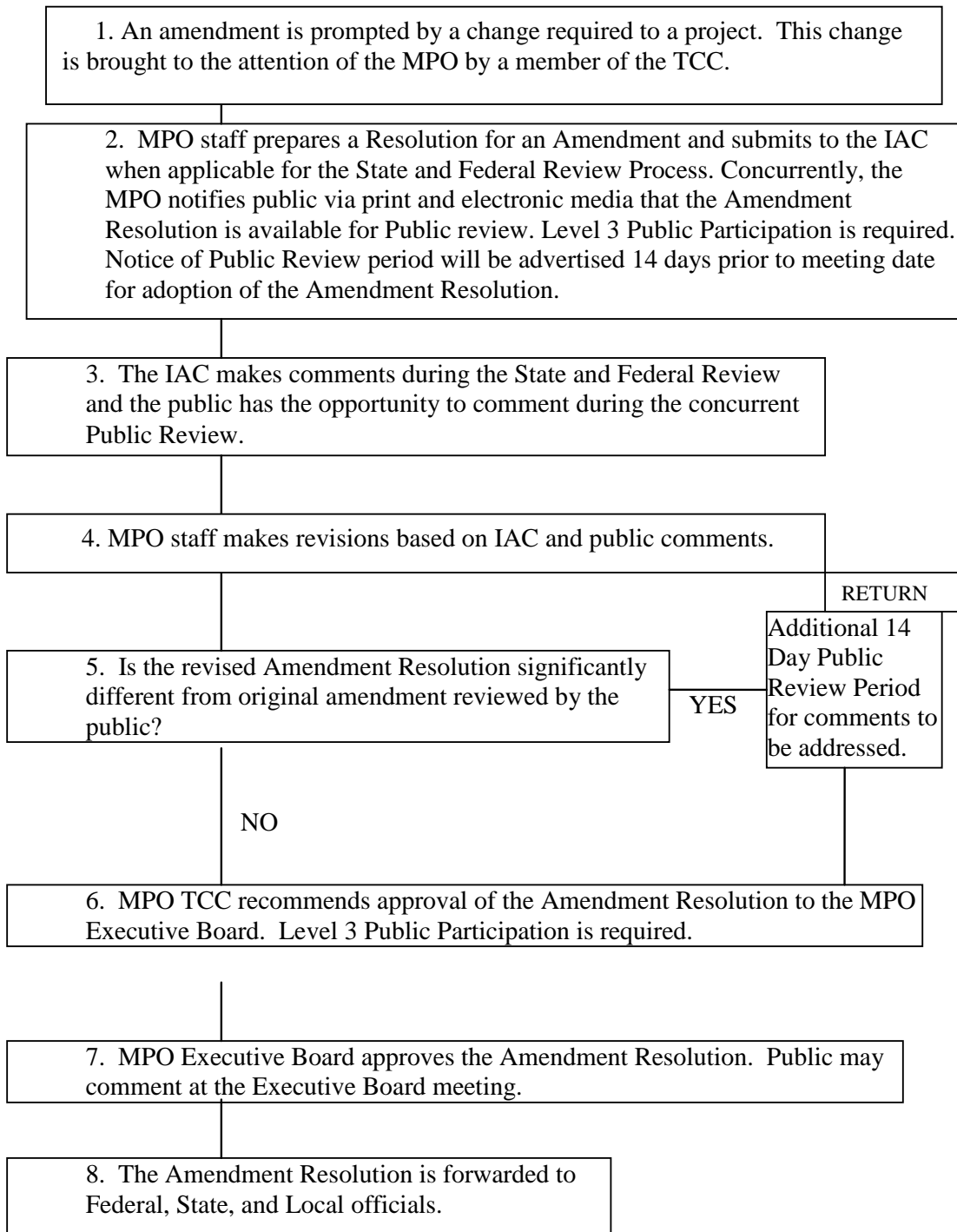
TRANSPORTATION IMPROVEMENT PROGRAM (Developed at least every four years)



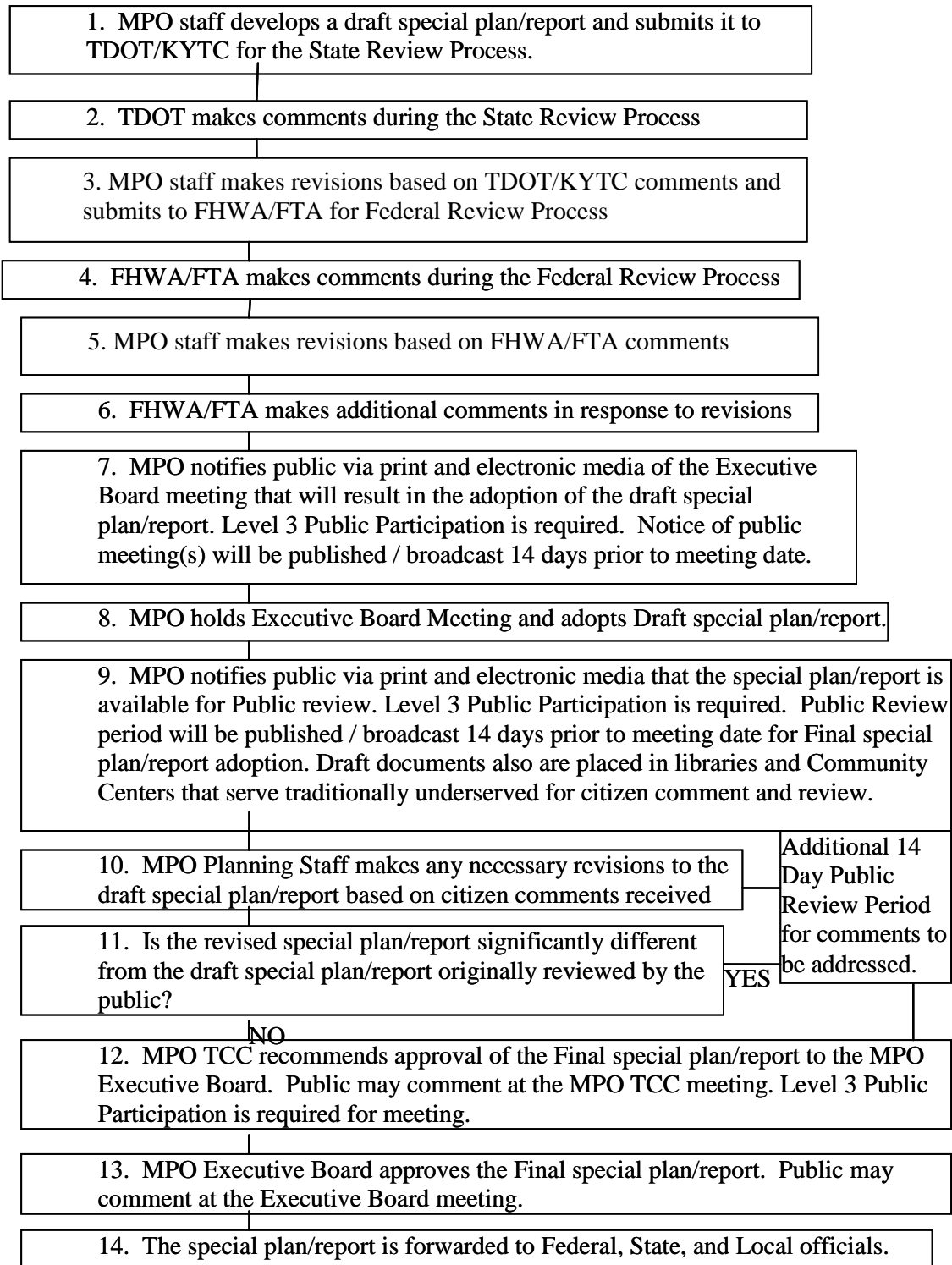
METROPOLITAN TRANSPORTATION PLAN (Developed every four years)
 And Conformity Determination Report (CDR)



MTP, UPWP, PPP and TIP AMENDMENT PROCESS
(As needed)



SPECIAL PLANS/REPORTS (Developed as needed)



Appendices

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Appendix A (Survey Sheets)

Name:	
Address:	
Phone:	
E-mail:	

1. Please mark the column that most reflects how effective you believe each public involvement method is. If you have an idea for a method that is not listed, please write it under "other".

Method	Very Effective	Somewhat Effective	Neutral/ Don't Know	Not Very Effective	Not at all Effective
Providing Information					
Direct Mailings to advertise meetings					
E-mail to advertise meetings					
Yard Signs announcing meetings					
Flyers at Public Places					
Website www.cuampo.com					
Public Service Announcements (radio, TV)					
Newsletters					
Newspaper Advertisements					
Information Kiosks/Booths					
Brochures					
Fact Sheets					
Presentations (PowerPoint, overheads)					
Gathering Information					
Comment Cards					
Website www.cuampo.com					
Public Workshops (formal Agenda)					
Public Open House (no formal Agenda)					
Public Question and Answer Forum					
Citizen Advisory Committees					
Key Person Interviews					
Other					

2. The following mailing lists are available to interested parties. If you received this letter, you are on one or more of these mailing lists. Please communicate whether you would like to be added to or left off of these lists.

Mailing List	Add Me	Leave Me Off
All CUAMPO Mailing Lists (Includes all of the following lists)		
CUAMPO Policy Committee		
CUAMPO Technical Committee		
Special Interest Groups		
Consultation Federal, State, Local Agencies		
Environmental Justice		

Nombre:	
Dirección:	
Teléfono:	
E-mail:	

1. Favor de seleccionar la columna que mejor refleje lo efectivo que Ud. estime ser cada método de uso. Si Ud. tiene una idea para un método que no se encuentre aquí, favor escríbalo bajo "otro"

Método	Muy efectivo	Algo efectivo	Neutral/ no sé	No muy efectivo	No es efectivo
Para brindar información					
Correo directo para anunciar juntas					
E-mails para anunciar juntas					
Pasquines en patios para anunciar juntas					
Hojas volantes en lugares públicos					
Sitio en la red: www.cuampo.com					
Anuncios de servicios públicos (radio, TV)					
Cartas informativas					
Anuncios en periódicos					
Información en Kioskos/Booths					
Folletos					
Hojas informativas					
Presentaciones (PowerPoint, overheads)					
Para obtener información					
Tarjetas con comentarios					
Sitio en la red: www.cuampo.com					
Talleres públicos (agenda formal)					
Juntas abiertas al público (no agenda formal)					
Foro con el público para preguntas y respuestas					
Comités de consulta ciudadana					
Entrevistas con personas claves					
Otro					

2. La siguiente lista postal se encuentra disponible a personas interesadas. Si Ud. ha recibido esta carta, Ud. se encuentra en una o más listas postales. Favor de indicarnos si Ud. desea ser incluido o no en estas listas.

Lista postal	Inclúyame	No me incluya
Lista postal All CUAMPO (incluye todas las listas siguientes)		
Comité ALL CUAMPO de políticas		
Comité técnico CUAMPO		
Grupos con intereses especiales		
Consulta federal, estatal, agencias locales		
Justicia ambiental		

Appendix B

Survey Letter and Response Results during Development 2007 and Amendment 2010:



CLARKSVILLE URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION

Stan Williams
MPO Coordinator
stanwilliams@cityofclarksville.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931)645-7448

www.cuampo.com

Max Baker
Transportation Planner
maxbaker@cityofclarksville.com

To: Special Interest Groups
From: Max Baker, Transportation Planner
Date: May 1, 2007
Re: Public Involvement Efforts

If you are a recipient of this letter, you are on the Special Interest Group mailing list of the Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO), and are considered a representative of one of the following groups:

- Representatives of public transportation employees
- Representatives of users of public transportation
- Freight shippers
- Providers of freight transport services
- Private transportation providers
- Representatives of pedestrian/bicycle facilities users
- Representatives of disabled persons
- General Public

CUAMPO is the regional transportation planning entity for the Clarksville Urbanized Area. CUAMPO is the local agency that ensures that federal and state funding is available for local area transportation projects. One of the ways that we strive ensure the receipt of this crucial funding, is to actively involve the public in our planning processes. This is required by the federal transportation authorization bill, SAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users). Currently, we are updating our Public Participation Plan in order to be fully compliant with this legislation. CUAMPO must specifically consider the transportation needs of the groups listed above, in addition trying to consider all persons according to the Civil Rights Act of 1964 and Title VI. Please take a few minutes to answer the two questions on the reverse side of this letter and mail your responses back to us in the return envelope. Your ideas will help us improve how we communicate with each other in transportation planning processes that can affect our community for many years to

come. Thank you in advance for your time and cooperation. As a token of appreciation for completing the survey, we have enclosed a Golden Dollar. We would be grateful to have your responses by May 14, 2007. If you have any questions or comments, please feel free to contact me at your earliest convenience at (931)645-7448 or email stanwilliams@cityofclarksville.com

In response to the letter sent above, six (6) were returned. Those groups that returned surveys included:

**PUBLIC TRANSPORTATION
EMPLOYEES**

MCHRA

PACS

PUBLIC TRANSPORTATION

Public Transportation User

**PEDESTRIAN WALKWAYS AND
BICYCLE**

PROVIDERS OF FREIGHT TRANSPORT

First Class Carriers

Clarksville Cyling Club

GENERAL PUBLIC

The summary of the survey responses in shown below:

Method	Very Effective	Somewhat Effective	Neutral/ Don't Know	Not Very Effective	Not at all Effective
Providing Information					
Direct Mailings to advertise meetings	2	4	1		
E-mail to advertise meetings	5	2			
Yard Signs announcing meetings		2	2	3	
Flyers at Public Places		2	1	1	
Website www.cuampo.com	3	1	3		
Public Service Announcements (radio, TV)	3	3	2		
Newsletters		6	1		
Newspaper Advertisements	2	3	2		
Information Kiosks/Booths		3	4		
Brochures		4	2	1	
Fact Sheets	1	6		1	
Presentations (powerpoint, overheads)	1	3	1		1
Gathering Information					
Comment Cards	3	3	1		
Website www.cuampo.com	3	2	2		
Public Workshops (formal Agenda)	3	2	1	1	
Public Open House (no formal Agenda)	2	2	3		
Public Question and Answer Forum	2	3	2		
Citizen Advisory Committees	2	2	3		
Key Person Interviews	1	1	3	1	
Other					

From this survey it was determined that the best ways to provide the public with information was by e-mail and public service announcements. Also, the best way to gather information was by use of the website, www.cuampo.com and comment cards. Newsletters and factsheets may be used in the future to send out information.



**CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

Stan Williams
MPO Coordinator
stanwilliams@cityofclarksville.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931) 645-7448
www.cuampo.com

Jill Hall
Transportation Planner
jhall@cityofclarksville.com

September 10, 2010

To: Special Interest Groups
Re: Revisions to the Public Participation Plan for the Clarksville MPO

If you are a recipient of this letter, you are on the Special Interest Group mailing list of the Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO), and are considered a representative of one of the following groups:

- Freight shippers
- Providers of freight transport services
- Private transportation providers
- Representatives of pedestrian/bicycle facilities users
- Representatives of disabled persons
- Minority Agencies/Groups

CUAMPO is the regional transportation planning entity for the Clarksville Urbanized Area. CUAMPO is the local agency that ensures that federal and state funding is available for local area transportation projects. One of the ways that we strive ensure the receipt of this crucial funding, is to actively involve the public in our planning processes. This is required by the federal transportation authorization bill, SAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users). Currently, we are amending our Public Participation Plan. CUAMPO must specifically consider the transportation needs of the groups listed above, in addition trying to consider all persons according to the Civil Rights Act of 1964 and Title VI. Please take a few minutes to complete the survey enclosed. You may mail your responses or email them to the address above. Your ideas will help us improve how we communicate with each other in transportation planning processes that can affect our community for many years to come. Thank you in advance for your time and cooperation. We would be grateful to have your responses by October 25, 2010. If you have any questions or comments, please feel free to contact me at your earliest convenience at (931)645-7448 or email stanwilliams@cityofclarksville.com

Thank you,
Stan Williams
Clarksville MPO Director

Response Survey Received from Ohio Valley Transport Inc:

Appendix A

Name: Doni Combs
 Address: 760 Recovery Dr.
Clarksville TN 37043
 Phone: 615-353-4507
 E-mail: Don@OhioValleyTransp.com

Ohio Valley Transp Inc.

1. Please mark the column that most reflects how effective you believe each public involvement method is. If you have an idea for a method that is not listed, please write it under "Other".

Method	Very Effective	Somewhat Effective	Neutral/Don't Know	Not Very Effective	Not at all Effective
Providing Information					
Direct Mailings to advertise meetings					
E-mail to advertise meetings					
Yard Signs announcing meetings					
Flyers at Public Places					
Website www.cuar.com		✓			
Public Service Announcements (radio, TV)	✓				
Newsletters					
Newspaper Advertisements	✓				
Information Kiosks/Booths					
Brochures					
Fact Sheets					
Presentations (PowerPoint, overheads)					
Gathering Information					
Comment Cards					
Website www.cuar.com	✓				
Public Workshops (formal Agenda)					
Public Open House (no formal Agenda)	✓				
Public Question and Answer Forum					
Citizen Advisory Committees					
Key Person Interviews					
Other					

2. The following mailing lists are available to interested parties. If you received this letter, you are on one or more of these mailing lists. Please communicate whether you would like to be added to or left off of these lists.

Mailing List	Add Me	Leave Me Off
All CUAMPC Mailing Lists (includes all of the following lists)	✓	
CUAMPC Policy Committee		
CUAMPC Technical Committee		
Special Interest Groups		
Consultation Federal, State, Local Agencies		
Environmental Justice		

Appendix C

Consultation of List of Stakeholders:

DNR Div. of Forestry
627 Comanche Trail
Frankfort, KY 40601

KY Dept of Agriculture
32 Fountain Place
Frankfort, KY 40601

Dept for Environmental Protection
Div of Air Quality
200 Fair Oaks Lane, 1st floor
Frankfort, KY 40601

Dept for Environmental Protection
Div of Waste Management
200 Fair Oaks Lane, 2nd floor
Frankfort, KY 40601

Dept for Environmental Protection
Division of Water
200 Fair Oaks Lane, 1st floor
Frankfort, KY 40601

KY State Nature Preserves Comm.
801 Schenkel Lane
Frankfort, KY 40601

Leslie.isaman@ky.gov email also

KY Cabinet for Health and Family Services
Office of the Secretary
275 E. Main Street
Frankfort, KY 40621

KY Div of Forestry
Green River District
PO Box 465
Madisonville, KY 42431

KY Dept. of Fish and Wildlife Resources
1 Sportsman's Lane
Frankfort, KY 40601

KY Div. of Historic Properties
The Vest-Lindsey House
401 Wapping Street
Frankfort, KY 40601

KY Geological Survey
228 Mining and Mineral Resources Building
University of Kentucky
Lexington, KY 40506

KY Heritage Council/ State Historic Preservation
300 Washington Street
Frankfort, KY 40601

Corps of Engineers, Louisville District
PO Box 59
Louisville, KY 40201

Corp of Engineers, Nashville District
PO Box 1070
Nashville, TN 37202

US Fish and Wildlife Service
446 Neal Street
Cookeville, TN 38501

US EPA, Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303

TN Valley Authority
400 West Summit Hill Drive
Knoxville, TN 37902

National Park Service, SE Regional Office
100 Alabama Street SW
1924 Building
Atlanta, GA 30303

USDA Forest Service, Region 8
1720 Peachtree Road NW
Atlanta, GA 30309

US Coast Guard, Eighth District
Hale Boggs Federal Building
500 Poydras Street
New Orleans, LA 70130

TN Dept. of Environment and Conservation
L&C Annex, 1st floor
401 Church Street
Nashville, TN 37243

TN State Historic Preservation Office
2941 Lebanon Road
Nashville, TN 37243

TN Wildlife Resources Agency
Ellington Agricultural Center
440 Hogan Road
Nashville, TN 37204

Greater Nashville Regional Council
501 Union Street, 6th floor

Nashville, TN 37219

Pennyrile Area Develop District
300 Hammond Drive
Hopkinsville, KY 42240

City of Clarksville Street Dept.
199 Tenth Street
Clarksville, TN 37040

Regional Airport Authority
James Outlaw Field
200 Airport Road
Clarksville, TN 37042

Clarksville Transit System
430 Boillin Lane
Clarksville, TN 37040

City of Oak Grove
Administration City Hall Bldg
PO Box 250
Oak Grove, KY 42262

Montgomery Co Hwy Dept.
1213 Highway Drive
Clarksville, TN 37040

Hopkinsville Street Dept
101 N. Main Street
Hopkinsville, KY 42240

Christian County Road Dept.
Russellville Road
Hopkinsville, KY 42240

City of Clarksville Forester
102 Public Square
Clarksville, TN 37040

Natural Resources Conservation
1 Public Square, #334
Clarksville, TN 37040

Appendix D

CUAMPO Contact Information

Mail: Clarksville MPO Director
329 Main Street
Clarksville, TN 37040

Phone: (931) 645-7448

Fax: (931) 645-7481

Email: stanwilliams@cityofclarksville.com

Web Page: www.cuampo.com

APPENDIX E

Public Participation Comment Sheet

Your comments and suggestion are an important aspect to the planning process. Please provide suggestions or comments on the _____ Plan/Study.

Please send written comments by mail, email, fax or phone until (DATE)_____, and address your comments to:

Clarksville MPO
329 Main Street
Clarksville, TN 37040
Ph: 931-645-7448
Fax: 931-645-7481
Email: stanwilliams@cityofclarksville.com

Comments:

(Optional)

Participant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

APPENDIX F:

Letters to Stakeholders from TDOT for development of PPP in 2007
Flyer for Amendment to PPP 9/10/2010



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
Long Range Planning Division
SUITE 900, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0334
Telephone: 615-741-3421
Facsimile: 615-532-8451
E-mail: jeanne.stevens@state.tn.us

March 1, 2007

Mr. Gary Myers
Executive Director
Tennessee Wildlife Resources Agency
Ellington Agricultural Center
440 Hogan Road
Nashville, TN 37204

Dear Mr. Myers:

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU has additional planning provisions that require increased cooperation and consultation with local, state and federal land use management, natural resource agencies in the development of the metropolitan and statewide transportation plans and programs.

Tennessee has eleven (11) metropolitan planning organizations (MPOs) covering the following urbanized areas: Bristol, Chattanooga, Clarksville, Cleveland, Jackson, Johnson City, Kingsport, Knoxville, Lakeway (Morristown, Jefferson City, White Pine), Memphis, and Nashville.

Each MPO is required to develop a twenty-year Long Range Transportation Plan (LRTP) and a four-year Transportation Improvement Program (TIP). The LRTPs are updated every four to five years and the TIPs are updated every four years. MPOs are now federally required to consult as appropriate, State and federal agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation functions as they develop their LRTP and TIP.

The consultation is to include a comparison of proposed transportation plans and projects against (1) conservation plans or maps or (2) inventories of natural and historic resources, if available. Additionally, there needs to be a general discussion of potential environmental mitigation activities at the corridor or regional level. Please note that the MPOs Long Range Plans may provide some input to a future environmental document that may be developed for a particular transportation project, but this consultation with your agency does not have to substitute for, or preclude, any role your agency has in the development of the environmental document.

Rather than asking each MPO to contact your agency, TDOT felt it might be simpler to make a single contact and to explain how we propose to meet the new federal transportation planning requirements.

Mr. Gary Myers
March 1, 2007
Page 2

Below we have outlined a general method of consultation to be used unless your agency indicates a preferred alternative approach.

General Method of Consultation:

By April 16, 2007, your agency is asked to supply TDOT with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities if available and appropriate. Appropriate mitigation strategies for these areas should be identified. Additionally your agency is also asked to provide TDOT copies of any ongoing updates and additions to those materials.

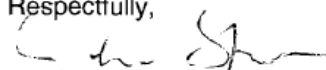
The MPOs will compare proposed transportation improvements in their area to your agency's plans, maps, inventories, etc. to assess potential environmental impacts. Their conclusions will be included in the draft Long Range Plan document, to be circulated to the public and your agency for a specified number of days prior to adoption.

Please contact me by letter or e-mail at the address below by **March 30, 2007** to indicate your preferences for involvement in the consultation process. If we do not receive any response from your agency by this date, we will consider that as acceptance of the general method of consultation described above.

Jeanne Stevens, Director
TDOT Long Range Planning Division
505 Deaderick Street
Suite 900, James K. Polk Building
Nashville, TN 37243-0334
Jeanne.stevens@state.tn.us
615-741-3421

If you have any questions please feel free to contact me.

Respectfully,


Jeanne Stevens, AICP
Director

Cc: Ed Cole, Chief of Environment and Planning
Doug Delaney, Director, Environment and Planning



**CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

Stan Williams
MPO Coordinator
stanwilliams@cityofclarksville.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931)645-7448

www.cuampo.com

Max Baker
Transportation Planner
maxbaker@cityofclarksville.com

Ms. Jeanne Stevens,

This letter is in response of the Tennessee Department of Transportation's Metropolitan Planning Organizations, State, and Federal Environmental Consultation Process. These procedures fulfill the need for the TDOT to comply with 23 CFR 450.210 for "Environmental Consultation" processes by providing opportunities for environmental agencies and the public comment on the draft Long Range Transportation Plan. After review, the Clarksville Urbanized Area Metropolitan Planning Organization is in agreement and will utilize said procedures.

Sincerely,

J. Stan Williams



**CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

Stan Williams
MPO Coordinator
stanwilliams@cityofclarksville.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931)645-7448

www.cuampo.com

Max Baker
Transportation Planner
maxbaker@cityofclarksville.com

Mr. Ron Rigney,

This letter is in response of the Kentucky Transportation Cabinet's Interested Parties, Public Involvement and Consultation Process. These procedures fulfill the need for the KYTC to comply with 23 CFR 450.210 for "Interested Parties, Public Involvement, and Consultation" processes by providing opportunities for public review and comment at key decision points. The KYTC established the following processes to cover both the STP and the STIP. After review, the Clarksville Urbanized Area Metropolitan Planning Organization is in agreement and will utilize said procedures.

Sincerely,

J. Stan Williams

Amendment to Public Participation Plan (PPP) Flyer:

The public comment period on the amendment to the Public Participation Plan (PPP) will run from September 10, until October 25, 2010. Said document is available for public review during normal business hours at the RPC, and available on the following website: www.cuampo.com under the heading Plans, Reports and Studies on the website. The PPP provides the opportunity for the public to be involved with the MPO in an exchange of data and ideas. Provide written comments by mail to: Clarksville MPO, 329 Main Street, Clarksville, TN 37040; or by email to: StanWilliams@cityofclarksville.com

The Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO) Executive Board will be meeting to adopt the amendment of the Public Participation Plan after the first of the New Year 2011. Anyone having questions or comments concerning these items should contact Stan Williams or Jill Hall at 931-645-7448 or email: stanwilliams@cityofclarksville.com or jhall@cityofclarksville.com and/or attend this meeting. In accordance with the "Americans with Disabilities Act", if you have a disability, for which the MPO needs to provide accommodations, please notify us of your requirements prior to the meeting. This request does not have to be in writing. It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFP part 26; No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin.

Spanish Version

El periodo de comentarios públicos sobre la modificación del Plan de Participación Pública (PPP) se desarrollará del 10 de septiembre hasta el 25 de octubre 2010. Dicho documento está disponible para revisión pública durante el horario comercial normal en la RPC, y disponible en la siguiente página web: www.cuampo.com bajo el título planes, informes y estudios en la página web. El PPP provee la oportunidad para que el público esté involucrado con la MPO en un intercambio de datos e ideas. Proporcionar comentarios escritos por correo a: Clarksville MPO, 329 Main Street, Clarksville, TN 37040, o por correo electrónico a: StanWilliams@cityofclarksville.com

El Área Urbanizada Clarksville Organización de Planificación Metropolitana (CUAMPO) Junta Ejecutiva se reunirá para aprobar enmienda del Plan de Participación Pública después de las primeras del nuevo año 2011. Cualquiera que tenga preguntas o comentarios sobre esos puntos deben ponerse en contacto Stan Williams o Jill Hall en el 931-645-7448 o por correo electrónico stanwilliams@cityofclarksville.com o jhall@cityofclarksville.com y/o asistir a esta reunión. De acuerdo con los estadounidenses "with Disabilities Act", si usted tiene una discapacidad, para lo cual la MPO debe proporcionar alojamiento, rogamos nos hagan saber sus necesidades antes de la reunión. Esta solicitud no tiene que ser por escrito. Es la política de la MPO para garantizar el cumplimiento con el Título VI de la Ley de Derechos Civiles de 1964; 49 parte CFP 26; Ninguna persona podrá ser excluida de participar o negar los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que reciba fondos federales por motivos de raza, color, sexo u origen nacional.