



# **Public Participation Plan**

**for the Anderson/  
Madison County  
Metropolitan  
Planning Area**

**March 2007**

# Madison County Council of Governments

## PUBLIC PARTICIPATION PLAN

### Purpose

This policy establishes a process for obtaining input from and providing information to the public concerning agency programs, projects, and program funding in order to ensure the public is informed and has the opportunity to provide MCCOG with input so plans can reflect the public's desire. MCCOG will review and update this plan every three years. Various federal and state laws and regulations require that an agency such as MCCOG conduct public participation programs to ensure that the public is involved and that community concerns are addressed. For example, planning of mass transit capital projects, development of short range service policies and plans, and fare policy and structure changes to public transportation require public participation. The Indiana Department of Transportation and the Indiana Department of Environmental Management and the National Environmental Policy Act (NEPA) also have public information components that require an agency such as MCCOG to conduct public participation programs to ensure that the public is involved and that community concerns are addressed. A significant component of MCCOG's mission is a strong commitment to public participation and involvement to include all residents and stakeholders in the regional planning process.

The public participation policy is consistent with the requirements of the Safe, Accountable, Efficient Transportation Equity Act of 2005 (SAFETEA-LU) and the 1990 Clean Air Act Amendments as established with their passage.

*MCCOG shall engage in a public collaborative planning process; recommendations from that process shall be made available and considered for integration into the Long-Range Regional Transportation Plan (LRP) or Transportation Improvement Program (TIP). A procedure to carry out this process including a method of addressing and responding to recommendations from the public shall be adopted.*

### *Social Equity and Environmental Justice*

Ensuring the meaningful involvement of low income, minority, disabled, senior, and other traditionally underrepresented communities is a key component of MCCOG's public participation activities. MCCOG's policies, procedures, and programs are consistent with federal and state environmental justice laws, regulations, and requirements, Title VI, related nondiscrimination requirements, and reflect the principles of social equity and environmental justice. Social equity means ensuring that all communities are treated fairly and are given equal opportunity to participate in the planning and decision-making process, with an emphasis on ensuring that traditionally disadvantaged groups are not left behind. Environmental justice means ensuring that plans, policies, and actions do not disproportionately affect low income and minority communities.

### *Scope*

The policy addresses public participation policies and public information efforts in the following areas:

- A. Overall Public Participation Process, including Planning Studies, the LRP, the Unified Planning Work Program (UPWP), & the TIP
- B. Development Planning
- C. Design and Construction
- D. Short Range Transit Service Planning and Fare Changes
- E. Interagency Consultation

- A. Overall Public Participation Process -- Unless otherwise noted or required, these are MCCOG's general policies for public participation for major planning initiatives such as the LRP, the TIP,**

*Regional Comprehensive Plan, Regional Short Range Transit Plan, and other planning and programming projects.*

1. MCCOG's Public Participation/Involvement Program is designed to inform and involve the region's residents in the decision-making process on issues such as growth, transportation, environmental management, housing, open space, air quality, energy, fiscal management, economic development, and public safety.
2. The Public Participation/Involvement Program seeks to involve all citizens, including but not limited to low income households, Hispanic, African American, Asian, Native American, senior, and other communities, persons with disabilities, as well as community and civic organizations, public agencies, business groups and associations, environmental organizations, and other stakeholders. As part of this process the MCCOG will request comments from these stakeholders through mailings and a Citizens Advisory Committee on certain projects or studies.
3. MCCOG's policy committee meetings provide the public forum and decision point for significant regional issues. MCCOG Committee Members usually hold one policy committee meeting bi-monthly: a Policy Committee Meeting the first Thursday of even months of the calendar year. Meetings are held at the Madison County Government Center and are accessible by public transit. During these meetings, Policy Committee Members adopt plans, allocate transportation funds, approve transit plans, note transit fare changes, and establish policies and develop programs that are used by local governments as well as other public and private organizations.
4. MCCOG's Public Participation/Involvement Program shall comply with the Americans with Disabilities Act (ADA). MCCOG shall hold public meetings in buildings, rooms, or locations that are accessible to persons with disabilities. MCCOG shall provide public meeting information in alternate formats and shall provide special accommodations at public meetings with three business days notice.
5. MCCOG's Public Participation/Involvement Program is carried out as an integrated work element of the agency's UPWP and Budget and as part of other programming, development, and implementation processes such as the Long-Range Regional Transportation Plan, the Regional Comprehensive Plan, Regional Short-Range Transit Plan, TIP, Environmental Impact Reports, transit capital project development, project construction, transit service or fare changes, corridor studies, and other projects.
6. MCCOG shall proactively seek and promote public participation in MCCOG's workshops and public hearings, as well as participation and attendance at committees, working groups, and task forces. MCCOG shall follow local, state, and federal guidelines for posting public meeting and hearing notices unless otherwise stated in this policy. Depending upon the specific project, MCCOG shall endeavor to hold meetings at times that can attract as many participants as possible, including evenings and weekends and at locations in communities throughout the region. MCCOG shall endeavor to hold these meetings in locations that are accessible by public transit whenever possible.
7. MCCOG shall inform the public in a timely manner about regional issues, actions, and pending decisions through a number of efforts. As needed or required MCCOG shall post public notices in the area's largest newspaper of general circulation for publication of legal notices. Other publication and distribution efforts can include mail distribution to residents, agencies, and city/county governments, the MCCOG Web site, and e-mail lists. As needed, MCCOG also shall distribute press releases and media alerts to local and regional area print and broadcast media.

8. MCCOG, or the appropriate governing body, shall provide 15 calendar days public notice for public hearings on major planning studies, the Long-Range Regional Transportation Plan, the TIP, the Regional Comprehensive Plan, Regional Short Range Transit Plan, TIP, Environmental Impact Reports, transit capital project development, project construction, transit fare changes, corridor studies, and other projects.
9. MCCOG shall use its Web site to provide the public with useful and timely information including meeting schedules and agendas; plans and environmental documents; reports and other publications; demographic profiles and certain data downloads; and interactive mapping applications. The Regional Transportation Plan and the TIP will be put on file at local libraries. Other studies or documents may be put on file at local libraries as needed or appropriate.
10. MCCOG conducts periodic public opinion surveys as part of the outreach and citizen participation component of MCCOG's work program. These surveys shall be designed to include the region's residents in the regional planning process and to keep MCCOG officials aware of issues that are of concern to the people who live here.
11. MCCOG will endeavor to respond to general comments received by phone, fax, letter, or e-mail within 10 business days of receipt. Comments shall be routed to the MCCOG staff person who is responsible for that issue. Comments may be responded to in writing (e-mail or letter) or may be resolved with the initial phone call. Some comments may need to be resolved by another agency or jurisdiction so the stakeholder or citizen is referred to the appropriate entity. When a comment is submitted as part of a public review process (e.g., a plan or environmental report) the comment and response will be logged into a database. Comments, concerns, and responses received as part of a public review process shall be included in the final plan or report.
12. The MCCOG Metropolitan Planning Area (MPA) lies within two separate air quality areas; the central Indiana 9 county air quality area is designated a non-attainment area and comprises the majority of the MPA while a smaller part of the MPA lies within the Delaware County air quality area that has been re-designated as a maintenance area. MCCOG shall hold at least one formal public meeting annually to review planning assumptions, the long-range regional transportation plan development process, and the air quality conformity analysis with interested parties and the general public. MCCOG shall also provide an opportunity for at least one formal public meeting during the TIP development process. These meetings may be combined as part of the process.

**B. Development Planning – *Planning, environmental, preliminary engineering activities on major capital projects.***

1. MCCOG shall follow current federal and state regulations regarding public involvement processes and procedures. MCCOG shall develop public involvement programs tailored to meet specific project needs which address the unique challenges presented by each project. Programs shall be developed using the joint Federal Highway Administration and Federal Transit Administration (FHWA/FTA) guidelines titled "Public Involvement Techniques for Transportation Decision-Making."
2. The public involvement program shall set objectives, identify people to be reached, develop public involvement strategy, and define specific outreach techniques.
3. The public involvement program shall be developed so that critical community concerns and technical issues are identified in the study. The issues need to address the engineering, environmental, economic, and financial analyses that respond effectively to community needs and preferences and satisfy local, state, and federal environmental clearance requirements.

4. To facilitate community participation, lists of individuals, agencies, and organizations shall be developed for distribution of agency materials. These lists will include persons who have indicated an interest in transportation planning projects during previous public information efforts and/or focused on the specific project. Project information would be distributed to the persons on this list in conjunction with public meetings and workshops, to solicit comments and recommendations.
5. Environmental documents shall be prepared in accordance with requirements of the National Environmental Policy Act (NEPA), as appropriate, and in coordination and consultation with various federal, state, and local agencies, and with elected officials, community leaders, organizations, and other individuals from the neighborhoods and communities potentially affected by the proposed action. Coordination and public involvement shall be achieved through a variety of means, such as formal public hearings and meetings, circulation of draft documents, mailings, focus group meetings, workshops, and individual/group contacts.
6. Formal scoping meetings, public hearings, and/or other meetings during the comment period and environmental document certification shall be held in accordance with the requisite environmental document. As required, meetings shall be announced in local publications and on MCCOG's Web site. Persons and organizations on the project mailing list also will be notified. MCCOG shall *endeavor* to hold public meetings in locations accessible by public transit.
7. MCCOG shall require those responsible for projects to prepare and distribute appropriate notices and communications to comply with NEPA requirements.
8. A public information program shall be developed to inform the community of factors related to the project. The information program may include briefings for the media, informational meetings, presentations to include community and professional associations and educational institutions, business groups and associations, environmental organizations, and other public forums.
9. A project working group may be organized to review and comment on the project to build understanding and identify support for feasible alternatives. This group may consist of various elected officials/staff, community and neighborhood organizations, business organizations, property owners, and other stakeholders and interested parties. This group would be formed to provide comment and guidance regarding technical issues, review study alternatives and evaluation results, and provide community input regarding the alternatives. This iterative process would allow for identified issues and concerns to receive follow-up responses. Meeting summaries of project working group activities shall be produced. Meeting notices, agendas, and/or other information shall be posted to MCCOG's Web site.
10. Other public input opportunities include MCCOG Policy and Technical Advisory Committee meetings and meetings of the Citizen Advisory or Steering Committees for specific projects. Other opportunities for public participation are at working group meetings, general public meetings, and presentations to planning and community groups.

**C. Design and Construction – *Design and construction of capital projects.***

1. For all federally funded capital improvement projects with significant community impacts, MCCOG shall provide, or require to be provided, opportunities for members of the public to provide input and express concerns. MCCOG also shall implement a

program designed to inform the public of progress, as well as safety and community impacts in the event of construction.

2. MCCOG shall, or require to be provided, public meetings at key stages of project development and implementation in the area(s) being impacted. The location of the meetings shall depend upon the geographic location of the project. Meetings concerning all other projects shall be held at the Madison County Government Center or Anderson Public Library or other locations specified in MCCOG's agendas. MCCOG, the City of Anderson Transportation System (CATS), and the Transportation for Rural Areas of Madison County (TRAM) offices are accessible by public transit. MCCOG shall *endeavor* to hold off-site public meetings at locations accessible by public transit.
3. MCCOG shall solicit input from the representatives of interest groups of the local population, such as community groups, planning groups, business groups and associations, business improvement districts, environmental organizations, neighborhood associations, and senior and disabled riders. These stakeholders will be consulted during the design and construction of capital projects.
4. MCCOG shall work to advise the public regarding actual and perceived disruption during construction of capital projects by distributing informational, educational, and public information materials, and by using other traditional community notification tools.
5. MCCOG shall endeavor to meet citizen concerns as they arise and attempt to resolve those concerns.
6. For all projects requiring environmental review under NEPA, such as major capital improvement projects, MCCOG shall provide, or require to be provided, opportunities for members of the public to provide input and comply with all related legal requirements.
  - 6.1 MCCOG shall solicit input from the representatives of interest groups of the local population, such as community groups, planning groups, business groups and associations, and neighborhood associations.
  - 6.2 MCCOG shall incorporate public input into project planning and development where practical and feasible.
  - 6.3 MCCOG shall hold, or require to be held, a public hearing to seek public comment whenever required under NEPA.
    - 6.3.1 Published notifications for such hearings shall be published in the area's largest paper of general circulation for publication of legal notices. Notices also may be published in regional or community newspapers to reach the affected area.
    - 6.3.2 Any item subject to a public hearing will be listed and described in a published agenda, which shall be posted at least 72 hours in advance of the meeting and on MCCOG's Web site.
    - 6.3.3 Public hearings shall be conducted by MCCOG, or a designated third party, at the published date, time, and place. The public hearing will allow for interested parties to be heard. The MCCOG also will consider any written comments that were forwarded to its Committees or MCCOG prior to the hearing.
    - 6.3.4

**D. Short Range Transit Service Planning & Service and Fare Changes**

1. Transit Service Planning & Service and Fare Setting policies are handled by the appropriate governing bodies for said services as noted below. This section of the policy is designed to inform and involve public transit riders, stakeholders, and the general public about proposed changes in transit service or fares. Public information and involvement programs for service changes would fall under adopted policies of the City of Anderson Transportation System (CATS) by its Board of Public Works and the Madison County Commissioners for Transportation for Rural Areas of Madison County (TRAM).
  - 1.1. A public hearing will be held by MCCOG, or the responsible service provider, for transit service or fare changes. The public hearings will be held at the Anderson City Building, the Madison County Government Center, or in the general geographic area of the affected public at a special meeting to be advertised at least 15 calendar days prior to said meeting or hearing. Notice will also be required of any formal action taken by the governing bodies of the transit services noted above. Public meetings shall be held at a time and location that is accessible by users of public transit.
  - 1.2. Public notices will be posted on all affected public transit vehicles within the affected area at least 15 calendar days prior to the public hearing and will include a description of the proposed service or fare change, the date, time, intent and location of the public hearing, and the deadline for written, e-mail and phone comments from the public. The notices will be posted to the MCCOG and Transit Agency Web site(s).
  - 1.3. Print notice of public hearings will be provided at least 15 calendar days prior to the public hearing meeting date in the area's largest newspaper of general circulation or in the affected area(s) if needed, including appropriate minority and community publications. The public hearing notice will include a description of proposed service or fare changes, the date, time, intent, and location of the public hearing, and the deadline for written, e-mail, and phone comments from the public.
  - 1.4. A MCCOG or governing body report (as appropriate) will be completed and available for public review at least 72 hours prior to the public hearing and posted to the MCCOG or Transit Agency Web site(s).
2. After a service or fare change is approved by the appropriate governing bodies:
  - 2.1. The public will be notified via news release(s)
  - 2.2. Public notices will be posted on all affected transit vehicles at least 15 calendar days prior to changes going into effect and posted to the MCCOG and Transit Agency Web site(s).
3. MCCOG shall follow federal Title VI and environmental justice requirements when implementing transit service or fare changes.
  - 3.1. Residential, employment, and transportation patterns of low-income and minority populations shall be identified so that their needs can be identified and addressed, and the benefits and burdens of transportation investments can be fairly distributed. MCCOG shall endeavor to involve the affected communities in evaluating the benefits and burdens of transportation investments.

- 3.2. MCCOG shall evaluate and - where necessary - improve the public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decision making.

**E. Interagency Consultation**

1. MCCOG shall coordinate with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans and programs and reduce redundancies and costs.
2. MCCOG shall participate in consultation meetings with all required federal and state planning partners, such as environmental partners, as well as the Columbus Area Metropolitan Planning Organization (CAMPO), the Delaware County-Muncie Metropolitan Planning Organization (DMMPC), the Indianapolis Metropolitan Planning Organization (IMPO), and appropriate or needed local partners for LRP and TIP development or amendments.
3. MCCOG engages in “consultation” with federal, state, regional planning organizations (MPOs), and appropriate or needed local partners prior to making decisions, taking actions, or implementing programs that may impact their communities.
  - 3.1. “Consultation” is the active, affirmative process of: (1) identifying and seeking input from appropriate planning bodies, community groups, and individuals; and (2) considering their interests as a necessary and integral part of the decision-making process.

# Appendix A

## Transportation Glossary and Acronyms List

## TERMS AND DEFINITIONS

**Alternative Modes of Transportation** - Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include: rail, transit, carpools, bicycles and walking.

**Americans with Disabilities Act (ADA)** - Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications and transportation. Transportation requirements include the provision of "comparable para-transit service" that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

**Anderson City Transit System (CATS)** - The transit system operator that provides mass transit bus and para-transit services for the City of Anderson.

**Area Sources** - Small stationary and non-transportation pollution sources that are too small and/or numerous to be included as point sources but may collectively contribute significantly to air pollution (e.g., dry cleaners).

**Arterial Street** - A class of street serving major traffic movements (high-speed, high volume) for travel between major points.

**Attainment Area** - An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. Non-attainment areas are areas considered not to have met these standards for designated pollutants. An area may be an attainment area for one pollutant and a non-attainment area for others.

**Attainment Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area achieves attainment with an ambient air standard.

**Balanced Transportation System** - A system that provides a range of transportation options and takes advantage of the inherent efficiencies of each mode of travel and their interactions.

**Benchmarks** - Standards for measuring government performance and statewide progress in a variety of areas. Benchmarks help set program and budget priorities.

**Board of County Commissioners (BCC)** - Three elected officials who serve as the County executive and legislative branches of government.

**Capacity** - A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions; usually expressed as vehicles per hour or persons per hour.

**Capital Improvement Program (CIP)** - A plan for future capital infrastructure and program expenditures which identifies each capital project, its anticipated start and completion, and allocates existing funds and known revenue sources for a given period of time. Each local government should have a CIP.

**Capital Program Funds** - Financial assistance from the Capital Program of 49 U.S.C. This program enables the Secretary of Transportation to make discretionary capital grants and loans to finance public transportation projects divided among fixed guideway (rail) modernization; construction of new fixed guideway systems and extensions to fixed guideway systems; and replacement, rehabilitation, and purchase of buses and rented equipment, and construction of bus-related facilities.

**Carbon Monoxide (CO)** - A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination. Local sources of carbon monoxide include automobiles, wood stoves, and industrial processes.

**Categorical Exclusions (CE)** - Documents prepared under the National Environmental Policy Act (NEPA) for federal actions that do not have a significant human and natural environmental effect.

**Citizens Advisory Committee (CAC)** - Representative stakeholders that meet regularly to discuss issues of common concern, such as transportation, and to advise sponsoring agency officials. These groups effectively interact between citizens and their government

**Clean Air Act (CAA)** -Federal statutes established by the United States Congress which set the nation's air quality goals and the process for achieving those goals. The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law.

**Clean Water Act (CWA)** - Federal law regulating the quality of the waters of the United States. Amendments to the CWA in 1987 require local jurisdictions to develop storm water management plans for the control of municipal non-point source pollution.

**Comprehensive Plan** -An official document adopted by a local government that describes the general, long-range policies on how the community's future development should occur. A local comprehensive plan must be in compliance with the Indiana state code.

**Congestion** - A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

**Congestion Management System (CMS)** – A systematic process of evaluation and analysis for managing congestion issues. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

**Congestion Mitigation & Air Quality Improvement Program (CMAQ)** - A categorical Federal-aid funding program created with the ISTEA. It directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupant vehicles).

**Criteria Pollutants** -Air pollutants for which there are National Ambient Air Quality Standards that have been established by the Environmental Protection Agency to protect the public health and welfare from their known adverse effects. There are additional standards set by the State of Indiana. Communities are required to test the air continually for those criteria pollutants which appear to merit testing, based on historical data and trends, and population. In the Anderson/Madison County Metropolitan Planning Area (MPA), the City of Anderson Air Pollution Control Department monitors for Particulate Matter (PM) and the State of Indiana Department of Environmental Management monitors for ozone.

**Department of Transportation (DOT)** -When used alone, indicates U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency (e.g., Indiana Department of Transportation is INDOT).

**Design Standards** - Standards that are met when a new road is constructed, or when a deficient section is improved. These standards pertain to all relevant geometric and structural features required to provide a desired level of service over the life of the project. The life of the project is generally 20 years beyond its implementation.

**Emissions Budget** -The part of the State Implementation Plan (SIP) that identifies the allowable emissions levels, mandated by the National Ambient Air Quality Standards (NAAQS), for certain pollutants emitted from mobile, stationary, and area sources. The emissions levels are used for meeting emission reduction milestones, attainment, or maintenance demonstrations.

**Enhancements** -Activities that assist communities reach social, cultural, aesthetic and environmental goals as well as help harmonize the transportation system with the community. Enhancements are part of the mitigation for project impacts and can include bike and pedestrian trails, renovating streetscapes, and scenic beautification.

**Environmental Assessments (EA)** - Prepared for federal actions under the National Environmental Policy Act (NEPA) where it is not clearly known how significant the environmental impact might be. If, after preparing an Environmental Assessment, it is determined that the project's impact is significant, an Environmental Impact Statement (EIS) is then prepared. If not, a finding of "no significant impact" (FONSI) is documented.

**Environmental Impact Statements (EIS)** - Prepared for federal actions that have a significant effect on the human and natural environment. These are disclosure documents prepared under the National Environmental Policy Act/NEPA that provide a full description of the proposed project, the existing environment, and analysis of the anticipated beneficial and adverse environmental effects of all reasonable alternatives.. There are various stages – Draft EIS and Final EIS.

**Environmental Justice (EJ)** -Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

**Environmental Protection Agency (EPA)** - The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others. EPA is the source agency of air quality control regulations affecting transportation.

**Federal Highway Administration (FHWA)** - A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program that provides financial assistance to states to construct and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal lands roads.

**Federal Transit Administration (FTA)** - A branch of the U.S. Department of Transportation that provides the principal source of federal financial assistance for communities to plan, development, and improvement public and/or mass transportation systems. FTA provides leadership, technical assistance, and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the Nation's communities and natural environment, and to strengthen the national economy.

**Financial Planning** - The process of defining and evaluating funding sources, sharing the information, and deciding how to allocate the funds.

**Financial Programming** - A short-term commitment of funds specified for projects identified in the regional Transportation Improvement Program (see TIP).

**Finding of No Significant Impact (FONSI)** - A statement prepared under the National Environmental Policy Act (NEPA) indicating that a project was found to have no significant impacts on the quality of the human environment and for which an environmental statement will therefore not be prepared.

**Fine Particulates - Particulate** matter less than 2.5 microns in size (PM-2.5). A micron is one millionth of a meter. See "Particulate matter" below.

**Fiscal or Financial Constraint** -Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

**Formula Capital Grants** – The federal funds for transit operators allocated by formula and administered by FTA.

**Geographic Information System (GIS)** - Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

**Goals** - A desired result or purpose. In planning, a goal is a broad statement of philosophy that describes the hopes of the people of the community for the future of the community. A goal may never be completely attainable, but it is used as a point toward which the community may strive.

**High-Occupancy Vehicle (HOV)** - Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

**Indiana Department of Transportation (INDOT)** - The State agency charged with the responsibility of management for the highway system and other forms of transportation within Indiana. INDOT's mission is to provide a safe, efficient transportation system that supports economic opportunity and livable communities for citizens of Indiana. INDOT is the administrative agency that responds to policy set by the Governor.

**Indiana Long Range Transportation Plan (ILRTP)** - The comprehensive, long-range plan for a multimodal transportation system for the *state* which encompasses economic efficiency, orderly economic development, safety and environmental quality.

**Intelligent Transportation Systems (ITS)** - The application of advanced technologies to improve the efficiency and safety of transportation systems.

**Intermodal** - The ability to connect, and the connections between, modes of transportation.

**Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)**

Legislative initiative by the US Congress that restructured funding for transportation programs; authorized an increased role for regional planning commissions/MPOs in funding decisions; and required comprehensive regional and statewide long-term transportation plans.

**Interstate Highway System (IHS)** - The system of highways that connects the principal metropolitan areas, cities, and industrial centers of the United States that also connects the United States to internationally significant routes in Canada and Mexico.

**Land Use** -Refers to the manner in which portions of land or the structures on them are used, i.e. commercial, residential, retail, industrial, and etc.

**Transportation for Rural Areas of Madison County (TRAM)** - The transit system serving the areas of Madison County outside of the City of Anderson. Trips may have either an origin or destination into the City of Anderson but not both.

**Level of Service (LOS)** - A qualitative rating of how well a unit of transportation supply (e.g. street, intersection, bikeway, etc) serves its current or projected demand. LOS A = free flow condition (32% of capacity); B= reasonably free flow conditions (51%); C=operation stable but becoming more critical (75%); D=lower speed range of stable flow (92%); E=unstable flow (100%); F=forced flow; >100% of capacity, stop and go operation.

**Long-Range Projects** - Projects identified as long-range are expected to be needed in ten to twelve years.

**Long-Range Transportation Plan (LRTP)** -See Regional Transportation Plan

**Madison Council of Governments (MCCOG)** - MCCOG is a voluntary association of local governments in the Madison County, Indiana area. Dedicated to solving area-wide problems, MCCOG helps area cities and towns, Madison County, educational districts, and special-purpose districts reach their common goals. MCCOG serves as the MPO for Anderson Urbanized Area as designated.

**Maintenance Area** -Maintenance area is any geographic region of the United States previously designated non-attainment pursuant to the CAA Amendments of 1990 and subsequently re-designated to attainment subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

**Maintenance Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area remains in attainment with an ambient air standard.

**Medium Term Capital Project** - Projects identified as medium-range are expected to be needed in six to ten years.

**Metropolitan Planning Area (MPA)** – The geographic area in which a metropolitan transportation planning process is required by the U.S. Code of Regulations (CFR).

**Metropolitan Planning Organization (MPO)** - Regional policy body, required in urbanized areas with populations over 50,000. It works cooperatively with the state and other transportation providers for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation. The Madison County Council of Governments serves as the MPO in the Anderson Urbanized area.

**Mitigation** -means to avoid, minimize, rectify, or reduce an impact, and in some cases, to compensate for an impact.

**Mobile Source** - The mobile source-related pollutants are carbon monoxide (CO), hydrocarbons (HC), nitrogen oxides (NOx), and particulate matter (PM-10 and PM 2.5).

**Mode** - A specific form of transportation, such as automobile, subway, bus, rail, or air.

**Multimodal** - A trip involving several types of transportation, such as both rail and bus.

**National Ambient Air Quality Standards (NAAQS)** - Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA developed the standards in response to a requirement of the CAA. Air quality standards have been established for the following six criteria pollutants: ozone (or smog), carbon monoxide, particulate matter, nitrogen dioxide, lead, and sulfur dioxide.

**National Environmental Policy Act of 1969 (NEPA)** - An established national environmental policy (1969) requiring that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

**National ITS Architecture** -A systems framework to guide the planning and deployment of ITS infrastructure. The national ITS architecture is a blueprint for the coordinated development of ITS technologies in the U.S. It is unlikely that any single metropolitan area or state would plan to implement the entire national ITS architecture.

**Non-attainment** -Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990. An area can at the same time be classified as in attainment for one or more air pollutants and as a non-attainment area for another air pollutant.

**Objective** - An attainable target that the community attempts to reach during the process of striving to meet a goal. An objective may also be considered as an intermediate point that will help fulfill the overall goal

**Ozone (O<sub>3</sub>)** - Ozone is a colorless gas with a sweet odor. Ozone is not a direct emission from transportation sources. It is a secondary pollutant formed when VOCs and NO<sub>x</sub> combine in the presence of sunlight. Ozone is associated with smog or haze conditions. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone produces an unhealthy environment in which to live. Ozone is created by human and natural sources.

**Para-transit** - Alternative known as "special or specialized" transportation which often includes flexibly scheduled and routed transportation services. These services use low capacity vehicles such as vans to operate within normal urban transit corridors or rural areas. Services usually cater to the needs of persons whom standard mass transit services would serve with difficulty, or not at all. Common patrons are the elderly and persons with disabilities.

**Particulate Matter (PM<sub>10</sub> and PM<sub>2.5</sub>)** - Particulate matter consists of airborne solid particles and liquid droplets. Particulate matter may be in the form of fly ash, soot, dust, fog, fumes, etc. These particles are classified as "coarse" if they are smaller than 10 microns or "fine" if they are smaller than 2.5 microns. Coarse airborne particles are produced during grinding operations or from the physical disturbance of dust by natural air turbulence processes, such as wind. Fine particles can be a by-product of fossil fuel combustion, such as diesel and bus engines. Fine particles can easily reach remote lung areas, and their presence in the lungs is linked to serious respiratory ailments such as asthma, chronic bronchitis and aggravated coughing. Exposure to these particles may aggravate other medical conditions such as heart disease and emphysema and may cause premature death. In the environment, particulate matter contributes to diminished visibility and particle deposition (soiling).

**Performance Measures** - Indicators of how well the transportation system is performing with regard to such things as average speed, reliability of travel, and accident rates. Used as feedback in the decision-making process.

**Planning Funds (PL)** - Primary source of funding for metropolitan planning designated by the FHWA.

**Policy** - A statement adopted as part of a plan to provide a specific course of action moving the community towards attainment of its goals. Due to budget constraints and other activities, all policies cannot be implemented at the same time. Generally, those with metropolitan-wide implications should receive priority consideration.

**Policy Committee (PC)** - An intergovernmental policy group that comprises representatives from the MPO planning area that serves as the decision-making body that provides policy guidance on the transportation planning process in the MPA.

**Project Development** -The phase a proposed project undergoes once it has been through the planning process. The project development phase is a more detailed analysis of a proposed project's social, economic, and environmental impacts and various project alternatives. What comes from the project development phase is a decision reached through negotiation among all affected parties, including the public. After a proposal has successfully passed the project development phase, it may move to preliminary engineering, design, and construction.

**Public Hearing** - A formal event held prior to a decision that gathers community comments and positions from all interested parties for public record and input into decisions.

**Public Participation Plan (PIP)** - A plan that describes the public involvement goals and objectives, and methods of involving the public in transportation decisions.

**Public Meeting** -A formal or informal event designed for a specific issue or community group where information is presented and input from community residents is received

**Public Participation** - The active and meaningful involvement of the public in the development of transportation plans and programs.

**Record of Decision (ROD)** - A concise decision document for an environmental impact statement, prepared under the National Environmental Policy Act (NEPA) that states the decision (selected alternative or choice), other alternatives considered, and mitigation adopted for the selected alternative or choice.

**Refinement Plan** - Refinement plans are a detailed examination of the service needs and land use issues relevant to a particular area.

**Regional Transportation Plan (RTP)** -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 a minimum of the next 25 years.

**Right-of-Way (ROW)** - Public space legally established for the use of pedestrians, vehicles or utilities. Right-of-way typically includes the street, sidewalk and buffer strip areas.

**Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU)** – The 2005 legislative initiative by the U.S. Congress that restructured funding for transportation programs and authorized new requirements and roles for MPOs and state DOTs in the transportation planning and funding process.

**Short-term Capital Project** - Projects identified as short-range needs are expected to be needed within 5 years.

**Smart Growth** - A set of policies and programs design to protect, preserve, and economically develop established communities and valuable natural and cultural resources.

**Sources** - Refers to the origin of air contaminants. Can be point (coming from a defined site) or non-point (coming from many diffuse sources) related. Stationary sources include relatively large, fixed facilities such as power plants, chemical process industries, and petroleum refineries. Area sources are small, stationary, non-transportation sources that collectively contribute to air pollution, and include such sources as dry cleaners and bakeries, surface coating operations, home furnaces, and crop burning. Mobile sources include on-road vehicles such as cars, trucks, and buses; and off-road sources such as trains, ships, airplanes, boats, lawnmowers, and construction equipment.

**Sprawl** -Urban form that connotatively depicts the movement of people from the central city to the suburbs. Concerns associated with sprawl include loss of farmland and open space due to low-density land development, increased public service costs, and environmental degradation as well as other concerns associated with transportation.

**Stakeholders - Individuals** and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers, and the general public.

**State Department of Transportation (State DOT)** -A statewide agency that is responsible for conducting

transportation planning activities in non-metropolitan areas of the state, and assisting MPOs in transportation planning for the metropolitan areas. State DOTs are also responsible for developing, designing, and constructing most of the projects on major highways in most states.

**State Infrastructure Bank (SIB)** - A revolving fund mechanism for financing a wide variety of highway and transit projects through loans and credit enhancement. SIBs are designed to complement traditional Federal-aid highway and transit grants by providing States increased flexibility for financing infrastructure investments.

**State Implementation Plan (SIP)** -A plan mandated by the CAA that contains procedures to monitor, control, maintain, and enforce compliance with the NAAQS. The MCCOG planning area is part of the central Indiana nine-county air quality non-attainment area and the Delaware County air quality maintenance area. The MPOs from Anderson, Columbus, and Indianapolis work cooperatively through a consultation group led by the Indiana Department of Environmental Management (IDEM), FHWA, FTA, INDOT, and the U.S. EPA to produce a SIP for Carbon Monoxide and PM 2.5. IDEM is responsible for incorporating that information and submitting it to U.S. EPA.

**State Planning and Research Funds (SP&R, SPR)** – SPR funds are the primary source of funding for statewide long-range planning and highway research.

**Statewide Transportation Plan** -The official statewide intermodal transportation plan is developed through the statewide transportation planning process.

**State Transportation Improvement Program (STIP)** - A document prepared by the State DOTs, the STIP is a staged, multiyear listing of projects proposed for federal, state, and local funding encompassing the entire state. It is a compilation of the TIPs prepared for the metropolitan areas, as well as project information for the non-metropolitan areas of the state and for transportation between cities. A TIP must be incorporated into the STIP before TIP projects can be funded by the State or the Federal Government.

**Surface Transportation Program (STP)** -Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

**Telecommuting** - Communicating electronically (by telephone, computer, fax, etc.) with an office, either from home or from another site, instead of traveling to it physically.

**Title VI** - Title VI of the Civil Rights Act of 1964. It prohibits discrimination in any program receiving federal assistance.

**Transportation Conformity** -Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

**Transportation Control Measures (TCM)** -Transportation strategies that affect traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, provision of bicycle facilities, ridesharing, telecommuting, etc. Such actions may be included in a SIP if needed to demonstrate attainment of the NAAQS.

**Transportation Corridor** - Major or high volume routes for moving people, goods and services from one point to another. They may serve many transportation modes or be for a single mode such as an air corridor.

**Transportation Demand Management (TDM)** -“Demand-based” techniques which are designed to change travel behavior in order to improve the performance of transportation facilities and to reduce the

need for additional road capacity. Methods include the use of alternative modes, ride-sharing and vanpool programs and trip-reduction programs and/or ordinances.

**Transportation Equity Act for the 21st Century (TEA-21)** - Authorized in 1998, TEA-21 authorized federal funding for transportation investment for fiscal 1998-2003. Approximately \$217 billion in funding was authorized, the largest amount in history, which is used for highway, transit, and other surface transportation programs.

**Transportation Improvement Program (TIP)** - A staged, multiyear (typically four to five years) listing of surface transportation projects proposed for federal, state, and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement its long-range transportation plan. TIPs contain projects with committed funds over a multiyear period (one to four years).

**Transportation Infrastructure** - A federal credit program under which the USDOT may provide three forms of credit assistance - secured (direct) loans, loan guarantees, and standby lines of credit - for surface transportation projects of national or regional significance. The fundamental goal is to leverage federal funds by attracting substantial private and non-federal co-investment in critical improvements to the nation's surface transportation system.

**Transportation Management Area (TMA)** - All urbanized areas over 200,000 in population, and any other area that requests such designation. The MPO is responsible for transportation planning with a TMA.

**2030 Transportation Plan** - It is the Anderson/Madison County metropolitan area's long-range transportation plan.

**Transportation Planning** - A collaborative planning process that reviews and analyzes socio-economic and demographic characteristics in conjunction with travel patterns for a defined geographic area for making public decisions. This process shows how these characteristics will change over a given period of time, and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state, and federal transportation funding. Long-range planning is typically done over a period of twenty years; short-range programming of specific projects usually covers a period of three to five years.

**Technical Advisory Committee (TAC)** - An MPO committee of technical staff from public works, planning, environment, and other officials from the Madison County area, INDOT, FHWA, and the MPO. It provides technical expertise and recommendations to the policy committee, PC.

**Transportation System Management (TSM)** - The techniques for increasing the efficiency, safety, capacity or level of service of the existing transportation system without increasing its size. Examples include traffic signal improvements, traffic control devices including installing medians and parking removal, channelization, access management, ramp metering, and re-striping for high occupancy vehicle (HOV) lanes.

**Transportation Systems Plan** - A plan for one or more transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas. Usually, a plan produced by a local government, e.g. cities, towns, counties, etc.

**Travel Mode** - The means of transportation used, such as automobile, bus, bicycle, or by foot.

**Trust Fund** - A fund credited with receipts that are held in trust by the government and earmarked by law for use in carrying out specific purposes and programs in accordance with an agreement or a statute.

**Unified Planning Work Program (UPWP)** -The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

**Urban Growth Boundary (UGB)** - A boundary, or site-specific line, that is specified for a metropolitan area that separates existing and future urban development from rural lands. Urban levels and densities of development, complete with urban levels of services, are planned within the UGB.

**Urbanized Area** – An area defined by the U.S. Census that includes a city of 50,000 or more population plus incorporated or unincorporated surrounding areas meeting size and density criteria.

**Vehicle Miles of Travel (VMT)** - The sum of distances traveled by all motor vehicles in a region.

## **TRANSPORTATION ACRONYMS**

**3-C** - Continuing, Comprehensive and Cooperative Planning Process

**3R** - Resurfacing, restoring, and rehabilitating

**AAA** - American Automobile Association

**AASHO** - American Association of State Highway Officials

**AASHTO** - American Association of State Highway & Transportation Officials

**ADA** – Americans with Disabilities Act

**ADT** - Average Daily Traffic (or Average Daily trips)

**AMPO** - Association of Metropolitan Planning Organizations

**APA** - American Planning Association

**APTA** - American Public Transportation Association

**ARBA** - American Road Builders' Association

**ARMA** - American Road Makers' Association

**ARTBA** - American Road and Transportation Builders' Association

**BMCS** Bureau of Motor Carrier Safety

**BMP** - Best Management Practice

**BMS** - Bridge Management System

**BTS** - Bureau of Transportation Statistics

**CAA** - Clean Air Act

**CAAA** - Clean Air Act Amendments

**CAC** - Citizen Advisory Committee

**CFR** - Code of Federal Regulations

**CIP** - Capital Improvement Program

**CMAQ** - Congestion Mitigation and Air Quality Program

**CMS** - Congestion Management System

**COG** - Council of Governments

**DEIS** - Draft Environment Impact Statement

**DOT** - Department of Transportation

**EEO** - Equal Employment Opportunity

**EIS** - Environmental Impact Statement

**EJ** - Environmental Justice

**EPA** - Environmental Protection Agency

**FAA** - Federal Aviation Administration

**FAP** - Federal-aid primary

**FAS** - Federal-aid secondary

**FAU** - Federal-aid urban

**FEIS** - Final Environmental Impact Statement

**FHWA** - Federal Highway Administration

**FRA** - Federal Railroad Administration

**FTA** - Federal Transit Administration

**FY** - Fiscal Year

**GIS** - Geographic Information Systems

**GPS** - Global Positioning Systems

**HOV** - High Occupancy Vehicle

**HRB** - Highway Research Board

**HSR** - High Speed Rail

**I/M** - Inspection and Maintenance

**ICC** - Interstate Commerce Commission

**IHS** - Interstate Highway System

**IM** - Interstate Maintenance

**IRF** - International Road Federation

**ISTEA** - Intermodal Surface Transportation Efficiency Act of 1991

**ITS** - Intelligent Transportation Systems

**IVHS** - Intelligent Vehicle Highway Systems

**LOS** - Level of Service (Traffic flow rating)

**LRT** - Light Rail Transit

**LRTP** - Long Range Transportation Plan

**M&O** - Major and Operations

**MIS** - Major Investment Study

**MOA** - Memorandum of Agreement

**MOU** - Memorandum of Understanding

**MPA** – Metropolitan Planning Area

**MPO** - Metropolitan Planning Organization

**MSA** - Metropolitan Statistical Area

**MUTCD** - Manual on Uniform Traffic Control Devices

**NAA** - Non-attainment Area

**NAAQS** - National Ambient Air Quality Standards

**NEPA** - National Environmental Policy Act of 1969

**NHS** - National Highway System

**NHTSA** - National Highway Traffic Safety Administration

**PE** - Preliminary Engineering

**PIARC** - Permanent International Association of Road Congresses

**PL** - Planning Funds

**PPM** - Policy and Procedure Memorandum

**PS&E** - Plans, Specifications, and Estimates

**RFP** - Request for Proposal

**ROW** - Right of Way

**RR** - Railroad

**SAFETEA-LU** – Safe, Accountable, Flexible, Efficient Transportation Equity Act

**SIB** - State Infrastructure Bank

**SIP** - State Implementation Plan

**SOV** - Single Occupancy Vehicle

**SPR** - State Planning and Research funds

**STIP** - State Transportation Improvement Program

**STP** - Surface Transportation Program

**STPP** - Surface Transportation Policy Project

**TAC** - Technical Advisory Committee

**TAZ** - Traffic Analysis Zone

**TCM** - Transportation Control Measure

**TDM** - Transportation Demand Measure

**TDP** - Transit Development Program

**TEA-21** - Transportation Equity Act for the 21st Century

**TIP** - Transportation Improvement Program, either TIP or STIP

**TMA** - Transportation Management Area

**TOD** - Transit Oriented Development

**TRB** - Transportation Research Board

**TSM** - Transportation System Management

**UGB** - Urban Growth Boundary

**UMTA** - Urban Mass Transportation Administration (now the FTA)

**UPWP** - Unified Planning Work Program

**VMT** - Vehicle Miles Traveled

**VPD** - Vehicles Per Day