



Public Involvement Policy

MAY 2020



“Liberty cannot be preserved without a general knowledge among the people, who have a right...and a desire to know.”

- John Adams (1765)

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How to reach MMMPO

- Visit the MMMPO’s website:
www.planttogether.org
- Comment on policies and projects:
baustin@planttogether.org
- Comment on community outreach
Subscribe to the MMMPO email list:
jshuey@planttogether.org
- Comment on planning technical issues:
jzhang@planttogether.org
- Write to us or visit us in person:
Morgantown Monongalia MPO
243 High Street Room 110
Morgantown, WV 26505
- The MMMPO’s Facebook page:
<https://www.facebook.com/Morgantown-Monongalia-Metropolitan-Planning-Organization-195640710451067/>
- The MMMPO’s Twitter page:
<https://twitter.com/MonongaliaMpo>
- The MMMPO’s LinkedIn page:
<https://www.linkedin.com/company/42408566>
- The MMMPO’s Youtube account is:
Morgantown Monongalia MPO
- The MMMPO’s Webex account is:
<https://meetingsamer16.webex.com/meet/jshuey>

This document updates the MMMPO’s Public Involvement Plan (PIP) last adopted in 2015 and amended in 2019.

SECTION I

INTRODUCTION

About the MMMPO

MMMPO Structure

The MMMPO consists of a policy board, a Citizen Advisory Committee (CAC), a Transportation Technical Advisory Committee (TTAC), a Policy Advisory Committee (PAC), and Staff.

- **The Policy Board** is the decision-making body of the MMMPO. It is made up of elected and appointed officials from member local governments and major organizations in the Morgantown region. The Board is responsible for approving the MMMPO's Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program.
- **The Citizens Advisory Committee** is an advisory group for the Policy Board that provides recommendations on community issues and concerns. The CAC is composed of citizens appointed by the Policy Board to represent the public interest in transportation decision making.
- **The Transportation Technical Advisory Committee** is an advisory group for the Policy Board that provides recommendations on technical issues and planning efforts. The TTAC is made up of technical staff from the various agencies and local governments in the MMMPO area.
- **The Policy Advisory Committee** is made up of representatives of the businesses community and the economic development community who provide the Policy Board with their perspective on the

What is a Monongalia Metropolitan Planning Organization (MPO)?

Federal legislation (23 USC 134(d)) requires the designation of an MPO for each urbanized area with a population of more than 50,000 individuals. MPOs consist of local elected officials, officials of public agencies that administer or operate major modes of transportation within the metropolitan area, including representation by providers of public transportation, and appropriate state transportation officials. MPOs coordinate a continuing, cooperative, and comprehensive (3-C) transportation planning process.

impact of the Boards proposed policies and projects.

- *The MMMPO Staff provides professional transportation planning services and ongoing administration of planning projects. Staff is managed by the Executive Director who reports to the Policy Board.*

Role and Function

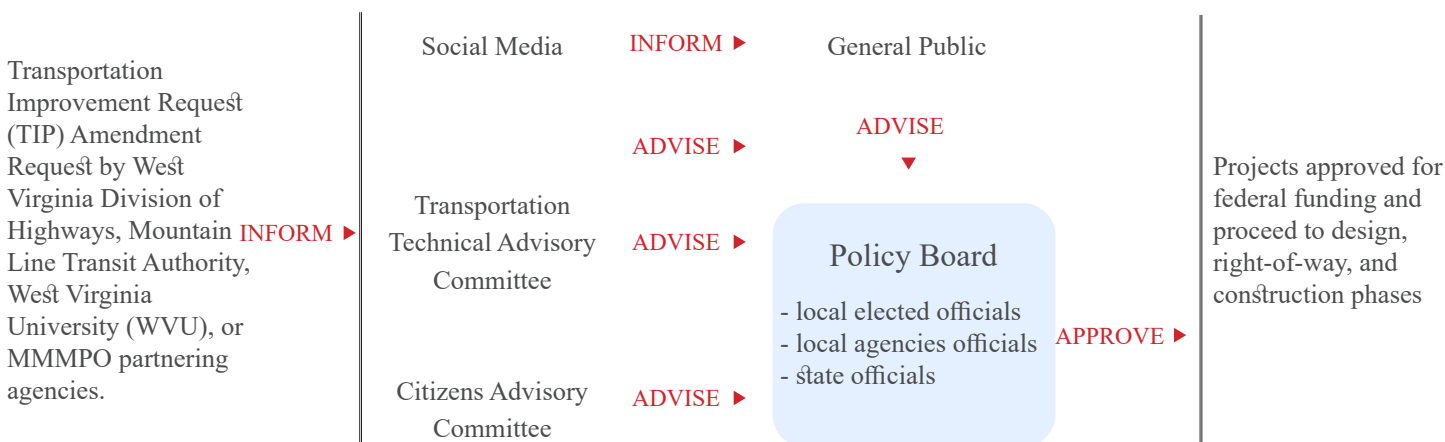
Established in 2003, the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is the federally-designated ((23 USC 134(d))) transportation planning agency for Morgantown and Monongalia County. The MMMPO serves as a regional authority to plan, prioritize, and recommend transportation projects for federal and state funding, in partnership with the West Virginia Department of Transportation (WVDOT), local transit agency, local elected leadership, local planning and public works entities, the business community, and citizens.

As a public agency, the MMMPO is responsible for ensuring the region is in compliance with federal and state planning requirements and is required to maintain "...continuous, comprehensive and cooperative planning process." (23 U. S. Code 134 (c) (3))

The core functions of the MMMPO are:

- *Establishing and managing a fair setting for effective regional decision-making for transportation related issues in the greater Morgantown area.*
- *Evaluating transportation alternatives, scaled to the nature of the local*

How transportation projects get approved for federal funding at the MMMPO



community and to the realistically available options.

- *Developing and updating a long-range transportation plan for the Morgantown metropolitan area that fosters mobility and access for people and goods, efficient system performance and preservation, and quality of life.*
- *Developing a program based on the long-range transportation plan to serve the area's goals.*
- *Involving the general public and all the significantly affected sub-groups in the four essential functions listed above.*

Collaborations

The MMMPO partners with federal, state, and local agencies on transportation related issues in the area. Those agencies include: Federal Highway Administration (FHWA), Federal Transit Administration (FTA), West Virginia Department of Transportation (WVDOT), Monongalia County, City of Morgantown, City of Westover, Star City, Town of Granville, Mountain Line Transit Authority (MLTA), Monongalia County Board of Education, West Virginia University, and Morgantown Area Chamber of Commerce. The MMMPO is a member of the West Virginia Association of MPOs.

Major Work Products

Metropolitan Transportation Plan (MTP). The MTP, also called Long Range Transportation Plan (LRTP), provides a vision of the region's transportation system and needs over a minimum 20-year planning horizon and establishes priorities for transportation investments. The Plan is updated every four years.

Transportation Improvement Program (TIP). The TIP identifies all proposed federally-funded transportation improvement projects for various modes and facilities. The TIP is the primary document for identifying the projects to be implemented over the next six (6) years. Funding in the TIP is primarily for the first two years with the remaining years being illustrative. The MMMPO is required to prepare and update the TIP approximately every two to three year.

Annual Unified Planning Work Program (UPWP). The UPWP defines the planning priorities of the MMMPO, describing all transportation-related planning activities anticipated within a given federal fiscal year.

What are the purpose of MPO's projects?

23 U.S. Code § 134. Metropolitan transportation planning

(h)(1) The metropolitan planning process for a metropolitan planning area under this section shall provide for consideration of projects and strategies that will

(A) support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;

(B) increase the safety of the transportation system for motorized and nonmotorized users;

(C) increase the security of the transportation system for motorized and nonmotorized users;

(D) increase the accessibility and mobility of people and for freight;

(E) protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

(F) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

(G) promote efficient system management and operation;

(H) emphasize the preservation of the existing transportation system;

(I) improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and

(J) enhance travel and tourism.

About the MMMPO's Public Involvement

Introduction

The MMMPO is committed to develop public involvement plans that are inclusive and robust, engaging a broad range of interested parties in the transportation planning process.

The public plays a critical role in assisting MMMPO in its project selection and long-term planning processes. People are aware of how well the transportation system is working – and areas for potential improvement – with knowledge and insight into the needs of their communities. Finding better ways to interact and converse with the people in the MMMPO region results in gaining valuable input about problems and needs in the community.

Goal 1

Provide a fair process: Provide an effective and inclusive outreach process for all populations in the region, with opportunities to engage in meaningful discussions relating to transportation planning issues.

Goal 2:

Educate the public: Educate the public on transportation related issues to promote informed public participation.

Principles

Accessibility

Public events are scheduled at convenient and transit-accessible locations and times; Meeting venues may include community centers or other known locations within the community; Public meetings are held over the course of several hours to accommodate people doing shift work or with multiple jobs; Documents, notices, and meeting presentations are concise, understandable, and readily accessible to the public; In accordance with ADA guidelines, all meetings conducted by MMMPO take place in locations that are accessible to persons with mobility limitations.

Engaging Traditionally Underserved Communities

As a step toward a more inclusive planning process, the MMMPO engages communities traditionally underserved, including Environmental Justice (EJ) (i.e. minority or low-income) and Limited English Proficiency (LEP) populations.

Engaging Seniors and People with Disabilities

Older adults and those with disabilities have unique transportation needs. As the population of seniors increases, their mobility needs for services beyond the traditional automobile will increase as well. The MMMPO considers the needs in every aspect of project development from planning to design and construction.

Visualization

New visualization technologies have changed the communication process and the tools that are available to transportation professionals to transmit and display information. The MMMPO uses modern visualization tools for proposed policies, plans, and designs. Examples include maps, diagrams, sketches, drawings, photo-realistic renderings, computer-modeled images and simulation, and videos.

Collaboration

The MMMPO proactively reaches out to community leaders and community-based groups to establish a border community basis for public participation.

As possible all public involvement activities should be coordinated with ongoing State and Federal activities, particularly for statewide transportation planning public involvement and the associated consultation processes.

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Project Traffic Impact Map (I-79 Access Study)

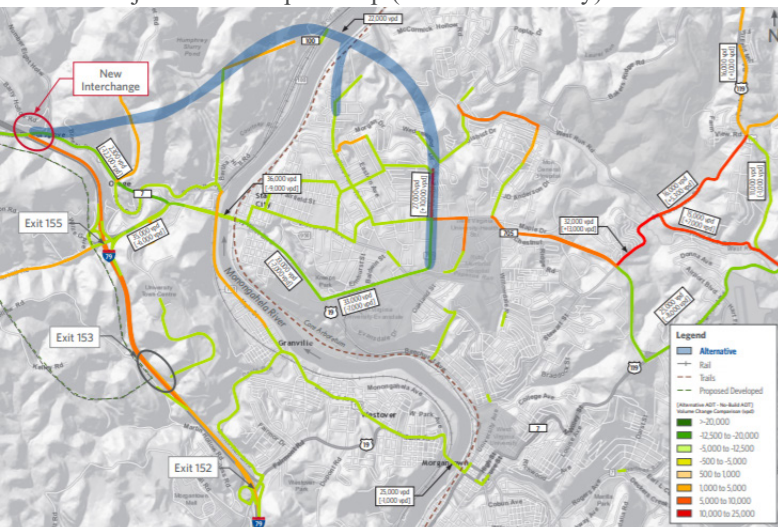


Illustration for Project Design Alternatives (University Ave Corridor)



Governing Federal Regulations

This PIP is guided by federal laws and regulations that govern public involvement procedures for MPOs, including:

Name	Description
<p>Fixing American’s Surface Transportation Act (FAST Act)</p>	<p>The FAST Act of 2015 building on prior Federal transportation authorization bills places strong emphasis on public participation in the metropolitan planning process.</p> <p>Ensuing regulations in 23 CFR 450.316 requires “the metropolitan transportation planning process shall include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs”. ((b)(1))</p> <p>It also details a number of requirements for MPOs, including:</p> <ul style="list-style-type: none"> • <i>development of a public participation plan;</i> • <i>adequate public notice for public participation activities;</i> • <i>identification of the types of stakeholders for whom MPOs must provide reasonable opportunities to be engaged;</i> • <i>employment of visualization techniques;</i> • <i>making information available electronically;</i> • <i>holding public meetings at convenient and accessible locations and times;</i> • <i>seeking out and considering the needs of those traditionally underserved by transportation systems</i> • <i>and providing adequate opportunities for public comment.</i>
<p>Americans with Disabilities Act (ADA)</p>	<p>The Americans with Disabilities Act (ADA) of 1990 specifies that programs and activities funded with federal dollars are prohibited from discrimination based on disability. ADA encourages the involvement of people with disabilities in the development and improvement of transportation and paratransit plans and services.</p>
<p>Title VI</p>	<p>Title VI under the Civil Rights Act of 1964 states that no person in the U.S. shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.</p>

Name	Description
Environmental Justice	Executive Order #12898 of 1994 directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations. 23 CFR 450.316(a)(1) (vii) requires that the needs of those “traditionally underserved” by existing transportation systems, such as low-income and/or minority households, be sought out and considered.
Limited English Proficiency (LEP)	Executive Order 13166 of 2000 requires federal agencies to examine the services they provide, identify any need for services to those with LEP, and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The LEP requirement applies to the MPO and its partnering agencies as designated recipients of federal transit funds.
Clean Air Act of 1970 (and Amendments)	The Clean Air Act (CAA) is the comprehensive federal law that regulates air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants.
Rehabilitation Act of 1973	The Rehabilitation Act prohibits discrimination on the basis of disability in programs conducted by Federal agencies, in programs receiving Federal financial assistance, in Federal employment, and in the employment practices of Federal contractors.
Age Discrimination Act of 1975	The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance.
Civil Rights Restoration Act of 1987	The Civil Rights Restoration Act, or Grove City Bill, was a US legislative act that specified that recipients of federal funds must comply with civil rights laws in all areas, not just in the particular program or activity that received federal funding.

The Development of the PIP

The MMMPO's PIP will be reviewed periodically to determine its effectiveness in achieving its goals. As required, MMMPO will hold a **forty- five (45) day** public review and comment period before the adoption or amendment of the PIP. Copies of the document are available on MMMPO's website, www.plantogether.org, via social media, in its office, and by request.

This Policy is subject to the review by the following agencies:

- *Federal Highway Administration (FHWA)*
- *Federal Transit Administration (FTA)*
- *West Virginia Department of Transportation (WVDOT)*
- *Other agencies as may be required by law*

WVDOH/MMMPO Public Outreach (I-79 northern connector project I-79 northern connector project)



SECTION II

PUBLIC OUTREACH TOOLS

Public Meetings

Policy Board Meetings

The policy board meeting occurs on the Thursday of the third week of January, March, May, June, August, October, and November. The board makes decisions on policy, strategy, and operation of the MMMPO.

MMMPO Policy Board Meeting



Advisory Committee Meetings

The advisory committee meeting occurs a week before each Policy Board meeting. The Transportation Technical Advisory Committee (TTAC) meets on Tuesday; the Citizens Advisory Committee (CAC) on Thursday. The two committees review items for the Policy Board's consideration.

Unless there are extenuating circumstances, consideration of these items by these two Committee's is considered one of the primary outreach strategies of this Policy. Unless specifically mentioned below, all of the items considered by the Policy Board will be publicly reviewed by these

Committees as part of this Public Involvement Process.

Stakeholder/Steering Committee Meetings

In general, stakeholder/steering committee meetings are held when the MMMPO develops a specific project or study. The meetings serve as a core decision-making body for that project or study. Stakeholder/steering committees are expected to include representatives from all interest groups, including underserved populations.

Stakeholder Interviews

In general, Stakeholder interviews are one-on-one conversations with people who have a vested interest in a project or a study. A stakeholder is anyone within an organization who can offer useful advice about the project or study. Stakeholder interviews are held mainly, but are not limited to, for a specific project or study.

Focus Group Meetings

A focus group is a tool that the MMMPO uses to find out the community's perspective on a particular condition and how it can be improved. During a focus group meeting, the participants provide their opinions and ideas in a free-form style. Focus group interviews are held mainly, but are not limited to, for a specific project or study.

Pop up meeting at a community event



Pop-up Meetings

Pop-ups are used as a tool to spread the word and generate interest and visibility for a specific project or study, or for the MMMPO in general. They function as a mobile meeting to draw regional stakeholders who would typically not attend a formal public meeting. Pop-ups take place during established events, such as school events, festivals, or farmers' markets. In some cases, a pop-up may take place with specific community stakeholder groups, such as neighborhood meetings. Pop-up events may contain MPO-related materials and interactive activities such as surveys.

Working Group Meetings

Working groups are established to allow stakeholders and the public to get involved with the MMMPO in specific areas of interest. These Working Groups support the MMMPO's planning efforts by providing guidance in the development of projects, programs, and policies.

Design Workshop/Charrette

A design workshop/charrette is an intensive planning session where citizens, planners, engineers, and others collaborate on a vision for development. It provides a forum for ideas and offers the unique advantage of giving immediate feedback to the designers. A design workshop/charrette supports the development of a specific project or study.

Open House/Public Hearing

An open house/public hearing provides opportunities for the community to understand and comment on the purposes, issues, strategies, design, and implementation of a project. It is the primary form of meetings to engage the

community on the project level.

Open house meeting



Virtual Public Meetings

Due to the COVID-19 pandemic the opportunity for the public to participate in the MMMPO's committee meetings has been changed to take into consideration the possibility that future meetings will need to be attended remotely through video conferencing. How to access these meetings will be posted on the MMMPO's YouTube channel (Morgantown Monongalia MPO), the MMMPO's website and advertised in print media as needed. There will be three options for public participation in this meeting: video conferencing, phone conferencing or written comment. There will be two public comment periods for these meetings, one at the beginning meeting and one at the end of the meeting. Comments will be limited to three minutes and speakers must give their name and address at the beginning of their 3 minute speaking opportunity.

Members of the public wishing to make a video comment will need to use webex on a computer or smart device that has a camera. Members of the public wishing to call in and make a comment over the phone will need to call the webex number and use the meeting ID posted in the meeting's agenda. When participating via video or phone conferencing, you will be placed into a virtual lobby/on-hold until the meeting host permits access to the meeting at which point your microphone will be placed on mute until the public comment section begins. Once Public Comment begins, the meeting host will go through each person one at a time and provide them with the opportunity to address the MMMPO meeting. It is recommended that participants fully follow the meeting prior to commenting.

The video and phone conference will open at the posted meeting start time.

Ongoing Communication Channels

Social Media Engagement

The MMMPO is looking to engage a broader public involvement through this we will be using social media accounts including but not limited to the MMMPO website, Facebook, Twitter, LinkedIn, Youtube, and Webex video conferencing tool. The following links are to the MMMPO's social media accounts:

The MMMPO's Website page is:

<https://www.planttogether.org/>

The MMMPO's Facebook page is:

<https://www.facebook.com/Morgantown-Monongalia-Metropolitan-Planning-Organization-195640710451067/>

The MMMPO's Twitter page is:

<https://twitter.com/MonongaliaMpo>

The MMMPO's LinkedIn page is:

<https://www.linkedin.com/company/42408566>

The MMMPO's Youtube account is:

Morgantown Monongalia MPO

The MMMPO's Webex account is:

<https://meetingsamer16.webex.com/meet/jshuey>

E-Newsletter

The MMMPO E-newsletter will be published once a quarter to update key stakeholders. The information distributed through the general public email list will also be distributed through social media to subscribers and followers. In addition, materials such as flyers, fact sheets, posters, and explainable videos supporting the E-newsletter will be shared through the MMMPO's website, Facebook, Twitter, LinkedIn, and Webex video conferencing tool. The Newsletter will be published by the last week of January, April, July, and October of each year.

Do-it-yourself Videos

The MMMPO will create short 1 to 10-minute videos to review policy changes, potential opportunities to engage in policy decisions, and how-to-videos on using the MMMPO website, Facebook, Twitter, LinkedIn, and Webex video conferencing tool to engage the public. Once these videos have been made and approved, they will be loaded onto the MMMPO's youtube account then shared across the MMMPO's website, Facebook, Twitter, LinkedIn, and Webex video conferencing tool for further feedback from the public.

Transportation Project Tracking Portal

The transportation project tracking portal is an online platform providing information for the MMMPO's transportation projects included in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). The portal has two components:

Project Table. Users can sort and filter the project table by project name, federal fiscal year, project phase, funding source, project ID, jurisdiction, obligation date, priority, and funding amount. The project table will also provide additional information associated with individual projects when such information is available. Additional information includes project type, planning level cost estimation, detail of scope of work, target performance measure, target MTP goals, executive director's comments, and external links to relevant documents/studies. The information is displayed in a collapsible information window.

Project Map. Users will be able to identify project locations using an online interactive map. Users can click the project location on the map to view a project's basic information. In addition to an individual project map page, the project map is embedded in the collapsible information window of each project.

Other Communication Tools

Fact Sheets

Fact sheets present information and data of one or multiple projects, a study, or a transportation issue in a format emphasizing key points on a single printed page. Tables, bullet points, headings, and maps are commonly used to present information on fact sheets. Fact sheets in electronic format are distributed through email, facebook, website, and other media outlets.

Flyers

Flyers serve as an advertisement intended for wide distribution. It is posted or distributed in a public place, grocery stores, or handed out to individuals. Flyers are usually used in public meetings for a project or a study. Flyers in electronic format are distributed through email, facebook, website, and other media outlets.

Posters

Posters promote ideas or events in a public space. They present textual and graphic elements in an eye-catching and

informative way. Posters are usually printed out, mounted to hardboards, and displayed on standing easels. A poster often includes large size maps and project illustrations. Posters in electronic format are distributed through email, facebook, website, and other media outlets.

Survey

Survey is used to collect both quantitative and qualitative community input on transportation issues. Surveys in electronic format are distributed via email, website, social media outlets, and/or QR codes on printed materials. Paper surveys are distributed and collected in public meetings, as a supplementary method to online surveys.

QR Code

QR code provides an easy way to access online information through a scannable code on print material. Information that could be linked with a QR code include the MMMPO website, the transportation project track portal, surveys, and online posters.

Contact Development and Management

Social Media Subscriber/follower

The information distributed through the general public email list is also distributed through social media to subscribers and followers. In addition, materials such as flyers, fact sheets, posters, and explainable videos are shared through social media channels.

Stakeholder/Media Email List

The stakeholder/media email list includes contacts of interest groups that are otherwise not included in the MMMPO's regular emails outreach and traditional news agencies, including newspapers and radios.

General Public Email List

The general public email list includes all interested individuals who subscribed to the MMMPO's email list. The public can subscribe to the MMMPO's email list from the MMMPO website. The website serves as the primary way to get more email list subscribers. The MMMPO promotes email subscription in various venues, including social media, public meetings, QR code on printed material, and explanatory videos.

SECTION III

APPLICATION

The PIP is applicable to consideration of all action items and recommendations made to and by the MMMPO Policy Board by the MMMPO's committees with the exception of the consideration of personnel issues and similar matters that are exempted from open meetings laws under State code. It also provides guidance in the development of planning documents and planning studies.

Regular Meetings

Policy Board Meetings

The policy board meetings include, at minimum, the following public involvement activities:

- **Advertisement Period:** *At least **six (6) days** prior to a regularly scheduled meeting*
- **Advertisement Channel:** *Website, General Public Email List, Media/Stakeholder Email List, Facebook, Twitter, and LinkedIn*
- *The Policy Board will open the floor for public comment at the beginning of each meeting. At the discretion of the Chairman, comments made to the Policy Board may be limited to four (4) minutes.*
- *Regularly scheduled Policy Board meetings will be broadcast on the City of Morgantown's public access channel unless technical difficulties do not allow this.*
- *Special meetings may be called where it may not be possible for the meeting to be broadcast. In this instance adequate notice as stipulated by applicable law will be given to the public outlets and stakeholders established on the MMMPO Media/Stakeholder list.*

Policy Board Meeting Dates

The policy board meeting occurs on the Thursday of the third week of **January, March, May, June, August, October, and November.**

TTAC and CAC Meetings

The TTAC and CAC meetings include, at minimum, the following public involvement activities:

- **Advertisement Period:** At least **three (3) days** prior to a regularly scheduled meeting
- **Advertisement Channel:** Website, General Public Email List, Media/Stakeholder Email List, Facebook, Twitter
- **Virtual Public Involvement:** Video conferencing

Policy Document

Adoption and Amendment of the Metropolitan Transportation Plan (MTP)

Adoption of an updated Metropolitan Transportation Plan requires:

- The public should be notified of the intent to update/develop the MTP. This process may occur as part of the public involvement for the development and consideration of the Unified Planning Work Program as part of the MMMPO's Committee review process identified above.
- Establishment of a Steering Committee including Policy Board Members, members of the MMMPO's Committee's, and representatives of the general public.
- The development of the MTP includes
 - » At a minimum two (2) walk through public forums/public open house. The first public forum will present an examination of the existing conditions in the area, and the public will be encouraged to express their concerns with transportation in the area. The second public forum will be to review the recommendations for the MTP.
 - » All public comments received during the comment period will be summarized and presented to the MMMPO's Committee's and the Policy Board for consideration prior to adoption of the Plan. The summarized comments will be included in an appendix to the Plan.
 - » At least two (2) Steering Committee meetings where public comments may be received. The Steering Committee meetings will be to review the results of the public forums and to receive public comment.
- Advertisement Period
 - » A minimum of **one (1) week** in advance of required meetings.
 - » It is anticipated that unless the draft Plan is found to need major revisions, the Steering Committee will release the draft MTP for a **forty five (45) day final comment period** before consideration by the MMMPO Policy Board for adoption.

- Advertisement Channels
 - » *Website: MMMPO website, dedicated MTP webpage*
 - » *Email: General Public Email List, Media/Stakeholder Email List,*
 - » *Social Media: Facebook, Twitter, Youtube (explanatory videos), and LinkedIn*
- Supplementary Tools
 - » *Online survey, online project evaluation/prioritization tool.*
 - » *Working Group Meeting, Focus Group, Stakeholder Interview.*
 - » *Pop-ups meetings*

Amendment of a new non-Tier One project to an adopted MTP is considered as a major amendment to the MTP. Major amendment requires:

- The public must be allowed a minimum **45 day comment period** and a minimum of **two public meetings** on the proposed new project and the project(s) proposed to be impacted by the proposed change to the Tier One List. The MMMPO Policy Board meeting may be one of the two required public meetings.
- At least a **thirty (30) day public notification** for any potential significant change to the MTP
- A proposal to modify the MTP fiscally constrained Tier One Project List must include recommendations for projects to be removed or adjusted to meet the fiscal constraint requirements of the Tier One List.

Minor amendments to an adopted MTP require the same notification as a TIP Amendment. Minor amendments are those that do not substantially impact the purpose and/or need of a project.

Adoption and Amendment of Transportation Improvement Program (TIP)

Adoption of an updated Metropolitan Transportation Plan requires:

- Advertisement Period
 - » **Thirty (30) days** prior to the preparation of the TIP update, informing the public that the TIP will be developed and soliciting input into projects that should be recommended for inclusion in the TIP.
- Advertisement Channel
 - » *Website: MMMPO website, dedicated MTP webpage*
 - » *Email: General Public Email List, Media/Stakeholder Email List,*
 - » *Social Media: Facebook, Twitter, Youtube (explanatory videos/do-it-yourself video), and LinkedIn*
 - » *Local newspaper*

- All comments received will be documented and provided to the MMMPO's committees for consideration of inclusion in the draft TIP. Upon completion of the notification period the draft TIP will be included in the MMMPO committee process as part of the regular agenda for review by the MMMPO Policy Board.
- Upon satisfactory review by the MMMPO Policy Board, the Board will release the draft TIP for public comment and consideration by the Policy Board at the next regularly scheduled meeting.

The TIP may be amended at the request of the West Virginia Department of Transportation (WVDOT), the MMMPO, Mountain Line Transit, West Virginia University and the MMMPO's member jurisdictions. An amendment to an adopted Transportation Improvement Program (TIP) requires:

- At least be advertised **fifteen (15) working days** in advance of consideration by the MMMPO Policy Board.
- Proposed Amendments of the TIP will be subject to the MMMPO's established Committee process unless it is an emergency.
- Administrative Adjustments to the TIP will be in accord with the MMMPO's Administrative Adjustment Policy adopted in 2014 (see Appendix).

Adoption Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is the annual funding document for the MMMPO's Planning Activities. In addition to review by the MMMPO's standing committees, the development of the UPWP requires the following activities.

- Notification at the November MMMPO Committee meetings and Policy Board meeting soliciting input for the development of the UPWP.
- Notification requesting input from the public, the MMMPO's member jurisdictions and agencies will be sought through information released to the MMMPO Media/Stakeholder List.
- The Executive Director will prepare a draft UPWP with the aid of the MMMPO Policy Board and standing committees. The draft will be presented for consideration at the regularly scheduled **January Policy Board meeting**. Upon review the Board may recommend changes to the UPWP and recommend its release for public review for adoption at the Policy Board's regularly scheduled March meeting.
- All public comments received will be summarized and presented to the MMMPO's committees and the MMMPO Policy Board as part of the committee process at the March meeting.

Joint public involvement with Mountain Line Transit

All notices for the adoption of the TIP and amendments to the TIP will inform the public that the MPO's Public Involvement activities also serve as public involvement for Mountain Line Transit.

General Planning Document

The MMMPO prepares various planning studies to further develop or modify the recommendations of the MTP. Those studies have a proactive public involvement process, including the following elements:

- Develop a specific public involvement plan through the following steps:
 1. Clearly define the project in terms of its scope and impact.
 2. Identify project stakeholders, including underserved population.
 3. Determine public involvement tools, and how it will be applied.
- Establish an ad hoc steering committee made up of stakeholders.
- Hold a minimum of two (2) public meetings to gather public input and to seek comments on the proposed plan.
- Integrate the study in the MMMPO's regular committee review process.
- specifically describe the impact of community input to final decisions.

Ongoing Public Involvement

The following tools are used to involve the community on an ongoing basis.

- *E-Newsletter*
- *Social media (Facebook, Twitter, LinkedIn)*
- *Do-it-yourself Videos*
- *Transportation Project Tracking Portal*
- *Fact Sheets*

Morgantown Regional Pedestrian and Bicycle Master Plan field trip (left) and open house (right)



SECTION IV

EVALUATION

Evaluations of public involvement help to define, measure, and improve public involvement effectiveness by identifying successes and areas for improvement.

Annual Public Outreach Report

MMMPO staff will prepare an annual report of public involvement evaluation and submit the report to the MMMPO's committees and policy board for review in November. The report will contain, at minimum, the following elements:

- *Outcomes (quantitative and qualitative outcomes)*
- *Lesson Learned (Successes and areas of concern)*
- *Prospective (actions to improve public involvement performance)*

Evaluation Metrics

Outcomes are assessed through both quantitative and qualitative metrics. Quantitative metrics include:

- *Number of website visits*
- *Video viewings*
- *Number of event attendees*
- *Social media subscribers*
- *Mailing list size*

Qualitative metrics include answers to the following questions:

- *Have public comments been received early enough in the planning process to have an impact?*
- *What impact have the public comments had on plan/project development or outcomes?*
- *What are the public's expressed opinions on the MMMPO's public involvement process?*
- *How is the public reaction to the MMMPO's public involvement process?*

Public Involvement Goal 1

Provide a fair process:
Provide an effective and inclusive outreach process for all populations in the region, with opportunities to engage in meaningful discussions relating to transportation planning issues.

Public Involvement Goal 2

Educate the public:
Educate the public on transportation related issues to promote informed public participation.

APPENDIX A: PUBLIC INVOLVEMENT POLICY SUMMARY

Plan/Program Adoption

Metropolitan Transportation Plan (MTP)	<p>Required Notification: Newspaper, social media, email distribution list Comment Period: 45 Day notice to MMMPO stakeholders and media lists as well as non-traditional strategies Minimum Required Meetings: Two walk through meetings, two public steering committee meetings to receive comments. Review Steering Committee and MMMPO Committee's</p>
Transportation Improvement Program (TIP)	<p>Required Notification: Newspaper, social media, email distribution list Comment Period: 30 Day advance public notice to stakeholders and media. Review by all MMMPO Committees. Policy Board adoption of draft at subsequent meeting. Minimum Required Meetings: MMMPO Committee Meetings. Release of draft by Policy Board for adoption at next Policy Board meeting.</p>
Unified Planning Work Program (UPWP)	<p>Required Notification: Noticed as part of 3 regular MMMPO Committee meetings notices. Comment Period: Advertised for input as part of regular MMMPO Committee meeting process beginning in November. Minimum Required Meetings: 9 regular MMMPO Committee public meetings (3 TTAC, 3 CAC, 3 Policy Board)</p>
Participation Plan	<p>Required Notification: Newspaper, social media, email distribution list Comment Period: 45 day notice for public comment prior to adoption Minimum Required Meetings: Review comments at MMMPO Committees</p>

Plan/Program Amendments

Metropolitan Transportation Plan (MTP)	<p>Required Notification: Newspaper, social media, email distribution list Comment Period: 30 day notice for public comment prior to the addition of any non-Tier One Project. When amending the fiscally constrained Tier One Project List a proposed project must have at least two public meetings over a period of 45 days and the amendment must include the existing projects to be impacted by the addition of the proposed project. Minimum Required Meetings: Review comments at MMMPO Committees</p>
Transportation Improvement Program (TIP)	<p>Required Notification: Newspaper, social media, email distribution list Comment Period: 15 day notice for public comment prior to adoption Minimum Required Meetings: Review comments at MMMPO Committees</p>
Unified Planning Work Program (UPWP)	<p>Required Notification: Noticed as part of 3 regular MMMPO Committee meetings notices. Comment Period: Committee review period Minimum Required Meetings: Review comments at MMMPO Committees</p>

APPENDIX B:

A QUICK CITIZENS PARTICIPATION GUIDE

HOW TO GET INVOLVED AND MAKE IMPACT

If You Want to...	Do this...
<p>Be timely informed of project development, planning process, and policy changes</p>	<p>Join the MMMPO’s Email List:</p> <ul style="list-style-type: none"> • Visit the MMMPO’s website at www.planttogether.org to subscribe. • Write to jshuey@planttogether.org to ask for joining the email list. <p>Follow us on social media:</p> <ul style="list-style-type: none"> • The MMMPO’s Facebook page: https://www.facebook.com/Morgantown-Monongalia-Metropolitan-Planning-Organization-195640710451067/ • The MMMPO’s Twitter page: https://twitter.com/MonongaliaMpo • The MMMPO’s LinkedIn page: https://www.linkedin.com/company/42408566 • The MMMPO’s Youtube account: Morgantown Monongalia MPO • The MMMPO’s Webex account: https://meetingsamer16.webex.com/meet/jshuey
<p>Express your comment on general transportation issues in the area, such as congestion, road safety, or facility deficiency.</p>	<ul style="list-style-type: none"> • Get involved in the planning process, such as public meetings for Metropolitan Transportation Plan Update and for subarea/corridor studies. • Send your comment to the Executive Director at baustin@planttogether.org and/or MMMPO’s planner at jshuey@planttogether.org • Attend the MMMPO’s committee meetings and/or policy board meetings
<p>Raise your concern over a specific transportation issue, such as a roadway hazard and a traffic problem</p>	<ul style="list-style-type: none"> • Define the problem. If possible, collect any supporting information that is available to you, such as observation memos, photos, letters from stakeholders. Contact the MMMPO about your concern at baustin@planttogether.org and/or jshuey@planttogether.org. • Attend the MMMPO’s committee meetings and/or policy board meetings
<p>Make a suggestion and express your concerns over a specific ongoing project design or study.</p>	<ul style="list-style-type: none"> • Contact the MMMPO’s Executive Director at baustin@planttogether.org • Attend the MMMPO’s committee meetings and/or policy board meetings • Attend project public meetings/hearings
<p>Make general comments regarding operation, planning process, website, and other general issues.</p>	<ul style="list-style-type: none"> • Send your comments on the MMMPO’s website at www.planttogether.org • Send your comments to MMMPO staff at baustin@planttogether.org, jshuey@planttogether.org, or jzhang@planttogether.org

APPENDIX C: MEDIA CONTACT LIST

WDTV - kconnor@wdtv.com (Keith Connor)

WBOY - awilliams@wboy.com (Aaron Williams)

Dominion Post - lfleming@dominionpost.com (Lindsay Fleming)

Morgantown News - ccottrill@theet.com (Clarissa Cottrill)

WAJR - mike.nolting@wvradio.com (Mike Nolting)

The MMMPO's Public Involvement Policy is a living document that will be continually assessed and updated based on trends in public involvement, evaluation of the effectiveness of the MMMPO's outreach efforts, and changes to communication technologies.

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