

APPENDIX A

Title VI Program Checklist

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Subrecipients shall submit the information below to their primary recipient (the entity from whom the subrecipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements (Chapter III)

All recipients must submit:

- Title VI Notice to the Public, including a list of locations where the notice is posted (see page III-41)
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint) (see page III-25 to III-39; III-49 to III-63; III-96 to III-111)
- Title VI Complaint Forms (see pages III-31; III-55)
- List of transit-related Title VI investigations, complaints, and lawsuits NA, see page VII-1; VIII-1; IX-1
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission see page III-63 to III-143, Appendix N
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance see page III-67 to III-143
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees see page III-143
- Primary recipients shall include a description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions see page III-144 to III-151
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc. **Not applicable**
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOT's, the appropriate governing entity is the State's Secretary of

Transportation or equivalent. The approval must occur prior to submission to FTA.

See resolution page x

- Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below) see pages III-151; chapters IV, V, VI, VII, VIII, IX

Requirements of Transit Providers (Chapter IV) (ETHRA is the owner/operator of Lakeway Transit, information will be from them).

All Fixed Route Transit Providers must submit:

- All requirements set out in Chapter III (General Requirements)
- Service standards
 - Vehicle load for each mode
 - Vehicle headway for each mode
 - On time performance for each mode
 - Service availability for each mode
- Service policies
 - Transit Amenities for each mode
 - Vehicle Assignment for each mode

Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit: No more than 8 vehicles within the LAMTPO region

- Demographic and service profile maps and charts
- Demographic ridership and travel patterns, collected by surveys
- Results of their monitoring program and report, including evidence that the board or other governing entity or official(s) considered, was aware of the results, and approved the analysis
- A description of the public engagement process for setting the “major service change policy,” disparate impact policy, and disproportionate burden policy
- Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

Requirements of States (Chapter V) Not Applicable

States must submit:

- All requirements set out in Chapter III (General Requirements)
- The requirements set out in Chapter IV (Transit Provider) if the State is a provider of fixed route public transportation
- Demographic profile of the State

- ❑ Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects
- ❑ Analysis of the State's transportation system investments that identifies and addresses any disparate impacts
- ❑ A description of the Statewide planning process that identifies the transportation needs of minority populations
- ❑ Description of the procedures the agency uses to ensure nondiscriminatory pass-through of FTA financial assistance
- ❑ Description of the procedures the agency uses to provide assistance to potential subrecipients, including efforts to assist applicants that would serve predominantly minority populations

Requirements of MPOs (Chapter VI) see chapter VI pages

Metropolitan Planning Organizations and other planning entities must submit:

- ❑ All requirements set out in Chapter III (General Requirements) **see chapter III**
- ❑ The requirements set out in Chapter IV (Transit Provider) if the MPO is a provider of fixed route public transportation **(ETHRA is the owner/operator of Lakeway Transit, information will be from them)**
- ❑ Demographic profile of the metropolitan area see pages **III-67 to III-151**
- ❑ A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process **III-67 to III-151**
- ❑ Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects **III-67 to III-151**
- ❑ Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts **III-67 to III-151**
- ❑ Description of the procedures the agency uses to ensure nondiscriminatory pass-through of FTA financial assistance (if requested) **III-143 to III-151**
- ❑ Description of the procedures the agency uses to provide assistance to potential subrecipients in a nondiscriminatory manner (if requested) **III-143 to III-151**

Appendix B

TITLE VI NOTICE TO THE PUBLIC (GENERAL REQUIREMENT)

Background A Title VI Notice to the Public must be displayed to inform a recipient's customers of their rights under Title VI. At a minimum, recipients must post the notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Many agencies display their Title VI Notices in transit facilities (e.g., headquarters, transit shelters and stations, etc.), and on transit vehicles (e.g., buses, rail cars, etc.). The Title VI Notice is a vital document. If any of the Limited English Proficient (LEP) populations in your service area meet the Safe Harbor threshold (see Chapter III), then the Notice should be provided in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold. At a minimum, this statement in the Notice—"If information is needed in another language, then contact [phone number]"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold. The sample below is provided for the purposes of guidance only.

Notice to the Public

The paragraph below will be inserted into all significant publications that are distributed to the public, such as future versions and updates of the Long Range Transportation Plan. The text will be placed permanently on the agency's website. The version below is the preferred text, but where space is limited or in publications where cost is an issue, the abbreviated version can be used in its place.

The LAMTPO hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, 49 CFR Section 21.9 (d), and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the LAMTPO receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the LAMTPO. Any such complaint must be in writing and filed with the LAMTPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. The information should be sent, in writing, to:

Title VI Coordinator
100 W 1st N St
PO Box 1499
Morristown, TN 37816-1499

EQUAL OPPORTUNITY
TITLE VI POLICY STATEMENT

It is the policy of the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) to ensure compliance with Title VI of the Civil Rights Act of 1964: 49 CFR Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance on the grounds of race, color, sex, or national origin.



LAMTPO Title VI Coordinator

Any person who believes he or she has been discriminated against should contact the following:

LAMTPO
100 W. 1st North St
Morristown, TN 37814
423-581-6277

IGUAL OPORTUNIDAD

TITULO VI

Es la politica del Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) asegurar que se cumpla con el Titulo VI del acto de derechos civiles de 1964; 49 CFR Parte 21, que se relaciona con los estatutos y normas para asegurar que ninguna persona sea excluida o discriminada o que se le niegen los beneficios de cualquier programa o actividad que reciba ayuda financiera sin importar su raza, color, sexo, origen, o con algun impedimento fisico.

A handwritten signature in blue ink, appearing to read "Richard D. Hamilton". The signature is fluid and cursive, with the first name "Richard" being the most prominent.

LAMTPO Title VI Coordinator

Cualquier persona que crea que ha sido discriminada debera comunicarse al:

LAMTPO
100 W. 1st North St
Morristown, Tn 37814
423-581-6277

APPENDIX C

TITLE VI COMPLAINT PROCEDURE (GENERAL REQUIREMENT)

Background

Recipients' Title VI Programs must include a copy of the agency's Title VI complaint procedure. The complaint procedure and complaint form shall be available on the recipient's website. The Title VI Complaint Procedure is a vital document. If any of the Limited English Proficient (LEP) populations in your service area meet the Safe Harbor threshold (see Chapter III), then the complaint procedure should be provided in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold. At a minimum, the complaint procedure should include a notice—"If information is needed in another language, then contact [phone number]"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.

SAMPLE Title VI Complaint Procedure Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of USA Transit Authority (hereinafter referred to as "the Authority") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The City of USA Transit Authority investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete.

Once the complaint is received, the Authority will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The Authority has XX days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has XX business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within XX business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has XX days after the date of the letter or the LOF to do so. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO)
Morristown, TN – Jefferson City, TN – White Pine, TN – Hamblen County, TN – Jefferson County, TN

Title VI Complaint and Hearing Procedures

It is the policy of LAMTPO to ensure compliance with Title VI of the Civil Rights Act of 1964: 49 CFR Part 21; related statutes and regulations to that end that no one person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance on the grounds of race, color, sex, or national origin. Any person who believes that they have been discriminated against is to contact LAMTPO's Title VI Coordinator at the following address:

100 W. 1st North St
Morristown, TN 387814
423-581-6277

Any complaints received via telephone or in person will be requested in writing from the person filing the complaint. Assistance in submitting a written complaint will be available if necessary.

Complaint filed under Title VI shall be processed with the following steps:

Step 1:

The complainant and/or their representative shall present the complaint to the manager/ department head of the service or facility where the discrimination occurred, within 3 business days of the date the complaint incident. The complainant will be encouraged to complete a Complaint Form, but it may also be reduced to writing by a staff member and should contain the following information:

1. Name, address and telephone number of the complainant
2. The location and name of the entity delivering the service
3. The nature of the incident that led the complainant to feel discrimination was a factor.
4. The basis of the complaint (race, color, sex, national origin)
5. Name, addresses, and phone numbers of people who may have knowledge of this event
6. The date or dates of which the alleged discriminatory event or events occurred.

The manager/ department head shall, within ten working days after receiving the complaint, conduct an investigation, reach a decision and communicate the decision to the complainant. The complainant has the right of representation and may bring a witness and present evidence as desired. The manager/ department head shall also inform the complainant that they may appeal to the Title VI Coordinator who will proceed with Step 2. The complaint along with the findings of the investigation of the manager/ department head is to be submitted to the Title VI Coordinator.

Step 2.

If the complaint is not resolved at Step 1, the written complaint shall be filed with the Title VI Coordinator for LAMTPO. The Coordinator shall conduct an independent investigation. The investigation shall be completed within twenty (20) workdays of receipt of the complaint, at which time the Coordinator will inform the complainant and the manager/department head of the findings of fact and actions recommended.

Step 3.

If the complaint is not resolved at Step 2, the complainant may appeal to the Tennessee Title VI Program Director. The Coordinator for LAMTPO will send copies of the following to the Tennessee Title VI Program Director.

1. The signed complaint
2. The report from the manager/ department head where the alleged discrimination occurred
3. The requested appeal from the complainant
4. The Coordinator's findings and recommendations

The Title VI Program Director will send written notification of their investigation and action steps to be taken to all parties.

General Provisions:

1. A record of action taken on each request or complaint must be maintained as a part of the records of each level of the complaint process.
2. A complainant's rights to a prompt and equitable resolution of the complaint will not be impaired by their pursuit of other remedies. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies.

EQUAL OPPORTUNITY
TITLE VI POLICY STATEMENT

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Richard DesGroseilliers
LAMTPO Title VI Coordinator

Any person who believes he or she has been discriminated against should contact the following:

LAMTPO
100 W. 1st North St
Morristown, TN 37814
423-581-6277

Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO)

Morristown, TN – Jefferson City, TN – White Pine, TN – Hamblen County, TN – Jefferson County, TN

Título VI quejas y procedimientos de la audiencia

Es la política de LAMTPO para asegurar el cumplimiento con el título VI de la ley de derechos civiles de 1964:49 CFR parte 21; relacionados con estatutos y reglamentos a extremo que nadie persona será excluida de la participación en ser negada los beneficios de o ser sujeta a discriminación bajo cualquier programa o actividad que reciba asistencia financiera Federal por motivos de raza, color, sexo, u origen nacional. Cualquier persona que cree que ellos han sido víctimas de discriminación es título VI Coordinador de LAMTPO a la siguiente dirección de contacto:

100 w. 1st North St
Morristown, TN 387814
423-581-6277

Quejas recibidas vía telefónica o en persona, se solicitará por escrito de la persona que presenta la queja. Asistencia en la presentación de una queja por escrito estará disponible si es necesario.

Denuncia presentada bajo el Titulo VI será tratado con los siguientes pasos:

Paso 1:

El demandante o su representante deberá presentar la queja al Gerente / Jefe de Departamento del servicio o centro donde la discriminación se produjo, dentro de 3 días hábiles siguientes a la fecha del incidente de queja. La organización querellante serán alentada a completar un formulario de queja, pero también puede ser reducida a escrito por un miembro del personal y debe contener la siguiente información:

1. nombre, dirección y teléfono del denunciante
2. la ubicación y el nombre de la entidad que entrega el servicio
3. la naturaleza del incidente que llevó al demandante a sentir la discriminación fue un factor.
4. el fundamento de la queja (raza, color, sexo, origen nacional)
5. el nombre, direcciones y teléfonos de personas que puedan tener conocimiento de este evento
6. la fecha o fechas en que ocurrieron el presunto evento discriminatorio o eventos.

El Gerente / Jefe de Departamento deberá, dentro de diez días hábiles después de recibir la queja, realizar una investigación, llegar a una decisión y comunicar la resolución al denunciante. El demandante tiene el derecho de representación y puede traer un testigo y presentar pruebas como se desee. El Gerente / Jefe de Departamento deberá también informar al demandante que puede apelar al título VI coordinador que va a proceder al paso 2. La queja junto con los resultados de la investigación del Gerente / Jefe de Departamento debe presentarse al Coordinador de título VI.

Paso 2.

Si la queja no se resuelve en el paso 1, se presentará la queja por escrito con el Coordinador del título VI de LAMTPO. El Coordinador llevará a cabo una investigación independiente. La investigación se completará dentro de 20 veinte días hábiles de la recepción de la denuncia, momento en el cual el Coordinador informará al demandante y la cabeza de la Gerente del Departamento de las conclusiones de hecho y acciones recomendadas.

Paso 3.

Si la queja no se resuelve en el paso 2, el demandante puede apelar a la directora del programa Tennessee título VI. La Coordinadora de LAMTPO le enviará copias de los siguientes para el Director del programa Tennessee título VI.

1. la queja firmada
2. el informe del Gerente / Jefe de Departamento donde ocurrió la presunta discriminación
3. el recurso solicitado de la organización querellante
4. el Coordinador conclusiones y recomendaciones

El Director del programa Título VI enviará notificación por escrito de los pasos de su investigación y acción que se tomará para todas las partes.

Disposiciones generales:

1. un registro de las medidas adoptadas en cada petición o queja debe mantenerse como parte de los registros de cada nivel del proceso de queja.
2. derechos de demandante una resolución rápida y equitativa de la queja no se estorba su búsqueda de otros remedios. Uso de este procedimiento de la queja no es un requisito previo para la búsqueda de otros remedios.

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Richard DesGroseilliers
LAMTPO Title VI Coordinator

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LAMTPO
100 W. 1st North St
Morristown, Tn 37814
423-581-6277

APPENDIX D

TITLE VI COMPLAINT FORM (GENERAL REQUIREMENT)

LAMTPO Title VI Discriminatory Complaint Form

The purpose of this form is to assist you in filing a complaint with the LAMTPO. You are not required to use this form; a letter containing the same information will be sufficient. It is important, however, to include all information related to items marked with a star (*), whether or not the form is used.

1.* State your name and address

Name: _____

Address: _____

Telephone Number:

Home: (____) _____ Work: (____) _____

2.* Person discriminated against if different from above:

Name: _____

Address: _____

Telephone Number:

Home: (____) _____ Work: (____) _____

Please explain your relationship to this person(s):

3.* Agency, department, or program that discriminated:

Name: _____

Any individual (if known): _____

Address: _____

Telephone Number: (____) _____

4A.* Non-Employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the LAMTPO in its treatment of you or others? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female).

____ Race/Color: _____

____ National Origin: _____

____ Sex: _____

____ Religion: _____

____ Age: _____

____ Disability: _____

4B.* Employment: Does your complaint concern discrimination in employment by the LAMTPO? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "National Origin: Canadian").

____ Race/Color: _____

____ National Origin: _____

5. What is the most convenient time and place for use to contact you about this complaint?

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: _____

Telephone Number: (____) _____

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name of attorney: _____

Address of attorney: _____

Telephone number of attorney: (____) _____

8.* To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: _____

Most recent date of discrimination: _____

11. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name Address Area Code/Telephone Numbers

12. Do you have any other information that you think is relevant to our investigation of your allegations?

13. What remedy are you seeking for the alleged discrimination?

14. Have you (or the person discriminated against) filed the same or any other complaints with other agencies such as the KDOT Office of Civil rights, etc.?

Yes _____

No _____

If so, do you remember the complaint number?

Against what agency and department or program was it filed?

Address: _____

Telephone Number: (____) _____

Date of filing: _____ Agency: _____

Briefly, what was the complaint about?

What was the result?

15. Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any of the following?

- _____ U.S. Equal Employment Opportunity Commission
- _____ Federal or State Court
- _____ Your State Equal Opportunity Office and/or local Office of Human Rights

16. If you have already filed a charge or complaint with an agency indicated in #15 above, please provide the following information (attach additional pages if necessary):

Agency: _____
Date Filed: _____
Case or Docket Number: _____
Date of Trial/Hearing: _____
Location of Agency/Court: _____
Name of Investigator: _____
Status of Case: _____
Comments:

17. How did you learn that you could file this complaint?

18.* We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below.

(Signature) (Date)

Please feel free to add additional sheets to explain the present situation to us.
Please mail the completed, signed Title VI Discrimination Complaint Form (please make one copy for your records) to:
Lakeway Area Metropolitan Transportation Planning Organization
Attn: Title VI Coordinator
100 W 1st N St
PO Box 1499
Morristown, TN 37816-1499
Phone: (423) 581-6277
Fax (423) 585-4679

LAMTPO Título VI denuncia discriminación forma

El propósito de este formulario es para ayudarle a archivar una queja con el LAMTPO. No es necesario utilizar este formulario; una carta que contenga la misma información será suficiente. Sin embargo, es importante incluir toda la información relacionada con elementos marcados con asterisco (*), o no se utiliza la forma.

1.* indicar su nombre y dirección

Nombre: _____

Dirección: _____

Número de teléfono:

Casa: trabajo () ____: ____ ()

2.* persona discrimina si es diferente de arriba:

Nombre: _____

Dirección: _____

Número de teléfono:

Casa: trabajo () ____: ____ ()

Por favor explique su relación a esta persona:

3.* Agencia, Departamento o programa que:

Nombre: _____

Cualquier persona (si se conoce): _____

Dirección: _____

Número telefónico: () _____

¿4a.* Non-Employment: hace su denuncia preocupación la discriminación en la prestación de servicios o en otras acciones discriminatorias de la LAMTPO en el tratamiento de usted o de otros? Si es así, por favor indique a continuación las bases en la que usted cree que fueron tomadas estas acciones discriminatorias (por ejemplo, "raza: African American" o "sexo: mujer).

____ Race/Color: _____

____ National Origin: _____

____ Sex: _____

____ Religion: _____

____ Age: _____

____ Disability: _____

4B.* Employment: Does your complaint concern discrimination in employment by the LAMTPO? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "National Origin: Canadian").

____ Race/Color: _____

____ National Origin: _____

5. What is the most convenient time and place for use to contact you about this complaint?

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: _____

Telephone Number: (____) _____

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name of attorney: _____

Address of attorney: _____

Telephone number of attorney: (____) _____

8.* To your best recollection, on what date(s) did the alleged discrimination take place?

Fecha más temprana de la discriminación: ____

Fecha más reciente de discriminación: ____

11. por favor lista de las personas (testigos, compañeros de trabajo, supervisores u otros), si se conoce, que nos podemos en contacto para que obtener más información apoyar o aclarar su denuncia.

Nombre Dirección Código de área/teléfonos

12. ¿tiene cualquier otra información que creas pertinente para nuestra investigación de sus denuncias?

13. ¿qué recurso está buscando para la supuesta discriminación?

¿14. has (o la persona que discrimina) presentó la misma o cualquier otra queja con otros organismos, como los derechos KDOT Oficina Civil, etcetera.?

Si ___

No ___

Si es así, ¿recuerdas el número?

¿Contra qué Agencia y Departamento o programa fue presentada?

Dirección: _____

Número telefónico: () _____

Fecha de presentación: ___ Agencia: ___

Brevemente, ¿cuál era la queja acerca de?

¿Cuál fue el resultado?

15. ha presentado o piensa presentar una carga o queja con respecto a las cuestiones planteadas en la presente queja con alguna de las siguientes?

- U.S. igual Comisión de oportunidades laborales
- Tribunal estatal o Federal
- Su oficina estatal de igualdad de oportunidades o la oficina local de derechos humanos

16. Si ya han presentado un cargo o queja con una agencia en #15 arriba, por favor proporcione la siguiente información (Adjunte páginas adicionales si es necesario):

Agencia: _____

Fecha de presentación: _____

Del caso o número de expediente: _____

Fecha de la audiencia de juicio: _____

Ubicación de la Agencia/corte: _____

Nombre del investigador: _____

Estado de caso: _____

Comentario:

17. ¿Cómo aprendió usted que usted podría presentar esta queja?

18.* We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below.

(Signature) (Date)

Please feel free to add additional sheets to explain the present situation to us.
Please mail the completed, signed Title VI Discrimination Complaint Form (please make one copy for your records) to:

Lakeway Area Metropolitan Transportation Planning Organization
 Attn: Title VI Coordinator
 100 W 1st N St
 PO Box 1499
 Morristown, TN 37816-1499
 Phone: (423) 581-6277
 Fax (423) 585-4679

Monitoring of Contractors/Consultants

Name of Contractor: _____ **Date Completed:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

This should be completed annually while the contract is active and submitted to the sub-recipient's Title VI Coordinator for review.

1. Are Title VI posters visible to staff? If yes, where?
2. Are all Physical Areas (i.e. restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin?
3. How is Title VI information disseminated to new/current employees?
4. Describe how certified Disadvantaged Business Enterprises (DBEs), other small, minority and women-owned businesses are solicited to participate on contracts
5. What process has been established to track and monitor ethnicity and gender of any contractors awarded contracts/sub-contracts?
6. Provide documentation to show that contracts contain non-discrimination assurance language?
7. Provide complaint procedures and attach complaint log form.
8. Provide Limited English Proficiency Communications Plan (ie, how do you communicate with persons that speak a language other than English.)

The below Title VI Assurance is to Be Submitted on Company Letterhead:

Contractor/Consultant Name assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

DECLARATION OF RESPONDENT: I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.

Name of Authorized Official

Date

APPENDIX E

**LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND
LAWSUITS (GENERAL REQUIREMENT)**

There are no lawsuits, investigations, or complaints against LAMTPO.

APPENDIX F

TABLE DEPICTING MINORITY REPRESENTATION ON COMMITTEES AND COUNCILS SELECTED BY THE RECIPIENT (GENERAL REQUIREMENT)

Background

Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the membership of those committees broken down by race, and a description of efforts made to encourage the participation of minorities on such committees.

**LAMTPO
Executive
Board**

NAME	TITLE	ENTITY	ADDRESS	CITY	STATE	ZIP CODE	PHONE	FAX	EMAIL ADDRESS	m/f	race
Gary Chesney	Mayor	City of Morristown	100 W 1st North St	Morristown	TN	37814	423-581-0100	423-586-1205	gchesney@mymorristown.com	male	caucasian
Bill Brittain	Executive Mayor	Hamblen County	511 W 2nd North St	Morristown	TN	37814	423-586-1931		bbrittain@co.hamblen.tn.us	male	caucasian
Mitch Cain	Mayor	Jefferson City	112 W. Broadway P.O. 530	Jefferson City	TN	37760	865-475-9071	865-475-8224	mayor@jeffcitytn.com	male	caucasian
Fred Taylor	Mayor	White Pine	1548 Main St, PO Box 66	White Pine	TN	37890-0066	865-674-2556	865-674-2053	alysons@charter.net	male	caucasian
Mark Potts	Executive Mayor	Jefferson County	PO Box 710	Dandridge	TN	37725	865-397-3800	865-397-3839	mpotts@jeffersoncountyttn.gov	male	caucasian
Mike Patterson	ETHRA Transit Director	ETHRA	9111 Cross Park Drive, Suite D-100	Knoxville	TN				MPatterson@ethra.org	male	caucasian
Norfolk-Southern	Branch Manager	Norfolk-Southern RR	Manley Court Circle	Morristown	TN	37814				male	caucasian
TDOT	Commissioner (or proxy)	TDOT-Nashville	James K Polk Bldg	Nashville	TN	37243				male	caucasian

**TAC
PERSONNEL**

NAME	TITLE	ENTITY	ADDRESS	CITY	STATE	ZIP CODE	PHONE	FAX	EMAIL ADDRESS	m/f	race
Tony Cox	City Administrator	City of Morristown	100 W 1st North St	Morristown	TN	37814	423-581-0100	423-585-1205	tc Cox@mymorristown.com	male	caucasian
Nathaniel Allsup	Public Works Director	White Pine	1548 Main St, PO Box 66	White Pine	TN	37890-0066	865-674-2556	865-674-2053	alysons@charter.net	male	caucasian
John B. Johnson	City Manager	Jefferson City	112 W Broadway	Jefferson City	TN	37760	865-475-9071	865-475-8224	jjohnson@jeffcitytn.com	male	caucasian
Charles Tipton	Hwy Chief Administrator	Jefferson County	PO Box 247	Dandridge	TN	37725	865-397-2155	865-397-1899	ctipton@jeffersoncountyttn.gov	male	caucasian
James Craine	Chamber Transportation Chair	Morristown Chamber of Commerce	P.O. Box 1051	Morristown	TN	37814			james@ctandj.net	male	caucasian
Bill Brittain	Executive Mayor	Hamblen County	511 W 2nd North St	Morristown	TN	37814	423-586-1931		bbrittain@co.hamblien.tn.us	male	caucasian
Mike Patterson	ETHRA Transit Director	ETHRA	9111 Cross park Dr, Suite D-100	Knoxville	TN				MPatterson@ethra.org	male	caucasian
N-S RR	Branch Manager	Norfolk-Southern RR	Manley Court Circle	Morristown	TN	37814				male	caucasian
Don Brown	ETDD RPO Director	ETDD	PO Bx 249	Alcoa	TN	37701-0249			dbrown@etddd.org	male	caucasian
TDOT	Commissioner (or proxy)	TDOT-Nashville	James K Polk Bldg	Nashville	TN	37243				male	caucasian

Staff

NAME	TITLE	ENTITY	ADDRESS	CITY	STATE	ZIP CODE	PHONE	FAX	EMAIL ADDRESS	m/f	race
Rich DesGroseilliers	MTPO Coordinator	LAMTPO	100 W 1st North St	Morristown	TN	37814	423-581-6277	423-585-4679	richd@mymorristown.com	male	caucasian
Steve Neilson	Planning Director	City of Morristown	100 W 1st North St	Morristown	TN	37814	423-581-0100	423-585-4679	sneilson@mymorristown.com	male	caucasian
Porter Massengill	Public Works Director	Jefferson City	112 W Broadway	Jefferson City	TN	37760	865-475-6617	865-475-8224	pmassengill@jeffcitytn.com	male	caucasian
Matthew Cushing	Transportation Planner	TDOT	James K Polk Bldg. #400	Nashville	TN	37243-0325			Byron.C.Head@tn.gov	male	caucasian
Michelle Christian	Transportation Specialist-OCT	TDOT	TDOT Region 1	Knoxville	TN	37914	8654411340		Michelle.A.Christian@tn.gov	female	caucasian
Barry Poole	Hwy Chief Administrator	Hamblen County	3373 Enka Hwy	Morristown	TN	37814	423-586-3273	423-586-5298	bpoole@co.hamblen.us	male	caucasian
Troy Ebbert	TDOT planner-OCT Region 1 Hwy Chief Administrator	TDOT Jefferson County		Knoxville	TN	37914			troy.ebbert@tn.gov	male	caucasian
Charles Tipton	FHWA Community Planner								ctipton@jeffersoncountyttn.gov	male	caucasian
Sean Santalla									sean.santalla@dot.gov	male	caucasian

APPENDIX G
SERVICE STANDARDS (REQUIREMENT FOR ALL FIXED ROUTE TRANSIT PROVIDERS)

Background

FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers will set these standards; therefore, these standards will apply to each individual agency rather than across the entire transit industry. □

Vehicle load for each mode: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 40seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Transit providers can specify vehicle loads for peak vs. off-peak times, and for different modes of transit. Lakeway Transit, a division of ETHRA, uses ADA compliant cutaway vehicles having a 12-passenger plus 2 handicap spaces. This is a new service for the LAMTPO region, however we do not expect the vehicle load, for any vehicle, to be above 1.

Vehicle headways for each mode: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines. There will be 3 routes, with each route having ADA compliant vehicles. From each vehicle starting point to ending point will be at most 60 minutes.

On-time performance for each mode: A measure of runs completed as scheduled. This is a new service for the LAMTPO region, however, we are anticipating the vehicle runs to be on time.

Service availability for each mode: A general measure of the distribution of routes within an agency's service area. This is a new service for the LAMTPO region, and staff will be monitoring the routes to determine if ridership is efficient, or if the routes need to be altered to gain more ridership.

Vehicle Load Standards

1. Lakeway Transit will use ADA compliant cutaway vehicles that are 12-passenger plus 2 handicap vehicles. The average of all loads during the peak operating period should not exceed 1.

1. Lakeway Transit Service operates on within the City of Morristown on major arterial and/or collector streets every 60 minutes or better from early morning to late in the evening, five (5) days a week. On weekdays, 60 minute or better service should begin no later than 7:00 a.m. and continue until 6:00 p.m
2. Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, and transportation demand management.

On-Time Performance Standards

It is anticipated that Ninety-five (95) percent of the Lakeway Transit vehicles will complete their established runs no more than 5 minutes early or late in comparison to the established schedule/published timetables.

Service Availability Standards

Lakeway Transit will distribute transit service within the City of Morristown's 3 transit routes so that 90% of all residents in the service area are within a ¼ mile walk of bus service.

APPENDIX H
SERVICE POLICIES (REQUIREMENT FOR ALL FIXED ROUTE TRANSIT PROVIDERS)

Background

FTA requires that all providers of fixed route public transportation develop qualitative policies for the following procedures. These policies are to be set by individual transit providers; therefore, these policies will apply to individual agencies rather than across the entire transit industry.

Vehicle Assignment
Transit Amenities

Policies

Vehicle Assignment Policy

Vehicles will be assigned to the Routes 1, 2, 3 and such that the average age of the fleet serving each route does not exceed "5" years. Lakeway Transit will operate 12-passenger plus 2 handicap ADA compliant vehicles. These vehicles are equipped with air conditioning, as well as security cameras.

Transit Amenities Policy

Installation of transit amenities along bus routes will be done at a later date, once bus routes are firmly in place.

APPENDIX I

DEMOGRAPHIC PROFILE AND TRAVEL PATTERNS (REQUIREMENT FOR TRANSIT PROVIDERS THAT OPERATE 50 OR MORE FIXED ROUTE VEHICLES IN PEAK SERVICE AND ARE LOCATED IN URBANIZED AREAS (UZA) OF 200,000 OR MORE PEOPLE, OR THAT OTHERWISE MEET THE THRESHOLD DEFINED IN CHAPTER IV)

This Section does not apply to LAMTPO, as less than 10 vehicles are used for fixed route services within the LAMTPO region.

APPENDIX J

REQUIREMENT TO MONITOR TRANSIT SERVICE (REQUIREMENT FOR TRANSIT PROVIDERS THAT OPERATE 50 OR MORE FIXED ROUTE VEHICLES IN PEAK SERVICE AND ARE LOCATED IN URBANIZED AREAS (UZA) OF 200,000 OR MORE PEOPLE, OR THAT OTHERWISE MEET THE THRESHOLD

DEFINED IN CHAPTER IV)

This Section does not apply to LAMTPO, as less than 10 vehicles are used for fixed route services within the LAMTPO region.

APPENDIX K
SERVICE AND FARE EQUITY ANALYSIS QUESTIONNAIRE CHECKLIST
(REQUIREMENT FOR TRANSIT PROVIDERS THAT OPERATE 50 OR MORE FIXED
ROUTE VEHICLES IN PEAK SERVICE AND ARE LOCATED IN URBANIZED AREAS
(UZA) OF 200,000 OR MORE PEOPLE, OR THAT OTHERWISE MEET THE
THRESHOLD DEFINED IN CHAPTER IV)

This Section does not apply to LAMTPO, as less than 10 vehicles are used for fixed route services within the LAMTPO region.

APPENDIX L
REPORTING REQUIREMENTS

3. **RECIPIENT TYPE.** This circular defines many types of recipients of Federal financial assistance: designated recipients, direct recipients, primary recipients and subrecipients. The reporting and monitoring requirements vary depending on what role an entity serves. One entity could be all four types of recipients, and therefore have many different reporting and monitoring requirements. The following questions are designed to assist recipients in determining what their responsibilities are:
- a. Have you been designated by the Governor of your State or other local officials to receive and apportion funds from FTA? If yes, you are a designated recipient.
LAMTPO is the designated recipient, and ETHRA is the direct recipient for FTA funding.
 - b. Do you apply to FTA for funds for programs you operate/manage? If yes, you are a direct recipient. You will submit a Title VI Program directly to FTA.
 - c. Do you pass through funds you receive directly from FTA to subrecipients? If yes, then you are a primary recipient and you must monitor your subrecipients' compliance with Title VI requirements, and collect Title VI Programs from them.
 - d. Do you receive funds from another FTA recipient, that is, are funds "passed through" to you from an entity that received those funds from FTA or another recipient? If yes, then you are a subrecipient. You must submit a Title VI Program to the entity that passed funds through to you.
 - e. Do you suballocate funds to recipients that apply directly to FTA for their funds (i.e., direct recipients)? If yes, have you signed a supplemental agreement? If yes, you do not have any responsibility to monitor the Title VI Program of direct recipients, even if you also "pass through" funds to those recipients (i.e., subrecipients).
 - f. Do you receive discretionary, specialized funding (e.g., TIGER, Livability Urban Circulator)? If yes, do you regularly apply for funds from FTA, i.e., are you a traditional recipient of FTA funds? If you are not a traditional recipient of FTA funds, or are a firsttime applicant for FTA funds, special rules may apply.

APPENDIX M

TITLE VI AND LIMITED ENGLISH PROFICIENCY TECHNICAL ASSISTANCE RESOURCES

The following resources should help recipients integrate the guidance and procedures of this circular into their planning and operations. Recipients seeking additional resources that may have been published subsequent to the date of this circular may inquire with their local FTA Regional Office or FTA's Office of Civil Rights. Technical assistance resources will be published on the FTA Office of Civil Rights website, http://www.fta.dot.gov/civil_rights.html, on an ongoing basis.

1. Relevant Websites. Recipients and subrecipients are encouraged to review information on the following websites:

a. FTA's Title VI Website. www.fta.dot.gov/civilrights/civil_rights_5088.html. This website provides an overview of FTA's Title VI activities, including links to recent compliance reviews of recipients, related websites, policy guidance and procedures, and instructions on how to file a Title VI complaint.

b. Federal Interagency Working Group on Limited English Proficiency. www.lep.gov promotes a cooperative understanding of the importance of language access to Federal programs and Federally-assisted programs. The site acts as a clearinghouse, providing and linking to information, tools, and technical assistance regarding limited English proficiency and language services for Federal agencies, recipients of Federal funds, users of Federal programs and Federally-assisted programs, and other stakeholders.

c. U.S. Department of Justice Civil Rights Division. <http://www.justice.gov/crt/> The Civil Rights Division of the Department of Justice, established in 1957, is the program institution within the Federal government responsible for coordinating the implementation and enforcement of Federal statutes prohibiting discrimination on the basis of race, color, national origin, and other protected classes.

d. Community Impact Assessment Website. <http://www.ciatrans.net>. The Community Impact Assessment (CIA) website seeks to inform transportation officials and the general public about the potential impacts of proposed transportation actions on communities and their subpopulations.

e. United We Ride. www.unitedweride.gov. United We Ride is an interagency Federal national initiative that supports States and their localities in developing coordinated human service delivery systems originating from the Office of Program Management or the Federal Transit Administration. In addition to State coordination grants, United We Ride provides State and local

agencies a transportation-coordination and planning self-assessment tool, help along the way, technical assistance, and other resources to help their communities succeed.

2. Technical Assistance Products. Recipients and subrecipients are encouraged to review information on the following technical assistance products. Interested parties can access these products through the relevant website or by contacting FTA's Office of Civil Rights.

a. "How to Engage Low-Literacy and Limited English Proficient Populations in Transportation Decision-making." <http://www.fhwa.dot.gov/hep/lowlim/>. This report documents "best practices" in identifying and engaging low-literacy and limited-English proficiency populations in transportation decision-making. These "best practices" were collected during telephone interviews with individuals in 30 States.

b. "Disaster Response and Recovery Resource for Transit Agencies" <http://transitsafety.volpe.dot.gov/Publications/order/singledoc.asp?docid=437>. This resource provides local transit agencies and transportation providers with useful information and best practices in emergency preparedness and disaster response and recovery, including information on how to respond to the needs of low-income persons, limited English proficient persons, persons with disabilities, and older adults.

APPENDIX N

LAMTPO PUBLIC PARTICIPATION PLAN (PPP)



Public
Participation
Plan
(PPP)

This report was funded in part through grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), U.S. Department of Transportation (USDOT). The view and opinions of the authors (or agencies) expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO)

Morristown, TN – Jefferson City, TN – White Pine, TN – Hamblen County, TN – Jefferson County, TN

Resolution Number: 2018-003

**A RESOLUTION BY THE LAMTPO EXECUTIVE BOARD ADOPTING
THE PUBLIC PARTICIPATION PLAN (PPP)**

WHEREAS, a comprehensive, cooperative, and continuing (3-C) transportation process is to be carried out in the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) region; and

WHEREAS, the Public Participation Plan (PPP) was first required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); and recently updated in the recent Fixing America's Surface Transportation (FAST) Act; and

WHEREAS, in accordance with the requirements of the United States Department of Transportation (USDOT), Section 450.316 of the Metropolitan Planning Regulations, this plan includes a proactive public outreach 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 programs; and

WHEREAS, the PPP had been reviewed for past performance and been updated accordingly; and

WHEREAS, the general public, affected public agencies and special interest groups, and interested parties were invited to participate and/or comment in the development of the PPP; and

WHEREAS, the PPP process had completed a minimum 45-calendar day public review and comment period from April 1, 2018 through June 30, 2018; and

WHEREAS, The Tennessee Department of Transportation (TOOT) and the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) had reviewed and approved this PPP; and

WHEREAS, the Technical Advisory Committee (TAC) has endorsed this PPP as a guiding document for achieving a coordinated transportation system; and

WHEREAS, the elements of the PPP are to receive final approval from the LAMTPO Executive Board; and

NOW, THEREFORE, BE IT RESOLVED the LAMTPO Executive Board does hereby approve and adopt the update to the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) Public Participation Plan (PPP).

September 26, 2018

Chair,
LAMTPO

Date

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LIST OF ABBREVIATIONS

Abbreviation	Full Name Description
3-C	Continuing, Cooperative, and Comprehensive planning process
ACS	American Community Survey
ADA	Americans with Disabilities Act
ADHS	Appalachian Development Highway System
AQ	Air Quality
CAA	Clean Air Act
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CPG	Consolidated Planning Grant
CTPP	Census Transportation Planning Products
DBE	Disadvantaged Business Enterprise
EPA	Environmental Protection Agency
ETDD	East Tennessee Development District
ETHRA	East Tennessee Human Resources Agency
FAF	Freight Analysis Framework
FAST Act	Fixing America's Surface Transportation Act
FFY	Federal Fiscal Year (from October 1 to September 30)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTA Section 5303	FTA Section 5303 Metropolitan Transportation Planning (5303)
FTA Section 5307	FTA Section 5307 Urbanized Area Formula Grants (5307)
FTA Section 5309	FTA Section 5309 Capital Investments Grant
FTA Section 5310	FTA Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities
FTA Section 5311	FTA Section 5311 Rural Areas Formula Grant
FTA Section 5312	FTA Section 5312 Public Transportation Innovation
FTA Section 5324	FTA Section 5324 Emergency Relief
FTA Section 5337	FTA Section 5337 State of Good Repair
FTA Section 5339	FTA Section 5339 Bus and Bus Facilities
FRA	Federal Railroad Administration
FY	Fiscal Year
GIS	Geographic Information Systems
GPS	Geographical Positioning System
HPP	High Priority Project

Abbreviation	Full Name Description
HSIP	Highway Safety Improvement Program
HSTCP	Human Services Transportation Coordination Plan
HUD	Housing and Urban Development
IAC	Inter-Agency Consultation
IM	Interstate Maintenance
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
LAMTPO	Lakeway Area Metropolitan Transportation Planning Organization
LED	Light Emitting Diode
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MOBILE 6.2	Mobile Source Emission Factor Model
MOVES	Motor Vehicle Emission Simulator
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTPO	Metropolitan Transportation Planning Organization
NAAQS	National Ambient Air Quality Standards
NHFP	National Highway Freight Program
NHPP	National Highway Performance Program
NHS	National Highway System
PC 1101	Public Chapter 1101
PEAs	Planning Emphasis Areas
PL 112	FHWA Section 112 Planning Funds
POP	Program of Projects
PPP	Public Participation Plan
RPO	Rural Transportation Planning Organization (North and South)
SAFETEA-LU	Safe, Accountable, Flexible and Efficient Transportation: A Legacy for Users
SHSP	Strategic Highway Safety Plan
SIP	State Implementation Plan
SPR	State Planning and Research Funds
SRTS	Safe Routes To School
SSCP	Social Services Coordination Plan
STBG	Surface Transportation Block Grant
STIP	State Transportation Improvement Program
TAP	Transportation Alternatives Program

Abbreviation	Full Name Description
TAC	Technical Advisory Committee
TCA	Tennessee Code Annotated
TCM	Transportation Control Measures
TDEC	Tennessee Department Of Environment and Conservation
TDM	Travel Demand Model
TDOT	Tennessee Department of Transportation
TDOT-LRPD	TDOT Long Range Planning Division
TDOT-DMTR	TDOT Division of Multimodal Transportation Resources
TDOT-OCT	TDOT Office of Community Transportation
TIFIA	Transportation Infrastructure Finance and Innovation Act
TIGER	Transportation Invest Generating Economic Recovery Program
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
TRANSCAD	Transportation Computer Aided Design
TRIMS	Tennessee Roadway Information Management System
UPWP	Unified Planning Work Program
UROP	State Operating Assistance Program
USDOT	United States Department of Transportation
UZA	Urbanized Area

Section 1. Introduction

What is a Public Participation Plan?

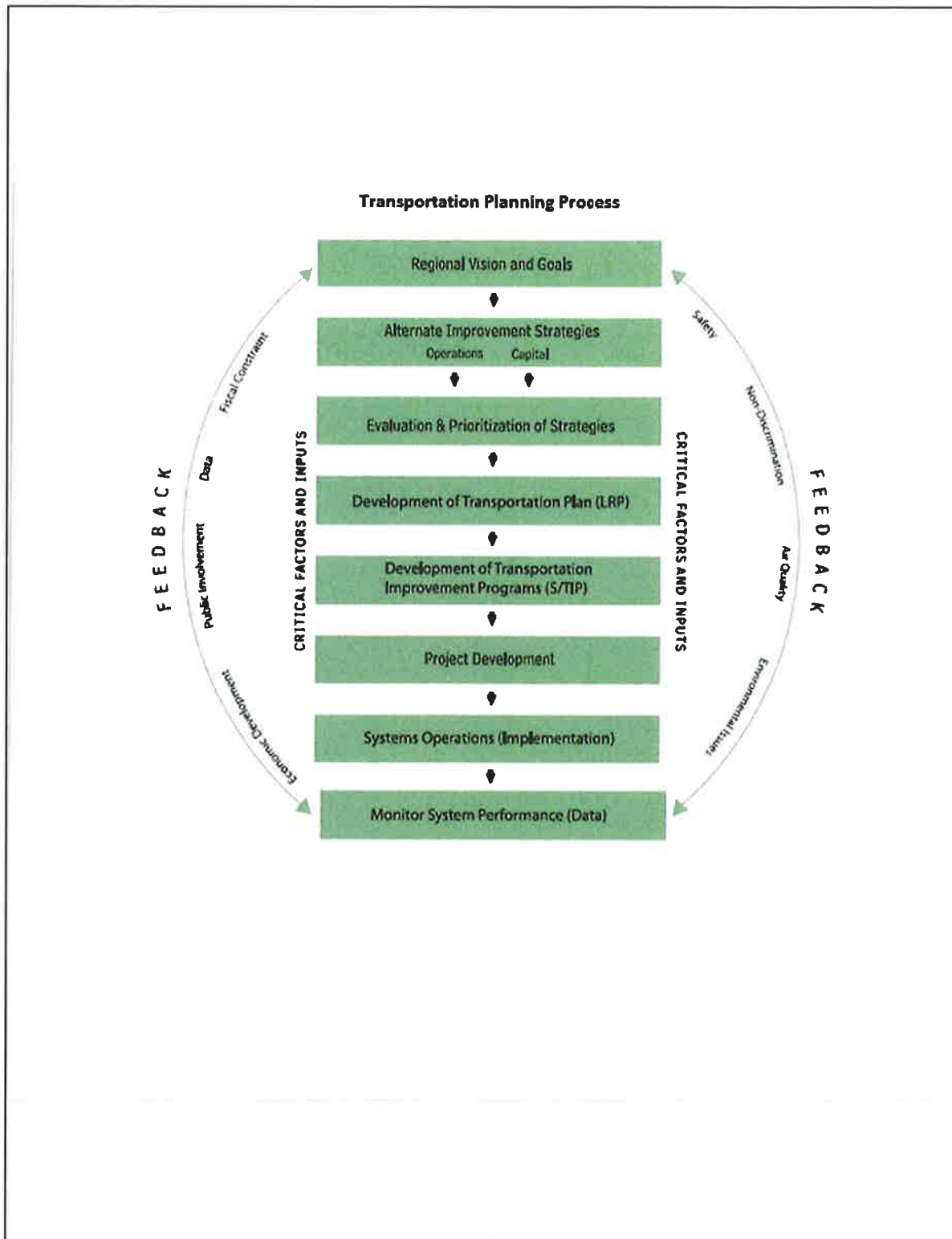
The Public Participation Plan (PPP) is an umbrella policy, encompassing the plans and programs of the transportation planning process. Public participation is an integral part of the Lakeway Area Metropolitan Transportation Planning Organization's (LAMTPO) planning efforts. The PPP encompasses the public participation programs for all the major planning activities, including the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), the Civil Rights documents Title VI and Disadvantaged Business Enterprise ((DBE), the provisions for the Americans with Disabilities Act (ADA), and any Air Quality Conformity Determinations (if needed). Currently all counties in the LAMTPO metropolitan planning area (MP A) are classified as "attainment" for air quality by the Environmental Protection Agency and do not fall under air quality conformity issues. The planning process is shown on the next page that starts with a vision of how transportation should be for the region all the way through to the system's performance. As you can see in *Figure 1.1 - Transportation Planning Process* on the next page, public participation is noted as feedback and it is continuous as the planning process progresses.

What is an MPO?

According to the Federal Highway Administration (FHWA), metropolitan transportation planning is the process of examining travel and transportation issues and needs in metropolitan areas. It includes a demographic analysis of the community in question, as well as an examination of travel patterns and trends. The planning process includes an analysis of alternatives to meet projected future demands, and for providing a safe and efficient transportation system that meets mobility while not creating adverse impacts to the environment. In metropolitan areas over 50,000 in population, the responsibility for transportation planning lies with designated Metropolitan Planning Organizations (MPOs).

An MPO is a transportation policy-making organization made up of representatives from local government and transportation authorities. In 1962, the United States Congress passed legislation that required the formation of an MPO for any Urbanized Area (UZA) with a population greater than 50,000, as defined by the U.S. Census Bureau. Congress created MPOs in order to ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive ("3-C") planning process. Federal funding for transportation projects and programs are channeled through this planning process. Statewide and metropolitan transportation planning processes are governed by Federal law in the United States Code (23 USC 134 and 135). As a prerequisite for the receipt of both federal transit and federal highway funding, MPOs are responsible for the development of a Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP) for its metropolitan planning area.

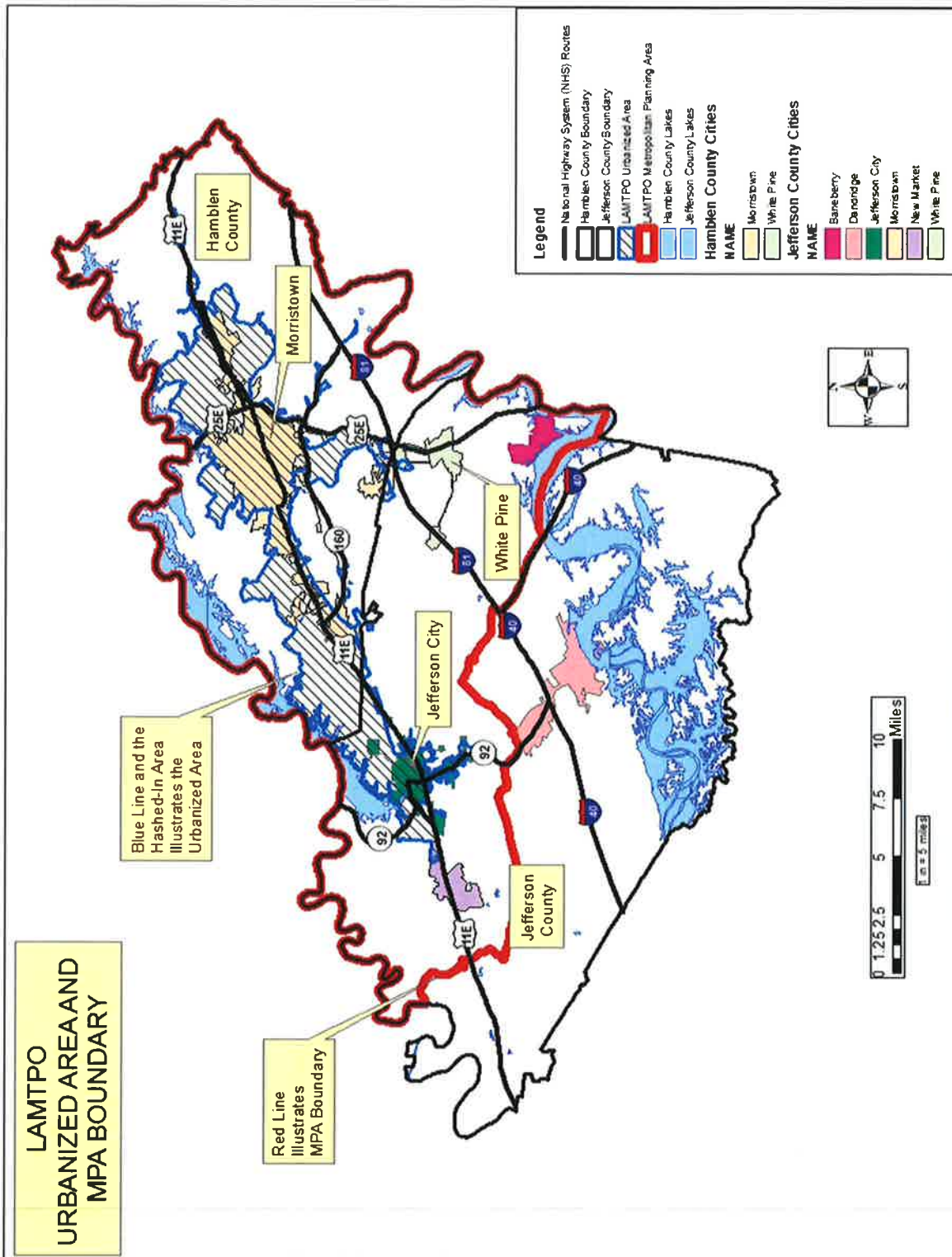
Figure 1.1. Transportation Planning Process (Source: Johnson City MPO Public Participation Plan 2016).



About LAMTPO

LAMTPO is an acronym for the Lakeway Area Metropolitan Transportation Planning Organization. LAMTPO is the metropolitan planning organization (MPO) for the region consisting of Morristown, Jefferson City, White Pine, and portions of Hamblen County and Jefferson County. In May 2002, the U.S. Census Bureau designated this region as an urbanized area, which is defined as an area with a population of 50,000 or greater and generally with a population density of approximately 1,000 people per square mile. Under federal regulations, all places that are designated as an urbanized area must form a metropolitan transportation planning organization. As a result, LAMTPO was established in 2002.

The LAMTPO urbanized area population, based on the 2010 U.S. Census, is 113,951. In March 2012, the LAMTPO urbanized area expanded to include a portion of New Market and additional areas of the Alpha Talbott and Russellville areas in Hamblen County. The map on the next page shows the urbanized area boundary, as well as the larger Metropolitan Planning Area (MPA) boundary which is addressed by this plan. The MPA covers the entire area which is anticipated to be urbanized within the next 20 years, including the current urbanized area.



LAMTPO Organization and Management

Role in the LAMTPO Planning Process

Executive Board

The Executive Board is the decision-making body of the LAMTPO, which is comprised of:

- a. Mayor of Morristown
- b. Mayor of Jefferson City
- c. Mayor of White Pine
- d. County Mayor of Hamblen County
- e. County Mayor of Jefferson County
- f. Governor of Tennessee (or his/her representative)
- g. Mass Transit Representative (ETHRA Director)
- h. Railroad Representative (Norfolk Southern)

Final responsibility for transportation planning and programming is vested with the Executive Board.

Role in the LAMTPO Planning Process

Transportation Technical Advisory Committee (TAC)

The TAC consists of administrative and technical leadership. Along with the LAMTPO Coordinator, it provides recommendations to the Executive Board. The TAC is comprised of the following officials or their designees:

- a. City Administrator of Morristown
- b. City Manager of Jefferson City
- c. Public Works Director of White Pine
- d. Jefferson County Highway Superintendent
- e. Hamblen County Highway Superintendent
- f. ETHRA Director
- g. Norfolk Southern Railroad Administrator
- h. East Tennessee Development District (ETDD) Executive Director
- i. TDOT Chief Engineer
- j. TDOT Multimodal Transportation Resources Division Director
- k. FHW A Division Administrator
- l. FT A Regional Administrator

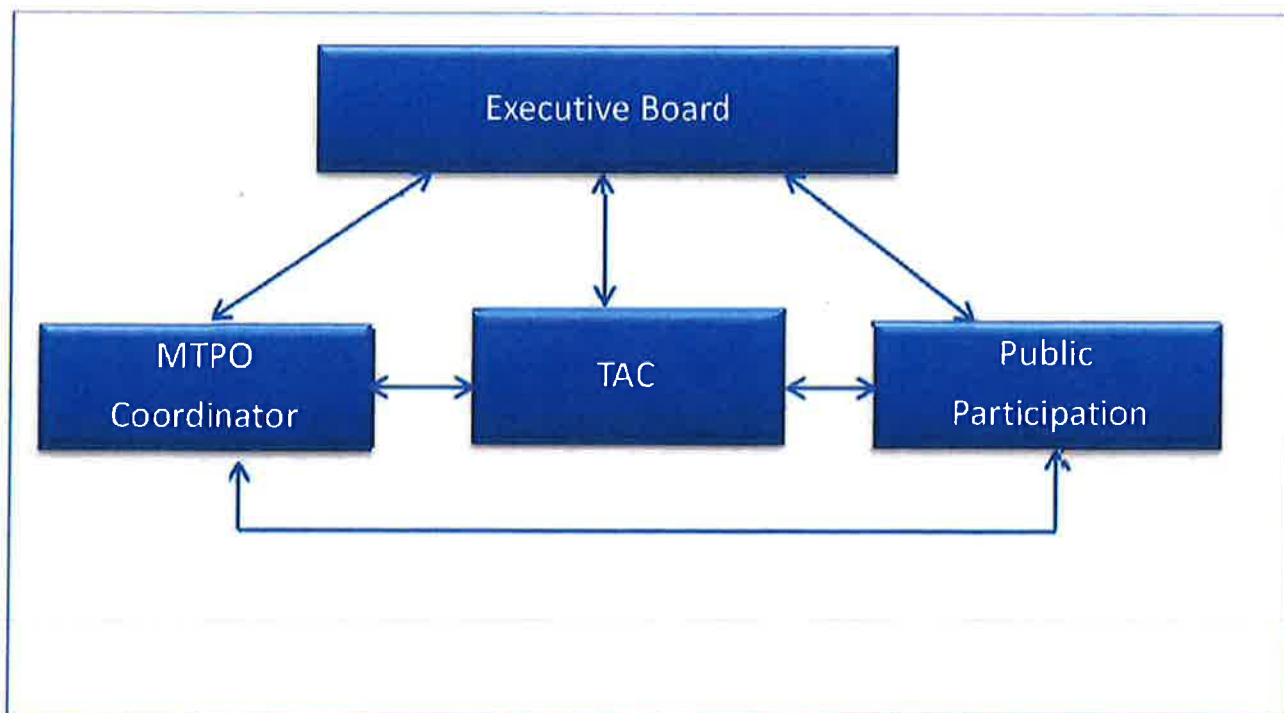
The TAC takes its direction from and is accountable to, the Executive Board and acts through the LAMTPO staff, local planning staff(s), or stud committees as applicable.

Role in the LAMTPO Planning Process

MTPO Coordinator

The MTPO coordinator is the staff member for LAMTPO. He/she conducts studies, develops plans and programs, and chairs all MTPO sub-committees. The MTPO coordinator is the liaison between the MTPO and the FHWA, FTA, TDOT, local governments, and other groups or individuals interested in transportation issues. The MTPO coordinator is responsible for preparing the meeting agendas, posting public notice of the meetings as required, calling the roll of the meetings, keeping minutes of the meetings, recording the votes for items or projects on an agenda, and other duties as required in the function of transportation planning within the MTPO study area. The MTPO coordinator or other planning staff serves as the secretary for the Executive Board, in a non-voting role.

The LAMTPO transportation planning process functions under a committee structure, as outlined below:



Section 2: Federal and State Requirements

The following types of federal and state requirements affect how LAMTPO conducts business and ensures its public participation process meets the needs of the transportation planning process.

Federal Legislation

There are five (5) core functions of the MPO:

- a. **Establish a Setting:** Establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area.
- b. **Identify and evaluate alternative transportation improvement options:** Use data and planning methods to generate and evaluate alternatives. Planning studies and evaluations are included in the Unified Planning Work Program (UPWP).
- c. **Prepare and maintain a Metropolitan Transportation Plan (MTP) or Long Range Transportation Plan (LRTP):** Develop and update a long-range transportation plan for the metropolitan area covering a planning horizon of at least twenty (20) years that fosters (1) mobility and access for people and goods; (2) efficient system performance and preservation; and (3) good quality of life.
- d. **Develop a Transportation Improvement Program (TIP):** Develop a short-range (four-year) program of transportation improvements based on the long-range transportation plan; the TIP should be designed to achieve the area's goals, using spending, regulating, operating, management, and financial tools.
- e. **Involve the Public:** Involve the general public and other affected constituencies in the four essential functions listed above.

5 Core Functions of the MPO:

1. **Establish a setting**
2. **Identify and Evaluate Alternative Transportation Improvement Options**
3. **Prepare and Maintain a Long Range Transportation Plan (LRTP)**
4. **Develop a Transportation Improvement Program (TIP)**
5. **Involve the Public**

Federal Metropolitan Planning Factors

In addition to these five core functions, MPOs are also required to address the ten (10) planning factors during the metropolitan planning process. These factors can be found in the Code of Federal Regulations (CFR), Title 23, Section 450.306(b):

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and locally planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system
9. Improve transportation system resiliency and reliability and reduce or mitigate stormwater impacts on the surface transportation system
10. Enhance travel and tourism

Public Outreach

Public outreach in metropolitan transportation planning has long been a federal requirement. Federal law includes a number of specific requirements and performance standards and expectations for state departments of transportation and MPOs during transportation planning. This core set of requirements and performance standards have been amended and reinforced through additional transportation and environmental legislation, and related regulations and orders addressing environmental justice and persons with disabilities. Federal legislation passed in 2005, the Safe, Accountable, Flexible Transportation Equity Act - Legacy for Users (SAFETEA-LU), reauthorized the federal-aid transportation program and required some changes to the public outreach process. These mandated changes placed an increased emphasis on particular elements such as involving an expanded list of interested parties, increasing interagency consultation, and emphasizing visualization techniques and electronically accessible information. Public outreach was a requirement in the federal transportation act SAFETEA-LU (2005), and continued in the Moving Ahead for Progress in the 21st Century (MAP-21) (2012). The current Federal transportation act, Fixing America's Surface Transportation (FAST) Act, passed in 2015, also continues to require the public outreach. The Code of Federal Regulations, Title 23: Highways, Section 450.316 pertaining to public outreach is attached as Appendix A.

Disadvantaged Business Enterprise (DBE)

The USDOT defines a DBE as a for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control

management and daily business operations. African-Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

USDOT DBE regulations require state and local transportation agencies that receive DOT financial assistance, to establish goals for the participation of DBEs. Each DOT-assisted State and local transportation agency is required to establish annual DBE goals, and review the scopes of anticipated large prime contracts throughout the year and establish contract-specific DBE subcontracting goals.

In addition to establishing goals, state and local recipients also certify the eligibility of DBE firms to participate in DOT-assisted projects. Some groups are presumed to be socially and economically disadvantaged for the purposes of participation in this program. In 1987 Congress added women to the groups presumed to be disadvantaged. The main objectives of the DBE Program are:

- a. To ensure that small disadvantaged business enterprises (DBE) can compete fairly for federally funded transportation-related projects.
- b. To ensure that only eligible firms participate as DBEs.
- c. To assist DBE firms in competing outside the DBE Program.

To participate in the DBE program, a small business owned and controlled by socially and economically disadvantaged individuals must receive DBE certification from the relevant state- generally through the state Uniform Certification Program (UCP).

Roles and Responsibilities of State and Local Transportation Agencies

As recipients of DOT financial assistance, state and local transportation agencies are required to:

- a. Certify the eligibility of DBE firms to participate in their DOT-assisted contracts;
- b. Establish narrowly-tailored goals for the participation of disadvantaged entrepreneurs; and
- c. Evaluate their DOT-assisted contracts throughout the year and establish contract-specific DBE subcontracting goals as necessary to achieve the overall goal of the agency.

The level of DBE subcontracting goals may vary; however, by the end of the year, the amount of contract/subcontract awards to DBEs must be consistent with the overall goal.

Title VI

LAMTPO ensures compliance with Title VI of the Civil Rights Act of 1964, which states, "No person in the United States shall, on the grounds 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." LAMTPO seeks to engage persons who are traditionally underserved or underrepresented in the transportation planning process. These populations are identified through the analysis of Decennial Census or American Community Survey data, along with knowledge of the community. A Title VI document is on the LAMTPO website (www.lamtpo.com), and is updated every three (3) years. Title VI notices are also provided on the LAMTPO website (www.lamtpo.com) and posted at key locations within the city, in both English and Spanish. Key locations are where the notices are visibly seen, such as elevators, bulletin boards in the lobby areas, and in front of department offices. Civil Rights clauses are also included in third-party contracts.

LAMTPO uses the U.S. Census information to locate minority and low-income residential areas. The information obtained is from the decennial census (10-year), as well as the 3-year and 5-year American Community Survey (ACS) data. The ACS data is checked once a year (if new data is available). LAMTPO staff downloads the Census data (Excel format) and incorporates it into existing US Census shapefiles (blocks, block groups, and or tracts). The shapefiles are then mapped to see if there are any population shifts, such as the number of people in a census tract or block group, or where there is a high minority population.

The largest ethnic population within the LAMTPO region is Caucasian (white). The largest minority group within the LAMTPO region are Hispanic, followed by African-Americans. When LAMTPO staff is about to begin developing a document, such as the UPWP, LRTP, or TIP, it is advertised in the local newspapers and/or websites in English and Spanish. This is done to allow the general population know what is going on, and to give input as to what projects should go into these documents. Also, information is sent to the local NAACP (Johnson City and Knoxville) and the East Tennessee Hispanic Chamber of Commerce for documentation input as well.

Once the draft documents had received concurrence for public comment, the information is sent to the contact listing shown in Appendix C, to the East Tennessee Hispanic Chamber of Commerce, as well as the local city halls and county courthouses, and the local public libraries for review and comment. The TAC and Executive Board will be notified of any comments, and any recommendations to resolve the comments.

The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990, which was updated in 2010, requires coordinating with disabled communities in the development and improvement of transportation services. Persons with disabilities must also be able to access the sites where public involvement activities occur as well as the information presented. The Americans with Disabilities Act of 1990 requires coordinating with disabled communities in the development and improvement of transportation services. LAMTPO will ensure

that meeting locations meet ADA requirements. A request for reasonable accommodation (i.e. large print documents, audio materials) can be made within five (5) business days of a meeting. Please contact the MPO coordinator at 423-581-6277, or by email at richd@mymorristown.com for further assistance.

Executive Orders

The President of the United States will often issue Executive Orders for agencies of the Executive Branch, such as the Department of Transportation, for managing the operations of the federal government. Executive Orders have the full force of the law. There are two executive orders that are directed at project level decision making in the engineering and design phases for projects as well as long range and project programming activities. The first, Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority and Low Income Population, was signed by President Clinton in February 1994, which reinforced the requirements of Title VI of the Civil Rights Act (1964) and focused federal attention on the environmental and human health conditions in minority and low income communities. The second, Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency, was also signed by President Clinton in August 2000 and requires federal agencies and grantees to make their activities accessible to non-English speaking persons.

LAMTPO ensures compliance with the Executive Orders. LAMTPO has a Limited English Proficiency (LEP) Policy to outline steps to assist LEP individuals. For example, all documents include a note in Spanish that documents can be translated into another language, upon request. Telephone translation services are available for LEP individuals. A translator can be provided at meetings, if requested. *The LEP is part of the Title VI program (March 2017), and can be found on the www.lamlpo.com website.*

Tennessee Open Meetings Act

All sessions of every meeting of the Executive Board and Executive Staff shall be open to the public pursuant to the Tennessee Open Meetings Act, T.C.A. Section 8-44-101, *et seq* (full text found in Appendix B). The public shall be afforded the opportunity to comment on current agenda items at the meetings of the Executive Board and Executive Staff. The chair of the meetings shall determine the time to be allotted to each speaker. Before commenting on an item, the person must state their name and address for the record.

Section 3: General Guidelines

Public Workshops (Kickoff), Public Meetings, and Public Hearings

Public workshops, meetings, and hearings can be held for a variety of reasons. Depending on the nature of the meeting, there will be varying levels of public input. The purpose of these public meetings has several objectives:

- To confirm the purpose and intent of the plan or project
- To present the trends and forecasts for the region
- To gather public input

These meetings may be specially scheduled, project - or plan-specific.

Public workshops are held during the review/ public comment period for a document or project, such as the UPWP, LRTP and/or TIP. These are usually the kickoff meetings to begin the review process for a document. This is to gather information such as what transportation projects should be in the LRTP and TIP, or what the projected land use should be along a certain roadway. LAMTPO Staff consults with the local agencies planning staff and by using countywide GIS shapefiles to determine existing land use and projected land use. This makes the transportation demand modeling (TDM) for the LRTP and/or TIP more accurate, thus seeing where congestion may or may not occur within the LAMTPO region.

Generally these workshops are during a regular scheduled TAC meeting, but additional workshops may be held on an as needed basis. Stakeholders are generally involved in one or more of the workshops for a specific plan or project.

Public meetings are during the public comment period for the LRTP, TIP, UPWP, Title VI, DBE program, HSTCP, and PPP. These meetings are when a draft document is available for public comment. These meetings are to inform the general public of the reports or documents to be approved, and to allow the general public to comment on them. These meetings are held in Morristown, White Pine and Jefferson City without any elected officials. It gives the general public another opportunity to comment on a specific plan or program without feeling nervous or pressure by any political forum.

Public hearings are also held during the public comment period on the LRTP, TIP and PPP. The public hearings are held when a document or project is open for approval or adoption by the Executive Board. Public hearings and workshops may also be scheduled at meetings of the Executive Board and Technical Advisory Committee (TAC). Actions of meetings may result in the adoption or approval of the UPWP, TIP, LRTP, Title VI, DBE, HSTCP, and/or PPP. Other actions include adoption of resolutions for amendments, adjustments, endorsements, special plans and reports. For meetings to be successful, the following steps are recommended.

Early Involvement - Early Involvement with local community leaders (including elected officials, city managers and department heads) and stakeholders (including non-profit groups, businesses and community service agencies) can help to determine suitable

meeting forums and information formats to foster valuable input, especially when soliciting input from target populations including the traditionally underserved populations.

Accessibility - LAMTPO public meetings, hearings and workshops are held at a convenient location and time. All meeting locations shall be accessible to comply with the Americans with Disabilities Act (ADA). In general, LAMTPO meetings will occur at one of the following locations:

1. Morristown City Center Building
 100 W 1st N St
 Morristown, TN 37814

2. Jefferson City City Hall
 112 City Center Drive
 Jefferson City, TN 37760

3. White Pine Town Hall
 1548 Main Street
 White Pine, TN 37890

TAC meetings are held on the Thursday before the Executive Board meeting, at 10 am (eastern). The TAC voted and approved the 10am start time for these meetings. The Executive Board meets on the 2nd Wednesday at of each month, and the Executive Board voted and approved the 12:00 pm (noon eastern) start time for the meetings. At the annual meeting(s), the TAC and the Executive Board shall vote to decide when and at what time(s) the TAC and Executive Board meetings shall occur, respectively. The TAC and Executive Board shall assess whether or not the meeting dates and times shall change.

If a meeting is canceled, it will be posted on the www.lamtpo.com website, and emails sent out stating the cancellation.

Additional meetings will be held at other locations when necessary. LAMTPO staff will check to see if another meeting site is ADA accessible, convenient for the target audience, and is large enough for a proposed meeting. These meeting may be for corridor studies, training opportunities, minority population outreach efforts, or for additional public comment opportunities, if needed.

Public Notices Information Tools and Techniques

LAMTPO will employ various outreach and information tools for public involvement.

Outreach tools are used to solicit information from the public, while information tools are used to share information with the public. Listed below are techniques that LAMTPO can choose from to encourage public outreach and information dissemination to ensure that all area residents have the opportunity to be involved in the transportation planning process, including traditionally underserved groups. These are generally listed and plan-specific guidelines are listed later in this plan.

1. Public Notices - Public notices and/or advertisements will be placed in regional general circulation newspapers (and/or websites) deemed appropriate for the project. Public notices are also placed on the www.lamtpo.com website.
 - a. Public notices are also sent by an email distribution list to all LAMTPO members and other interested individuals.
 - b. LAMTPO may send the public service announcements and meeting advertisements to the public access cable television station, and/or radio stations.
2. Unless otherwise provided in this plan, all notices shall be published a minimum of **ten (10) calendar days** prior to the meeting date. The agenda for the meeting is made available on the www.lamtpo.com website, under the Meetings tab.
3. If a special meeting is called for unusual circumstances or urgent situations, notices shall be published a minimum of **three (3) calendar days** prior to the meeting date, with the purpose of the meeting stated in the notice and be limited to that item(s).

In addition to the notice for public meetings, public notices are specified for individual plans in the Section 4 "Plan-Specific Guidelines." Direct Outreach- When appropriate, traditional letters about plans, studies, projects or any other information deemed important for public input will be mailed out to identified parties. For example, letters may be mailed to property owners directly affected by a project or household travel surveys mailed out to gather data for the travel demand model. Addresses are identified through the use of the counties' property assessment databases.

Other Tools for Public Outreach and Public Comments

1. Email Distribution List - LAMTPO maintains an email distribution list of all Executive Board and Executive Staff members, along with other interested city/state agencies, stakeholders, and individuals in the community. Anyone can request to be added to or removed from the list, either in person or by contacting the MTPO Coordinator at 423-581-6277, or by email at richd@mymorristown.com. In addition, the MTPO administrative staff will add individuals identified as stakeholders as they come in contact with LAMTPO.

As individuals leave their elected office or organization, they are removed from the list, unless they request to remain on the list as an interested party.

2. Website - LAMTPO's website (www.lamtpo.com) is employed as a tool for disseminating information on public notices, meeting agendas and minutes, draft/adopted documents, project updates, maps and other documents. LAMTPO's website is an information resource for its members, special interest groups and the general public. The website provides information about meetings, plans and projects, as well as contact information for the administrative staff and board members. LAMTPO will post draft and final documents on the website for public comment and review. The following is a brief list of content on the website:

- a. Documents such as the UPWP, TIP, LRTP and PPP, along with their amendments and/or adjustments.
- b. Links for various governing agencies of LAMTPO, as well as links to several state and federal government sites
- c. A listing of current LAMTPO members
- d. Tentative Meeting schedule and upcoming meeting agendas
- e. Executive Board and TAC meeting minutes
- f. Transit/ Public Transportation Information
- g. Title VI and DBE documents
- h. Advertisement page
- i. Contact information for LAMTPO staff.

3. Presentations & Exhibits-LAMTPO staff is frequently invited to present at conferences, civic meetings and local neighborhood meetings. This usually involves giving a presentation and providing handouts, along with setting up an exhibit table.

4. Advanced Visualization Techniques - Advanced visualization techniques shall be used to enhance the public's understanding of the LAMTPO plans and programs. These techniques will employ such technologies as photographs, posters, geographic information system (GIS)-based maps, interactive maps, 3D-visualization, video animation, use of a multi-media room with large format presentation screen, video clips and other technology that will enhance the public knowledge of plans and programs in an effort to present technical knowledge in an understandable format.

5. Posters and Flyers - When appropriate, participation from target populations will be sought by posting flyers and posters in locations such as the Johnson City Transit Center, government centers, social service agencies, employment centers, community centers, public health clinics, public libraries and other popular meeting places.

6. Surveys - LAMTPO may use electronic, web-based, and paper surveys to gather public input and comments about specific projects or plans. Links to web-based surveys may be provided on the website, and also emailed. In an effort to broaden the publication of the survey link, LAMTPO staff may request other websites to include a link to the survey, such as the main city or county website for member jurisdictions.

7. Committees - LAMTPO has adopted the approach to establish partnerships with existing committees that have an interest in transportation plans, projects, and/or programs. LAMTPO will also establish advisory committees on specific tasks or projects

as needed for information gathering and advice.

8. Public Comments - Opportunities for public comments and/or questions will be provided to all interested parties at public hearings, workshops, and Executive Board meetings. A specified period for receiving comments is provided to the public for plans such as the PPP, TIP and the LR TP prior to adoption. The comments can be submitted verbally or in writing. A sample comment form is included at the end of this document as Appendix E. Comments can be submitted in the following ways:

- a. Comment forms in paper formats mailed or given to LAMTPO staff, the address is: 100 W 1st N St, PO Box 1499, Morristown TN 37816-1499;
- b. Emails sent to MTPO staff, at richd@mymorrisotwn.com;
- c. Faxes sent to the MTPO office (423-585-4679); and/or
- d. Other times, MTPO staff may use electronic surveys with specific questions to gather information from the public using services such as SurveyMonkey.

Section 4. Plan Specific Guidelines

Overview

In addition to the general guidelines for all LAMTPO activities, there are specific guidelines that will outline the outreach process for specific LAMTPO products.

Key documents produced by the LAMTPO process, include:

- a. Long Range Transportation Plan (LRTP);
- b. Transportation Improvement Program (TIP);
- c. Public Participation plan (PPP);
- d. Unified Planning Work Program (UPWP); and
- e. Title VI and Limited English Proficiency (LEP) program;
- f. Disadvantaged Business Enterprise (DBE) program.

Long Range Transportation Plan (LRTP)

The LRTP is a long-range (20+ year) multimodal strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities.

The LRTP is updated every **four (or five)** years and may be amended as a result of changes in projected Federal, State, and local funding; major investment studies; congestion management systems plans; interstate interchange justification studies; and environmental impact studies. Please check the 2040 Long Range Transportation Plan, Chapter 1, page 1-6 for amendment processes.

LAMTPO Staff consults with the local agencies planning staff and by using countywide GIS shapefiles to determine existing land use and projected land use. This makes the transportation demand modeling (TDM) for the LRTP and/or TIP more accurate, thus seeing where congestion may or may not occur within the LAMTPO region.

The current LRTP is available for viewing online at www.lamtpo.com under the LRTP tab, as well as at LAMTPO staff office, 100 W 1st N St, Morristown, TN 376816-1499.

Table 4.1. Development of the LRTP.

Development of the LRTP	Process
Advertisement	Advertise for the TAC and Executive Board meetings (in English and Spanish)
Start-up process	Staff will inform to the TAC and Executive Board, at their respective meetings, when staff will start the development of the LRTP (usually at the annual meeting(s)). Staff will request for any projects to be included in the LRTP.
	LAMTPO staff will contact each local agency separately for their proposed project lists. TDOT will be contacted as well for their proposed projects within the LAMTPO region to be included in the LRTP.
	Any individual or interested party can request for a project to be included in the LRTP, however that information will be forwarded to the local agency for their decision if the proposed request is a top priority for them. The request must be submitted to:
	<p style="margin-left: 40px;"> MTPO Coordinator 100 W 1st N St Morristown, TN 37814 richd@mymorristown.com 423-581-6277 </p>
	Due to financial constraints, the LTP usually takes 2 years' worth of planning funding in order to complete the LRTP. However, staff requests all project submittals within the first year of the LRTP development.
Completion of Project Listing	Once staff has compiled the proposed projects (with cost estimates) from each of the entities, staff will determine if all projects are able to be in the LRTP due to financial constraint. If a project or projects need to be taken out, then staff will inform the TAC and Executive Board that the projects will need to be ranked and voted on to determine the final project listing.
	If an individual or interested party had requested a project to be included in the LRTP, they will be informed whether or not if the proposed request is within the draft LRTP.

**Travel Demand
Modeling and
Air Quality
1st Draft of
LRTP**

Once the project list is completed, it is forwarded to the Knoxville TPO and TDOT for Travel Demand Modeling (TDM) and Air Quality modeling (if needed)

Once the 1st draft is completed, it is sent to the local agencies for their review, as well as sent to TDOT for their initial review and comments

**2nd Draft of
LRTP**

LAMTPO will analyze and revise LRTP document based on comments received from local agencies and TDOT, if any, and will be sent back for TDOT's concurrence. If approved, TDOT will request a clean draft to send to FHWA and FTA for their review process.

3rd Draft of LRTP

Staff will analyze and revise LRTP document based on comments received from FHWA and FTA, and will send it back to TDOT for concurrence. If approved by TDOT, it is forwarded back to FHWA and FTA for their concurrence of approval.

**Final Draft of
LRTP**

Once approval and concurrence from TDOT, FHWA and FTA, the LRTP is now available for the public comment/ public hearing/ approval process.

Table 4.2. LRTP Public Comment Guideline

Activity	Technique(s)
Draft Document for Public Comment	Available online at www.lamtpo.com , and at the LAMTPO staff office (100 W 1st N St, Morristown TN 37816-1499)
Comment Opportunities	<p>Public Participation can occur by:</p> <ol style="list-style-type: none"> 1. Public meetings 2. Phone (423-581-6277) 3. Fax (423-585-4679) 4. Email (richd@mymorristown.com) 5. In person 6. By mail to the LAMTPO staff office 7. During regular scheduled meetings of the TAC or Executive Board. 8. During public meetings held specifically for the LRTP <p>Minimum of 30 days, prior to adoption for updates and amendments. The public comment period begins with public notice.</p> <p><i>If there are significant changes to the final draft LRTP or TIP from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. LAMTPO staff shall check with TDOT, FHWA, and/or FTA to determine if changes are significant and warrant additional opportunity for public comments.</i></p>
Public Workshop	This is the kickoff meeting Public meeting(s) are to be held during the public comment period.
Public Meeting(s) Specifically for the LRTP	At least one meeting will be held in each county (Hamblen and Jefferson).
Public Notice for the Executive Board's Adoption of the LRTP Amendment Notice	Published a minimum of ten (10) calendar days prior to the public meeting/hearing. This will be done by advertisements, emails, mailings, and posted on the www.lamtpo.com website.
Summary of Comments Received	Amendments to the LRTP will follow the same public review process and procedures as that of plan adoption. A public comment summary will be made available to members of the Executive Board prior to the meeting for the LRTP adoption/ amendment. Written and verbal comments are summarized and incorporated into the final document. If significant changes are made after addressing the comments, an additional opportunity for public comment will be provided.
Public Hearing	After the LRTP public comment review is completed, the Executive Board shall have an open Public hearing for the LRTP approval.
Final Adopted Document	The final, adopted LRTP document will be available on the www.lamtpo.com website and at the LAMTPO staff office.

Transportation Improvement Program (TIP)

The TIP is a four-year plan that lists all regionally significant and federally funded projects and services in the MPO planning area, such as highway and street projects, public transit projects, major corridor studies, transportation enhancements and bicycle/pedestrian enhancements. Projects that are included in the TIP must be consistent with, or be selected from, an approved LRTP. Additionally, the TIP must be fiscally constrained or have funding mechanisms already in place for all projects and strategies. The TIP can be amended or adjusted as a result of changes in funding or need. Administrative Adjustments (minor changes) to the TIP do not require a specific public outreach plan. The current TIP is available for viewing online (www.lamtpo.com, **under the TIP tab**), as well as at the LAMTPO staff office. *Please check the 2017-2020 TIP Chapter 4, page 4-4 for TIP amendment process.*

Since the TIP is derived from the LRTP, the public has already been involved in the planning process to some degree. LAMTPO Staff consults with the local agencies planning staff and by using countywide GIS shapefiles to determine existing land use and projected land use. This makes the transportation demand modeling (TDM) for the LRTP and/or TIP more accurate, thus seeing where congestion may or may not occur within the LAMTPO region.

Once a draft has been completed, it is reviewed by TDOT for 30 business days, and then reviewed by FHWA/AFTA for 20 business days. After comments have been addressed and the draft has been finalized, it is advertised for public comment review (see table below).

Table 4.3. TIP Development Process.

Development of the TIP	Process
Advertisement	Advertise for the TAC and Executive Board meetings (in English and Spanish)
Start-up process	Staff will inform to the TAC and Executive Board, at their respective meetings, when staff will start the development of the TIP (usually at the annual meeting(s)). Staff will request for any projects to be included in the TIP (<i>proposed projects must be within the current LRTP</i>).
	LAMTPO staff will contact each local agency separately for their proposed project lists. TDOT will be contacted as well for their proposed projects within the LAMTPO region to be included in the TIP.
	Any individual or interested party can request for a project to be included in the TIP, however that information will be forwarded to

the local agency for their decision if the proposed request is a top priority for them. The request must be submitted to:

MTPO Coordinator
 100 W 1st N St
 Morristown, TN 37814
 richd@mymorristown.com
 423-581-6277

Staff requests project submittals to be within 30 days.

**Completion of
Project Listing**

Once staff has compiled the proposed projects (with cost estimates) from each of the entities, staff will determine if all projects are able to be in the TIP due to financial constraint. If a project or projects need to be taken out, then staff will inform the TAC and Executive Board that the projects will need to be ranked and voted on to determine the final project listing.

**Travel Demand
Modeling and
Air Quality**

If an individual or interested party had requested a project to be included in the TIP, they will be informed whether or not if the proposed request is within the draft TIP.

1st Draft of TIP

Once the project list is completed, it is forwarded to the Knoxville TPO and TDOT for Travel Demand Modeling (TDM) and Air Quality modeling (if needed)

Once the 1st draft is completed, it is sent to the local agencies for their review, as well as sent to TDOT for their initial review and comments

2nd Draft of TIP

LAMTPO will analyze and revise TIP document based on comments received from local agencies and TDOT, if any, and will be sent back for TDOT's concurrence. If approved, TDOT will request a clean draft to send to FHWA and FTA for their review process.

3rd Draft of TIP

Staff will analyze and revise TIP document based on comments received from FHWA and FTA, and will send it back to TDOT for concurrence. If approved by TDOT, it is forwarded back to FHWA and FTA for their concurrence of approval.

**Final Draft of
LRTP**

Once approval and concurrence from TDOT, FHWA and FTA, the TIP is now available for the public comment/ public hearing/ approval process.

Table 4.4. TIP Public Comment Guideline

Activity	Technique(s)
Draft Document for Public Comment	Available online at www.lamtpo.com , and at the LAMTPO staff office (100 W 1st N St, Morristown TN 37816-1499)
Comment Opportunities	Public Participation can occur by: <ol style="list-style-type: none"> 1. Public meetings 2. Phone (423-581-6277) 3. Fax (423-585-4679) 4. Email (richd@mymorristown.com) 5. In person 6. By mail to the LAMTPO staff office 7. During regular scheduled meetings of the TAC or Executive Board 8. During public meetings held specifically for the TIP(if any) Minimum of 14 days , prior to adoption for updates and amendments. The public comment period begins with public notice.
Public Comment Period	<i>If there are significant changes to the final draft LRTP or TIP from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. LAMTPO staff shall check with TDOT, FHWA, and/or FTA to determine if changes are significant and warrant additional opportunity for public comments.</i>
Public Meeting(s) Specifically for the TIP	Public meeting(s) are to be held during the public comment period. At least one meeting will be held in each county (Hamblen and Jefferson).
Public Notice for the Executive Board's Adoption of the TIP	Published a minimum of ten (10) calendar days prior to the public meeting/hearing. This will be done by advertisements, emails, mailings, and posted on the www.lamtpo.com website.
Amendment Notice	Amendments to the TIP will follow the same public review process and procedures as that of TIP adoption.
Summary of Comments Received	A public comment summary will be made available to members of the Executive Board prior to the meeting for the TIP adoption/ amendment. Written and verbal comments are summarized and incorporated into the final document. If significant changes are made after addressing the comments, an additional opportunity for public comment will be provided.
Final Adopted Document	The final, adopted TIP document will be available on the www.lamtpo.com website and at the LAMTPO staff office.

Public Transportation Program of Projects (POP)

East Tennessee Human Resource Agency (ETHRA) relies on its coordination with the LAMTPO public participation process outlined in the PPP to ensure public awareness and outreach of the agency's Program of Projects (POP). LAMTPO's public involvement activities, public notices, and public comment periods on the TIP will satisfy the POP requirement of the Urbanized Area Formula Program (Section 5307 and 5339) administered by FTA.

Public notices of the TIP will state: *"Public involvement activities and time established for public review and comment on the TIP will satisfy the Program of Projects requirement for the Federal Transit Administration Urbanized Area Formula Program."*

Annual Listing of Obligated Projects

According to 23 CFR 450.334, an annual listing of obligated projects, including investments in pedestrian walkways and bicycle transportation facilities, for which federal funds have been obligated in the preceding year shall be published or otherwise made available by the cooperative effort of the state, transit operator and metropolitan planning organization for public review. The listing shall be consistent with the categories identified in the TIP. The listing includes both highway (Federal Highway Administration) and transit (Federal Transit Administration) projects. At the beginning of each federal fiscal year, the Annual Listing of Obligated Projects will be made publicly available. Notice will be given through the www.Jamtgo.com website, under the "Documents" tab, the listing will be distributed and discussed at the Executive Board/Staff meetings, along with the listing emailed to the members.

The Public Participation Plan (PPP)

The PPP outlines the strategies used to provide and receive information from the public on transportation planning and programming process including funding for projects, studies, plans, and committee actions. Once a draft PPP has been completed, it is reviewed by TDOT for 30 business days, and then reviewed by FHWA/FT A for 20 business days. After comments have been addressed and the draft has been finalized, the final draft will be presented to the Executive Board for approval to begin the public review period. The draft PPP will be posted for review to the public for a period of 45 calendar days, which is a federally mandated established period of review.

Table 4.5 Public Participation Plan Guideline

Activity	Technique(s)
Draft Document for Public Comment	Available online at www.lamtpo.com , and at the LAMTPO staff office (100 W 1st N St, Morristown TN 37816-1499)
Comment Opportunities	Public Participation can occur by: <ol style="list-style-type: none"> 1. Public meetings 2. Phone (423-581-6277) 3. Fax (423-585-4679) 4. Email (richd@mymorristown.com) 5. In person 6. By mail to the LAMTPO staff office 7. During regular scheduled meetings of the TAC or Executive Board
Public Comment Period	8. During public meetings held specifically for the PPP
Public Meeting(s) Specifically for the PPP	Minimum of 45 days , prior to adoption for updates and amendments. The public comment period begins with public notice. Public meeting(s) are to be held during the public comment period. At least one meeting will be held in each county (Hamblen and Jefferson).
Public Notice for the Executive Board's Adoption of the PPP Amendment Notice	Published a minimum of ten (10) calendar days prior to the public meeting/hearing. This will be done by advertisements, emails, mailings, and posted on the www.lamtpo.com website. Amendments to the PPP will follow the same public review process and procedures as that of PPP adoption.
Summary of Comments Received	A public comment summary will be made available to members of the Executive Board prior to the meeting for the PPP adoption/ amendment. Written and verbal comments are summarized and incorporated into the final document. If significant changes are made after addressing the comments, an additional opportunity for public comment will be provided.
Final Adopted Document	The final, adopted PPP document will be available on the www.lamtpo.com website and at the LAMTPO staff office.

Unified Planning Work Program

The UPWP is a one-to-two-year plan developed by the LAMTPO administrative staff which outlines work and planning efforts to be conducted. The UPWP includes all federally funded transportation planning activities that are in the LAMTPO MPA. In developing the UPWP, federally-required planning factors for MPOs are considered. Once a draft has been completed, it is reviewed by TDOT for 30 business days, and then reviewed by FHWA/FTA for 20 business days. After comments have been addressed and the draft has been finalized, it is made available on the website a minimum of seven (7) calendar days prior to the Executive Board meeting scheduled for adoption.

**Table 4.6. Development of the UPWP.
Process**

Development of the UPWP

Advertisement Start-up process

Advertise for the TAC and Executive Board meetings
Staff will inform to the TAC and Executive Board, at their respective meetings, when staff will start the development of the UPWP. Staff will state the tasks that will be accomplished in the UPWP and will request for any additional items and/or projects (such as surveys, corridor studies, etc.) to be included as well.

Any individual or interested party can request for a certain item (such as corridor study) or project to be included in the UPWP, however that information will be forwarded to the local agency for their decision if the proposed request is a top priority for them. The request must be submitted to:

MTPO Coordinator
100 W 1st N St
Morristown, TN 37814
richd@mymorristown.com
423-581-6277

Staff will request the information to be submitted within 30 days.

1st Draft of UPWP

After the 30 days, LAMTPO Staff starts to develop the UPWP. If an individual or interested party had requested an item or project to be included in the UPWP, they will be informed whether or not if the proposed request is within the draft UPWP.

Once the 1st draft is completed, it is sent to the local agencies for their review, as well as sent to TDOT for their initial review and comments.

2nd Draft of UPWP

Staff will analyze and revise UPWP document based on comments received from local agencies and TDOT, if any, and send back for TDOT's concurrence. If approved, TDOT will request a clean draft to send to FHWA and FTA for their review process.

3rd Draft of UPWP

Staff will analyze and revise UPWP document based on comments received from FHWA and FTA, and send back to TDOT for concurrence. If approved by TDOT, it is forwarded back to FHWA and FTA for their concurrence of approval.

Final Draft of UPWP

Once approval and concurrence from TDOT, FHWA and FTA, the UPWP is now available for the public comment/ public hearing/ approval process.

Table 4.7. UPWP Public Comment Guideline

Activity	Technique(s)
Draft Document for Public Comment	Available online at www.lamtpo.com , and at the LAMTPO staff office (100 W 1st N St, Morristown TN 37816-1499)
Comment Opportunities	Public Participation can occur by: <ol style="list-style-type: none"> 1. Public meetings 2. Phone (423-581-6277) 3. Fax (423-585-4679) 4. Email (richd@mymorristown.com) 5. In person 6. By mail to the LAMTPO staff office 7. During regular scheduled meetings of the TAC or Executive Board 8. During public meetings held specifically for the UPWP
Public Comment Period	Public Comment Period is not required; it is posted to the website a minimum of seven (7) calendar days prior to the Executive Board meeting to adopt the UPWP.
Public Meeting(s) Specifically for the UPWP	Public meeting(s) are not required; UPWP is discussed and adopted at for the UPWP the Executive Board meeting that is open to the public.
Public Notice for the Executive Board's Adoption of the UPWP	Published a minimum of ten (10) calendar days prior to the public meeting/hearing. This will be done by advertisements, emails, mailings, and posted on the www.lamtpo.com website.
Amendment Notice	Amendments to the UPWP will follow the same public review process and procedures as that of UPWP adoption.
Summary of Comments Received	A public comment summary will be made available to members of the Executive Board prior to the meeting for the UPWP adoption/ amendment. Written and verbal comments are summarized and incorporated into the final document. If significant changes are made after addressing the comments, an additional opportunity for public comment will be provided.
Final Adopted Document	The final, adopted UPWP document will be available on the www.lamtpo.com website and at the LAMTPO staff office.

Title VI

Section 601 of Title VI of the Civil Rights Act of 1964 states the following: No person in the United States 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. LAMTPO maintains an active Title VI document, that is updated every three (3) years, and does self-assurances and certifications to maintain Title VI compliance.

Table 4.8. Title VI Public Comment Guideline

Activity	Technique(s)
Draft Document for Public Comment	Available online at www.lamtpo.com , and at the LAMTPO staff office (100 W 1st N St, Morristown TN 37816-1499) Public Participation can occur by: <ol style="list-style-type: none"> 1. Public meetings 2. Phone (423-581-6277) 3. Fax (423-585-4679)
Comment Opportunities	<ol style="list-style-type: none"> 4. Email (richd@mymorristown.com) 5. In person 6. By mail to the LAMTPO staff office 7. During regular scheduled meetings of the TAC or Executive Board 8. During public meetings held specifically for the Title VI (if any)
Public Comment Period	Minimum of 30 days , prior to adoption for updates and amendments. The public comment period begins with public notice.
Public Meeting(s) Specifically for Title VI	Public meeting(s) are to be held during the public comment period. At least one meeting will be held in each county (Hamblen and Jefferson).
Public Notice for the Executive Board's Adoption of Title VI Amendment Notice	Published a minimum of ten (10) calendar days prior to the public meeting/hearing. This will be done by advertisements, emails, mailings, and posted on the www.lamtpo.com website. Amendments to the Title VI will follow the same public review process and procedures as that of Title VI adoption.
Summary of Comments Received	A public comment summary will be made available to members of the Executive Board prior to the meeting for the Title VI adoption/ amendment. Written and verbal comments are summarized and incorporated into the final document. If significant changes are made after addressing the comments, an additional opportunity for public comment will be provided.
Final Adopted Document	The final, adopted Title VI document will be available on the www.lamtpo.com website and at the LAMTPO staff office.

Disadvantaged Business Enterprise (DBE)

The USDOT defines a DBE as a for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. In general, a DBE document is needed for agencies that are receiving FHWA funds for project(s) in excess of \$500,000.00, or for FTA funds in excess of \$250,000.00. There a few projects within the LAMTPO region that the costs are in excess of \$500,000.00. ETHRA also receives FTA funds in excess of \$250,000.00 annually for public transportation, thus the need for DBE documents.

Table 4.9 DBE Public Comment Guideline

Activity	Technique(s)
Draft Document for Public Comment	Available online at www.lamtpo.com , and at the LAMTPO staff office (100 W 1st N St, Morristown TN 37816-1499)
Comment Opportunities	Public Participation can occur by: <ol style="list-style-type: none"> 1. Public meetings 2. Phone (423-581-6277) 3. Fax (423-585-4679) 4. Email (richd@mymorristown.com) 5. In person 6. By mail to the LAMTPO staff office 7. During regular scheduled meetings of the TAC or Executive Board 8. During public meetings held specifically for the DBE (if any)
Public Comment Period	Minimum of 45 days , prior to adoption for updates and amendments. The public comment period begins with public notice.
Public Meeting(s) Specifically for DBE	Public meeting(s) are to be held during the public comment period. At least one meeting will be held in each county (Hamblen and Jefferson).
Public Notice for the Executive Board's Adoption of DBE Amendment Notice	Published a minimum of ten (10) calendar days prior to the public meeting/hearing. This will be done by advertisements, emails, mailings, and posted on the www.lamtpo.com website. Amendments to the DBE will follow the same public review process and procedures as that of DBE adoption.
Summary of Comments Received	A public comment summary will be made available to members of the Executive Board prior to the meeting for the DBE adoption/ amendment. Written and verbal comments are summarized and incorporated into the final document. If significant changes are made after addressing the comments, an additional opportunity for public comment will be provided.
Final Adopted Document	The final, adopted DBE document will be available on the www.lamtpo.com website and at the LAMTPO staff office.

Section 5: Consultation with Federal, State and Local Agencies

As part of the "Consultation Process" required by Section 450.316 of the Code of Federal Regulations (Appendix A), LAMTPO has established contact with federal, state, and local agencies in developing documents such as the LRTP, TIP, UPWP, as well as the Public Participation Plan, and any other document that may be needed. Formal coordination with these agencies will help to identify effective mitigation strategies for potential impacts of projects included in LAMTPO's Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP). The LAMTPO public participation processes shall be coordinated with the statewide transportation public involvement process through review and communication wherever possible. The LAMTPO Contact Listing is available in Appendix C.

In addition to contacting the various agencies listed in Appendix C, LAMTPO staff will also contact the East Tennessee Hispanic Chamber of Commerce via email at mail@hccet.org. This will help in trying to get the Hispanic population involved in the transportation planning process in the LAMTPO planning area.

LAMTPO staff communicates with various federal, state, and local agencies through telephone calls, emails, and interagency conference (IAC) calls. Topics discussed are air quality issues, long range planning, transportation improvement programs, and also any LRTP and/or TIP amendments. LAMTPO staff attends TDOT meetings, conferences, and conference calls to discuss various transportation related issues, such as congestion, air quality, performance measures, etc.

TDOT Office of Community Transportation (OCT) attends LAMTPO meetings, and informs the TAC and Executive Board personnel, and any interested person, party, or organization attending these meetings, of any transportation related issue being done by TDOT.

TDOT communicates with LAMTPO staff to have certain projects to be added to the LRTP and/or the TIP. These state sponsored projects are then added to the LRTP (LAMTPO and TDOT's) as well as within the LAMTPO TIP and the state's STIP. When TDOT is doing a statewide LRTP, LAMTPO staff attends regional meetings that are being hosted by TDOT. LAMTPO has also posted survey links for the statewide LRTP on the www.lamtpo.com website, as requested by TDOT.

Interagency agreements, such as the Memorandum of Agreement for Air Quality, and the Corridor Management Agreement (CMA) for SR66, will be maintained between LAMTPO and other local and regional agencies. This shall include TDOT, the Knoxville TPO and the East Tennessee Rural Planning Organizations (RPO's) (North and South).

This PPP was developed through consultation with an expanded list of known interested parties, private citizens, regional and local agencies, including private transportation

providers, and anyone else interested in transportation planning, through meetings, direct mailings and an online survey. The PPP will be posted online for review and notice will be given to interested parties.

Section 6. Evaluating the Performance of the PPP

The PPP shall be reviewed periodically based on changes in local, state, or federal legislation, and in response to periodic evaluations of the effectiveness of public participation techniques that are used by LAMTPO. When updates or amendments are made to the PPP, the same process for adoption will be followed, including the same 45-calendar day comment period.

As part of the evaluation process, LAMTPO will seek to ask the following questions regarding its strategies and outreach methods in order to evaluate the effectiveness of the PPP:

- a. How many people did the method reach?
- b. Do the people that the method reached have a better understanding of our process as a result?
- c. Did this method reach people new to our process?

These questions determine the effectiveness of a method and its potential value moving forward. Other ways to determine the overall effectiveness of the PPP might include:

- a. Tabulation of media coverage;
- b. Surveys (including web based, email based);
- c. Comment/feedback cards;
- d. Website polling (including the number of hits);
- e. Periodic review and updating of outreach mailing lists (at least annually)

LAMTPO will look to outside sources, such as FHWA's *A Guide to Transportation Decision Making*, to provide guidance in evaluating and finding new outreach methods, especially methods that are able to be measured in a statistically significant way. This guidance can be a meaningful tool in evaluating which methods and practices may warrant further consideration and which practices may warrant less emphasis.

Reliable Outside Sources

LAMTPO will look to outside sources that are able to evaluate outreach methodology, especially those that are able to do so in a statistically significant way. This can be a meaningful source of information in evaluating which methods and practices may warrant further consideration and which practices may warrant less emphasis. A Tennessee Department of Transportation did a statewide survey (done in 2011) revealed that the most effective communication tools for public outreach are public meetings, e-mail, and websites as well as newspaper and direct mailings. The least effective communication tools are legal documents at libraries and telephone and direct mail surveys.

Past Evaluation

LAMTPO staff has found that public meetings, mail/ email, and website were the best form of engaging the public, whereas the least effective communication tool(s) was having documents at libraries.

Documents are available at the local libraries, however, most people view the documents online at the www.lamtpo.com website.

There had been issues in advertising in the minority newspapers. If the minority newspaper do not have enough advertisements within a certain timeframe, then their newspaper circulation may be delayed a month (possibly two). To compensate for this, LAMTPO staff writes advertisements in English and Spanish to be placed in all of the local newspapers. The ads are placed on the www.lamtpo.com website as well.

LAMTPO staff has tried to have meetings in the evening hours, however, staff has had better public involvement when public meetings are held during the day, when more walk-in traffic is coming in the city halls of White Pine, Jefferson City and Morristown.

LAMTPO staff has done paper surveys, especially for public transportation. However, in recent years, the numbers of responses has decreased. LAMTPO anticipates to do more surveys, but to include online surveys to try to generate more public input.

Comments on this Public Participation Plan (PPP)

This PPP has been developed in consultation with interested parties as required by federal rules and regulations. This was done through input received during ongoing outreach activities as well as during the comment period of this Plan. Before it was adopted, we made this Plan available for public review and comment from July 1, 2018 to September 26, 2018 (minimum is 45 days), and the resulting public input has been addressed and incorporated as appropriate into this plan.

It should be noted that public comment meetings were held at the White Pine Town Hall at 10-11am and in the Morristown City center Building at 1-2 pm on August 9, 2018, as well as a public comment meeting at the Jefferson City City Hall Building at 11 am to 12pm on August 10, 2018. No comments were received.

Appendix A

Code of Federal Regulations, Title 23, Part 450

23 CFR 450

§450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and

minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

Appendix B

**Tennessee Open Meetings Act
TENNESSEE CODE ANNOTATED
TITLE 8. PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 44. PUBLIC MEETINGS
PART 1. GENERAL PROVISIONS**

*** Current through the 2014 Regular Session and amendments approved at the November 4, 2014 General Election***

- § 8-44-101. Policy- Construction.
- § 8-44-102. Open meetings- "Governing body" defined - "Meeting" defined.
- § 8-44-103. Notice of public meetings.
- § 8-44-104. Minutes recorded and open to public- Secret votes prohibited.
- § 8-44-105. Action nullified- Exception.
- § 8-44-106. Enforcement - Jurisdiction.
- § 8-44-107. Board of directors of Performing Arts Center Management Corporation.
- § 8-44-108. Participation by electronic or other means.
- § 8-44-109. Electronic communication
- § 8-44-110 [Repealed.]
- § 8-44-111 Open meetings- Development of educational program required --Materials.

8-44-101. Policy -- Construction.

(a) The general assembly hereby declares it to be the policy of this state that the formation of public policy and decisions is public business and shall not be conducted in secret.

(b) This part shall not be construed to limit any of the rights and privileges contained in article I, § 19 of the Constitution of Tennessee.

HISTORY: Acts 1974, ch. 442, §§ 1, 8; T.C.A., § 8-4401.

8-44-102. Open meetings -- "Governing body" defined -- "Meeting" defined.

(a) All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee.

(b) (1) "Governing body" means:

(A) The members of any public body which consists of two (2) or more members, with the authority to make decisions for or recommendations to a public body on policy or administration and also means a community action agency which administers community action programs under the provisions of 42 U.S.C. § 2790 [repealed]. Any governing body so defined by this section shall remain so defined, notwithstanding the fact that such governing body may have designated

itself as a negotiation committee for collective bargaining purposes, and strategy sessions of a governing body under such circumstances shall be open to the public at all times;

(B) The board of directors of any nonprofit corporation which contracts with a state agency to receive community grant funds in consideration for rendering specified services to the public; provided, that community grant funds comprise at least thirty percent (30%) of the total annual income of such corporation. Except such meetings of the board of directors of such nonprofit corporation that are called solely to discuss matters involving confidential doctor-patient relationships, personnel matters or matters required to be kept confidential by federal or state law or by federal or state regulation shall not be covered under the provisions of this chapter, and no other matter shall be discussed at such meetings;

(C) The board of directors of any not-for-profit corporation authorized by the laws of Tennessee to act for the benefit or on behalf of any one (1) or more counties, cities, towns and local governments pursuant to the provisions of title 7, chapter 54 or 58. The provisions of this subdivision (b)(I)(C) shall not apply to any county with a metropolitan form of government and having a population of four hundred thousand {400,000} or more, according to the 1980 federal census or any subsequent federal census;

(D) The board of directors of any nonprofit corporation which through contract or otherwise provides a metropolitan form of government having a population in excess of five hundred thousand {500,000}, according to the 1990 federal census or any subsequent federal census, with heat, steam or incineration of refuse;

(E) (i) The board of directors of any association or nonprofit corporation authorized by the laws of Tennessee that:

(a) Was established for the benefit of local government officials or counties, cities, towns or other local governments or as a municipal bond financing pool;

(b) Receives dues, service fees or any other income from local government officials or such local governments that constitute at least thirty percent {30%} of its total annual income; and

(c) Was authorized as of January 1, 1998, under state law to obtain coverage for its employees in the Tennessee consolidated retirement system.

(ii) The provisions of this subdivision (b){I}{E} shall not be construed to require the disclosure of a trade secret or proprietary information held or used by an association or nonprofit corporation to which this chapter applies. In the event a trade secret or proprietary information is required to be discussed in an open meeting, the association or nonprofit corporation may conduct an executive session to discuss such trade secret or proprietary information; provided, that a notice of the executive session is included in the agenda for such meeting.

(iii) As used in this subdivision (b){l}{E):

(a) "Proprietary information" means rating information, plans, or proposals; actuarial information; specifications for specific services provided; and any other similar commercial or financial information used in making or deliberating toward a decision by employees, agents or the board of directors of such association or corporation; and which if known to a person or entity outside the association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and

(b) "Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.

(b) (2) "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program.

(c) Nothing in this section shall be construed as to require a chance meeting of two (2) or more members of a public body to be considered a public meeting. No such chance meetings, informal assemblages, or electronic communication shall be used to decide or deliberate public business in circumvention of the spirit or requirements of this part.

HISTORY: Acts 1974, ch. 442, § 2; 1979, ch. 411, §§ 1, 2; T.C.A., § 8-4402; Acts 1985, ch. 290, § 1, 2; 1986, ch. 594, § 1; 1988, ch. 908, §§ 3, 5; 1997, ch. 346, § 1; 1998, ch. 1102, §§ 1, 3.

8-44-103. Notice of public meetings.

(a) **Notice of Regular Meetings.** Any such governmental body which holds a meeting previously scheduled by statute, ordinance, or resolution shall give adequate public notice of such meeting.

(b) **Notice of Special Meetings.** Any such governmental body which holds a meeting not previously scheduled by statute, ordinance, or resolution, or for which notice is not already provided by law, shall give adequate public notice of such meeting.

(c) The notice requirements of this part are in addition to, and not in substitution of, any other notice required by law.

HISTORY: Acts 1974, ch. 442, § 3; T.C.A., § 8-4403.

8-44-104. Minutes recorded and open to public -- Secret votes prohibited.

- (a) The minutes of a meeting of any such governmental body shall be promptly and fully recorded, shall be open to public inspection, and shall include, but not be limited to, a record of persons present, all motions, proposals and resolutions offered, the results of any votes taken, and a record of individual votes in the event of roll call.
- (b) All votes of any such governmental body shall be by public vote or public ballot or public roll call. No secret votes, or secret ballots, or secret roll calls shall be allowed. As used in this chapter, "public vote" means a vote in which the "aye" faction vocally expresses its will in unison and in which the "nay" faction, subsequently, vocally expresses its will in unison.

HISTORY: Acts 1974, ch. 442, § 4; T.C.A., § 8-4404; Acts 1980, ch. 800, § 1.

8-44-105. Action nullified -- Exception.

Any action taken at a meeting in violation of this part shall be void and of no effect; provided, that this nullification of actions taken at such meetings shall not apply to any commitment, otherwise legal, affecting the public debt of the entity concerned.

HISTORY: Acts 1974, ch. 442, § 5; T.C.A., § 8-4405.

8-44-106. Enforcement -- Jurisdiction.

- a. The circuit courts, chancery courts, and other courts which have equity jurisdiction, have jurisdiction to issue injunctions, impose penalties, and otherwise enforce the purposes of this part upon application of any citizen of this state.
- b. In each suit brought under this part, the court shall file written findings of fact and conclusions of law and final judgments, which shall also be recorded in the minutes of the body involved.
- c. The court shall permanently enjoin any person adjudged by it in violation of this part from further violation of this part. Each separate occurrence of such meetings not held in accordance with this part constitutes a separate violation.
- d. The final judgment or decree in each suit shall state that the court retains jurisdiction over the parties and subject matter for a period of one (1) year from date of entry, and the court shall order the defendants to report in writing semiannually to the court of their compliance with this part.

HISTORY: Acts 1974, ch. 442, § 6; T.C.A., § 8-4406.

8-44-107. Board of directors of Performing Arts Center Management Corporation.

The board of directors of the Tennessee Performing Arts Center Management Corporation shall be subject to, and shall in all respects comply with, all of the provisions made applicable to governing bodies by this chapter.

HISTORY: Acts 1981, ch. 375, § 1.

8-44-108. Participation by electronic or other means.

{a) As used in this section, unless the context otherwise requires:

(1) "Governing body" refers to boards, agencies and commissions of state government, including state debt issuers as defined in this section and municipal governing bodies. For the purpose of this section only, "municipal governing bodies" means only those municipal governing bodies organized under title 6, chapter 18, and having a city commission of three (3) members, and having a population of more than two thousand five hundred (2,500), according to the 2000 federal census or any subsequent federal census;

(2) "Meeting" has the same definition as defined in § 8-44-102;

(3) "Necessity" means that the matters to be considered by the governing body at that meeting require timely action by the body, that physical presence by a quorum of the members is not practical within the period of time requiring action, and that participation by a quorum of the members by electronic or other means of communication is necessary; and

(4) "State debt issuers" means the Tennessee state funding board, Tennessee local development authority, Tennessee housing development agency, and Tennessee state school bond authority, and any of their committees.

(b) (1) A governing body may, but is not required to, allow participation by electronic or other means of communication for the benefit of the public and the governing body in connection with any meeting authorized by law; provided, that a physical quorum is present at the location specified in the notice of the meeting as the location of the meeting.

(2) If a physical quorum is not present at the location of a meeting of a governing body, then in order for a quorum of members to participate by electronic or other means of communication, the governing body must make a determination that a necessity exists. Such determination, and a recitation of the facts and circumstances on which it was based, must be included in the minutes of the meeting.

(3) If a physical quorum is not present at the location of a meeting of a governing body other than a state debt issuer, the governing body other than a state debt issuer must file such determination of necessity, including the recitation of the facts and circumstances on which it was based, with the office of secretary of

state no later than two (2) working days after the meeting. The secretary of state shall report, no less than annually, to the general assembly as to the filings of the determinations of necessity. This subdivision (b)(3) shall not apply to the board of regents, to the board of trustees of the University of Tennessee or to the Tennessee higher education commission.

(4) Nothing in this section shall prohibit a governing body from complying with § 8-44-109.

- (c) (1) Any meeting held pursuant to the terms of this section shall comply with the requirements of the Open Meetings Law, codified in this part, and shall not circumvent the spirit or requirements of that law.
- (2) Notices required by the Open Meetings Law, or any other notice required by law, shall state that the meeting will be conducted permitting participation by electronic or other means of communication.
- (3) Each part of a meeting required to be open to the public shall be audible to the public at the location specified in the notice of the meeting as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting. Any member participating in such fashion shall identify the persons present in the location from which the member is participating.
- (4) Any member of a governing body not physically present at a meeting shall be provided, before the meeting, with any documents that will be discussed at the meeting, with substantially the same content as those documents actually presented.
- (5) All votes taken during a meeting held pursuant to the terms of this section shall be by roll call vote.
- (6) A member participating in a meeting by this means is deemed to be present in person at the meeting for purposes of voting, but not for purposes of determining per diem eligibility. However, a member may be reimbursed expenses of such electronic communication or other means of participation.

HISTORY: Acts 1990, ch. 815, § 1; 1999, ch. 490, § 1; 2005, ch. 82, § 1; 2008, ch. 923, § 1; 2012, ch. 1054, § 3.

8-44-109. Electronic communication

(a) A governing body may, but is not required to, allow electronic communication between members by means of a forum over the Internet only if the governing body:

- (1) Ensures that the forum through which the electronic communications are conducted is available to the public at all times other than that necessary for technical maintenance or unforeseen technical limitations;
- (2) Provides adequate public notice of the governing body's intended use of the electronic communication forum;
- (3) Controls who may communicate through the forum;
- (4) Controls the archiving of the electronic communications to ensure that the

electronic communications are publicly available for at least one (1) year after the date of the communication; provided, that access to the archived electronic communications is user-friendly for the public; and

(5) Provides reasonable access for members of the public to view the forum at the local public library, the building where the governing body meets or other public building.

(b) Electronic communications posted to a forum shall not substitute for decision making by the governing body in a meeting held in accordance with this part. Communications between members of a governing body posted to a forum complying with this section shall be deemed to be in compliance with the open meetings laws compiled in this part.

(c) Prior to a governing body initially utilizing a forum to allow electronic communications by its members that meets the requirements of this section, including the public notice required in subsection (a), the governing body shall file a plan with the office of open records counsel. The plan shall describe how the governing body will ensure compliance with subsection (a). Within thirty (30) days of receipt of the plan, the office of open records counsel shall acknowledge receipt of the plan and shall report whether or not the plan and the proposed actions comply with subsection (a). If the office determines that compliance with subsection (a) has not been met, the office shall provide written comments regarding the plan to the governing body. Until such time as the governing body complies with the written comments provided by the office and the office issues a report of compliance, the governing body shall not be allowed to establish or utilize such forum. This subsection (c) shall not apply to any governing body that had established a forum pursuant to this section prior to May 7, 2009.

(d) No member participating in an electronic communication pursuant to this section is deemed to be eligible for per diem for such participation.

(e) As used in this section, "governing body" means the elected governing body of a county, city, metropolitan form of government or school board.

HISTORY: Acts 2008, ch. 923, § 2; 2009, ch. 175, § 2.

8-44-110. [Repealed.]

8-44-111. Open meetings -- Development of educational program required -- Materials.

(a) The municipal technical advisory service (MTAS) for municipalities and the county technical assistance service (CTAS) for counties, in order to provide guidance and direction, shall develop a program for educating their respective public officials about the open meetings laws codified in this chapter, and how to remain in compliance with such laws.

(b) The Tennessee school board association shall develop a program for educating elected school board members about the open meetings laws and how to remain in compliance with such laws

(c) The utility management review board shall develop a program for board members of water, wastewater and gas authorities created by private act or under the general law and of utility districts, in order to educate the board members about the open meetings laws and how to remain in compliance with such laws.

(d) The state emergency communications board created by § 7-86-302 shall develop a program for educating emergency communications district board members about the open meetings laws and how to remain in compliance with such laws.

(e) The office of open records counsel established in chapter 4, part 6 of this title shall establish educational programs and materials regarding open meetings laws in this state, to be made available to the public and to public officials.

HISTORY: Acts 2008, ch. 1179, § 5.

Appendix C

AGENCY CONTACT LISTING

Agency	Name	Address_1	Address_2	City_St_Zip
Carson Newman University	President	1646 S. Russell Ave		Jefferson City, TN 37760
Walters State Community College	President	500 S. Davy Crockett Pkwy		Morristown, TN 37813
Hamblen Co. Dept. of Education	Director	210 E. Morris Blvd		Morristown, TN 37813
Jefferson County Schools	Director	114 Gay St	PO Box 190	Dandridge, TN 37725
Social Security	Director	3112 Millers Point Dr		Morristown, TN 37813
Central Services	Director	2450 Old Hwy 25E		Morristown, TN 37813
Morristown-Hamblen Healthcare System	Director	908 W. 4th North St		Morristown, TN 37814
Jefferson County Chamber of Commerce	Director	532 Patriot Dr		Jefferson City, TN 37760
Jefferson County Chamber of Commerce	Director	PO Box 890		Dandridge, TN 37725
Morristown Area Chamber of Commerce	Director	825 W. 1st North St		Morristown, TN 37814
Jefferson City Library	Director	108 City Center DR		Jefferson City, TN 37760
Morristown-Hamblen Library	Director	417 W. Main St		Morristown, TN 37814
White Pine Library	Director	1708 Main St		White Pine, TN 37890
MATS	Director	733 W Main St		Morristown, TN 37814
Healthstar Physicians	Director	420 W. Morris Blvd		Morristown, TN 37813

Agency	Name	Address_1	Address_2	City_St_Zip
Hamblen County EMS	Director	511 W. 2nd North St		Morristown, TN 37814
Hamblen County Health Dept.	Director	331 W. Main St.		Morristown, TN 37814
Veterans Service Center	Director	511 W. 2nd North St		Morristown, TN 37814
Hamblen County Human Services	Director	2416 W. Andrew Johnson Hwy		Morristown, TN 37814
TN Senior Benefits	Director	2351 E. Morris Blvd		Morristown, TN 37813
Childrens Services	Director	1077 E Morris Blvd		Morristown, TN 37813
Tennessee Technology Center	Director	821 W. Louise Ave		Morristown, TN 37813
Tennessee Community Assistance Corporation	Director	740 E. Main St		Morristown, Tn 37814
Jefferson County EMS	Director	581 W Old AJ Hwy		New Market, TN 37820
Jefferson County Health Dept.	Director	931 Industrial Park Rd		Dandridge, TN 37725
Jefferson City Senior Citizens Center	Director	807 W. Jefferson St		Jefferson City, TN 37760
Jefferson City Community Center	Director	1247 N Hwy 92		Jefferson City, TN 37760
Jefferson County Family Resource Center	Director	341 W. Broadway		Jefferson City, TN 37760
TENNOVA/ St. Mary's Hospital	Director	1110 Hospital Dr		Jefferson City, TN 37760
Jefferson City Housing Authority	Director	942 E. Ellis St		Jefferson City, Tn 37760
Morristown Housing Authority	Director	600 Sulphur Springs Rd		Morristown, TN 37813

Agency	Name	Address_1	Address_2	City_St_Zip
Morristown Senior Citizens Center	Director	841 Lincoln Ave		Morristown, TN 37813
Douglas Cherokee Economic Authority	Director	534 E. 1st North St		Morristown, Tn 37814
ETHRA	Mike Patterson	9111 Cross Park Dr, Suite D-100		Knoxville, TN 37923
RPO N and S East Tennessee District	Don Brown		P. O. Box 249	Alcoa, TN 37701
ETDD	Director		P. O. Box 249	Alcoa, TN 37701
Darby House	Director	249 E. Broadway		Jefferson City, TN 37760
Regency Retirement Village	Director	739 E. 2nd North St		Morristown, TN 37814
TDOT - Title VI Program Regions I and II	Pamela Sharp	James K Polk Bldg, 18th Floor	505 Deaderick St,	Nashville, TN 37243
TDOT Civil Rights Division	Vince Malone, Director	James K Polk Bldg, 18th Floor	505 Deaderick St,	Nashville, TN 37243
TDOT Civil Rights Division	Cynthia Howard, Title VI Program Director	James K Polk Bldg, 18th Floor	505 Deaderick St,	Nashville, TN 37243
TDOT Civil Rights Division	David Neese, Small Business Development Director	James K Polk Bldg, 18th Floor	505 Deaderick St,	Nashville, TN 37243
TDOT	Troy Ebbert	Region I	7345 Region Lane	Knoxville, TN 37914
TDOT	Mathew Cushing	James K Polk Bldg- Suite 1800	505 Deaderick St,	Nashville, TN 37243
TDOT, OCT	Michelle Christian	Region I	7345 Region Lane	Knoxville, TN 37914
City of Morristown	Tony Cox	100 W. 1st North St		Morristown, TN 37814
City of Jefferson City	John Johnson	P.O. Box 530		Jefferson City, TN 37760-0530
Town of White Pine	Bob Hardy	1548 Main St,	PO Box 66	White Pine, TN 37890-0066
Knoxville TPO	Mike Conger	400 Main St, Suite 403		Knoxville, TN 37902

Agency	Name	Address_1	Address_2	City_St_Zip
Knoxville TPO	Jeff Welch	400 Main St, Suite 403		Knoxville, TN 37902
Corps of Engineers, Memphis District	Commander	167 North Main Street		Memphis, TN 38002
US Fish and Wildlife Service	Field Supervisor	446 Neal Street		Cookeville, TN 38501
US EPA, Region 4	Regional Administrator		61 Forsyth Street	Atlanta, Georgia 30303
US EPA, Region 4	EPA Director		61 Forsyth Street	Atlanta, Georgia 30303
Regional NEPA Coordinator	NEPA Coordinator	Sam Nunn Atlanta Federal Center	61 Forsyth Street, SW	Atlanta, GA 30303-8960
Tennessee Valley Authority	Director	400 West Summit Hill Drive		Knoxville, TN 37902-1499
National Park Service	Ms. Pat Hooks, Regional Director	100 Alabama Street SW	1924 Building	Atlanta, GA 30303
National Park Service	Philip Campbell, Unit Manager	PO Box 429	208 N. Maiden Street	Wartburg, TN 37887
National Park Service	Superintendent	Big South Fork National Recreation Area	4564 Leatherwood Road	Oneida TN 37841
National Park Service	Superintendent	Stones River National Battlefield	3501 Old Nashville Hwy	Murfreesboro, TN 37129
National Park Service	Asst. Superintendent	Great Smoky Mountains National Park	107 Park Headquarters Road	Gatlinburg, TN 37738
National Park Service	Asst. Superintendent	Natchez Trace Parkway	2680 Natchez Trace Parkway	Tupelo, MS 38804
USDA Forest Service	Regional Forester	Region 8 (Southern Region)	1720 Peachtree Road NW	Atlanta, GA 30309
USDA Forest Service	Director	Cherokee National Forest	2800 N. Ocoee St	Cleveland, TN 37312
USDA Forest Service	Director	100 Van Morgan Drive		Golden Pond, KY 42211

Agency	Name	Address_1	Address_2	City_St_Zip
US Coast Guard	Rear Admiral	Hale Boggs Federal Building	500 Poydras Street	New Orleans, LA 70130
US Coast Guard	Bridge Administrator	1222 Spruce Street		St. Louis, MO 63103-2398
Tennessee Department of Environment and Conservation	Manager	711 RS Gass Blvd		Nashville, TN 37243
Tennessee Department of Environment and Conservation	Deputy Commissioner	711 RS Gass Blvd		Nashville, TN 37243
USDA	Director	367 Dr MLK Jr Pkwy		Morristown, TN 37813
FHWA	Director/ Planner	404 BNA Dr, Bldg 200, Suite 508		Nashville, TN 37217
FTA	Andres Ramirez	230 Peachtree Street NW Suite 800		Atlanta, GA 30303
FTA, Civil Rights	Carlos Gonzales/ Dee Foster	230 Peachtree Street NW Suite 800		Atlanta, GA 30303
Norfolk-Southern Railroad	Susan Terpay	Three Commercial Place		Norfolk, VA 23510-9217
Norfolk-Southern Railroad	Director	249 E Manley Court Circle		Morristown, TN 37814
TDEC Environmental Field Offices	Senior Director	3711 Middlebrook Pike		Knoxville, TN 37921
TDEC Parks and Conservation Operations	Assistant Commissioner	711 RS Gass Blvd		Nashville, TN 37243
Tennessee Wildlife Resources Agency	Executive Director	5107 Edmondson Pike		Nashville, TN 37211
Tennessee Wildlife Resources Agency	Director	3030 Wildlife Way		Morristown, TN 37814
Tennessee State Historic Preservation Office	Executive Director	Clover Bottom Mansion	2941 Lebanon Road	Nashville, TN 37243-0442

Agency	Name	Address_1	Address_2	City_St_Zip
TDEC Air Resources	Senior Director	711 RS Gass Blvd		Nashville, TN 37243
TDEC Land Resources	Senior Director	711 RS Gass Blvd		Nashville, TN 37243
TDEC Water Resources	Senior Director	711 RS Gass Blvd		Nashville, TN 37243
TN NAACP	President	PO Box 14096		Knoxville, TN 37914
TN NAACP	President	PO Box 1878		Johnson City, TN 37601
FHWA DBE	Joi Hamilton Jones	404 BNA Dr, Bldg 200, Suite 508		Nashville, TN 37217
Hamblen County Democratic Party	Director	910 W Main St		Morristown, TN 37814
Hamblen County Republican Party	Director	4327 W Andrew Johnson Hwy Suite 5		Morristown TN 37814
Panther Creek SP	Director	2010 Panther Creek Rd		Morristown TN 37814
Hola Lakeway	Director	2450 S Cumberland St		Morristown TN 37813
Hispanic Chamber of Commerce of East TN	Director	PO Box 31552		Knoxville TN 37930

Appendix D

Environmental Justice, Title VI, LEP

This appendix contains excerpts from LAMTPO's FTA Title VI Plan which explains how LAMTPO conducts public involvement and makes special efforts to reach out to those persons protected under Title VI. The Title VI document can be found on the LAMTPO website, www.lamtpo.com. LAMTPO strives to be sure that all programs or projects planned under LAMTPO's responsibility consider Title VI and Environmental Justice impacts. LAMTPO monitors these efforts by analyzing project selection, project location, funding distribution, and possible project impacts, especially social and environmental impacts with regards to Title VI and Environmental Justice populations. LAMTPO maintains a set of adopted objectives which state that all plans and programs must consider Title VI impacts and include a proactive public involvement process that seeks to engage members of low income, minority groups, and Limited English Proficiency (LEP) populations early in the planning process. LAMTPO believes part of its role is to alert the responsible jurisdiction that there are community concerns, to help inform the community about the project, and to act as a liaison between the community and the jurisdiction.

Each project's public involvement plan must consider Title VI issues and look to include opportunities for persons protected under Title VI to participate. Each plan's level of public involvement can vary depending on the magnitude of the project, its potential impact on the community, and its budget. Every LAMTPO staff member is reminded to consider Title VI issues and plan the necessary outreach accordingly. Examples and techniques LAMTPO staff considers in designing a public involvement process with regards to Title VI are as follows:

- Hold meetings geographically in Title VI areas. □
- Use a variety of meeting locations and different start times to encourage participation.
- If possible, consider broadcasting the meeting on public access television.
- All meeting dates and times and all draft Plans are posted on the LAMTPO website.
- Send all draft Plans to area libraries.
- Advertise meetings and post legal notices general circulation newspapers (and/or their websites) within the region. This shall include minority newspapers. The advertisements and legal notices are in English and Spanish.
- If budget allows, consider buying an advertisement in the newspapers. This may bring more attention and awareness than the legal notices.
- If appropriate, meeting announcements should be sent to neighborhoods, community groups or community centers, churches, and/or special interest groups.
- If possible, use other agencies to help communicate with the public, such as the Morristown Area Chamber of Commerce, Jefferson County Chamber of

Commerce, East Tennessee Human Resource Agency (ETHRA), Morristown Central Services, senior citizens centers, ALPS, MATS, CEASE. Many of these agencies or organizations represent disadvantaged populations, including but not limited to minority, low-income, and Hispanic populations.

- Send information by email to the East Tennessee Hispanic Chamber of Commerce
- Accept written comments in order to help those who may not feel comfortable talking or approaching a staff member. Participating in public meetings can be intimidating and LAMTPO recognizes that individual comfort levels with attendees vary. Comments can be sent to :
 LAMTPO Coordinator
 100 W 1st N St, PO Box 1499, Morristown TN 37816-1499
 or by email to richd@mymorristown.com
- LAMTPO makes sure that all reports and documents include a Title VI statement of protection, or how someone can access Title VI information. Title VI information can be found on the LAMTPO website, www.lamtpo.com

Limited English Proficient (LEP) individuals are persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. LEP persons are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. Recipients of federal funding are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. LAMTPO provides the following opportunities:

- LAMTPO keeps updated maps of areas that have been identified as either Hispanic, Low-Income, or LEP areas.
- LAMTPO staff are made aware of these resources and are responsible for ensuring that if they are working on a project or study that encompasses these areas, they will follow the actions stated in the plan. If meetings are held in these areas, extra effort will be made to advertise in a Hispanic newspaper and/or website.
- LAMTPO has access to telephone language interpreter service through the City of Morristown.
- If notified within a reasonable timeframe, LAMTPO can offer interpreter services at meetings or at the office.
- LAMTPO has a LEP plan that states LAMTPO will translate vital documents into languages other than English, as long as the requests meet the LAMTPO LEP plan guidelines. If the reports or documents can not be translated, then LAMTPO will offer assistance from an interpreter to explain the contents of the report(s) or document(s).
- If interpreter services are needed, LAMTPO staff will post signs at entry points to meetings notifying the public of translator services when LAMTPO anticipates attendance of persons who do not speak English well.

- If meetings or services are in areas where LAMTPO knows there is a concentration of persons who do not speak English well, LAMTPO may look to partner with other agencies or organizations in those areas. One possible example is Douglas Cherokee Economic Authority, who have personnel that are bi-lingual.

LAMTPO staff always makes an extra effort to reach out to Title VI low-income, minority and Hispanic communities. This has been done in the past by have documents and pamphlets translated into Spanish, sending information to churches that cater to Hispanics, sending information to the East Tennessee Hispanic Chamber of Commerce and to other agencies that cater to low income and minority populations.

LAMTPO Staff will receive regular training for all Civil Rights components (Title VI, DBE, LEP, and Environmental Justice). Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin by a recipient of the United States Department of Transportation or Federal Transit Administration funding can seek information or file complaint with LAMTPO. For information on Title VI or how to file a complaint, visit the LAMTPO website, www.lamtpo.com.

Appendix E

Public Comment Sheet

Your comments and suggestions are an important aspect of the transportation planning process.

Please provide your comments and suggestions on **[DOCUMENT NAME]**.
Please send any comments or suggestions by **[DATE]**. **Please state how you found out about meeting, and/or about the document you may have questions or comments on.**

You can submit comments by email to richd@mymorristown.com
Please send written comments by mail to:

Transportation Planning Coordinator
LAMTPO
100 W 1ST N ST
Morristown, TN 37816-1499
By Phone: (423) 581-6277
By Fax: (423) 585-4679

Comments: _____

(Optional) Participant Information:

Name: _____

Address: _____

Phone: _____ email: _____

Appendix F

Performance Evaluation of the LAMTPO Public Participation Plan

LAMTPO staff has reviewed past records of public participation and outreach methods for performance and make the following recommendations for updating the Public Participation Plan:

1. Updated the Agency Contact listings for review of MTPO and Transit Documents:

- a. No comments have ever been received from the public using this outreach method;
- b. Staff will continue to have copies of the documents available to the public at the LAMTPO office located at the Morristown City Center Building, 100 W 1st N St, Morristown TN.
- c. Documents will continue to be available online on the www.lamtpo.com website; all area libraries and city/town halls have internet access in which the public can access the documents available on line.

2. Recommend continuing the public hearings held during document public comment review periods:

a. Very few participants attend these hearings; however, LAMTPO staff will continue to hold these hearings in addition to the meetings of the TAC and Executive Board to adopt these documents. LAMTPO staff has tried to have meetings in the evening hours, however, staff has had better public involvement when public meetings are held during the day, when more walk-in traffic is coming in the city halls of White Pine, Jefferson City and Morristown.

LAMTPO staff has found that public meetings, mail/ email, and website were the best form of engaging the public, whereas the least effective communication tool(s) was having documents at libraries.

Documents are available at the local libraries, however, most people view the documents online at the www.lamtpo.com website.

There had been issues in advertising in the minority newspapers. If the minority newspaper do not have enough advertisements within a certain timeframe, then their newspaper circulation may be delayed a month (possibly two). To compensate for this, LAMTPO staff writes advertisements in English and Spanish to be placed in all of the local newspapers. The ads are placed on the www.lamtpo.com website as well.

LAMTPO staff has done paper surveys, especially for public transportation. However, in recent years, the numbers of responses has decreased. LAMTPO anticipates to do more surveys, but to include online surveys to try to generate more public input.

Appendix G

TRANSPORTATION GLOSSARY

American Association of State Highway and Transportation Officials (AASHTO) –

A nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia and Puerto Rico.

Access/Accessibility - The opportunity to reach a given end use within a certain time frame, or without being impeded by physical, social or economic barriers.

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 paratransit service" that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

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. Nonattainment 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 nonattainment area for others.

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. Most local governments have a CIP.

Clean Air Act (CAA) - Federal statute 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 recent revisions of the 1970 law.

Code of Federal Regulations (CFR) - The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation.

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 Process (CMP) -Systematic process for managing congestion. 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.

Consolidated Planning Grant (CPG) - Primary source of funding for metropolitan planning designated by the FHWA, FTA and TDOT. This is the combined funding grant of FHWA PL funds and FTA Section 5303 funds.

Context Sensitive Solution (CSS) -A collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.

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.

Disadvantage Business Enterprise (DBE) -

East Tennessee Human Resource Agency (ETHRA) - The transit agency serving the LAMTPO region.

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 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, providing 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 is the principal source of federal financial assistance to America's communities for planning, development and improvement of public 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 to specific projects identified in the regional Transportation Improvement Program (see TIP).

Fiscal or Financial Constraint -Sufficient financial information must be provided to demonstrate that projects in the metropolitan transportation plan (LRTP), TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are "available" or "committed." Please see http://www.fhwa.dot.gov/planning/guidfinconstr_qa.cfm, for more information.

Fixing America's Surface Transportation (FAST) Act - Authorizes the Federal surface transportation programs for highways, highway safety and transit for the five-year federal fiscal year period of 2016-2020.

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

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.

Infrastructure Investment and Jobs Act (IIJA)- Authorizes the Federal surface transportation programs for highways, highway safety and transit for the five-year federal fiscal year period of 2021-2026.

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.

LAMTPO - Lakeway Area Metropolitan Transportation Planning Organization

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 percent of capacity); B = reasonably free-flow conditions (51 percent); C = operation stable but becoming more critical (75 percent); D = lower speed range of stable flow (92 percent); E = unstable flow (100 percent); F = forced flow; >100 percent of capacity, stop-and-go operation.

Limited English Proficiency (LEP) - Persons with Limited English Proficiency are individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit in federally funded programs and activities.

Long Range Transportation Plan (LRTP) - 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 20 years.

Maintenance Area-Maintenance area is any geographic region of the United States previously designated nonattainment 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.

Metropolitan Planning Area (MPA) - The geographic area in which the metropolitan

transportation planning process must be carried out. The MPA boundary shall, as a minimum, cover the UZA(s) and the contiguous geographic area(s) likely to become urbanized within the twenty year forecast period covered by the transportation plan. The boundary may encompass the entire metropolitan statistical area or consolidated metropolitan statistical area, as defined by the Census Bureau.

Metropolitan Planning Organization (MPO) - An MPO is a planning agency established by federal law to assure a continuing, cooperative and comprehensive transportation planning process takes place that results in the development of plans, programs and projects that consider all transportation modes and supports the goals of the community. Any urbanized area or contiguous urbanized areas, as defined by the U.S. Census Bureau, containing a population of greater than 50,000 are required to have an MPO. [See Metropolitan Transportation Planning Organization.

Metropolitan Transportation Planning Organization - The same as MPO. The Lakeway Area MTPO decided to add the word "Transportation" to its title which more accurately reflects the nature of the organization and to eliminate confusion with other regional planning commissions and agencies.

Mode, Intermodal, Multimodal - Form of transportation, such as automobile, transit, bicycle and walking. Intermodal refers to the connections between modes and multimodal refers to the availability of transportation options within a system or corridor.

Moving Ahead for Progress in the 21st Century Act (MAP-21) - Authorizes the Federal surface transportation programs for highways, highway safety and transit for the two-year period 2012-2014, which was extended by several continuing resolutions.

National Ambient Air Quality Standard (NAAQS) - Standards established pursuant to Section 109 of the Clean Air Act.

National Environmental Policy Act of 1969 (NEPA) - An established national environmental policy 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 Historic Preservation Act (NHPA) - Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for the National Register of Historic Places. If effects are identified, federal and state agencies and the public must identify means to mitigate the harm.

Non-attainment - Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act Amendments 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.

Paratransit - 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.

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

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.

Rural Planning Organization (RPO) - An organization similar to an MPO, composed of representatives of rural local governments and appointed representatives from the geographic area covered by the organization with the purpose of involving local officials in multi-modal transportation planning through a structured process.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) - Authorized the Federal surface transportation programs for highways, highway safety and transit for the five-year period 2005-2009, and extended by several continuing resolutions until 2012.

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 Implementation Plan (SIP) - As defined in section 302(q) of the Clean Air Act (CAA), the portion (or portions) of the implementation plan, or most recent revision thereof, which has been approved under section 110 of the CAA, or promulgated under section 110(c) of the CAA, or promulgated or approved pursuant to regulations promulgated under section 301(d) of the CAA and which implements the relevant requirements of the CAA.

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.

Tennessee Department of Environment and Conservation (TDEC) - Agency created to protect and improve the quality of Tennessee's land, air, water and recreation resources. It administers a variety of programs to safeguard human health and the environment while ensuring natural resources meet healthful, regulatory standards.

Tennessee Department of Transportation (TDOT) - The State agency that manages the highway system within Tennessee. TDOT's mission is to plan, implement, maintain

and manage an integrated transportation system for the movement of people and products, with emphasis on quality, safety, efficiency and the environment for Tennesseans. TOOT is the administrative agency that responds to policy set by the Tennessee Legislation.

Title VI-Title VI of the Civil Rights Act of 1964. 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 State Implementation Plan (SIP) if needed to demonstrate attainment of the National Ambient Air Quality Standards (NAAQS).

Transportation Demand Management (TDM)- "Demand-based" techniques that 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, ridesharing and vanpool programs and trip-reduction programs and/or ordinances.

Transportation Improvement Program (TIP) - A staged, multiyear (typically four 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.

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.

Transportation Planning Process - A collaborative process of examining demographic characteristics and travel patterns for a given area. 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 20 years; short-range programming of specific projects usually covers a period of 4 years.

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.

Urbanized Area - Area that contains a city of 50,000 or more population plus incorporated surrounding areas meeting size or density criteria as defined by the U.S. Census.

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

Appendix H
Examples of Advertisements

Example of a LAMTPO Executive Board meeting Advertisement (in English and Spanish).

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) Executive Board meeting scheduled for Wednesday August 11, 2021 at 9 am., has been POSTPONED until Wednesday August 18, 2021 at 9 am. The meeting will be held at the Jefferson City City Hall Building, 112 City Center Drive, Jefferson City, TN.

Items to be discussed are:

8. FFY2022-2023 UPWP
9. Status Update of the SR343Corridor Study

Information about the meeting can be obtained by contacting Rich DesGroseilliers at richd@mymorristown.com or at 423-581-6277, or can be viewed at www.lamtpo.com. All interested parties are invited to attend the meeting. It is the policy of LAMTPO not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities.

La reunión de la Junta Ejecutiva de la Organización Metropolitana de Planificación del Transporte del Área de Lakeway (LAMTPO, por sus, por sus, por sus) programada para el miércoles 11 de agosto de 2021 a las 9 de la mañana, ha sido POSPUESTA hasta el miércoles 18 de agosto de 2021 a las 9 de la mañana. La reunión se llevará a cabo en el Edificio del Ayuntamiento de Jefferson City, 112 City Center Drive, Jefferson City, TN.

Los temas a tratar son:

1. UPWP FFY2022-2023
2. Actualización del estado del estudio SR343Corridor

La información sobre la reunión se puede obtener poniéndose en contacto con Rich DesGroseilliers en richd@mymorristown.com o al 423-581-6277, o se puede ver en www.lamtpo.com. Se invita a todas las partes interesadas a asistir a la reunión. Es política de LAMTPO no discriminar por motivos de raza, color, origen nacional, edad, sexo o discapacidad en la operación de sus programas, servicios y actividades.

Example of a Public Workshop/ Kickoff Meeting

**Public Meeting for SR343/ S Cumberland St Study
Thursday November 18, 2021
Morristown City Center Training Room
100 W 1st N St, Morristown, TN 37814**

The City of Morristown, TN is currently doing a SR343 ITS Traffic Signal Coordination and S Cumberland St Complete Streets Study. On Thursday November 18, 2021, from 11:30 am to 1:30 pm there will be a Public Meeting to be held at the Morristown City Center Building Training Room, 100 W 1st N St, Morristown, TN 37814. CDM Smith Associates are the consultants handling this project.

This public meeting will:

- Give a status update of the corridor study
- Give results of online survey that was done during the month of October
- Allow the public to get an idea of how S. Cumberland St could look like

All interested parties are invited to attend the meeting. It is the policy of LAMTPO not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities.

**Reunión pública para el estudio SR343 / S Cumberland St
Jueves 18 de noviembre de 2021
Sala de entrenamiento del centro de la ciudad de Morristown
100 W 1st N St, Morristown, TN 37814**

La ciudad de Morristown, TN, actualmente está realizando un estudio de coordinación de señales de tráfico SR343 ITS y S Cumberland St Complete Streets. El jueves 18 de noviembre de 2021, de 11:30 am a 1:30 pm, habrá una reunión pública que se llevará a cabo en la Sala de Capacitación del Edificio Morristown City Center, 100 W 1st N St, Morristown, TN 37814. CDM Smith Associates son los consultores que manejan este proyecto.

Esta reunión pública:

1. Dar una actualización del estado del estudio del corredor
 2. Dar resultados de la encuesta en línea que se realizó durante el mes de octubre
 3. Permita que el público se haga una idea de cómo podría verse S. Cumberland St
- Todas las partes interesadas están invitadas a asistir a la reunión. Es política de LAMTPO no discriminar por motivos de raza, color, origen nacional, edad, sexo o discapacidad en la operación de sus programas, servicios y actividades.

Example of a Public Comment Meeting Advertisement (in English and Spanish).

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) will be having public meetings concerning the Title VI program.

Information concerning the Title VI Program can be obtained from Rich DesGroseilliers at 423-581-6277, or on the www.lamtpo.com website. Additional copies will be on file at the public libraries in Morristown, Jefferson City, and White Pine. The dates of the meetings are:

The meeting dates are as follows:

1. Thursday January 26 2017 at 9am to 10 am at the White Pine Town Hall, 1548 Main St., White Pine.
2. Thursday January 26 2017 at 10:30 am to 11:30 am at the Jefferson City Municipal Building, 112 City Center Dr, Jefferson City.
3. Thursday, January 26, 2017 from 1 pm to 2 pm in the Council Chambers, 100 W. 1st. North St., Morristown.

All interested parties are invited to attend the meeting. It is the policy of LAMTPO not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities.

El Lakeway área metropolitana transporte planificación organización (LAMTPO) va a tener reuniones públicas sobre el programa del título VI.

Puede obtenerse información sobre el título VI Programa Rich DesGroseilliers en 423-581-6277, o en la Web www.lamtpo.com . Copias adicionales estarán en los archivos de las bibliotecas públicas de Morristown, Jefferson City y pino blanco. Las fechas de las reuniones son:

Las fechas de reunión son los siguientes:

1. jueves, 26 de enero de 2017 en el 9:00 a 10:00 en la Casa Consistorial de blanco pino, 1548 Main St., pino blanco.
2. jueves, 26 de enero de 2017 a las 10:30 a 11:30 am en el edificio Municipal ciudad de Jefferson, 112 ciudad centro Dr, Jefferson City.
3. jueves, 26 de enero de 2017 1 pm a 14:00 en la cámara del Consejo, 100 w. 1st. St. del norte, Morristown.

Todas las partes interesadas están invitadas a asistir a la reunión. Es la política de LAMTPO no para discriminar sobre la base de raza, color, origen nacional, edad, sexo o discapacidad en la operación de sus programas, servicios y actividades.

Example of a Public Hearing Meeting Advertisement (In English and Spanish)

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) Technical Advisory Committee (TAC) and the Executive Board scheduled meetings for May 4, 2017 and May 10, 2017, respectively, have been postponed. There will be a joint TAC/ Executive Board meeting on Thursday, May 25, 2017 at 12:00 pm at the Jefferson City City Hall Building, 112 City Center Drive, Jefferson City TN 37760. The main item of discussion is the approval of the 2040 Long Range Transportation Plan (LRTP). Information concerning the 2040 LRTP can be obtained from Rich DesGroseilliers at 423-581-6277, or on the www.lamtpo.com website. Additional copies will be on file at the public libraries in Morristown, Jefferson City, and White Pine.

All interested parties are invited to attend the meeting. It is the policy of LAMTPO not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities.

El Lakeway área metropolitana transporte planificación organización (LAMTPO) Comité Técnico Consultivo (CTC) y la Junta Ejecutiva previstas reuniones 04 de mayo de 2017 y el 10 de mayo, 2017, respectivamente, han sido pospuestas. Habrá un conjunto TAC / Comité Ejecutivo reunidos en jueves, 25 de mayo de 2017 en 12:00 en el edificio de pasillo de ciudad de Jefferson ciudad, unidad del centro de la ciudad de 112, Jefferson City TN 37760. El tema principal de discusión es la aprobación de la 2040 larga gama transporte Plan (LRTP).

Información relativa a la 2040 LRTP puede obtenerse Rich DesGroseilliers en 423-581-6277, o en la Web www.lamtpo.com . Copias adicionales estarán en los archivos de las bibliotecas públicas de Morristown, Jefferson City y pino blanco.

Todas las partes interesadas están invitadas a asistir a la reunión. Es la política de LAMTPO no para discriminar sobre la base de raza, color, origen nacional, edad, sexo o discapacidad en la operación de sus programas, servicios y actividades.

Appendix I

Summary of Public Comments

Public comments that are received during the public comment period of the update of this Public Participation Plan will be summarized and attached in this section, along with being addressed and incorporated as appropriate into this plan.

It should be noted that public comment meetings were held at the White Pine Town Hall at 10-11am and in the Morristown City center Building at 1-2 pm on August 9, 2018, as well as a public comment meeting at the Jefferson City City Hall Building at 11 am to 12pm on August 10, 2018. No comments were received.

The public comment period ran from July 1, 2018 through September 26, 2018. No comments were received.

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) will be having public comment meetings concerning the Title VI program and the DBE Program and Goals. Information concerning these items can be obtained from Rich DesGroseilliers at 423-581-6277, or can be seen on the www.lamtpo.com website. The meeting dates are as follows:

The meeting dates are as follows:

1. Thursday February 24, 2022 at 9am to 10 am at the White Pine Town Hall, 1548 Main St., White Pine.
2. Thursday February 24, 2022 at 10:30 am to 11:30 am at the Jefferson City Municipal Building, 112 City Center Dr, Jefferson City.
3. Thursday, February 24, 2022 from 1 pm to 2 pm in the planning conference room, 100 W. 1st. North St., Morristown.

All interested parties are invited to attend the meeting. It is the policy of LAMTPO not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities.

La Organización de Planificación de Transporte Metropolitano del Área de Lakeway (LAMTPO) tendrá reuniones de comentarios públicos sobre el programa título VI y el programa y objetivos de DBE. La información sobre estos artículos se puede obtener de Rich DesGroseilliers al 423-581-6277, o se puede ver en el sitio web de www.lamtpo.com. Las fechas de las reuniones son las siguientes:

Las fechas de las reuniones son las siguientes:

1. Jueves 24 de febrero de 2022 de 9am a 10 am en el Ayuntamiento de White Pine, 1548 Main St., White Pine.
2. Jueves 24 de febrero de 2022 de 10:30 am a 11:30 am en el Edificio Municipal de Jefferson City, 112 City Center Dr, Jefferson City.
3. Jueves, 24 de febrero de 2022 de 1 pm a 2 pm en la sala de conferencias de planificación, 100 W. 1st. North St., Morristown.

Todas las partes interesadas están invitadas a asistir a la reunión. Es política de LAMTPO no discriminar por motivos de raza, color, origen nacional, edad, sexo o discapacidad en la operación de sus programas, servicios y actividades.

No comments were received.

The public comment period ran from January 3, 2022 through March 31, 2022. No comments were received.

Appendix O

US Census Language Identification Flash Cards

United States
Census
2010

U.S. DEPARTMENT OF COMMERCE
ECONOMY AND STATISTICS ADMINISTRATION
U.S. CENSUS BUREAU

LANGUAGE IDENTIFICATION FLASHCARD

<p>Hello, I'm from the U.S. Census Bureau. Is someone here now who speaks English and can help us? If not, please write your phone number and someone will contact you in English.</p>	01. English
<p>Buenos días (Buenas tardes), soy de la Oficina del Censo de los Estados Unidos. ¿Se encuentra alguien que hable inglés y pueda ayudarnos? Si no, por favor, anote su número de teléfono y alguien se comunicará con usted en español.</p>	02. Español/ Spanish
<p>Përshëndetje. unë vij nga Zyra e Regjistrimit të Popullsisë së Sh.B.A-së. A ndodhet dikush tani këtu që flet anglisht dhe mund të na ndihmojë? Nëse jo, ju lutem shkruani numrin e telefonit tuaj dhe dikush do t'ju kontaktojë në gjuhën shqipe.</p>	03. Shqip/ Albanian
<p>እንደምንት ፣ ከአሜሪካ የሕዝብ ቁጥራ ቢሮ ነኝ ። አሁን እንግሊዘኛ ቋንቋ የሚናገር እና ለረዳን የሚችል ሰው አለ? ከሌላ አባክትን የሰልክ ቁጥርን ይጻፉልንና በአማርኛ የሚያናግርት ይኖራል።</p>	04. ኡቶኦብካን/Amharic
<p>مرحبًا، أنا من مكتب الإحصاء الأمريكي. هل يوجد هنا الآن شخص يتحدث الإنجليزية ويمكنه مساعدتنا؟ إذا آان لا يوجد، فلارجاء أتابة رقم هاتفكم وسيتصل بكم أحد الأشخاص بلالغة العربية.</p>	05. العربية/ Arabic
<p>Բարև Ձեզ, ես ԱՄՆ-ի Մարդահամարի Բյուրոյից եմ: Ներկա՞ է արդյոք մեկը, որը խոսում է Անգլերեն և կարող է մեզ օժննել: Եթե ոչ, մտերք Ձեր հեռախոսի համարը և Ձեզ հետ կկապվեն Հայերենով:</p>	06. Հայերեն/ Armenian
<p>হ্যালো, আমি ইউ.এস. সেন্সাস বিউরো থেকে এসেছি। এখানে এখন এমন কেউ আছেন কি যিনি ইংরেজি বলতে পারেন এবং আমাদের সাহায্য করতে পারেন যদি তেমন কেউ না থাকে, আপনার ফোন নম্বর লিখে দিন এবং আপনার সঙ্গে একজন বাংলায় যোগাযোগ করবেন।</p>	07. বাংলা/ Bengali
<p>Разрешете да ви се представя, аз съм служител на Бюрото по преброяване на населението на САЩ. Има ли тук някой, който говори английски и би могъл да ни помогне? Ако няма, моля, напишете своя телефонен номер, за да може някой от нашите служители да ви се обади на български.</p>	08. български/ Bulgarian

*နွဲ့သယျှင်မသာ အုန့် မှ. ယခုညကျ ကြိမ်နကေး ပါသောနသညန့်. နမန ညသတ တသ ပစနရူ နညါရူ ညေ
ခညေ. နစ ကျိ ညသအယ စုနရူန တမငအန ပသကမ စသညန့် ညကာဘနမ ညေ ပါသောနသညန့် တဂ
သညအခခအ ပသက ငည နညါရူ.

09. မြန်မာ/
Burmese

សូម្បី ម៉ឺនកពីករិយាល័យជំរឿនរបស់សហរដ្ឋអាមេរិក ឬ ។ ជំនេសុស ពុរពុន ។ តើមានអ្នកនៅ ទីនេះដែលចេះនិយាយភាសាអង់គ្លេសហើយអាចជួយយើង
អម ? ប្រសិនបើមិនមានទេ សូមសរសេរ លេខទូរស័ព្ទរបស់អ្នក ហើយអ្នកអាចទាក់ទងអ្នកជាការសន្តិសុខ ។

10. ភាសាខ្មែរ/
Cambodian

您好。我是为美国人口普查局工作的。您这里有没有会说英语的人可以帮助我们？如果没有，
请写下您的电话号码，然后将有人用中文与您联系。

11. 中文/
Chinese
(Simplified)

您好。我是为美國人口普查局工作的。請問您這里有沒有會說英語的人可以幫助我們？如果沒有，
請寫下您的電話號碼，之後將有人使用中文與您聯絡。

12. 中文/
Chinese
(Traditional)

Dobar dan, ja sam iz Američkog biroa za cenzus. Ima li ovdje nekoga tko govori engleski i može
nam pomoći? Ako nema, molim Vas da napišete svoj broj telefona, pa ćemo stupiti s Vama u
kontakt na hrvatskom jeziku.

13. hrvatski/
Croatian

Dobrý den, jsem z Amerického úřadu pro sčítání lidu (U.S. Census Bureau). Je zde někdo, kdo
hovoří anglicky a může nám pomoci? Pokud ne, napište prosím své telefonní číslo a někdo Vás
bude kontaktovat v češtině.

14. čeština/
Czech

سلام، من در دفتر نفوس شماری، در ایالات متحده امریکا ایفای وظیفه مینمایم. آیا همراه شما،
ممین لحظه کسی است که با لسان انگلیسی آشنایی داشته باشد و ما را کمک کرده بتواند؟ اگر
نیست، پس لطفاً نمبر تلیفون تانرا بدینستا به لسان مندی با شما در تماس شویم.

15. دری/
Dari

Kudual, yen ye raan de maktam de kuën de koc de Amerika. Noh raan ye jam ë thoj de Linglith lëu
bë wok kony ë kë looiku? Na liu, ke yï gōör telepundu ku anoh raan bë yïin col ë thuoñjäñ.

16. Thuoñjäñ/
Dinka

Hallo, ik ben van het Amerikaanse Census Bureau. Is er iemand hier die Engels spreekt en ons kan
helpen? Als dat niet zo is, wilt u dan uw telefoonnummer opschrijven? Dan zal iemand telefonisch
contact met u opnemen in het Nederlands.

17. Nederlands/
Dutch

<p>سلام. من یک کارمند اداره سرشماری ایالات متحده هستم. آیا کسی حالا اینجا هست که به زبان انگلیسی صحبت میکند و میتواند به ما کمک کند؟ اگر کسی نیست، لطفاً شماره تلفنتان را بنویسید، و یک نفر به زبان فارسی با شما تماس خواهد گرفت.</p>	18. فارسی/ Farsi
<p>Bonjour, je travaille pour le Bureau de Recensement des États-Unis. Y a-t-il quelqu'un ici qui parle anglais et puisse nous aider ? Sinon, notez votre numéro de téléphone pour que quelqu'un puisse vous contacter en Français.</p>	19. Français/ French
<p>Guten Tag, ich komme im Auftrag des Bundesbüro zu Durchführung von Volkszählungen. Kann ich mit jemandem sprechen, der Englisch spricht und der uns helfen kann? Wenn nicht, schreiben Sie bitte Ihre Telefonnummer auf und es wird sich jemand in deutscher Sprache mit Ihnen in Verbindung setzen.</p>	20. Deutsch/ German
<p>Γειά σας, Είμαστε από την Υπηρεσία Απογραφής των ΗΠΑ. Είναι κανείς εδώ αυτή τη στιγμή που μιλάει Αγγλικά να μας εξυπηρετήσει; Αν όχι, παρακαλώ σημειώστε το τηλέφωνό σας και θα επικοινωνήσει κάποιος μαζί σας στα ΕΛΛΗΝΙΚΑ.</p>	21. Ελληνικά/ Greek
<p>Bonjou, mwen se anplwaye biwo resansman ameriken. Èske m ka pale ak yon moun nan kay la ki konn pale anglè ? Si pa gen moun nan kay la ki pale anglè, tanpri ekri nimewo telefòn ou pou yon moun kki pale kreyòl ayisyen tele w.</p>	22. kreyòl ayisyen/ Haitian Creole
<p>שלום, אני ממשרד מפקד האוכלוסין של ארצות הברית. האם יש כאן מישהו כרגע זה שמדבר אנגלית ויכול לעזור לנו? במידה ולא, אנא כתבו את מספר הטלפון שלכם ומישהו ייצור קשר אתכם בשפה העברית.</p>	23. עברית/ Hebrew
<p>हेलो, मैं यू.एस. जनगणना ब्यूरो से हूँ। क्या अभी यहाँ ऐसा कोई व्यक्ति है जो अंग्रेजी बोलता हो और हमारी मदद कर सकता हो? यदि नहीं, तो कृपया अपना फोन नंबर लिखें और कोई व्यक्ति आपसे हिन्दी में संपर्क करेगा।</p>	24. हिन्दी/ Hindi
<p>Nyob zoo. Kuv tuaj hauv Teb Chaws Asmeskas Chaw Suav Pej Xeem tuaj. Puas muaj leej twg nyob hauv tsev uas txawj lus Askiv thiab pab tau peb? Yog tsis muaj, thov sau koj tus xov tooj tseg, marn li muaj ib tug neeg hais lus Fimooob hu tuaj rau koj.</p>	25. Hmoob/ Hmong
<p>Jó napot kívánok, az Egyesült Államok Népszámlálási Hivatalától vagyok. Van a közelben valaki, aki beszél angolul, és segíteni tud nekünk? Ha nem, kérem, írja le a telefonszámát, és kapcsolatba fogunk lépni Önnel magyarul.</p>	26. Magyar/ Hungarian

Hello, taga Census Bureau ako ng U.S. Adda kadi kadakayo nga makapagsarita ti English ken mabalin nga turriulong kaniami? Nu awan paki surat yo iti numero iti telepono yo ta adda iti tumawag kaniayo nga ag Ilocano.

27. Ilocano/
Ilocano

Salve, chiamo da parte del Census Bureau degli Stati Uniti. C'è qualcuno che parla inglese ed è in grado di aiutarci? In caso negativo, scriva il numero di telefono e sarà contattato da qualcuno che parla Italiano.

28. Italiano/
Italian

こんにちは。私は米国勢調査局の係員です。こちらには英語を理解できこの調査にご協力いただける方がいらっしゃいますか？もしない場合は、あなたのお電話番号をお書きいただければ、日本語を話す係員が連絡をいたします。

29. 日本語/
Japanese

안녕하세요. 저는 미국 인구조사국에서 일하고 있습니다. 영어를 사용하시는 분 중에 저희를 도와 주실 수 있는 분이 여기 계십니까? 없으신 경우, 전화번호를 적어주시면 한국어를 할 수 있는 직원이 연락을 드릴 것입니다.

30. 한국어/
Korean

ສະບາຍດີ, ຂ້າພະເຈົ້າ ມາຈາກສຳນັກງານສຳຫຼວດພົນລະເມືອງ ແຫ່ງສະຫະລັດອາເມລິກາ. ມີໃຜຢູ່ທີ່ນີ້ ສາມາດເວົ້າພາສາອັງກິດ ແລະ ຊ່ວຍເຫຼືອພວກເຮົາໄດ້ບໍ່? ຖ້າບໍ່ມີ, ກະລຸນາຂຽນເລກ ໂທລະສັບຂອງທ່ານ ແລະ ພວກເຮົາ ຈະຕິດຕໍ່ຫາທ່ານ ເປັນພາສາລາວ.

31. ພາສາລາວ/
Laotian

Sveiki, aš esu iš JAV Gyventojų surašymo biuro. Ar čia dabar yra kas nors, kas kalba angliškai ir galėtų mums padėti? Jei ne, prašome užrašyti savo telefono numerį ir su jumis susisieks lietuvių kalba.

32. Lietuvių/
Lithuanian

ഹലോ, ഞാൻ യു എസ് സെൻസസ് ബ്യൂറോയിൽ നിന്നാണ്. ഇവിടെ സംസാരിക്കുന്ന ആരെങ്കിലും ഇല്ലാൻ ഇവിടെയുണ്ടോ ഞങ്ങളെ സംസാരിക്കാൻ? ഇല്ലെങ്കിൽ, നിങ്ങളുടെ ടെലിഫോൺ നമ്പർ എഴുതി നൽകുക. മലയാളത്തിൽ സംസാരിക്കുന്ന ആരെങ്കിലും താമയെ ബന്ധപ്പെടുക.

33. മലയാളം/
Malayalam

Yá'át'éch, Neeznáá nínáháháágo Bila'ashdla'íi náóltah bíł haz'áá bá naashnish, Háídaaísh kóó Bilagáanaa biy zaad yee yálti'ígíí hóóló? 'Ádingo 'éí nibeésh bee hanc'é níhá 'áclíííííí dóó t'áá háida t'áá Diné Bizaad yee yálti'ígíí nich'í'í náhodoonih.

34. Diné Bizaad/
Navajo

नमस्ते, म अमेरिकाको जनगणना अफिसबाट आएको । यहाँ अंग्रेजी बोल्न जान्ने अन्त हामीलाई मदत गर्नसक्ने कोहि मान्छे छन ? नभा, तपाईंको फोन नम्बर लेखिदिनु अनि कसैले तपाईंसित नेपाली भाषामा कुरा गर्नेछन् ।

35. नेपाली/
Nepali

<p>ਹੇਲੋ, ਮੈਂ ਯੂ.ਐੱਸ. ਜਨਗਣਨਾ ਬਿਊਰੋ ਵਲੋਂ ਆਇਆ/ਆਈ ਹਾਂ। ਕੀ ਇਥੇ ਕੋਈ ਅੰਗਰੇਜ਼ੀ ਬੋਲ ਸਕਦਾ ਹੈ ਅਤੇ ਸਾਡੀ ਮਦਦ ਕਰ ਸਕਦਾ ਹੈ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣਾ ਟੈਲੀਫੋਨ ਨੰਬਰ ਲਿਖ ਦਿਉ ਅਤੇ ਕੋਈ ਤੁਹਾਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਸੰਪਰਕ ਕਰੇਗਾ।</p>	36. ਪੰਜਾਬੀ/ Panjabi
<p>Dzień dobry. Jestem z Amerykańskiego Biura Spisu Ludności. Czy ktoś tutaj mówi po angielsku i mógłby nam pomóc? Jeżeli nie, proszę napisać swój numer telefonu, a ktoś skontaktuje się z Państwem po polsku.</p>	37. Polski/ Polish
<p>Olá, sou do Serviço de censo dos Estados Unidos. Alguém aqui fala inglês e pode nos ajudar? Caso contrário, escreva seu telefone e alguém vai entrar em contato com você em português.</p>	38. Português/ Portuguese
<p>Bună ziua, sunt de la Biroul de Recensământ al S.U.A. Este cineva aici, în acest moment, care vorbește engleză și ne poate ajuta? Dacă nu, vă rog scrieți-vă numărul de telefon și cineva vă va contacta telefonic în română.</p>	39. Română/ Romanian
<p>Здравствуйте! Я представляю Бюро переписи населения Соединенных Штатов. Присутствует здесь кто-нибудь, кто говорит по-английски и мог бы помочь нам? Если нет, то, пожалуйста, напишите свой телефонный номер, чтобы наши сотрудники могли побеседовать с вами по-русски.</p>	40. русский/ Russian
<p>Добар дан, ја сам из Америчког бироа за попис становништва. Да ли овде има некога ко говори енглески и може да нам помогне? Ако нема, молим Вас да напишете свој број телефона, па ћемо контактирати с Вама на српском језику.</p>	41. српски/ Serbian
<p>Hallo, Waxaan anigu ka tirsanahay Xafiiska Tirakoobka Mareykanka. Halkan ciddi ma Joogta hadda oo ku hadasha Ingiriisiga oo na caawin karta? Haddi kalese, fadlan qor lambarka talafoonkaaga markaasna qof ayaa kugulasoo xidhiidhi doona adiga Soomaalliga.</p>	42. Soomaali/ Somali
<p>Halo, nimetoka Shirika la Sensa la Merika Je, kuna mtu hapa sasa anayezungumza Kiingereza na anaweza kutusaidia? Ikiwa hakuna, tafadhali andika nambari yako ya simu na mtu atawasiliana na wewe kwa Kiswahili.</p>	43. Kiswahili/ Swahili
<p>Hello, Ako'y galing sa U.S. Census Bureau. Mayroon ba ditong marunong magsalita ng Ingles at makakatulong sa amin ngayon? Kung wala, pakisulat ang telepono ninyo at may tatawag sa inyo sa Tagalog.</p>	44. Tagalog/ Tagalog

<p>สวัสดีครับ/ค่ะ ผม/ดิฉันเป็นเจ้าหน้าที่จากสำนักงานส่งเสริมประชากรสหรัฐ มีใครพอจะพูดภาษาอังกฤษเพื่อช่วยแปลไดบบางหรือเปล่า ครับ/ค่ะ ถ้าไม่มีช่วยแจ้งเบอร์โทรศัพท์เพื่อที่เราจะสามารถติดต่อกลับมาใหม่ได้เป็นภาษาไทย</p>	<p>45. ไทย/ Thai</p>
<p>ሃሎው፡ ከብ ቤት ጽሕፈት ምክርባር ስለዝበ. አጭሪካ እየ አነ። ለእኛ እንግሊዝኛ ምስራረብን ከስግዳን ምስራረብን ስብ አብዘ. አሎዶ? እንተዘይብካ፡ ብኸብረትኩም ቁጽሪ ተለፎንኩም ጽሑፍም ሓደሰብ ብትግርኛ ክሃረብኩም እየ።</p>	<p>46. ትግርኛ/ Tigrinya</p>
<p>Merhaba, A.B.D. İstatistik Bürosu'ndanım. Orada İngilizce konuşan ve bize yardım edebilecek birisi var mı? Yoksa, lütfen telefon numaranızı yazın, sizinle Türkçe dilinde temasa geçilecek.</p>	<p>47. TÜRKÇE/ Turkish</p>
<p>Привіт, Ми з США. Сенсес Бюро. Тут є хтось, хто володіє англійською мовою і може допомогти нам? Якщо ні, будь ласка, запишіть ваш телефонний номер і з вами зв'яжуться на українській мові.</p>	<p>48. українська мова/ Ukrainian</p>
<p>ہیلو، میں امریکی مردم شماری بیورو سے ہوں۔ کیا یہاں کوئی ایسا شخص ہے جو انگریزی بولتا ہو اور ہماری مدد کر سکتا ہو؟ اگر نہیں، تو براہ کرم اپنا فون نمبر لکھوائیں اور کوئی شخص آپ سے اردو زبان میں رابطہ کرے گا۔</p>	<p>49. اردو / Urdu</p>
<p>Xin chào, tôi là nhân viên của Cục Thống Kê Dân Số Hoa Kỳ. Ở đây hiện có ai biết nói tiếng Anh và có thể giúp chúng tôi không? Nếu không, xin vui lòng ghi lại số điện thoại của quý vị. Chúng tôi sẽ liên lạc lại với quý vị bằng tiếng Việt.</p>	<p>50. Tiếng Việt/ Vietnamese</p>
<p>האלאו, איך בין די יונייטעד סטעיטס צענזוס ביורא. איז פאראן דא איינער וואס רעדט ענגליש און קען אונז העלפן? אויב נישט, ביטע שרייבט אראפ אייער טעלעפאן נומער און איינער וועט זיך פארשטענדליגן מיט איך אויף אידיש.</p>	<p>51. אידיש / Yiddish</p>

APPENDIX P**NOTICE OF PUBLIC MEETINGS AND COMMENTS**

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) will be having public comment meetings concerning the Title VI program and the DBE Program and Goals. Information concerning these items can be obtained from Rich DesGroseilliers at 423-581-6277, or can be seen on the www.lamtpo.com website. The meeting dates are as follows:

The meeting dates are as follows:

1. Thursday February 24, 2022 at 9am to 10 am at the White Pine Town Hall, 1548 Main St., White Pine.
2. Thursday February 24, 2022 at 10:30 am to 11:30 am at the Jefferson City Municipal Building, 112 City Center Dr, Jefferson City.
3. Thursday, February 24, 2022 from 1 pm to 2 pm in the planning conference room, 100 W. 1st. North St., Morristown.

All interested parties are invited to attend the meeting. It is the policy of LAMTPO not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities.

La Organización de Planificación de Transporte Metropolitano del Área de Lakeway (LAMTPO) tendrá reuniones de comentarios públicos sobre el programa título VI y el programa y objetivos de DBE. La información sobre estos artículos se puede obtener de Rich DesGroseilliers al 423-581-6277, o se puede ver en el sitio web de www.lamtpo.com. Las fechas de las reuniones son las siguientes:

Las fechas de las reuniones son las siguientes:

1. Jueves 24 de febrero de 2022 de 9am a 10 am en el Ayuntamiento de White Pine, 1548 Main St., White Pine.
2. Jueves 24 de febrero de 2022 de 10:30 am a 11:30 am en el Edificio Municipal de Jefferson City, 112 City Center Dr, Jefferson City.
3. Jueves, 24 de febrero de 2022 de 1 pm a 2 pm en la sala de conferencias de planificación, 100 W. 1st. North St., Morristown.

Todas las partes interesadas están invitadas a asistir a la reunión. Es política de LAMTPO no discriminar por motivos de raza, color, origen nacional, edad, sexo o discapacidad en la operación de sus programas, servicios y actividades.

No Comments were received