Este documento está disponible en formatos accesibles (como versiones en idiomas extranjeros o en letras grandes y en escala de grises, entre otros) cuando se solicita con diez (10) días calendario de anticipación.

This document is available in accessible formats (such as foreign language versions or large-print and gray-scale versions, among others) when requested ten (10) calendar days in advance.

This document was prepared and published by the Memphis Urban Area Metropolitan Planning Organization (MPO) and is prepared in cooperation with and financial assistance from the following public entities: the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), the Tennessee Department of Transportation (TDOT), the Mississippi Department of Transportation (MDOT), as well as the City of Memphis, Shelby County, Tennessee, and DeSoto County, Mississippi. This financial assistance notwithstanding, the contents of this document do not necessarily reflect the official view or policies of the funding agencies.

It is the policy of the Memphis Urban Area Metropolitan Planning Organization (MPO) not to exclude, deny, or discriminate on the basis of race, color, national origin, ethnicity, immigration status, sex, gender, gender identity and expression, sexual orientation, age, religion, veteran status, familial or marital status, disability, medical or genetic condition, or any other characteristic protected under applicable federal or state law in its hiring or employment practices, or in its admission to, access to, or operations of its programs, services, or activities. For any and all inquiries regarding the application of this accessibility statement and related policies, please contact Nick Warren, at 901-636-7146 or Nick.Warren@memphistn.gov.

Note: The photographs used in this document are for illustrative purposes only. Photographs used were submitted to the Memphis MPO by the public.
Acknowledgments

The Memphis Urban Area Metropolitan Planning Organization (MPO) would like to acknowledge its members and partner agencies, who helped with the development of the 2020 Public Participation Plan:

**MPO MEMBERS**
- Tennessee Department of Transportation (TDOT)
- Mississippi Department of Transportation (MDOT)
- Memphis Area Transit Authority (MATA)
- Memphis and Shelby County Airport Authority (MSCAA)
- Memphis and Shelby County Port Commission (MSCPC)

**State of Tennessee**
- Shelby County, Tennessee
- Town of Arlington
- City of Bartlett
- Town of Collierville
- City of Germantown
- City of Lakeland
- City of Memphis
- City of Millington
- Fayette County, Tennessee
- Town of Braden
- City of Gallaway
- Town of Oakland
- City of Piperton
- Town of Rossville

**State of Mississippi**
- DeSoto County, Mississippi
- City of Hernando
- City of Horn Lake
- City of Olive Branch
- City of Southaven
- Town of Walls
- Marshall County, Mississippi
- Town of Byhalia

**PARTNER AGENCIES**
- Federal Highway Administration—Tennessee Division
- Federal Highway Administration—Mississippi Division
- Federal Transit Administration—Region IV
- US Environmental Protection Agency—Region IV
- Tennessee Department of Environment and Conservation (TDEC)
- Mississippi Department of Environmental Quality (MDEQ)
- Shelby County Health Department (SCHD)
- West Memphis Metropolitan Planning Organization (WMPO)
A RESOLUTION
BY THE
TRANSPORTATION POLICY BOARD
OF THE
MEMPHIS URBAN AREA METROPOLITAN PLANNING ORGANIZATION
ADOPTION OF THE 2020 PUBLIC PARTICIPATION PLAN

RESOLUTION # 2020-04

WHEREAS, the Memphis Urban Area Metropolitan Planning Organization (MPO) is the organization responsible for planning the creation of an efficient transportation system in the Memphis Urbanized Area (UZA) and for the appropriate use of Federal transportation funds in that area; and

WHEREAS, the 2020 Public Participation Plan (PPP) has been prepared in conformance with the federal legislation known as Fixing America's Surface Transportation (FAST) Act (Pub. L. 114-94 FAST) and by the Metropolitan Planning Regulations (23 CFR 450) of the United States Department of Transportation; and,

WHEREAS, the 2020 PPP describes, among other goals, the explicit procedures, strategies, and desired outcomes for providing reasonable opportunities to be involved in the metropolitan transportation planning process (23 CFR 450.316); and

WHEREAS, the 2020 PPP was developed by participating agencies as part of the continuing, cooperative, and comprehensive transportation planning process; and

WHEREAS, notice of public availability of the 2020 PPP was published in the newspapers of the Memphis Metropolitan Planning Area as specified in the approved 2014 PPP, and copies were made available to the public for a period of forty-five (45) days prior to consideration by the Board to allow the public opportunity to review and comment on the documents; and,

WHEREAS, the Engineering and Technical Committee has reviewed the 2020 PPP, and has recommended the document to the Transportation Policy Board for adoption; and,

WHEREAS, the Transportation Policy Board has reviewed the 2020 PPP and concurs with the recommendations of the ETC.

NOW, THEREFORE, BE IT RESOLVED, that the Transportation Policy Board of the Memphis Urban Area Metropolitan Planning Organization does hereby approve and adopt the 2020 Public Participation Plan.

Resolution duly passed on August 20, 2020

Mayor Jim Strickland, Chairman
Memphis Urban Area Metropolitan Planning Organization
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**See Appendix**

Memphis Urban Area MPO | Strengthening Regional Transportation
Understanding the Memphis MPO
Embracing the Greater Memphis Region
The Memphis MPO’s Planning Area covers over 1.1 million people and includes the nation’s fifth largest inland water port, five Class I railroads, six interstate corridors, and nine public airports.
What is the Memphis MPO?

“The mission of the Memphis Urban Area MPO is to encourage and promote the development of a balanced, efficient, and affordable regional transportation system to meet the needs of people and goods moving within and through the region while minimizing the effects of the transportation-related air pollution.”

Federal Regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated (“3-C”) transportation planning process for urbanized areas with a population of 50,000 or more. The Department of Regional Services provides staff to the Memphis Urban Area Metropolitan Planning Organization (MPO) and serves as the fiscal and administrative agent for the MPO, under the direction of the MPO’s Transportation Policy Board (TPB, the Board). The Department of Regional Services is an office of the Memphis and Shelby County Division of Planning and Development (DPD), a joint City of Memphis and Shelby County Government agency.

The Memphis MPO’s TPB consists of 29 members: including the Governors of Tennessee and Mississippi, the Chief Elected Officials from each jurisdiction in the Metropolitan Planning Area (MPA), the Executive Directors from the Memphis Area Transit Authority (MATA), the Memphis-Shelby County Airport Authority (MSCAA), the Memphis-Shelby County Port Commission (MSCPC), as well as leadership from the Tennessee and Mississippi Departments of Transportation (TDOT and MDOT respectively). The Chair and Vice Chair of the TPB are elected on a yearly basis by fellow members of the Board.

Memphis MPO Core Functions

- **Establish a setting:** Provide a fair and impartial setting for regional decision-making regarding transportation planning.

- **Identify and Evaluate Alternative Transportation Improvement Options:** Use data and planning methods to generate and evaluate alternatives. Various planning studies and evaluations are included in the Unified Planning Work Program (UPWP).

- **Develop and Maintain a Regional Transportation Plan (RTP):** Develop and update a multimodal RTP for the MPA, covering a planning horizon of at least twenty (20) years. It is realistic in terms of available funding i.e. fiscally-constrained, as opposed to simply serving as a “wish list” of projects.

- **Develop and Maintain Transportation Improvement Program (TIP):** Develop a program based on the RTP that is designed to serve the area’s goals in a fiscally-constrained manner.

- **Involve the Public:** Involve the general public and all significantly affected groups in activities.
It is a policy of the Memphis MPO to provide an active and representative forum for all segments of the MPA in the development of common regional transportation goals and plans. In addition to addressing federal mandates, the Memphis MPO will continue to update its policies, as it has done in the past, in order to conform to new regulations, account for changing technology and trends, and to maintain effective public participation strategies. The Memphis MPO recognizes that an effective public participation process is a vital element in the development and implementation of transportation plans and programs. A primary goal of the process is to increase public awareness of transportation services and programs.

Memphis MPO Major Activities

The Memphis MPO is responsible for four major transportation plans and programs, the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). In addition, the Memphis MPO is responsible for conducting special transportation plans and studies as-needed.

**Regional Transportation Plan (RTP):** The RTP is a fiscally-constrained document that guides decision-making for the selection and implementation of transportation projects across all modes in the Memphis MPA. It outlines the policies, and the long-range and short-range actions that support an integrated and intermodal transportation system for the effective and efficient movement of people and goods. The RTP’s planning horizon is at least twenty (20) years and the document is reviewed and updated every four years. (23 C.F.R 450.324)

**Transportation Improvement Program (TIP):** The TIP lists each multimodal transportation project planned in the MPA within a four-year time frame. The TIP’s primary purpose is to serve as the financial programming document for the Memphis MPO. All TIP projects are selected from the RTP, and all projects receiving federal funding must be included in the TIP. The TIP has funding committed for the projects scheduled in the first two (2) years and is fiscally-constrained. (23 C.F.R. 450.326)

**Unified Planning Work Program (UPWP):** The UPWP identifies specific planning, data, and analysis tasks that the Memphis MPO and its partner agencies will undertake during a two-year period. The studies and tasks in the UPWP assist in further defining the comprehensive and multimodal transportation plans for the MPA. The UPWP covers a two-year period and is updated every two (2) years. (23 C.F.R. 450.308)

**Public Participation Plan (PPP):** The PPP outlines the MPO’s public participation methods, the strategies for public engagement and outreach, and State and Federal regulations regarding public participation. The Memphis MPO continuously seeks to create opportunities for the public to participate in planning, reviewing, and implementing its transportation projects and programs. The PPP is updated on an as-needed basis. (23 C.F.R. 450.316)
In relation to project development and implementation, the Memphis MPO is primarily responsible for the planning and programming of transportation infrastructure projects. The states, local jurisdictions, and public transportation providers, through coordination with state and federal partners, are responsible as lead agencies for implementing projects through the Preliminary Engineering, Environmental, Right-of-Way, and Construction phases. Lead agencies are also responsible for the outreach components of each project and project phase. To view any of the previously-mentioned plans, visit the Memphis MPO’s [Plans Webpage](#).

**Memphis MPO Organizational Structure**

The Memphis MPO is governed by the Transportation Policy Board (TPB), which consists of principal elected officials and representatives of the jurisdictions and transportation agencies participating in the Memphis MPO’s Metropolitan Transportation Planning Process. The Engineering & Technical Committee (ETC) is responsible for advising and assisting the TPB on matters of planning and engineering.

Several other advisory committees have been established to provide technical oversight of specific transportation issues, studies, and programs. These standing committees include: the Active Transportation Advisory Committee (ATAC), the Interagency Consultation Committee (IAC), the Freight Advisory Committee (FAC), and the Planning & Land Use Advisory Committee (PLAC). Additionally, special advisory/steering committees may be formed to provide guidance on the development of specific MPO plans and studies.

**Transportation Policy Board (TPB):** The TPB is responsible for setting policy for the Memphis MPO, and is vested with final decision-making responsibilities for major transportation planning and programming within the Memphis MPO’s jurisdiction. The TPB consists of elected officials representing the eighteen cities and towns in the MPA, as well as representatives from Shelby, Fayette, DeSoto, and Marshall Counties. Additional board members include, the Governors of Tennessee and Mississippi, officials from TDOT and MDOT, representatives from MATA, MSCAA, and MSCPC. Ex-Officio, non-voting, members include the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), United States Environmental Protection Agency (EPA), West Memphis MPO, and Tipton, Tate, Tunica, and Crittenden Counties.

**Engineering and Technical Committee (ETC):** The ETC consists of professional planners and engineers from local municipalities, counties, and other transportation agencies that are responsible for the planning and implementation of transportation projects. The ETC advises and assists the TPB on matters of planning and engineering.

**Active Transportation Advisory Committee (ATAC):** The ATAC consists of technical staff, members of the public, advocacy groups, academic groups, transit providers, trail groups, members of the business community, and health care providers. The ATAC provides guidance related to bicycle and pedestrian travel, transit and public transportation, accessibility issues, transportation safety, and community outreach efforts.
**Interagency Consultation Committee (IAC):** The IAC consists of members of the ETC and representatives of various regional, State, and Federal agencies responsible for air quality control programs. The IAC group also includes representatives from MATA and the West Memphis MPO. The IAC reviews plans, amendments, and reports to maintain compliance with Federal regulations related to air quality. Additionally, they provide recommendations on measures, projects, and funding designed to reduce emissions from motor vehicles.

**Freight Advisory Committee (FAC):** The FAC consists of representatives of the major providers of transportation facilities and modes that facilitate the movement of freight. The Memphis MPO works closely with local and regional chambers of commerce, freight, and logistic organizations to develop a comprehensive committee. The FAC advises, educates, and provides recommendations to the Memphis MPO and the TPB that will assist the movement of freight throughout the MPA.

**Planning & Land Use Advisory Committee (PLAC):** The PLAC is comprised of the planning directors, principal planners, or other housing, economic development, and environmental protection officials from government entities or transportation providers. The PLAC advises the TPB on the role of land use in the transportation planning process and coordinates municipal and regional transportation planning efforts.

**Memphis MPO Staff:** The MPO Staff works under the leadership of the MPO Administrator to provide assistance to the TPB by preparing technical documents, fostering interagency coordination, engaging the public, and managing the planning process. The Shelby County Department of Regional Services, an office of the Memphis and Shelby County Division of Planning and Development (DPD), provides staff to the MPO.

For more information on any of the MPO's Boards or Advisory Committees, visit the Memphis MPO's [Boards and Committees Webpage](#).

**Memphis MPO Planning Area**

The Memphis MPO's Metropolitan Planning Area (MPA) covers all of Shelby County, Tennessee and DeSoto County, Mississippi, in addition to western Fayette County, Tennessee and northwestern Marshall County, Mississippi. Eighteen (18) incorporated municipalities are included within the MPA. The MPA does not contain any Indian Tribal lands, or federal lands managed by the Bureau of Land Management, National Park Service, Bureau of Reclamation, or Army Corps of Engineers.

**Federal Transportation Legislation**

The most recent transportation bill, the [Fixing America’s Surface Transportation (FAST) Act](#) (Pub. L. 114-94, FAST) supersedes the [Moving Ahead for Progress in the 21st Century Act (MAP-21)](#) and reauthorizes federal funding for surface transportation programs through Fiscal Year (FY) 2020.
As a recipient of funding from surface transportation programs, MPOs are subject to the legislation and regulations set forth under the FAST Act and preceding federal transportation bills, and are specifically subject to the regulations outlined under 23 United States Code (USC) Section 134, 23 Code of Federal Regulations (CFR) Part 450, 49 U.S.C. Section 5303, and 49 CFR Part 613.

In order to meet the requirements of the aforementioned regulations, MPOs must develop a participation plan that defines a process for providing various individuals, agencies, organizations, and interested parties, as defined under 23 CFR 450.316, with reasonable opportunities to be involved in the metropolitan transportation planning process. In an effort to fulfill federal requirements and ensure that its planning products reflect the needs of the region, the Memphis MPO employs a variety of outreach strategies designed to involve the public and other interested parties in its planning process and the development of its plans and programs.

As part of this effort, the Memphis MPO will continue to engage and consult with the following stakeholder groups identified in 23 CFR 450.316 in its planning process and in the development of its plans and programs:
Consultation Agencies

The Memphis MPO continues to maintain a constructive and cooperative relationship with federal, state, and local partner agencies. Partner agencies are consulted frequently and are responsible for providing guidance and oversight in the development of the MPO’s plans and programs. The Memphis MPO coordinates with and solicits feedback from partner and consultation agencies using various methods of communication, including, but not limited to, email, conference calls, webinars, and in-person meetings.

In addition, the Memphis MPO frequently distributes information regarding the Memphis MPO’s plans, programs, and activities to partner and consultation agencies digitally and by mail. Various agencies and jurisdictions are voting members of the Memphis MPO’s TPB and ETC, and also serve on standing advisory committees and ad hoc steering committees that support specific planning efforts. These committees are also used as a forum for consultation agencies to provide guidance in the development of its plans and programs.

Lead Federal Agencies

The Federal Highway Administration and Federal Transit Administration are responsible for providing oversight of the State DOT and MPO processes and management practices, including those involved in carrying out the approvals and related responsibilities under applicable federal laws and regulations. FHWA and FTA provide oversight to all areas relating to financial integrity and project delivery, and regularly review MPO processes, programs, activities, and plans to ensure compliance with applicable federal laws and regulations.

The Environmental Protection Agency is responsible for providing oversight and guidance related to federal environmental laws. EPA is the source agency of air quality control regulations affecting transportation. EPA recommends conformity determinations on the MPO’s RTP and TIP to FHWA and FTA, and ultimately, FHWA and FTA determine conformity for the RTP and TIP.

The Memphis MPO will continue to seek consultation from FHWA, FTA, and EPA in the development and administration of its processes, programs, activities, and plans. To continue to maintain compliance with federal laws and regulations, the Memphis MPO will incorporate and implement input, feedback, guidance, and direction from FHWA, FTA, and EPA in the development and administration of its processes, programs, and plans.
Lead State Agencies
The Tennessee Department of Transportation (TDOT) and the Mississippi Department of Transportation (MDOT) are responsible for providing oversight, technical assistance, and supporting the development and maintenance of various MPO plans, programs, and activities.

The Memphis MPO will continue to involve, coordinate with, and seek consultation from TDOT and MDOT in the development of its plans and programs, and will provide them with the opportunity to review, provide input, and provide oversight at key decision points in the development of its major plans and programs. Input, feedback, and guidance from TDOT and MDOT will be considered and incorporated or implemented if, when, and where appropriate and consistent with regional goals.

Public Transportation Agencies
The Memphis Area Transit Authority (MATA) is the public transportation provider and direct recipient of FTA funds for the Memphis area. MATA is responsible for participating in MPO activities to represent public transit interests and ensure awareness and consideration of public transit plans, programs, projects, and policies in the metropolitan transportation planning process.

In addition, MATA is responsible for participating in the development and maintenance of the MPO’s RTP, TIP, and UPWP, as well as any transit related plans or studies produced by the MPO. The Memphis MPO will continue to involve and coordinate with MATA in the development of applicable plans and programs, and will provide MATA with the opportunity to review and provide input at key decision points in the development of these plans and programs.

The Tennessee and Mississippi portions of the Memphis, TN-MS-AR Urbanized Area (UZA) fall within the Memphis MPO Planning Area and the Arkansas portion falls within the West Memphis MPO Planning Area. The Memphis MPO has developed multiple agreements with local, regional, state, and federal partners that describe the responsibility and coordination of the metropolitan transportation planning process within the Memphis, TN-MS-AR Urbanized Area.

Revisions
Periodically, as needs and conditions change, it becomes necessary to revise the Public Participation Plan. For the purposes of this plan, there are two forms of revisions, an administrative modification and an amendment.

An administrative modification may involve any adjustments or revisions to the public participation strategies included in Chapter 3; revision of references to applicable regulations; misspellings; omissions; or clerical/typographical errors. These revisions do not affect the guidelines for public noticing or adoption/amendment of plans and
programs. For this type of revision, the process does not involve any formal action by the Transportation Policy Board (TPB) and the MPO staff is responsible for preparing the administrative change to the document, submitting the prepared material to TDOT and MDOT—which will then be shared with Federal partners, and updating the MPO’s website.

An amendment includes any other substantive changes that do not fit the administrative definition above. An amendment requires forty-five (45) days of public review and comment and formal action by the Transportation Policy Board (TPB). MPO staff is responsible for preparing the change to the document, submitting the prepared material to TDOT and MDOT—which will then be shared with Federal partners, and updating the MPO’s website.
Reviewing the Results
Common Practices and Findings
What We Heard

The Public Participation Plan is updated on an as-needed basis. Memphis MPO staff evaluate existing outreach strategies for effectiveness, and research new potential strategies to maintain and enhance an inclusive and open metropolitan transportation planning process.

For the update to the Public Participation Plan (PPP), the Memphis MPO conducted a multi-prong effort at identifying opportunities to improve outreach efforts and measure the effectiveness of existing outreach efforts. MPO staff conducted a peer review of PPPs across the tri-state region, analyzed meeting activity responses, shared an online survey, and consulted with federal/state/local partners.

Let’s Consider

Peer Review of Partner Agency Public Participation Plans
The staff of the Memphis MPO reviewed PPPs from MPOs in Tennessee, Mississippi, and Arkansas, as well as outside the tri-state area. Additionally staff reviewed the applicable plans for the Memphis Area Transit Authority (MATA), the Tennessee Department of Transportation (TDOT), and the Mississippi Department of Transportation (MDOT). The importance of peer reviews is to identify best practices, and further understand and capture different techniques and processes for outreach.

- **Reaching Out Consistently:** Areas of focus include engagement strategies, flow charts, and matrices to ensure the planning process is constant and ongoing.
- **Evaluating Our Performance:** Developing more detailed performance measures to reflect the amount of feedback received during MPO plans and processes.
- **Identifying Activities for Historically Disenfranchised Communities:** Targeting activities for historically disenfranchised communities by considering socio-demographic data to target different audiences.
- **Incorporating More Engagement Opportunities:** Including interactive and fun activities designed to capture quality information and educate the community at all phases of plan and process development.
Public Meeting Sticker Exercise and Online Survey
During the public meetings held for the Livability 2050: Regional Transportation Plan (RTP) and Fiscal Year (FY) 2020-2023 Transportation Improvement Program, MPO staff conducted a quick pre-meeting exercise with attendees. Participants were asked about their preferences and experience related to meeting notice and content. These responses were compared with the past findings in the 2014 PPP, and evaluated against the results of the online survey. The online survey ran from September 24, 2019 through October 31, 2019. It was unveiled in the MPO’s 2019 Fall Edition of the Quarterly Newsletter, the Travel Times, shared on the MPO’s Social Media channels, and posted on the homepage of the MPO’s website.

Materials providing for personal review, either online or at meetings, were noted as important ways of helping the public understand MPO plans and processes. To see the full results of the outreach, see Appendix C.

Consultation Agency Review of the 2014 PPP
To engage Consultation Agencies in the update to the PPP, MPO staff invited federal, state, and local agencies who did not have a federally-required review period of the draft 2020 PPP to submit comments on the then-current 2014 PPP. The aim of this effort was to gather potential areas of improvement from partner agencies early on.

Summary of Significant Changes
The MPO has significantly revamped the Public Participation Plan to increase the use of visuals and graphics. These enhancements increase the user-friendliness of the PPP for both staff and interested residents, enhancing the ability of the PPP to act as a resource for all involved in the transportation planning process.

Annual State of the MPO Report: Following the adoption of the 2014 Public Participation Plan, the Memphis MPO began tracking outreach efforts and developed the Annual Outreach Report. The State of the MPO Report has replaced the Annual Outreach Report. It provides a broader look at the activities and milestones performed by the Memphis MPO for the previous calendar year.
Goals and Objectives: The Memphis MPO has refined its goals and objectives in Chapter 3. They have been tied to the goals and objectives established in the MPO’s Title VI program and updated to reflect the latest regulations concerning public participation. These will guide the public and stakeholder involvement process.

Strategies: The Memphis MPO has overhauled the strategies outlined for use in outreach in Chapter 3. The primary update is the “scores” available for each strategy. These scores outline the resources needed to implement, and provide staff a better understanding on the front end of each strategy’s potential impact.

Demographic Analysis: The Memphis MPO has provided a summary socio-demographic analysis of the MPA in Chapter 5. This analysis provides staff the ability to target outreach to specific communities and ensure all members of the public are included in the transportation planning process. Staff also gain awareness of potential obstacles facing the community in participating with the MPO.

Performance Measures and Evaluation: The performance measures are located in Appendix F and have been expanded to reflect enhanced tracking performed by the MPO on a monthly and annual basis. Additionally, the tables have been updated to reflect new MPO processes and procedures for maximizing benefits.

Plan Review and Approval Milestones

The 2020 Public Participation Plan has undergone a robust process of review and comment, with comments documented and the plan revised accordingly. The review and adoption process has adhered to the following key steps:

- **November 2019:** Draft provided to TDOT and MDOT for 30-business day review. ETC and TPB members also afforded the opportunity to review draft.

- **January 2020:** Revised draft provided to FHWA and FTA for 20-business day review.

- **March 2020:** Revised draft provided to the public for 45-calendar day review.

- **August 2020:** Final revised plan approved by the ETC and adopted by the TPB. Final plan forwarded to FHWA and FTA for their records.

All public comments and MPO responses can be found in Appendix M.
Public Involvement

Community Interaction in Planning
Participating with the Memphis MPO

The Memphis MPO, through guidance from Federal agencies, TDOT, and MDOT, believes that continued interaction with the entire community builds support, and more importantly ensures that the public has an opportunity to help shape the substance of plans and projects.

Accessible Information and Meetings

The Memphis MPO provides easy access to information regarding its plans, programs, and activities in a timely manner. The MPO prepares and publishes various planning documents, public notices, and other materials in both digital and printed formats, and distributes these documents both by mail and electronically. In addition, these documents can be prepared and made available in accessible formats, such as foreign language versions, large-print versions, or grey-scale versions when requested. Executive summaries are also provided in Spanish for MPO plans and studies.

The MPO makes every effort to hold public meetings at convenient and accessible locations. This includes near transit routes where available, at reasonable times where the working and non-working public can attend, and including translation services as-needed. MPO staff use resources available through the City of Memphis and Shelby County to evaluate and enhance the accessibility of a meeting or a program. If special accommodations are needed individuals are informed and advised to contact the MPO to make arrangements. For more information on the MPO’s efforts to hold meetings in convenient and accessible locations, see Chapter 5.

Promote, Educate, or Engage

The Memphis MPO recognizes that there are different levels of outreach and engagement, each with a unique end goal. The goals and objectives in this chapter, as well as the strategies described, are designed along a three-level spectrum of public participation. The MPO believes that each strategy supports the three-levels of public outreach identified below, but each strategy’s primary objective may support one of the levels in particular.

**Promote**
To inform the public of the plans and processes of the MPO and develop a regional awareness of the role of the MPO.

**Educate**
To provide the public with balanced and objective information to assist them in understanding MPO plans and processes.

**Engage**
To work directly with the public to obtain feedback and ensure public priorities are reflected in MPO plans and processes.
Goals and Objectives

The Memphis MPO strives to provide the public and interested parties with the opportunity for meaningful involvement in the development of its plans and programs. The PPP provides guidance and direction for the MPO’s public and stakeholder involvement process, and identifies actions that can be taken to provide the public and other interested parties with the opportunity to engage in various aspects of the MPO’s planning process. The following goals & objectives guide the public and stakeholder involvement process:

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<th>Goal 1: Ensure that the public &amp; other interested parties are provided the opportunity to review &amp; comment on major MPO plans, programs, &amp; activities.</th>
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<tr>
<td>Objective 1.1</td>
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<th>Goal 2: Develop &amp; implement effective public outreach strategies.</th>
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<td>Objective 2.1</td>
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<td>Objective 2.3</td>
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<th>Goal 3: Seek out &amp; consider input from historically disenfranchised communities.</th>
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<tr>
<th>Goal 4: Coordinate public involvement &amp; consultation processes with federal, state, &amp; local agencies, as applicable.</th>
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<td>Objective 4.1</td>
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Evaluation

To maintain compliance with federal regulations and to measure the effectiveness of the procedures and strategies included in the public participation plan, the Memphis MPO continually monitors its efforts to engage the community on a monthly basis. This information is compiled and included in the annual State of the MPO Report. Monitoring these efforts improves the MPO’s ability to identify and prioritize effective outreach strategies, identify opportunities to expand or improve outreach strategies, and retool outreach strategies that are ineffective.

The Memphis MPO will continue to use the performance measures identified in Appendix F on an as-needed basis to track the effectiveness of the outreach strategies it uses as part of its public involvement process.
Strategies

The Memphis MPO uses any combination of the following strategies to promote, educate, and engage the public, as-needed, on a project-by-project basis. Based on experience from previous outreach activities, the strategies were organized into one of four categories, reflecting the primary purpose of each strategy.

Each of the strategies has been ‘scored’ according to four metrics that assist staff in evaluating the benefits and costs. Scores have been calculated after consultation with staff previously involved in utilizing each strategy. Each score is provided in graphical format to illustrate the range from low-to-high of the resources needed to successfully implement each strategy or the potential benefit of each.

- **Staff**: Indicates the number of staff required to develop and/or conduct the strategy. The more staff required to implement or conduct the strategy, the more people icons.
- **Time**: Indicates the amount of time required to develop and/or implement the strategy. The longer a strategy takes to develop or conduct, the more stopwatch icons.
- **Financial**: Indicates the potential costs necessary to develop and/or utilize the strategy. The greater the costs to use a strategy, the more money icons.
- **Reach**: Indicates the audience reach and/or impressions provided by each strategy. The greater the reach of the strategy, or the greater impact it has on encouraging involvement, the more antenna icons.

A combination of strategies are used to formulate the best outreach plan for a planning activity. Strategy selection is based on previous outreach experiences, along with leveraging emerging trends related to public outreach to garner public engagement. To illustrate how often each strategy has been used in the past, the MPO has provided a historical record of plans and studies that have been completed since 2010 in Appendix D.
Strategies included in the ‘Promoting the MPO’ category are designed to increase public awareness of the Memphis MPO, and its plans and processes.

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<td><img src="image3" alt="Financial" /></td>
<td><img src="image4" alt="Reach" /></td>
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</table>

**Legal Notices/Classifieds**
Notices will be published for all Memphis MPO TPB meetings as well as for public review periods of required MPO products. Notices shall be posted consistent with the approved Public Participation Plan (PPP). Notices shall be published a minimum of 10 days prior to the meeting in applicable newspapers. See Appendix H for a list of newspaper outlets.

**Resource Needs:**
- Staff
- Time
- Financial
- Reach

**Television/Radio**
Television and radio announcements, or television and radio appearances can be used to present information on current projects and reach a large audience to encourage involvement with the plan or project. See Appendix H for a list of television and radio outlets.

**Resource Needs:**
- Staff
- Time
- Financial
- Reach
**Paid Advertisements**
Paid advertisements can be directed at target audiences to inform residents of the role and responsibilities of the MPO, and encourage involvement in plans and projects. Advertisements can be done across multiple media, including but not limited to newspaper, TV, radio, or transit.

**Resource Needs:**
- Staff
- Time
- Financial
- Reach

**Press Releases**
Formal press releases are sent to appropriate Public Relations Offices, and where available to local media to provide official statements and announcements for distribution to the public. Past example of press releases can be found on the MPO’s website.

**Resource Needs:**
- Staff
- Time
- Financial
- Reach

**Featured Stories**
The MPO maintains relationships with editors of different local media, and can provide them with information, maps, and images of current plans and projects for publication. Featured stories can broaden the audience to increase awareness and encourage engagement with MPO activities.

**Resource Needs:**
- Staff
- Time
- Financial
- Reach

**MPO Logo and Branding**
The MPO has made a significant effort to cultivate a consistent brand identity to increase public awareness of the MPO and its plans and processes. A logo representing products and publications by the MPO is used to provide a uniform and consistent look of all MPO documents.

**Resource Needs:**
- Staff
- Time
- Financial
- Reach
Strategies included in the ‘Getting the Word Out’ category are designed to improve communication to the public and educate them on MPO plans and processes. In addition to educating the public, strategies included in this category also improve awareness of the MPO by maintaining consistent outreach across multiple channels.

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<thead>
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<td>![Timers]</td>
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<td>![Signals]</td>
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</tbody>
</table>
Contact Lists
The MPO maintains email contact lists of relevant federal, state, and local agencies, as well as stakeholder groups and interested residents. These lists are used for meeting notification and project announcements. Contacts may be added based on survey responses or public meetings, or removed based on undeliverability/bounces.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Direct Mailings/ Postcards
Project specific mailings may be used to announce upcoming meetings, activities, or to provide information to a targeted group of residents. Residents are targeted as applicable for the project. Examples include but are not limited to letters, flyers, and postcards. As appropriate, information will be provided in Spanish.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Email Announcements
The MPO may use email announcements to announce upcoming meetings or activities, to kick off a project, or to announce public review opportunities. These email announcements can be targeted to specific groups or shared with the full MPO contact lists. Relevant information will be included in the emails.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Library Packets
The MPO distributes documents to participating libraries to give the public an opportunity to review and provide input on MPO plans and processes. The documents are in English with Spanish-language summaries when available. See Appendix I for a full list of participating libraries and distribution criteria.

Resource Needs:
- Staff
- Time
- Financial
- Reach
Flyers
Flyer may be used to announce upcoming meetings or promote involvement on a current project. They can be distributed to public places for display in order to reach a larger audience that other notifications may not reach. As appropriate, information will be provided in Spanish.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Handouts
The MPO may create summary handouts for use online or at public meetings. Information will be included in easily digestible formats, including but not limited to the use of graphics or other visualization techniques. As appropriate, handouts will be provided in Spanish.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Newsletter
The Travel Times is the quarterly newsletter published by the MPO through Constant Contact. Information provided may include project updates, local highlights, local/regional/national news, or invitations for public involvement.

Resource Needs:
- Staff
- Time
- Financial
- Reach

MPO Website
The main mode of communication is the MPO’s website. All relevant information regarding the metropolitan transportation planning process is provided. The website is mobile friendly, includes a web translation service, and is updated regularly to ensure the latest information is available to local, state, and federal partners, stakeholders, and the public.

Resource Needs:
- Staff
- Time
- Financial
- Reach
Social Media
The MPO maintains a Facebook Page, Twitter Profile, YouTube Channel, and LinkedIn Account. Social media accounts are updated regularly as appropriate with relevant MPO projects/plans and transportation related news to keep an active presence online. As appropriate, information will be provided in Spanish.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Videos
Videos may be created to promote ongoing plans or studies, to inform and/or educate the public and stakeholders about planning activities, or encourage involvement in MPO plans/projects. Videos are published to the MPO’s YouTube Channel and the Video Webpage on the website. As appropriate, information will be provided in Spanish.

Resource Needs:
- Staff
- Time
- Financial
- Reach
Strategies included in the ‘Engaging with the Community’ category are designed to capture quality information from the public to ensure local and regional priorities are reflected in MPO plans and studies. Emphasis is placed on strategies that are fun and engaging to the public, and that also provide an opportunity to educate the public on project constraints. Strategies can be conducted to include both online and in-person activities. Additionally, efforts are made to ensure strategies are accessible to all residents and communities.

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<th>Strategies</th>
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Surveys
During specific projects the MPO may conduct a survey to gather local priorities or gauge public opinion. Surveys may be conducted online, in-person, or through hard-copies. Thought will be given to accessible formats, including but not limited to Spanish-language and hard copies.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Comment Cards
Comment cards are used to solicit formal comments on specific issues being presented. Information collected may include local priorities, general input, or comments directly about MPO plans or studies. Comment cards are provided at each MPO public meeting.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Interactive Mapping
Maps may be used for specific projects to gather feedback from the public on local priorities and needs, or to present current and future projects in the region. Maps may be posted online, used in conjunction with a survey, or printed for use at public meetings.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Games/Activities
During specific projects the Memphis MPO may use interactive “games” to gather project priorities from the community/impacted users. These activities help MPO staff better understand the needs/wants of the community and educate the public on the financial constraints of transportation-related improvement.

Resource Needs:
- Staff
- Time
- Financial
- Reach
Visualization Techniques
Techniques to enhance understanding of transportation issues and decisions include but are not limited to the use of PowerPoint presentations, CommunityViz™ software and exercises, aerial photography, GIS software, charts, graphs, artist renderings, brochures and mapping. Visuals help breakdown complex materials for better understanding.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Meeting in a Box
All necessary information, including but not limited to agendas, presentations, handouts, posters, etc., will be made available in an easy-to-use format, either in hard copy or digital format. Information can be provided by MPO staff to interested residents on request. Providing meeting materials for residents to disseminate locally increases the reach of MPO outreach.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Live Polling
For specific projects, the MPO may conduct live polling using online applications or handheld ‘clickers’ to gather live feedback from participants at public meetings. When possible, live polling may complement a survey to develop consistent feedback across multiple media.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Display Booths
Informational booths can be set up at events providing the opportunity for public comments. Brochures and fact sheets on the MPO and its plans and processes may be distributed to educate the public and strengthen the Memphis MPO brand.

Resource Needs:
- Staff
- Time
- Financial
- Reach
Strategies included in the ‘Meeting the Community’ category outline the numerous ways the MPO reaches out to residents and stakeholders during its regular operations and during the development of specific plans and studies.

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<td>Tag-On Meetings</td>
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</table>
**Project Briefings**
The MPO may engage social organizations, attend civic club meetings, etc. as an opportunity to inform and engage an existing audience. Meeting with recognized neighborhood or interest groups can provide a way to achieve direct lines of communication.

**Resource Needs:**
- **Staff**
- **Time**
- **Financial**
- **Reach**

**Public Meetings**
Specific plans or studies may necessitate formal public meetings prior to adoption that allow staff to present on the progress of a plan/study, solicit feedback on community priorities, or provide an opportunity for the public to review draft documents and findings. Additionally, MPO TPB and ETC meetings are open to the public.

**Resource Needs:**
- **Staff**
- **Time**
- **Financial**
- **Reach**

**Open Houses**
Open houses are generally open and informal meetings that allow staff to interact with the public on a one-on-one basis. The program may include a brief presentation, an activity, presentation boards, or handouts. The primary purpose is to provide information and solicit comments.

**Resource Needs:**
- **Staff**
- **Time**
- **Financial**
- **Reach**

**Hearings**
Hearings provide a formal setting for the public to provide comments directly to MPO staff or the Board/Committees. Agendas will be distributed 10-days in advance and posted to the MPO’s website. Minutes will be taken to document the meeting and sent out 10-days following the meetings and posted on the MPO’s website.

**Resource Needs:**
- **Staff**
- **Time**
- **Financial**
- **Reach**
Project Sponsor Meetings
Local jurisdictions and agencies soliciting federal funding during the development of the TIP will hold public meetings to educate and inform the public about projects ongoing or proposed in their community. Project Sponsors will provide meeting documentation as requested to MPO staff.

Steering Committees/Focus Groups
During specific projects the MPO may convene a group of experts, individuals, or stakeholders that are representative of interested parties to provide greater insight on a specific plan or study, or to identify user specific priorities and concerns.

Resource Needs:
- Staff
- Time
- Financial
- Reach

Tag-On Meetings
The Memphis MPO may attend ongoing community meetings to conduct, discuss and make presentations to the public to further promote planning activities and plans. These meetings can also be used to collect input for ongoing Memphis MPO studies and plans.

Resource Needs:
- Staff
- Time
- Financial
- Reach
Participating with the MPO

Public Participation Requirements for Core Plans
Public Involvement Process

The Memphis MPO is responsible for four major transportation plans and programs, the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). In addition, the Memphis MPO is responsible for conducting special transportation plans and studies as-needed.

The transportation planning process is a complex system that relies on continuous public engagement. Each of the MPO’s plans incorporates public input received during their development. As themes become apparent, they are addressed and incorporated into each document and reevaluated each update. The diagram below, provided courtesy of FHWA, offers a summary of the planning procedures and components.

In addition to the general guidelines the Memphis MPO follows, the four major transportation plans and programs each require their own federally mandated process. The summaries on the following pages provide an outline of the development process, and the major guidelines for each. For more specific information on milestones for the MPO’s core planning documents, including key decision points, see Appendix B.
Regional Transportation Plan

Things to Remember:
- Public Meetings will be held to formulate a vision for the RTP, present needs identification, and present the draft RTP.
- Consultation Agencies will be afforded the opportunity to review the draft RTP concurrently with TDOT and MDOT.
- ETC and TPB members will be afforded the opportunity to review the draft RTP concurrently with TDOT and MDOT.
- Written/oral comments received on the draft RTP will be documented in the final plan. If significant written/oral comments are received, a summary, analysis, and report on the disposition of the comments will be included in the final plan.
- If the final RTP differs significantly from the draft RTP presented to the public, additional opportunities for public input will be afforded.
- The RTP will conform to air quality regulations and processes. See Appendix E for more information.
- The final RTP will be available on the MPO’s website.

DEVELOPMENT SUMMARY

Development
MPO Staff works with stakeholders and the public to develop a draft RTP reflective of the region’s needs.

State and Federal Review
TDOT, MDOT, FHWA, FTA, and EPA review the draft RTP for compliance with regulations.

Public Review
The draft RTP is made available online, in the office, at area libraries, and at public meetings for review and comment.

Adoption
The Transportation Policy Board adopts the RTP after considering public comments.

Approval
FHWA and FTA, in coordination with EPA, makes a conformity determination on the RTP.

Maintenance
MPO staff works with local, state, and federal partners to process amendments and modifications to the RTP.

Note: In the instances where the horizon year of the previously adopted RTP is over the 20-year minimum, or if the previously adopted RTP followed extensive public engagement efforts, data collection, and needs assessment, the MPO may elect, in consultation with MDOT, TDOT, and FHWA, to initiate a less intensive ‘Update’ to the RTP.
The Transportation Improvement Program (TIP) is a four-year, short-range program, which provides a prioritized list of federally funded multimodal transportation projects within the Metropolitan Planning Area (MPA). The TIP supports the vision of the Regional Transportation Plan (RTP).

Things to Remember:
- Public Meetings will be held to present the draft TIP.
- Local agencies applying for funds in the TIP are required to hold a public meeting before application submittal.
- Consultation Agencies will be afforded the opportunity to review the draft TIP concurrently with TDOT and MDOT.
- ETC and TPB members will be afforded the opportunity to review the draft TIP concurrently with TDOT and MDOT.
- Written/oral comments received on the draft TIP will be documented in the final plan. If significant written/oral comments are received, a summary, analysis, and report on the disposition of the comments will be included in the final TIP.
- If the final TIP differs significantly from the draft TIP presented to the public, additional opportunities for public input will be afforded.
- The TIP will conform to air quality regulations and processes. See Appendix E for more information.
- The final TIP will be available on the MPO’s website.

DEVELOPMENT SUMMARY

<table>
<thead>
<tr>
<th>Development</th>
<th>State and Federal Review</th>
<th>Public Review</th>
<th>Adoption</th>
<th>Approval</th>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO Staff works with stakeholders and planning partners to prioritize projects for federal funding to develop a draft TIP.</td>
<td>TDOT, MDOT, FHWA, FTA, and EPA review the draft TIP for compliance with regulations.</td>
<td>The draft TIP is made available online, in the office, at area libraries, and at public meetings for review and comment.</td>
<td>The Transportation Policy Board adopts the TIP after considering public comments.</td>
<td>FHWA and FTA, in coordination with EPA, makes a conformity determination on the TIP. Subsequent approval of the STIP/TIP occurs after FHWA makes a conformity determination on the TIP.</td>
<td>MPO staff works with local, state, and federal partners to process amendments and modifications to the TIP.</td>
</tr>
</tbody>
</table>

Update Schedule
Every 3 Years

Document Horizon
4 Years

State/Federal Review Period
State:
30-Calendar Days

Public Meeting
Minimum One in Each State Prior to Adoption

Public Review Period
30-Calendar Days Prior to Adoption

(2020 Public Participation Plan (PPP))
Unified Planning Work Program

The Unified Planning Work Program (UPWP) outlines the transportation planning priorities and work tasks that will be performed by the Memphis MPO and its state and local partners within the Metropolitan Planning Area (MPA).

Things to Remember:
- ETC and TPB members will be afforded the opportunity to review the draft UPWP concurrently with TDOT and MDOT.
- The final UPWP will be available on the MPO’s website.

Development
MPO Staff assesses funding availability/planning needs with planning partners to develop a draft UPWP.

State and Federal Review
TDOT, MDOT, FHWA, and FTA review the draft UPWP for compliance with regulations.

Public Review
The draft UPWP is made available online, in the office, and at area libraries for review and comment.

Adoption
The Transportation Policy Board adopts the UPWP after considering public comments.

Approval
FHWA and FTA approve the Final UPWP.

Maintenance
MPO staff works with local, state, and federal partners to process amendments and modifications to the UPWP.

DEVELOPMENT SUMMARY

<table>
<thead>
<tr>
<th>Update Schedule</th>
<th>Document Horizon</th>
<th>State/Federal Review Period</th>
<th>Public Meeting</th>
<th>Public Review Period</th>
</tr>
</thead>
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<tr>
<td>Every 2 Years</td>
<td>2 Years</td>
<td>State: 30-Business Days</td>
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<td>10-Calendar Days</td>
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<tr>
<td></td>
<td></td>
<td>Federal: 20-Business Days</td>
<td></td>
<td>Prior to Adoption</td>
</tr>
</tbody>
</table>

Memphis Urban Area MPO | Strengthening Regional Transportation
The Public Participation Plan (PPP) outlines the MPO’s public participation methods, the strategies for public engagement and outreach, and state and Federal regulations regarding public participation. The PPP provides the general public with an overview of opportunities to be engaged.

Things to Remember:
• Consultation Agencies may be afforded the opportunity to review the draft PPP concurrently with TDOT and MDOT.
• ETC and TPB members will be afforded the opportunity to review the draft PPP concurrently with TDOT and MDOT.
• Written/oral comments received on the draft PPP will be documented in the final plan.
• The final PPP will be available on the MPO’s website.

Development
MPO Staff evaluates the effectiveness of the outreach strategies to develop a draft PPP.

State and Federal Review
TDOT, MDOT, FHWA, and FTA review the draft PPP for compliance with regulations.

Public Review
The draft PPP is made available online, in the office, and at area libraries for review and comment.

Adoption
The Transportation Policy Board adopts the PPP after considering public comments.

Approval
The Final PPP is forwarded to FHWA and FTA for their records.

Maintenance
MPO staff works with local, state, and federal partners to process amendments and modifications to the PPP.

DEVELOPMENT SUMMARY

- Update Schedule: As-Needed
- Document Horizon: Continuous
- State/Federal Review Period:
  - State: 30-Calendar Days
  - Federal: 20-Business Days
- Public Meeting:
  - N/A
- Public Review Period:
  - 45-Calendar Days Prior to Adoption
Annual Listing of Obligated Projects

The Annual Listing of Obligated Projects (ALOP) lists which Federal funds have been obligated in the preceding year as a record of project delivery and a progress report for public information and disclosure. The report identifies all transportation projects in the Memphis Area MPO’s Planning Area that were obligated during the previous fiscal year.

Within ninety (90) days after the end of the fiscal year, the ALOP will be made publicly available on the MPO’s website and shared with the members of the Engineering and Technical Committee (ETC) and Transportation Policy Board (TPB).

For more information on the ALOP, visit the Memphis MPO’s Annual Listing of Obligated Projects Webpage.

Other MPO Plans and Studies

In addition to the four major documents, the Memphis MPO conducts other multimodal plans and studies, in coordination with local, regional, state, and federal partners. A combination of outreach methods, engagement opportunities, and public comment periods may be used in the development of specific plans or studies.

For more information on MPO plans and studies, visit the Memphis MPO’s Plans Webpage.
Protection for All

Inclusion for all in Transportation
Involving Everyone

“It is the policy of the Memphis MPO not to exclude, deny, or discriminate on the basis of race, color, national origin, ethnicity, immigration status, sex, gender, gender identity and expression, sexual orientation, age, religion, veteran status, familial or marital status, disability, medical or genetic condition, or any other characteristic protected under applicable federal or state law in its hiring or employment practices, or in its admission to, access to, or operations of its programs, services, or activities.”

Potential Obstacles to Participation

The Memphis MPO strives to consider and make special outreach efforts during the development of plans and studies to ensure inclusion of historically disenfranchised communities. The MPO believes all should have input and benefit from transportation investments and considers potential challenges when designing outreach plans:

- Attempting to climb stairs with an injured back
- No access to a vehicle
- Navigating in a place where no one speaks your language
- Having something to say in a meeting but feeling completely ignored
- Finding time to participate

These obstacles are only a portion of what community members potentially face. The MPO strives to lighten these obstacles by making public involvement as accessible as possible. Some example of previous techniques and efforts include:

- Outreach to historically disenfranchised communities by sending documents to area libraries for public review;
- Informational posters placed in libraries, community centers, or public buildings;
- Media releases (radio and newspaper);
- Public Notices run in La Prensa Latina (Spanish language newspaper), and The New Tri-State Defender (Black/African American newspaper);
- Regular information updates on social media: Facebook (@MemphisMPO), Twitter (@MemphisMPO), and YouTube (/memphismpo);
- Flyers and posters for public meetings printed in Spanish;
- Distribution of flyers and posters for public meetings to senior centers, including several with high minority populations;
- Plans and documents provided online and in accessible formats when requested and executive summaries for major documents provided in Spanish online;
- Web translation service provided for the Memphis MPO website;
- Telephone translation services provided by the City of Memphis and Shelby County Government;
- Inviting representatives of organizations that represent communities of color, people with disabilities, and seniors to meetings and appropriate workshops;
• Provision of foreign language and American Sign Language translators at public meetings when appropriate;
• Interactive polling at public meetings;
• Paper and online surveys, made available in English and Spanish;
• Informational videos, made available in English and Spanish;
• Narrated versions of public presentations published on YouTube (/memphismpo);
• Presentations from local, state, and national conferences shared online in the MPO’s Media Center Webpage;
• Online and paper mapping exercises

Protected Classes

In an effort to identify the location and concentration of communities protected under Title VI and other nondiscriminatory regulations, the following maps were created to display Census Block Groups/Tracts that exceed the regional average of each group. For a complete analysis, see the Memphis MPO’s Title VI/ADA Webpage.

Racial and Ethnic Minorities

For the purposes of this plan, Racial and Ethnic minorities are defined as individuals that do not identify as White, Non-Hispanic. Under this definition, the estimated Minority population accounts for approximately 58.0% of the total population within the MPA. Areas shaded in color on the map to the left are block groups that exceed the regional average.

Limited English Proficiency

The Department of Justice (DOJ) defines LEP persons as, “Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English...” Approximately 8.6% of the population within the MPA are considered LEP individuals. Areas shaded in color on the map to the left are block groups that exceed the regional average.
Poverty/Low-Income Households

FHWA defines low-income individuals as, “A person whose median household income is at or below the Department of Health and Human Services (HHS) poverty guidelines.” Approximately 16.7% of the households within the MPA have a household income that is below the poverty line. Areas shaded in color on the map to the left are block groups that exceed the regional average.

Persons with Disabilities

The Census Bureau uses the definition selected by the HHS to define individuals with disabilities, and that definition is outlined in Section 4302 of the Affordable Care Act. Approximately 12.4% of the total civilian non-institutionalized population within the MPA have at least one of the disabilities included in the HHS definition for people with disabilities. Areas shaded in color on the map to the left are tracts that exceed the regional average.

Aged 65 and Over (Seniors)

According to the 2013-2017 ACS estimates, approximately 12.3% of the population within the MPA is at least 65 years old or older. Areas shaded in color on the map to the left are block groups that exceed the regional average.
Vehicle Access

According to the 2013-2017 ACS estimates, approximately 7.9% of the households within the MPA do not have access to a personal vehicle. Areas shaded in color on the map to the left are block groups that exceed the regional average of households that do not have access to a personal vehicle.

Internet Access

According to the 2013-2017 ACS estimates, approximately 22.8% of the households within the MPA do not have internet access. Areas shaded in color on the map to the left are block groups that exceed the regional average of households that do not have internet access.

Transit Service Profile

When scheduling public meetings and identifying potential meeting locations, the Memphis MPO staff reviews the location’s access to surrounding transit routes, where available, to maximize meeting attendance and provide access to a wider audience.

The Memphis Area Transit Authority (MATA) is the primary public transportation provider and direct recipient of FTA funds for the Memphis area. MATA transports customers in the City of Memphis and parts of Shelby County. In addition to the services MATA provides, there several Human Resource Agencies (HRAs) throughout the region that provide transportation services for older adults, persons with disabilities, and low-income communities. The map on the following page shows existing transit services and service areas offered by MATA and HRAs within the region as of Winter 2019.

For more information regarding the HRAs located with the region, see the Memphis MPO’s [Coordinated Public-Transit Human Services Transportation Plan (CPT-HSTP)](https://example.com).
The Memphis Area Transit Authority (MATA) is one of the largest public transportation providers in the state of Tennessee.
**Nondiscrimination Legislation**

The Memphis MPO pledges to adhere to all applicable nondiscrimination legislation. The policies and programs of the Memphis MPO should avoid disproportionately negative impacts on minority and low-income populations. Emphasis will be placed on providing equitable distribution of benefits of employment, education and community to traditionally underrepresented communities and protected groups.

**Title VI of the 1964 Civil Rights Act**

Title VI of the 1964 Civil Rights Act states that “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 otherwise be subject to discrimination under any program or activity that is a recipient of federal financial assistance.”

Title VI regulations apply to all organizations (government or not-for-profit) that receive federal funds. The Tennessee and Mississippi Departments of Transportation (TDOT and MDOT) receive federal funds from the United States Department of Transportation (USDOT), and distribute these federal funds to MPOs throughout their respective states. As a result, all MPOs and transportation planning activities that are federally funded must comply with Title VI.

**Americans with Disabilities Act (ADA) of 1990**

The Americans with Disabilities Act, which became law in 1990, is the first comprehensive civil rights law passed by U.S. Congress prohibiting discrimination against people with disabilities in all areas of public life, including but not limited to: employment, government services, public accommodations, commercial facilities, and transportation.

The aforementioned legislation guides the Memphis MPO’s and its member agencies' efforts to ensure that individuals with disabilities are not denied access to, be excluded from participation in, be denied benefits of, or otherwise subjected to discrimination under any program or activity of the Memphis MPO.

**Executive Order 12898: Environmental Justice (EJ)**

A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice (EJ) a part of its mission by identifying and addressing the effects of all programs, policies, and activities on “minority populations and low-income populations.” The MPO’s EJ initiatives will strive to accomplish this by involving the potentially affected public through public involvement.

The Federal Highway Administration (FHWA) defines three fundamental EJ principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.
Executive Order 13166: Limited English Proficiency (LEP)

On August 11, 2000, President William J. (Bill) Clinton signed Executive Order (E.O.) 13166. E.O. 13166 requires any agency receiving federal funding to examine the services it provides, identify any need for services to those with limited English proficiency, and develop and implement a system by which Limited English Proficiency (LEP) persons can meaningfully access those services without unduly burdening the fundamental mission of the agency.

According to the guiding policy, there are four factors to consider in determining “reasonable steps.” These four factors, as they apply to the MPO, include:

- **Factor 1**: The number or proportion of LEP Persons served or encountered in the eligible service population;
- **Factor 2**: The frequency with which LEP Individuals may come in contact with MPO programs, activities, or services;
- **Factor 3**: The nature and importance of the program, activity, or service provided by the MPO;
- **Factor 4**: The resources available and overall cost to the MPO.

Additional Nondiscrimination Legislation

Additional non-discrimination legislation which the Memphis MPO is subject to, and that has broadened the groups and communities that are protected, includes:

- 1970 Uniform Act
- Section 504, Rehabilitation Act of 1973
- Section 162(a), Federal Aid Highway Act of 1973
- Age Discrimination Act of 1975
- Civil Rights Restoration Act of 1987

For more information related to nondiscrimination, visit the Memphis MPO’s Title VI/ADA Webpage.

Requesting an Accommodation

Requests for reasonable accommodations, including meeting accommodations or to receive materials in alternative formats, should be directed to the Title VI Coordinator, at 125 N. Main Street, Suite 450, Memphis, TN 38103, or by phone at 901.636.7146, or by email to Nick.Warren@memphistn.gov.
For more information on the 2020 Public Participation Plan (PPP) of the Memphis MPO, visit memphismopo.org.