2020 Public Participation Plan (PPP)
APPENDIX

Memphis MPO
METROPOLITAN PLANNING ORGANIZATION

Strengthening Regional Transportation
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.

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Note: The photographs used in this document are for illustrative purposes only. Photographs used were submitted to the Memphis MPO by the public.
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Consultation Agencies
Federal Agencies
Federal Highway Administration (FHWA) - Tennessee and Mississippi Divisions, Federal Transit Administration (FTA) Region 4, Environmental Protection Agency (EPA) Region 4, U.S. Army Corps of Engineers - Memphis District, U.S. Coast Guard, U.S. Fish & Wildlife Services, U.S. Forest Service, National Park Service (NPS).

State Agencies:
Tennessee Department of Transportation (TDOT), Mississippi Department of Transportation (MDOT), Tennessee Department of Environment and Conservation (TDEC), Mississippi Department of Environmental Quality (MDEQ), Tennessee State Historic Preservation Office, Tennessee Wildlife Resource Agency, Tennessee Valley Authority (TVA).

Other Agencies:
Memphis Area Transit Authority (MATA), West Memphis Metropolitan Planning Organization (MPO), Memphis and Shelby County Division of Planning and Development (DPD).

As TDOT is the lead State DOT and per the 2015 FHWA-TDOT Oversight Agreement, FHWA, FTA, TDOT, and MDOT receive a designated number of review and comment days for required MPO products. Other interested parties and stakeholders can be consulted with during the development of MPO plans and studies.

For more information on the consultation procedures conducted, see the specific plan or study in question.
Develop Goals and Objectives
Approve Socio-Demographic Data
Conduct Needs Assessment
Evaluate Planning Funding Scenarios
Adopt Final RTP & AQ CDRs
Final Federal Approval

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) KEY REVIEW AND APPROVALS

Estimated Time to Complete: 1.5 years

UNIFIED PLANNING WORK PROGRAM (UPWP) KEY REVIEWS AND APPROVALS

Estimated Time to Complete: 6 - 9 months

PUBLIC PARTICIPATION PLAN (PPP) KEY REVIEWS AND APPROVALS

Estimated Time to Complete: 6 months - 1 year

Indicates opportunities for public comment. For more information on the full scope of each plan, consult related public participation or documentation. For federal/local/state information, see the specific plan in question.

For more information on the full scope of each plan (consultation, public participation, air quality, etc.), see the specific plan in question.

For information on the full scope of each plan (consultation, public participation, air quality, etc.), see the specific plan in question or visit Chapter Four in the PPP.

Additionally, other MPO plans or studies may follow their own process specific to the planning effort.

Estimated Time to Complete:
- 1 - 1.5 Years
- 6 Months - 1 Year
- 2 Years

2020 Public Participation Plan (PPP) Appendix
During the public meetings for the Livability 2050: Regional Transportation Plan, and Fiscal Year (FY) 2020-2023 Transportation Improvement Program (TIP), MPO staff asked meeting attendees to place stickers on a presentation board about their experience and preferences related to public meetings and content.

**Question 1:** How did you hear about today’s meeting?

- **37%** Email
- **15%** Word of Mouth
- **13%** Social Media
- **13%** Postcard
- **5%** TV/News

**How You Heard of Today’s Meeting**

**Question 2:** In general, how do you tend to hear about news/events in your community?

- **50%** News (TV, Radio, Paper)
- **27%** Social Media
- **9%** Website
- **13%** Local Municipality
- **7%** Community Organization
- **5%** Place of Worship
- **1%** Neighborhood Association

**Most Often Hear About Events Through**

**Question 3:** How would you likely provide your input to the Memphis MPO?

- **30%** Email/Letter
- **24%** Public Meetings/Comment Cards
- **22%** Online Surveys
- **11%** Social Media
- **7%** Focus Group/Steering Committee
- **4%** Website

**Preferred Method of Providing Input**

**Question 4:** How would you prefer to have detailed/complicated material presented to you?

- **37%** Online in Advance
- **37%** Brochure/Flyer
- **18%** Live Presentation
- **8%** Maps/Charts/Visual Aids

**Review Detailed or Complicated Info**

**Question 5:** How are you currently connected to the Memphis MPO?

- **32%** Not Connected
- **25%** Attend MPO Meetings
- **25%** Emails/Newsletters
- **11%** Social Media
- **2%** Provided Public Comments

**Current Connection With MPO**
An online survey for the 2020 Public Participation Plan ran from September 24 through October 31. The survey asked participants to evaluate the findings from the RTP and TIP Sticker Exercise.

I hear about news and events in my community from my city/town's website.

I hear about news and events in my community from the local news (TV, Radio, Newspaper).

I hear about news and events in my community from social media (Facebook, Twitter, YouTube, Etc.).

I hear about news and events in my community from community organizations I'm a part of.

I would provide comments/feedback on transportation plans and studies through an online survey.

I would provide comments/feedback on transportation plans and studies at a public meeting/comment card.

I would provide comments/feedback on transportation plans and studies by an email or letter.

I would provide comments/feedback on transportation plans and studies through the MPO's website/social media.

I would provide comments/feedback on transportation plans and studies in a focus group.

How would you prefer to have detailed or complicated information presented to you? (Select 2)
The online survey was unveiled in the 2019 Fall Edition of the Travel Times, on September 24. It was also shared on the MPO’s social media channels and posted on the homepage of the MPO’s website. Additionally, partner agencies shared the survey through their own channels. The survey ran through October 31.
Memphis Urban Area MPO | Strengthening Regional Transportation
The Memphis MPO reviewed the Public Participation Plans of fellow MPOs, as well as local and state planning partners. Below is a list of the agencies that were reviewed to determine best practices and enhance consistency amongst Tennessee partners.

**Tennessee MPOs**
- Bristol Metropolitan Transportation Planning Organization (MTPO)
- Chattanooga-Hamilton County Regional Planning Agency (CHCRPA)
- Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO)
- Cleveland Urban Area Metropolitan Planning Organization (MPO)
- Greater Nashville Regional Council (GNRC)
- Jackson Area Metropolitan Planning Organization (MPO)
- Johnson City Metropolitan Planning Organization (MTPO)
- Kingsport Metropolitan Transportation Planning Organization (KMTPO)
- Knoxville Regional Transportation Planning Organization (TPO)
- Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO)

**Mississippi MPOs**
- Central Mississippi Planning and Development District (CMPDD)
- Gulf Regional Planning Commission (GRPC)
- Hattiesburg Metropolitan Planning Organization (MPO)

**Arkansas MPOs**
- Metroplan (Central Arkansas)
- Northeast Arkansas Regional Transportation Planning Commission (NARTPC)
- Northwest Arkansas Regional Planning Commission (NWARPC)
- Southeast Arkansas Regional Planning Commission (SARPC)
- Texarkana Metropolitan Planning Organization (MPO)
- Tri-Lakes Metropolitan Planning Organization (MPO)

**Additional MPOs**
- Alamo Area Metropolitan Planning Organization (MPO)
- Atlanta Regional Commission (ARC)
- Broward Metropolitan Planning Organization (MPO)
- Community Planning Association of Southwest Idaho (COMPASS)
- Greater Buffalo Niagara Regional Transportation Council (GBNRTC)
- New York Metropolitan Transportation Council (NYMTC)

**State and Local Agencies**
- Tennessee Department of Transportation (TDOT)
- Mississippi Department of Transportation (MDOT)
- Memphis Area Transit Authority (MATA)
In compliance with federal regulations 23 CFR 450, the Memphis Urban Area Metropolitan Planning Organization (MPO) has made available the Draft 2020 Public Participation Plan (PPP) for a 45-day public review and comment period, from March 6, 2020 – April 19, 2020. These documents will be made available for review from 8:00 AM until 4:30 PM, Monday through Friday, in the offices of the Memphis MPO located at 125 N. Main Street, Room 450, Memphis, TN 38103, or for download from the Internet at memphismpo.org. The English language copies and the Spanish language summaries are also available for public review in the library systems of Shelby, Fayette, DeSoto, and Marshall counties. Comments may be submitted to Pragati Srivastava, Memphis MPO, 125 N. Main Street, Room 450, Memphis, TN 38103 or via email at Pragati.Srivastava@memphistn.gov.

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This notice is funded (in part) under an agreement with the State of TN and MS, Departments of Transportation.
Outreach Strategy Historical Record
The Memphis MPO has provided a historical record illustrating how often each strategy has been used in the development of the MPO’s plans and studies since 2010. When developing strategies for plans and studies moving forward, the MPO will reflect back on their historical use.
Air Quality Conformity Process
Why Perform Air Quality Analysis?
In non-attainment and maintenance areas, transportation planners and air quality professionals conduct a transportation conformity analysis to estimate the effects of transportation projects and plans on air quality. These analyses determine if the project can be implemented without increasing the severity/frequency of violations of any applicable National Ambient Air Quality Standards (NAAQS).

Exempt versus Non-Exempt Projects:
40 CFR 93.127 outlines criteria that determines exempt projects. The Memphis MPO will initially evaluate the proposed RTP/TIP amendment for air quality conformity determination to determine “exempt” versus “non-exempt” status, see Appendix J for definitions. The Memphis MPO staff will then conduct the required interagency consultation. IAC’s consultation procedures for planning assumptions, modeling assumptions, regional significance, project exemptions, conformity methodologies/tests, etc can be found at 40 CFR 93.105. Further, exempt project amendments will be made available for a 14-day IAC and public review period, while non-exempt project amendments will be made available for a 30-day IAC and public review period.

Public Participation Requirements:
The Memphis MPO will conduct the required interagency consultation and publish a public notice announcing the availability of the amendment for public review. A public participation process will be conducted that is consistent with the Memphis MPO’s approved Public Participation Plan. Public comments, written, electronic, or oral, on the amendment will be received and compiled by the Memphis MPO. These comments will be considered by the TPB. The TPB meeting to consider the amendment will serve as the public hearing on the RTP/TIP amendment.
Performance Measures and Tracking
The Memphis MPO uses performance measures to track the effectiveness of the outreach strategies it uses as part of its public involvement process. These performance measures are separated into several categories and are intended to measure the effectiveness of the MPO’s outreach efforts. The MPO will use these measures on an as-needed basis to assess the effectiveness of the outreach strategies.

### Objective: Increase public awareness of the Memphis MPO, and its plans and processes.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Maximizing Benefits</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Notices/Classifieds</td>
<td>• Post legal notices/advertisements in accordance with applicable federal, state, and local requirements</td>
<td>• Circulation of newspaper</td>
</tr>
<tr>
<td>Television/Radio</td>
<td>• Seek coverage from media outlets that reach the target audience</td>
<td>• Annual # of radio or television appearances</td>
</tr>
<tr>
<td>Paid Advertisements</td>
<td>• Seek coverage from media outlets that reach the target audience</td>
<td>• Impressions/Reach of paid advertisements</td>
</tr>
<tr>
<td>Press Releases</td>
<td>• Seek coverage from media outlets that reach the target audience</td>
<td>• Annual # MPO press releases</td>
</tr>
<tr>
<td>Featured Stories</td>
<td>• Seek coverage from media outlets that reach the target audience</td>
<td>• Annual # of MPO newspaper appearances or featured stories</td>
</tr>
<tr>
<td>MPO Logo and Branding</td>
<td>• To the maximum extent practicable, ensure that the MPO logo is included in MPO products and publications</td>
<td></td>
</tr>
</tbody>
</table>
## Objective: Improve communication to the public and educate them on MPO plans and processes.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Maximizing Benefits</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Lists</strong></td>
<td>- Update quarterly based on underdeliverable email and the receipt of new contact info</td>
<td>- Annual # of Contacts</td>
</tr>
<tr>
<td></td>
<td>- Annual # of Subscribers/ Unsubscribers</td>
<td>- Annual # of Subscribers/ Unsubscribers</td>
</tr>
<tr>
<td><strong>Direct Mailings/ Postcards</strong></td>
<td>- Coordinate with local expertise to ensure wide coverage area of mailings</td>
<td>- # of meeting attendees who indicate receipt</td>
</tr>
<tr>
<td></td>
<td>- Provide spanish-language versions when possible</td>
<td>- Impressions/Reach of mailings</td>
</tr>
<tr>
<td><strong>Email Announcements</strong></td>
<td>- Update quarterly based on undeliverable email</td>
<td>- Annual # of Recipients</td>
</tr>
<tr>
<td></td>
<td>- Average Constant Contact “Open” and “Click” Rate</td>
<td>- Average Constant Contact “Open” and “Click” Rate</td>
</tr>
<tr>
<td><strong>Library Packets</strong></td>
<td>- Conduct annual checks</td>
<td>- Annual library attendance</td>
</tr>
<tr>
<td></td>
<td>- Provide clear instructions to library staff</td>
<td></td>
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<tr>
<td></td>
<td>- Promote distribution on social media</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Provide spanish-language versions</td>
<td></td>
</tr>
<tr>
<td><strong>Flyers</strong></td>
<td>- Post on website, distribute to contact list, provide at all public meetings</td>
<td>- # of Locations Posted</td>
</tr>
<tr>
<td></td>
<td>- Provide spanish-language versions</td>
<td></td>
</tr>
<tr>
<td><strong>Handouts</strong></td>
<td>- Post on website, distribute to contact list, provide at all public meetings</td>
<td>- # of handouts printed</td>
</tr>
<tr>
<td></td>
<td>- Provide spanish-language versions</td>
<td>- # of handouts given out</td>
</tr>
<tr>
<td><strong>Newsletter</strong></td>
<td>- Distribute to interested parties/ MPO contacts quarterly</td>
<td>- Annual # of Recipients</td>
</tr>
<tr>
<td></td>
<td>- Post online to MPO’s website, and social media</td>
<td>- Average Constant Contact “Open” and “Click” Rate</td>
</tr>
<tr>
<td><strong>MPO Website</strong></td>
<td>- Update regularly to include information regarding MPO planning efforts</td>
<td>- Annual # of website hits and visits</td>
</tr>
<tr>
<td></td>
<td>- Annual % change in # of website hits and visits</td>
<td></td>
</tr>
<tr>
<td><strong>Social Media</strong></td>
<td>- Update regularly with information regarding MPO meetings and activities, major regional accomplishments, and transportation-related news</td>
<td>- Annual # of Facebook Likes</td>
</tr>
<tr>
<td></td>
<td>- Annual # of Twitter Followers</td>
<td>- Annual # of YouTube Views</td>
</tr>
<tr>
<td></td>
<td>- Annual # of LinkedIn Followers</td>
<td>- Annual # of LinkedIn Followers</td>
</tr>
<tr>
<td><strong>Videos</strong></td>
<td>- Share videos on social media</td>
<td>- # of views</td>
</tr>
<tr>
<td></td>
<td>- Provide easy to understand information in a simple and fun format</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Provide spanish-language versions when possible</td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Surveys</td>
<td>• Share on the MPO’s website and social media</td>
<td>• # of survey respondents</td>
</tr>
<tr>
<td></td>
<td>• Coordinate with local partners to distribute</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide spanish-language versions</td>
<td></td>
</tr>
<tr>
<td>Comment Cards</td>
<td>• Provide comment cards at every public meeting</td>
<td>• Annual # of comment cards received at public meetings</td>
</tr>
<tr>
<td></td>
<td>• Provide spanish-language versions</td>
<td>• Annual # of email comments received regarding MPO activities</td>
</tr>
<tr>
<td>Interactive Mapping</td>
<td>• Regularly update the MPO’s webmap</td>
<td>• # of respondents</td>
</tr>
<tr>
<td></td>
<td>• Include print/digital maps during outreach/surveys when possible</td>
<td>• # of data points recorded</td>
</tr>
<tr>
<td>Games/Activities</td>
<td>• Keep the exercise quick and simple</td>
<td>• # of participants</td>
</tr>
<tr>
<td></td>
<td>• Provide spanish-language versions</td>
<td></td>
</tr>
<tr>
<td>Visualization Techniques</td>
<td>• Regularly review planning documents to identify processes or information that can be better articulated through graphic visualization</td>
<td></td>
</tr>
<tr>
<td>Meeting in a Box</td>
<td>• Ensure that staff remains aware of and responsive to opportunities</td>
<td>• # of meetings in a box provided/requested</td>
</tr>
<tr>
<td>Live Polling</td>
<td>• Ensure that staff remains aware of polling software available to the MPO and responsive to opportunities to use polling software to gather feedback at meetings</td>
<td>• # of participants</td>
</tr>
<tr>
<td>Display Booths</td>
<td>• Ensure that staff remains aware of and responsive to opportunities to participate in non-MPO events</td>
<td>• # of booths set up</td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Project Briefings</td>
<td>• Promote the availability of MPO staff to agencies, groups, classes, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure that staff remains aware of and responsive to opportunities</td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>Open Houses</td>
<td>• Conduct during accessible times and at accessible locations when possible</td>
<td>• # of attendees</td>
</tr>
<tr>
<td></td>
<td>• Promote on the MPO’s website and social media</td>
<td>• Annual # of attendees</td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>Public Meetings</td>
<td>• Conduct during accessible times and at accessible locations when possible</td>
<td>• Annual # of MPO events</td>
</tr>
<tr>
<td></td>
<td>• Promote on the MPO’s website and social media</td>
<td>• Annual # of attendees</td>
</tr>
<tr>
<td></td>
<td>• Ensure timely scheduling on the MPO’s Calendar</td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>Hearings</td>
<td>• Promote on the MPO’s website</td>
<td>• Annual # of attendees</td>
</tr>
<tr>
<td></td>
<td>• Ensure timely scheduling on the MPO’s Calendar</td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>Project Sponsor Meetings</td>
<td>• Promote on the MPO’s website and social media</td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>Steering Committees/ Focus Groups</td>
<td>• Ensure that meetings are formatted to provide specific information requested by the group/committee, and highlight issues that are of interest to the group/committee</td>
<td>• # of participating organizations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• # of stakeholder meetings</td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>Guided Tours</td>
<td>• Promote the availability of MPO staff to agencies, groups, classes, etc.</td>
<td>• # of tours</td>
</tr>
<tr>
<td></td>
<td>• Ensure that staff remains aware of and responsive to opportunities</td>
<td>• # of participants</td>
</tr>
<tr>
<td>Strategy</td>
<td>Maximizing Benefits</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>Tag-On Meetings</td>
<td>• Promote the availability of MPO staff to agencies, groups, classes, etc.</td>
<td>• # of meetings</td>
</tr>
<tr>
<td></td>
<td>• Ensure that staff remains aware of and responsive to opportunities</td>
<td>• # of attendees</td>
</tr>
</tbody>
</table>

Objective: Reach out to residents and stakeholders by going and meeting the community where they are at.
As part of the 2014 PPP, the Memphis MPO began tracking outreach efforts on a monthly basis. The following charts show the trends for each of the metrics that staff collects on a monthly basis. For more information, see the Annual State of the MPO Report.
Public Noticing Guidelines
Open Meetings
The Memphis MPO will publish public notices and hold public meetings and hearings consistent with the Public Participation Plan. The Memphis MPO will continue to maintain compliance with applicable state regulations pertaining to public involvement and access to information as part of its public outreach efforts.

Noticing of Hearings and Public Meetings
The MPO uses multiple venues and technologies to provide adequate notice to its planning area. Notices include date, time, location and a summary of the issues to be discussed and/or decided at the hearing or public meeting. Public Notices are published according to the planning product requirements and consistent with the Public Participation Plan (PPP).

All published Memphis MPO public notices inform any person needing special assistance to ensure their ability to participate at public meetings and public hearings that they should contact the office no less than ten (10) business days before the meeting.

Hearings
Hearings are hosted by the Transportation Policy Board (TPB) and Engineering and Technical Committee (ETC) prior to adopting or amending any plan. If the final plan for adoption differs significantly from the draft presented to the public, additional opportunity for public comment/input is required.

Agenda and Minutes
Meeting agendas and minutes are available for viewing and download on the Memphis MPO website. Meeting agendas are distributed ten (10) calendar days before each meeting. Meeting minutes are taken and distributed to Memphis MPO members as well as posted on the Memphis MPO website within ten (10) calendar days after the meetings.

Public Comments
Memphis MPO accepts public comments, written, electronic, or oral, at meetings and on all planning products. Each meeting and plan review process has a dedicated comment period. Comments for planning products are compiled and published within the plan. Comments at public meetings are documented and published in meeting minutes on the MPO’s website.

Note: In an event where the procedures outlined in the PPP cannot be implemented due to emergency circumstances, the MPO may elect to implement alternative outreach procedures that are available to the MPO, in consultation with State and Federal partners.
Print Media

At a minimum, the Memphis MPO advertises in The Commercial Appeal, The DeSoto-Times Tribune, La Prensa Latina, and The New Tri-State Defender to notify the public of upcoming meetings and public review and comment periods. At a minimum, public notices include 1) the date, time, location, and a summary of the issues to be discussed at the meeting, or 2) the planning products under public review.

- **The Commercial Appeal**
  A daily newspaper of general circulation covering Memphis, Tennessee and its surrounding area.

- **The DeSoto Times-Tribune**
  A community newspaper covering DeSoto County, Mississippi, including Olive Branch, Southaven, Horn Lake, Hernando, and Walls.

- **La Prensa Latina**
  The Mid-South’s largest bilingual weekly newspaper serving the Latino/Hispanic community in Memphis, Tennessee and its surrounding area.

- **The New Tri-State Defender**
  A weekly newspaper in Memphis, Tennessee serving the Black/African-American community in Memphis, Tennessee and its surrounding area.

The Memphis MPO also remains cognizant of additional local media outlets that can be utilized to increase awareness of MPO plans and processes:

**Local Media**
- The Bartlett Express
- The Collierville Herald
- The Daily Memphian
- The Memphis Business Journal
- The Memphis Daily News
- The Memphis Flyer
- The Millington Star
- The South Reporter (Marshall County)
- The Best Times (Seniors)

**Regional Media**
- WHBQ (FOX-13)
- WKNO (PBS-10)
- WMC (NBC-05)
- WPTY (ABC-24)
- WREG (CBS-03)
Library Distribution System
The Memphis MPO maintains a list of participating libraries that receive Library Packets based on established criteria.

**Note:** Primary Libraries (Red) are the designated Central Library for their community, and as such receive Library Packets for all TPB Meetings and Plan Adoptions/Amendments. Secondary Libraries (Teal) are considered Branch Libraries, and only receive Library Packets for Plan Adoptions.
Social Media Policy
Memphis MPO Web 2.0 - Use Policy

As social media is a fast-evolving means of public interface, this policy statement may be updated administratively to ensure its continued use is consistent with its intended purpose as limited forum.

The Memphis Urban Area Metropolitan Planning Organization (MPO) social media channels provide an opportunity for sharing and discussing information about the Memphis Urban Area MPO and transportation-related programs and activities. Comments and opinions expressed by users of social media channels including LinkedIn®, YouTube®, Facebook®, and Twitter® are theirs alone and do not reflect the opinions of the Memphis MPO or its employees.

All public comments are reviewed and screened in accordance with the below Memphis Urban Area MPO social media use policy. We encourage members of the public to submit their questions, comments, and concerns, but please note that all MPO social media channels are moderated online discussion sites, not a public forum.

External User Guidelines

1. We do not allow graphic, obscene, explicit, racial or otherwise discriminatory comments or submissions, nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization.

2. We do not allow solicitations or advertisements. This includes promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial or non-governmental agency.

3. We do not allow comments that suggest or encourage illegal activity.

4. MPO social media channels are not open to comments promoting or opposing any person campaigning for election to a political office or promoting or opposing any ballot proposition.

5. All MPO social media authors and public commentators shall be clearly identified. Anonymous blog postings shall not be allowed. Personal responsibility for comments is assumed, (username & any information provided).

6. We review all comments and reserve the right to discard messages containing inappropriate content.

7. Appearance of external links does not constitute any official endorsement on behalf of the Memphis Urban Area MPO.
Comments will not be edited by the Memphis Urban Area MPO. However, only comments that comply with the Memphis Urban Area MPO use policy will be approved for posting. The use of vulgar, offensive, defamatory (personal attacks), threatening or harassing language is prohibited, and comments or user accounts therein are subject to removal.

Public comments on MPO-generated content should be limited to comments related to the posted topic. MPO social media channels are not the proper place to express opinions or beliefs not directly related to subjects/areas in which the MPO conducts its business (ex., transportation policies & programs). If comments left on our social media postings are constructive, we view those posts as an opportunity to discuss, clear up misunderstandings, or otherwise work through whatever issues the person is having.

We encourage comments on content shared via our social media channels, as all viewpoints are welcome, but participation must be constructive. We reserve the right to make editorial decisions regarding submitted comments, including but not limited to removal of comments.

Communications made through e-mail and messaging systems within social media channels will in no way constitute a legal or official notice or comment to the Memphis Urban Area MPO (or any official or employee of Memphis Urban Area MPO) for any purpose. For example, a post, comment, Tweet, or Facebook Message that asks the Memphis Urban Area MPO to provide public records will not be considered a public records request until being sent through the proper channels.

Comments on MPO plans & work programs to be entered into the public record shall be submitted through traditional means, or the formal transportation planning process. Inquiries specific to a Memphis Urban Area MPO project or program should be submitted directly to the appropriate project manager or transportation planner via the MPO staff roster available at memphismpo.org/about/staff-members.

Questions or concerns regarding the Memphis Urban Area MPO presence in various social media channels should be directed to the MPO’s Administrator, Pragati Srivastava at Pragati.Srivastava@memphistn.gov.
Acronyms and Definitions
In an effort to ensure that readers will understand the acronyms and technical language used in this report, this appendix includes the most used MPO terminology and its definitions as it relates to the transportation planning process.

**ACS** - American Community Survey: An ongoing survey by the U.S. Census Bureau. It regularly gathers information previously contained only in the long form of the decennial census, such as ancestry, citizenship, educational attainment, income, language proficiency, migration, disability, employment, and housing characteristics.

**ADA** - Americans with Disabilities Act of 1990: Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

**ADEQ** - Arkansas Department of Environmental Quality: State agency responsible for environmental issues in Arkansas.

**ADT** - Average Daily Traffic: The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.

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

**Amendment** - a revision to a federally required planning document that involves major changes to a project or program and requires approval from the TPB. For a full definition of what constitutes an amendment, see the specific plan or program in question.

**AMPO** - Association of Metropolitan Planning Organizations: A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

**AQ** - Air Quality: The quality of the air we breathe. Monitoring of the pollutants designated by EPA.

**ArDOT** - Arkansas Department of Transportation: State agency responsible for transportation issues in Arkansas.

**CAA** - Clean Air Act Amendments: 1990 amendments to the federal Clean Air Act which classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.
CDR - Conformity Determination Report: Transportation planners and air quality professionals develop a transportation conformity analysis to estimate the effects of transportation projects and plans on air quality. The conformity determination must be made according to 40 CFR §93.105-(a)-(2) and (e) and the requirements of 23 CFR 450 (40 CFR §93.112, Criteria and Procedures).

CPT-HSTP - Coordinated Public Transit Human Services Transportation Plan: Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be “included in a locally developed, coordinated public transit-human services transportation plan,” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public” utilizing transportation services.

CIA - Community Impact Assessment: Community impact assessment is “a process to evaluate the effects of a transportation action on a community and its quality of life.” It is a way to incorporate community considerations into the planning and development of major transportation projects.

CMAQ - Congestion Mitigation and Air Quality Improvement Program: A FAST Act categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas. CMAQ funds can also be used in nonattainment and maintenance areas.

CMP - Congestion Management Process: A systematic process required under the FAST Act for all TMAs that shall address congestion management through the metropolitan planning process that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under Title 23 and chapter 53 of Title 49 of U.S. Code through the use of travel demand reduction and operational management strategies.

CONST - Construction: Work by the agency or contractor(s) to construct the project.

Disability - Physical or mental impairment that substantially limits one or more of the major life activities of an individual. As defined by the HHS and outlined in Section 4302 of the Affordable Care Act.

DOT - Department of Transportation: Agency responsible for transportation at the local, state, or federal level. For Title 23 United States Code (U.S.C.) federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under Title 49 U.S.C., this would mean the Federal Transit Administration.

DPD - Division of Planning and Development: A joint City of Memphis and Shelby County agency responsible for the development and administration plans, programs, and services that result in thriving, livable neighborhoods, connected communities, enhanced human potential, and safe and efficient buildings. Offices include:
• Office of Planning and Development (OPD): Processes and analyzes applications for zoning changes, subdivision of property, certificates of appropriateness in the historic districts and other land development actions.

• Office of Comprehensive Planning (OCP): Lead agency that ensures the Memphis 3.0 Comprehensive Plan’s implementation and serves as a resource and expert on the plan to other City of Memphis departments.

• Office of Sustainability and Resilience (OSR): The regional advocate and resource on topics like energy efficiency, sustainable economic development, environmental protection, natural disaster risk reduction, and resiliency.

• Department of Regional Services (MPO): Provides staff to the MPO and serves as its fiscal and administrative agent.

EIS - Environmental Impact Statement: A document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

EJ - Environmental Justice: Derived from Title VI of the Civil Rights Act of 1964, Environmental Justice strives to ensure public involvement of low income and minority groups in decision making, to prevent disproportionately high and adverse impacts on low income and minority groups, and to assure that these groups receive equal benefits from transportation improvements.

Elderly – pertaining to person in later life. Synonyms: Senior

EPA - Environmental Protection Agency: Federal agency responsible for maintaining and enforcing national standards related to environmental laws.

ETC - Engineering and Technical Committee: A standing committee represented by all Engineers of the jurisdictions in the planning area. Function is to provide advice on plans or actions of the Memphis MPO from planners, engineers and other staff members. These meetings are open to the general public with opportunity to comment.

Exempt Project - Projects that meet certain criteria to be exempt from air quality conformity determination.

FAST Act - Fixing America’s Surface Transportation Act: The most recent transportation bill (Pub. L. 114-94, FAST) that reauthorizes federal funding for surface transportation programs through FY 2020.

FHWA - Federal Highway Administration: Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C..

Fiscal Constraint - A requirement that all plans be financially constrained - meaning projects in the RTP and TIP 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.
**FTA** - Federal Transit Administration: Federal entity responsible for transit planning and programs under Title 49 U.S.C.

**Functional Classification** - Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

**FY** - Fiscal Year: A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

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

**HOV** - High Occupancy Vehicle: Vehicles carrying two (2) or more people receive this designation and may travel on freeways, expressways and other large volume roads in lanes designated for high occupancy vehicles.

**IMS** - Incident Management System: A systematic process required under MAP-21 to provide information on accidents and identify causes and improvements to the Transportation system to increase safety of all users.

**ITE** - Institute of Transportation Engineers: An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).

**ITS** - Intelligent Transportation System: Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects.

**IGA** - Intergovernmental Agreement: Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

**LEP** – Limited English Proficiency: A term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language.

**LOS** - Level of Service: A qualitative assessment of a road’s operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

**MATA** - Memphis Area Transit Authority: Provider of fixed-route and paratransit services in the Greater Memphis Area. One of the largest transit providers in the state of Tennessee.
**MDEQ** - Mississippi Department of Environmental Quality: State agency responsible for environmental issues in Mississippi.

**MDOT** - Mississippi Department of Transportation: State agency responsible for transportation issues in Mississippi.

**Minority** - Racial or ethnic minorities, as defined by the US Census Bureau.

**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.

**MPA** – Metropolitan Planning Area: The geographic area for which the MPO conducts planning activities, determined by agreement between the MPO for the area and the Governor.

**MPO** - Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.

**NAAQS** - National Ambient Air Quality Standards: Standards for harmful pollutants, established by the EPA under authority of the Clean Air Act.

**NEPA** - National Environmental Policy Act: Established a national environmental policy and provides a framework for environmental planning and decision-making by Federal agencies. NEPA directs Federal agencies, when planning projects or issuing permits, to conduct environmental reviews to consider the potential impacts on the environment by their proposed actions.

**NHS** - National Highway System: The National Highway System consists of major highway routes and connections to transportation facilities that serve major population centers, meet national defense requirements and serve interstate and interregional travel and commerce.

**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.

**Non-exempt Project** - Projects that require air quality conformity determination.

**PE-N** - Preliminary Engineering-NEPA: Includes activities from the inception of the project, fulfilling the requirements of the National Environmental Policy Act of 1969 and all applicable legislation, regulations, executive orders, and directives, up to the approval of the environmental document.

**PE-D** - Preliminary Engineering-Design: Preliminary engineering-design work, according to accepted engineering practices, after approval of the environmental doc.
**Public Participation** - An integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Public participation offers an open process in which the rights of the community, to be informed to provide comments to the Government and to receive a response from the Government, are met through a full opportunity to be involved and to express needs and goals.

**PPP** - Public Participation Plan: Outlines the MPO’s public participation methods, the strategies for public engagement and outreach, and state and Federal regulations regarding public participation.

**ROW** - Right-of-Way: Development of ROW plans or the real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

**RPO** - Rural Transportation Organization: Responsible for the transportation planning process in Tennessee’s rural areas outside MPO jurisdictions.

**RTP** - Regional Transportation Plan: A 20+ year forecast plan required of state planning agencies and MPOs; which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.

**SCHD** - Shelby County Health Department: Local agency responsible for health and environmental issues in Shelby County.

**SIP** - State Implementation Plan: Developed by state agencies that consists of narrative, rules, technical documentation, and agreements that an individual state will use to control and clean up polluted areas.

**Sponsoring Agencies** - Organizations or governmental units which enter into agreements with the MPO to undertake transportation related activities that will be part of the MPO planning process.

**STIP** - State Transportation Improvement Program: The TDOT and MDOT Four Year Work Program as prescribed by federal law.

**TA** - Transportation Alternatives: Authorized under MAP-21 and continued through the FAST Act. Provides funding for programs and projects defined as transportation alternatives.

**TCA** – Tennessee Code Annotated: The codification of Tennessee state laws.


**TDOT** - Tennessee Department of Transportation: State agency responsible for transportation issues in Tennessee.
TPB - Transportation Policy Board: The forum for cooperative decision-making on transportation-related matters. All meetings of the TPB are open to the public. The TPB is comprised of the principal elected officials of the governmental jurisdictions participating in the Memphis urban area transportation planning process, along with the chairpersons of the major providers of local and regional transportation facilities.

Transportation Disadvantaged - People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

Title VI of the Civil Rights Act - Enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

TIP - Transportation Improvement Program: A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.

TMA - Transportation Management Area: An area designated by the USDOT given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-.336.

TSMO - Transportation Systems Management and Operations: Strategies to improve the efficiency of the multimodal transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

UPWP - Unified Planning Work Program: Identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

UZA - Urbanized Area: Densely populated areas with a diverse land use around a central place, and traditionally include a city of at least 50,000 people.

VMT - Vehicle Miles Traveled: This a measure of the total miles traveled by vehicles within a specified boundary. In comparison, Level of Service (LOS) looks at the volume of traffic versus the capacity of the roadway.

WMPO - West Memphis Metropolitan Planning Organization (MPO): Responsible for carrying out the metropolitan transportation planning process in the Arkansas portion of the Memphis, TN-MS-AR urbanized area.

Can’t find what you’re looking for? Visit the online glossary produced by the Federal Highway Administration at: https://www.fhwa.dot.gov/planning/glossary/.
Does the Memphis MPO build roads?
Building roads is the responsibility of the local municipality or the Tennessee or Mississippi Departments of Transportation. The Memphis MPO only coordinates the planning and programming of federal funding to infrastructure projects. Projects go through several stages before construction can begin - like conducting an environmental study or roadway design, and acquiring right-of-way to name a few.

Does the Memphis MPO run the buses?
The Memphis Area Transit Authority (MATA) provides fixed-route and paratransit services in the Greater Memphis Area. The Memphis MPO does coordinate with MATA to determine current and future public transportation needs by conducting plans and studies. The MPO’s long-range transportation plan, the Regional Transportation Plan (RTP), and short-range transportation plan, the Transportation Improvement Program (TIP) include future transit service.

How can I learn about transportation improvements in my area?
The Memphis MPO provides an Interactive Webmap for residents to view long and short-term transportation projects planned in the area. Viewers can see the types of projects, future completion dates, the amount of funding on the project, and much more. For more information on specific project, contact your local municipality.

How can I learn about future public meetings?
You can sign-up for our quarterly newsletter, the Travel Times, to stay up-to-date on current and future MPO plans and programs. The Memphis MPO also maintains an online calendar that is updated with public meetings when available. Finally, you can also follow us on Facebook, Twitter, YouTube, and LinkedIn to get the latest news on the MPO and transportation related updates. Visit our News/Events Webpage.

Can I request an accommodation?
Yes, the Memphis MPO will work with you to determine the best available accommodation for your request. The MPO works to ensure that public meetings are held in accessible locations and the program is accessible to all residents. Plans and studies can be provided in foreign language, Braille, or large-type format. To request an accommodation or translation, visit memphismpo.org.

Why is my County/City/Town not included in the MPO?
The Memphis Metropolitan Statistical Area (MSA) consists of nine counties and the municipalities within: Shelby, Fayette, and Tipton counties in Tennessee; Crittenden County in Arkansas; and Benton, DeSoto, Marshall, Tate, and Tunica counties in Mississippi. However, the Memphis MPO is responsible for transportation planning only in “urbanized areas” of the MSA or areas of the MSA that are expected to become urbanized within the next 20 years.
All written/oral comments received from members of the public during the development of the 2020 Public Participation Plan are documented in this Appendix. Responses from MPO staff, as applicable, are also included.

No public comments were received during the development of this plan.
For more information on the 2020 Public Participation Plan (PPP) of the Memphis MPO, visit memphismopo.org.