

New York Metropolitan Transportation Council

www.NYMTC.org

Public Involvement Plan *(Revised 2012)*



Adopted September 27, 2012



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NEW YORK METROPOLITAN TRANSPORTATION COUNCIL

RESOLUTION #2012-8 – COUNCIL ADOPTION OF A REVISED PUBLIC INVOLVEMENT PLAN AND RELATED PROCEDURES

WHEREAS, the New York Metropolitan Transportation Council (NYMTC) is the metropolitan planning organization (MPO) for New York City, Long Island and the lower Hudson Valley; and

WHEREAS, in accordance with the federal metropolitan planning regulations 23 CFR 450.316 (a) (1), each MPO is required to develop and employ a detailed Public Involvement Plan and must periodically review the effectiveness of the procedures and strategies contained in the Participation Plan to ensure a full and open participation process; and

WHEREAS, federal regulations call for early and continuing public involvement throughout the planning and programming process, with reasonable opportunity for public comment; and

WHEREAS, the input and participation of the public is critical to transportation planning and investment decision-making and to developing Regional Transportation Plans, Transportation Improvement Programs and other required planning products; and

WHEREAS, the 2012 Public Involvement Plan and related procedures have been developed to more effectively meet NYMTC's responsibilities for public notification, involvement and participation through a variety of activities and communication modes; and

WHEREAS, the 2012 Public Involvement Plan fully meets the goals and requirements as set forth in 23 CFR 450.316 (a) (1) and together with public participation operating procedures has been publicly reviewed for 45 days, as required.

NOW, THEREFORE, BE IT RESOLVED, that the New York Metropolitan Transportation Council adopts NYMTC's 2012 Public Involvement Plan and Related Procedures.

This resolution shall take effect on the twenty-seventh day of September, two thousand and twelve.

ADOPTED: September 27, 2012

"I hereby certify that the above is a true copy of Resolution #2012-8, Council Adoption of a Revised Public Involvement Plan and Related Procedures, and was motioned by Deputy County Executive Charles T. Theofan, representing County Executive Edward Mangano, Nassau County, and seconded by Mr. Jack Schmidt, representing Director Amanda Burden, NYC Department of City Planning. This Resolution was adopted and passed unanimously by the New York Metropolitan Transportation Council."



Ron Epstein, Secretary to the Council

New York Metropolitan Transportation Council Public Involvement Plan

(Adopted September 27, 2012)

The NYMTC planning area includes New York City, Long Island and the lower Hudson Valley, covering 2,440 square miles with a population of 12.4 million, which was approximately 64% of New York State's population based on 2010 Census counts.

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How to reach us:

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- Like us on Facebook at www.Facebook.com/NYMTC
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- Write to us:

**New York Metropolitan Transportation Council (NYMTC)
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Get Involved!

Here are a few steps you may take to join the transportation planning process in the region. We look forward to your participation:

- Visit www.NYMTC.org where you will find a resource on nearly every aspect of the regional transportation planning process, including major studies in your community, links to local web sites, calendars of meetings and study contacts. The site includes maps, charts and data online in an easy-to-navigate format, as well as a collective library of data on transportation issues and related topics.
- Subscribe to *NYMTC Notes* by sending an email to nymtc-notes@dot.ny.gov, or via www.NYMTC.org. This electronic newsletter provides an e-mail report on what's new at NYMTC, with news and contacts for studies, recent survey results and new models for analysis, along with a calendar of upcoming meetings.
- Join our *mailing, emailing and fax lists* to receive regular updates, information and notices of activities and public comment periods, including notification about the Regional Transportation Plan, Transportation Improvement Program and Unified Planning Work Program updates and amendments. Send requests to be added to nymtc-web@dot.ny.gov.
- Participate in the planning process for the development of the Regional Transportation Plan, Transportation Improvement Program and Unified Planning Work Program by attending meetings, submitting written comments, joining community visioning sessions and open houses. Notices of meetings are sent via mail, fax and email, and electronic notices are posted on the NYMTC website www.NYMTC.org and NYMTC's Facebook page at www.Facebook.com/NYMTC.
- Participate in *Advisory Working Groups*, which strengthen the collaboration with the public on specific related issues, such as freight transportation, pedestrian and bicycle safety, and demand management. A list of the working groups and contact information is available on www.NYMTC.org in the About NYMTC section.
- Provide comments on NYMTC's products during public reviews. Notices of review are provided on www.NYMTC.org, on NYMTC's Facebook page, and via mail, fax and email.
- Attend *Metropolitan Area Planning Forums and Public Information Sessions*, where the public and NYMTC staff discuss regional transportation topics and specific related issues, assuring that a wide range of opinions are considered and all voices are heard. The MAP Forum meetings are held annually, and meeting notices are posted on www.NYMTC.org, on NYMTC's Facebook page, and via mail, fax and email.
- Join *Town Hall Forums*, such as those for the *Sustainable Communities Consortium HUD grant*, that involve the public in discourse about local transportation issues.
- Visit the *NYMTC Library* at NYMTC's Manhattan headquarters at 199 Water Street, 22nd floor, NYC, where you'll find studies, diagrams, data, models and more.
-  our Facebook page, www.Facebook.com/NYMTC to receive notifications of upcoming events and comment periods.

INTRODUCTION

This document is a Public Involvement Plan (PIP) for the New York Metropolitan Transportation Council (NYMTC), the metropolitan planning organization for New York City, Long Island and the lower Hudson Valley. The purpose of this Plan is to:

1. Document the processes that NYMTC uses to gather the public's and stakeholders' views and opinions to consider them in NYMTC's regional planning process; and
2. Ensure that NYMTC's public involvement process complies with relevant federal regulations and requirements.

To better achieve its outreach efforts, NYMTC has developed five desired goals for its public involvement activities:

- 1. Educate the public about the transportation planning process and how they can get involved;**
- 2. Engage the public and all stakeholders through timely notice of meetings and events and increased opportunities to provide input;**
- 3. Enhance outreach tools and techniques to engage the many diverse regional constituencies;**
- 4. Ensure that public participation methods, mechanisms and opportunities are clearly defined and accessible; and**
- 5. Effectively involve the community, including those who have been traditionally underserved and underrepresented in the planning process.**

NYMTC's public involvement efforts strive to bring varied stakeholders into the process – in dynamic and significant ways – and enhance the level of collaboration and meaningful input. This ensures that future transportation investments reflect the needs, interests and concerns of those who are most affected. NYMTC seeks to involve stakeholders in the development of all of its planning products through public meetings and review periods, workshops and webinars, informal “brown bag” presentations and open houses, its website and social media, and by regularly reaching out to an interested and active public to gather ideas and feedback to find workable solutions to planning the region's transportation future.

This Public Involvement Plan includes recommendations for continuing and enhancing NYMTC's public involvement program to better involve the region's residents, employers and other stakeholders in the transportation planning process. It includes specific procedures and strategies for meeting the desired goals and outcomes identified above and throughout the plan for this complex region. NYMTC's technical Operating Procedures are included in the Compendium of Operations, and are available at www.NYMTC.org in the About NYMTC section.

NEW YORK METROPOLITAN TRANSPORTATION COUNCIL (NYMTC)

NYMTC provides a collaborative planning forum to address transportation-related issues, develop regional plans and make decisions on the use of federal transportation funds for its planning area. To be eligible for these funds, NYMTC must undertake a transportation planning process specified in federal regulations. Guided by these regulations, NYMTC produces three federally-mandated work products:

- A **Regional Transportation Plan** (the Plan) that provides a vision of the region's transportation system and needs over a minimum 20-year planning horizon and establishes priorities for transportation investments.
- A minimum four year **Transportation Improvement Program**, or TIP, that identifies all proposed federally-funded transportation improvement projects for various modes and facilities,
- An annual **Unified Planning Work Program**, or UPWP, that defines the planning priorities in the region, describing all transportation-related planning activities anticipated within a given program year.

NYMTC also produces two federally mandated analyses:

- A **Transportation Conformity Determination** that includes a regional emissions analysis of mobile sources of pollutants required by the Clean Air Act Amendments of 1990 for designated air quality non-attainment areas. A Conformity Determination must include all transportation projects in designated non-attainment areas which impact travel capacity. For the NYMTC planning area, non-attainment areas for several pollutants overlap all or part of NYMTC's jurisdiction.
- The **Congestion Management Process (CMP) Status Report** provides an overview of forecasted traffic congestion in NYMTC's planning area. Developed in conjunction with NYMTC's Regional Transportation Plan, the CMP Status Report includes two different levels of analysis: the county/borough-level analysis provides county-level summaries of forecasted congestion for the both the base year and horizon year of the Plan, while the regional-level analysis provides an overview of the level of forecasted congestion in the NYMTC planning area. Federal planning regulations require urbanized areas with a population over 200,000 to develop and implement a CMP as part of the metropolitan planning process. The CMP should result in strategies that can be reflected in the Plan and in the Transportation Improvement Program.

NYMTC is comprised of nine voting members and seven advisory members. NYMTC's Council members meet at least annually to address issues relating to NYMTC's requirements under federal planning regulations, as well as any related business. The primary actions of NYMTC's Council members include adopting the Transportation Improvement Program, Unified Planning Work Program and Regional Transportation Plan, which are federally-required products of the planning process.

The NYMTC planning area includes New York City, Long Island and the lower Hudson Valley, covering 2,440 square miles with a population of 12.4 million, which was approximately 64% of New York State's population, based on 2010 Census counts. Together with an interested and active public, NYMTC's member agencies make decisions on the use of federal transportation funds to meet the needs of the region, now and into the future. Getting to where they need to go, traffic concerns, pollution issues, adequate job opportunities and living well are just a few of the public interests that are reflected in these transportation priorities. Every day, people in the NYMTC region are acutely aware of how well the transportation system is working – and its shortcomings – with valuable knowledge and insight into the needs of their communities.

Organizationally, NYMTC is comprised of three regional subcommittees known as Transportation Coordinating Committees (TCCs) to address local needs and ensure proper coordination and consistency with formal requirements. In addition, member agency representatives make up the Program, Finance and Administration Committee, or PFAC, which is responsible for overseeing NYMTC's day-to-day activities. NYMTC staff and working groups also participate in the regional transportation planning process. Additional information on each of these bodies follows later in this document.



Finding better ways to interact and converse with the people in the NYMTC region results in gaining valuable knowledge about problems and needs in diverse communities. Insight into qualitative information, such as key community values, will only enhance NYMTC's ability to facilitate more effective and productive discussion forums.

NYMTC's ROLE IN THE PLANNING PROCESS

What does NYMTC do?

NYMTC studies existing transportation networks, forecasts future needs and maximizes the planning activities of its member agencies by pooling resources to develop a shared strategic vision for transportation in the region.

It produces several key products used to guide the development, maintenance and operation of facilities, and funding of transportation projects in the region. These are the Regional Transportation Plan (The Plan), Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP) documents. Downloadable copies of each are available on www.NYMTC.org.

NYMTC also manages planning studies in collaboration with member agencies in the region and hosts sessions in which members discuss issues and come up with solutions. NYMTC activities often include:

- Studying patterns of freight travel to identify needed highway improvements and new rail facilities to assure the efficient movement of goods;
- Examining pedestrian and bicycle trends to understand how to organize traffic patterns to support safe movement of people;
- Conducting in-depth reviews of travel corridors to plan transportation improvements;
- Coordinating planning meetings with neighboring states to maximize travel efficiency;
- Exploring demand management programs to reduce congestion, improve air quality and minimize energy consumption.

What does it not do?

While NYMTC is responsible for coordinating planning and funding for studies and transportation improvements, it is not responsible for day-to-day issues such as the design and repair of roads, maintenance and operations of facilities, enforcement of traffic laws or resolution of zoning issues. These matters are handled by appropriate agencies and levels of government.

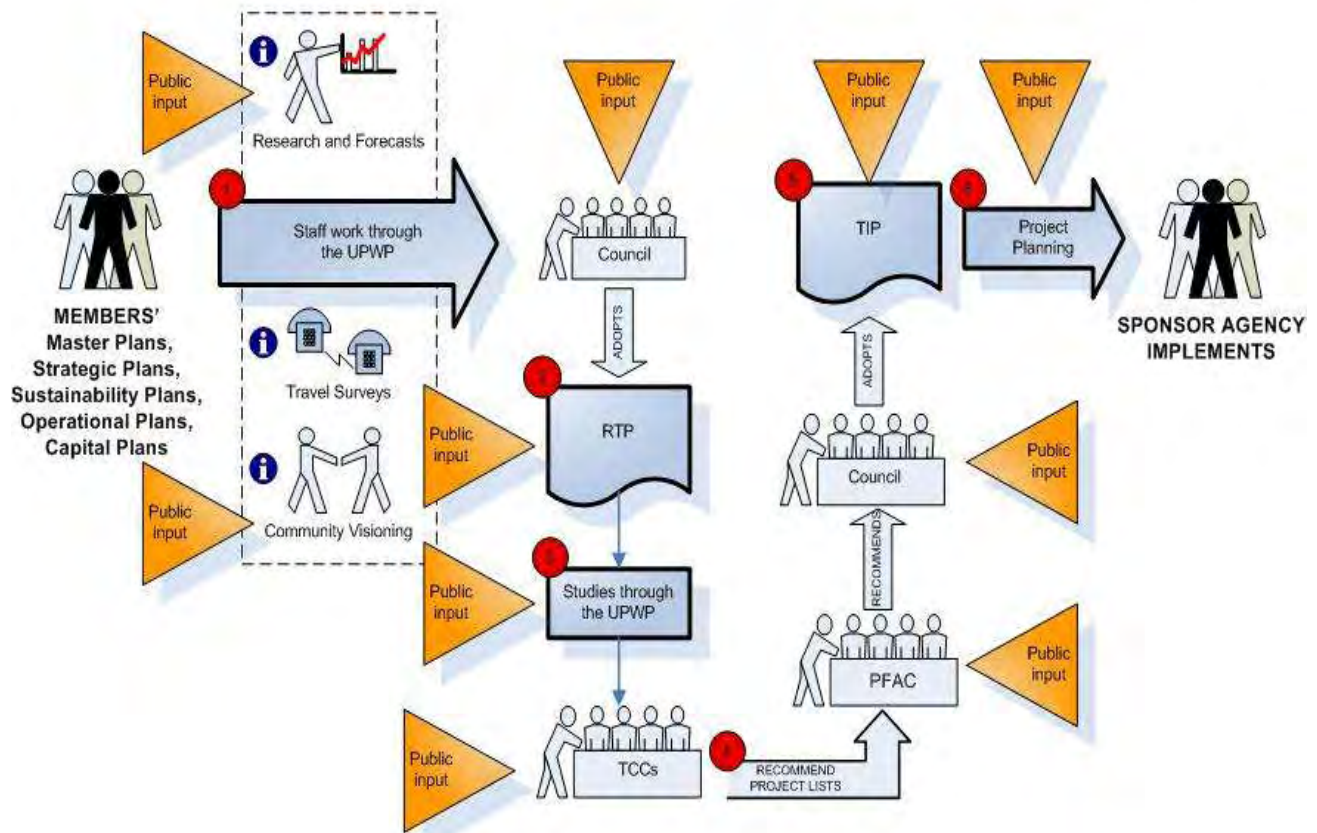
PARTICIPATING IN THE PLANNING PROCESS

Involved people are essential to successful transportation planning and the more people and communities are involved, the better the final result. Public and community participation is an important part of regional studies and projects. Public participation is designed to involve people and groups that may be affected by a planning project, issue or long-range plan, including those who are not aware they may be affected.

By having the public involved, NYMTC can inform the stakeholders of transportation projects and how they will be affected now or in the future. Planning is informed by outreach such as news releases, advertisements, information centers, publications, web site and social media postings, public meetings, surveys and open houses, as well as more formal public hearings.

The following flow chart represents opportunities for public involvement in NYMTC’s planning process.

Public Involvement in the NYMTC Planning Process



Public comments received during review periods are shared with NYMTC’s member agencies for consideration and response or action. Summaries are incorporated in the final document. Should significant changes to the draft TIP, draft Plan and/or Status Report be made as a result of the consideration and resolution of comments received which raise new material issues which interested parties could not reasonably have foreseen from the public participation efforts, an additional opportunity for public comment on the revised Plan or TIP shall be made available. NYMTC will provide an additional opportunity for public comment; at a minimum, a new ten (10) calendar day public comment period will be initiated.

NYMTC STRUCTURE AND OPERATIONS

As federal requirements change, NYMTC responds to these changes. For example, specific requirements for MPOs and Expanded Public Participation Procedures necessitated by the Intermodal Surface Transportation Efficiency Act (ISTEA) were adopted by NYMTC in Council Resolution #99-3. Later, the PIP was adopted as required by successor legislation, Safe, Accountable, Flexible and Efficient Transportation Act: A Legacy for Users (SAFETEA-LU).

Taken together, the MOU and all subsequent operating procedures are compiled into NYMTC's Compendium of Operations, which is its basic governing document. The Compendium evolves over time, as operating procedures are revised or new ones adopted as necessary, such as the revised Overall Public Participation Procedures, which are contained in Appendix G. Complete details of organizational responsibilities and relationships are contained in the MOU and Compendium of Operations, which are available on NYMTC's website at www.NYMTC.org. A chart of organizational relationships is located in Appendix A and can be found on www.NYMTC.org, in the About NYMTC section.

TRANSPORTATION COORDINATING COMMITTEES (TCCs)

Because of its geographic size and diversity, NYMTC is comprised of three Transportation Coordinating Committees (TCCs): the **New York City TCC**, which includes the five boroughs of New York City; the **Mid-Hudson South TCC**, comprised of Westchester, Rockland and Putnam counties, and the **Nassau/Suffolk TCC**, made up of those counties. The TCC's responsibility is to develop and approve transportation plans and programs within the sub-regions they comprise and to ensure proper coordination and consistency with formal requirements. The TCCs also provide opportunities for the private sector, general public, local government and interested stakeholders to become involved in the planning process on a more local level. Each TCC holds publicly advertised and accessible meetings over the course of development of the major planning products. Meeting notification is made by mail, email and fax, and electronically via NYMTC's website and social media.

PROGRAM, FINANCE AND ADMINISTRATION COMMITTEE (PFAC)

The Program, Finance and Administration Committee (PFAC) consists of member agency representatives of NYMTC's Principals (see Organizational Chart in Appendix A). PFAC is responsible for overseeing NYMTC's day-to-day operations, as well as holding public meetings in order to solicit public input and take action on NYMTC business delegated to it by the Council. PFAC meetings are held bi-monthly unless otherwise required. Meeting notification is made by mail, email and fax, and electronically via NYMTC's website and social media.

NYMTC STAFF

NYMTC's staff is comprised of a Central Staff and the small staffs which support the TCCs. The work program of the Central Staff and TCC staffs is determined annually by the Council through adoption of the UPWP. The TCC staffs are housed in NYSDOT regional offices and oversee activities that support the responsibilities of the TCCs. Central Staff is housed in the headquarters office in lower Manhattan, and coordinates regional activities that support the responsibilities of PFAC and the Council, as well as the development of the mandated planning products.

ADVISORY WORKING GROUPS

Since NYMTC's inception, advisory working groups have been established by PFAC, and one has been established by the Mid- Hudson South TCC. These serve as vehicles for stakeholders and the interested public on topics of significance to the planning process, and are open to the public. A full listing of these Advisory Committees and contact information is available on NYMTC's website. Meeting notification is made by mail, email and fax, and electronically via NYMTC's website and social media.

REGIONAL COLLABORATIVE AGREEMENTS

NYMTC also works closely with neighboring MPOs through groups which, when taken together, constitute one of the nation's largest commuter shed areas and a key area of the Northeast Megaregion. Through these collaborations, NYMTC is able to further expand its outreach to and engagement of an interested and active public. One example of this collaboration is the Metropolitan Area Planning (MAP) Forum.

In January 2008, NYMTC and four neighboring metropolitan planning organizations – the North Jersey Transportation Planning Authority in New Jersey, and three Connecticut MPOs: the Housatonic Valley Council of Elected Officials, South Western Regional Metropolitan Planning Organization, and Greater Bridgeport/Valley Metropolitan Planning Organization – signed a Memorandum of Understanding (MOU) to form the Metropolitan Area Planning (MAP) Forum for the coordination of planning activities in the three state New York-New Jersey-Connecticut metropolitan region. Specifically, this MOU includes efforts toward achieving general consistency of plans through informal communication, and document exchange and participation in the transportation planning process of the other parties through committee memberships and meeting participation. This MOU is available for download on NYMTC's website, www.NYMTC.org in the About NYMTC section.



PLANNING PROCESS AND PRODUCTS/ CURRENT PARTICIPATION MECHANISMS

NYMTC undertakes the regional transportation planning process specified in federal regulations 23 CFR Part 450.314 (see Appendix C). These products each undergo public review processes that are detailed in the following pages.

Public comments received during review periods are shared with NYMTC's member agencies for consideration and response or action. Summaries are incorporated in the final document, unless significant changes are made to the draft TIP, draft Plan and/or Status Report which interested parties could not reasonably have foreseen from the public participation efforts, at which time an additional ten (10) calendar day public comment period will be initiated. Changes to Public Involvement Plans or procedures receive a 45-day public comment period.

Public meeting and public comment period notifications are made by mail, email and fax, and electronically via [NYMTC's website](#) and social media. Meetings are held in locations that are ADA accessible and readily accessed by public transportation, at times most likely to attract public participation.

A Summary Table of public comment periods for each of the required work products follows this section.

Regional Transportation Plan (RTP/ the Plan) and the CMP Status Report



A new Regional Transportation Plan is adopted every four years, along with a new CMP Status Report. The Plan and associated CMP report identify the transportation needs within NYMTC's planning area and the goals of NYMTC's planning program. The Plan and CMP report provide analyses and forecasts of regional trends, identify planned projects to address needs, and provide a blueprint for long-range strategic transportation studies and investments over a minimum of 20 years planning horizon. Together, they establish priorities for transportation spending. Public comment periods for CMP Status Reports are done in conjunction with those for Plan adoptions.

Public involvement in the development of these key long-range products is key to ensuring that different needs and perspectives are considered across the region and across modes.

Participation activities related to the Plan and CMP include:

- *Travel surveys* are undertaken every ten-to-fifteen years to determine travel preferences and tendencies. Data from these surveys is used as a basis for regional congestion forecasts for the Plan and are updated regularly through smaller samples and use of Census data. These data

are extremely important for analysis and modeling for the Plan, and NYMTC strongly encourages the public to participate through incentives and outreach.

- *Community visioning exercises* undertaken during each Plan update cycle in each of NYMTC's five suburban counties and the five boroughs of New York City to gather input on long-range solutions to forecasted congestion and other needs and issues related to the Plan.
- *Working sessions* with NYMTC's advisory working groups to inform specific elements of the Plan during each Plan update cycle.
- *Focus groups* undertaken during each Plan update cycle in each of NYMTC's five suburban counties and the five boroughs of New York City as a means of supplementing the information gathered in the visioning sessions, as well as exploring more specific topics and to get input on draft elements of the Plan.
- *Open house and public review meetings* on draft Plan products held during each Plan update cycle.
- *Internet-based input opportunities* to supplement public meetings.
- *Availability of the Plan* on www.NYMTC.org in advance of consideration.
- *Public review periods provide opportunity for comments* prior to public actions recommending the Plan to the Council and related *transportation conformity* determination made by PFAC, and adopting the Plan, including related transportation conformity determination, by NYMTC's Principals during each Plan update cycle. PFAC recommends the Plan and the CMP Status Report to the Council at a publicized public meeting; the Council meets to adopt the Plan and Status Report at a separate public meeting.

Plan Amendments

- *Public comment periods* prior to public actions by PFAC adopting amendments to the Plan and making transportation *conformity determinations* as needed.

Transportation Improvement Program (TIP)



The TIP is a five-year program that identifies all proposed federally funded transportation improvement projects in the NYMTC region, and is consistent with the RTP.

The TIP identifies all proposed federally funded transportation improvement projects for various modes and facilities, including roadways and bridges, bicycle and pedestrian facilities, transit equipment and services, mobility and safety improvements and demand management programs. Projects funded through other sources are also identified to provide a more comprehensive picture of proposed transportation improvements in the region.

Participation activities related to the TIP include:

- *Community education workshops* that assist municipalities in planning for specific transportation elements in their communities, including walkability, safety and parking management.

- *Public solicitation* during TIP development cycles of project proposals under federal funding programs such as Congestion, Mitigation and Air Quality (CMAQ), the Transportation Enhancement Program (TEP), Surface Transportation Program (STP), Safe Routes to Schools and the Coordinated Public Transit-Human Services Grant Programs (dependent on availability of federal funds). Public workshops are offered for each of the solicitations.
- *Working sessions* with NYMTC’s advisory working groups to inform specific elements of the TIP during each development cycle or solicitation cycle for individual funding programs.
- *Availability of the TIP* on www.NYMTC.org in advance of consideration.
- *Public review meetings* on draft TIP project listings in each of NYMTC’s TCCs during each TIP development cycle.
- A *public review meeting* on the related conformity determination during each TIP development cycle.
- *Public review periods providing opportunity for comments* prior to actions taken on the TIP and related conformity determinations. PFAC recommends the TIP to the Council at a publicized public meeting; the Council meets to adopt the TIP at a separate public meeting.

TIP Amendments

- *Public review periods providing opportunity for comments* prior to public actions by the TCCs and PFAC to either adopt amendments to the program or any related conformity determinations as needed. (The TCCs typically are responsible for amendments in accordance with procedures to adjust for major changes to project scope, schedule or cost.)

Unified Planning Work Program (UPWP)

The UPWP is developed annually. It defines the planning priorities in the region and describes all transportation-related planning activities anticipated within a given program year and which planning activities will receive federal funding. Its successful completion each year enables NYMTC to access federal funding to undertake required planning activities by staff and member agencies.



Sample UPWP

Participation activities related to the UPWP include:

- *Public review periods providing opportunity for comments* during the annual update cycle of the program prior to public actions endorsing the program, including recommendation from PFAC to the Council, and adoption by NYMTC’s Principals.
- *Availability of the UPWP* on www.NYMTC.org in advance of consideration.
- *Market research; public visioning sessions, workshops, and open house and review meetings; and public comment periods*, undertaken by NYMTC’s member agencies, which inform specific planning projects and studies identified in the program whose results are used to revise the Plan and/or the TIP.

UPWP Amendments

- *Public comment periods* prior to public actions by PFAC adopting amendments to the program as needed. (Sometimes amendments are required during the year to add or delete tasks or to adjust funding.)

Should the final Plan or TIP differ significantly from the version that was made available for public comment and raise new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, a new ten (10) day public comment period will be initiated. Public comment period notifications are made by mail, email and fax, and electronically via NYMTC’s website and social media.

The following table summarizes the public comment periods for NYMTC’s key products:

Summary of Public Comment Periods

DOCUMENT UPDATES	PUBLIC COMMENT PERIODS	ADDITIONAL NOTES
<i>Regional Transportation Plan (The Plan) and Congestion Management Process (CMP) Status Reports</i>		
Plan Updates	30 calendar days	Updated every four years
Amendments	10 calendar days	Updated as needed
<i>Transportation Improvement Program (TIP)</i>		
Program Updates	30 calendar days	Updated typically every two years
Amendments	10 calendar days	Updated as needed
<i>Unified Planning Work Program (UPWP)</i>		
Program Updates	30 calendar days	Updated annually
Amendments	10 calendar days	Updated as needed
<i>Conformity Determination</i>	30 calendar days	As needed
<i>Public Involvement Plan/Public Participation Procedures</i>	45 calendar day public review	Updated every five years or as needed

FEDERAL REQUIREMENTS

This Public Involvement Plan is guided by the federal planning regulations that govern public participation procedures for metropolitan planning organizations (MPOs). Together with an interested and active community, NYMTC works to improve air quality, increase mobility, reduce congestion and preserve the high quality of life in the region. NYMTC is constantly looking for new ways to engage residents in the planning process. This revised **Public Involvement Plan** was developed in 2012 to update the PIP adopted in May 2007, based on procedures developed through a 1994 Council resolution (#94-3).

This Plan and its procedures were developed in compliance with regulations under federal transportation authorization, SAFETEA-LU. Updates will be done as necessary under any new successor authorization and regulations. The following lists pertinent laws, regulations, and Executive Orders:

23 CFR Part 450.316: Interested Parties, Participation and Consultation

These federal regulations can be found in Appendix C.

American with Disabilities Act (ADA)

The American with Disabilities Act (ADA) of 1990 encourages the involvement of people with disabilities in the development and improvement of transportation and paratransit plans and services. In accordance with ADA guidelines, all meetings conducted by NYMTC take place in locations that are accessible to persons with mobility limitations. Translation services, including American Sign Language (ASL), are available upon request with three (3) days notice to NYMTC.

Title VI

The New York Metropolitan Transportation Council assures that no person shall on the grounds of race, color, national origin, or gender, as provided in Title VI of the Civil Rights Act of 1964 and related statutes be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which NYMTC received Federal financial assistance. Further, NYMTC incorporates the principles of environmental justice into its policies, planning and project development activities to ensure that there are no inequitable impacts on minority groups and low-income groups throughout the region.

Environmental Justice

The 1994 Environmental Justice Executive Order 12898 supplements the existing requirements of Title VI of the Civil Rights Act. Title VI states that each federal agency is required to ensure that no person on grounds of race, color, or national origin is excluded from participation in, denied the benefits of, or in any other way subjected to discrimination under any program or activity receiving federal assistance. Supplemental legislation provides these same protections from discrimination based on sex, age, disability or religion.

The concept of environmental justice is intended to ensure that procedures are in place to further protect groups that have been traditionally underserved. The fundamental principles of environmental justice are:

- 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.

To understand and address Environmental Justice needs, NYMTC performs an Environmental Justice Assessment of the Planning Process that evaluates population trends and geographic locations of environmental justice (EJ) populations, also referred to as Communities of Concern. Demographic and socio-economic data are obtained from the most current Census conducted by the United State Census Bureau. These serve as the base for geographical analysis. The information detailed in the EJ Assessment of the Planning Process document provides an overview of regional structure of Communities of Concern and does not replace more detailed analyses conducted by NYMTC member agencies in development of their programs and projects.

NYMTC and the member agencies recognize the importance of informing the public of environmental justice issues pertaining to transportation planning process, and providing and distributing general information to the public in a manner and language citizens can access and share. NYMTC and its members periodically notify the public of their rights under Title VI through various media outlets, including the NYMTC's website, flyers, and in our main offices. Each agency creates and implements its own Title VI and Limited English Proficiency (LEP) action plans, and handles all correspondence regarding its transportation activities. In addition to notifying citizens of their rights, NYMTC has examined the language needs specific to its constituency within its LEP Plan and produces public materials to meet identified language needs on a case-by-case basis.

Limited English Proficiency (LEP)

The Limited English Proficiency (LEP) requirement applies to NYMTC and its member agencies as designated recipients of federal transit funds. To that end and to further broaden outreach to and participation by non-English speakers, NYMTC will provide individuals with LEP with language assistance through translation and interpretation services upon request. In addition, upon upgrade, NYMTC's website (www.NYMTC.org) will be viewable in multiple languages with a selection on the "Google Translate" button. This translation software from Google will translate the site into a number of different languages. This service is intended to provide a basic understanding of NYMTC's website content in a different language.

In addition, NYMTC's member agencies also provide translation services for outreach for and review of their planning products. Examples of member agency LEP programs follow:

Pursuant to New York City Mayoral Executive Order 120, the New York City Department of Transportation (NYCDOT) created and executed a Language Access Plan and designated a NYCDOT Language Access Coordinator as a part of the citywide policy on Language Access to ensure the effective delivery of City services. NYCDOT's Language Access Plan is available on their agency website.

The Westchester County Department of Public Works and Transportation utilizes the services of the County's official Spanish translator for the preparation of materials in Spanish. All basic information related to the Bee-Line Bus System is printed in both English and Spanish. Spanish language newspapers and broadcast media are also utilized to disseminate information. Though the focus for the provision of information has been on the Spanish speaking LEP population, if a LEP with a different language is identified, the Department is committed to using language translation services to reach that population.

MAKING PARTICIPATION HAPPEN

Building on procedures in the Compendium and initially adopted in the PIP by NYMTC in June 2007, NYMTC's public participation process has evolved into a multi-faceted course of action that involves as many people as possible in the regional transportation planning process. The public and regional stakeholders were engaged in the initial development of the PIP through the Regional Planning Corps. NYMTC's public participation process operates at three levels: regional; sub-regional; and local. Public participation is built into the development of the federally required planning products and analyses from beginning to end using the methods and techniques described below.

Staff Responsibilities

In a region of over 12 million people, NYMTC's public involvement strategy is multifaceted and embedded within every layer of the organizational structure. On a primary level, project teams involving both Central Staff and Transportation Coordinating Committees (TCCs) overseeing the TIP, RTP and UPWP have direct responsibility for managing public involvement activities specific to each product. All of these programs are supervised at the Director level, with support from the Office of the Executive Director as needed.

A second approach involves educational outreach and community-based interactions that enable NYMTC to expand on the various tools (media, members, online) used to interact with the interested public. It also includes ongoing educational outreach along with defining a process for more meaningful interactions and ongoing dialogues with stakeholder communities.

Integrated Mailing List System (IMLS)

NYMTC has developed and is using an IMLS as a means of optimizing and managing the use of its contact and distribution lists. IMLS allows for a centralized database to be maintained for all

contacts by users throughout the organization and selectively used through a filtering system for all levels of NYMTC's current public involvement mechanisms as outlined in this section.

Website, Social Media and Bulletins

NYMTC is upgrading its already extensive website that explains the planning process, makes products and analyses available for download, spatially displays data and information on programmed projects, and provides calendar information on meetings and events. The website capability is supplemented by an electronic bulletin, *NYMTC Notes*, which is published monthly, and sent to subscribers. *NYMTC Notes* reports on planning activities and data products and advertises public involvement meetings and opportunities. In addition, *NYMTC-Notes Events Update* is published as needed to provide updated information in between issues of the newsletter. NYMTC also uses social media to reach a broader, more diverse audience through its Facebook page, www.Facebook.com/NYMTC.

Explanatory Materials

NYMTC also maintains and distributes an inventory of explanatory materials to help the public understand the organization, its planning process and its activities. These include explanatory brochures including *About NYMTC*, a *Guidebook for Public Involvement and The Basics of Freight Transportation*, and annual reports that coincide with the Annual Meeting of NYMTC each year. These materials are intended to provide basic primers on the organization and planning process, as well as opportunities for public involvement and recaps of activities. These materials are available for download on NYMTC's website, and are available in NYMTC's offices.

MPO Speakers

The MPO provides speakers to civic organizations, clubs, schools, neighborhood associations, and other organizations to educate them on, and engage them in, the transportation planning activities of the MPO. The speakers provide information on the purpose, process, and products of the MPO and seek continued participation and comments from the public.

Advisory Working Groups and Study Advisory Committees

NYMTC uses advisory working groups as conduits for information from stakeholders and the public on specific aspects of the transportation planning process. These groups have been established in policy areas such as freight movement, demand management and mobility, human services transportation, transportation enhancements, safety, and pedestrian and bicycle transportation. In addition, the Mobility Advisory Forum (MAF) of NYMTC's Mid-Hudson South TCC has email sign up lists available at <http://transportation.westchestergov.com/planning-division/mafling-list-sign-up>.

Ad hoc advisory groups also provide input into the development and use of NYMTC's technical analysis tools and specific federal grant programs. Additionally, specific planning studies undertaken through the UPWP often use advisory committees comprised of community representatives and stakeholders to assist in the studies. Taken together, NYMTC's advisory working groups and committees provide significant opportunities for community and public involvement in the planning process.

Regional Planning Corps

NYMTC established the Regional Planning Corps in 2005 as an innovative mechanism for extending the reach of its contact and distribution lists and to multiply its effectiveness in alerting communities throughout the region to relevant transportation information and planning activities. The Corps consists of community-based organizations, advocacy groups, local municipal governments, community boards and professional associations who have agreed to serve as a distribution network for NYMTC's information, bulletins about public involvement opportunities and news about planning products and studies. New members are added to the Corps on a regular basis, further expanding NYMTC's reach into diverse communities. In late 2005 and early 2006, NYMTC also used the newly formed Regional Planning Corps to critique its public participation practices and develop recommendations for improving participation in the future.

Metropolitan Area Planning Forum (MAP Forum)

As previously noted, in January 2008, NYMTC and four neighboring metropolitan planning organizations signed a Memorandum of Understanding (MOU) to form the Metropolitan Area Planning (MAP) Forum for the coordination of planning activities in the three state New York-New Jersey-Connecticut metropolitan region. This agreement formalized the relationship between the MPOs that had been present with the Regional Transportation Planning Coalition. Specifically, the MOU includes efforts toward achieving general consistency of plans through informal communication, and document exchange and participation in the transportation planning process of the other parties through committee memberships, meeting participation.

New York-Connecticut Sustainable Communities Consortium

As members of a bi-state coalition awarded a Sustainable Communities Initiative grant by the U.S. Department of Housing and Urban Development, NYMTC works collaboratively with the members of the Consortium, which includes MPOs, counties and cities in coastal Connecticut, New York City, Long Island and the lower Hudson Valley, which also includes the Regional Plan Association. This collaboration includes a significant public outreach component and facilitates coordination among the organizations to advance both on-the-ground implementation strategies to create more livable, economically vibrant places, and regional strategies to integrate and enhance economic, housing, transportation and environmental plans and programs. Town hall meetings are held periodically to get input for the planning efforts.

PUBLIC OUTREACH ACTIVITIES

Using the *23 CFR Part 450.316: Interested Parties, Participation and Consultation* federal requirements, the procedures, strategies and desired outcomes listed below show how NYMTC meets and responds to each of the requirements. The following table includes specific procedures and strategies for meeting the desired goals and outcomes identified below. NYMTC's technical Operating Procedures are included in the Compendium of Operations, available at www.NYMTC.org in the *About NYMTC* section.

Requirements	Strategies, Procedures and Desired Outcomes
<p><i>Timely Notice and Reasonable Access to Information</i></p> <p>Provide timely information about transportation issues and processes to citizens, affected public agencies, and representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects.</p>	<p>Strategies: Utilize a variety of public involvement techniques to provide interested individuals, groups, and organizations with timely information about transportation issues and processes.</p> <p>Procedures: Through the Integrated Mail List System (IMLS), NYMTC maintains a contact list including but not limited to government agencies and organizations, local elected officials, neighborhood groups, interested individuals, special interest groups, block clubs, private transportation providers and community service groups. NYMTC also sponsors and participates in community workshops, community forums, conferences and other events to keep the public informed and involved in various transportation projects and plans and to elicit feedback from the public and regional partners. In addition, the Regional Planning Corps is used as a resource to facilitate notice of public review, comment periods and meetings through their outreach lists.</p> <p>Outcomes: Timely notice and reasonable access to information are provided to encourage participation in the planning process and maximize public involvement and input.</p>
<p><i>Hold Meetings in Compliant and Accessible Locations</i></p> <p>Hold public meetings at convenient and accessible locations that are ADA compliant and proximate to public transportation.</p>	<p>Strategies: Work with member agencies and community organizations to identify locations that are ADA compliant and convenient to public transportation.</p> <p>Procedures: NYMTC works in collaboration with its member agencies to identify locations throughout the region that are ADA-compliant and accessible to public transit. Additional locations are reviewed and added to a working list of locations at a regular basis. Whenever possible, webcasting and/or webinars are also used to further expand reach.</p> <p>Outcomes: Official meetings are held in ADA-compliant locations which are proximate to public transportation services to ensure that all members of the public can participate in the planning process.</p>

Requirements	Strategies, Procedures and Desired Outcomes
<p><i>Serving Needs of Underserved Population</i></p> <p>Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low income and minority households.</p>	<p>Strategies: Targeted solicitation of and outreach to underserved populations via regular notification channels and through community-based organizations whose constituents include underserved populations.</p> <p>Procedures: NYMTC continues to make efforts to further expand its outreach and distribution mechanisms to the traditionally underserved – specifically the Integrated Mailing List System, public notification system, media lists, Regional Planning Corps and members’ distribution mechanisms to increase their participation in the planning process.</p> <p>Outcomes: Increased participation by traditionally underserved populations.</p>
<p><i>Incorporating Public Comments Into the Plan and TIP</i></p> <p>When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public participation process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP.</p>	<p>Strategies: Through scheduling and efficient distribution and consideration of comments, provide the members with adequate time to review, consider and resolve comments received.</p> <p>Procedures: Public comment periods include timeframe and contact for response. Public review meetings are often scheduled to provide another venue for public comment. The public is encouraged to submit comments/questions verbally, via e-mail, or in writing (verbal comments, although welcome, should be supported in writing) and in person when review meetings are scheduled. Comments received are documented and appropriate and fact-based responses to all comments are developed in a timely manner in conjunction with member agencies. Coordination, as appropriate, is also done with other MPOs sharing non-attainment areas.</p> <p>Outcomes: All public comments and responses are incorporated into the Plan and TIP; comments are reviewed, considered and resolved by the appropriate member agencies.</p>

Requirements	Strategies, Procedures and Desired Outcomes
<p><i>Significant Changes to the Plan or TIP</i></p> <p>If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available.</p>	<p>Strategies: Through scheduling and efficient distribution and consideration of comments, provide the members with adequate time to review, consider and resolve comments received.</p> <p>Procedures: Should the final Plan or TIP differ significantly from the version that was made available for public comment and raise new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, NYMTC will providing an additional opportunity for public comment, a new ten (10) day public comment period will be initiated.</p> <p>Outcomes: Additional ten (10) day public comment period held as needed for additional review of the Plan or TIP resulting from significant changes.</p>
<p><i>Reviewing Effectiveness</i></p> <p>Public participation processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.</p>	<p>Strategies: Use the Regional Planning Corps and general survey techniques to review and critique public participation practices and develop recommendations for improving participation as part of periodic updates of the Public Involvement Plan. See Appendix H for evaluation form.</p> <p>Procedures: NYMTC’s Public Involvement Plan will be reviewed periodically to determine its effectiveness in achieving its goals or objectives.</p> <p>Outcomes: Public participation processes will be reviewed periodically for effectiveness, and revised as required.</p>
<p><i>Coordinating with Statewide Transportation Planning Public Involvement</i></p> <p>Metropolitan public participation processes shall be coordinated with statewide public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and cost.</p>	<p>Strategies: Through the New York State Association of Metropolitan Planning Organizations and the Metropolitan Area Planning (MAP) Forum, work to integrate all aspects of the statewide and metropolitan planning programs in New York, New Jersey and Connecticut.</p> <p>Procedures: NYMTC participates actively with the Association and with the MAP Forum and is spearheading planning integration efforts. NYMTC also assists when appropriate with certain statewide public participation processes.</p> <p>Outcomes: Optimal coordination between the statewide and metropolitan planning processes.</p>

Requirements	Strategies, Procedures and Desired Outcomes
<p><i>Public Participation Plan</i></p> <p>MPOs must develop and utilize a “Participation Plan” that provides reasonable opportunities for interested parties to comment on the content of the metropolitan plan and metropolitan TIP, Further, this “Participation Plan” must be developed “in consultation with all interested parties.” Require a minimum public comment period of 45 days before the public participation process is initially adopted or revised.</p>	<p>Strategies: Utilize the Public Involvement Plan as a strategic blueprint for the evolution of NYMTC’s Public Involvement Program.</p> <p>Procedures: NYMTC’s Public Involvement Plan (PIP) will be reviewed periodically to determine its effectiveness in achieving its goals or objectives. As required, NYMTC holds a forty- five (45) day public review and comment period before the adoption of the PIP. Copies of the document are made available on NYMTC’s website, www.NYMTC.org, and via social media, in its office and by request.</p> <p>Outcomes: NYMTC’s public involvement program evolves over time and increases in both effectiveness and efficiency.</p>
<p><i>Visualization Techniques</i></p> <p>As part of transportation plan and TIP development, MPOs shall employ visualization techniques to maximum extent possible to describe metropolitan transportation plans and TIPs.</p>	<p>Strategies: Employ visualization techniques for all aspects of NYMTC’s planning activities.</p> <p>Procedures: NYMTC uses visualization techniques to illustrate its programs and plans and continues to conduct a visualization scan to identify techniques and software that can be employed to improve these visualization aspects of its public involvement activities, and integrates them into public review materials. When possible, mapping applications are used on NYMTC’s website to locate projects in maps for planning products, such as the TIP.</p> <p>Outcomes: Optimal use of visualization techniques to enhance public involvement in and understanding of the planning process.</p>
<p><i>Tribal Nations</i></p> <p>When the metropolitan planning area includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal governments in the development of the metropolitan plan and the TIP.</p>	<p>Strategies: Maintain consistent contact with Tribal Nations and provide opportunities for their involvement in the planning process.</p> <p>Procedures: NYMTC includes one federally- designated Tribal Nation in its planning area, the Shinnecock Indian Nation. NYMTC will continue to undertake specific outreach to that government in order to educate them about and engage them in the regional planning process.</p> <p>Outcomes: Tribal Nations will be provided consistent information about and opportunities to participate in the planning process.</p>

Requirements	Strategies, Procedures and Desired Outcomes
<p><i>Title VI</i></p> <p>The 1994 Environmental Justice Executive Order 12898 supplements the existing requirements of Title VI of the Civil Rights Act. Title VI states that each federal agency is required to ensure that no person on grounds of race, color, or national origin is excluded from participation in, denied the benefits of, or in any other way subjected to discrimination under any program or activity receiving federal assistance.</p>	<p>Strategies: Maximize the reach of NYMTC’s public notifications through non-governmental organizations and community-based organizations; continually enhance NYMTC’s distribution lists with an emphasis on underserved communities.</p> <p>Procedures: Regular maintenance and enhancement of distribution lists and roster of non-governmental and community-base organizations participating in NYMTC’s distribution network; expand the number and type of media outlets in the distribution network; expand the use of social media outlets.</p> <p>Outcomes: Expanded notification and access to information to ensure inclusion to the greatest practical extent.</p>
<p><i>ADA Compliance</i></p> <p>The American with Disabilities Act (ADA) of 1990 encourages the involvement of people with disabilities in the development and improvement of transportation and paratransit plans and services.</p>	<p>Strategies: Ensure the accessibility of all aspects of NYMTC’s public involvement program through optimal use of technology, partnerships with advocacy and support groups, service providers and relevant government agencies; and careful selection of meeting locations and venues.</p> <p>Procedures: NYMTC continues to re-evaluate and upgrade its website, informational materials, products, public notification system and other public information in the context of current or emerging technologies to improve accessibility for individuals with disabilities. Expand the distribution network on an on-going basis and pursue partnerships; ensure the use of accessible meeting locations.</p> <p>Outcomes: Reduction of physical and informational barriers to participation in the planning process.</p>

In addition to the Public Involvement Plan, NYMTC’s Operating Procedures contain sections that relate to public involvement. These Operating Procedures can be found in Appendix G and are also available on NYMTC’s website, www.NYMTC.org, in the About NYMTC section.

EVALUATING NYMTC'S PUBLIC INVOLVEMENT EFFORTS

During the development of NYMTC's previous Public Involvement Plan, a series of roundtables and forums was held with the Regional Planning Corps to gather input for improving public outreach and participation. NYMTC has incorporated that input into its public participation strategies and included them in this revised Public Involvement Plan.

NYMTC expands and improves upon its public participation process on an on-going basis to provide greater opportunities for interested individuals and groups to participate in the transportation planning process. NYMTC regularly reviews its public involvement process by utilizing a number of tools and methods such as those listed below:

- **Weekly Facebook Page Updates**

Tracks activity on the NYMTC's Facebook page such as active weekly users and number of weekly visits along with other statistics.

- **Monthly Website Activity**

Tracks activity on the NYMTC's website, including number of unique visits.

- **Contact Lists/IMLS**

Number of contacts on NYMTC's email, fax and mail lists that receive newsletters, meeting notices and agendas, and other MPO related materials.

- **Comments Received through Public Meetings, Comment Cards, Website and Other Channels**

NYMTC strongly encourages people to provide comments and suggestions through various channels.

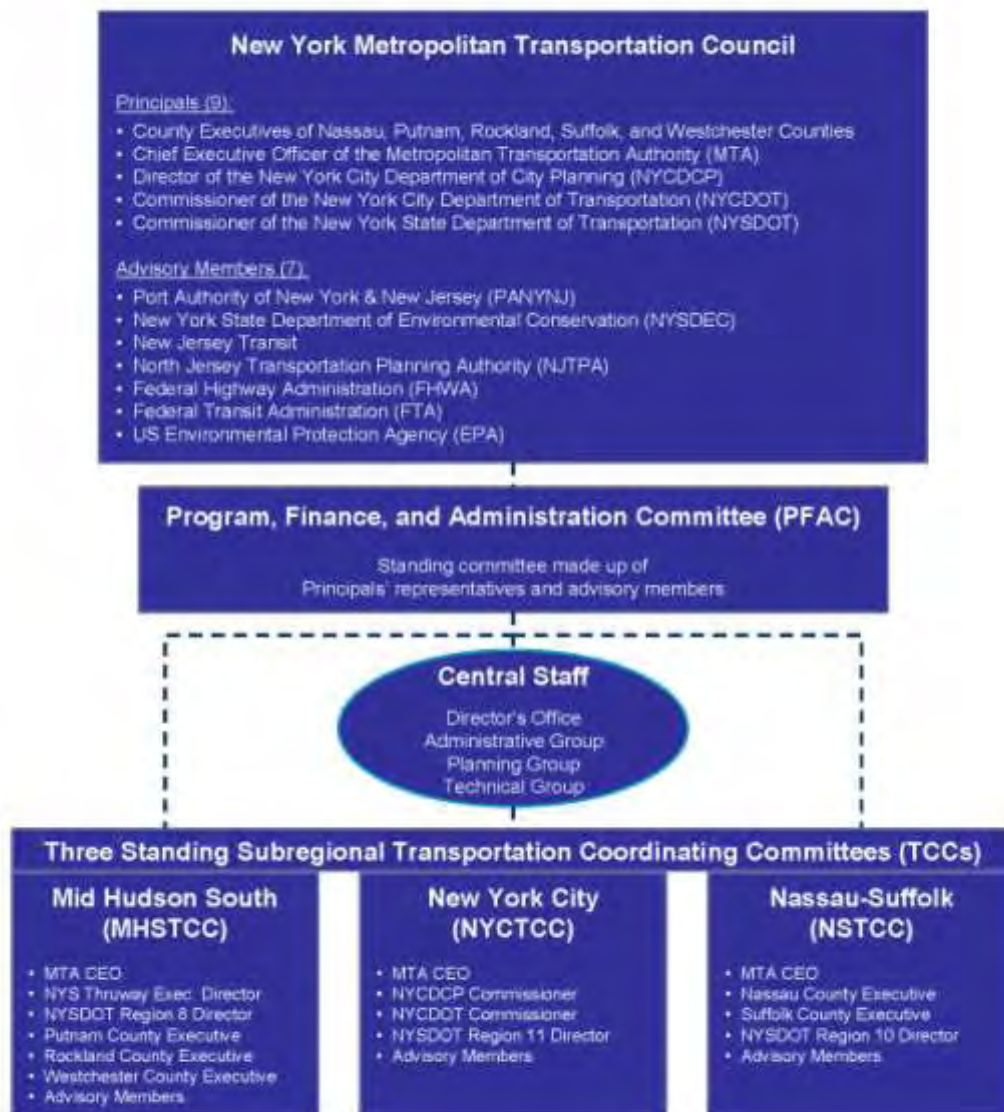
- **Discussions with Members and Advisory Group Members**

NYMTC's members and advisory groups provide input on a variety of transportation and planning issues.

CONCLUSION

NYMTC's public involvement program has evolved significantly over the past decade and has been comprehensively integrated into all aspects of the planning process. Despite this significant progress, NYMTC continues to improve and upgrade its efforts at public involvement based on public input in light of both the evaluation it undertook of its program and of the federal requirements for public involvement. This Public Involvement Plan identifies the changes and areas of improvement that have been the focus of the upgrading of the public involvement program.

Appendix A – NYMTC Organizational Chart (also available on www.NYMTC.org in the About NYMTC section)



Appendix B – Contact Information

If you have questions or comments, please visit, write, fax, email or call NYMTC to contact appropriate members of the staff. Contacts and email addresses are listed on the web site for every current study and project.

New York Metropolitan Transportation Council

199 Water Street, 22nd Floor
New York, NY 10038
Phone No: (212) 383-7200
Fax No: (212) 383- 2418
Web: www.NYMTC.org

New York City TCC

47-40 21st Street
Long Island City, NY 11101
Phone No: (718) 482-4559
Fax No: (718) 482-6686

Nassau/ Suffolk TCC

250 Veterans Memorial Highway, Room 4A1A
Hauppauge, NY 11788
Phone No: (631) 952-6115
Fax No: (631) 952-6120

Mid-Hudson South TCC

4 Burnett Boulevard
Poughkeepsie, NY 12603
Phone No: (845) 431- 7919
Fax No: (845) 431- 5768

Appendix C — 23 CFR Part 450.316 Federal Regulations

This Plan is guided by the Federal planning regulations that govern public participation procedures for metropolitan planning organizations (MPOs). These rules have been recently revised to incorporate changes to the Code of Federal Regulations (CFR) in response to the 2005 passage of Safe, Accountable, Flexible, Efficient Transportation Equity Act—A Legacy for Users (SAFETEA-LU).

23 CFR Part 450.316: Interested parties, participation and consultation

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

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

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

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

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

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

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

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

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

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

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

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

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

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

APPENDIX D – ACRONYMS

ADA – Americans with Disabilities Act of 1990

CFR – Code of Federal Regulations

CPT-HST – Coordinated Public Transit Human Services Transportation Plan

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

GIS – Geographic Information System

LEP – Limited English Proficient

MAP – Metropolitan Area Planning as in ‘MAP’ Forum formed by NYMTC and four neighboring metropolitan planning organizations

MPA – Metropolitan Planning Area – boundaries that are established by each local MPO according to the federal metropolitan planning regulations

MOU – Memorandum of Understanding

MPO – Metropolitan Planning Organization

NEPA – National Environmental Policy Act

NYMTC – New York Metropolitan Transportation Council

PFAC – Program, Finance and Administration Committee

PIP – Public Involvement Plan

RTP – Regional Transportation Plan

SAFETEA: LU – Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users

SEQRA – State Environmental Quality Review Act

SIP – State Implementation Plan

STIP – State Transportation Improvement Plan

TCC – Transportation Coordinating Committee

TIP – Transportation Improvement Plan

UPWP – Unified Planning Work Program

USDOT – United States Department of Transportation

Appendix E – Definitions

Limited English Proficiency (LEP) are people for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English.

Low-Income means a person whose median household income is at or below the Department of Health and Human Services poverty guidelines.

Low-Income Population means any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy or activity.

MAP is the Metropolitan Area Planning Forum (MAP) formed by NYMTC and four neighboring metropolitan planning organizations – the North Jersey Transportation Planning Authority in New Jersey, the Housatonic Valley Council of Elected Officials, South Western Regional Metropolitan Planning Organization, and Greater Bridgeport/Valley Metropolitan Planning Organization in Connecticut for the coordination of planning activities in the three state New York-New Jersey-Connecticut metropolitan region.

Minority means a person who is:

- Black (a person having origins in any of the black racial groups of Africa);
- Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
- American Indian and Alaskan Native (a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).

Minority Population means any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy or activity.

MOU is a Memorandum of Understanding, a type of agreement among public agencies.

Public Participation is any process that seeks to inform, collect input from or involve the public in decision-making processes. Public participation describes methods including: public information, education, outreach, input, involvement, collaboration and engagement, and communication from the public to NYMTC.

Public Involvement Plan (PIP) is a tailored plan that describes how NYMTC may undertake public involvement, information, education, participation and/or outreach methods.

Appendix F — Executive Order 13166

THE WHITE HOUSE

Office of the Press Secretary
(Aboard Air Force One)

For Immediate Release

August 11, 2000

EXECUTIVE ORDER

13166

IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

By the authority vested in me as President by the Constitution and the laws of the United States of America, and to improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP), it is hereby ordered as follows:

Section 1. Goals.

The Federal Government provides and funds an array of services that can be made accessible to otherwise eligible persons who are not proficient in the English language. The Federal Government is committed to improving the accessibility of these services to eligible LEP persons, a goal that reinforces its equally important commitment to promoting programs and activities designed to help individuals learn English. To this end, each Federal agency shall examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal agency shall also work to ensure that recipients of Federal financial assistance (recipients) provide meaningful access to their LEP applicants and beneficiaries. To assist the agencies with this endeavor, the Department of Justice has today issued a general guidance document (LEP Guidance), which sets forth the compliance standards that recipients must follow to ensure that the programs and activities they normally provide in English are accessible to LEP persons and thus do not discriminate on the basis of national origin in violation of title VI of the Civil Rights Act of 1964, as amended, and its implementing regulations. As described in the LEP Guidance, recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Sec. 2. Federally Conducted Programs and Activities.

Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP

persons can meaningfully access the agency's programs and activities. Agencies shall develop and begin to implement these plans within 120 days of the date of this order, and shall send copies of their plans to the Department of Justice, which shall serve as the central repository of the agencies' plans.

Sec. 3. Federally Assisted Programs and Activities.

Each agency providing Federal financial assistance shall draft title VI guidance specifically tailored to its recipients that is consistent with the LEP Guidance issued by the Department of Justice. This agency-specific guidance shall detail how the general standards established in the LEP Guidance will be applied to the agency's recipients. The agency-specific guidance shall take into account the types of services provided by the recipients, the individuals served by the recipients, and other factors set out in the LEP Guidance. Agencies that already have developed title VI guidance that the Department of Justice determines is consistent with the LEP Guidance shall examine their existing guidance, as well as their programs and activities, to determine if additional guidance is necessary to comply with this order. The Department of Justice shall consult with the agencies in creating their guidance and, within 120 days of the date of this order, each agency shall submit its specific guidance to the Department of Justice for review and approval. Following approval by the Department of Justice, each agency shall publish its guidance document in the Federal Register for public comment.

Sec. 4. Consultations.

In carrying out this order, agencies shall ensure that stakeholders, such as LEP persons and their representative organizations, recipients, and other appropriate individuals or entities, have an adequate opportunity to provide input. Agencies will evaluate the particular needs of the LEP persons they and their recipients serve and the burdens of compliance on the agency and its recipients. This input from stakeholders will assist the agencies in developing an approach to ensuring meaningful access by LEP persons that is practical and effective, fiscally responsible, responsive to the particular circumstances of each agency, and can be readily implemented.

Sec. 5. Judicial Review.

This order is intended only to improve the internal management of the executive branch and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its agencies, its officers or employees, or any person.

WILLIAM J. CLINTON

THE WHITE HOUSE,
August 11, 2000.

APPENDIX G – OVERALL PUBLIC PARTICIPATION PROCEDURES

In addition to the Public Involvement Plan, NYMTC’s Operating Procedures contain sections that relate to public involvement. The Operating Procedures below were revised in harmony with NYMTC’s revised Public Involvement Plan.

OVERVIEW

NYMTC’s public participation process functions on three distinct levels: regional (i.e., NYMTC as an organization), subregional (NYMTC’s Transportation Coordinating Committees, or TCCs), and local (NYMTC’s individual member agencies).

The regional level involves regularly scheduled meetings of the Council, its Program, Finance and Administration Committee (PFAC) and numerous workshops and advisory working group meetings on a host of planning issues and products.

The subregional level involves activities that take place within NYMTC’s three TCCs covering New York City, Long Island, and the lower Hudson Valley. Each TCC holds meetings on subregional planning issues, such as the Mobility Advisory Forum for the Mid-Hudson South TCC.

The local level involves efforts that take place through NYMTC’s individual member agencies. Each member agency has its own public participation program for developing its own planning process. Member agencies also have public participation elements within their individual work programs that are funded federally through NYMTC.

NYMTC’s five federally-mandated products are:

- The Unified Planning Work Program, which details the planning efforts that will be undertaken each program year;
- The Transportation Improvement Program, a four year fiscally-constrained program of transportation improvement projects;
- The Regional Transportation Plan, which lays out a minimum 20-year long-range vision for the future of the region;
- Transportation Conformity Determinations under the Clean Air Act as amended in of 1990; and
- The Congestion Management Process, which must be undertaken since NYMTC is in a transportation management area as defined by federal planning regulations.

In developing these mandated planning products, federal regulations require NYMTC to “provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other interested parties with a reasonable opportunity to participate in the planning process.” Additionally, the Clean Air Act Amendments of 1990 require that NYMTC provide a “reasonable opportunity for public review and comment on the Transportation Conformity Determination and supporting materials prior to formal action on a Conformity Determination.”

Per federal requirements, NYMTC maintains a Public Involvement Plan (PIP) that describes explicit procedures, strategies and desired outcomes for ten discreet required elements, and which provides a strategic framework for NYMTC's public involvement efforts. The PIP will be publicly available on NYMTC's website. It incorporates these procedures while detailing the goals, strategies and desired outcomes for NYMTC's overall public involvement program.

1. - DISTRIBUTION AND AVAILABILITY OF PUBLIC INFORMATION

The following procedures for the distribution and availability of public information apply to NYMTC's various activities:

1. Maintain and enhance distribution lists in order to provide public information to individuals and groups so they can participate in NYMTC's various activities.
 - a. NYMTC will enhance its distribution lists to include people and organizations not traditionally involved in the planning process, as well as any Tribal Nations located within its planning area.
 - b. Public information will be distributed to the distribution lists as required using USPS mail, fax, email, and posting on the website and through social media.
2. Maintain a relationship with community-based organizations, non-governmental organizations and Tribal Nations throughout NYMTC's planning area that are willing to disseminate public information to their constituents on NYMTC's behalf. This grouping of organizations will be known as the Regional Planning Corps.
3. Maintain and enhance a distribution list of media outlets and organizations throughout NYMTC's planning area, including community newspapers, blogs, local news channels and information-oriented websites.
4. Maintain both a website and social media outlets in order to distribute public information related to NYMTC's activities.
 - a. Provide hard copy of public information upon request to the interested public.
5. Where feasible, use visualization techniques and information graphics to convey information to the public related to NYMTC's activities.
6. The following organizational steps will be taken for the distribution and availability of public information:
 - a. When a public solicitation of project proposals for federal grant and/or funding programs which require the administrative oversight of a metropolitan planning organization is undertaken, hold workshops throughout NYMTC's planning area to advise the interested public and potential grantees of the details of the federal grant and funding programs.
 - b. Hold public information sessions on key aspects of NYMTC's mandated planning products and related technical tools and analyses.
 - c. Provide explanatory materials at official and other public meetings to provide information on the regional planning process, NYMTC's activities, and the topic of the public meeting.

- d. To the extent practical, official and other public meetings will include a webcast or webinar to extend the reach of the meeting.

2. - PROVISIONS FOR GATHERING PUBLIC INPUT

NYMTC will use the following techniques and mechanisms for gathering public input on topics relevant to the regional planning process. The application of these techniques will be detailed in the Public Involvement Plan.

1. Feature interactive components on NYMTC's website for gathering input and feedback from users.
2. Maintain social media outlets and use them to solicit input and feedback.
3. Employ Internet-based technologies such as webcasts and webinars to expand the reach of its public meetings and gather input and feedback from a wider range of participants.
4. Make public comment forms available at official and other public meetings for anyone wishing to submit comments that will become part of the meeting record.
5. Take the following organizational steps to gather public input:
 - a. Maintain advisory working groups on topics relevant to the regional planning process. These working groups will hold public meetings on a regular basis to gather input and feedback on these topics.
 - b. Maintain technical advisory committees for specific areawide, corridor, feasibility and/or technical studies financed through the Unified Planning Work Program. The technical advisory committees will be drawn from the elected officials, community-based organizations, stakeholders in the area impacted by the study.
 - c. Hold a minimum of two public meetings or workshops open to the general public for specific areawide, corridor, feasibility and/or technical studies financed through the Unified Planning Work Program.
 - i. At a minimum, public meetings should be held at the beginning of the activity and then again when draft final product(s) or deliverable(s) are available.
 - ii. Public meetings will be conducted in a manner consistent with Section 4.2 of these procedures.
 - d. Hold one or more of the following sessions to gather input and feedback during the development process for NYMTC's mandated planning products: public comment periods; community visioning sessions; public workshops; public open house sessions; and public information sessions.
 - e. Conduct public comment periods and public review meetings to gather comments and feedback on drafts of the mandated planning products.
 - f. To the extent practical, other public meetings will include a webcast or webinar to extend the reach of the meeting.

3. – INTEGRATION WITH STATEWIDE PLANNING

Metropolitan public participation processes shall be coordinated with statewide public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and cost. NYMTC will therefore actively seek to integrate the public involvement program undertaken as part of the metropolitan transportation planning process with public involvement activities undertaken as part of the statewide transportation planning process.

1. NYMTC will pursue improvements to the integration of its public involvement program with statewide public involvement activities through its participation in the New York State Association of Metropolitan Planning Organizations.
 - a. Better integration of public involvement will be sought for both the federally-mandated planning products and for planning studies and activities of statewide significance and/or significance to two or more metropolitan planning organizations.
2. NYMTC will also pursue improvements to integration with statewide activities in Connecticut and New Jersey through its participation in the Metropolitan Area Planning (MAP) Forum, which was formed through a memorandum of understanding between NYMTC, the North Jersey Transportation Planning Authority, and three adjacent metropolitan planning organizations in southwestern Connecticut.
 - a. Better integration of public involvement will be sought for both the federally-mandated planning products and for planning studies and activities of statewide significance and/or significance to two or more metropolitan planning organizations.

4. – PUBLIC MEETINGS

4.1 - OFFICIAL MEETINGS

All official meetings of NYMTC, its TCCs and its designated committees convened to conduct the public business of NYMTC are open to the public and are subject to the following procedures:

1. Public notice of official meetings will be made a minimum of two weeks prior to the meeting in a manner consistent with Section 1 of these procedures.
 - a. In the event of emergency official meetings, notice will be posted on the website and through social media a minimum of 72 hours in advance of the meeting.
2. Public information relevant to the official meetings will be available at the time of public notice in a manner consistent with Section 1 of these procedures.
3. Public comments on the meeting agenda and actions will be solicited at the time of the public notification of the meeting.
 - a. Written comments will be requested to be received by close-of-business on the third business day prior to the meeting.
 - b. Written comments received by that deadline will be shared with the NYMTC members for their consideration in advance of the meeting.
 - c. Written comments received after that deadline will be made available to the NYMTC members for their consideration on the day of the meeting.

4. Official meetings will be held in ADA-compliant locations which are proximate to public transportation services.
 - a. Translation services will be made available for officials meetings upon request if received at least three (3) days in advance of the meeting.
5. Public comments will be accepted in writing during official meetings for the consideration of NYMTC's members. Time will also be allocated in official meeting agendas for individuals or groups to convey their comments verbally on a first-come, first-served basis. The time allocated will not be exceeded.
 - a. Comments received during official meetings will become part of the meeting record.
 - b. Those wishing to convey comments verbally during an official meeting will be required to register to speak prior to the meeting, indicating the topic that they wish to address and submitting a written version of their comments.
 - i. Speakers will be heard based on the order of their registration and asked to limit their verbal comments to not more than three minutes.
 - ii. The total duration of verbal comments heard during an official meeting will not exceed the time allocated on the meeting agenda for public comments.
 - iii. The written comments of any registered speaker who is not able to speak during the allocated time in the meeting agenda will become part of the meeting record.
 - iv. Public comment forms will be made available at each official meeting for anyone wishing to submit comments that will become part of the meeting record and for those who register to speak but do not have a written version of their comments.

4.2 - OTHER PUBLIC MEETINGS

Other public meetings conducted by NYMTC and its TCCs, which are undertaken for purposes of public involvement and outreach, include but are not limited to community visioning sessions, public workshops, public open house sessions, public information sessions, and public review meetings, are subject to the following procedures:

1. Public notice of other public meetings will be made a minimum of two weeks prior to the meeting in a manner consistent with Section 1 of these procedures.
2. Public information relevant to other public meetings will be available at the time of public notice in a manner consistent with Section 2 of these procedures.
3. Other public meetings will be held in ADA-compliant locations which are proximate to public transportation services.
 - a. Translation services will be made available for public meetings upon request if received at least three (3) days in advance of the meeting.
4. To the extent practical, other public meetings may be held twice at each individual location; once during regular business hours and again in the evening. However, the number and times of meetings may be customized to each location and meeting type to reflect the nature of the meeting and to optimize the convenience of intended audiences.

5. Input and feedback at other public meetings will be gathered in a manner consistent with Section 2 of these procedures.
 - a. Synopses of input and feedback offered at other public meetings will be provided to NYMTC's members and relevant NYMTC committees and subcommittees for consideration.
6. Public meeting materials will be posted on NYMTC's website in advance of the meeting for the use of remote participants.

5. MANDATED PLANNING PRODUCTS

5.1 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

NYMTC's TIP is a program of projects – capital and operational – which reflects the region's transportation priorities. The projects in the NYMTC's TIP are recommended by each Transportation Coordinating Committee (TCC) based on the federal funding available for roadway projects in that TCC through the regional offices of the New York State Department of Transportation: Region 11, which is coterminous with the planning area of the New York City TCC; Region 10, which is coterminous with the planning area of the Nassau/Suffolk TCC; and a portion of Region 8, which includes the planning areas of three other MPOs and one rural county, in addition to planning area of the Mid-Hudson South TCC.

Federal funds for transit services are allocated to Urbanized Zone Areas (UZAs). The NYMTC planning area is parts of UZAs which also include portions of the states of New Jersey and Connecticut. These funds are ultimately suballocated to the transit operators in NYMTC's planning area. Each time the TIP is updated or a project or project phase is revised the air quality status of the affected projects must also be addressed.

5.1.1 - TIP Development

The following procedures apply to the development of a new NYMTC TIP:

1. NYMTC's TCCs will hold public meetings during each TIP development cycle prior to the release of a draft TIP to provide updates on, answer questions about and receive comments on transportation improvement projects in each TCC's planning area.
 - a. The meetings will be held in a manner consistent with Sections 1, 2 and 4.2 of these procedures.
2. NYMTC's TCCs will compile listings of projects to be included in a new TIP and a draft TIP will be prepared for public review.
3. Public notice will be provided at the beginning of a thirty (30) calendar day public comment period on the final draft of the TIP. Public review meetings will be held during the public comment period.
 - a. Notification will be provided in a manner consistent with Section 1 of these procedures and, as feasible, the meetings will be accompanied by webcasts or webinars to expand their reach.
 - b. The meetings will be conducted in a manner consistent with Sections 1, 2 and 4.2 of these procedures.

- c. Comments received on the draft TIP will be considered and resolved in writing and included with the final documents.
 - i. Should significant changes to the draft TIP be made as a result of the consideration and resolution of comments received which raise new material issues which interested parties could not reasonably have foreseen from the public participation efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available. NYMTC will provide an additional opportunity for public comment; at a minimum, a new ten (10) calendar day public comment period will be initiated.
- 4. Public official meetings will be held by each TCC to endorse their respective listings. These official meetings will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
- 5. A public official meeting of PFAC will be held to recommend the TIP to the Council for adoption. This official meeting will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
- 6. A public official meeting of the Council will be held to adopt the TIP. This official meeting will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
- 7. Upon adoption by the Council, the final TIP will be made available on the website in a manner consistent with Section 1 of these procedures.

5.1.2 - Amendments to the NYMTC TIP

The following procedures apply to the amendment of an existing NYMTC TIP:

- 1. For amendments to the TIP which require public review, at a minimum, a ten (10) calendar day public comment period will be held prior to action.
 - a. Notification of this period and the revised projects or project will be provided in a manner consistent with Section 1 of these procedures of this document.
 - b. The public notice will be posted on the NYMTC website at the time of the announcement, along with draft documentation, in a manner consistent with Section 1 of these procedures.
- 2. Comments received will be considered and appropriate responses will be reflected in the documentation prior to the amendment actions. All comments will be forwarded to the TCC members for their consideration as part of the amendment package. The compiled comments and responses will also be shared with the commenter(s) and posted on the NYMTC website.

5.2 - REGIONAL TRANSPORTATION PLAN (THE PLAN) AND CONGESTION MANAGEMENT PROCESS (CMP) STATUS REPORT

Per federal requirements, NYMTC must adopt a new Plan every four years, accompanied by a CMP Status Report. The Plan describes the existing transportation system and presents long-range needs, issues and choices to guide the regional planning process. The Status Report presents long-range forecasts of traffic congestion in NYMTC's planning area, specific performance measurements to

identify areas of high congestion, and a long-range program to reduce traffic congestion. NYMTC develops each Plan and accompanying Status Report at both the TCC and organizational level.

NYMTC's public participation process for developing each Plan and Status Report is an ongoing, proactive process to engage the public in meaningful involvement at various points in the multi-year development process.

5.2.1 - Plan and Status Report Development

The following procedures apply to the development of NYMTC's Plan and Status Report:

1. Public information sessions will be held on the CMP and on key Plan sections and topics to provide information and gather input and feedback.
 - a. Notification will be provided in a manner consistent with Section 1 of these procedures and the sessions will be accompanied by webcasts and/or webinars to expand their reach.
 - b. The sessions will be conducted in a manner consistent with Sections 1, 2 and 4.2 of these procedures.
 - c. Information on the key sections and topics will be developed in a manner consistent with Sections 1 and 2 of these procedures to guide the public discussion at the information sessions.
 - d. The information sessions will also address and will review planning assumptions and the development process to inform the public and gather input on issues relevant to this process.
2. The main public outreach component of the Plan and Status Report development process will consist of public open houses/visioning sessions/workshops in each of the five New York City boroughs and five suburban counties within NYMTC's planning area.
 - a. Notification will be provided in a manner consistent with Section 1 of these procedures and, as feasible, the sessions will be accompanied by webinars to expand their reach.
 - b. The sessions will be conducted in a manner consistent in a manner consistent with Sections 1, 2 and 4.2 of these procedures.
3. Internet-based applications will be employed to supplement the main component, as will the website and social media outlets in a manner consistent with Section 2 of these procedures.
4. Public notice will be provided of the beginning of a thirty (30) calendar day public comment period on the final drafts of the Plan and the Status Report. Public review meetings will be held during the public comment period.
 - a. Notification will be provided in a manner consistent with Section 1 of these procedures and, as feasible, the sessions will be accompanied by webinars to expand their reach.
 - b. The meetings will be conducted in a manner consistent in a manner consistent with Sections 1, 2 and 4.2 of these procedures.

- a. Comments received on the draft Plan and Status Report will be considered and resolved in writing and included with the final documents.
 - i. Should significant changes to the draft Plan and Status Report be made as a result of the consideration and resolution of comments received which raise new material issues which interested parties could not reasonably have foreseen from the public participation efforts, an additional opportunity for public comment on the revised Plan and/or Status Report shall be made available. NYMTC will provide an additional opportunity for public comment; at a minimum, a new ten (10) calendar day public comment period will be initiated.
5. A public official meeting of PFAC will be held to recommend the Plan and Status Report to the Council for adoption. This official meeting will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
6. A public official meeting of the Council will be held to adopt the Plan and Status Report. This official meeting will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
7. Upon adoption by the Council, the final Plan and Status Report will be made available on the website in a manner consistent with Section 1 of these procedures.

5.2.2 - Amendments to the Plan and Status Report

The following procedures apply to the amendment of NYMTC's Plan and Status Report:

1. For amendments to the Plan and/or Status Report, at a minimum, a ten (10) calendar day public comment period will be held prior to action.
 - a. Notification of this period and the amendment details will be provided in a manner consistent with Section 1 of these procedures.
 - b. The public notice will be posted on the NYMTC website at the time of the announcement, along with draft documentation, in a manner consistent with Section 1 of these procedures.
2. Comments received will be considered and appropriate responses will be reflected in the documentation prior to the amendment actions. All comments will be forwarded to the NYMTC members for their consideration as part of the amendment package. The compiled comments and responses will also be shared with the commenter(s) and posted on the NYMTC website.

5.3 - UNIFIED PLANNING WORK PROGRAM (THE WORK PROGRAM)

5.3.1 - Work Program Development

To satisfy federal requirements, NYMTC adopts a one-year work program every year which describes the transportation planning projects proposed to receive federal planning funds during the course of a program year, as well as cataloguing other transportation planning activities taking place in NYMTC's planning area regardless of fund source.

The following procedures apply to the development of NYMTC's annual Work Program:

1. Using the Regional Transportation Plan and the Congestion Management Process Status Report as a basis, a Planning Prospectus will be developed and maintained to define NYMTC's planning priorities, particularly with regard to the subregional planning needs of NYMTC's constituent counties and boroughs.
 - a. The Prospectus, which will be publicly available on the website, will synthesize the transportation planning needs in NYMTC's region and foster increased collaboration between agencies, governments, and public interests. Its basis in the Plan will enhance and reinforce the linkages between NYMTC's longer-range regional planning work, its Congestion Management Process and more immediate planning activities of the Work Program.
 - b. The Prospectus will be formulated largely through the public sessions described above during the development of each Plan and Status Report.
2. A draft Work Program will be developed each year through program building undertaken by the staff and by the member agencies that use federal funding through the Work Program. This program building exercise will use the federal requirements, the Plan, the Status Report and the Prospectus to guide program development.
3. Public notice will be provided of the beginning of a thirty (30) calendar day public comment period on the final draft of the Work Program. Public review meetings will be held during the public comment period.
 - a. Notification will be provided in a manner consistent with Section 1 of these procedures and, as feasible, the sessions will be accompanied by webinars to expand their reach.
 - b. The meetings will be conducted in a manner consistent with Sections 1, 2 and 4.2 of these procedures.
 - c. Comments received will be considered and addressed in writing and included with the final Plan.
4. A public official meeting of PFAC will be held to recommend the Work Program to the Council for adoption. This official meeting will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
5. A public official meeting of the Council will be held to adopt the Work Program. This official meeting will be announced and conducted in a manner consistent with sections 1, 2 and 4.1 of these procedures.
6. Upon adoption by the Council, the final Work Program will be made available on the website in a manner consistent with Section 1 of these procedures.

5.3.2 - Amendments to the Work Program

The following procedures apply to the amendment of NYMTC's annual Work Program:

1. For amendments to the Work Program, at a minimum, a ten (10) calendar day public comment period will be held prior to action.
 - a. Notification of this period and the amendment details will be provided in a manner consistent with Section 1 of these procedures.

- b. The public notice will be posted on the NYMTC website at the time of the announcement, along with draft documentation, in a manner consistent with Section 1 of these procedures.
2. Comments received will be considered and appropriate responses will be reflected in the documentation prior to the amendment actions. All comments will be forwarded to the NYMTC members for their consideration as part of the amendment package. The compiled comments and responses will also be shared with the commenter(s) and posted on the NYMTC website.

5.4 - TRANSPORTATION CONFORMITY DETERMINATIONS

Transportation Conformity Determinations are developed to demonstrate that the TIP and Plan comply with the mobile source emissions milestones set forth in the New York State Implementation Plan for Air Quality. Conformity Determinations are completed to satisfy the requirements of the Clean Air Act as amended in 1990.

The following procedures apply to the development of NYMTC's Transportation Conformity determinations:

1. A public information session will be held as part of every TIP development cycle to inform the public of transportation conformity requirements and approaches, and developments at the federal, state and regional levels.
2. Public notice will be provided at the beginning of a thirty (30) calendar day public comment period on the final draft of a Transportation Conformity Determination.
 - a. Public review meetings will be held during the public comment period with the exception of Conformity Determinations that do not require a change in the regional emission analysis for NYMTC.
 - b. Notification will be provided in a manner consistent with Section 1 of these procedures and, as feasible, the sessions will be accompanied by webinars to expand their reach.
 - c. The meetings will be conducted in a manner consistent with Sections 1, 2 and 4.2 of these procedures.
 - d. Comments received will be considered and addressed in writing and included with the final Plan.
3. A public official meeting of PFAC will be held to adopt the Conformity Determination. This official meeting will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
4. Upon adoption by PFAC, the final Conformity Determination will be made available on the website in a manner consistent with Section 1 of these procedures.

5.5 – PUBLIC INVOLVEMENT PLAN (PIP)

Per federal requirements, NYMTC developed and adopted an initial PIP in 2007 to demonstrate how it is meeting and will meet federal requirements for public participation in the planning process. The PIP defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives

of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

The following procedures apply to the periodic update of NYMTC's PIP:

1. The PIP will be updated every five years, at a minimum.
 - a. During an update cycle, NYMTC will convene the Regional Planning Corps described in Section 1.2 of these procedures for the purpose of reviewing, critiquing and suggesting improvements to the PIP and overall public involvement program.
 - b. NYMTC will also perform an Internet-based general survey using its website and hold a public information session open to the general public for the purpose of reviewing, critiquing and suggesting improvements to the PIP and overall public involvement program.
 - i. Public notification of the survey and public information session will be consistent with Sections 1 and 4.2 of these procedures.
2. Public notice will be provided at the beginning of a forty-five (45) calendar day public comment period on the final draft of an updated PIP.
 - a. Public review meetings will be held during the public comment period.
 - b. Public notification will be provided in a manner consistent with Section 1 of these procedures and, as feasible, the sessions will be accompanied by webinars to expand their reach.
 - c. The meetings will be conducted in a manner consistent in a manner consistent with Sections 1, 2 and 4.2 of these procedures.
 - d. Comments received will be considered and addressed in writing and included with the final PIP.
3. A public official meeting of PFAC will be held to adopt the updated PIP. This official meeting will be announced and conducted in a manner consistent with Sections 1, 2 and 4.1 of these procedures.
4. Upon adoption by PFAC, the final PIP will be made available on the website in a manner consistent with Section 1 of these procedures.

Appendix H— Change Log: NYMTC Revised Public Participation Procedures

The following changes reflect revisions to the draft Revised Public Participation Procedures based on input received that are bring incorporated into NYMTC’s Operating Procedures.

Page 1:

- The Transportation Improvement Program, a four year fiscally-constrained program of transportation improvement projects (replaces: *The Transportation Improvement Program, a four-to-five year fiscally-constrained program of transportation improvement projects*);
- The Regional Transportation Plan, which lays out a minimum 20-year long-range vision for the future of the region (adds *a minimum 20-year*);
- Transportation Conformity Determinations under the Clean Air Act as amended in of 1990 (replaces: *under the Clean Air Act Amendments of 1990 – replaced throughout*)

Page 2:

- Per federal requirements, NYMTC maintains a Public Involvement Plan (PIP) that describes explicit procedures, strategies and desired outcomes for ten discreet required elements, and which. (replaces: *Per federal requirements, NYMTC maintains a Public Involvement Plan (PIP) that provides a strategic framework for NYMTC’s public involvement efforts.*)

Page 3:

- 5 c ii – Public meetings will conducted in a manner consistent with Section 4.2 of these procedures. (replaces: *Public meetings will be held in ADA-compliant locations which are proximate to public transportation services.*)
- Hold one or more of the following sessions to gather input and feedback during the development process for NYMTC’s mandated planning products: public comment period, community visioning sessions, public workshops, public open house sessions, and public information sessions (adds *public comment period*).

Page 4 - 5:

Section 4.1 – 3 - added

- Public comments on the meeting agenda and actions will be solicited at the time of the public notification of the meeting.
 - Written comments will be requested to be received by close-of-business on the third business day prior to the meeting.
 - Written comments received by that deadline will be shared with the NYMTC members for their consideration in advance of the meeting.

Written comments received after that deadline will be made available to the NYMTC members for their consideration on the day of the meeting.

Section 4 a – added

- c. Translation services will be made available for officials meetings upon request if received at least three (3) days in advance of the meeting.

Page 6:

Section 4.2 3 - added

- a. Translation services will be made available for public meetings upon request if received at least three (3) days in advance of the meeting.

Section 4.2.4

1. To the extent practical, other public meetings may be held twice at each individual location; once during regular business hours and again in the evening. However, the number and times of meetings may be customized to each location and meeting type to reflect the nature of the meeting and to optimize the convenience of intended audiences. (replaces: *To the extent practical, other public meetings will be held twice at each individual location; once in the late afternoon and again in the evening. The preferred starting times are 3:00 pm and 7:00 pm, but this may be customized to each location.*)

Page 10:

Section 5.3.1

To satisfy federal requirements, NYMTC adopts a one-year work program every year which describes the transportation planning projects proposed to receive federal planning funds during the course of a program year, as well as cataloguing other transportation planning activities taking place in NYMTC's planning area regardless of fund source. (replaces: *Per federal requirements, NYMTC must adopt a new Work Program every year which describes the transportation planning projects proposed to receive federal planning funds during the course of a program year, as well as cataloguing other transportation planning activities taking place in NYMTC's planning area regardless of fund source*).

Appendix I – Survey (Front)

An example of a survey that NYMTC will distribute in meetings, public hearings, workshops, and in its website is shown below.



New York Metropolitan Transportation Council

199 Water Street, 22nd Floor

New York, NY 10038-3534

Phone: (212) 383-7200

Fax: (212) 383-2418

Email: nymtc-web@dot.ny.gov

EVALUATION SURVEY

Please take a few minutes to fill out this survey for the New York Metropolitan Transportation Council (NYMTC). By taking this survey you will be helping us know if we are being efficient on satisfying your needs. *All information received is confidential and will only be seen by NYMTC staff.* The survey should take only 2-3 minutes.

1) Have you ever attended a public meeting hosted by NYMTC before? Yes ___ No ___

If Yes, how many meetings have you attended: ___

2) When do you become involved in transportation-related issues?

- ___ I am never involved
- ___ When the project or issue is of interest to me
- ___ Only when the project or issue affects me personally
- ___ Only when the project or issue affects me professionally
- ___ Highly involved as an interested citizen
- ___ Highly involved as required by my profession

3) Did you find the meeting to be effective? Rank: 0- Not effective 5- Very effective.

0 1 2 3 4 5

4) Was the location convenient and accessible? Yes ___ No ___

5) Means of transportation used:

___ Walk ___ Bus ___ Train ___ Car ___ Bike

6) How did you hear about this meeting?

___ NYMTC website ___ A friend/colleague ___ NYMTC-Notes ___ Facebook ___ Email ___
Mail ___ Fax ___ Other:

Appendix I – Survey (Back)

7) Were the visual aids helpful and easy to understand? ___ Yes ___ No

8) Will you attend another NYMTC meeting in the future? ___ Yes ___ No

If No, please explain: _____

9) Have you visited our website or Facebook page? ___ Yes ___ No

10) Please indicate how effective you believe each of the following public involvement methods are.

METHOD	Very Effective	Somewhat Effective	Not Very Effective	Not At All Effective	Not Sure
Direct Mailing					
Email					
Fliers					
Brochures					
Website					
Social Media					
Newsletter					
Newspaper Ads					
Comment Cards					
Public Meetings					
Workshops					
Speaker Presentations					
Focus Groups/One-on-One Interviews					
Webcasts/Webinars					

Would you like to receive more information about NYMTC and its projects? ___ Yes ___ No

If so, please provide us your information:

Name

Address

City, State, Zip Code

Phone

Email

Thank you for taking time answering this survey. If there are any additional suggestions/ comments, please state so below:

Additional Comments:

Appendix J Brochure- Front (DRAFT EXAMPLE)



New York Metropolitan Transportation Council

About NYMTC



CONTACT INFORMATION

Additional contact information for questions or comments

New York Metropolitan Transportation Council
199 Water Street, 22nd floor
New York, NY 10038

In recognition of the size and diversity of the region, NYMTC is comprised of three geographical Transportation Coordinating Committees (TCCs), one each in New York City, on Long Island and in the Lower Hudson Valley. The New York City TCC, Nassau/Suffolk TCC and Mid-Hudson South TCC serve as subregional planning forums which respond to local needs and recommend transportation priorities to the Council as a whole.

New York TCC
47-40 21st Street
Long Island City, NY 11101
Phone: (718) 482-4559
Fax: (718) 482-6886

Nassau/ Suffolk TCC
250 Valerans Memorial Highway Room 4A 1A
Hauppauge, NY 11788
Phone: (631) 952-6115
Fax: (631) 952-6120

Mid-Hudson South TCC
4 Burnett Boulevard
Poughkeepsie, NY 12603
Phone: (845) 431-7819
Fax: (845) 431-5768

NYMTC

199 Water Street, 22nd Floor
New York, NY 10038 - 3534
Phone: (212) 383-7200
Fax: (212) 383-2118
E-mail: nymtc-web@del.state.ny.us
Web: www.nymtc.org
www.facebook.com/NYMTC

GETTING INVOLVED

Visit www.nymtc.org where you will find a resource on nearly every aspect of the regional transportation planning process, including major studies in your community, links to local web sites, calendars of meetings and study contacts.

Subscribe to our electronic newsletter NYMTC Notes by sending an email to nymtc-notes@del.state.ny.us or via www.nymtc.org for news at NYMTC.

Join our mailing, emailing and fax lists to receive regular updates, information and notices of activities and public comment periods. Send requests to be added to nymtc-web@del.state.ny.us.

Participate in the planning process for the development of the Regional Transportation Plan, Transportation Improvement Plan and Unified Planning Work Program, and in Advisory Working Groups. Notices of meetings are sent via mail, fax and email, and electronic notices are posted on the NYMTC website www.nymtc.org and NYMTC's Facebook page at www.facebook.com/NYMTC.

Provide comments on NYMTC's products during public reviews. Notice of review is provided on www.nymtc.org, on NYMTC's Facebook page and via mail, fax and email.

Attend Metropolitan Area Planning Forums and Public Information Sessions, where the public and NYMTC staff discuss regional transportation topics specific related issues, assuring that a wide range of opinions is heard. Information and meeting notices are posted on www.nymtc.org, on NYMTC's Facebook page, and via mail, fax and email.

Join Town Hall Forums, such as those for the Sustainable Communities Consortium HUD grant, that involve the public in discourse about local transportation issues.

Visit the NYMTC library at NYMTC's Manhattan headquarters, where you'll find studies, diagrams, data, models and more, along with convenient public work areas for review and study.

 Like our Facebook page to receive notifications of upcoming events and comment periods.



Appendix J Brochure- Back

(DRAFT EXAMPLE)



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 Poughkeepsie, NY 12603
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GETTING INVOLVED

Visit www.nymtc.org where you will find a resource on nearly every aspect of the regional transportation planning process, including major studies in your community, links to local web sites, calendars of meetings and study contacts.

Subscribe to our electronic newsletter NYMTC Notes by sending an email to nymtc-notes@dot.state.ny.us or via www.nymtc.org for news at NYMTC.

Join our mailing, emailing and fax lists to receive regular updates, information and notices of activities and public comment periods. Send requests to be added to nymtc-web@dot.state.ny.us.

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Appendix K – Public Comments and Responses

The following comments were received during the public comment period for the Public Involvement Plan. Responses are included.

Comment #1

Over the past months most if not all the notices are for meetings in NYC, whether for the TIP revision or as this one, discussions for public participation. As a Public Works Superintendent I would like to participate, but location is very time consuming. Is it possible for meeting to be moved on occasion to other locations to facilitate other interested parties? It would seem that the Nassau and Suffolk representatives would host the meeting more frequently. If not can this be used as our written submittal on the participation meeting. Thank you

Response

We recognize that there is interest in participating in meetings and the planning process throughout the NYMTC region, and we therefore make efforts to schedule meetings at times and in locations that are broadly accessible. This includes holding meetings in locations throughout NYMTC's planning area whenever possible. For meetings held at a central location, we use webcasts or webinars to increase access to the meeting.

Per NYMTC's revised Public Participation Procedures, NYMTC will hold a minimum of two public meetings or workshops open to the general public for specific areawide, corridor, feasibility and/or technical studies. Public meetings will be held in ADA-compliant locations which are proximate to public transportation services.

In addition, the Nassau/Suffolk Transportation Coordinating Committee Executive Committee alternates holding its meetings in Nassau and Suffolk counties

Comment #2

We want more public participation and more outreach, not less.

Response

The overriding objective of the Public Involvement Plan is to increase participation in the planning process to make the planning process better and more responsive. As the Plan describes, NYMTC strives to increase participation by expanding access to information and the number of people we reach. One way we seek to expand reach is through the use of the Regional Planning Corps and their contact lists, to reach people and organizations not currently on the NYMTC list serve. In addition, the use of webcasts and webinars help to increase opportunities for participation both at the time of the meetings and at later dates by either archiving the webcasts or providing presentations for later review.

Comment #3

We applaud NYMTC's proposed "Integration With Statewide Planning... Metropolitan public participation processes shall be coordinated with statewide public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and cost. NYMTC will therefore actively seek to integrate the public involvement program undertaken as part of the metropolitan transportation planning process with public involvement activities undertaken as part of the statewide transportation planning process." Also, for purposes of NYMTC's public outreach and participation for freight rail planning, the New York City and Long Island transportation coordinating committees need to coordinate and include all of Long Island -- including boroughs of New York City that are part of Long Island.

Fragmented planning by different jurisdictions and agencies is resulting in unrealistic reliance on 10-acre, 15 classification track Fresh Pond freight rail Terminal/Yard for classification and switching of all of Long Island's freight-by-rail. Other freight rail terminals and tracks for alternatives routes are still being abandoned, and new rail terminals have been planned and are being implemented in areas of Long Island beyond the New York City limits -- including Pilgrim State and already expanding Brookhaven-Yaphank -- without regard to the limitations of this approach.

Fresh Pond is a bottleneck today, due to its size, outmoded configuration, private use of public assets, and track sharing between passenger and freight rail. These issues are well known and were identified in NYMTC's 2004 Regional Transportation Plan. However, they have not yet been addressed in an integrated manner.

Recently NYMTC's planners have demonstrated responsibility in their outreach to our communities, including through this draft participation plan. However, previously our burdens were not adequately acknowledged. It is unacceptable -- and unrealistic from the standpoint of economic development -- to solve the problem of truck pollution and roadway congestion in Long Island outside New York City, by creating a worse freight bottleneck and new burdens within New York City. Fresh Pond freight rail Terminal/Yard is creating community burdens that have not yet been adequately addressed through integrated planning, funding, and implementation of projects. Outmoded equipment owned by the State of New York generates unnecessary pollution next to homes, schools, and playgrounds. Rail operations spill over into tracks in residential areas. The rail yard runs all night long and into the early morning hours 30 feet from homes that literally shake with the seismic effects of trains during classification. CURES welcomes NYMTC's "Integration With Statewide Planning" that will address system upgrades to the 21st century rail system New York needs and deserves.

Response

The reference to the statewide planning item in the Public involvement plan is noted. NYMTC continues to work with statewide agencies and organizations to ensure a coordinated approach to regional planning, and will continue to work with communities to address issues such as these that are raised as part of the overall long range planning process. Coordination between the transportation coordinating committees can be improved through NYMTC's multi-level structure. The transportation coordinating committees are only one organizational aspect; NYMTC is a regional council and its advisory working groups and various subcommittees help to bring together its planning process at a regional level.

Comment #4

- a) CURES requests that we be included on the NYMTC contact list mentioned in 1.1.a. “NYMTC will enhance its distribution lists to include people and organizations not traditionally involved in the planning process, as well as any Tribal Nations located within its planning area.”
- b) We also request inclusion as a member of the Regional Planning Corps, 1.2. “Maintain a relationship with community-based organizations, non-governmental organizations and Tribal Nations throughout NYMTC’s planning area that are willing to disseminate public information to their constituents on NYMTC’s behalf. This grouping of organizations will be known as the Regional Planning Corps.”
- c) We also request a TAC for the freight rail system and inclusion as a member. 2. 5. b. “Maintain technical advisory committees for specific areawide, corridor, feasibility and/or technical studies financed through the Unified Planning Work Program. The technical advisory committees will be drawn from the elected officials, community-based organizations, stakeholders in the area impacted by the study. We commend NYMTC for this increased outreach.”

Responses

- a) CURES representatives have been added to the NYMTC contact lists.
- b) CURES has been added as a member of the Regional Planning Corps. We appreciate their willingness to share information about NYMTC’s planning process with their distribution lists.
- c) There is currently no active study of the regional freight rail system underway. However, work is beginning on the development of a new Regional Freight Plan that will look at long-term issues and needs for freight in general, and CURES will be invited to advisory meetings for that initiative. CURES will also be invited to participate in NYMTC’s Freight Transportation Working Group.

Comment #5

We commend NYMTC for the way it has reached out through webinars and evening meetings and ask that these practices continue. Public access to meetings is a crucial element in public participation for citizens who must work elsewhere during the day, but who are key stakeholders in transportation issues and want to participate. 1.6.d. “To the extent practical, official and other public meetings will include a webcast or webinar to extend the reach of the meeting.”

Response

NYMTC will continue to make meeting available on dates and at times and locations that are accessible to increase participation in the regional planning process, including offering webcasts and webinars whenever possible.

Comment #6

Please keep in mind the Peconic Bay Region, the five eastern towns on Long Island. There is a need for people-friendly, modern, light rail public transportation system. For us to grow as a viable region, modern public transportation is key.

Response

We encourage you to participate in the public workshops and open houses that will be held as part of the development of the next Regional Transportation Plan, as well as any planning studies in the area. NYMTC has financed major planning studies for Suffolk County and the East End, such as Long Island 2035 and the Sustainable East End Development Strategies (SEEDS) study.