

## **Sample MTP / TIP / PPP Public Participation Requirements for Sample MPO**

*Note: the time requirements for public notice listed in this sample are examples; there are no specific federal requirements for public notice, except for the 45 calendar-day public comment period for initial or revision adoption . Each MPO has the flexibility to develop its own Public Participation Plan.*

23 CFR Part 450.316 sets forth the requirements for a public participation process (PPP). The following paragraph from the Code establishes the general spirit of what should be accomplished and who should be invited to participate in the PPP. There are numerous specific requirements in 450.316 beyond this paragraph that MPOs must follow.

“(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.”

Early and continuous involvement of all “interested parties” as mentioned above, as well as coordination with all other affected agencies is vital to the success of a PPP. This is true beyond simply following federal requirements to ensure that there no necessary people or agencies are left out of the process.

23CFR Part 450.316(b) lists several time sensitive public input requirements as part of the planning process.

- 1)** A minimum public comment period of 45 days before the “Public Participation Plan” is adopted or amended.
- 2)** Adequate notice of public involvement activities and time for public review and comment at key decision points of the planning process includes:
  - a minimum of 30-days notice that documents are available for review
  - such notice shall include date, time and location of planning forums
  - if significant changes are made an additional 10day period will be provided for review and comment on those changes
- 3)** Review and comment by the Technical Advisory Committee is a part of the process -- if there are significant changes there would need to be an opportunity for an additional review

### **Best case:**

Staff prepares a major amendment and places public notice	Day 1
Staff receives public comment and obtains TAC approval	Day 14
Staff holds opportunity for comment	Day 14-28
Staff reviews comments and receives TPC approval	Day 30
Staff submits to respective agencies	Day 30

**Worst case:**

Staff prepares a major amendment for TAC review	Day 1
Staff responding to TAC comments requires re-write	Day 7
Staff obtains TAC approval	Day 37
Staff places public notice and seeks comment	Day 67
Staff makes significant changes and provides added comment period	Day 77
Staff reviews comments and seeks TPC approval	Day 81
Staff requires significant changes and seeks added comments	
Staff receives TPC approval	Day 111

## **Required PPP Elements**

The federal regulations pertaining to metropolitan planning, list 10 requirements for the public participation plan (Section 450.316 (a)). Each requirement is listed below and the PPP must demonstrate how each will be met.

1. 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;
2. Providing timely notice and reasonable access to information about transportation issues and processes;
3. Employing visualization techniques to describe metropolitan transportation plans and TIPs;
4. Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
5. Holding any public meetings at convenient and accessible locations and times;
6. Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
7. 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;
8. 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;
9. Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
10. Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

The Federal Code also requires that there be a 45 calendar-day public comment period before the initial or revised PPP adoption by the MPO. Final copies must also be provided to FHWA and FTA for informational purposes and must be posted on the MPO's web site.