

Cleveland Urban Area

METROPOLITAN PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN



Adopted May 6, 2015

PROPOSED AMENDMENT – July 31, 2018
See pages 8 and 10

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**LEGAL PUBLICATION
PUBLIC HEARINGS NOTICE**

The Cleveland Urban Area Metropolitan Planning Organization (MPO), at its August 8, 2018 meeting, released draft revisions to the MPO's Public Participation Plan (PPP) for public review and comment. The draft revised Public Participation Plan is available for review at Cleveland Public Library, the Cleveland/Bradley Chamber of Commerce, the Development and Engineering Services Building (MPO office) at 185 2nd Street, N.E., and on the MPO website: <http://clevelandtn.gov/index.aspx?nid=153>. MPO Coordinator Greg Thomas can be reached at 423-479-1913, or gthomas@clevelandtn.gov, for questions regarding the PPP. The MPO Technical Coordinating Committee will hold a public hearing on the PPP revisions November 7, 2018 at 10:00 a.m. The MPO will hold a public hearing on the PPP revisions November 7, 2018 at 11:00 a.m. Both public hearings will be in the City Council meeting room, 2nd floor, 190 Church Street NE, Cleveland, TN.

September 14, 2018

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CLEVELAND URBAN AREA METROPOLITAN PLANNING ORGANIZATION

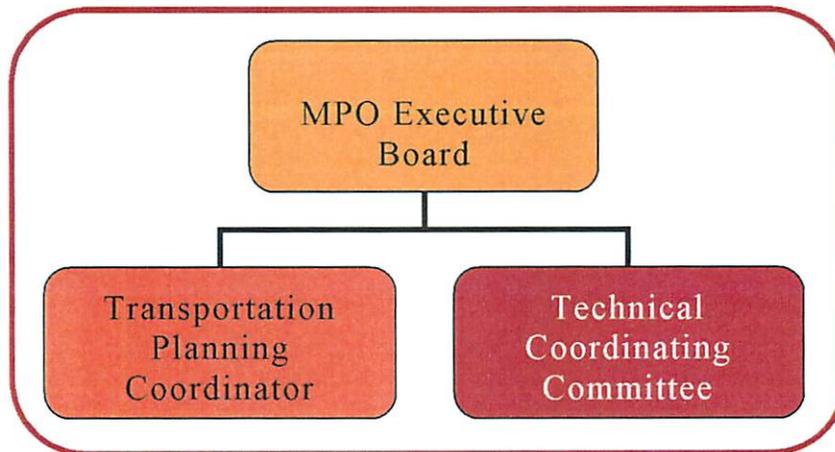
Public Participation Plan

Section 1 Introduction and Background

Transportation planning is a complex process involving many parties whose decisions must be coordinated in order to ensure a cost-effective, smoothly functioning transportation system. The Cleveland Urban Area Metropolitan Planning Organization (MPO) is charged with carrying out this transportation planning process in Cleveland's urbanized area, which encompasses much of Bradley County and a small portion of McMinn County. This Public Participation Plan is intended as a guide to the MPO in its efforts to keep citizens informed about transportation issues facing their community and to give them opportunities for input and participation in transportation planning and decision making as this process moves forward.

The Cleveland Urban Area MPO was established after the U.S. Bureau of the Census designated the City of Cleveland and selected adjacent areas of Bradley County as an urbanized area following the 2000 Census. This designation placed the Cleveland Urban Area under the provisions of the Federal-Aid Highway Acts and the Urban Mass Transportation Act of 1964, as amended, which require a "continuing, comprehensive and cooperative (3-C)" planning process in all urban areas of more than 50,000 population.

Comprehensive transportation planning for the metropolitan planning area is carried out under the direction of the Cleveland Urban Area Metropolitan Planning Organization. The planning coordination is achieved through the concentration of responsibility under the direction of this single agency, as depicted below.



The Cleveland Urban Area MPO is composed of the following member jurisdictions that constitute the MPO Executive Board:

- City of Cleveland
- Bradley County
- Southeast Tennessee Human Resources Agency
- State of Tennessee
- Annually rotating (McMinn County, City of Charleston, City of Calhoun)

The MPO Executive Board is responsible for the approval of three major MPO documents: the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). In addition, they have the responsibility in approving how federal and state transportation funds will be allocated within the MPO area for planning, transit and other transportation system operations, and construction projects.

A Technical Coordinating Committee (TCC), which is composed of a diverse group of transportation professionals, advises their respective Executive Board members on the technical merits of each project. The TCC includes engineers, transportation planners and land use planners from Federal, State and Local agencies, as well as representatives from local and regional transit agencies and economic development interests.

The following agencies from these jurisdictions comprise the Cleveland Urban Area MPO Technical Coordinating Committee:

- City of Cleveland Development & Engineering Services Department
- City of Cleveland Finance Department
- City of Cleveland Public Works Department
- Bradley County Planning Department
- Bradley County Highway Department
- Bradley County appointee
- MPO appointee for Bicycle/Pedestrian Issues
- MPO appointee for Charleston/Bradley County
- MPO appointee for Calhoun/McMinn County
- Cleveland/Bradley County Chamber of Commerce
- Southeast Tennessee Development District and Rural Planning Organization (RPO)
- Southeast Tennessee Human Resource Agency (SETHRA) and Cleveland Urban Area Transit System (CUATS)
- Tennessee Department of Transportation
- Federal Highway Administration – Tennessee Division
- Federal Transit Administration

The MPO TCC is responsible for the technical review and recommendation of plans, projects and programs to the MPO Executive Board. They are integral to providing information, data, project lists, and finalizing documents for final approval and endorsement by the MPO Executive Board. The MPO is also served by professional staff including the MPO Coordinator, who is housed within the City of Cleveland Development and Engineering Services Department. The MPO staff perform many of the day-to-day planning duties and functions, and work closely with the TCC and MPO Executive Board on MPO related items.

A glossary of transportation terms is provided in Appendix G and should be helpful in further explaining documents, terms, and activities which are part of the MPO planning process.

Section 2 General Guidelines

- A. Federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) became effective October 1, 2012. MAP-21, like the preceding federal legislation, requires that each MPO develop and use a documented participation plan that defines a process for providing reasonable opportunities to be involved in the MPO transportation planning process to:
- Citizens
 - Affected Public Agencies
 - Representatives of Public Transportation Employees
 - Freight Shippers and Providers of Freight Transportation Services
 - Private Providers of Transportation
 - Representatives of Users of Public Transportation
 - Representatives of Users of Pedestrian Walkways & Bicycle Transportation Facilities
 - Representatives of the Disabled, and
 - Other Interested Parties
- B. The MPO's Public Participation Plan (PPP) must be developed by the MPO in consultation with all interested parties and:
- Provide adequate public notice of public participation activities and time for public review and comment at key decision points
 - Provide timely notice and reasonable access to information about transportation issues and processes
 - Employ visualization techniques to describe the MPO's Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP)
 - Make public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web
 - Hold any public meetings at convenient and accessible locations and times with such facilities complying with Americans with Disabilities (ADA) laws
 - Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP
 - Seek out and consider 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
 - Provide an additional opportunity for public comment, if the final LRTP or TIP differs significantly from the version that was made available for public comment by the MPO
 - Coordinate with the statewide transportation planning public involvement and consultation processes
 - Consult as appropriate with State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation
 - Include a process to periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process
 - Provide that when significant written and oral comments are received on the draft Long Range Transportation Plan or TIP, a summary, analysis, and report on the disposition of comments shall be made as part of the final Long Range Transportation Plan or TIP

- Have a minimum public comment period of 45 calendar days before the initial or revised public participation plan can be adopted by the MPO.

In addition, in developing the LRTP and TIP, the MPO is required to consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) and coordinate its planning process (to the maximum extent practicable) with such planning activities.

C. The MPO's LRTP and TIP are also to be developed with due consideration of other related services and planning activities within the metropolitan area including:

- Recipients of assistance under title 49 U.S.C. Chapter 53
- Governmental agencies and nonprofit organizations that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation service
- Recipients of assistance under 23 U.S.C. 204
- Indian Tribal governments if appropriate, and
- Federal land management agencies if appropriate

D. Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. The Cleveland Urban Area MPO receives federal funding, so all transportation planning processes of the MPO must comply with this law.

Environmental Justice stems from Title VI, focusing on the inclusion of low-income and minority populations in federally funded programs. Environmental Justice has three general principles:

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

E. By providing the opportunity for everyone to participate in the transportation planning process, the MPO is ensuring that the needs of all people can be met and that their desires for how the whole community should function and develop will be considered. To accomplish this, the MPO staff will use Census data to determine where concentrations of the underserved or underrepresented reside. Using this data, the MPO will:

- Hold public meetings that are convenient to these geographic concentrations in terms of walkability and available transit options, which tend to be used more by low-income individuals than other forms of transportation;
- Make all draft documents available for public review at local libraries;
- Maintain a direct mailing list for residents or organizations that express an interest, either by attending public meetings or notifying the MPO by other means, in receiving information about future events and plan development;

- Continue to research creative methods of reaching these populations with information, documents, and invitations;
- Seek out community leaders or representatives of these groups to participate in MPO planning processes as appropriate; and
- Meet and make presentations to organizations that represent these segments of the population as requested.

Section 3 Cleveland Urban Area MPO Public Participation Policy

The Cleveland Urban Area Metropolitan Planning Organization (MPO) shall actively initiate and participate in the distribution of information relating to transportation decisions and plans throughout the metropolitan planning area (see Appendix A – MPO Planning Area Boundary). It is the policy of the Cleveland Urban Metropolitan Planning Organization to take all public and interested parties’ comments into account when developing and adopting plans and programs such as the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), and Long Range Transportation Plan (LRTP). The processes outlined in this document shall form the basis for informing, engaging, and interacting with the public and interested parties on transportation decisions and the adoption of components of the transportation planning program.

Section 4 Open Public Meeting Act

- A. Pursuant to the Tennessee Open Public Meetings Act, T.C.A. Section 8-44-101, et seq., all sessions of every meeting of the Executive Board, Subcommittees of the Executive Board and the Technical Coordinating Committee shall be open to the public.
- B. The public shall be given the opportunity to comment on current agenda items at the beginning of every meeting of the Executive Board. The chair of the Executive Board meeting shall determine the time to be allotted to each speaker.

Section 5 Official Notices

- A. All notices of meetings, public hearings, and public comment periods for MPO plans, studies, and programs, funded in whole or in part by the MPO, shall be advertised at a minimum in the Cleveland Daily Banner (Cleveland) and posted on the MPO’s website, currently <http://clevelandtn.gov/index.aspx?nid=153>.
- B. The MPO Coordinator shall send all notices of meetings, public hearings, and public comment periods for plans and programs to known interested news media sources. Appendix B contains a listing of those media sources within the MPO planning area. The list shall be periodically updated as additional media outlets are identified. In addition, notification by mail shall be sent to all interested parties and organizations (e.g. 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 such as neighborhood organizations, minority organizations, etc.) expressing interest in the transportation planning process and/or specified in federal statute (See Appendix C for Interested Parties List).

- C. Unless otherwise provided in this plan, all notices shall be published and press releases sent a minimum of seven (7) days prior to the meeting. If a special meeting is called, the notice shall be published a minimum of three (3) days prior to the meeting. The notice must specify the nature of the special meeting and be limited to that item(s).
- D. The official notice and press releases shall note the day, time, and location of the meeting, and as required by other sections of this plan, the topic(s) of the meeting.

Section 6 Public Involvement in Transportation Plans and Program Documents

- A. All MPO transportation work programs, plans, studies or programming documents funded in whole or in part with federal funds shall provide the opportunity for public review and comment during the study process and prior to adoption by the local jurisdiction or the MPO.
- A. In the event an appointed citizen's committee is established, all efforts to have adequate representation of the population shall be made. For planning efforts such as a bikeway and pedestrian plan, a corridor study, or a transit plan, a minimum of one (1) public meeting shall be held as part of that specific planning effort. Regional studies or documents shall have a public hearing(s) before the Metropolitan Planning Organization Executive Board prior to adoption (see Sections 8, 9, and 10).
- B. Studies and plans having less than regional significance shall have opportunities for public input before adoption. The level of public input shall be determined by the MPO jurisdiction for which the study/plan is being undertaken, and a written record of public input shall be provided to the MPO. Notice of all public hearings shall be published at least seven (7) days prior to the public hearing date unless otherwise noted (see Section 5C). Notice shall be advertised in the Cleveland Daily Banner and press releases distributed to those media outlets listed in Appendix B and posted on the MPO's website.
- C. Final payment shall not be made to any consulting firm or jurisdiction, for work pertaining to any MPO documents or plans, until such time as the public is afforded the opportunity for input into the study and is made aware of its conclusions.

Section 7 Annual Public Meeting

- A. The Executive Board shall hold an annual public meeting for the purpose of receiving public comments pertaining to the MPO's plans, programs, and projects to be placed in the LRTP and TIP. As part of this meeting the MPO will present the annual listing of obligated projects from the previous program year (as required under 23 CFR § 450.332) which will later be made available on the MPO's website. At this meeting the MPO will also adopt its regular meeting schedule for the next year, including the date of the next Annual Public Meeting.
- B. The Annual Public Meeting shall be advertised a minimum of thirty (30) days prior to the meeting date in the Cleveland Daily Banner and press releases distributed to those media outlets listed in Appendix B, and posted on the MPO's website.

Section 8 Unified Planning Work Program (UPWP)

- A. After the Technical Coordinating Committee (TCC) recommends the draft Unified Planning Work Program (UPWP) for public review and comment, it shall be posted on the MPO's website and copies shall be made available at several locations within the MPO area, including the Cleveland Public Library, Cleveland/Bradley Chamber of Commerce and MPO Offices (see Appendix D for locations).
- B. Notice of the opportunity for public comment shall be advertised at least fourteen (14) days prior to the meeting at which the MPO Executive Board will consider and adopt the UPWP. The notice shall be advertised in the Cleveland Daily Banner and press releases distributed to those media outlets listed in Appendix B. The notice shall specify the dates, times, and location of forthcoming public hearings. Press releases shall also be furnished to all other news organizations registered with the MPO Coordinator. The notice shall specify the dates, times, and location of the public hearing as well as the locations where copies of the draft UPWP are available. Special efforts shall be made to provide information on the draft UPWP to media and organizations serving the low-income and minority populations in the urban area.
- C. A public hearing on the draft UPWP shall be held by the MPO Executive Board. At the public hearing, the MPO Coordinator shall provide a written report to the Board of all comments received prior to the meeting. The public shall be allowed an opportunity for comment at the public hearing. The Chairman of the MPO Executive Board meeting may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. The MPO Executive Board must close the public hearing prior to a vote on the Unified Planning Work Program.
- D. An amendment to the UPWP which adds or removes funds, adds or removes a planning activity, or changes the scope of a planning activity, shall follow the same procedures described above.

Section 9 Transportation Improvement Program (TIP)

- A. Each year by December 30, the MPO will make available to the public the Annual Listing of Obligated Projects. This list provides basic information on all transportation investments in the MPO area for which FHWA or FTA funds were obligated in the preceding program year. The MPO Coordinator will work with TDOT, CUATS, and MPO local government members to assemble the list of projects, and will make it available to the public by by posting it on the MPO website, presenting it at the Annual Meeting (see Section 7), and making copies available at the Cleveland Public Library, the MPO Offices and Charleston City Hall (see Appendix D for locations).
- B. At the Annual Public Meeting (see Section 7), the MPO Executive Board shall afford the public the opportunity to suggest transportation projects eligible for inclusion in the Transportation Improvement Program (TIP).
- C. The MPO Coordinator and the Technical Coordinating Committee (TCC) shall review the input from the public hearing/s held by the MPO Executive Board, input from the state, input from interested parties, and input from the local MPO

jurisdictions for guidance in the creation of the Transportation Improvement Program.

- D. The TCC shall review and endorse the Draft TIP for consideration by the MPO Executive Board. The MPO Executive Board shall then review, amend if necessary and/or concur with the release of the Draft TIP for public comment.
- E. After concurrence by the MPO Executive Board, the MPO Coordinator shall publish the Draft TIP on the MPO website and place copies in the Cleveland Public Library, Cleveland/Bradley County Chamber of Commerce and the MPO Offices (see Appendix D for locations) a minimum of twenty-one (21) days prior to final consideration and adoption by the MPO Executive Board.
- F. A notice stating that the MPO Executive Board has released a Draft Transportation Improvement Program (TIP) for public review and comment shall be placed in the Cleveland Daily Banner and press releases distributed to those media outlets listed in Appendix B. The notice shall specify the dates, times and location of the forthcoming public hearing/s. Special efforts will be made to provide information on the Draft TIP to media and organizations serving the low-income and minority populations in the urban area. This notice and press release shall be published/distributed a minimum of twenty-one (21) days prior to the meeting at which the Draft TIP will be considered by the MPO Executive Board.
- G. A public hearing shall be held by the MPO Executive Board prior to voting on the draft TIP. The MPO Coordinator shall submit a written report to the Board of all comments received prior to the meeting. The public shall be allowed an opportunity for comment at the public hearing. The Chairman of the MPO Executive Board meeting may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. The MPO Executive Board must close the final public hearing prior to a Board vote on the Transportation Improvement Program.
- H. In the event the MPO Executive Board determines there are significant unresolved comments on the Draft TIP it may defer the program until a subsequent meeting. The MPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these amendments be significant, another fifteen (15) day review period shall be allotted to the public.
- I. Proposed Amendments to the TIP (those which involve the addition or deletion of projects, or a major change in project scope or cost) shall be released for public comment in draft form after the MPO Coordinator informs the TCC and Executive Board of the proposed amendment(s). Public notification for TIP amendments shall follow the same procedures described in Sections E and F above, except the notice and press release shall be published/distributed a minimum of fourteen (14) days prior to the meeting must follow the same process and procedure described above for the adoption of the TIP. Minor adjustments do not require a public input process and shall be administered through the MPO's approved Transportation Improvement Program Adjustment Process and Procedures (see Appendix E).

Section 10 Long-Range Transportation Plan (LRTP)

- A. Periodic input on the Long Range Transportation Plan shall be obtained at the Annual Public Meeting (see Section 7), at which the MPO Executive Board shall review the planning assumptions and development process and obtain comments from the public on the plan's validity.
- B. The Technical Coordinating Committee (TCC) shall guide the preparation and/or update of the LRTP for the Cleveland Urban Area MPO. Public review and comment opportunities shall be provided when the plan is originally adopted, for amendments to the plan, and during the review process.
- C. When the Draft LRTP has been prepared, the TCC shall review and endorse it for consideration by the MPO Executive Board. The MPO Executive Board shall then review, amend if necessary, and/or concur with the release of the Draft LRTP for public comment.
- D. After concurrence by the MPO Executive Board, the MPO Coordinator shall publish the Draft LRTP on the MPO's website and place copies in the Cleveland Public Library, Cleveland/Bradley County Chamber of Commerce and MPO Offices for public review and comment (See Appendix D for locations). Copies must be distributed to these locations a minimum of thirty (30) days prior to final consideration of the LRTP by the MPO Executive Board.
- E. A notice stating that the MPO Executive Board has endorsed a Draft Long Range Transportation Plan for public review and comment shall be placed in the Cleveland Daily Banner and press releases distributed to those media outlets listed in Appendix B. This notice shall invite the public to review and comment on the Draft LRTP and list the locations where copies are available. The notice shall also specify the dates, times, and locations of public hearings and public meetings to be held on the Draft LRTP. Special efforts shall be made to provide information on the Draft LRTP to media and organizations which serve the low-income and minority populations in the region. This notice and press release shall be published/distributed a minimum of thirty (30) days prior to the meeting date where the LRTP will be considered by the MPO Executive Board.
- F. Public meetings to explain the plan and obtain comments and public input will be held during the 30-day review period. One public meeting shall be held in each of the MPO's participating jurisdictions. These meetings will be conducted by the MPO Coordinator and will be advertised as provided in paragraph E above.
- G. A public hearing shall be held by the MPO Executive Board prior to voting on the LRTP. At this hearing, the MPO Coordinator shall report all comments received at the previous public meetings, and from all other sources prior to the public hearing. The public shall be afforded the opportunity for comment at the public hearing. The Chairman of the MPO Executive Board meeting may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. The MPO Executive Board must close the final public hearing prior to a Board vote on the Long-Range Transportation Plan.

- H. In the event the MPO Executive Board determines there are significant unresolved comments on the LRTP, it may defer the adoption of the plan until a subsequent meeting. The MPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these amendments be significant, an additional 15-day review period shall be allotted to the public.

~~Amendments to the LRTP must follow the same process and procedure described in this section for the adoption of the plan, except that public meetings are not required to be held as described in paragraph F.~~

- I. Proposed amendments to the LRTP shall be released for public comment in draft form after the MPO Coordinator informs the TCC and Executive Board of the proposed amendment(s). Public notification for LRTP amendments shall follow the same procedures described in Sections D and E above. Public meetings are not required, but the public shall have the opportunity to comment on proposed LRTP amendments at the meeting where the Executive Board considers their adoption, prior to the board's vote. The MPO Coordinator shall also provide the Executive Board with a summary of any public comments received on the amendment(s).

- J. Opportunities for public input are not limited to those contained in this section. Because of the significance of the Long Range Transportation Plan, other public participation techniques may be employed (such as online surveys, presentations to civic and community groups, and/or traveling displays at the mall or at other high travel locations) to increase awareness and to provide ample opportunities for public participation early and often throughout the development of the LRTP.

Section 11 Consultation with Federal, State & Local Agencies

- A. In developing the LRTP and TIP, the MPO shall consult, as appropriate, with local and regional agencies and officials responsible for other planning activities within the Cleveland MPO area. This consultation shall include, as appropriate, contacts with regional, local and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation.
- B. An increased emphasis is placed on consultation with resource agencies responsible for natural resource management and historic preservation. The Tennessee Department of Transportation (TDOT) took the lead in establishing consultation procedures, and the MPO will contact federal and state agencies using the agreed upon process. Formal coordination with these agencies will help to identify effective mitigation strategies for potential environmental impacts of projects included in the MPO's Long Range Transportation Plan.

TDOT's Consultation Procedure

Each state and federal agency listed below was sent a letter asking them to supply TDOT with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities, if available and appropriate. Appropriate mitigation strategies for these areas were also

requested. Additionally, each agency was also asked to provide TDOT copies of any ongoing updates and additions to those materials.

The MPO will consult with the following state and federal agencies for the Cleveland MPO area:

- US Fish and Wildlife Service
- US EPA, Region 4
- Tennessee Valley Authority
- National Park Service
- USDA Forest Service
- Tennessee Department of Environment and Conservation
- Tennessee State Historic Preservation Office
- Tennessee Wildlife Resources Agency

The MPO will compare proposed transportation improvements in the MPO planning area to the agencies' plans, maps, inventories, etc. to assess potential environmental impacts. The assessments will be included in the draft Long Range Transportation Plan document, to be circulated to the public and to these agencies for at least 30 days prior to adoption.

The LRTP and TIP shall be developed with due consideration of other related planning activities within the Cleveland MPO area, including the design and delivery of transportation services within the area that are provided by:

- recipients of assistance under title 49, U.S.C., Chapter 53;
- governmental agencies and nonprofit 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 service; and
- recipients of assistance under 23 U.S.C. 204.

The MPO will also contact the following regional and local agencies for coordination and input on the development of the LRTP and TIP:

Regional Agencies:

- Southeast Tennessee Development District
- Southeast Tennessee Human Resource Agency
- Southeast Tennessee Rural Planning Organization
- Chattanooga-Hamilton County/North Georgia Transportation Planning Organization

Local Agencies:

- Bradley County Engineering Department
- Bradley County Highway Department
- Bradley County Planning Department
- City of Cleveland Community Development Department
- City of Cleveland Municipal Airport Authority
- City of Cleveland Public Works Department
- Cleveland/Bradley County Chamber of Commerce
- Cleveland/Bradley County Greenway Board
- City of Cleveland Urban Forester
- City of Cleveland Historic Preservation Commission

- Cleveland/Bradley County Emergency Management Agency
- City of Calhoun
- City of Charleston
- McMinn County
- McMinn County Highway Department
- Other interested parties, if any identified

Section 12 Availability of Plans, Documents, & Use of Visualization Techniques

- A. Copies of all MPO plans and program documents will be made available on the MPO's website (<http://clevelandtn.gov/index.aspx?nid=153>) and will also be available at the Cleveland Public Library and the MPO Offices and the Charleston City Hall (see Appendix D for locations). This includes the Public Participation Plan, Unified Planning Work Program, Transportation Improvement Program, Long Range Transportation Plan, the Annual Listing of Obligated Projects from the previous program year, and all studies funded wholly or in part by the MPO. The MPO staff shall also obtain copies of the State Transportation Improvement Program and State Transportation Plan and make them available at these locations.
- B. Visualization techniques (such as maps, displays, charts, and other static and interactive engagements) shall be used to engage and enhance the public's understanding and participation in the development of MPO plans and programs. Such techniques shall be used in an appropriate manner when presenting and describing MPO plans and programs. This includes using Geographic Information Systems (GIS), a very effective way to communicate complex technical material and ideas to stakeholders.

Section 13 Public Participation Plan – Adoption and Assessment

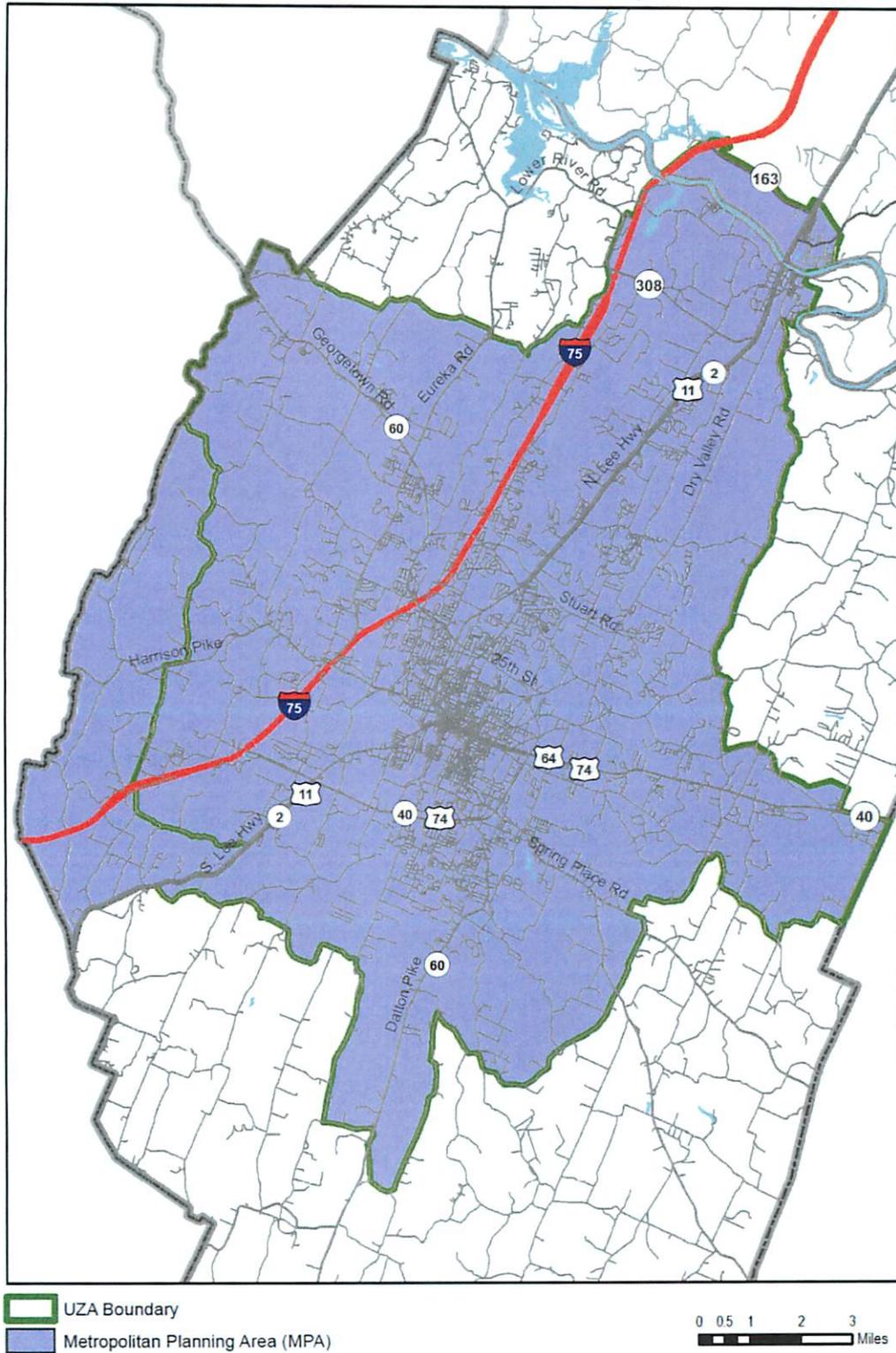
- A. The MPO shall adopt and maintain a Public Participation Plan (PPP) consistent with local, state and federal legislation.
- B. When adopting or amending the PPP, the public participation process shall follow a process similar to that of the Transportation Improvement Program, as described in Section 9, paragraphs C-G, with the exception that the public review period shall be forty-five (45) days instead of twenty-one (21) days.
- C. The TCC shall review and endorse the Draft Public Participation Plan for consideration by the MPO Executive Board. The MPO Executive Board shall then review, amend if necessary and/or concur with the release of the Draft PPP for public comment.
- D. After concurrence by the MPO Executive Board on the Draft PPP, the MPO Coordinator shall publish the Draft PPP on the MPO's website and place copies of the draft in Cleveland Public Libraries and the Cleveland/Bradley County Chamber of Commerce (see Appendix D for locations) forty-five (45) days prior to final consideration and adoption by the MPO Executive Board.
- E. A notice stating that the MPO Executive Board has endorsed a Draft Public Participation Plan for public review and comment shall be placed in the Cleveland Daily Banner and press releases distributed to those media outlets listed in Appendix

- B. The notice shall specify the dates, times and locations of forthcoming public hearings. Special efforts will be made to provide information on the PPP to media and organizations serving the low-income and minority populations in the urban area.
- F. A public hearing shall be held by the MPO Executive Board prior to voting on the Public Participation Plan. At that hearing the MPO Coordinator shall provide the Board with a written report of all comments received prior to the hearing. The public shall be allowed an opportunity for comment at each public hearing. The Chairman of the MPO meeting may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. The MPO Executive Board must close the final public hearing prior to a vote on the Public Participation Plan.
- G. In the event the MPO Executive Board determines there are significant unresolved comments on the draft Public Participation Plan, it may defer the adoption until a subsequent meeting. The MPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these amendments be significant, another fifteen (15) day review period shall be allotted to the public.
- H. The Public Participation Plan shall be assessed periodically based on changes in local, state, or federal legislation, and/or in response to periodic evaluations of the effectiveness of public participation techniques that are used by the MPO. Appendix F provides an example of the type and level of evaluation that the MPO would use to assess the effectiveness of its current public participation techniques. Additionally, the MPO may use comment cards at public meetings to assess from participants how they found out about the meeting, whether the meeting time and location was convenient, and/or what improvements could be made to improve the public participation process.
- I. Following the adoption of an update to the Long Range Transportation Plan, an assessment shall be made of the types of public participation techniques that were used, especially public input meetings and public hearings. Feedback from this assessment shall be used to evaluate any changes deemed necessary to the Public Participation Plan. Upon completion of this process, any changes or improvements shall be updated at that time.

This Public Participation Plan was developed through consultation with an expanded list of known interested parties (Appendix C). The MPO contacted numerous individuals, organizations, agencies, and representatives and requested their feedback and engaged them in the planning process. Appendix F provides a copy of the survey notice and questionnaire used in soliciting input relative to this Public Participation Plan. The questionnaire was also published in the Cleveland Daily Banner and made available on the MPO's website.

Appendix A: Cleveland MPO Planning Area Boundary

Cleveland Urbanized Area MPO UZA & MPA Boundary



Appendix B: News Media Outlets

Newspapers

Cleveland Daily Banner
P.O. Box 3600
Cleveland, TN 37320-3600
Phone: (423) 472-5041
Newsroom Fax: (423) 614-6529
Advertising/Legal Fax: (423) 476-1046
City Reporter: Joyanna Love
Email: Joyanna.love@clevelandbanner.com
Legal Advertising Representative: Vickie Day

Chattanooga Times-Free Press
400 East 11th St.
Chattanooga, TN 37403
Cleveland Bureau Phone: (423) 479-7105
Cleveland Bureau Fax: (423) 479-1639
Cleveland Bureau Reporter: Paul Leach
Email: paulrleach@gmail.com

Daily Post-Athenian
P.O. Box 340
320 S. Jackson Street
Athens, TN 37371-0340
(423) 745-5664
Email: news@dailypostathenian.com

Television

WDEF-TV Channel 12 (CBS affiliate)
3300 Broad St.
Chattanooga, TN 37408
General Phone: (423) 785-1200
General Fax: (423) 785-1273
Cleveland Bureau Phone: (423) 280-3222

WTVC-TV Channel 9 (ABC affiliate)
P.O. Box 60028
Chattanooga, TN 37406
General Phone: (423) 756-5500
Newsroom Phone: (423) 757-7431
Assignment Director: Larry Mack
To e-mail documents: Producers@newschannel9.com

WRCB-TV Channel 3 (NBC affiliate)
900 Whitehall Road
Chattanooga, TN 37405
General Phone: (423) 267-5412
Newsroom Fax: (423) 756-3148
News Director: Derrall Stalvey (Ext. 116)
Email: dstalvey@wrcbtv.com

Appendix B: News Media Outlets

Radio

WALV/WBAC Radio
2640 Commerce Drive
Cleveland, TN 37311
Phone: (423) 472-4053
Fax: (423) 472-5290
Contact: Bob Gault, News Director
Email: bobg@brewerradio.com

WCLE Radio
4009 Keith St.
Cleveland, TN 37311
Phone: (423) 472-6512
Fax: (423) 476-4686
Contact: Lisa Williams-Geren

WGOW Talk Radio—Chattanooga
Fax: (423) 266-3629
Contact: Kevin West, News Director

Appendix C: Interested Parties List

Citizens

None identified at this time.

Representatives of Public Transportation

Employees

Southeast Tennessee Human Resource Agency

Representatives of Users of Public Transportation

None identified at this time.

Private Providers of Transportation

Bradley/Cleveland Services Inc.
Bradley-Cleveland Community Services Agency
Bradley-Cleveland Senior Center
Ocoee River Transport Inc.

Affected Public Agencies

Bradley County Board of Education
Bradley County Health Department
Bradley County Sheriff's Office
Bradley/Cleveland Development Services
Chattanooga Gas Co.
City of Cleveland Municipal Airport Authority
Cleveland / Bradley County Emergency Management Agency
Cleveland City Schools
Cleveland Police Department
Cleveland Public Library
Cleveland State Community College
Cleveland Utilities
Hiwassee Utilities
Ocoee Utility District
Southeast Tennessee Career Center - Bradley/Polk County Satellite Center
Southeast Tennessee Development District
Tennessee Department of Labor and Workforce Development
Volunteer Energy Cooperative

Representatives of Users of Pedestrian Walkways and Bicycle Transportation Facilities

Cleveland/Bradley County Greenway
Trailhead Bicycle Company
Scott's Bicycles

Representatives of the Disabled

Arthritis Foundation
Cleveland Care and Rehabilitation Center
Department of Mental Retardation
Direct Care Services
Hiwassee Mental Health Center
International Guiding Eyes - Guide Dogs of America
Leader Dogs for the Blind
Signal Centers
The (Blind) Vital Center Inc.
The Gardens of Wellington

Freight Shippers and Providers of Freight Transportation Services

Arch Chemicals Inc.
Bullins Trucking
Bowater Newsprint
Cleveland Chair Company
Duracell Global Business Management Group
Evans, Jackie, Trucking Company
Foreign Trade Zone #134 - Chattanooga Chamber Foundation
Hardwick Clothes Inc.
Jackson Manufacturing Co.
Johnston Coca-Cola Bottling Co.
Masterfoods USA
Norfolk Southern
Olin Corporation
Peyton's Southeastern Inc.
Renfro Corporation
Rubbermaid Commercial Products
US Truckload Services
Whirlpool Corporation, Cleveland Division

Other Interested Parties

100 Black Men of Bradley County Inc.
American Association of Retired Persons (AARP)
Better Business Bureau
Bradley Initiative for Church and Community
Bradley Memorial Hospital
Bradley Sunrise Rotary Club
Brown Stove Works Inc.
Cleveland Associated Industries
Cleveland Community Hospital
Cleveland Creative Arts Guild @ Historic Five Points
Cleveland Housing Authority
Cleveland/Bradley Chamber of Commerce
Cleveland/Bradley Keep America Beautiful Inc.
Epilepsy Foundation of Southeast Tennessee
Family Resource Agency/Head Start
Flowers Bakery of Cleveland LLC
Garden Plaza at Cleveland
Guestline Cleveland
Habitat for Humanity
Kiwanis Club of Cleveland
Lee University
Life Care Centers of America
Mainstreet Cleveland
Morningside of Cleveland
Ocoee Region Builders Association
Ocoee Region Multicultural Services
River Counties Association of Realtors Inc.
Schering-Plough
Southeast Industrial Development Association
Swift Enterprises Inc.
United Way of Bradley County
YMCA

Appendix D: Locations for Review of MPO Documents

Cleveland Urban Area MPO Office

190 Church Street, N.E.,
P.O. Box 1519
Cleveland, TN 37364-1519
Phone (423) 479-1913

Cleveland Public Library – Main Library

795 Church Street, NE
Cleveland, TN 37311-2240
Phone (423) 472-2163

Charleston City Hall

126 Worth Street NE
Charleston , TN 37310

Appendix E: Transportation Improvement Plan (TIP) Adjustment Process

Revisions to the TIP fall into one of two categories: (1) amendments, which require public review and comment as well as MPO Executive Board approval, and (2) administrative adjustments, which do not. Whether a proposed revision constitutes a TIP amendment is determined first by the nature of the change, and if the change involves project cost, by the amount of change that would result.

Definition of a TIP Amendment

An amendment is a revision to the TIP that involves major changes to a project or the overall program, and cannot be made without public review and comment, redemonstration of the TIP's fiscal constraint. An amendment is required for these types of changes:

- ❖ Major change in a project's total cost (except groupings), as defined below in the Project Cost Change Thresholds;
- ❖ Adding a new project to the TIP;
- ❖ Deleting a project from the TIP;
- ❖ Major change to a project's scope. Examples include, but are not limited to changing the number of thru-lanes, adding or eliminating non-motorized facilities, changing termini, changing capital category (i.e. transit funding), or changing mode (e.g. rolling stock or facility type for transit).

Process for Amending the TIP

Please see Section 9 of this Plan.

Definition of a TIP Administrative Adjustment

An administrative adjustment is a minor change to the approved TIP. It does not require public review and comment, nor the redemonstration of the TIP's fiscal constraint. Administrative adjustments may be made for these types of changes:

- ❖ Minor change in a project's total cost, as defined below in the Project Cost Thresholds table;
- ❖ Minor change in a project's description and/or termini that is for clarification and does not change the actual scope;
- ❖ Shifting funds among funding sources and/or projects already identified in the TIP, as long as the action does not result in a major change in any project's total cost for all phases shown in the approved TIP;
- ❖ Adding funds already identified in the TIP for the current or previous year, as long as the funds are identified in an existing TIP project or shown as available funds, and as long as the action does not result in a major change in any project's total cost for all phases shown in the approved TIP;
- ❖ Moving projects from year to year within an approved TIP;

Appendix E: Transportation Improvement Plan (TIP) Adjustment Process

- ❖ Adding a prior project phase to the TIP, as long as the action does not result in a major change in the project's total cost for all phases shown in the approved TIP;
- ❖ Changes required to follow FHWA or FTA instructions regarding the withdrawal or re-establishment of funds at federal request (such as rescissions);
- ❖ Moving funds between similarly labeled groupings, regardless of the percent of change;
- ❖ Adjusting revenue to match actual revenue receipts.

Process for Making a TIP Administrative Adjustment

When TDOT makes an adjustment to a state-sponsored project, it submits the information to FHWA/FTA and notifies the MPO so that the MPO staff can update the TIP project sheets and/or funding tables as appropriate.

When any other MPO member agency requests an adjustment to the TIP, the MPO updates the TIP project sheets and/or funding tables as appropriate and then sends notification to TDOT of the changes.

Project Cost Change Thresholds

A sliding scale is outlined below to indicate whether a proposed change in project cost will require a TIP amendment, or whether it can be made by administrative adjustment. All measurements for the cost change are based on the cost shown in the last approved TIP or TIP revision, to account for incremental changes.

Total Project Cost (of all phases shown in the approved TIP)	Cost Change Requiring a TIP Amendment	Cost Change Threshold for a TIP Adjustment
Up to \$2 million	≥ 75%	< 75%
\$2 million to \$15 million	≥ 50%	< 50%
\$15 million to \$75 million	≥ 40%	< 40%
\$75 million and greater	≥ 30%	< 30%

Appendix F: MPO Public Participation Plan Survey



TOM ROWLAND, CHAIRMAN
190 Church Street, N.E., P.O. Box 1519
Cleveland, TN 37364-1519
Phone (423) 479-1913 fax (423) 559-3373
<http://www.clevelandtn.gov/index.aspx?nid=153>
MPO Coordinator Greg Thomas, AICP
gthomas@clevelandtn.gov

Want To Have A Say In Transportation?

Your input is important to good transportation planning decisions.

The opportunity for you to have input in the plans and programs of the community's transportation planning agency, the MPO, is required by law. The MPO is required to follow a **Public Participation Plan** to manage the process of providing public information on transportation planning, and of receiving and responding to public input concerning transportation planning.

Your input from the questionnaire below will help to shape the **Public Participation Plan**. It will also let us know of your overall interest in transportation planning, how you may want to be involved, and how to contact you.

Name:

Organization (if applicable):

E-mail (preferred):

Fax (optional):

Mailing address (optional):

1. Are you responding as (check one):

- Citizen
- Member of a profession
- Organization representative

Appendix F: MPO Public Participation Plan Survey

2. If you are responding as a professional or organization representative, which of the following best describes your interest:

- | | |
|---|--|
| <input type="checkbox"/> Public Transit Service Provider | <input type="checkbox"/> Bicycle/Pedestrian Advocacy |
| <input type="checkbox"/> Private Transit Service Provider | <input type="checkbox"/> Environmental Advocacy |
| <input type="checkbox"/> Freight Shipper | <input type="checkbox"/> Local Government Advocacy |
| <input type="checkbox"/> Freight Transport Service Provider | <input type="checkbox"/> County Government Advocacy |
| <input type="checkbox"/> Senior Citizen Care/Advocacy | <input type="checkbox"/> State Government Advocacy |
| <input type="checkbox"/> Disabled Citizen Care/Advocacy | <input type="checkbox"/> Federal Government Advocacy |
| <input type="checkbox"/> Minority Advocacy | <input type="checkbox"/> Other: _____ |

Note: The term advocacy is being used relative to "support for," "interest in," or "mission of" in the context of your organization or agency.

3. 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
- I am highly involved as an interested citizen
- I am highly involved as required by my profession

Appendix F: MPO Public Participation Plan Survey

4. What types of issues are of particular interest to you? Check all that apply.

- Sidewalks and pedestrian improvements
- Improvements for bicyclists
- Improvements for congestion or delay on roads
- Widening roads or building new roads
- Expanding transit service hours
- Expanding transit routes
- Improvements to bus stops (benches, shelters, etc.)
- Safety improvements
- Improvements for freight movement
- Improvements that help job growth
- Other types of improvements (specify) _____

5. At what in the point in the planning process would you prefer to be engaged?

- Prior to the development of the plan
- During development of the plan
- After a draft plan has been developed
- Throughout the entire process
- Other _____

Appendix F: MPO Public Participation Plan Survey

6. How important is each of the following public involvement methods to you, as the “public” we are seeking to engage? Use the “Other” fields to share your ideas.

Ways To Provide Information About Transportation Plans And The Planning Process					
	<i>Very Important?</i>	<i>Somewhat Important?</i>	<i>Not Very Important?</i>	<i>Not At All Important?</i>	<i>Not Sure</i>
Direct Mailing					
E-mail					
Yard Signs					
Flyers					
Website / Internet					
Radio					
Television					
Newsletters					
Newspaper Ads					
Newspaper Articles					
Information Booths					
Brochures					
Fact Sheets					
Speaker Presentations					
<i>Other:</i>					
<i>Other:</i>					

Ways To Gather Public Input And Obtain Information					
	<i>Very Important?</i>	<i>Somewhat Important?</i>	<i>Not Very Important?</i>	<i>Not At All Important?</i>	<i>Not Sure</i>
Comment Card					
Websites / Internet					
Workshops					
Open House					
Public Q&A					
Citizen Advisory Committees					
Telephone Surveys					
One-on-One Interviews					
Newspaper Ads					
<i>Other:</i>					
<i>Other:</i>					

Appendix G: Transportation Glossary

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

Alternative Modes of Transportation — Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include: rail, transit, carpools, bicycles and walking.

Americans with Disabilities Act (ADA) — Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications and transportation. Transportation requirements include the provision of “comparable paratransit service” that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

Capacity — A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic and control conditions; usually expressed as vehicles per hour or persons per hour.

Congestion — A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

Environmental Justice (EJ) — Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

Federal Highway Administration (FHWA) — A branch of the U.S. Department of Transportation that administers the Federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads and other Federal lands roads.

Federal Transit Administration (FTA) — A branch of the U.S. Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development and improvement of public or mass transportation systems. FTA provides leadership, technical assistance and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the nation's communities and natural environment and to strengthen the national economy.

Financial Planning — The process of defining and evaluating funding sources, sharing the information and deciding how to allocate the funds.

Financial Programming — A short-term commitment of funds to specific projects identified in the regional Transportation Improvement Program (see TIP).

Fiscal or Financial Constraint — Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

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

Intelligent Transportation Systems (ITS) — The application of advanced technologies to improve the efficiency and safety of transportation systems.

Appendix G: Transportation Glossary

Intermodal — The ability to connect and the connections between modes of transportation.

Southeast Tennessee Human Resources Agency (SETHRA) — The transit agency serving the Cleveland area.

Long Range Transportation Plan (LRTP) — A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over a minimum of the next 20 years.

Moving Ahead for Progress in the 21st Century (MAP-21) – Authorizes the Federal surface transportation programs including highways, highway safety and transit during the two-year period of Oct. 2012 through Oct. 2014.

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

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

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

Right-of-Way (ROW) — Public space legally established for the use of pedestrians, vehicles or utilities. Right-of-way typically includes the street, sidewalk and buffer strip areas.

Rural Planning Organization (RPO) — An organization composed of representatives of rural local governments and appointed representatives from the geographic area covered by the organization for the purpose of facilitating consultation between the state and local officials on transportation planning and programming decisions.

Stakeholders — Individuals and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers and the general public.

Surface Transportation Program (STP) — Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike and pedestrian facilities.

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

Tennessee Department of Transportation (TDOT) — The State agency that manages the highway system and provides support for local transit services, bicycle and pedestrian facilities.

Appendix G: Transportation Glossary

shortline railroads, and airports within Tennessee. TDOT's mission is to plan, implement, maintain and manage an integrated transportation system for the movement of people and products, with emphasis on quality, safety, efficiency and the environment for Tennesseans. TDOT is the administrative agency that responds to transportation policy set by the Tennessee Legislation.

Title VI — Title VI of the Civil Rights Act of 1964. Prohibits discrimination in any program receiving federal assistance.

Transportation Improvement Program (TIP) — A staged, multi-year (typically three to five years) listing of surface transportation projects proposed for federal, state and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement the regional long range transportation plan. TIPs contain projects with committed funds over a multi-year period (one to four years).

Transportation Planning — A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state and federal transportation funding. Long-range planning is typically done over a period of 20 years; short-range programming of specific projects usually covers a period of 3 to 5 years.

Unified Planning Work Program (UPWP) — The management plan for the (metropolitan) transportation planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

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