Public Participation Plan

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MPO BACKGROUND

A Metropolitan Planning Organization, or MPO, is "the forum for cooperative transportation decision making for the metropolitan planning area" (USDOT). The Federal-Aid Highway Act of 1962 created the federal requirement for urban transportation planning. It requires transportation projects in urbanized areas of 50,000 people or more to be based on a **"3C" - continuing, comprehensive, and cooperative** planning process if using federal transportation funds.

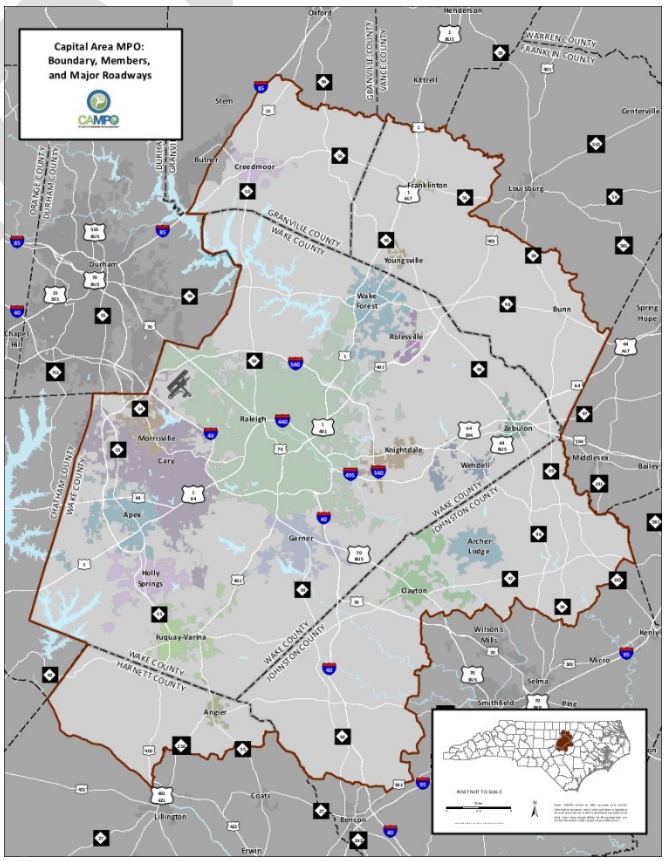
Continuing deals with the need to periodically re-evaluate and update a plan.

Comprehensive is defined to include 10 elements:

1. Economic factors affecting development
2. Population
3. Land Use
4. Transportation facilities (including transit)
5. Travel Patterns
6. Terminal and transfer facilities
7. Traffic Control Features
8. Zoning ordinances, subdivision regulations, building codes, etc.
9. Financial resources
10. Social and community values, such as open space or historic preservation

Cooperative means to include the federal, state, and local levels of government AND between agencies within the same level of government. (Weiner, 1992)

The Capital Area MPO (CAMPO) serves as the coordinating agency between local governments, the North Carolina Department of Transportation (NCDOT), the Federal Transit Administration (FTA), and the Federal Highways Administration (FHWA). Staff has established a close working relationship with the planning departments of municipalities within the MPO area as well as with the planning staff of the neighboring Durham-Chapel Hill-Carrboro (DCHC) MPO. CAMPO is comprised of three parts: an Executive Board, a Technical Coordinating Committee (TCC), and a staff that serves the members of these boards. The MPO is responsible for carrying out an annual work program approved by the Executive Board, a portion of which includes updating the Transportation Improvement Program (TIP; a ten-year project programming schedule) and the long-range Metropolitan Transportation Plan (a minimum twenty-year forecast of projects and programs, the 2050 Metropolitan Transportation Plan (MTP) being the most recently adopted).



CAMPO Geography and Membership

The governing body of the Capital Area MPO is comprised of elected or appointed officials from all of the local governments in the region and agencies including transit agencies and the NCDOT. These officials are from the counties of Franklin, Granville, Harnett, Johnson and Wake, the municipalities of Angier, Apex, Archer Lodge, Bunn, Cary, Clayton, Creedmoor, Franklinton, Fuquay- Varina, Garner, Holly Springs, Knightdale, Morrisville, Raleigh, Rolesville, Wake Forest, Wendell, Youngsville and Zebulon, GoTriangle, and the NCDOT. The governing body also has advisory (non-voting) members from the FHWA and North Carolina Turnpike Authority (NCTA).

Technical staff from these jurisdictions and agencies are joined by representatives from other local stakeholder entities such as the Triangle J Council of Governments, Research Triangle Foundation, GoTriangle, GoRaleigh, GoCary, a rural and human services transit provider, NC State University, Raleigh-Durham Airport Authority, and the Triangle North Executive Airport to form the Technical Coordinating Committee (TCC).

This plan describes the public participation requirements for the MPO, its Executive Board, and committees Sometimes subcommittees and other ad-hoc groups also play a role in the planning process.

PURPOSE OF THE PUBLIC PARTICIPATION PLAN

The goal of public engagement is to acquire feedback from all sectors of the community in order to identify the transportation needs and priorities that ensure plans and programs are fair across all levels of society. Public engagement provides decision-makers with relevant, applicable information prior to decision-making, and provides the public an opportunity to raise concerns and share perspectives that can be considered with discussion of technical, political, and economic issues. Engagement also allows CAMPO to create transportation solutions by utilizing local knowledge provided by diverse groups, thereby creating solutions that are inclusive, practical, and effective. CAMPO seeks to provide opportunities in the transportation planning process to interested parties as well as engage members of the community who have not been traditionally involved. Transportation decisions are ultimately more responsive to the region's needs as a result of the public engagement process.

The purpose of this plan is to provide a framework from which to guide the public participation process in future transportation planning projects at CAMPO, such as the regular meetings of the CAMPO Executive Board and Transportation Coordinating Committee, as well as the core documents of the 3C process mentioned at the beginning of this document. This plan specifies CAMPO's underlying goals as well as strategies and techniques to be considered and employed in achieving the goals of the public participation process. The plan describes the importance of environmental justice and provides a framework for including it as a part of the public participation process. Additionally, the plan describes how CAMPO will work to incorporate new practices such as visualization and scenario planning techniques into its public participation process to better communicate with stakeholders and the public.

CAMPO Vision Statement (From the MPO's 2022 Strategic Plan)

> *…The Capital Area Metropolitan Planning Organization will move towards a seamless integration of transportation services that offer a range of travel choices and are compatible with the character and development of our communities, sensitive to the environment, improve quality of life, and are safe and accessible for all.*

1- Executive Board Meeting, May 2023

LEGAL FRAMEWORK AND PLAN APPLICATION

Over the years, Congress has refined and strengthened the transportation planning process as the foundation for project decisions, emphasizing public participation, consideration of environmental and other factors, and a Federal role that guides the transportation planning process. Several federal initiatives have also been established over the last few decades through Executive Orders.

In 2022, Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad*, recognized that all Americans deserve to live in healthy, thriving communities, but, in fact, too many people lack access to safe places to live, work, play, grow, and learn. Building on Executive Order 12898 on Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, Executive Order 14008 established several brand-new environmental justice initiatives, including the government-wide Justice40 Initiative.
According to the U.S. Department of Transportation (USDOT):

> Justice40 (J40) "…is an opportunity to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of the benefits from many of our grants, programs, and initiatives flow to disadvantaged communities… Through Justice40, USDOT will work to increase affordable transportation options, that connect Americans to good-paying jobs, fight climate change, and improve access to resources and quality of life in communities in every state and territory in the country. The initiative allows USDOT to identify and prioritize projects that benefit rural, suburban, tribal, and urban communities facing barriers to affordable, equitable, reliable, and safe transportation. Through Justice40, USDOT will also assess the negative impacts of transportation projects and systems on disadvantaged communities and will consider if local community leaders have been consulted in a meaningful way during the project's development."

The Bipartisan Infrastructure Law (BIL), which among other things included the federal surface transportation funding and authorization bill, was signed in 2022, and continues to support previous federal public participation guidelines (found in the FAST Act of 2015, ISTEA, TEA-21, SAFETEA-LU, and MAP-21). MPOs are required to develop a public participation plan identifying reasonable opportunities for the public and all interested stakeholders to be involved in and comment on the contents of the long-

range Metropolitan Transportation Plan and Transportation Improvement Program. In addition to the MTP and TIP, this Public Participation Plan outlines public participation requirements and outreach methods for all the MPO's core planning processes.

The BIL also requires that MPOs identify a broad and inclusive list of stakeholders that must be provided the opportunity to comment and be involved in the planning process. These stakeholders, including the public, affected government agencies, transportation disadvantaged populations, providers of transportation and more.

Title VI of the Civil Rights Act of 1964 prohibits discrimination in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." All recipients of Federal funds must comply with Title VI requirements, which apply broadly to recipients' and subrecipients' programs and activities.

Community Participation Plan (CAMPO's Public Participation Plan)
The USDOT Title VI program requires that MPOs develop comprehensive community participation requirements that applicants and recipients must satisfy as a condition of receiving an award of Federal financial assistance (U.S. DOT Order 1000.12C.) A community participation plan facilitates full compliance with Title VI of the Civil Rights Act of 1964 through meaningful public participation and engagement to ensure funding recipients and organizations are adequately informed about how programs or activities will potentially impact affected communities, and that diverse views are heard and considered throughout all stages of the consultation, planning, and decision-making process. A Community Participation Plan, which may be an update to an existing Public Participation Plan or other policies, should inform the organization's overall public involvement activities.

This PPP, which serves as the MPO's Community Participation Plan, identifies the public participation methods, the strategies for public engagement and outreach, and state and federal regulations regarding public participation. The PPP is evaluated annually and updated every four (4) years. (23 C.F.R. 450.316)

USDOT defines meaningful public involvement as a process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program, or plan when possible.

Limited English Proficiency Plan or Language Assistance Plan
Members of the American public may be limited in their English proficiency because of their national origin. Limited English proficiency (LEP) individuals have a limited ability to read, speak, write, or understand English. It does not apply to illiterate English speakers. As described in Executive Order 13166, MPOs are required to ensure that LEP individuals have meaningful access to information that affect their lives.

Environmental Justice

The intent of environmental justice is to avoid, minimize, or mitigate disproportionately high and adverse effects on minority and low-income populations; and ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. Environmental justice addresses fairness toward the disadvantaged and addresses the possible exclusion of racial and ethnic minorities, low-income people, the elderly, and persons with disabilities or communication barriers from decision-making. The federal government has identified environmental justice as an important goal in transportation, and

local and regional governments must incorporate environmental justice into transportation planning. CAMPO goals that relate to the public transportation the transportation planning process, including those processes for the long-range transportation plan, transportation improvement program, and specific project planning.

2- Photo of President Biden Signing Executive Order on Environmental Justice - April 2023

Even though the term "environmental justice" is not in federal legislation, the concept and its application have been developed through a succession of court cases, transportation regulations, agency memoranda, and Executive Orders. Much of the legal application is based on Title VI of the Civil Rights Act of 1964 that provides protection from discriminatory actions or results from federal, or federally assisted or approved, actions. In terms of transportation planning, environmental justice seeks to ensure that the disadvantaged:

1. Have access to the decision-making process;
2. Realize benefits from investments that are commensurate with the population as a whole;
3. Do not shoulder a disproportionate share of the negative effects and burden resulting from the implementation of transportation projects; and,
4. Do not incur a disproportionate share of the financial cost.

Additional information on federal requirements can be found in the appendices, which apply to ensuring meetings are held in accessible locations, considering the needs of low-income and minority households, the use of visualization techniques, and providing opportunities for involvement for all persons, especially transit users, cyclists, and pedestrians in MPO plans and studies.

Acronyms

There are some common acronyms used throughout this document to reference the plans and documents, including the following not already covered in the introduction:

- Air Quality Conformity Determination (AQCD)
- Congestion Management Program (CMP)

- Comprehensive Transportation Plan (CTP)
- Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)
- Environmental Justice (EJ)
- Limited English Proficiency (LEP)
- Locally Administered Projects Program (LAPP)
- Metropolitan Transportation Plan (MTP)
- Strategic Prioritization (of) Transportation (SPOT) - refers to prioritizing projects for the TIP
- Transportation Improvement Program (TIP)
- Unified Planning Work Program (UPWP)

CAMPO Strategic Plan Goals Related to the PPP

In 2014, CAMPO identified five strategies to help create an environment where regional transportation needs are prioritized and understood to help CAMPO achieve its vision. The first among the five was "Public engagement and education". As part of the 2021 Strategic Plan Update, the Executive Board, staff, and stakeholders recognized that the previously identified strategies are still relevant and continue to frame CAMPO's work. However, across all five strategies, there was a shift in attention to emphasize five focus areas, one of them being an "Increased Focus on Diversity, Equity, and Inclusion" with a goal statement that, "CAMPO will work to improve both its internal and external focus on diversity, equity, and inclusion to ensure the development of an equitable transportation system." To achieve this goal, there needs to be strong education and outreach in the communities in which CAMPO operates to promote the projects, initiatives, and ideas to better assist all persons who participate in the MPO transportation system.

MTP Goals Related to the PPP

The 2050 MTP update, adopted by the Executive Board in February of 2022, includes goals and objectives related to Environmental Justice (EJ) that relate directly to this plan and the related plans in its appendices. The approved goals and objectives from the adopted 2050 MTP are below, and can be found on the CAMPO website:

Goal: Ensure Equity and Participation
This directly aligns with improving quality of life for the community and Social and Equity measures. Indirectly, it benefits the safety and security of non-motorized users.

The **objectives** under this goal are

a. Ensure that transportation investments do not create a disproportionate burden for any community, and
b. Enhance public participation among all communities.

For the development and adoption processes of the 2050 MTP, CAMPO and DCHC MPO carried out a comprehensive and thorough set of activities to ensure that disadvantaged persons, as characterized in federal regulations, do not suffer discrimination in the public participation and plan analysis. A description of the environmental justice activities that occurred can be found in the full MTP report on the CAMPO website (http://www.campo-nc.us). Also, as part of the full 2050 MTP report, detailed maps are contained in the appendices.

Transportation equity refers to the way in which the needs of all transportation system users are reflected in the transportation planning and decision-making process. In particular, transportation equity focuses on the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, older adults, and individuals with disabilities. Transportation equity means that

transportation decisions deliver equitable benefits to a variety of users and that any associated burdens are avoided, minimized, or mitigated so as not to disproportionately impact disadvantaged populations. Considering equity early and often through methods such as public participation and data collection and analysis improves the planning process's ability to adequately respond to the needs of the region.

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HOW TO

GET INVOLVED

IN TRANSPORTATION PLANNING

Participate In-Person

Make a public comment at a CAMPO board meeting OR
Visit CAMPO's Office:
One Fenton Main Street, Suite 201, Cary, NC, 27511

Website

www.campo-nc.us

Social Media

Twitter: CapitalAreaMPO
Facebook: NC Capital Area MPO
LinkedIn: NC Capital Area MPO
Instagram: NCCapitalAreaMPO

Email

General Messages: comments@campo-nc.us
Public Comments/Media/Title VI or Language Assistance:
Bonnie.Parker@campo-nc.us

Call or Voicemail

(984) 542-3601

Send a Letter

Capital Area MPO
One Fenton Main Street, Suite 201
Cary, NC 27511

Come to an Event

CAMPO participates in special events throughout the planning area and hosts events for the public to learn about projects where they live and work. Visit the CAMPO website to view opportunities.

Summary Table of Public Participation - Open Meetings

CAMPO follows organization and operation policies that provide specific guidelines for public records and public access.

Criteria	Meeting Type						
	Executive Board Regular	Executive Board Non-Regular	TCC Regular	TCC Non-Regular	Ad Hoc Planning and Study Committees	Standing or Ad Hoc Subcommittees	Standing or Ad Hoc Staff and Professional Workgroups
Meets Monthly	●		●				
Meets As Needed		●		●	●	●	●
Public Notice According to NC Open Meetings Law **if** quorum of Exec. Board members present	●	●	●	●	●	●	
Agenda posted in advance on CAMPO website **if** quorum of Ex. Board members present	●	●	●	●	●	●	
Public Access to attend or, at a minimum, view any in-person or virtual (online) meetings **if** quorum of Ex. Board members present	●	●	●	●	●	●	
Public Comment on Agenda - Content is open and remarks should be limited to 3 minutes per speaker, unles the Chair specifies a length	●		●				
Summary of advance public comments provided in writing	●	●	●	●			
Meeting Calendar posted at venue	●						
Title VI Notice posted at venue	●	●					

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Summary Table of Public Participation - Plans & Programs

CAMPO follows agency organization and operation policies that provide specific guidelines for public records and public access. CAMPO policies are adopted or amended after 10 days public notice. The following is a summary of public comment and notification requirements. Programs, plans, policies are further described in the following pages.

		Frequency				Public Access						
Program/Item Type	***Criteria***	**Every 4 Years**	**Every 2 Years**	**Annually**	**As Needed**	**Public Comment - # of Days**	**Public Hearing Notice - # of Days**	**Notice Posted on Website**	**Hard Copies available upon request**	**Advance comments documented for review**	**Public Comment Opportunity at meeting where considered - up to 3 minutes per speaker or as Chair specifies**	**CAMPO Ex. Board hosts Hearing**
Plans - Adoption or Approval												
	CTP/MTP	●				42	14	●	●	●	●	●
	UPWP			●		30	14	●	●	●	●	●
	PPP	●				45	14	●	●	●	●	●
	Strategic Plan				●	30	-	●	●	●	●	-
	CPT-HSTP	●				30	14	●	●	●	●	●
Plans - Endorsement												
	Special Studies or Technical Studies - Final					30	-	●	●	●	●	-
Program Specific - Adoption or Approval												
	TIP/SPOT		●			30	14	●	●	●	●	●
	AQCD				●	30	14	●	●	●	●	●
	LAPP			●		30	14	●	●	●	●	●
	CMP	●				30	14	●	●	●	●	●
	Transportation/Transit Performance Measures/Targets				●	30	-	●	●	●	●	-
Modifications/Amendments (Plan or Program)												
	Applies to all above				●	30	-	●	●	●	●	-
Technical Corrections/Administrative Modifications (Plan or Program)												
	Applies to all above				●	-	-		●			-
Project Level - Adoption or Approval												
	Locally Preferred Alternative				●	30	14	●	●	●	●	●
Wake Transit - Adoption or Approval Actions												
	Wake Transit Documents, as applicable.	*See WT Community Engagement Policy for CAMPO's roles and responsibilities.*										

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Table 2 - Summary Table for Adoption/Endorsement of Plans & Programs

CORE DOCUMENTS

The Capital Area MPO is responsible for three primary documents to implement the 3C (comprehensive, cooperative, and continuous) process: the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). In addition, CAMPO has a Public Participation Plan (this document - PPP) that covers those three primary documents. The remainder of this section provides public input guidance for the MPO's major planning activities.

For all documents listed or described below, the Summary Table of Participation briefly prescribes the requirements for Access, Notice, and Comment Periods.

With the following guidance in mind, some plans will have their own detailed Public/Community Engagement Plan that provides, to the extent possible, details on:

- Strategies that the planning team will use to reach Title VI, LEP, and EJ communities
- Detailed engagement and communication timelines and tactics
- Measures that will be used to determine whether engagement was successful

Metropolitan Transportation Plan (MTP)

- Details comprehensive plan for all transportation modes
- Includes long and short-range goals and strategies
- Identifies funding sources and estimates costs
- Provides framework for choosing transportation projects

Adopted: **Every four years**
Amended: As needed

Updated at least every four years, the Metropolitan Transportation Plan is the long-term, financially constrained, multimodal transportation plan for the region. It includes policies, programs and projects for development that respond to adopted goals, and it guides expenditures of state and federal funds during the next 20 or more years. It is the product of a comprehensive, cooperative and continuous planning effort. Transit, highway, local roadway and bicycle and pedestrian projects are among projects included in the MTP. During its development, transportation investment priorities and major planning-level project design concepts are established. Broad regional impacts of transportation and the environment are addressed. This is an early and important opportunity for the public and stakeholders to help define and influence transportation in the region.

This collaborative process engages policy makers, elected officials, stakeholders and the public through consensus building to determine the needs of the region's transportation system. As a vision document, meaningful input is necessary to determine goals, identify service gaps, and prioritize system elements and funding. Increased emphasis is placed on education about the long-term nature of the MTP. The development and decision-making process of the MTP is a foundational step that eventually leads to project design and construction for many of the projects included in the plan. As such, numerous outreach and communications strategies are implemented to engage a diverse audience in public input opportunities. Strategies may include but are not limited to print and online surveys, stakeholder workshops, website content, media outreach, e-mail and mail notices, presentations to community groups and public meetings for both the development of the MTP and review of its final recommendations prior to consideration for Executive Board approval. A summary of public engagement as well as public comments received on the MTP will be included in the documentation of the plan or by reference to the Transportation Conformity documentation. When significant written and oral comments are received on the draft MTP or TIP

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(including the financial plans) as a result of the engagement process for the MTP or TIP development or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

Changes to the MTP are incorporated through an update, amendment or administrative modification, and public input opportunities correspond to the level of proposed changes.

A Plan Update is a complete review of the MTP that addresses new demographics or changes to the overall timeframe for the plan. Project changes, additions or deletions may also be part of an update.

Amendments: An amendment involves a major change to a project, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination when applicable.

Modifications: Administrative modification means a minor revision that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Transportation Conformity
Air Quality Conformity Determination (AQCD)

- Conducted as part of MTP and TIP, including applicable amendments
- May have its own public notice along with the other plan involvement
- Affects the MTP update cycle and interim year data needs
- Plans must demonstrate "conformity"

Adopted: **Every four years for MTP/Every two years for TIP**
Amended: As needed

Under the Clean Air Act, the process of ensuring that a region's transportation planning activities contribute to attainment of the National Ambient Air Quality Standards (NAAQS), or "conform", is referred to as transportation conformity. The Triangle region is required by 40 CFR 51 and 93 to make a conformity determination on any newly adopted or amended fiscally constrained MTP and TIP. In addition, the FHWA and FTA, must make a conformity determination on MPO Plans in the Triangle region and the related TIPs in all non-attainment and maintenance areas. The draft conformity determination of the MTP and TIP and supporting documentation shall be made available at the related public meetings.

Congestion Management Process (CMP)

- Looks for smaller, short-term solutions
- Reviews congestion as the primary concern
- Helps inform the MTP

Adopted: **As needed to remain current**
Amended: As needed

A Congestion Management Process (CMP) is a management system and process used by an MPO to improve traffic operations and safety by using strategies that reduce vehicle miles traveled during peak commuting hours and provide other congestion relief. A CMP usually identifies low-cost improvements with short timeframes (5-10 years), where traditional projects (lane additions, etc.) can cost significantly more and have longer implementation timeframes.

Public Participation Plan (this plan)

- Outlines organizational structure and work products
- Describes CAMPO public communication tools
- Prescribes public comment periods and notification requirements
- Describes opportunities for public involvement

Adopted Previously: 2016; Amended August 2019
Adopted: **Every 4 years**
Amended/Modified: As needed

The PPP is a blueprint for action to involve members of the community in transportation planning. It provides a guide for public access to, and involvement with, CAMPO's planning processes. All CAMPO planning work products, as well as major amendments to adopted plans and programs, must follow the requirements outlined in the PPP.

CAMPO continuously seeks opportunities for all members of the community to participate in planning, reviewing, and implementing its transportation projects and programs. The PPP is reviewed annually and updated as needed to reflect changes in local, state, or federal legislation, to adjust the plan to include new technologies, and meet the needs of the community. Public input during the quadrennial update of the PPP is essential to ensure the process provides full and open access to all.

Transportation Improvement Program (TIP)

- A list of projects with committed funding in the next 5 years
- A list of projects with high likelihood of funding in the next 6-10 years
- Provides an implementation schedule for each project listed
- Becomes part of North Carolina's Statewide TIP

Adopted: **Every two years**
Amended/Modified: Quarterly, or as needed

As projects listed in the MTP move closer to implementation, they are added to the Transportation Improvement Program, a comprehensive, multi-year list of funded transportation projects. The TIP lists projects with committed funds from federal, state and local sources. In North Carolina, the TIP is generally updated on a 2-year cycle. Changes to the TIP are incorporated through an update, amendment or administrative modification, and public input opportunities correspond to the level of proposed changes. It is common for MPOs to revise their TIP. Many factors can lead to adjustments in transportation project schedules and budgets, such as changes in engineering practices, environmental issues, contracting issues, and project readiness. A major revision is called an "amendment," while a minor revision is called an "administrative modification." If an MPO wants to amend its TIP, the State must also amend its STIP.

Amendments: An amendment involves a major change to a project, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in

design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment requires public review and comment, redemonstration of fiscal constraint, or a conformity determination when applicable.

Modifications: Administrative modification means a minor revision that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas – CFR 401.104 - Definitions)

Program of Projects (PoP)

The Program of Projects is required for transit agencies by the Federal Transit Administration (FTA); MPOs approve as a partner. This is generally as part of the TIP and TIP Amendment process with specific FTA-required language as needed. An annual Program of Projects is posted on the MPO's website.

Prioritization

Prioritization is a two-step process in terms of public involvement. The first step is development of a methodology to be used to select projects to submit to NCDOT for quantitative analysis on criteria set in NCGS Chapter 136 Article 14B (§136-189.11). The second step uses the quantitative data as one part of prioritizing which projects are given additional weight by the MPO to make them competitive for funding in the statewide, regional, and divisional funding categories. Both steps involve a 30-day public comment period and a public hearing by the Executive Board. For more information on prioritization see the CAMPO adopted prioritization methodology at http://www.campo-nc.us/funding/spot.

Unified Planning Work Program (UPWP)

- A list of work tasks to be completed by CAMPO
- Defines work products and timeline for major activities
- Proposes budget using federal aid and other funds
- Estimates costs for each task

Adopted: **Annually**
Amended/Modified: As needed

The Unified Planning Work Program provides a summary of the transportation and related air quality planning tasks conducted by the MPO. It is developed annually and serves as a guide for transportation and air quality planning activities to be conducted over the course of a specified fiscal year. Included in the UPWP are detailed descriptions of the transportation and air quality planning tasks with a summary of the amount and source of funds to be used. The UPWP is developed in cooperation with the North Carolina Department of Transportation, transit agencies, toll authorities and local governments in the Research Triangle region. Specific planning needs for the region are identified through requests solicited from representatives of these agencies. This information is combined with regional needs identified by CAMPO, and after allocating funds from available resources, presented as a proposed Work Program for the upcoming fiscal years. The UPWP is modified periodically to reflect new initiatives, project modifications and funding adjustments. The UPWP adoption has a higher level of public involvement, while amendments and modifications are handled on a case-by-case basis based on the scope and impact of the change.

OTHER DOCUMENTS

CAMPO Developed Plans, Programs, Special and Technical Studies

Coordinated Public Transit-Human Services Transportation Plan

The current Raleigh Urbanized Area (Raleigh UZA) / Wake County Coordinated Public Transit-Human Services Transportation (CPT-HST) Plan sets regional priorities for transportation investments and initiatives for human services and public transit coordination. This plan guides funding and service development for transportation projects supporting older adults, people with disabilities and individuals with low incomes. It also serves as a federally required update to the 2013 Coordinated Human Services Transportation Plan.

Locally Administered Projects Program (LAPP)

The Locally Administered Projects Program is used to award funding to projects that use federal funds which CAMPO administers directly. There is an annual call for projects, a technical scoring process, and a final selection committee. As this Program is updated annually, there are multiple public involvement opportunities; for additional information see the current LAPP Handbook or the LAPP section of the CAMPO website at: http://www.campo-nc.us/funding/locally-administered-projects-program.

NEPA Environmental Review – Conducted by CAMPO

As needed, CAMPO may carry out the environmental review process for specific projects that receive federal or state funding. This includes complying with the Federal National Environmental Policy Act (NEPA), and North Carolina's State Environmental Policy Act (SEPA). NEPA requires the consideration of environmental effects in Federal decision making. The environmental review process under NEPA provides an opportunity for the public to get involved in the decision-making process. It is a prescribed process with many components and public involvement in the project development has regulatory requirements at key points. These requirements serve as a basic framework onto which additional, project-specific public involvement events can occur as needed. Additional information can be found in Appendix 5 – Resources, and Appendix 6 - NEPA/SEPA Excerpt, NCDOT's "Unified Public Engagement Process" (2011). When conducting the environmental review process, CAMPO will comply with or exceed the public involvement regulatory requirements of SEPA and NEPA. This includes the development of a public engagement strategy for the project at the onset of the review process.

Transportation Performance Measures and Targets

MPOs coordinate with State and public transit operators to establish targets that address performance measures, as set forth in Federal law, related to surface transportation and public transportation. For CAMPO, performance targets addressing performance measures and standards are included in the MTP. In addition, some measures are approved on an annual or biannual basis. In addition to Federally required performance measures, MPOs may identify additional, locally significant performance indicators that support decision-making. CAMPO's required regional performance measures and targets are included in the MTP, which means they are also included in the public engagement strategy and implementation that are part of that MTP process. In addition, for any unique or locally significant performance indicators that the CAMPO Executive Board takes action to approve, a public comment period will occur before the action.

Transportation (Special or Technical) Studies

Periodically, CAMPO undertakes specialized studies to address specific modes, issues, target areas, or corridors. These studies are included and funded as part of the UPWP and advance specific goals, strategies or projects included in the MTP. Frequently, the results of a specialized study lead to the development of a project or multiple projects that are advanced through the TIP and MTP. These studies help identify

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issues, concerns, and desires that might be relevant to a specific segment of the population or to a particular geographic area within the county. Examples include:

- Modal studies such as transit or bicycle and pedestrian
- Data collection and analysis for traffic management
- Sub-area, road, intersection, or corridor studies
- Specialized studies to advance the MTP goals

Each special study has a specific public engagement and outreach plan to involve the appropriate participants and stakeholders. Technical studies may also address specific modes or issues but are more likely to involve data collection and analysis that will be utilized during the development of the TIP and MTP. Technical studies typically will not include public engagement activities. Regardless of technical or special study type, at the conclusion of most studies a final report or other final product may be endorsed (rather than adopted) by the Executive Board for use in future MPO planning or programming activities. A public review and comment period will occur in advance of the endorsement action.

Wake Transit Plan Implementation

In November 2016, voters in Wake County approved a local ½ cent option sales tax, paired with other local, federal, and state revenues to fund public transit improvements in Wake County. The Plan will be implemented over the next 10 years, and beyond. As a new funding source, responsibility for implementation of the Wake Transit Plan was assigned to the governing boards (the CAMPO Executive Board and the GoTriangle Board of Trustees). The Wake Transit Governance Interlocal Agreement (Governance ILA) established a staff-level advisory committee to coordinate planning and implementation of the Wake Transit Plan, known as the Wake County Transit Planning Advisory Committee (TPAC). The TPAC is comprised of representatives from regional and local governments as well as Wake County transit providers (GoTriangle, GoRaleigh, GoCary and GoWake Access) and major institutions.

In early 2019, and subsequently revised in 2022, the governing boards adopted a Community Engagement Policy for Wake Transit Plan implementation. Requirements included in that policy are applicable to projects that have a Wake Transit capital, operating, or special agreement, as well as specific items listed in the Governance ILA including the Wake Transit Annual Work Plan and the update to the Wake Transit Vision (10-Year) Plan. Any item requiring adoption or approval by either of the governing boards, or another entity such as a local municipality, must adhere to the requirements adopted in the Wake Transit Community Engagement (CE) Policy. CAMPO's roles and responsibilities related to engagement activities, as a lead agency and as a project sponsor, are outlined. CAMPO staff actively participate in the annual review and update process of the CE Policy.

Figure 3 - Fuquay-Varina Transit Study outreach, 2022

Other Plans with CAMPO as a Stakeholder

As part of the MPO's "cooperative role" in the 3Cs process described at the beginning of this document, CAMPO leaders and staff often participate in the development of plans, programs, and projects sponsored by other organizations. During these processes, the sponsoring organization is responsible for conducting public engagement and outreach activities. The following are examples of Other Plans:

- **Americans with Disabilities Act (ADA) Compliance Plans** (MPO certifies final plan)
- **Community Transportation Services Plans** (MPO staff participates at a technical level)
- **NEPA** (Typically, the NEPA process is managed by NCDOT or local jurisdictions. MPO staff participate at a technical level, and therefore, CAMPO is not responsible for conducting the public engagement and outreach activities.)

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MEETINGS

Every public meeting of an official CAMPO board, subject to the North Carolina Open Meetings Law, will meet or exceed the requirements of the North Carolina Open Meetings Law, and will include the following:

Advance Notice

Notice of meetings will be available on the CAMPO website to meet or exceed the notice requirements of the North Carolina Open Meetings Law. Regular meetings will have a calendar posted at the meeting venue in accordance with the same law. Emergency meetings, should they ever be needed, will follow the emergency meetings requirements of the law, as well.

Agenda

A meeting agenda is part of the advance public notices for CAMPO governing board and committee meetings. Agendas list the items in the order they will be discussed, provide additional detail about the meeting, and highlight specific actions to be considered. Members of the public can make a request to have an item placed on the agenda by sending a written notice to CAMPO at least 14 days in advance.

Public Comment

Public comment periods are included at the beginning of each regularly scheduled monthly meeting of the Executive Board and TCC. Members of the public may be heard regarding items not on the agenda with a public hearing during that part of the meeting and may be heard regarding specific public hearing agenda items during the discussion on that item. For all other public meetings, the inclusion of a public comment item on the agenda will be at the discretion of the chair of the meeting.

Accessibility

All CAMPO meetings are held in facilities accessible to persons with disabilities and to people who use public transit. People needing special accommodations to participate in CAMPO meetings or who need free translation or interpretation services can contact the MPO Office at least 48 hours in advance. Instructions for receiving assistance are included as part of the meeting notice.

Electronic Meetings

MPO meetings may be solely held online, or electronically (also referred to as a "virtual meeting"). In such instances, the MPO must take reasonable steps to make the meetings publicly accessible by other means and in accordance with the North Carolina Open Meetings Law.

To the extent feasible:

- Meetings should be streamed live on an online platform that allows the public to see and hear the meetings.
- A phone number should be provided so that anyone without internet access can call to listen to the meetings.
- Meeting agenda, and presentations should be posted online in advance of the meeting.
- If public comments can't be made in person, provide means for people to provide their comment by phone, phone voice message, email, and/or video. The deadline for public comments should be no sooner than 48 hours prior to the meeting.

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MEETING NOTICE REQUIREMENTS

- The date, time, and place of the event.
- A brief description of the purpose of the event.
- A brief list of any items on which action may be taken at the event.
- The website and phone number where individuals can get meeting information and a copy of the agenda.
- Information about how to get a record of the meeting as stated in North Carolina General Statute §143-318, Article 33, Meetings of Public Bodies, commonly known as the Open Meetings Law.
- If held solely electronically, post on the MPO's website the meeting's electronic location and means and instructions where the public may watch a livestream and/or listen to the meeting.
- Contact information for persons with disabilities needing special accommodations to participate in the proceeding in accordance with the Americans with Disabilities Act and North Carolina General Statute §143-318, Article 33, Meetings of Public Bodies.

ON EVERY CAMPO MEETING AGENDA:

The Capital Area MPO coordinates transportation planning in Wake County and portions of Franklin, Granville, Johnston, and Harnett counties. Members of the public are encouraged to speak at both the Executive Board's and the Technical Coordinating Committee's regular monthly meetings. There is an opportunity for public comment at the beginning of the regular monthly meetings. When speaking, please tell us your name and place of residence; limit comments to three minutes per speaker. Details on meeting location, how to sign up to speak, and any virtual (online) meeting login information can be found at http://www.campo-nc.us.

In compliance with the Americans with Disabilities Act (ADA), accommodations will be provided for persons who require assistance in order to participate in the N.C. Capital Area MPO's meetings. If assistance is needed or to request this document in an alternative format, please contact the MPO's office at 984-542-3601 (voice) at least 72 hours in advance of the meeting. If you are hearing or speech is impaired and you use TTY (Teletypewriter Service), please call North Carolina Relay at 800-735-2962 and request a connection to the Capital Area Metropolitan Planning Organization at 984-542-3601.

It is the policy of CAMPO to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Orders 12898 and 13166, and related nondiscrimination statutes and regulations in all programs and services. It is the MPO's policy that no person in the United States shall, on the grounds of race, color, sex, age, income status, national origin, or disabilities be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activities, or services for which CAMPO receives Federal financial assistance. If you feel you have been subjected to discrimination, you may file a complaint by contacting the CAMPO Title VI Coordinator at 984-542-3601.

PARTNERS AND STAKEHOLDERS

Partnering with Executive Board and TCC Members and Alternates

Members are tasked with assisting in public engagement and outreach coordination between CAMPO staff and their respective organization. This also expands the MPO's reach, legitimacy of the information received, and provides additional public outreach resources.

4- TCC Meeting, May 2023

Stakeholders and Community Leaders

Coordinating outreach efforts with identified stakeholder organizations will expand the MPO's reach, legitimacy of the information received, and provide additional public outreach resources. CAMPO's stakeholders will vary based on the type of plan or study being developed. As part of any public participation planning process, stakeholders should be identified early based on the list below. Outreach and engagement should be planned to target each stakeholder group and documented in a public engagement strategy. Typical stakeholders in CAMPO processes:

- General Public
- Local Jurisdictions and Public Agencies
- Private Businesses
- Special Interest Groups and Other Organizations (Advocacy organizations, Business groups, etc.)
- Transportation Disadvantaged Populations (Elderly, Limited English Proficient, Low-Income and No access to a personal vehicle, Minority, Disability, etc.)
- Transportation Providers (Transit and Freight; Public and Private)
- Users of Bicycle Facilities and Pedestrian Walkways
- Users of Public Transit (Bus and Rail Riders, Commuting programs such as carpool, vanpool, etc.)

CAMPO'S PERFORMANCE MEASURES AND ANNUAL TARGETS FOR PUBLIC PARTICIPATION

Planning

- Custom public engagement strategy developed for studies, plans, projects anticipated to include public efforts. (85%)
- Each engagement strategy should include stakeholder and equity mapping custom to geographic area as scoped. (75%)

Documentation

- Title VI log and records maintained and updated annually (100%)
- Public engagement summaries should be provided to decision-makers in advance of endorsement, approval, or adoption of any study, plan, project that includes public engagement. (85%)
- The summary should include description of engagement efforts targeting transportation disadvantaged populations as well as a segmented breakdown of TD population input received. (50%)

Inclusivity & Accessibility

- Meetings or outreach events hosted by CAMPO should occur in ADA compliant facilities (100%)
- Meetings or outreach events hosted by CAMPO should occur within 1 mile of transit service, where available. (100%)
- Significant, overview materials for plans, studies, projects should be translated into, at least, the second most common language in scoped geographic area. (50%)
- Final plan documents open for public comment and consideration by Executive Board, including PDFs, should meet WCAG 2 (Web Content Accessibility Guidelines) for persons with impaired vision. For example, all images should have alternative text, videos and live webstreams should be closed caption capable, etc. (50%)
- Online and hard copy maps and visualizations meant for use by general public must be viewable for persons who are colorblind (75%)
- In-person events for projects, plans, studies should occur within an identified Community of Concern area as identified in the MPO's Title VI Plan. (50%)
- Outreach and Engagement activities should occur at events and locations *not* hosted/property of the MPO. (50%)

Outreach - Timeliness of Communications

- Monthly notices of meetings sent to general public email list at least seven (7) days before each month's first meeting of TCC or Exec. Board, whichever comes first – covers TCC and Exec. Board Meetings (90%)
- Ex. Board meeting agenda items should be posted to social media at least 24 hours before meeting (75%)
- Ex. Board, committee, and subcommittee meetings that CAMPO hosts should be posted to the MPO's online calendar at least three (3) days in advance (90%)
- Public engagement summaries should be publicly posted to the MPO or project website before the next phase of engagement or consideration by the Executive Board occurs. (85%)
- Update emails should be sent for all projects, plans, studies following endorsement/adoption, as well as following each public engagement phase. (75%)

Internal Staff Training

- All staff members will attend at least two (2) hours of training annually focused on Title VI related topics. See Appendix 4 for sample topics. (100%)

APPENDICES

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APPENDIX 1: Additional Federal Regulations Related to Public Participation

Minimum requirements for public participation are based on a number of federal and state laws and regulations that address the inclusion of all individuals.

Law/Regulation/Rule	Description
Title VI of the Civil Rights Act of 1964	Prohibits discrimination based on race, color, or national origin
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790	Prohibits discrimination based on physical or mental (handicap) disability
Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d	Establishes requirements for information, including electronic and information technology, to be accessible to people with disabilities, including members of the public. *"…(ii) Individuals with disabilities who are members of the public seeking information or services from a Federal department or agency to have access to and use of information and data that is comparable to the access to and use of the information and data by such members of the public who are not individuals with disabilities."*
1973 Federal-aid Highway Act	Prohibits discrimination on the basis of sex
Age Discrimination Act of 1975, as amended, 42 U.S.C 6101	Prohibits discrimination based on age
Civil Rights Restoration Act of 1987	Broadened the scope of Title VI to include programs whether federally assisted or not
Americans with Disabilities Act of 1990, as amended, P.L. 101-336	Prohibits discrimination against people with disabilities and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.
Executive Order 12898	Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations Amplifies Title VI and NEPA by stating that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." The order also directs Federal agencies and organizations that receive Federal funds to not exclude minority and low-income populations from participating in or benefiting from programs, policies, and activities. Those populations can often be included by modifying existing participatory programs. Public engagement for environmental justice (EJ) communities should have an intentional approach to ensuring meaningful involvement of

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	affected communities and proactive community inclusion.
FHWA Order on Environmental Justice 6640.23A,	Establishes policies and procedures for FHWA to use in complying with Executive Order 12898. It directs FHWA managers and staff to ensure that FHWA programs, policies, and activities for which they are responsible do not have a disproportionately high and adverse effect on minority populations or low-income populations.
FTA Environmental Justice Circular 4703.1	"Environmental Justice Policy Guidance For Federal Transit Administration Recipients" Provides recommendations to MPOs on how to fully engage EJ populations in the public transportation decision-making process; how to determine whether EJ populations would be subjected to disproportionately high and adverse human health or environmental effects as a result of a transportation plan, project, or activity; and how to avoid, minimize, or mitigate these effects.
Executive Order 13166	Provides guidance on access for services for Limited English Proficiency persons (Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency, requires Federal agencies "to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.")
49 CFR Part 21	"Nondiscrimination in Federally-assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act" This is the US DOT regulation on implementing Title VI of the Civil Rights Act of 1964
49 CFR Part 27	US DOT regulation on implementing Section 504 of the Rehabilitation Act of 1973 (Nondiscrimination on the Basis of Disability on Programs or Activities Receiving Federal Assistance - 49 CFR Part 27 "The purpose of this part is to carry out the intent of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) as amended, to the end that "no otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance administered by the Department of Transportation."
23 USC §128	Requires public meetings to be held at convenient and accessible locations and times
N.C. Gen Stat. §143-318.10(b)	North Carolina Open Meetings Law

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National Environmental Policy Act	Requires agencies to consider social, economic, and environmental consequences when contemplating any action that has Federal support.
Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (iv) Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (v) Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (vi) Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (viii)	"To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times." "To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies." "To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information." "Include a process for 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."
Title 23, Chapter I, Subchapter E, Part 450, Subpart C, §450.316 (a)	MPO requirement for Public Participation Plan and identification of key stakeholders. "The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), 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 transportation planning process."
FTA Title VI Circular 4702.1B	"Title VI Requirements and Guidelines for Federal Transit Administration Recipients" Provides guidance and instructions necessary to carry out USDOT Title VI regulations (49 CFR part 21) and USDOT's Policy Guidance Concerning Recipients' Responsibilities to LEP Persons. It is derived by the authority outlined in: Title VI of the Civil Rights Act of 1964; Federal Transit Laws, Title 49, U.S.C., Chapter 53; 49 CFR 1.51; 49 CFR part 21; and 28 CFR 42.401 et seq.

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DOT Order 5610.2a	"Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"
74 FR 74087	"Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons"
Title XI of the Education Amendments of 1972, 20 U.S.C. 1681	Gender protections in access to education.

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Appendix 2: Glossary of Terms

- Community/Public: Any individual or group who resides, is employed, visits, has an interest, or does business in an area potentially affected by transportation decisions. This also includes persons traditionally underserved by existing transportation systems, such as low-income populations, minority populations, the disabled, and the elderly.

- Community Engagement/Public Engagement: A strategic process that involves working collaboratively with and through identified groups of people connected by geographic proximity, special interest, or other affiliation to discuss issues affecting their well-being and quality of life.

- Communities of Concern (CofC): CAMPO will identify each protected class and then show how they overlap geographically, specifying where there is a combination of the highest concentrations and largest number of protected class overlaps. These areas will be called "Communities of Concern" and will be used to target engagement activities and evaluate the relative benefit/burden of transportation investments in the region in the Metropolitan Transportation Plan (MTP) or Transportation Improvement Program (TIP).

- Public Participation Plan: Provides overarching guidance for how partners will communicate, involve, and include community members in the region's transportation decision-making process.

- Community Engagement Strategy: An engagement strategy identifies the project manager, specific tactics, measures, methods, timeline, budget, and additional deliverables and activities needed to accomplish the goals of a planned engagement effort.

- Equity: Transportation Equity means that transportation decisions deliver equitable benefits to a variety of users and that any associated burdens are avoided, minimized, or mitigated so as not to disproportionately impact disadvantaged populations.

- The Four Big Moves: The adopted goals of the Wake Transit Plan are the "Four Big Moves," which are as follows: 1) Connect the region; 2) Connect all Wake County communities; 3) Provide frequent, reliable urban mobility; and, 4) Enhance access to transit.

- Locally Preferred Alternative: An alternative evaluated through the local planning process, adopted as the desired alternative by the MPO and official boards through a public process and identified as the preferred alternative in the NEPA process. LPAs are typically about preferred alignment for transit planning and projects.

- Master Participation Agreement: An agreement between the Wake Transit Governance Interlocal Agreement (ILA) parties (Capital Area MPO, GoTriangle and Wake County) and the other eligible partner agencies.

- Meaningful Public Involvement: USDOT defines meaningful public involvement as a process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program, or plan when possible.

- NEPA Process: Requires federal agencies (includes MPOs) to assess the environmental effects of their proposed actions prior to making decisions. The range of actions covered by NEPA is broad and includes constructing highways and other publicly-owned facilities. Using the NEPA process, agencies evaluate the environmental and related social and economic effects of their proposed

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actions. Agencies also provide opportunities for public review and comment on those evaluations.

- Significant Change: MPO staff collect community comments on draft or recommended documents. Following the review and consideration of comments, if there have been no significant changes to the draft, then the document may be considered for adoption, approval, or endorsement. Unless specifically outlined in an engagement strategy, a second public review and comment period is not required for a recommended plan that is materially the same as the draft previously presented for community comment. However, if significant changes are made between the draft and final recommended versions of a document, the final revised draft will be made available for an additional 7-day minimum public review and comment period to allow interested members of the public the opportunity to review and comment on the changes made prior to a vote for adoption. Per CFR Section 450.316 (a) (1) (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 that interested parties could not reasonably have foreseen from the public involvement efforts."

- Stakeholder: Individuals or organizations that have an interest in or may be affected by transportation decisions. This includes Federal, State, and local officials and agencies, including public transit and freight/rail service providers, community groups and advocacy organizations.

- Transportation Disadvantaged: Concept that identifies, describes, and calculates relative barriers that may limit access to transportation. It typically includes concentrations of zero-vehicle ownership, poverty level, youth aged 15 and under, seniors aged 65 and older, mobility impairments, and Black, Indigenous, and Persons of Color (BIPOC).

- Visualization Techniques: Data visualizations are meant to improve how the public and elected officials understand transportation planning issues and promote more informed decision-making. Visualizations should inform the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format that promotes understanding of existing or proposed transportation plans, policies, and programs. There are a broad range of visualization tools, including maps, pictures, and displays. Visualizations, especially map-based visualizations, can help organize data and make it easier to analyze information on a technical level.

- Wake County Transit Planning Advisory Committee (TPAC): The TPAC is a staff-level advisory committee comprised of representatives from agencies and local governments with jurisdiction in Wake County charged with coordinating planning and implementation aspects of the Wake Transit Plan. The TPAC serves in a structured advisory role to the CAMPO Executive Board and the GoTriangle Board of Trustees.

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Appendix 3: Online Public Participation Guidelines

The following Online Public Participation Guidelines apply to all online platforms used by the Capital Area MPO. The MPO uses online participation as a limited public forum for stakeholders and members of the community to conduct orderly and civil discourse. To promote that objective, we try to monitor, but cannot take responsibility for, all postings and comments. We ask that comments and/or postings be clean, respectful and truthful. When using our online platforms, we want people to feel safe in expressing diverse opinions and beliefs. Therefore, material that the MPO determines is in violation of this policy, including unlawfully disseminated materials or postings that constitute a possible crime in North Carolina, makes threats; abuses, or harasses or seeks to intimidate others; uses fear or disseminates misinformation, may be removed or archived.

Covered Materials
Materials covered by this policy include not just comments or postings, but also images and links to other sites. In all instances, users must also comply with the Online Public Participation Guidelines – and also comply with the Terms of Use of any host platform (e.g. Facebook, Twitter, etc.). All social media platforms are subject to the laws of North Carolina.

Information on the CAMPO website (www.campo-nc.us) and any of the MPO's online platforms/tools is posted in good faith by MPO staff with the intention of providing timely and accurate information for Executive Board and Technical Coordinating Committee members, agency and regional partner organizations and other key stakeholders, as well as the broader public.

Postings on Behalf of CAMPO
Contractors and consultants who have entered into a contract with CAMPO may only edit the MPO's website, social media platforms, or other public participation platforms/tools with which the MPO has an agreement or is a licensed user, with express written approval, and in advance of each instance.

Calendar of Events
The intent of the MPO's website calendar is to provide timely and accurate information on events of interest to area residents, visitors and businesses. The calendar is limited to community events occurring within the CAMPO boundaries and regional events of governmental interest. Events hosted by businesses solely for commercial purposes are not eligible for inclusion. By using the information contained herein, the viewer willingly assumes all risks in connections with such use. The Capital Area MPO staff may add, modify, or delete any information on this calendar at any time.

Participant Registration
The MPO reserves the right to require registration, while not permitting multiple registrations or logins. Participation may be limited to CAMPO Area residents or business representatives. Registration information is retained under the privacy provisions of this policy and you may use these platforms only in compliance with this policy.

Postings and Removals/Archiving
The individual user is responsible for their use of these tools and for any content they provide, including compliance with applicable laws, rules and regulations and this policy. Noncompliant postings may be removed and archived. The MPO does not restrict viewpoints. The MPO may, in its sole discretion, post or remove and archive postings on any of its social media platforms, websites, blogs, mobile apps or other services. By participating in these online opportunities, the MPO expects postings, comments and materials to further the mission of these online participation tools. Accordingly, postings should not:

- Promote an unlawful purpose or scheme.

- Contain personally identifiable information about others, impersonate someone else, defame or slander another or contain altered images.
- Endorse or seek to boycott companies, brands, political platforms, specific groups or candidates.
- Violate the expectations of civil discourse, civility and constructively informing government operations.
- Contain profane or graphic content, such as content that is vulgar, incites violence or is sexually explicit.
- Offer misleading or false information.
- Contain spam or promote technical abuse, including computer viruses or code which may disrupt, damage or restrict the use of any computer software, hardware or telecommunications equipment.
- Advocate or depict illegal activity.
- Target, disparage or discriminate against any individual.
- Target disparage or discriminate against any ethnic, racial, religious, gender or other protected class
- Objectively appear to be an attack or threat on an individual or public figure. Threats, as well as hate speech that the MPO determines are credible will be removed and may be referred to law enforcement.
- Bully, harass or intimidate – including messages or content generally available to the public (such as text, links, images or photos) that appears to purposefully target individual.
- Promote or endorse private business ventures, services or products.
- Engage in fundraising or campaigns for public office or promote a political organization or candidate.
- Infringe on copyrights or trademarks or intellectual property rights of others.
- Access or search, or attempt to access or search, the MPO's services (automated or otherwise) other than through our currently available, public-facing website and related platforms.
- Post advertisements, solicitations, GOFUNDME links and "For Sale or Rent" postings are not permitted.

Disclaimer
Comments, postings, and links from non-MPO sources that appear on the MPO's sponsored social media or digital media sites (or links within those comments or postings) do not reflect views or act as an endorsement by the MPO of specific viewpoints, policies, practices, or products.

Personal Information
The Capital Area MPO is committed to ensuring the security of personal information voluntarily submitted to the website and the privacy of information collected through website logs in accordance with this Online Public Engagement Policy.

Social media platforms are not confidential. Users should be careful about any personal information they post. We encourage users NOT to post birthdates, social security numbers, information about children, etc. as any information posted is accessible by the general public and may be subject to the provisions of the North Carolina Public Records Law.

The Capital Area MPO will not sell, rent or lease or otherwise disclose personally identifiable information. Information may be shared with entities who are contractually acting on behalf of the MPO. Such entities are governed by this privacy policy with respect to the use of this data and are bound by the appropriate confidentiality agreements.

Legal Access to Personal Information
Federal law enforcement officials may under certain circumstances obtain access to subscriber databases and archived information under the federal Patriot Act (Public Law 107-56). Federal law prohibits the Capital Area MPO from informing you if federal law enforcement officials have obtained these records.

Notwithstanding any other statements or representations here or elsewhere on the CAMPO website or other online platforms, CAMPO reserves its right to disclose any information in its possession if it is required to do so by law, including the North Carolina Public Records Law and North Carolina Open Meetings Law, or if it believes, in good faith, that such a disclosure is necessary to comply with the law, defend its rights or property, or to respond to an emergency situation.

Contact Us

Comments and questions are welcome at any time, but typically comments and postings are monitored only during regular business hours. Specific questions submitted through our social or digital media platforms are not guaranteed a response. For questions or inquiries, please also use the CAMPO website's contact form.

Questions, comments and suggestions voluntarily submitted to the CAMPO website through electronic mail may be treated as non-confidential and non-proprietary. Email communication is directed to appropriate staff. The information will only be maintained as an active file as long as needed to respond to the request. However, information may be archived for historical purposes, but will not be used beyond the stated purpose of the communication and will not be shared or distributed to third parties with any identifiable personal information.

Website Logs

Website logs are used to provide use data for analysis. The logs do not contain personally identifiable information and no attempt is made to link the logged information with the individuals who browse the site. By using the CAMPO website, browsers give CAMPO permission to collect such information about them as an anonymous user for the purpose of calculating aggregate site statistics.

Use or Reuse of Information

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Updates to Guidelines

The online public participation guidelines will be reviewed and updated as a part of campo's public participation plan.

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Appendix 4: Staff Training Topics

A performance target has been set requiring each CAMPO staff person to receive two (2) hours of Title VI related training annually. Below is a list of potential training topics. This is not an all-inclusive list and other trainings related to equity and environmental justice can count toward the two hours.

Potential Topics:

- CAMPO's Title VI and Language Assistance Plans – New employees and Reviews for Existing Employees
- Diversity, Equity, and Inclusion
- Digital Accessibility and Section 508 Compliance
- Americans with Disabilities Act
- Justice 40 Initiative
- Equity Analysis and Prioritization of Projects

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Appendix 5: Resources

State and Federal Websites related to CAMPO's PPP

- NCDOT Environmental Justice/Transportation Disadvantage Index Tool: https://connect.ncdot.gov/projects/planning/Pages/EJ-TDI-maps.aspx
- USDOT Guide to Meaningful Public Participation
- USDOT/FHWA Planning Public Involvement in Project Development https://www.fhwa.dot.gov/planning/public_involvement/project_development/
- Citizens Guide to NEPA https://ceq.doe.gov/get-involved/citizens_guide_to_nepa.html
- NCDOT NEPA/SEPA 101: Understanding the Basics https://connect.ncdot.gov/projects/Project-Management/Documents/20190814-15%20NEPA-SEPA%20101-Understanding%20the%20Basics_Student%20Slides.pdf

IAP2's Spectrum of Public Participation (https://iap2usa.org/cvs)

CAMPO understands that working with the community, early and often, is one of the best ways to successfully deliver good transportation projects on time that better serve the entire community.

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Appendix 6: NEPA/SEPA Excerpt, NCDOT's "Unified Public Engagement Process" (2011)

Chapter 5
5.1 Regulatory Requirements for Public Involvement in Project Development
As part of its project development process, NCDOT is required to comply with NEPA as it carries out the environmental review process for specific projects that receive federal funding. For transportation projects that receive only state funding and that do not require federal actions, NCDOT must comply with SEPA.

5.1.1 National Environmental Policy Act
NEPA established a supplemental mandate for federal agencies to consider the potential environmental consequences of their proposals, document the analysis, and make this information available to the public for comment prior to implementation. To assist federal agencies in effectively implementing the environmental policy, the CEQ issued Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (40 CFR 1500 through 1508).

To address the NEPA responsibilities established by the CEQ, the FHWA and FTA issued regulations (23 CFR 771), Environmental Impact and Related Procedures. Federal Railroad Administration regulations are in Procedures for Considering Environmental Impacts, Federal Register Volume 64, No. 101, May 26, 1999.

SAFETEA-LU Section 6002, Efficient Environmental Review for Project Decision-Making, established a new environmental review process for highways, transit, and multimodal projects. This process, mandatory for all environmental impact statements (EIS), requires a new public comment process on purpose and need and the range of alternatives, encourages more participation from more agencies and organizations, and defines more formal roles for state, local, and tribal agencies in the process. FHWA regulations regarding early coordination, public involvement, and project development are in 23 CFR 771.111.

Early coordination with appropriate agencies and the public aids in determining the type of environmental document an action requires, the scope of the document, the level of analysis, and related environmental requirements. This process involves the exchange of information from the inception of a proposal for action to preparation of the environmental document. For the Federal-Aid Highway Program, each state must have procedures approved by the FHWA to carry out a public involvement/public hearing program pursuant to 23 United States Code (U.S.C.) 128 and 40 CFR 1500 through 1508. State public involvement/public hearing procedures must:

- Provide early and continuing opportunities during project development for the public to be involved in the identification of social, economic, and environmental impacts, as well as impacts associated with relocation of individuals, groups, or institutions.
- Offer one or more public hearings or the opportunity for hearing(s) to be held at a convenient time and place for any Federal-Aid project that requires significant amounts of right-of-way, substantially changes the layout or functions of connecting roadways or of the facility being improved, has a substantial adverse impact on abutting property, otherwise has a significant social, economic, environmental or other effect, or for which the FHWA determines that a public hearing is in the public interest.
- Provide reasonable notice to the public of either a public hearing or the opportunity for a public hearing that includes information about where explanatory information may be accessed. The notice should also provide information required to comply with public involvement requirements of other laws, executive orders, and regulations.
- Explain the following information at public hearings conducted for a project:

- The project's purpose, need, and consistency with the goals and objectives of any local urban planning
- The project's alternatives and major design features
- The social, economic, environmental, and other project impacts
- The relocation assistance program and the right-of-way acquisition process
- NCDOT's procedures for receiving both oral and written statements from the public

The FHWA and FTA have issued a number of guidance documents regarding public involvement. Guidance is on the FHWA Website at http://www.environment.fhwa.dot.gov/guidebook/index.asp. under the Public Involvement link.

5.1.2 North Carolina State Environmental Policy Act

SEPA requires state agencies to review and report the environmental effects of all activities that involve an action by a state agency, an expenditure of public monies or private use of public land, and that may have a potential negative environmental effect on natural resources, public health and safety, natural beauty, or historical or cultural elements of the state. The act was adopted by the General Assembly into law in 1971 (General Statute 113A, Article 1) in order to:

1. Encourage the wise, productive, and beneficial use of the natural environment.
2. Preserve the natural beauty of the state.
3. Create a public awareness of our environment.
4. Require state agencies to consider and report on environmental aspects and consequences of their actions involving the expenditure of public money or use of public land.

Every state agency, including the University System, with the responsibility of funding or approving a publicly funded project is responsible for compliance with SEPA, including NCDOT. Public involvement under SEPA is guided by policy. There are no specific requirements for public workshops or hearings, although there are required review periods. NCDOT follows NEPA guidelines for public involvement for SEPA projects. As with NEPA projects, public involvement events for SEPA projects can occur as needed.

Compliance with NEPA is considered compliance with SEPA.

5.1.3 Other Related Regulations

In accordance with 23 CFR 771.133, "the final EIS or FONSI [Finding of No Significant Impact] should document compliance with requirements of all applicable environmental laws, Executive Orders, and other related requirements. If full compliance is not possible by the time the final EIS or FONSI is prepared, the final EIS or FONSI should reflect consultation with the appropriate agencies and provide reasonable assurance that the requirements will be met."

Depending on a specific project's circumstances, a number of other laws, regulations, executive orders, and ordinances will apply during the NEPA (or SEPA) project development and permitting processes. Below are some examples of related laws that are often applicable during the project development process; some of these have their own requirements for public involvement activities.

- Farmland Protection Policy Act
- National Historic Preservation Act
- Fish and Wildlife Coordination Act, Section 2
- Coastal Zone Management Act, Sections 303 and 307
- Wild and Scenic Rivers Act
- Endangered Species Act, Section 7
- Resource Conservation and Recovery Act
- Safe Drinking Water Act
- Clean Air Act
- Clean Water Act
- Civil Rights Act, Title VI