

Consolidated Public Participation & Title VI /LEP/Minority/Low Income Outreach Plan



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What is the Capital Area Metropolitan Planning Organization?

An 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:

- Economic factors affecting development
- Population
- Land Use
- Transportation facilities (including transit)
- Travel Patterns
- Terminal and transfer facilities
- Traffic Control Features
- Zoning ordinances, subdivision regulations, building codes, etc.
- Financial resources
- Social and community values, such as open space or historic preservation.

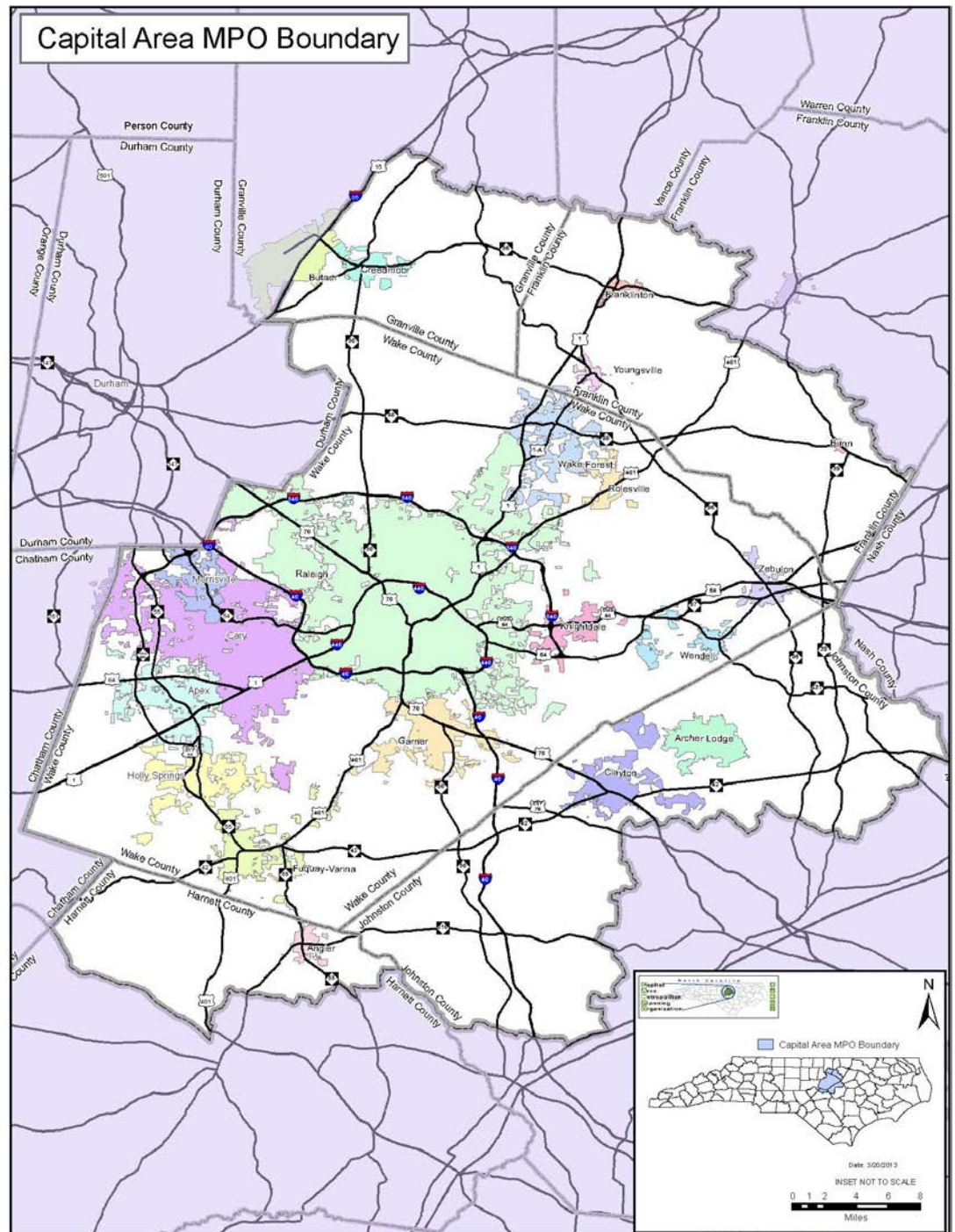
Cooperative means to include the federal, state, and local levels of government AND between agencies within the same level of government. (Weiner, 1992)



MPO Executive Board Meeting, January 19, 2016 (Photo-CAMPO Staff)

CAMPO geography and membership

For the Capital Area MPO the governing body is comprised of elected or appointed officials from all of the jurisdictions in the region and specific agencies like transit agencies and 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, Roseville, Wake Forest, Wendell, Youngsville and Zebulon, GoTriangle, and the North Carolina Department of Transportation. The governing body also has advisory (non-voting) members from the Federal Highway Administration, Federal Transit Administration, and



Federal Rail Administration. Technical staff from these jurisdictions and agencies are joined by representatives from other local stakeholder entities such as the Research Triangle Foundation, NC State University, Raleigh-Durham Airport Authority, Triangle North Executive Airport, and others, to form the Technical Coordinating Committee (TCC).

This plan covers the agencies, member governments, and member government agencies within the MPO and their public participation requirements. Subcommittees and other ad-hoc groups sometimes play a role in the planning process. ~~The graphic on the next page shows a general flow of how ideas go through the process to become part of a plan or policy in the MPO.~~

Purpose of the Public Participation Plan

CAMPO seeks to provide opportunities in the transportation planning process to interested parties as well as engage and involve members of the community who have not been traditionally involved. 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 end of this section.

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.

Legal Framework and Plan Application

The Fixing America's Surface Transportation Act (FAST Act), was signed into law on December 4, 2015, and contains specific language outlining federal requirements regarding public involvement processes and procedures. In general, the FAST Act built upon previous transportation legislation (ISTEA, TEA-21, SAFETEA-LU, and MAP-21) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public involvement activities.



MAP-21 Signed into Law (Streetsblog USA--need to verify permission to use image)

The FAST Act (Public Law 114-94) requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

In addition, the Public Participation Plan:

- shall be developed in consultation with all interested parties; and
- shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

In carrying out these required elements of the Public Participation Plan, CAMPO shall, to the maximum extent practicable:

- hold any public meetings at convenient and accessible locations and times;
- employ visualization techniques to describe plans; and
- make public information available in electronically accessible format and means, such as the World Wide Web, to afford reasonable opportunity for consideration of public information.

Federal legislation requires Metropolitan Planning Organizations to produce documents that govern the regional transportation investments and planning activities, including the development of the Unified Planning Work Program, the Long-Range Transportation Plan, the Transportation Improvement Program, and the Public Participation Plan. This plan will apply to all these activities.

Strategic Plan Goals Related to the PPP

CAMPO updated its strategic plan in early 2015, and it includes elements that are relevant to the PPP.

CAMPO Vision Statement:

The region has a common vision of what it wants its transportation system to be:

- 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**. [emphasis added for PPP]

The 2040 Metropolitan Transportation Plan commits our region to transportation services and patterns of development that contribute to a distinctive place where people can successfully pursue their daily activities.

Four strategic focus areas were identified that will help create an environment where regional transportation needs are prioritized and understood and CAMPO will achieve its vision:

1. **Public engagement and education** [emphasis added for PPP]
2. Partnering with others
3. Educating elected officials
4. Policy leadership




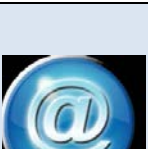
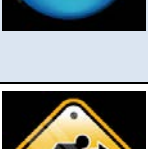


A fifth focus area was also identified to improve CAMPO's operations.

5. Operational Issues for CAMPO

MTP Goals Related to the PPP

The 2045 MTP update includes goals and objectives related to Environmental Justice and Community Values that relate directly to this plan and the related plans in the appendices. The draft goals and objectives are below:

[placeholder for final goals & objectives relating to PPP]

HOW TO GET INVOLVED IN TRANSPORTATION PLANNING	
	CALL US 919-996-4000 during normal business hours 8:00 a.m. to 4:30 p.m. Monday through Friday
	WRITE TO US Capital Area Metropolitan Planning Organization Bank of America Building 421 Fayetteville Street, Suite 203 Raleigh, NC 27601
	EMAIL US General Inquiries: Shelby.Powell@campo-nc.us Public Involvement/Media: Kenneth.Withrow@campo-nc.us Title IV/Limited English Proficiency: Paul.Black@campo-nc.us Website/Facebook: Alex.Rickard@campo-nc.us
	VISIT OUR WEBSITE OR SOCIAL MEDIA http://www.campo-nc.us/ On Twitter @CapitalAreaMPO On Facebook at NC Capital Area MPO LinkedIn at NC Capital Area MPO Instagram at nccapitalareampo
	COME TO AN EVENT The CAMPO participates in special events throughout the planning area and hosts workshops for citizens to learn about projects where they work and live. Visit the CAMPO website (above) to view opportunities.
	PARTICIPATE IN PERSON Make a public comment at a CAMPO board or committee meeting OR Visit CAMPO, Bank of America Building, 421 Fayetteville Street, Suite 203, Downtown Raleigh
	VOLUNTEER Contact Shelby.Powell@campo-nc.us to serve on a committee or for more information.

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

- Comprehensive Transportation Plan (CTP)
- Metropolitan Transportation Plan (MTP)
- Transportation Improvement Program (TIP)
- Locally Administered Projects Program (LAPP)
- Air Quality Conformity Determination (AQCD)
- Congestion Management Program (CMP)
- Unified Planning Work Program (UPWP)
- Strategic Prioritization Office (of) Transportation (SPOT)-refers to prioritizing projects for the TIP

Summary Table of Public Participation

CAMPO follows agency organization and operation policies that provide specific guidelines for public records and public access (see appendices). CAMPO policies are adopted or amended after ten days public notice.

Summary Table of Public Participation					
Meeting/ Program Item Type	Body/Document	Frequency	Comment Period	Public Notice	Public Access
OPEN MEETINGS					
Governing body	Executive Board	Monthly	at every meeting	in accordance with NCGS Open Meetings Law	<ul style="list-style-type: none"> ● Agenda posted in advance on CAMPO website ● Opportunity at each meeting; content is open but Committee Chair may specify time length to accommodate numerous commenters ● Summary of advance public comments provided in writing ● Meeting Calendar posted at venue
Committees	TCC	Monthly			
	Ad Hoc Area Planning and Corridor Study Committees	Varies by Plan			
	Standing Subcommittees	As needed			
Workgroups	Standing and Ad-hoc Staff and Professional Workgroups	As needed	Not Applicable	Not Applicable	Not Applicable
Meeting/ Program Item Type	Body/Document	Frequency	Comment Period	Public Hearing Notice	Public Access
Program Adoption					
Plans and Program Adoption	CTP/MTP	Every 4 years	42 Days	14 Days	<ul style="list-style-type: none"> ● Posted on website with public notices ● Hard copies available ● Advance comments documented for review ● Opportunity for comment at plan-specific meetings prior to adoption and at meetings where considered/adopted
	TIP/SPOT	Every 2 years	30 Days		
	LAPP	Annually	See LAPP Handbook		
	AQCD	Every 2 years for TIP; Additional if MTP not on same schedule	30 Days		
	CMP	Every 4 Years	30 Days		
	UPWP	Annually	30 Days		
	PPP	Annually with UPWP	45 days	45 days	<ul style="list-style-type: none"> ● Posted on website with public notices; hard copies available, Advance comments documented for review ● Opportunity for comment at meetings where considered/adopted
	Special Studies	As Needed	Ongoing during study	Not Applicable	<ul style="list-style-type: none"> ● Varies by study; will generally include website and meetings in the study area.

Meeting/ Program Item Type	Body/Document	Frequency	Comment Period	Public Hearing Notice	Public Access
Program Amendments					
Modifications (Plan and Program Amendments)	CTP/MTP	As needed	30 Days	N/A	<ul style="list-style-type: none">● Posted on website with public notices; hard copies available● Advance comments documented for review● Opportunity for comment at meetings where considered/adopted
	TIP/SPOT				
	AQCD ¹				
	CMP				
	UPWP				
	PPP	As needed	45 days ²	45 days ³	
Program Modifications (Administrative Amendments)					
Technical Corrections (Plan and Program Administrative Modifications)	CTP/MTP	As needed	at meeting where item is being considered	N/A	<ul style="list-style-type: none">● Agenda posted in advance on CAMPO website● Opportunity at each meeting; content is open but Committee Chair may specify time length to accommodate numerous commenters● Summary of advance public comments provided in writing
	TIP/SPOT				
	AQCD ¹				
	CMP				
	UPWP				
	PPP				

¹ The Raleigh-Durham area is not subject to this requirement; the maintenance threshold for ground-level ozone was approved by EPA in April 2012 and shown as continuing in the SIP in 2013

² 23 CFR 450.316 - Interested parties, participation, and consultation requires 45 calendar days.

Documents

The Capital Area MPO is responsible for 3 primary documents to implement the 3C (comprehensive, cooperative, and continuous) process: the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. In addition, CAMPO has a Public Participation Plan (this document) that covers those 3 primary documents. There are also 2 documents that are the charter of the MPO, the Memorandum of Understanding (MOU) and Prospectus.

Metropolitan Transportation Plan

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 Metropolitan Transportation Plan. 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. 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 Metropolitan Transportation Plan and review of its final recommendations prior to consideration for governing board approval. Public comments on the Metropolitan Transportation Plan will be included in the documentation of the plan or by reference to the Transportation Conformity documentation.

Changes to the Metropolitan Transportation Plan 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 Metropolitan Transportation Plan 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 ~~means a that~~ 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.³

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).⁴

Metropolitan Transportation Plan (MTP)

- *Details comprehensive plan for 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

See Summary Table of Participation for Access, Notice, and Comment Periods

³CFR §450.104 Definitions.

Congestion Management Plan(CMP)

A Congestion Management Plan (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. It follows the same requirements at the MTP.

Congestion Management Plan (CMP)

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

*Adopted: **Every four years***

*Amended: **As needed***

See Summary Table of Participation for Access, Notice, and Comment Periods

Transportation 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. These studies help identify broad issues, concerns, and desires that might be relevant to a specific segment of the population or to a particular geographic area within the county.

Each study has a specific public outreach effort to involve the appropriate participants.

Transportation Studies

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

*Adopted: **Endorsed (rather than adopted) for use in future MPO planning and programming activities***

*Amended: **As needed***

See Summary Table of Participation for Access, Notice, and Comment Periods

Transportation Conformity⁴

The region's long- and short-range transportation plans, the Metropolitan Transportation Plan and Transportation Improvement Program, must comply with federal air quality regulations because the Raleigh-Durham area was designated by the EPA as nonattainment for the pollutant ozone. The Transportation Conformity analysis documents that the total ozone-causing pollution expected from all of the region's planned transportation projects are within limits established in the State Implementation Plan. The analysis incorporates, among many factors, the expected completion date of transportation projects. The draft conformity determination of the Metropolitan Transportation Plan and Transportation Improvement Program and supporting documentation shall be made available at the related public meetings.

Air Quality Conformity Determination (AQCD)

- *Done 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/2years for TIP

Amended: As needed

See Summary Table of Participation for Access, Notice, and Comment Periods

⁴ The Raleigh-Durham area is not subject to this requirement; the maintenance threshold for ground-level ozone was approved by EPA in April 2012 and shown as continuing in the SIP in 2013

TIP

As projects listed in the Metropolitan Transportation Plan 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 Transportation Improvement Program 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 Transportation Improvement Program that addresses fiscal changes either to the overall amount of funding, funding allocation, or project cost. It can also include other project changes, and addition or deletion of projects.

Amendments: Amendment means a that 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.⁵

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).⁶

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 the Statewide TIP*

Adopted: Every two years

Amended/Modified: As needed

See Summary Table of Participation for Access, Notice, and Comment Periods

⁵CFR §450.104 Definitions.

Prioritization

Prioritization is a two-step process in terms of public involvement. The first step selects 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://files.nccampo.ghifi.com/funding/transportation-improvement-program/CAMPO_STI_Methodology.pdf.

Locally Administered Projects Program (LAPP)

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

Program of Projects (PoP)

The Program of Projects is required for transit agencies by the Federal Transit Administration; MPOs approve as a partner. This is generally as part of the TIP and TIP Amendment process with specific FTA-required language as needed.

Merger (NEPA)

The NEPA process is managed by NCDOT and not the MPO. MPO staff participate at a technical level.

Coordinated Public Transportation and Human Services Transportation Plans

These are developed by the county or system and are not an MPO plan. MPO staff participates at a technical level.

Community Transportation Services Plans

These are done by the county or system and are not an MPO plan. MPO staff participates at a technical level.



http://peoplefirst.wakegov.com/wp-content/uploads/2014/09/wake_tracs.jpg

Americans with Disabilities Act (ADA) Compliance Plans

Fixed-route transit systems are required to evaluate whether disabled persons can reasonably access fixed route service. For those persons who cannot be served by traditional, fixed transit routes, a plan for alternative access is required by the Federal Transit Administration (FTA) and the Americans with Disabilities Act. The MPO does not develop these plans, but must certify them. Currently GoRaleigh, GoTriangle, and C-Tran are subject to this requirement

Prospectus & MOU

Prospectus

The Prospectus is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it. A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in a required annual Unified Planning Work Program (UPWP). Signatories to the document are the MPO, NCDOT, the NC Department of Environmental Resources (NCDER), USEPA, and FHWA.

Memorandum Of Understanding (MOU)

The MOU is the agreement between the state of North Carolina, the federal government, and the local governments, authorities, and agencies that make up the MPO. It spells out membership, voting ability and weighted voting procedures, board and committee structure, and the basic operating rules for the MPO.

UPWP

The Unified Planning Work Program for Regional Transportation Planning 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 specified fiscal years. 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, transportation authorities, 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.

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

See Summary Table of Participation for Access, Notice, and Comment Periods

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.

Transit Narrative for UPWP

Included in the UPWP process

5-Year Plan

Included in the UPWP process

PPP (this plan)

The PPP is a blueprint for action to involve the public in transportation planning. It provides a guide for public access to and involvement with the CAMPO planning process. 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 every citizen 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 to adjust the plan to meet the needs of the community. Public input during the development of the PPP is essential to make sure the process provides full and open access to all.

Public Participation Plan (PPP)

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

Adopted: [Original Adoption Date]

Amended/Modified: As needed

See Summary Table of Participation for Access, Notice, and Comment Periods

Title VI/Environmental Justice/Low Income/Minority Plan

Covered as part of PPP [for the purposes in this plan.](#)

Limited English Proficiency Plan (LEP)

Covered as part of PPP [for the purposes in this plan.](#)

Meetings

Every public meeting held by an official CAMPO board, committee, or subcommittee will meet or exceed the requirements of North Carolina Open Meetings Laws, 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, and provide for public comment (see below). 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

Every meeting of CAMPO includes time for public comment. Public comment periods are included at the beginning of each TCC and Executive Board meeting. Members of the public may be heard regarding items not on the agenda during that part of the meeting, or may be heard regarding specific agenda items during the discussion on a particular item.

ACCESS FOR PEOPLE WITH SPECIAL NEEDS

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 services can contact the CAMPO 48 hours in advance. Instructions for receiving assistance are included as part of the meeting notice.

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 address 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.
- 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 countries. The public is encouraged to speak at both the Executive Board and the Technical Coordinating Committee meetings. There is an opportunity for the public to comment on agenda items at the beginning of each meeting. When speaking please tell us your name and place of residence; please limit comments to three minutes per speaker.

In compliance with the Americans 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 919-996-4400 (voice), 919-996-1736 (fax), or 800-735-2962 (TTY) and request a connection to the City of Raleigh Public Affairs department at least 72 hours in advance of the meeting.

Performance measures

The 2015 Strategic Plan Update has measures related to the Public Engagement and Education action steps:

1. Public engagement and education

Potential Success Measures:

- Number of citizens participating (new voices)
- Number of workshops/workshop attendees held
- Number of press releases
- Number of unique website visitors

	Action Step	Participants	Timeline
a.	Develop a communication strategy; <ul style="list-style-type: none">• Hire a communication specialist;• Develop and utilize outreach communication tools such as social media, newsletter, website, etc.• Develop public engagement toolkits with options for engaging the public;• Build a communication plan into each project or program High priority	CAMPO staff	Near Term
b.	New Website	CAMPO staff	Near Term
c.	Engage member jurisdiction citizenry through Citizen Advisory Groups in CAMPO member communities	TCC	Near Term

The draft 2045 MTP has performance measures that link with the MTP goals. For this plan, here are the draft objectives and performance measures related to the Environmental Justice and Community Values goal.

[Placeholder for 2045 MTP Performance Measures related to PPP]