
2025 PUBLIC PARTICIPATION PLAN – TRI-LAKES MPO

TRI-LAKES MPO DISCLAIMER: This notice is in accordance with the Tri-Lakes MPO 2045 Metropolitan Transportation Plan, the Federal Transportation Act (BIL/IIJA) in cooperation with local agencies, the Arkansas Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Documents are funded in part through grant(s) from the FHWA, FTA, and/or the U.S. Department of Transportation.

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TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PUBLIC PARTICIPATION PROCESS FOR PROGRAM OF PROJECTS (POP): The public participation procedures outlined in the Tri-Lakes Metropolitan Planning Organization's (MPO) Public Participation Plan (PPP) with respect to TIP development, serve as the public participation process required for the development of transit projects as per FTA Circular 9030.1E.

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CHAPTER 1 - INTRODUCTION

WHAT IS THE TRI-LAKES METROPOLITAN PLANNING ORGANIZATION

The **Federal Highway Act of 1962** established legislation that mandated that any urbanized area with a population of 50,000 or more that plans to expend United States Department of Transportation (DOT) funding must subscribe to a **continuing, cooperative, and comprehensive (The 3-C)** planning process.

A **Metropolitan Planning Organization (MPO)** is a transportation policy-making agency made up of representatives from local government and transportation authorities. An MPO was established for the Hot Springs Urbanized Area in 2003 by the governor of Arkansas. Through this designation of the Hot Springs Area Transportation Study (HSATS), the MPO, exists today as the Tri-Lakes (TLMPO), renamed in 2013. The MPO is supported by an 11 member **Policy Board** and a 15-member **Technical Advisory Committee (TAC)**, as well as **MPO staff**. The Policy Board relies on the TAC and staff for analysis and recommendations regarding transportation policy options but reserves the right to make the final determination. **(please find a glossary in APPENDIX A)**

MPO ORGANIZATIONAL STRUCTURE

The MPO is supported by a diverse committee and governance structure that provides input from a variety of sources. A description of each structure is described below. Current bylaws, committee memberships, and meeting calendars are available on the MPO website (www.trilakesmpo.org/committees).

Metropolitan Planning Organization (MPO) Board – The MPO board is the final level of review and decision-making body in the MPO organizational structure. Recommendations from MPO staff and the committee substructure are reviewed, discussed, and then either approved or rejected through a one member one vote process. The MPO Board is guided by bylaws, adopted in 2003, amended in 2008, 2013, 2017, 2018, and 2019. The MPO Board voting membership is comprised of:

- **City of Hot Springs (2)**
- **Garland County (2)**
- **Hot Spring County (1)**
- **Fountain Lake (1)**
- **Mountain Pine (1)**
- **Hot Springs Village Property Owners Association (1)**
- **Hot Springs Metro Partnership (1)**
- **Arkansas Department of Transportation (2)**

The MPO Board typically meets quarterly on the 3rd Thursday, at 10:00 a.m. in the West Central Arkansas Planning and Development District's (WCAPDD) Conference room, located at 1000 Central Avenue in Hot Springs. All meetings are open to the public.

Technical Advisory Committee (TAC) – The Technical Advisory Committee (TAC) is comprised of professional planners, engineers, technicians, and other professionals representing local government agencies and transit providers. This group is responsible for reviewing transportation plans, programs, projects, and policy guidance. They review and provide feedback to MPO staff from a more technical standpoint, based on their professional expertise. Ultimately, the TAC makes recommendations on the plans and projects placed before to the MPO Board. The TAC is comprised of the following membership:

- **City of Hot Springs (2)**
- **Garland County (2)**
- **Hot Spring County (1)**
- **Chamber of Commerce (1)**
- **Hot Springs Metro Partnership (1)**
- **Hot Springs Village POA (1)**
- **Railroad Representative (1)**
- **Fountain Lake (1)**
- **Mountain Pine (1)**
- **Intracity Transit (1)**
- **Airport Director (1)**
- **Arkansas Department of Transportation (2)**

The TAC typically meets quarterly on the 1st Tuesday, at 10:00 a.m. in the West Central Arkansas Planning and Development District's (WCAPDD) Conference room, located at 1000 Central Avenue in Hot Springs. All meetings are open to the public.

Staff – The MPO staff includes the MPO Study Director, and financial/managerial support from the West Central Arkansas Planning and Development District's Finance Manager and Executive Director. Otherwise, the Study Director is the only full-time exclusive MPO employee.

MPO PLANNING AREA

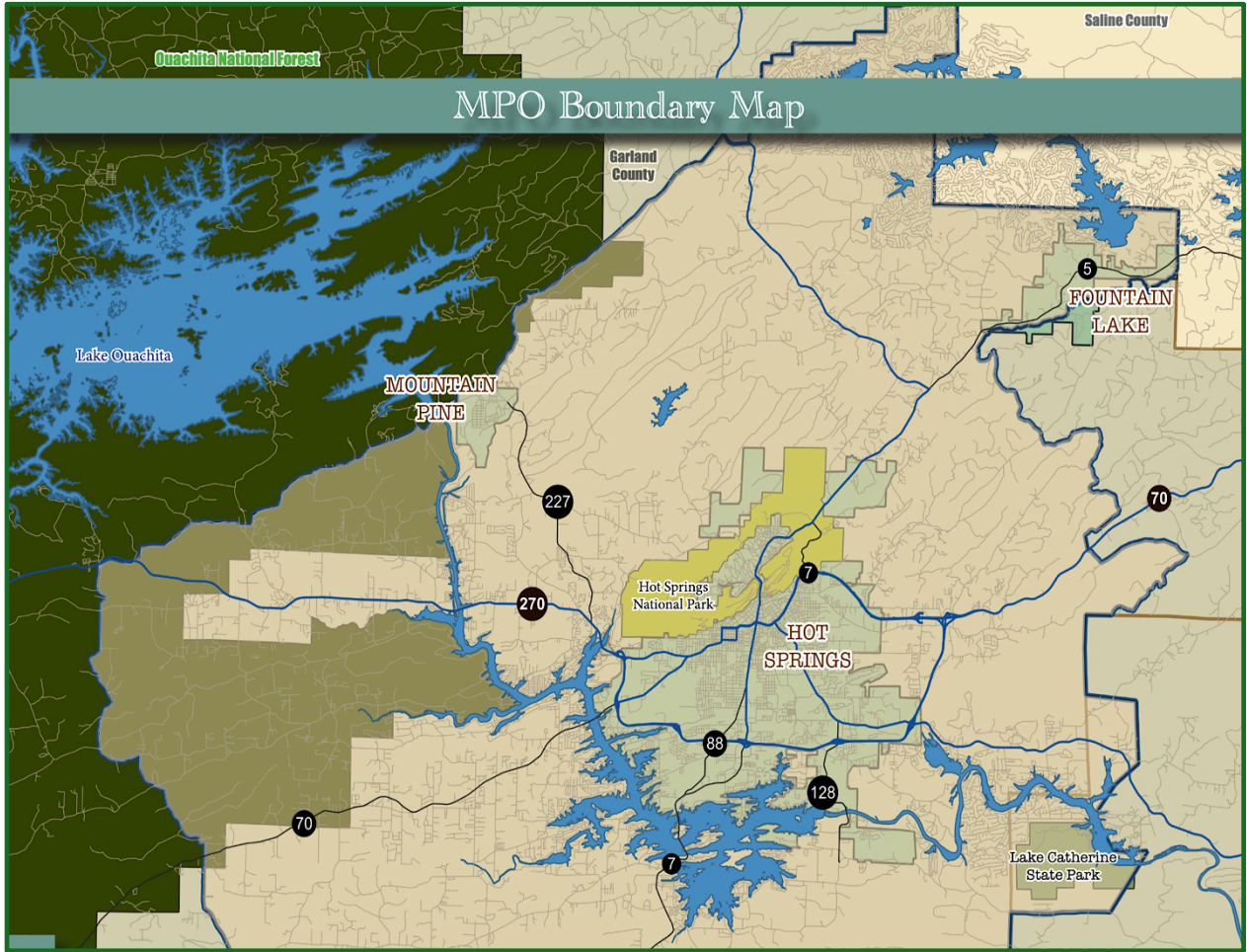
The Hot Springs area is the eastern gateway to the Ouachita Mountains in Central Arkansas. The regional topography is hilly and mountainous, resulting in some steep and winding roadways. This topography creates numerous creeks, natural drainages, and flood plains, many suitable for alternative transportation uses, such as pedestrian and bicycle paths. Additionally, this topography presents some unique challenges for roadway improvements, especially when considering new capital projects or roadway expansion.

The **Planning Area (PA)** for the MPO includes a portion of **Garland** and **Hot Spring County**, as well as the municipalities of:

- **Hot Springs**
- **Fountain Lake**
- **Mountain Pine**

Additionally, the PA for the MPO includes the **Hot Springs Village Property Owners Association (HSVPOA)** (Garland County portion). Other partners include **Hot Springs Intracity Transit (IT)**, the **Greater Hot Springs Chamber of Commerce**, **Hot Springs Metro Partnership**, as well as our state/federal partners **Arkansas Department of**

Transportation (ARDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the National Park Service.



CHAPTER 2 – WHAT IS A PUBLIC PARTICIPATION PLAN

PURPOSE

Public Involvement is at the center of the transportation planning process, as transportation networks affect the public in a variety of ways. Therefore, the voice of the public is essential in ensuring that the transportation decisions that are made, are efficient and effective at serving the residents they impact. The Tri-Lakes Metropolitan Planning Organization's (MPO) Public Participation Plan (PPP) documents the goals, desired outcomes, and strategies for ensuring that all individuals have every opportunity to be involved in transportation planning decisions. As the transportation network effects economic vitality, personal and freight mobility, and local/regional priorities, it is critical for the voices of everyone to be heard and documented.

This document serves as an update to the PPP adopted in by the MPO Board in 2021. The revised PPP was developed in coordination with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Arkansas Department of Transportation (ARDOT), local government partners, and the MPO's Technical Advisory Committee (TAC), and through a 45-day public review process.

It is the primary goal of this document to **increase awareness** on the various opportunities that are available to the public and the measurements used by the MPO to determine effectiveness with advertising and promoting those opportunities.

Comment Period – The PPP is updated every five (5) years. Before the adoption of the plan, the draft plan has a **minimum comment period of 45 days (federally required)**. Comments received are recorded and included in the final PPP.

Modifications – Administrative modifications can be made that includes minor changes such as corrections and revisions to content that is not relevant to any associated public comment process. Modifications **DO NOT require a public comment review period**.

Amendments – An amendment to the PPP could include changes to the scope of the core work products' public participation process or public comment period. Another example could be changing any public participation strategy and outreach. The amendment process **DOES require a minimum 45-day public comment period**.

Methods of Public Notice:

- Website Notices
- Public Events
- Email Announcements through Distribution Lists
- Local Newspaper Advertisement (Sentinel Record)

How Do I Get Involved:

- **Call Us:** Monday through Friday 8:00 am to 4:30 pm at 501-525-7577.
- **Visit or Write to Us:** Tri-Lakes MPO, 1000 Central Avenue, Hot Springs, AR 71901
- **Email:** info@trilakesmpo.org
- **Website:** www.trilakesmpo.org

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- **Email List:** www.trilakesmpo.org/publicinvolvement

Meeting Details

- **Technical Advisory Committee (TAC)** - Meetings are open to the public. Unless otherwise mentioned, all MPO meetings are held at 10:00 am, at the West Central Arkansas Planning and Development District (WCAPDD) on the 1st Tuesday (quarterly) check MPO meeting calendar for more details, which can be found here www.trilakesmpo.org/committees.
- **MPO Board (Policy)** - Meetings are open to the public. Unless otherwise mentioned, all MPO meetings are held at 10:00 am, at the West Central Arkansas Planning and Development District (WCAPDD) on the 3rd Thursday (quarterly) check MPO meeting calendar for more details, which can be found here www.trilakesmpo.org/committees.
- The public is encouraged to attend all MPO meetings, which include an opportunity for public comments.
- 48 Hours is requested for any special accommodations. Just email or call the office to submit a request.

CHAPTER 3 – OUTREACH STRATEGIES & TECHNIQUES

OUTREACH STRATEGIES

The MPO utilizes various strategies, tools, and techniques to get the necessary information out to the public. They are as follows:

- **Calendar** – On its website, the MPO maintains a calendar highlighting the Technical Advisory Committee (TAC), Policy Board and other meeting dates in a given calendar year. These can be found here www.trilakesmpo.org/committees
- **Legal Notices - Newspapers:** The MPO publishes public participation opportunities in general circulation newspapers such as the Hot Springs Sentinel Record.
- **Meeting Notices – Newspapers:** The MPO publishes meeting notices and opportunities, along with the action items proposed for discussion/action in the classifieds section of the Hot Springs Sentinel Record, and the What’s Ahead Section in the Hot Springs Sentinel Record.
- **Email Distribution Lists/Email Announcements** - The Metropolitan Planning Organization (MPO) maintains a comprehensive contact list of all interested parties, including Technical Advisory Committee (TAC) members, Policy Board members, stakeholders, and other individuals who may have an interest in the metropolitan transportation planning process. This contact list serves as a valuable resource for outreach efforts during the planning process, particularly during significant events such as updates to the Transportation Improvement Plan (TIP) and the Metropolitan Transportation Plan (MTP). Individuals interested in being included on the MPO’s contact list are kindly requested to send an email to info@trilakesmpo.org, submit on the website at www.trilakesmpo.org or contact the MPO directly.
- **Public Events & Speaking** - Public outreach opportunities may be initiated or requested by the Metropolitan Planning Organization (MPO), other agencies, or the public. These opportunities encompass public open houses, public speaking engagements, public forums, workshops, and other similar events. These initiatives provide the MPO with additional avenues to solicit input from the public on various transportation-related matters. Furthermore, these appearances offer opportunities for interested members of the public to be added to the MPO mailing list. During the Metropolitan Transportation Plan (MTP) development process, MPO staff conducts public outreach at designated locations throughout the planning area. Additionally, the MPO collaborates with neighborhood associations within the Hot Springs area to promote participation at the community level.
- **MPO Website** – The Metropolitan Planning Organization’s (MPO) website provides comprehensive information on various transportation-related topics within the greater Hot Springs region. It includes details about MPO meetings, key planning documents, resources for efficient transportation, upcoming events, and other pertinent information. The website can be accessed at www.trilakesmpo.org.
- **In-Person Accommodations** - While Tri-Lakes Metropolitan Planning Organization (MPO) has expanded its online engagement capabilities, it remains committed to providing traditional in-person, telephone, and postal comment opportunities to cater to the diverse communication preferences of its community and stakeholders.
- **Accessible Meeting Locations** - Meetings are convened in ADA-compliant and accessible venues. Efforts are made to select familiar and convenient locations, such as community centers, libraries, and other public spaces, to facilitate broad participation from all segments of the population.

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- **Surveys** – The Metropolitan Planning Organization (MPO) has historically employed surveys and intends to continue doing so in the future. These surveys are typically project or use-case specific, aiming to expand the reach of its outreach efforts for significant transportation plans and updates, such as the Long-Range Transportation Plan, commonly referred to as the Metropolitan Transportation Plan.
 - **Visualization Techniques (Maps/Charts)** - Maps, charts, and graphics are employed to facilitate public comprehension of transportation documentation. Key maps in the past include the Safety Crash Map Database, with plans to update it either annually, or semi-annually. There are plans to add various maps and graphics in the future, especially as the Metropolitan Transportation Plan is being updated. These materials are accessible on the Metropolitan Planning Organization’s website and are distributed at public meetings.

CHAPTER 4 – GOALS, DESIRED OUTCOMES & EVALUATION

GOALS OVERVIEW

The primary goal of this plan is to **enhance public awareness** of the Tri-Lakes Metropolitan Planning Organization’s (MPO) unwavering commitment to fostering public participation through its strategic approaches and techniques. This initiative aims to effectively inform the populace regarding transportation projects, policies, and pertinent news.

DESIRED OUTCOMES OVERVIEW

The desired outcomes of this plan are as follows:

- Clear articulation of the agency’s approach to public engagement.
- Enhanced public awareness of regional planning activities.
- Ensured prompt, continuous, and inclusive public notification and participation in significant Tri-Lake Metropolitan Planning Organization (MPO) actions and decisions.
- Collection of substantial, inclusive public input to guide decision-making processes.
- Fair, equitable, and inclusive execution of the Tri-Lake MPO’s work program and outreach initiatives.

EVALUATION

The MPO evaluates the performance of how well the organization does with its desired goals and outcomes. Here are the ways in which the outreach performance for the MPO is monitored and tracked over time:

- 1. Measuring Participation Goal:** Track the availability of public participation opportunities and identify who is engaged in these efforts.

Public Events Evaluation

- **Number of Public Events:** Monitor the total number of public meetings, hearings, workshops, and forums conducted annually.
- **Event Types:** Analyze the types of events to identify which are more effective in achieving desired outcomes.
- **Event Reach:** Track the attendance at events to assess trends in participation over time.
- **Representation:** Monitor the participation of diverse groups, including youth, elderly, minorities, limited English speakers, and individuals with disabilities.

2025 Tri-Lakes MPO Public Event Evaluation (EXAMPLE)

Event	Type	Reach	Representation

- 2. Measuring Exposure Goal:** Evaluate the methods employed by the public to gain information regarding transportation-related matters and participation opportunities.

Methods Evaluation

- **Media Outreach:** Monitor the frequency and types of media outlets utilized (e.g., newspapers, email, websites, events) to disseminate transportation-related information.
- **Website Traffic:** Analyze the number of website visitors and identify the most popular plans and pages based on engagement metrics.
- **Email Distribution Monitoring:** Regularly monitor the number of additions and deletions to the email distribution list to assess progress over time and identify trends in overall engagement.

2025 Tri-Lakes MPO Public Outreach Evaluation (EXAMPLE)			
Outreach	Type	Frequency/ Additions	Topic Highlighted
Sentinel Record	Newspaper	2	TIP/STIP Development
MPO Website	Web	8	Meeting Notices
Distribution List	Email	6	General

- 3. Measuring Public Feedback Goal:** Assessing the public sentiment towards MPO plans, programs, and outreach methods.

Evaluation:

- **Comment Log:** Monitor the number of comments received
- **Comment Relation:** Categorize comments based on their level of specificity. Are they plan-specific, project-specific, outreach-targeted, or generalized comments? This will help gauge not only sentiment, but if trends arise in specific areas the MPO is responsible for.

2025 Tri-Lakes MPO Public Feedback			
Name	Contact Info	Comment Type	Comment

CHAPTER 5 – STANDARD PUBLIC NOTICE & MEETING INFORMATION

The **Tri-Lakes Metropolitan Planning Organization (MPO)** actively participates in various planning activities, which are essential to its role in planning a federally funded transportation system. These activities ensure that the MPO's process adheres to federal compliance requirements.

STANDARD PUBLIC NOTIFICATION AND ADVERTISEMENTS

All work products funded through the United States Department of Transportation, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or other federal agencies are mandated to inform the public of any specific work and provide opportunities for public participation (comments). Consequently, most work products for the Metropolitan Planning Organization (MPO) adhere to a standardized protocol when submitting either legal advertisements for comments or public notices alerting of meetings and events.

STANDARD PUBLIC MEETING INFORMATION:

Public Meeting Notices: Public Notice will be published in the classified section of the Sentinel Record and on the MPO's website at least (7) days prior to the meeting. The notice will include the meeting date, time, location, and the proposed action items on the agenda.

Email Distribution Lists: Notice will be sent, via email, to the on-going distribution list, with all the details from the Public Meeting Notice, at least (7) days prior to the meeting.

Website Notice: Notice will be published on the MPO's website at least (7) days prior to the meeting, containing all the information included in both the Public Meeting Notices and Email Distribution Lists.

TAC Review: The Technical Advisory Committee (TAC) will review the work products presented by MPO staff and vote on whether to recommend it to the MPO Policy Board for final approval. The TAC is the first committee step towards finalizing an item.

PB Review: The Metropolitan Planning Organization's (MPO) Policy Board will review the feedback from staff, email distribution, and recommendations from the Technical Committee, before making a final determination. The PB is the final step for finalizing an item.

STANDARD PUBLIC COMMENT PERIOD INFORMATION:

Legal/Public Comment Notices: A Legal Advertisement will be published in the Sentinel Record for public comment periods. The advertisement will include the MPO work product in question, a quick summary, how long the comment period will be for (beginning/end), and where to submit comments. Comment periods vary between work products (UPWP, TIP, MTP, PPP), typically either **14 days, 30 days, or 45 days (see key planning products for more details on the specifics for public comment periods according to work product)**.

Email Distribution Lists: Notice will be sent, via email, to the on-going distribution list, with all the details from the Legal Notice, when work products are out for public comment.

Website Notice: Notice will be published on the MPO's website, containing all the information included in both the Legal/Public Comment Notices and Email Distribution Lists, when work products are out for public comment.

CHAPTER 6 - MPO WORK PRODUCTS

All core planning activities require a recommendation from the Technical Advisory Committee and adoption by the Policy Board to become the official policy or plan of the organization.

These are the following core planning activities for Tri-Lakes MPO:

- **Metropolitan Transportation Plan**
- **Public Participation Plan**
- **Title VI/LEP**
- **Transportation Improvement Program**
- **Unified Planning Work Program**
- **Program of Projects**

ANNUAL LISTING OF OBLIGATED PROJECTS (ALOP)

Presents a list of projects in the Hot Springs area for which federal funds were obligated during the previous federal fiscal year (October 1st – September 30th). The ALOP is published to the MPO's website by December 31st of each year.

Frequency: Annually, before December 31st

Public Comment Period: None required

Special Notes: This plan is published to the MPO's website, but does not require committee review and approval, as is typical for most MPO work products.

METROPOLITAN TRANSPORTATION PLAN (MTP)

The long-term plan outlines the region's investment and management strategies for achieving the plan's goals and desired outcomes. It serves as the blueprint for determining the direction and priorities of the area over the next two decades.

The Metropolitan Planning Organization (MPO) utilizes the Metropolitan Transportation Plan (MTP), also known as the Long-Range Transportation Plan (LRTP) to redirect the area's efforts towards constructing a reliable, sustainable, and efficient transportation system for its residents. The MTP/LRTP provides the framework for securing local, state, and federal support for upcoming projects and fostering regional growth.

MTP Notification Specifics

Frequency: Every Five (5) Years

Last Adopted: September 2020

Next Adoption: September 2025

Minimum Public Comment Period: 30 days

MTP Steps to Completion:

1. **Committee Notice:** At the beginning of the MTP development process, staff will notify the TAC and PB about the start of the project and outline the steps to completion. Updates will be provided to both committees at all meetings until plan has concluded.
2. **Email Distribution List Notice:** At the beginning of the MTP development process, staff will notify the MPO's distribution list about the start of the project and outline the steps to completion.
3. **Website Notice:** At the beginning of the MTP development process a public information notice will be placed on the MPO's website, on the corresponding MTP page, as well as a special callout for all website visitors. This information will be disseminated to the committees and email distribution list, outlining the project's completion steps and officially declaring its commencement.
4. **1st Public Open House:** Two public open houses will be held throughout the development of the MTP. The 1st Public Open House should be towards the beginning of the development of the plan. It's to alert the public that the plan is currently being developed and to take in feedback on the development of the plan. The open houses should be centrally located.
5. **Website/Legal Notice:** A Legal Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
6. **Public Comment Period:** A minimum **30-day** public comment period is required.
7. **Draft Committee Review:** During the comment period, the DRAFT document will be presented to both the Technical Advisory Committee (TAC) and the Policy Board.
8. **2nd Public Open House:** After committee review, but before the public comment period closes, a 2nd and final public open house will be held. This final open house is gaining the last additional feedback, before final committee review.
9. **Public Comments:** A summary of all comments from both public open houses, committee feedback, and the public comment period, will be provided and included in the appendix section, and presented to the committees at their final review.
10. **Final Committee Review:** After the conclusion of the (2) open houses, and the public comment period, the final document will be reviewed for the 2nd time by both the Technical Advisory Committee (TAC) and the Policy Board.

MTP Amendments Specifics

1. **Public/Website/Committee Notice:** At the beginning of the MTP Amendment process, staff will notify the public and committees (TAC, PB) about the start of a proposed amendment. This includes sending the Public Notice to the Email Distribution List, as well as placing the notice on the MPO's website.
2. **Website/Legal Notice:** Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan/amendment in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
3. **Comment Period:** A minimum 30-day public comment period is held
4. **Public Hearing:** During the minimum 30-day public comment period, a public hearing will be held
5. **Public Comments:** A summary will be provided and included in the appendix section.
6. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO's website and sent to the MPO's email distribution list at least seven (7) days prior to the meeting where

the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.

7. **Committee Review:** After the public comment period has concluded, and the public hearing has been held, the amendment(s) will be presented to both committees.

PUBLIC PARTICIPATION PLAN (PPP)

This document serves as an update to the PPP adopted in by the MPO Board in 2021. The revised PPP was developed in coordination with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Arkansas Department of Transportation (ARDOT), local government partners, and the MPO's Technical Advisory Committee (TAC), and through a 45-day public review process.

PPP Notification Specifics

Frequency: Every Five (5) Years, prior to the MTP Update

Last Adopted: January 2021

Next Anticipated Adoption: May 2025

Comment Period: 45 days (federally required)

Steps to Completion

1. **Committee Notice:** At the beginning of the PPP development process, staff will notify the TAC and PB about the start of the project and outline the steps to completion.
2. **Email Distribution List:** A formal notice will be disseminated to the email distribution list of the Metropolitan Planning Organization (MPO) to give notice about the start of the project.
3. **Website/Legal Notice:** Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
4. **Public Comment Period:** A minimum public comment period of 45 days will be provided. Typically, the comment period ends close to the committees meeting to discuss the conclusion of the plan.
5. **Public Comments:** A summary will be provided and included in the appendix section.
6. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO's website and sent to the MPO's email distribution list at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
7. **Committee Review:** Both the Technical Advisory Committee and Policy Board will review the plan, along with any comments submitted, and make their final determination.

PPP Amendment Specifics

Modifications – Administrative modifications can be made that includes minor changes such as corrections and revisions to content that is not relevant to any associated public comment process. Modifications **DO NOT** require a public comment review period.

Amendments – An amendment to the PPP could include changes to the scope of the core work products’ public participation process or public comment period. Another example could be changing any public participation strategy and outreach. The amendment process **DOES require a minimum 45-day public comment period.**

1. **Public/Website/Committee Notice:** At the beginning of the PPP Amendment process, staff will notify the public and committees (TAC, PB) about the start of a proposed amendment. This includes sending the Public Notice to the Email Distribution List, as well as placing the notice on the MPO’s website.
2. **Website/Legal Notice:** Notice will be provided on the MPO’s website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan/amendment in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
3. **Comment Period:** A minimum 45-day public comment period is held
4. **Public Comments:** A summary will be provided and included in the appendix section.
5. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO’s website and sent to the MPO’s email distribution list at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
6. **Committee Review:** After the public comment period has concluded, the amendment(s) will be presented to both committees.

TITLE VI/LEP

The Title VI program outlines the procedures currently in place to assist the Tri-Lakes Metropolitan Planning Organization (MPO) in ensuring fair and adequate access to transportation planning activities and projects, as mandated by Title VI of the 1964 Civil Rights Act. The MPO currently implements a Title VI Program, which requires the posting of a non-discrimination statement on its website, in its physical office, and in all planning activities and programs mandated by the MPO. Furthermore, the MPO has established a process for submitting complaints if an individual believes they have been unfairly targeted or discriminated against in any manner. This process can be found on the MPO’s public outreach page at www.trilakesmpo.org/publicoutreach.

Staff maintains a record of all comments received and adheres to its procedures for investigating and following up on any complaints. However, to date, **no complaints** have been filed. Please find a Title VI Complaint Procedures, Form, and Log in **Appendix B**. Additionally, please all pertinent federal requirements in **Appendix C**.

Title VI Program Specifics

Frequency: Every three (3) Years or as requested by the State

Last Adopted: October 2024

Next Anticipated Adoption: May 2025 (Fully NEW Title VI Plan)

Comment Period: 14 days

Steps to Completion

1. **Committee Notice:** At the beginning of the Title VI development process, staff will notify the TAC and PB about the start of the project and outline the steps to completion.
2. **Email Distribution List:** A formal notice will be disseminated to the email distribution list of the Metropolitan Planning Organization (MPO) to give notice about the start of the project.
3. **Website/Legal Notice:** Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
4. **Public Comment Period:** A minimum public comment period of 14 days will be provided. Typically, the comment period ends close to the committees meeting to discuss the conclusion of the plan.
5. **Public Comments:** A summary will be provided and included in the appendix section.
6. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO's website and sent to the MPO's email distribution list at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
7. **Committee Review:** Both the Technical Advisory Committee and Policy Board will review the plan, along with any comments submitted, and make their final determination.

Title VI Amendment Specifics

1. **Public/Website/Committee Notice:** At the beginning of the Title VI Amendment process, staff will notify the public and committees (TAC, PB) about the start of a proposed amendment. This includes sending the Public Notice to the Email Distribution List, as well as placing the notice on the MPO's website.
2. **Website/Legal Notice:** Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan/amendment in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
3. **Comment Period:** A minimum 14-day public comment period is held
4. **Public Comments:** A summary will be provided and included in the appendix section.
5. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO's website and sent to the MPO's email distribution list at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
6. **Committee Review:** After the public comment period has concluded, the amendment(s) will be presented to both committees.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) is a four-year planning document that identifies which projects from the Metropolitan Transportation Plan (MTP) will be funded over the next four years. It serves as a fiscally constrained short-range capital improvement program for the transportation system within the greater Hot Springs area. The TIP undergoes updates at least every four years, with biennial updates being the norm. The TIP is developed in collaboration with the Arkansas Department of Transportation (ARDOT) and the local transit provider, Intracity Transit. The Tri-Lakes Metropolitan Planning Organization's (MPO) TIP is an integral

component of the Statewide Transportation Improvement Program (STIP). Consequently, the projects, funding amounts, fiscal years, and other relevant details must align between the TIP and the STIP.

TIP Program Specifics

Frequency: Every four (4) Years or as requested by the State; typically, biennially (every other year)

Last Adopted: December 2024

Next Anticipated Adoption: September 2026

Comment Period: 14 days

Steps to Completion

1. **Public/Website Notice:** Public notice will be published in the newspaper and on the MPO's website at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
2. **Email Distribution List:** A formal notice will be disseminated to the email distribution list of the Metropolitan Planning Organization (MPO) at least seven (7) days prior to the scheduled meeting where the item will be presented or the commencement of a public comment period.
3. **Website/Legal Notice:** Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
4. **Public Comment Period:** A minimum public comment period of 14 days will be provided. Typically, the comment period ends close to the committees meeting to discuss the conclusion of the plan.
5. **Public Comments:** A summary will be provided and included in the appendix section.
6. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO's website and sent to the MPO's email distribution list at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
7. **Committee Review:** Both the Technical Advisory Committee and Policy Board will review the plan, along with any comments submitted, and make their final determination.

TIP Amendments

The **Statewide Transportation Improvement Program (STIP) Revision Procedures** establish consistent standards for revising the Arkansas Department of Transportation's (ARDOT) STIP and the Transportation Improvement Programs (TIP) developed by the State's eight (8) Metropolitan Planning Organizations (MPO). The Revision Procedures were prepared by ARDOT in coordination with the MPOs, the Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).

Procedures: Revisions to the STIP/TIP can be classified into two categories – **Administrative Modifications** and **Amendments**.

Administrative Modifications are revisions that do not require federal approval. If needed for clarification, these revisions to the STIP/TIP may be noted in the comment field on the Federal-aid Project Agreement form. The following identifies revisions to the STIP/TIP that are considered Administrative Modifications. Administrative Modification documentation will be submitted to the appropriate agency (USDOT, FHWA, FTA) at the time the Administrative Modification is made.

1. Change in schedule consistent with 23 CFR 450.218 (n)
2. Modifications to the project description/length/termini that do not significantly change the project design scope, conflict with the environmental document, or impact transportation conformity (in non-attainment areas).
3. A project split or a combination of individually listed projects that do not result in a significant change to the overall scope
4. For FTA funded projects:
 - a. Funding increases or decreases that are more than 20 percent of the STIP/TIP project estimate, including transfers of eligible funding between projects (e.g., between capital and operating assistance projects). Funding increases or decreases that are less than or equal to 20 percent of the STIP/TIP project estimate require no action; and
 - b. Programming or reprogramming of funding carried over from previous years, including previous STIPs/TIPs, to projects in the current STIP/TIP.
5. Change in source of Federal funds including advanced construction.
6. Change in the project's lead agency.
7. Obvious data entry errors.

Amendments are revisions that require FHWA/FTA approval and must go through a public involvement process in accordance with the respective public involvement procedures of ARDOT (for STIP amendments) or the MPO for (TIP amendments).

1. Funding a new or illustrative project or phase of a project.
2. Deleting a project or phase of a project.
3. For FHWA funded projects, funding increases or decreases that are greater than \$50M and 25% of the STIP/TIP cost estimate.
4. Adding Federal funding to a project currently funded with State or Local funding only.
5. Modifications to the project description/length/termini that significantly change the project design scope, conflict with the environmental document, or impact transportation conformity (in non-attainment areas).

ARDOT and the MPO shall document all Administrative Modifications and Formal Amendments to their respective STIP/TIPs on their websites.

UNIFIED PLANNING WORK PROGRAM (UPWP)

A Unified Planning Work Program (UPWP) identifies planning activities that staff will undertake over that period (fiscal year), and the associated budget for the MPO's upcoming fiscal year (July 1st – June 30th). The UPWP is prepared annually, typically being presented and discussed during the spring (March – May).

UPWP Program Specifics

Frequency: Annually

Last Adopted: May 2024

Next Anticipated Adoption: May 2025

Comment Period: 14 days

Steps to Completion

1. **Committee Notice:** At the beginning of the UPWP development process, staff will notify the TAC and PB about the start of the project and outline the steps to completion.
2. **Email Distribution List:** A formal notice will be disseminated to the email distribution list of the Metropolitan Planning Organization (MPO) to give notice about the start of the project.
3. **Website/Legal Notice:** Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
4. **Public Comment Period:** A minimum public comment period of 14 days will be provided. Typically, the comment period ends close to the committees meeting to discuss the conclusion of the plan.
5. **Public Comments:** A summary will be provided and included in the appendix section.
6. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO's website and sent to the MPO's email distribution list at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
7. **Committee Review:** Both the Technical Advisory Committee and Policy Board will review the plan, along with any comments submitted, and make their final determination.

UPWP Amendment Specifics

1. **Public/Website/Committee Notice:** At the beginning of the UPWP Amendment process, staff will notify the public and committees (TAC, PB) about the start of a proposed amendment. This includes sending the Public Notice to the Email Distribution List, as well as placing the notice on the MPO's website.
2. **Website/Legal Notice:** Notice will be provided on the MPO's website, and in the Hot Springs Sentinel Record that a public comment period has begun. It will include a basic summary of the plan/amendment in question, dates for the comment period (beginning/end), where to submit comments, and when the final document will be presented to the committees.
3. **Comment Period:** A minimum 14-day public comment period is held
4. **Public Comments:** A summary will be provided and included in the appendix section.
5. **Public/Website/Committee Notice:** Public notice will be published in the newspaper, on the MPO's website and sent to the MPO's email distribution list at least seven (7) days prior to the meeting where the item will be presented. The notice will provide the meeting date, time, location, and anticipated action items.
6. **Committee Review:** After the public comment period has concluded, the amendment(s) will be presented to both committees.

PROGRAM OF PROJECTS (POP)

The Program of Projects (POP) is a comprehensive document prepared by the designated recipient of the Federal Transit Administration's (FTA) fixed route public transit operator, Hot Springs Intracity Transit (HSIT), a department of the City of Hot Springs. The POP is developed in collaboration with the MPO, HSIT, and FTA. It aligns with the goals and desired outcomes of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). HSIT adheres to the Metropolitan Planning Organization's (MPO) Public Participation Plan to serve as the federally required public notice requirements, per FTA Circular 9030.1E. The MPO and HSIT have coordinated to implement a formal announcement for the publication of activities and projects related to the development of the POP.

POP Announcement:

The primary objective of this announcement is to facilitate public review and comment, adhering to the requirements stipulated by the Federal Transit Administration (FTA) Section 5307 Program of Projects funded through the FTA Urbanized Area Formula Grant Program. In accordance with federal regulations, if no public comments are received during the designated public review and comment period, the "Program of Projects" shall be deemed finalized.

For further information regarding the POP, kindly refer to the MPO's website at www.trilakesmpo.org or HSIT's website at www.cityhs.net/164/Intracity-Transit.

APPENDIX A

Tri-Lakes MPO Glossary

Acronym	Name	Definition
3C	Continuing, Cooperative and Comprehensive	A Continuing, Cooperative and Comprehensive (3C) process is required for all Metropolitan Planning Organizations (MPO) to be eligible for Federal transportation funding.
AADT	Average Annual Daily Traffic	Average daily traffic on a roadway segment for all days of the week during a period of one year expressed in vehicles per day.
ACS	American Community Survey	The American Community Survey is an ongoing survey that provides vital information on a yearly basis about our nation and its people.
ADA	Americans with Disabilities Act	The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
ARDOT	Arkansas Department of Transportation	Act 192 of 1977 created the Arkansas Department of Transportation (Department), adding responsibilities for coordinating public and private transportation activities and implementing a safe and efficient intermodal transportation system.
ASHC	Arkansas State Highway Commission	The first Arkansas State Highway Commission was appointed in 1913. Amendment 42 of the Constitution of Arkansas, adopted in 1952, established the five-member State Highway Commission. Under this authority, the State Highway Commission is vested with powers and duties for administering Arkansas' State Highway System.
ATMS	Automated Traffic Management System	ATMS is used to improve the efficiency of the transportation network. ATMS utilizes data-analysis and communication technology to reduce congestion in real-time due to crashes and other traffic problems.
BEA	Bureau of Economic Analysis	Federal agency within the Department of Commerce that provides economic data and projections.
BLS	Bureau of Labor Statistics	Federal agency within the Department of Labor that tracks federal employment data.
BTS	Bureau of Transportation Statistics	The Bureau of Transportation Statistics was established as a statistical agency in 1992. The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 created BTS to administer data collection, analysis, and reporting and to ensure the most cost-effective use of transportation monitoring resources.
CAAA	Clean Air Act Amendments of 1990	The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 revision of the law. The Clean Air Act as amended in 1990 made major changes and contains the most far reaching revision of the 1970 law.
CFR	Code of Federal Regulations	The codification of the rules published in the Federal Register by the executive departments and agencies of the Federal Government. These are the administrative rules and regulations that clarify the impact of the United States Code (USC) or the law.

CMAQ	Congestion Mitigation and Air Quality Improvement Program	The CMAQ program funds transportation projects and programs in air quality non-attainment and maintenance areas that reduce traffic congestion and transportation related emissions
DBE	Disadvantaged Business Enterprise	The DBE program ensures that federally-assisted contracts for transportation projects are made available for small businesses owned/controlled by socially and economically disadvantaged individuals.
EIS	Environmental Impact Statement	Report developed as part of the National Environmental Policy Act requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which Federal funding is part of the project.
EPA	Environmental Protection Agency	The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, The Clean Water Act, the Endangered Species Act, and others.
FAA	Federal Aviation Administration	FAA provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of US aerospace safety.
FAST Act	Fixing America's Surface Transportation Act	The Fixing America's Surface Transportation (FAST) Act is a five-year legislation that was enacted into law on December 4th, 2015. The main focus of the legislation is to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network.
FHWA	Federal Highway Administration	A branch of the U.S. Department of Transportation that administers the federal-aid highway program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.
FLAP	Federal Lands Access Program	A federal funding program that bridges the gap for individuals and communities having better access and options to access federal lands.
FTA	Federal Transit Administration	A branch of the U.S. Department of Transportation that administers the federal funding to transportation authorities, local governments, and states to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.
FY/FFY	Fiscal Year/Federal Fiscal Year	The MPO's Fiscal Year is from July 1st to June 30th. The Federal Fiscal Year is from October 1st to September 30th
GIS	Geographic Information Systems	Computerized data management system, designed to capture, store, retrieve, analyze, and display geographically referenced information. Typically presented in the form of maps and databases.
HSIP	Highway Safety Improvement Program	The goal of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads, and roads on tribal lands.
HSIT	Hot Springs Intracity Transit	The City of Hot Springs Transit Department, responsible for all fixed route transit routes in the Hot Springs Urbanized Area.

HSNP	Hot Springs National Park	The only National Park in the Hot Springs Urbanized Area, and the only National Park in a Census Designated Urban Area within the United States of America.
HUD	Department of Housing and Urban Development	HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD's Community Development Block Grant Program (CDBG) is a program with many resources that are used to help address a wide array of community development needs, including sidewalks and other transportation infrastructure.
IIJA	Infrastructure and Investment Jobs Act	Commonly referred to as the Bipartisan Infrastructure Bill, IIJA was signed into law by President Biden on November 15th, 2021. IIJA included \$550 billion in new funding for transportation infrastructure. IIJA authorizes \$1.2 trillion in total spending.
ITS	Intelligent Transportation Systems	Electronics, photonics, communications, or information processing to improve the efficiency or safety of the surface transportation system.
LOS	Level of Service	Level of Service (LOS) is a term that describes the operating conditions a driver, transit user, bicyclist, or pedestrian will experience while traveling on a particular street, highway or transit vehicle. LOS is used in transportation planning as a data friendly tool to help aid in the decision making process regarding road capacity. LOS data allows planners to make more informed decisions regarding transportation projects.
LRTP/MTP	Long-Range Transportation Plan (or Metropolitan Transportation Plan)	A document that serves as the defining vision for the region's transportation systems and services. The LRTP addresses a planning horizon of no less than 20 years. It is developed, and updated every five years by the MPO. The most recent LRTP was adopted in September 2020, with the next update scheduled for September 2025. The plan can be viewed on the MPO website at: https://trilakesmpo.org/plans
LOTTR	Level of Travel Time Reliability	The Level of Travel Time Reliability (LOTTR) is the ratio of the 80th percentile travel time to the normal travel time (50th percentile) throughout a full calendar year. Data for this measure is derived from the FHWA National Performance Management Research Data Set (NPMRDS).
MAP-21	Moving Ahead for Progress in the 21st Century	The Moving Ahead for Progress in the 21st Century Act was signed into law in 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014. MAP 21 was the first long-term highway authorization enacted since 2005.
MPA	Metropolitan Planning Area	The geographic area determined by agreement between the metropolitan planning organization (MPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.
MPO	Metropolitan Planning Organization	An MPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a MPO to be designated as an MPO, an urban area must have a population of at least 50,000 as defined by the U.S. Census Bureau.

MSA	Metropolitan Statistical Area	A Core Based Statistical Areas associated with at least one urbanized area that has a population of at least 50,000. The metropolitan statistical area comprises the central county or counties or equivalent entities containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county or counties as measured through commuting.
NTD	National Transit Database	The National Transit Database (NTD) is the repository of data for the financial, operating, and asset conditions of the nation's transit system.
NEPA	National Environmental Policy Act of 1969	Established requirements that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.
NHPP	National Highway Performance Program	The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS.
NHPP (Bridge)	National Highway Performance Program Bridge	Reconstruction, resurfacing, restoration, rehabilitation, or preservation of a bridge on a non-NHS Federal-aid highway (if Interstate System and NHS Bridge Condition provision requirements are satisfied) [23 U.S.C. 119(i)].
NHS	National Highway System	This system of highways designated and approved in accordance with the provisions of 23 U.S.C. 103(b) (23CFR500)
PD&E	Project Development & Environmental Study	A study conducted to determine feasible building alternative for transportation projects and their social, economic and environmental impacts. PD&E studies are required per the National Environmental Policy Act (NEPA).
PM	Performance Management	Performance Management (PM) serves as federally required strategic approach that uses system data and information guide investment and policies to achieve national goals.
PPP	Public Participation Plan	The Public Participation Plan documents the goals, objectives and strategies for ensure all individuals have every opportunity to be involved in transportation planning decisions. The plan is designed to provide a transparent planning process that is free from any cultural, social, racial, or economic barriers and offers multiple opportunities for public participation and input.
PTASP	Public Transportation Agency Safety Action Plan	A plan that is developed by transit agencies to identify responsibilities for safety and day to day implementation of a safety management system.
SHSP	Strategic Highway Safety Plan	This is a statewide and coordinated safety plan that provides a comprehensive framework for eliminating highway fatalities and reducing serious injuries on all public roads.
STBG	Surface Transportation Block Grant Program	The STBG federal funding promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs.

STIP	Statewide Transportation Improvement Program	The STIP is a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under 23 U.S.C and title 49 U.S.C. Chapter 53
STP	Surface Transportation Program	Federal-aid highway funding program that supports a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.
TAC	Technical Advisory Committee	The Technical Advisory Committee provides technical expertise to the MPO by reviewing transportation plans, programs, and projects, primarily from a technical standpoint. The TAC is comprised of professional planners, engineers, and other state/local professionals from varying industries throughout the region.
TAM	Transit Asset Management	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.
TAMP	Transit Asset Management Plan	A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.
TAZ	Traffic Analysis Zones	A defined geographic area used to tabulate traffic-related land use data and forecast travel demand. Traffic Analysis Zones typically consist of one or more Census blocks/tracts or block groups.
TD	Transportation Disadvantaged	Transportation Disadvantaged includes individuals with physical and economic challenges and senior citizens facing mobility issues.
TIP	Transportation Improvement Program	A TIP is a prioritized listing/program of transportation projects covering a period of five years that is developed and formally adopted by a MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
TMA	Transportation Management Area	An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the MPO (or affected local officials), and officially designated by the Administrators of the FHWA and FTA. The TMA designation applies to the entire metropolitan planning area.
TOD	Transit Oriented Development	Transit-oriented development, or TOD, is a type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation
TPM	Transportation Performance Management	FHWA defines Transportation Performance Management as a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.

TRB	Transportation Research Board	The mission of the Transportation Research Board (TRB) is to promote innovation and progress in transportation through research.
TTTR	Truck Travel Time Reliability	The Truck Travel Time Reliability (TTTR) is defined as the ratio of longer truck travel times (95th percentile) compared to normal truck travel times (50th) percentile on the interstate system.
UA	Urban Area	A statistical geography entity delineated by the Census Bureau, consisting of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people.
ULB	Useful Life Benchmark	The expected lifecycle or the acceptable period of use in service for a transit capital asset, as determined by the transit agency or by a default benchmark provided by the Federal Transit Administration
UPWP	Unified Planning Work Program	UPWP means a scope or services identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USC	United States Code	The codification by subject matter of the general and permanent laws of the United States of America.
USDOT	United States Department of Transportation	When used alone, indicates the U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency.
YOE	Year of Expenditure	The current dollar in the year (adjusted for inflation) during which an expenditure is made or benefit realized, such as a project being constructed.
VMT	Vehicle Miles Travelled	A measurement of miles traveled by vehicles within a specified region for specified time period.

APPENDIX B



Complaint Procedures

The Tri-Lakes Metropolitan Planning Organization (MPO) has established a complaint procedure to ensure that any discrimination is investigated and eliminated. Any person(s) who believes they have been subjected to discrimination based upon race, color, national origin, sex, age, disability, religion, income or familial status in any of the Tri-Lakes MPO services, plans, meetings, etc., may file a complaint with the Tri-Lakes MPO.

The complaint should be submitted in writing and contain the identity of the complainant, the basis of allegation(s), and a description of the alleged discrimination with the date of incident. The official complaint should be submitted to our Title VI Coordinator/MPO Director. The complaint can be submitted at the following locations:

- Derrick Harris, Title VI Coordinator/MPO Director
- 1000 Central Avenue
- Hot Springs, AR 71901
- Email: dharris@wcapdd.org
- Phone: 501-302-5028

Tri-Lakes MPO investigates complaints no more than 180 days after the alleged incident. The Tri-Lakes MPO will process complaints that are complete. Once the complaint is received, the MPO will determine if jurisdiction resides in our office. If not, the complaint will be forwarded to the Title VI Coordinator for the Arkansas Department of Transportation (ARDOT) for further investigating. The complainant will be informed within 10 business days after receiving a complaint of initial findings and procedures.

Tri-Lakes MPO staff will maintain a log of all complaints received by the agency. However, to date there have been no complaints, investigations, or lawsuits regarding Title VI discrimination.



Complainant(s) Name:

Complainant(s) Address:

Complainant(s) Phone Number:

Date of Complaint:

Name(s) of Individual(s) or Institution(s) Whom You Allege Discriminated:

Description of Allegation:

Signature: _____

Date: _____

APPENDIX C

REQUIREMENTS PERTAINING TO THE DEVELOPMENT OF TRANSPORTATION PLANS FOR METROPOLITAN PLANNING ORGANIZATIONS (MPO)

The **Tri-Lakes Metropolitan Planning Organization (MPO)** must adhere to following federal requirements when reviewing, amending, or creating new documents. Each work product has its own specific requirements on how to notify the public, and what platforms to utilize when doing so. These requirements can be found in the specific work product under the section “Steps to Completion.” These steps were outlined per federal requirements and through mutual feedback from MPO committees and staff. In the following paragraphs, you will learn a bit more about the specificity of the federal requirements used to guide this plan to completion, while remaining federally compliant.

STATE REQUIREMENTS

Arkansas Freedom of Information Act: To ensure information is provided to the public in a timely manner, all Tri-Lakes MPO public meetings are subject to the provisions of the Arkansas Annotated Code, 25-19-101.

FEDERAL TRANSPORTATION ACTS

MAP-21 Implementation: Transition to Performance-Based Planning and Programming (PBPP) - We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: Performance Based Planning and Programming Guidebook; Model Long Range Transportation Plans Guidebook and Small Metropolitan Areas: Performance Based Planning.

Fixing America’s Surface Transportation Act (FAST Act): On December 4, 2015, President Obama signed into law Public Law 114-94, FAST Act, which funds surface transportation programs—including, but not limited to, Federal-aid highways, through FFY 2020. The Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted in 2012, included provisions to make the Federal surface transportation more streamlined, performance-based, and multimodal, and to address challenges facing the U.S. transportation system, including improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act builds on the changes made by MAP-21.

The Infrastructure Investment and Jobs Act (IIJA), also known as **the Bipartisan Infrastructure Law (BIL)**, is the current five-year transportation act. It introduced several new federal transportation programs and significantly expanded funding for existing ones. It is an update to the previous two federal transportation acts, MAP-21, and FAST Act. Below is a snapshot of new programs created under the Act:

- **National Electric Vehicle Infrastructure (NEVI) Formula Program:** \$7.5 billion to build a national network of 500,000 electric vehicle chargers
- **Clean School Bus Program:** Funding to transition school buses to electric or low-emission models.
- **Electric or Low-Emitting Ferry Program:** Grants to transition ferries to electric or low-emission technologies.
- **Carbon Reduction Program:** \$6.4 billion for projects like bike lanes, pedestrian corridors, and port electrification to reduce greenhouse gas emissions.
- **Congestion Relief Program:** \$250 million for innovative solutions to reduce urban congestion.

FEDERAL REGULATIONS

Performance-Based Planning and Programming (PBPP): Following federal transportation laws (MAP-21, FAST Act, IIJA), grant recipients are required to transition to performance-driven, outcome-based programs. Performance management is a strategic approach that uses performance data to inform decision-making and outcomes. FTA and FHWA published the final rule on Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning on May 27, 2016. The rule establishes new requirements for States and MPOs to coordinate with transit providers, set performance targets, and integrate those performance targets and performance plans into their planning documents by certain dates. As part of this PBPP approach, recipients of federal highway and transit funds are required to link investment priorities from their Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) to achieve performance targets. In a series of rulemakings, FHWA and FTA are establishing national performance measures in areas such as safety, infrastructure condition, congestion, system reliability, emissions, and freight movement.

Civil Rights: Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states 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.” The use of the word “person” is important as the protections afforded under Title VI apply to anyone, regardless of whether the individual is lawfully present in the United States or a citizen of a State within the United States. In addition to Title VI, there are other Nondiscrimination statutes that afford legal protection. These statutes include the following: Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/Americans With Disabilities Act of 1990 (disability), Civil Rights Restoration Act of 1987, 49 CFR Part 21, 23 CFR Part 200, U.S. DOT Order 1050.2A (Standard Title VI Assurances and Non-Discrimination Provisions), Executive Order (EO) #12898 (Environmental Justice), and EO #13166 (Limited English Proficiency).

TRANSPORTATION PLANNING PROCESS

3-C Process: The purposes of the provisions of 23 U.S.C. 134, 23 U.S.C. 150, and 49 U.S.C. 5303, as amended, are to set forth the national policy that the MPO designated for each urbanized area is to carry out a continuing,

cooperative, and comprehensive (3-C) performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a TIP, that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter vanpool providers) fosters economic growth and development, and takes into consideration resiliency needs, while minimizing transportation-related fuel consumption and air pollution; and to encourage the continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

Pedestrian and Bicycle Safety: Livable communities that support bicycling and walking are a high priority of the U.S. DOT. A livable community is one that provides safe and convenient transportation choices to all citizens, whether it's by walking, bicycling, transit, or driving. Pedestrian and bicyclist safety improvements depend on an integrated approach that involves the 4 E's: Engineering, Enforcement, Education, and Emergency Services.

NATIONAL PLANNING FACTORS

The metropolitan transportation planning process shall provide for consideration and implementation of projects, strategies, and services that will address the following planning factors:

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the **safety** of the transportation system for motorized and non-motorized users;
3. Increase the **security** of the transportation system for motorized and non-motorized users;
4. Increase **accessibility and mobility** of people and freight;
5. **Protect and enhance** the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight;
7. Promote **efficient system management** and operation;
8. Emphasize the **preservation** of the existing transportation system;
9. Improve the **resiliency and reliability** of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance **travel and tourism**.

NATIONAL PLANNING GOALS

It is in the interest of the United States to focus the Federal-Aid Highway Program on the following national goals:

1. **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure condition** - To maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion reduction** - To achieve a significant reduction in congestion on the National Highway System.

4. System reliability - To improve the efficiency of the surface transportation system.

5. Freight movement and economic vitality - To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.

6. Environmental sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment.

7. Reduced project delivery delays - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.