

## **Title VI - Attachment B**



### **Central Yavapai Metropolitan Planning Organization**

1971 Commerce Center Circle, Suite E  
Prescott, AZ 86301

# **Public Involvement Plan** **A PUBLIC PROACTIVE INVOLVEMENT PROCESS FOR THE DEVELOPMENT OF**

**Metropolitan Transportation Improvement Program (MTIP)  
Regional Transportation Plan (RTP)  
Coordinated Public Transit – Human Services Transportation  
Plan  
Transit Implementation Plan Update (TriP)  
Unified Planning Work Program (UPWP)**

Revision Adopted on June 17, 2020 by the Central Yavapai Metropolitan Planning  
Organization Executive Board

---

## Table of Contents

|       |  |   |
|-------|--|---|
| I.    | INTRODUCTION .....                             | 3 |
| II.   | PURPOSE.....                                   | 4 |
| III.  | PUBLIC PARTICIPATION .....                     | 5 |
| IV.   | PUBLIC INVOLVEMENT PROCESS .....               | 5 |
| V.    | PUBLIC NOTIFICATION METHODS.....               | 6 |
| VI.   | ACCESS TO INFORMATION .....                    | 7 |
| VII.  | PUBLIC MEETINGS .....                          | 7 |
| VIII. | EVALUATING PUBLIC INVOLVEMENT ACTIVITIES ..... | 8 |
| IX.   | DEVELOPMENT, ADOPTION AND REVISIONS.....       | 8 |
| X.    | CYMPO COMMITMENT.....                          | 8 |

## I. INTRODUCTION

Central Yavapai Metropolitan Planning Organization (CYMPO) is the Federal and State designated Regional Transportation Planning Organization for the urbanizing portions of central Yavapai County. It was created in 2003 in response to a Federal mandate that requires an urbanized area with a Census-designated population of 50,000 or more residents to form such an organization in order to be eligible for Federal transportation funds. The urbanized area meeting this population level includes parts of the City of Prescott, the Town of Prescott Valley, and unincorporated Yavapai County.

CYMPO is comprised of six member governments (Yavapai County, City of Prescott, Town of Prescott Valley, Town of Chino Valley, Town of Dewey-Humboldt, and the State of Arizona Transportation Board). The planning boundary (see Figure 1.) covers over 400 square miles and includes approximately 140,000 central Yavapai County residents.

CYMPO's objective is to provide the long-range transportation planning needed for enhancing the region's transportation system. CYMPO engages in cooperative decision-making through working relationships and financial partnerships among the member governments, the Arizona Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

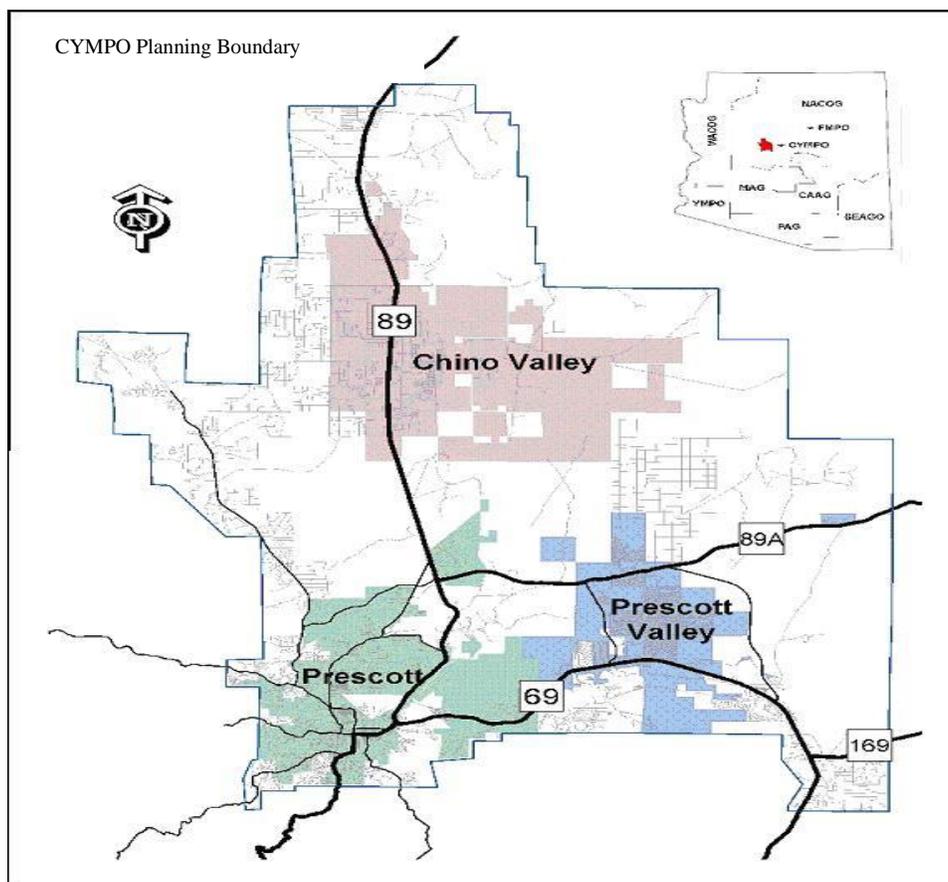


Figure 1.

## II. PURPOSE

Governmental agencies recognize the importance of involving the public as they plan, organize and implement transportation plans and programs. The purpose of a public participation plan is to ensure a proactive public involvement procedure that allows the public to be involved in all phases of the planning process by providing complete information, timely public notice, opportunities for making comments, full access to key decisions, and early and continuing involvement in developing transportation plans and programs.

Within these programs, the following components are defined for establishing the proper participation protocols:

**Metropolitan Transportation Improvement Program (MTIP):** Under federal guidelines, the MTIP is a sequential, five-year program with the first five years financially constrained. It programs the most immediate implementation priorities for transportation projects as outlined in the Regional Transportation Plan. It is the region's way of allocating its limited transportation resources among the various capital and operating needs of the area.

**Regional Transportation Plan (RTP):** This Regional Transportation Plan update will be prepared for the 25-year planning horizon. The 2045 RTP was recently approved by the CYMPO Executive Board in April 2020. This long-range plan developed under Federal Transportation Planning Guidelines provides for the continual development of a complete, dependable, efficient, safe and economical regional transportation system.

**Coordinated Public Transit – Human Services Transportation Plan:** This plan establishes goals, criteria and strategies for delivering efficient, coordinated services to elderly, underemployed or otherwise financially disadvantaged persons and persons with disabilities.

**Transit Implementation Plan (TriP):**

The TriP was completed in February 2020 and provides an innovative approach to deliver a regional transit system utilizing Federal Transit Administration (FTA) Section 5307 funding and local matching funds. The Plan evaluates previous studies, existing services, identifies routes, levels of service, associated costs, governance structure, sustainable funding source(s), and direct recipient status for federal funds.

**Unified Planning Work Program (UPWP):** The UPWP documents the transportation studies and tasks performed by CYMPO or a member agency along with the corresponding budget in each fiscal year.

The goals of this public involvement are to ensure that:

- Residents are given the opportunity to participate in the transportation planning process

- The issues and concerns of residents are given consideration in the selection of transportation investments
- Transportation investments do not disproportionately burden any population with adverse impacts

### **III. PUBLIC PARTICIPATION**

To participate is to express oneself at the proper time and in the proper forum. Public participation means participation in planning by people (public) outside the Central Yavapai Metropolitan Planning Organization (CYMPO) and its member entities, by planning and engineering professionals, and by those who are not professional planners or government officials. It is a process of taking part in the transportation planning and decision-making that affect the community.

Public participation implies an open process. This means that anyone who is potentially affected, or interested in the process, is welcome to participate. Some of the reasons for encouraging this openness are:

- Project leaders may gain new information.
- Participants, who want a project to be completed, can provide additional resources in the form of assistance, goods, or services.
- Public participation can be a forum for dispute resolution.
- Progress can be made and implementation occur because the project itself will be better designed with public input.
- The community better understands what the project is.
- Input can be a warning mechanism for potential problems.
- Participant comments help the project leaders understand areas where additional people may have concerns or misunderstandings. This can be used to provide better information to others who are not participating.

### **IV. PUBLIC INVOLVEMENT PROCESS**

To have a proactive public involvement process, CYMPO aims to provide time for public comment at each public meeting. The procedures will inform the public about how, when and where they may participate.

The public involvement plan contains the following elements:

- Involvement Opportunities – Provide the opportunity for the public to be involved in all phases of the planning process.
- Communication – Establish mechanisms for maintaining communications between the public and local officials such as process like website notifications and displays; make efforts to reach out to environmental justice populations.
- Information – Assure that technical information is available and in simplified, understandable form.

- Response to Public Input – A description of the methods used to respond to comments from the public.
- Advisory Committees – The use of committees and the means of providing a cross-section of affected citizens on the advisory committees.

## V. PUBLIC NOTIFICATION METHODS

Official notification of meetings, hearings or other significant events will be provided in the following manner:

- Posting of an agenda with explanation of the content, along with the date, time and the place of the meeting occurs 48 hours prior to a meeting on the CYMPO website.
- Email notification is provided to public participants who have submitted their contact information to CYMPO staff in advance.

CYMPO will also utilize the following techniques to disseminate information:

- Meetings and events will be placed on the CYMPO website: [www.cympo.org](http://www.cympo.org)
- Interviews on radio, government cable, and television
- Articles and press releases for the newspaper
- Use of advisory committees for community involvement
- Informal presentations at regional sites, open houses, or other community forums
- Formal presentations to various service clubs, civic and professional groups
- E-mailings to select individuals, groups of interests that have expressed concern or made comments at meetings
- Social media
- The use of any other creative methods to promote Public Participation will be considered, but not limited to any specific type of participation

√ Planned      \* Encouraged

| NOTIFICATION AND PARTICIPATION TECHNIQUES | MTIP | RTP | Coordination Plan | UPWP | TrIP |
|---|------|-----|-------------------|------|------|
| Printed Notification                      | *    | *   | *                 | *    | *    |
| Newspaper Advertisements                  | *    | *   | *                 | *    | *    |
| CYMPO Website                             | √    | √   | √                 | √    | √    |
| Articles                                  | *    | *   | *                 | *    | *    |
| Press Release                             | *    | *   | *                 | *    | √    |
| TV/Radio                                  | *    | *   | *                 | *    | *    |
| Public Service Announcements              | *    | *   | *                 | *    | *    |
| Interviews                                | *    | *   | *                 | *    | *    |
| Public Cable Channels                     | *    | *   | *                 | *    | *    |
| Community Forums                          | *    | *   | *                 | *    | *    |
| Public Information Meetings               | √    | √   | √                 | √    | √    |
| Public Hearings                           | √    | √   | √                 | √    | √    |
| Group Presentations                       | *    | *   | *                 | *    | *    |

|                    |   |   |   |   |   |
|--------------------|---|---|---|---|---|
| Advisory Committee | √ | √ | √ | √ | √ |
| Virtual Engagement | * | √ | * | * | √ |

### **Response to COVID-19**

During the COVID-19 pandemic, CYMPO will hold meetings virtually using platforms such as Zoom, WebEx, and Microsoft Teams. In order to make these meetings accessible to the public, the public meetings will be livestreamed to the CYMPO YouTube page: [https://www.youtube.com/channel/UC\\_0DJsFnDysG1hbdUv5V-IA](https://www.youtube.com/channel/UC_0DJsFnDysG1hbdUv5V-IA), and posted to the CYMPO website ([www.cympo.org](http://www.cympo.org)). The public may submit comments by emailing CYMPO Administrator, Christopher Bridges at [Christopher.bridges@yavapai.us](mailto:Christopher.bridges@yavapai.us), or by leaving a voicemail by calling 928-442-5733 twenty-four (24) hours prior to the meeting.

*\*Special Note-* Public Involvement for the 2045 Regional Transportation Plan (RTP) centered around a thoughtful online engagement campaign which was designed to understand the community's perspective of regional transportation. By utilizing this new form of public engagement, participation in the 2045 RTP update soared 1,076%, from 120 individual comments received during the 2040 RTP development during two public meetings, to 1,411 individual comments collected via online for this 2045 RTP effort.

## **ACCESS TO INFORMATION**

CYMPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content used in the development of transportation plans, programs and projects. Standard documents and copies of draft plans will be available on the CYMPO website [www.cympo.org](http://www.cympo.org) and at the CYMPO office located at 1971 Commerce Center Circle, Suite E, Prescott, Arizona during normal working hours.

## **VI. PUBLIC MEETINGS**

Typically, the CYMPO Executive Board meets the third Wednesday of each month at 3:00 PM in the Board of Supervisors meeting room at 1015 Fair Street in Prescott. The CYMPO Technical Advisory Committee typically meets the first Thursday of each month at 8:00 AM in the Prescott Valley Library Auditorium at 7401 East Skoog Blvd. in Prescott Valley. The Ecosystem Connectivity Mitigation Advisory Committee usually meets the fourth Monday of each month at 10:00 AM in the Yavapai County Development Services Training Room located at 1120 Commerce Drive in Prescott.

Notice of public hearings and informational meetings will be given in accordance with CYMPO's Public Involvement Plan. CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or persons with disabilities. Arrangements must be made 72 hours prior to the meeting to request a reasonable accommodation to participate in a meeting.

### **\*Response to COVID-19**

For the duration of the COVID-19 pandemic, the above statement has been modified to read: *“CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. However, during these trying times, the accommodations we can provide are limited. Please e-mail Allison.McCarthy@yavapai.us, 72 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.”*

## **VII. EVALUATING PUBLIC INVOLVEMENT ACTIVITIES**

Responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process will be made as follows:

- Directly to the individual via e-mail or telephone call
- Specifically addressed at the next earliest possible public meeting

A summary analysis and report on disposition of comments will be made a part of the final plan.

## **VIII. DEVELOPMENT, ADOPTION AND REVISIONS**

This Public Involvement Plan (PIP) has gone through several stages during its development. These are:

- Preparation of a preliminary draft plan
- Evaluation of this plan to ensure compliance with all Federal regulations including Title VI
- Review of the plan by CYMPO’s Technical Advisory Committee and Executive Board
- Completion of a final draft plan
- Ongoing implementation of the plan by CYMPO

This Public Participation Plan will be officially reviewed a minimum of every 5 years. Other periodic revisions may occur, as new and better approaches are determined.

## **IX. CYMPO COMMITMENT**

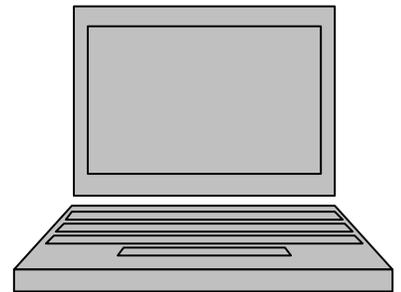
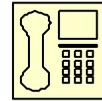
This plan contains background material, guidelines, and commitments that CYMPO is undertaking to incorporate an effective public process into future plans, projects, and programs. Specifically, CYMPO is committed to:

- Inclusive and meaningful public involvement
- Open and honest communications with all individuals and entities
- Timely public notice
- Full public access to information and key decisions

- Creating a sense of shared responsibility and ownership for regional transportation and transit challenges and a shared sense of pride in the development of solutions to those challenges
- Helping form partnerships between member entities, and the private and public sectors to plan and implement transportation and transit solutions
- Establishing policies and prioritizing needs based on valid data and using objective, fair and consistent processes
- Providing information and gathering input so that decision makers will be able to make informed decisions

**Contact:**

Christopher Bridges, CYMPO Administrator  
1971 Commerce Center Circle, Suite E  
Prescott, AZ 86301  
Phone: (928) 442-5730  
Fax: (928) 442-5736  
Email: Christopher.Bridges@yavapai.us  
www.cympo.org

**En español:**

Para mas informacion, a esta interesado en participar en el planeamiento del proceso de transporte en su comunidad y necesita asisencia con idioma, por favor comuniquese:

Señor Christopher Bridges, Administrador  
Teléfono: (928) 442-5730

## APPENDIX A:

# COMPLIANCE INFORMATION

**This plan services a variety of federal requirements relating to public involvement on transportation projects. These requirements include:**

- 1) The requirements found in the Code of Federal Regulations on Highways (23CFR) section 450.316(b) (1) titled: Metropolitan Transportation Planning Process: Elements b1. This section outlines ten specific requirements that have all been incorporated in the specifics of this plan.
- 2) Americans with Disabilities Act (ADA) requirements to provide equal access to people with disabilities.
- 3) Title VI of the 1964 Civil Rights Act prohibiting discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- 4) Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) Section 1203(h)(1)(B) & Section 1203(h)(4) requiring Metropolitan Planning Organizations to provide “Opportunity for Comment” and “Notice and Comment” when working on the Transportation Improvement Program.
- 5) Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994 which requires each federal agency to make achieving environmental justice part of its mission.
- 6) National Environmental Policy Act of 1969 (NEPA) which focuses on providing for “all Americans’ safe, healthful, productive and esthetically pleasing surroundings,” and developing a “systematic, interdisciplinary approach” in community environmental decision making.
- 7) U.S. DOT Order 5610.2: Order to Address Environmental Justice in Minority Populations and Low-Income Populations, April 1997 which summarizes and elaborates on the Executive Order 12898.
- 8) Limited English Proficiency (LEP) – DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons (December 14, 2005). Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their program and activities for individuals who are Limited English Proficient.