

Title VI - Attachment B



Central Yavapai Metropolitan Planning Organization

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DRAFT

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**

Unified Planning Work Program (UPWP)

Revision to be **tentatively** Adopted on **July 21, 2021** by the Central Yavapai
Metropolitan Planning Organization Executive Board

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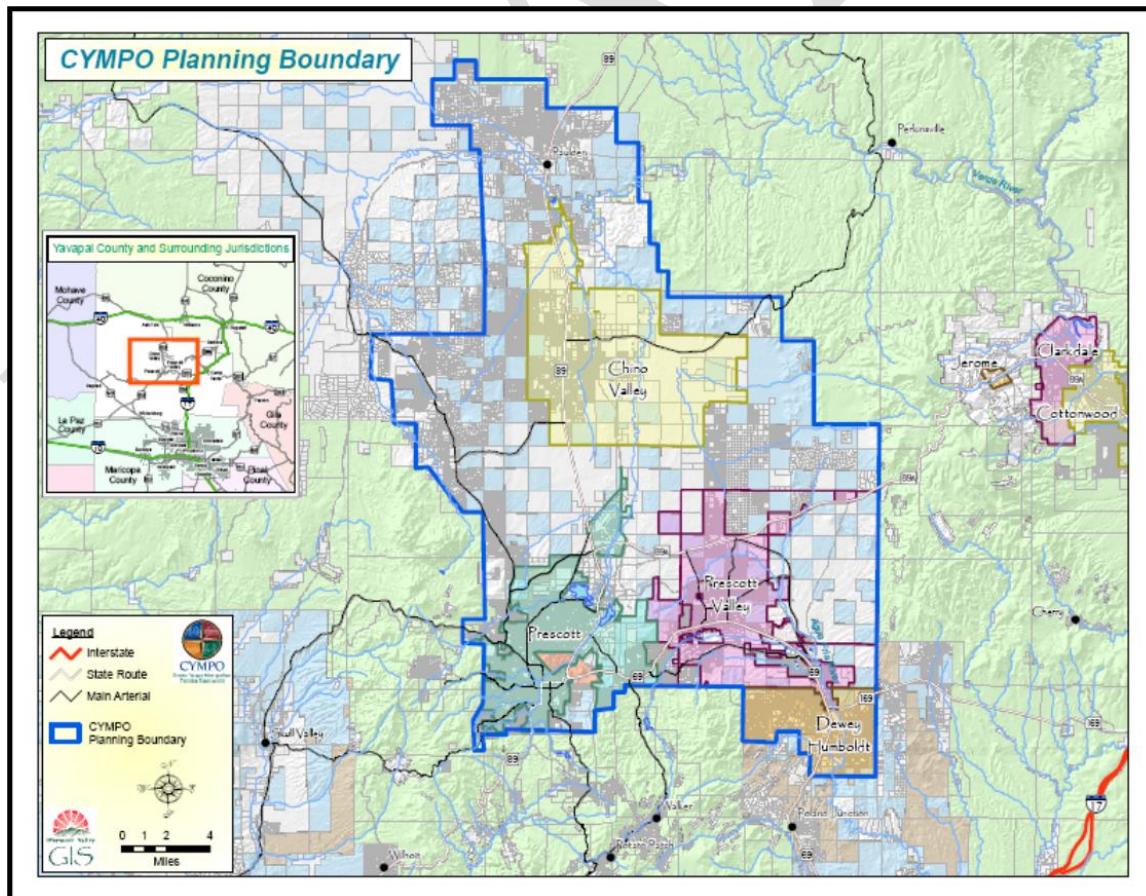
I. INTRODUCTION

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 135,000 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. CYMPO Planning Boundary



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 involvement 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:

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.

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.

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.

Public Involvement Plan (PIP): The purpose of a public involvement 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.

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 (Table 1) 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.

Table 1 – Summary of CYMPO Public Participation Procedures

Public Participation Component	Meetings	Public Comment Period	Typical Public Participation Techniques	Additional Comments
Federal Required Documents, Plans, and Programs				
Regional Transportation Plan (RTP)	Initial & Subsequent Public Meetings, TAC, Executive Board	30 days	Legal Notice Website	Updated Every 5 Years, Public Comments Included in Final RTP
Metropolitan Transportation Improvement Program	Initial & Subsequent Public Meetings, TAC, Executive Board	30 days	Legal Notice Website	Updated At Least Every 4 Years, Public Comments Provided to Executive Board
Coordinated Public Transit – Human Services Transportation Plan	TAC, Executive Board	30 days	Legal Notice Website	Full Update Every 3 Years
Public Involvement Plan	TAC, Executive Board	45 days	Legal Notice Website	Updated As Required Public Comments Provided to Executive Board
Unified Planning Work Program (UPWP)	TAC, Executive Board	N/A	N/A	Biannually; Amended as Necessary; Developed in Cooperation with ADOT and Transit Operators
Open Public Meetings				
Executive Board Meetings	Every Third Wednesday of the Month	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held at 3:00pm; 1015 Fair Street, Prescott, AZ; or virtually
Technical Advisory Committee (TAC) Meetings	Every First Thursday of the Month	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held at 8:00am; Prescott Valley Library Crystal Room, 3rd Floor; or virtually
Ecosystem Connectivity Mitigation Advisory Committee (EMAC) Meetings	Every Fourth Monday of the Quarter	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held at 10:00am; 1120 Commerce Drive, Prescott, AZ; or virtually

Title VI and Environmental Justice

Title VI of the Civil Rights Act of 1964 requires outreach to underserved groups. "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."

A further 1994 Presidential directive dictates, "Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." Executive Order 12898

Public participation implies an open process. This means that anyone who is potentially affected, or is just interested in the process, is welcome to participate.

Just opening the process to the public is not enough. There are numerous populations that are not likely to get involved unless a special effort is made to reach out to them. In this Plan, groups that need a more focused effort to get involved are referred to as "underserved populations". These include, but are not limited to:

- Minority (Hispanic and/or non-white) community members
- Low-Income community members
- Physically and mentally challenged community members
- People who rely on alternative transportation
- People with limited English proficiency
- Aging populations.

CYMPO will make every effort to hold public meetings in facilities that are compliant with the Americans with Disabilities Act (ADA); and, arrange for reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, CYMPO will make do preparation, when appropriate, for persons requiring assistance, such as the hearing or visually impaired, upon request.

CYMPO endeavors to assist persons with limited English proficiency (LEP) to participate in the transportation planning process. Staff will make every effort to provide Spanish translators and document translation, where feasible, upon request. Elderly persons or zero vehicle households who are not able to attend meetings may make a request for the information at CYMPO office for delivery of materials to their homes. CYMPO staff, coordinating availability, is willing to go speak to groups to eliminate participation barriers and involve citizens in the transportation process. By making a reasonable extra effort to include these populations, CYMPO hopes to ensure that the interests and input of all residents are given equal consideration.

Listed below are various outreach processes that may be used by CYMPO to ensure Title VI, Limited English Proficiency (LEP) persons, and Environmental Justice (EJ) populations have access to participate in CYMPO transportation decision-making process:

- Translate outreach materials based on a LEP Four-Factor analysis conducted on a project-by-project basis
- Advertise meetings, public notices, and other materials in the local newspaper, CYMPO and local agency websites, and other high traffic locations frequented by the public
- Advance demographic research of potentially impacted communities for transportation-related study projects to determine the level and targeted outreach tools needed for public involvement based on LEP, EJ and Title VI Data collection
- Include Spanish text on CYMPO materials to the public notifying them of the opportunity to request language services, if needed
- Forming partnerships between member entities, public and private sectors
- Consider the proximity to public transportation routes when selecting a meeting location
- Schedule public meetings at the appropriate time of day based on community assessments
- Use of Title VI Self-identification cards at meetings
- Use of various types of modes to communicate CYMPO meetings

V. PUBLIC NOTIFICATION METHODS

CYMPO will also utilize the following techniques to disseminate information:

- Meetings and events will be placed on the CYMPO website: 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	PIP
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	✓	✓	*	*	✓
Legal Notice	✓	✓	✓	*	✓
Public Library	✓	✓	✓	*	✓

VI. PUBLIC COMMENT METHODS

Virtual Public Involvement

Virtual public involvement is a new opportunity for information sharing and public involvement in the transportation planning, programming, and project development process. CYMPO will hold meetings virtually using platforms such as Zoom and Microsoft Teams, and will provide a livestream of the meeting on the CYMPO YouTube page. The Zoom Webinar platform allows for members of the public to participate as “attendees” and provides opportunity for members of the public to submit written and/or verbal comments during the time of the meeting.

Other Methods for Submitting Comments

Other methods for providing public comment include, but are not limited to:

- Call the CYMPO office at: 928-442-5730
- Leave a voicemail on the dedicated public comment line: 928-442-5733
- Mail a written comment to the CYMPO office:

CYMPO
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301

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 and at the CYMPO office located at 1971 Commerce Center Circle, Suite E, Prescott, Arizona by appointment only.

VII. 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 quarter at 10:00 AM in the Yavapai County Development Services Training Room located at 1120 Commerce Drive in Prescott.

**The above meetings may be held virtually to adhere to COVID-19 regulations. Virtual meetings will be made available to the public and notice will be published to the CYMPO website www.cympo.org.*

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 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.

VIII. 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.

A continuing focus on evaluation and enhancement of the public participation process should help to improve the outcome of each new CYMPO plan, project, or program. Evaluating public participation is a multi-dimensional task.

- First, there is the quantitative aspect which uses measurements such as the number of activities held, the number of notices sent, and/or the number of people who participated. While valid and important, these factors may not show the complete picture.
- Second, it is important to evaluate the qualitative aspects relating to perceptions, attitudes, and effectiveness. Did the people who participated feel they were heard? Were all the potentially affected interests (including the underserved) actually represented? Were the materials provided easy to understand? Were announcements received in a timely manner?
- Third, is the question of how the public input was used. This information needs to be recorded and made available. It also needs to be considered in the decision-making process.

- Fourth, is the need to evaluate the reason something happened. Understanding why there was good or poor participation is important to assessing effectiveness.

The ultimate point to consider in an evaluation is the existence of respect and trust. It is not possible to please everyone, but it should be possible to proceed forward with an atmosphere of respect and trust, and CYMPO intends to earn this by being fair and open with everyone at all times.

IX. 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
- Review of the plan by stakeholders including the general public, governmental entities, and transportation professionals/businesses, for 45 days
- 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.

X. 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:

Vincent Gallegos, CYMPO Administrator
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301
Phone: (928) 442-5730
Fax: (928) 442-5736
Email: Vincent.Gallegos@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 asistencia con idioma, por favor comuniquese:

Señor Vincent Gallegos, 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 21st 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.