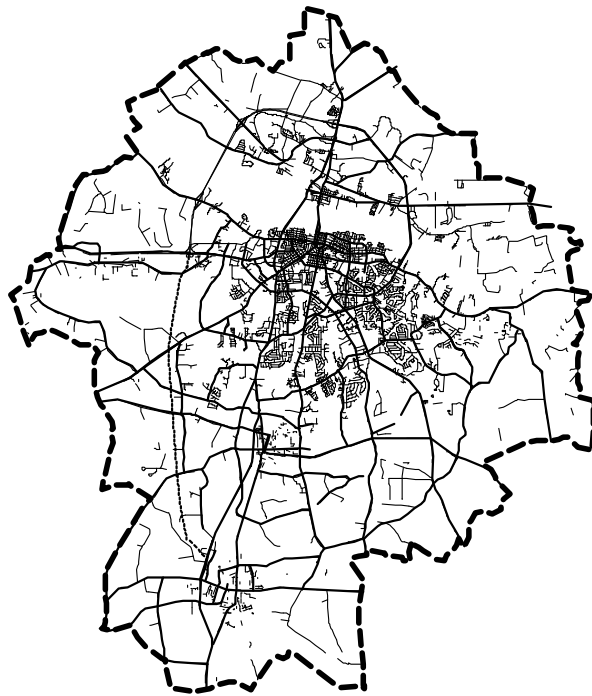


THE GREENVILLE URBAN AREA MPO PUBLIC INVOLVEMENT PLAN



GREENVILLE URBAN AREA
METROPOLITAN PLANNING ORGANIZATION

Adopted: December 2, 2008

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PUBLIC INVOLVEMENT PLAN

Executive Summary

The Greenville Urban Area Metropolitan Planning Organization (GUAMPO) created this Public Involvement Plan (PIP) to provide guidelines for establishing and maintaining optimum public involvement in the transportation planning process. Exemplary public involvement begins early in the planning process and continues throughout each of the planning stages, helping to avoid, minimize, and mitigate project impacts while providing the best engineering solutions.

The objectives of the MPO's Public Involvement Plan are to:

Inform the public of transportation meetings and other events.

Educate the public regarding their role in the transportation planning and decision-making process.

Involve the public by providing opportunities early and often in the transportation planning and decision-making process.

Reach out to all communities in the planning area to inform, educate, and involve

Improve the public involvement process by updating this document in accordance with federal guidelines.

This PIP is reviewed periodically, at least every five years, to ensure our planning process provides full and open access to all segments of the population serviced by the MPO.

Contained herein are the MPO's current public involvement objectives, policies, and techniques.

The public's comments are always welcome! This document is available on the MPO website at http://www.greenvillenc.gov/departments/public_works_dept/information/default.aspx?id=510 or call 252-329-4476 for a copy, or you may visit the City of Greenville's Public Works Department at 1500 Beatty Street and pick up a copy.

Greenville Urban Area MPO

The Greenville Urban Area Metropolitan Planning Organization (GUAMPO) is the federally designated transportation planning organization for the Greenville urbanized area. GUAMPO is located in Eastern North Carolina along the Tar River and includes the City of Greenville, the Towns of Winterville and Ayden, the Village of Simpson, and unincorporated areas of Pitt County.

GUAMPO is governed by the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC) which serves as an advisory group. Details concerning membership of these committees are available on the MPO's website and are available from the City of Greenville's Public Works Department.

In partnership with the residents of its many and diverse communities, the mission of the Greenville Urban Area MPO is to influence the expenditure of funds providing a regional transportation system that ensures the safe and efficient mobility of people and goods, optimizes transit opportunities, and enhances our community's environmental and economic well-being.

As the Greenville urbanized area continues to experience growth, the MPO plays a critically important role in our community, enabling interested persons to speak with a unified voice to their state and federal legislators about transportation needs, and insuring tax dollars are applied according to the greatest needs and desires of the community. To accomplish this, the MPO places special emphasis on providing equal access to transportation planning choices through its public involvement process.

Intent of Plan

The awareness and involvement of interested persons in governmental processes are integral to successful transportation planning. The Public Involvement Plan (PIP) of the Greenville Urban Area MPO sets forth specific measures to heighten citizen education and responsiveness.

Public involvement helps avoid, minimize, and mitigate project impacts while providing the best engineering solutions. Therefore, to be effective, it is important that government agencies understand a given community's values and, it is equally important for the community to understand the tradeoffs and constraints associated with project planning.

This mutual understanding can only be achieved through early, frequent and continued communication. When the public is engaged in the process, their insight helps assure projects suit community needs, simultaneously complementing the movement of people and goods. This Plan identifies the methods the Greenville Urban Area MPO currently uses and will implement in the future to optimize public participation in developing transportation projects.

Federal Requirements for Public Participation

The public involvement process requirements in 23 CFR450, Section 450.316 (a), are listed below. These requirements encourage a proactive public involvement process and support early and continuing involvement of the public in the planning process. A reference to the section of this plan and/or a response describing how the Greenville Urban Area MPO meets these requirements is included following each criterion listed below.

Section 450.316 (a) (1):

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

- Reference *Major Planning Documents* below for public comment periods for the TIP and LRTP.

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

- Notice requirements for TCC and TAC meetings are specified in the *Public Involvement Opportunities* section. TCC and TAC meeting notices will be advertised in the *Daily Reflector* newspaper at least five (5) calendar days prior to the meeting. Information concerning transportation issues and processes is publicly available at the City of Greenville Public Works Department located at 1500 Beatty Street, Greenville NC, 27834 and/or is available on the MPO's web site. Refer to *Major Planning Documents* for details concerning availability and comment periods for each of the major documents produced by the MPO.

(iii) *Employing visualization techniques to describe metropolitan transportation plans and TIP's;*

- The MPO uses Geographical Information System (GIS) technology to create maps and proper visualization tools to describe transportation plans to the public.

(iv) *Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;*

- Meeting agendas and any technical information, such as regularly-issued products from the MPO or project-specific information will be available from the MPO's web site.

(v) *Holding any public meetings at convenient and accessible locations and times;*

- TCC and TAC meetings are typically held at the City of Greenville's Public Works Department Main Conference Room. This facility is ADA-compliant and is conveniently located near a bus stop. TCC and TAC meetings are held during regular office hours from 8 am to 5 pm. Other meetings, such as informational workshops or open-house events, may be held from late afternoon through early evening and could be held as a single drop-in session to allow those with traditional work schedules to attend as well as allowing those who work in the evenings or on weekends to attend. Any presentation to local governing Council meetings will be held at that jurisdiction's regular meeting location at the regularly-scheduled date and time for those Council meetings. Both the TCC and TAC meetings shall be advertised in the *Daily Reflector* newspaper at least five (5) calendar days prior to the meeting
- Meetings concerning the LRTP, CTP, or other planning document (as referenced in *Major Planning Documents* below) may be held concurrently with other plan/project-related meetings.

(vi) *Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;*

- A specified public comment period (defined in *Major Planning Documents* for each of the major documents produced by the MPO) in reference to a transportation plan or project will be announced by public notice. Public comment will also be solicited via the MPO's web site. The public is encouraged to provide comments at any time regarding any transportation-related issue or document through the MPO's web site.
- Member jurisdictions involved in the development or amendment of the local (metropolitan) TIP shall also notify citizens of the opportunity for public comment by any of the following means:
 - during regularly scheduled board and council meetings
 - distribute email notification to resident contacts or posting information on web site.
 - a posting at the city hall or other publicly recognized location where government notices are usually posted
- Public comments will be taken into consideration with the appropriate plan/project. A summary of public comments and staff response will be provided to the TAC and the TCC. Any comments received during a meeting of the MPO's TCC or TAC will be included in the meeting

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

- As part of the transportation planning process to meet the requirements of Title VI, and to better serve the community, the Greenville Urban Area MPO will reach out to members of the low-income, minority, and disadvantaged communities to ensure participation. Whenever practicable, public open-house meetings to discuss transportation issues will be held at Sheppard Memorial Library to encourage participation. Meetings or other public outreach efforts may also take place in the Town of Winterville, the Village of Simpson, the Town of Ayden, or in unincorporated Pitt County at ADA-compliant venues. Public notifications outlined in this document will be conducted to attempt to get the word out about upcoming meetings and public workshops via a number of methods. Citizens that express interest will be put on a mailing list to be notified of other meetings and any proposed actions. For those without transportation and the disabled, the Greenville Urban Area MPO will hold meetings and public workshops during times when public transit and para-transit service is available. Meetings held at the City of Greenville Public Works Department, City Hall, or Sheppard Memorial Library are all serviced by para-transit and public transit with bus stops located conveniently nearby each location. When possible, public meetings and open-house workshops are held at facilities offering free public parking and accessibility to transit. All meetings and workshops of the MPO are held in ADA-compliant venues. If an interpreter is needed for deaf or hearing impaired citizens, please call 252-329-4522 (voice) or 252-329-4060 (TDD) no later than two business days prior to the meeting.

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

- The Greenville Urban Area MPO shall provide for an additional public comment period of at least 10 calendar days if the final LRTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonable have foreseen from the public involvement efforts.

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part;

- The Greenville Urban Area MPO regularly consults with agencies and officials responsible for other planning activities within the MPA that are affected by transportation, such as State officials, local government representatives, local economic development representatives, local municipal planning agency representatives, local transit planning agency representatives, etc.

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- This public involvement plan shall be reviewed at least every five (5) years for this purpose.
- The MPO will consider comments on this plan at any time as part of a periodic and ongoing review of its effectiveness. Other data that might be used for evaluation purposes include attendance at meetings, the quantity of comments, and Web site usage statistics.

Section 450.316 (a) (2):

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

- When significant written and oral comments are received on the Long-Range Transportation Plan and on the MTIP (including the financial plans), a summary of the comments will be provided within those documents (or in an appendix therein) along with any disposition to comments.

Section 450.316 (a) (3):

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

- It shall be the MPO's policy to have a minimum of a 45 calendar day public comment period before the initial or revised public involvement plan is adopted by the MPO. This document shall be posted on the MPO's web site and distributed to any interested persons.

Major Planning Documents

The Greenville Urban Area MPO continuously develops and updates several programs and plans associated with transportation alternatives and activities. In exercising its authority to guide the expenditure of federal and state transportation funds, it is critical for its public involvement process to provide complete information, timely public notice, and support continuing involvement of the public in developing plans and programs. Below is a listing of the primary planning documents developed by the Greenville Urban Area MPO with community input.

Planning Work Program (PWP)

The PWP is the Greenville Urban Area MPO's principal budgetary document. It describes the planning activities to be undertaken by the MPO during the upcoming fiscal year. The PWP is updated every year. Although the PWP portrays a one year program, planning activities are driven by long-range operational goals focused on economic vitality, environmental protection and transportation safety, accessibility, connectivity, efficiency, and maintenance.

The MPO begins developing the PWP in January each year. NCDOT establishes a deadline each year stating when the MPO must submit a draft document to their staff that reviews the PWP to ensure that the narrative reflects all required activities and that the budget contains sufficient, but constrained, funding. The draft PWP shall be available for public comment for a period of at least 10 calendar days prior to consideration by the TCC and TAC. The draft PWP is submitted to the TCC for review and recommendation. Following the above-mentioned public comment period and positive recommendations from its advisory board (the TCC), the MPO's TAC approves the PWP for each coming fiscal year that commences on July 1. Once the final version of the PWP is approved, it shall be made available to the public and posted on the MPO's web site.

The following summarizes public involvement opportunities in the PWP process:

- A draft version of the PWP will be available for public review for at least 10 calendar days prior to its consideration by the TCC.
- The public may present comments during the public comment period at the regular TCC and TAC meetings.
- The final approved version will be available on the MPO's web site.

Long-Range Transportation Plan (LRTP)

The LRTP is a future "vision" of the community's transportation needs. The LRTP is updated every five years to reflect the changing public interest. The LRTP is financially constrained and includes transportation projects for upgrading the transportation infrastructure within the next twenty years.

The Greenville Urban Area MPO uses the LRTP to 1) estimate future needs and services for the highway network, 2) guide the expenditure of transportation funds, 3) ensure new transportation improvements meet community values, and 4) promote safe and efficient transportation services. Local and state planning officials

use the LRTP to select projects for inclusion in their work programs. Developers and planning firms use it to help develop land use proposals.

Before adopting an LRTP, the Greenville Urban Area MPO conducts public outreach to ensure maximum public participation and to build consensus in this planning effort. Outreach for the LRTP may consist of open-house meetings and/or presentations throughout the plan development process to explain the issues, describe the potential solutions and the impacts associated with each, and to receive input from the public.

A number of public relations tools are used to communicate with the public, providing information on the progress of the plan development, and generating public input in an effort to develop consensus. These tools focus on notification and communication and could include newspaper articles and advertisements, web pages, and/or interactive public workshops.

The following summarizes the update process for the LRTP:

- Draft document(s) are presented to the TCC. The TCC reviews, comments, and recommends that the TAC consider and present the draft document(s) to the public.
- Draft document(s) are presented to TAC which will consider presenting the draft document(s) to the public.
- After the TCC and TAC have commented, the document(s) will be updated, as necessary. Following approval of the draft document by the TAC, a draft version of the LRTP will be available for comment for at least 30 calendar days.
- The document(s) are once again presented to the TCC along with a summary of public comments. The TCC will consider recommending the document(s) for TAC adoption.
- The document(s) are presented to the TAC for their consideration and adoption.
- The Greenville Urban Area MPO shall provide for an additional public comment period of at least 10 calendar days if the final LRTP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonable have foreseen from the public involvement efforts.
- The final adopted version of the LRTP shall be made available to the public and on the MPO's web site.

Metropolitan Transportation Improvement Program (MTIP)

The MTIP contains all transportation projects programmed for the upcoming seven-year period, including all regionally significant transportation projects regardless of funding source (such as transit, highway, rail, walkways, bicycle, enhancement projects, and etc.) within the Metropolitan Planning Organization boundary. It is revised bi-annually to incorporate those projects in the LRTP having an ability to be funded within the seven-year period. Projects are grouped by roadway functional classification and indicate the year, fund source, and funding levels for each project phase within the seven year time frame covered by the MTIP.

Updating the MTIP is a 2-year process presenting many opportunities for public participation and input. The major steps involved are as follows:

Year 1:

- In the first year, the MPO conducts a public involvement and comment process. The public will have a comment period of at least 30 calendar days to submit comments and suggest transportation-related projects that they would like to have included in the MPO's priority list.
 - This ensures public participation and public comments are obtained from the very first step in the process
 - The public will be notified of the comment period by newspaper notification and by notification on the MPO's web site.
- The MPO drafts a priority listing of projects
- The draft priority list is presented to local governing bodies.
- The MPO adopts the priorities list.
- NCDOT may hold public meetings throughout the state for the State Transportation Improvement Program (STIP).

Year 2:

- NCDOT announces the availability of the draft State TIP.
- The MPO develops the draft MTIP (the local portion of the STIP) based on the draft STIP.
- The Draft MTIP will be available for public review for at least 10 calendar days prior to its consideration by the TCC.
- NCDOT conducts draft STIP Public Comment Meetings
- After the State adopts the STIP, the MPO adopts the local portion, also known as the MTIP.
 - If there are any major, substantial differences between the final MTIP and the draft MTIP that was advertised and reviewed by the public, the public will have an additional public comment period of 10 calendar days to submit comments relating to the final MTIP.
 - Comments received will be attached to the final adopted MTIP.

Public Involvement Plan (PIP)

To ensure all interested persons have the opportunity to comment, before adopting or amending the PIP, the MPO provides a public comment period of forty-five (45) days. The MPO publishes notices in the Greenville-based *Daily Reflector* newspaper, explaining that the draft PIP is available for public comment. The draft PIP is also posted on the MPO's website. Those interested persons requesting a printed copy of the draft PIP may call 252-329-4476. Once the MPO approves the PIP it is placed on the MPO web site.

- Before it was adopted, this plan was available for public review and comment from August 25, 2008 through October 24, 2008. (at least 45 days) Appendix A summarizes comments received before October 24, 2008.

The GUAMPO welcomes comments and public participation in the development of this plan. Comments will be kept on file and used to evaluate and revise public participation procedures in the future.

Please submit comments to:

The Greenville Urban Area MPO
c/o Greenville Public Works Department
1500 Beatty St.
Greenville, NC 27834
Fax: (252) 329-4535
Online:

http://www.greenvillenc.gov/departments/public_works_dept/information/default.aspx?id=510

The PIP shall be reviewed at least every five (5) years. The MPO will consider comments on this plan at any time as part of a periodic and ongoing review of its effectiveness. Other data that might be used for evaluation purposes include attendance at meetings, the quantity of comments, and Web site usage statistics.

The following summarizes the update process for the Public Involvement Plan:

- Draft document(s) are presented to the TCC. The TCC reviews, comments, and recommends that the TAC consider and present the draft document(s) to the public.
- Draft document(s) are presented to TAC which will consider presenting the draft document(s) to the public.
- After the TCC and TAC have commented, the document(s) will be updated, as necessary. Following approval of the draft document by the TAC, A draft version of the PIP will be available for comment for at least 45 calendar days.
- The document(s) are once again presented to the TCC along with a summary of public comments. The TCC will consider recommending the document(s) for TAC adoption.
- The document(s) are presented to the TAC for their consideration and adoption.

Comprehensive Transportation Plan (CTP)

The Comprehensive Transportation Plan (CTP) replaces the thoroughfare plan as the official document mutually adopted by local agencies (municipalities, MPO, RPO or county) and the Department of Transportation.

The CTP is a long-term “wish-list” of recommended transportation improvements. It doesn’t have a specific timeline, cost, or funding source.

Previously, thoroughfare plans identified the existing and proposed highway network needed to handle existing and future traffic. The CTP is a multi-modal plan that identifies the entire existing and future transportation system, including highways, public transportation, rail, bicycle, and pedestrian facilities needed to serve the anticipated travel demand. The CTP is more environmentally and community friendly. It strengthens the connections between an area’s transportation plan, adopted local land development plan, and community vision.

North Carolina General Statute 136-66.2 requires each MPO, with the cooperation of the NCDOT, to develop a Comprehensive Transportation Plan (CTP) serving present and anticipated travel demand in and around the MPO. The plan shall be based on the best information available including, but not limited to, population growth, economic conditions and prospects, and patterns of land development in and around the municipality, and shall provide for the safe and effective use of the transportation system.

The CTP is a series of 5 maps. Each map will be on the same base map with the same scale. The base map will contain the basic infrastructure for the area and will include the existing roadway system, rail lines, water features, and features significant to the area including but not limited to: county boundary, planning boundary, and surrounding city/town locations. The CTP map will include: Adoption Sheet, Highway Map, Public Transportation and Rail Map, Bicycle Map, and Pedestrian Map. Independently, the highway map, public transportation and rail map, and bicycle map offer insight into the future modal elements for an area. Together, the maps form an all-inclusive look at the transportation system.

The MPO may include projects in its CTP that are not included in a financially constrained plan (LRTP) or are anticipated to be needed beyond the horizon year as required by 23 U.S.C. § 134.

The update process for CTP document(s) or individual maps therein is as follows:

- Draft document(s) are presented to the TCC. The TCC reviews, comments, and recommends that the TAC consider and present the draft document(s) to the public.
- Draft document(s) are presented to TAC which will consider presenting the draft document(s) to the public.
- After the TCC and TAC have commented, the document(s) will be updated, as necessary. Following approval of the draft document by the TAC, there shall be a 30-day public comment period along with public hearing(s) which may be held during each of the local jurisdiction’s regularly scheduled Council meeting. Notice of these meetings will be advertised in local print media, as well as in the MPO’s web site).
- The document(s) are once again presented to the TCC along with a summary of public comments. The TCC will consider recommending the document(s) for final TAC adoption.
- The document(s) are presented to the TAC for their consideration and adoption.

- The document(s) are presented to NCDOT's Board of Transportation for adoption.

Modifications to Planning Documents

Occasionally, the need may arise which requires minor modifications to the MTIP, LRTP, PWP, PIP, CTP, or PWP. Changes can be categorized in two ways: Minor Amendments or Major Amendments.

- A Minor Amendment shall be considered to be minor in nature. Examples include minor changes in the cost / funding, or starting / ending date of included projects. Other examples are Administrative modifications to the MTIP or LRTP, small projects with few impacts, and technical/preliminary/exploratory studies.
 - These do not require a formal public involvement process outside the regular meeting structure of the MPO. Members of the TAC will represent residents in making decisions.
 - Residents may also attend and speak at each TAC meeting upon recognition by the TAC Chair, who may impose a reasonable time limit for speakers.
- A Major Amendment shall be considered to be significant enough so as to require public review and comment. Examples include the addition or deletion of a regionally significant project or a substantial change in the design concept or design scope of a project included in the plan.
 - These types of amendments require a 10-calendar day formal public comment period. This shall be advertised in the local newspaper and on the MPO's web site.

Public Involvement Opportunities

The Greenville Urban Area Metropolitan Planning Organization

GUAMPO is governed by the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC) which serves as an advisory group to the TAC. Details concerning membership of these committees are available in Appendix B.

Meetings of the TAC and TCC are open to the public, and meeting minutes are public record. Past minutes are available upon request from the LPA or from the MPO's web site. Meeting agendas will be available on the MPO's web site prior to the meeting date or a copy can be obtained from the City of Greenville's Public Works Department located at 1500 Beatty Street, Greenville, NC 27834. TAC and TCC agendas will be available from the MPO's web site prior to the respective meeting.

Each TCC and TAC meeting shall include a public comment period in accordance with the MPO's public comment policy as outlined below:

The TCC and TAC hereby establish a public comment policy as follows:

- The TCC and TAC shall have an open formal public comment period during each meeting at the determination of the chairperson. Public comment shall occur as established in this policy.
- The Public Comment Period is a period reserved for comments by the public. A total of 30 minutes is allocated. The allowable duration of each speaker's time shall be determined by the chairpersons of the TCC and TAC, recommended not to exceed three (3) minutes per speaker.
- It is the policy of the TCC and TAC that public comment will be received and is to occur only during the designated public comment periods in the course of TCC and TAC meetings. During TCC and TAC meetings, comments by members of the public outside of the designated public comment period will not be tolerated and will be considered as a disruption to the meeting, which will result in the removal of the offender from the meeting room.

The TCC and TAC meetings shall be advertised in the *Daily Reflector* newspaper a minimum of five (5) calendar days prior to the meeting. If an interpreter is needed for deaf or hearing impaired citizens, please call 252-329-4522 (voice) or 252-329-4060 (TDD) no later than two business days prior to the meeting.

Transportation Advisory Committee (TAC)

The Transportation Advisory Committee has the responsibility for serving as a forum for cooperative transportation planning decision making for the Metropolitan Planning Organization. They approve all federal aid transportation funds in the metropolitan area. The Transportation Advisory Committee has the responsibility for keeping the public informed of the status and requirements of the transportation planning process; assist in the dissemination and clarification of its decisions, inclinations, and policies; and ensures meaningful citizen participation in the transportation planning process.

Technical Coordinating Committee (TCC)

The Technical Coordinating Committee is responsible for providing technical assistance and advice to the Transportation Advisory Committee. The Technical Coordinating Committee provides the general

review, guidance, and coordination of the transportation planning process for the planning area and has the responsibility for making recommendations to the Transportation Advisory Committee regarding any actions relating to the continuing transportation planning process.

The committee shall be responsible to develop, review, and make recommendations for revisions to the Long Range Transportation Plan; approval of the Prospectus, Metropolitan Transportation Improvement Program, Planning Work Program, Metropolitan Planning Area Boundary; planning citizen participation and documentation reports of GUAMPO.

The Transportation Technical Coordinating Committee is comprised of technical experts from local and state governmental agencies directly related to and concerned with the transportation planning process for the planning area. The membership shall include, but not be limited to, representatives from all of the jurisdictions of the Transportation Advisory Committee. The committee membership is flexible.

Ongoing Public Involvement Opportunities

Opportunities for public input include, but are not limited to, the following:

- **Planning Documents** - All documents, agendas, resolutions, meeting minutes, etc. adopted by the GUAMPO are kept at the City of Greenville Public Works Department (LPA) offices at 1500 Beatty Street, Greenville, NC. These documents will be made available for public review upon request and will be available on the MPO's web site.
- **Meetings** - Regular meetings of the GUAMPO's Transportation Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) are open to the public, and will include opportunity for public comment. Notification of the meetings will be posted on a publicly-accessible bulletin board in the City of Greenville's City Hall, along with prior notification in the local *Daily Reflector* newspaper and the MPO's web site.
- **Web Site** – The web site provides an ongoing opportunity for public comment via email

The GUAMPO website,

http://www.greenvillenc.gov/departments/public_works_dept/information/default.aspx?id=510),

is an easy and convenient way for the public to be informed and involved in the transportation planning process. The website will be maintained and routinely updated by GUAMPO staff. The website contains the following information:

- Available information on specific projects that are currently in the planning stages
- Organization Chart of MPO members
- Staff contacts
- Publications
- Information / Links to Area Highway Projects / Other Agencies

- Links to allow the public to provide comment to any MPO-related matter.
- MPO related documents such as: LRTP, PWP, MTIP, PIP
- Meeting minutes & agendas
- **Fax comments to 252-329-4535**
- **Drop off comments in person to** - City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834. This may be done Monday-Friday, between 8:00 am through 5:00 pm.
- **Mail** - Comments may be mailed to City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834
- **Surveys** - Surveys are used to obtain general input from the public on transportation matters. They ask the public about transportation issues and concerns and some demographic information. Surveys are also used to gather specific technical data during planning studies. For example, the 2006 Origins and Destinations study surveyed people driving within the GUAMPO area about their travel habits.
- **Comment Forms** - Comment forms are used to solicit general public comments at open-house meetings and/or other public meetings. Comments may also be submitted on the GUAMPO website to solicit input regarding any current or future project. Comment forms can be either general or very specific in nature. A comment form may request general feelings about any aspect of transportation or to help identify preferred alignment alternatives considered during a corridor study.
- **Public Workshops** - Public Workshops are used to both present information and solicit public comment on a plan or issue being considered by GUAMPO. Public comments are recorded and a summary provided to the Transportation Advisory Committee. Public workshops include visual aids such as maps, aerial photographs, and drawings to facilitate public understanding

Response to Public Input

Public involvement may be documented in a variety of ways. Any comments received during a meeting of the GUAMPO's TCC or TAC will be included in the meeting minutes. Comments received during workshops, open houses, or presentations to civic organizations will be summarized, presented to the TCC and TAC, and kept on file. Results of surveys will be compiled, summarized, presented to the TCC and TAC, and kept on file.

Public comments may be included as appendices in formal documents or plans for which they were made.

Availability of MPO Planning Documents (PWP, LRTP, MTIP, CTP, PIP)

The MPO planning documents outlined in the *Major Planning Documents* section will be available at the following locations:

City of Greenville: Public Works Department, 1500 Beatty Street, Greenville, NC, 27834

Town of Winterville: Town Hall, Planning Department, 2571 Railroad Street, Winterville, NC 28590

Town of Ayden: Town Hall, 4061 East Avenue, Ayden, NC 28513

Village of Simpson: Town Hall, 2768 Thompson Street, Simpson, NC, 27879

Documents are also available from the MPO's web site as detailed above.

Disadvantaged Business Enterprise (DBE) Policy Statement

The Greenville Urban Area MPO shall not discriminate in any manner on the basis of race, color, sex or national origin, and shall take all reasonable steps to ensure that certified Disadvantaged Business Enterprises (DBE's) have the maximum opportunity to participate in the performance of contracts financed, in whole or in part, with financial assistance from the United States Department of Transportation (DOT), acting through such agencies as the North Carolina Department of Transportation (NCDOT) and the Federal Highway Administration (FHWA). The Greenville Urban Area MPO shall implement this DBE Policy in accordance with Part 26 of Title 49 of the Code of Federal Regulations entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs."

The policy of the Greenville Urban Area MPO is:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- To ensure that the DBE program is narrowly tailored in accordance with applicable federal, state and local laws;
- To ensure that only firms fully meeting the eligibility requirements of the DBE program are permitted to participate;
- To help create a level playing field on which DBEs can fairly compete for DOT-assisted contracts;
- To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- To help and assist in the development of firms that can compete successfully in the marketplace outside of the DBE program; and
- To provide appropriate flexibility to establish and provide DBEs opportunities to participate in DOT-assisted contracts in accordance with applicable federal, state and local laws.

The Department will disseminate the policy to all MPO members. We will use the following methods to disseminate the policy:

- Inclusion in the Agenda package for regular TCC and TAC meetings for the policy's review and adoption.
- Publish it in the Public Involvement Plan
- Publish it on the MPO's web site as a part of the Public Involvement Plan.
- Hard copies are available to the public at the City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834

Contact

All questions and/or comments about the Greenville Urban Area MPO's DBE policy statement should be referred to the TCC Chairperson, City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834. Persons or firms interested in becoming certified as a DBE should contact the NCDOT Office of Contractual Services at 919-733-7174.

The NC Department of Transportation (NCDOT) serves as the certifying agency for all DBEs seeking work on GUAMPO-related contracts.

The NCDOT's Unified Certification Program, (UCP) is a "one-stop shopping" certification procedure that will eliminate the need for Disadvantaged Business Enterprise (DBE) firms to obtain certification from multiple agencies within the state. The firm can now apply one time with the NCDOT, and if approved, that certification is shared by all other federal recipients in the state, including the Greenville Urban Area MPO.

Firms must apply for certification as a DBE to NCDOT by completing the UCP application located on the NCDOT's Web site. Detailed instructions on how to become certified as a DBE under the UCP are listed on the site.

The NCDOT maintains a unified [DBE directory](#) that will contain all firms certified by the UCP, the information required by 49 CFR Part 26.31, and make it available to the public electronically, on the internet as well as in print.

Annual Obligations Listing Available To Public

NOTICE IS HEREBY GIVEN that the Greenville Urban Area Metropolitan Planning Organization's (MPO) Annual Obligation Listing is available to the public in compliance with federal mandates which require a listing of all projects that receive federal funds and are in the implementation phase of construction. The list was prepared by the North Carolina Department of Transportation (NCDOT) for the Greenville Urban Area Metropolitan Planning Organization and includes project names, locations, NCDOT item numbers, type of work to be performed, and funding levels.

Copies may be downloaded on the MPO's web site, or by writing to Daryl Vreeland, Greenville Urban Area Metropolitan Planning Organization, 1500 Beatty Street, Greenville, North Carolina, 27834, or call (252)-329-4476.

List of Acronyms

ADA - Americans with Disabilities Act

CTP - Comprehensive Transportation Plan

DBE – Disadvantaged Business Enterprise

DOT – Department of Transportation

EJ – Environmental Justice

EPA - Environmental Protection Agency

FHWA – Federal Highway Administration

GIS - Geographical Information System

GUAMPO - Greenville Urban Area Metropolitan Planning Organization

LPA – Lead Planning Agency (The City of Greenville is the LPA for the MPO)

LRTP - Long Range Transportation Plan

MPA - Metropolitan Planning Area

MPO - Metropolitan Planning Organization

MTIP - Metropolitan Transportation Improvement Program

NCDOT - North Carolina Department of Transportation

PIP - Public Involvement Plan

PWP - Planning Work Program

STIP - State Transportation Improvement Program

TAC - Transportation Advisory Committee

TCC - Technical Coordinating Committee

TIP - Transportation Improvement Program

UCP - Unified Certification Program

Appendix A – Public Comments Received

There were no public comments received during the 45 day public comment period.

