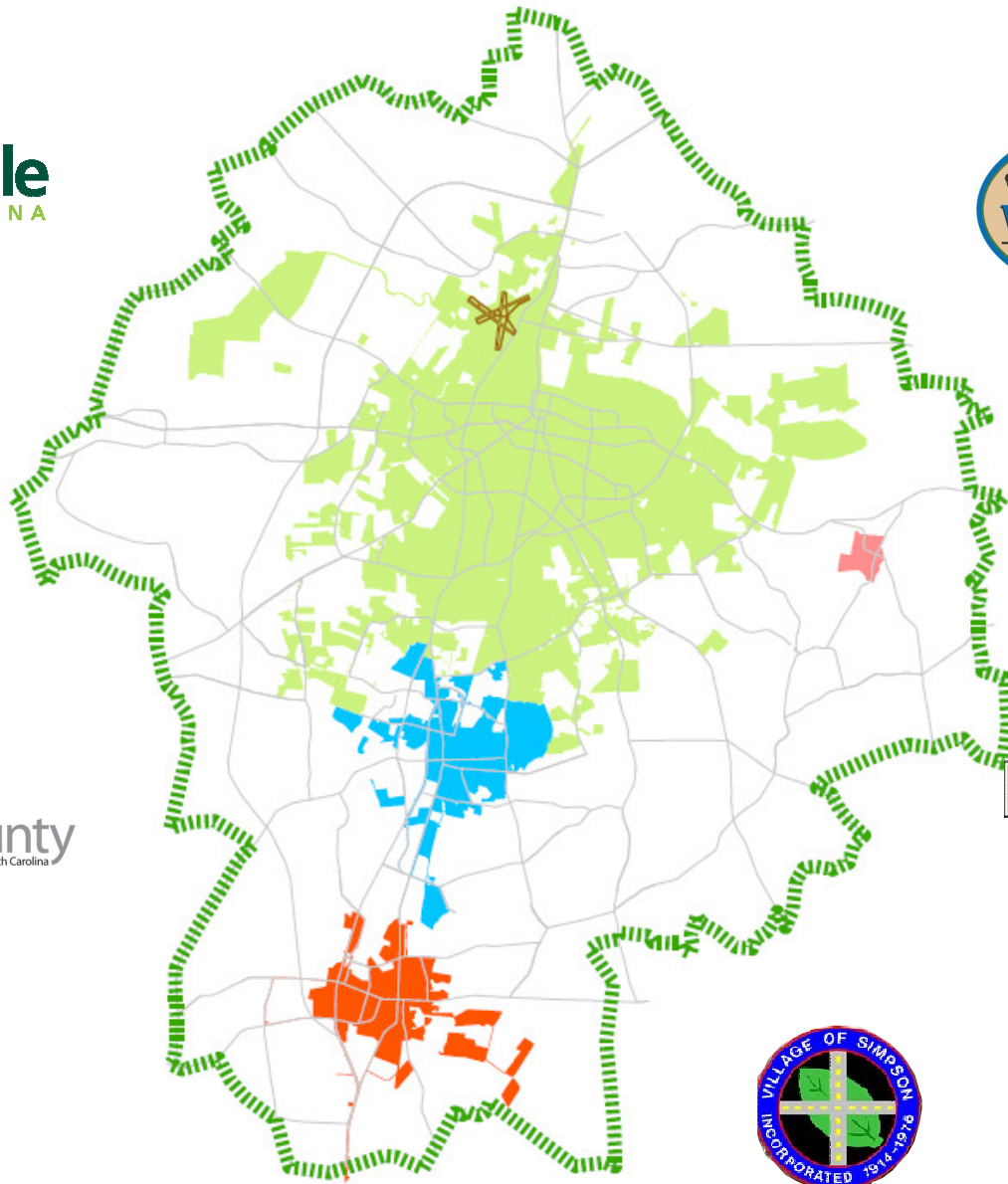


# THE GREENVILLE URBAN AREA MPO PUBLIC INVOLVEMENT PLAN (PIP)



## **Greenville Urban Area Metropolitan Planning Organization**

Adopted: TBD

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# PUBLIC INVOLVEMENT PLAN

## Executive Summary

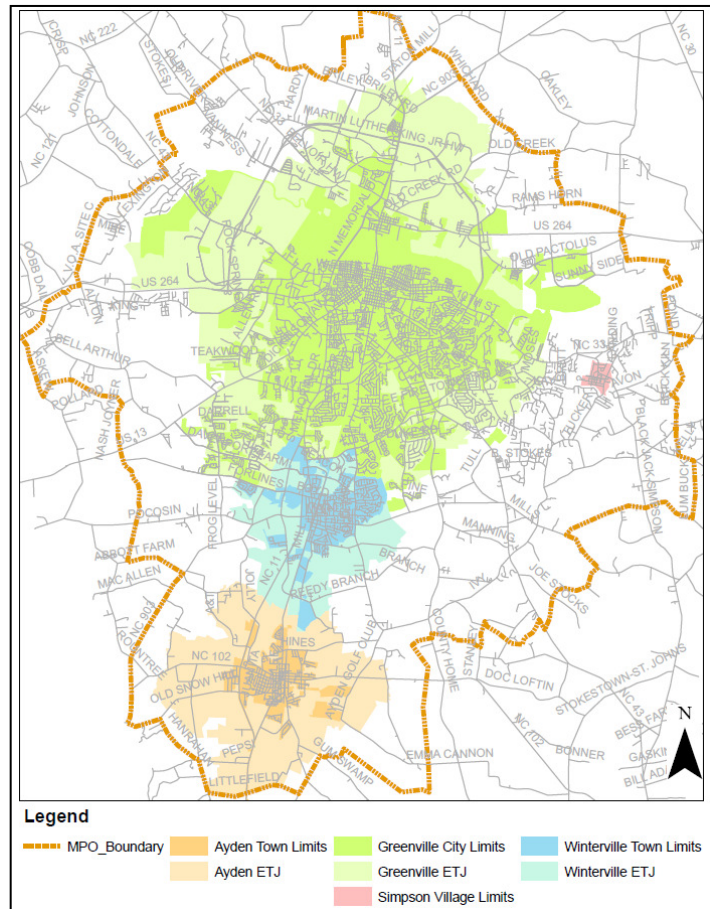
The Greenville Urban Area Metropolitan Planning Organization (GUAMPO) is the federally designated transportation planning organization for the Greenville urbanized area. GUAMPO is located in Eastern North Carolina along the Tar River and includes the City of Greenville, the Towns of Winterville and Ayden, the Village of Simpson, and unincorporated areas of Pitt County with an approximate population of 132,000.

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.

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

This PIP is reviewed periodically, at least every two years, to ensure our planning process provides full and open access to all segments of the population serviced by the MPO, and undergoes a full update every five years to incorporate new and innovative outreach techniques. 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](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.

### **Purpose & Goals**

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 continuous 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.

The goals of this policy are to:

- **Inform** the public of transportation meetings, events, projects and objectives.
- **Educate** the public regarding the role of transportation planning and the decision-making process.
- **Involve** the public by providing as many possible involvement opportunities in the transportation planning process and decision-making.
- **Reach out** to all communities in the planning area to educate, inform and involve.
- **Improve** the public involvement process by reviewing this policy yearly for potential improvements and every years in accordance with federal law.

### **Federal Requirements for Public Participation**

There are several laws and regulations that have been established by the Federal government to ensure the transportation planning process remains open and in the public interest. The following is a list of federal legislation and regulations that guide the public participation process:

*Fixing America's Surface Transportation Act (FAST Act) (PL 114-94)* emphasizes participation by interested parties in the transportation plan:

- A In General: Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs), representatives of users of public transportation, representatives of pedestrian walkways and bicycle transportation

facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

**B Contents of Participation Plan:**

**(1) A participation plan shall:**

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

**C Method:**

**(1) In carrying out subparagraph A, the metropolitan planning organization shall, to the maximum extent practicable:**

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

*National Environmental Policy Act:* The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) regulations implementing the National Environmental Policy Act (NEPA) of 1969 (as amended) outline requirements to go through an environmental review process for implementing projects from a TIP. NEPA has its own set of public participation requirements for review period and notification of interested parties on a project basis. These requirements are not a substitute for earlier participation at the planning and programming stages.

*Americans with Disabilities Act of 1990:* The Americans with Disabilities Act (ADA) of 1990 encourages the participation of people with disabilities in the development and improvement of transportation and paratransit plans and JUMPO Public Participation Plan 3 services. Also in accordance with ADA guidelines, all meetings conducted by the MPO will take place at locations which are accessible facilities so as to accommodate persons with mobility limitations.

*Title VI – Environmental Justice:* Title VI of the Civil Rights Act of 1967 sets standards which authoritatively outlawed discrimination in the conduct of all Federal activities. The term Environmental Justice (EJ) was created by people concerned that everyone within the United States deserves equal protection under the country’s laws. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice (EJ) part of its mission by identifying and addressing the effects of all programs, policies, and activities on “minority populations and low-income population.” The U.S. Department of Transportation (DOT) issued its DOT Order to Address Environmental Justice in Minority Population and Low-income Population in 1997. The DOT Order accomplishes this goal by involving the potentially affected public in developing transportation projects that fit harmoniously within their communities without sacrificing safety and mobility.

*FTA Circular 9030.1E Chapter 5, Section 6C:* Federal transit law and joint FHWA/FTA planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its metropolitan long-range (twenty-year) transportation plan and its (four-year) metropolitan TIP. Accordingly, FTA has determined

that when a recipient follows the procedures of the public involvement process outlined in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the Programming of Projects (POP) that recipients of Section 5307 funds must meet.

*SAFETEA-LU*: As mandated in SAFETEA-LU and other supporting Federal regulations, Metropolitan Planning Organizations (MPO) must establish, periodically review and update public involvement processes. These processes should assure early and continued public awareness of and access to the transportation decision-making process. The planning regulations contain a number of performance standards for public involvement, including:

1. Providing reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIP)
2. Requiring adequate public notice of public involvement activities and time for public review and comment at key decision points
3. Demonstrating explicit consideration and response to public input received during the planning and program development processes
4. The use of visualization techniques
5. Ensuring that all documents are available in an electronic format.

In addition to the Federal and State regulations, this Public Involvement Plan shall:

- be developed in consultation with all interested parties including but not limited to:
  - a. State and local planned growth
  - b. Economic development
  - c. Tourism
  - d. Natural disaster risk reduction
  - e. Environmental protection
  - f. Airport operation
  - g. Freight
  - h. Federal lands management agencies
  - i. Other governmental and non-profit agencies
- provide that all interested parties have reasonable opportunities to comment on the contents of any and all MPO transportation plans.

In carrying out the responsibilities and elements of the Public Involvement Plan, the Greenville Urban Area MPO, to the maximum extent possible, shall:

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

## **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 agendas and minutes are public record and can be accessed. Past minutes and agendas are available upon request from the LPA, the MPO's web site or the City of Greenville's Public Works Department located at 1500 Beatty Street, Greenville, NC 27834.

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.

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. All MPO meetings are held at a location accessible to people with disabilities and special provisions can be made for anyone with disabilities who wish to participate.

### **Transportation Advisory Committee (TAC)**

The Transportation Advisory Committee serves 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. The TAC is comprised of elected officials from each MPO member and a member of the NCDOT Board of Transportation.

### **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 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.
- **Web Site** – The web site provides an ongoing opportunity for public comment via email and 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, ATP, PWP, MTIP, PIP, Local Area Plans/Studies
  - 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 and are typically held at ADA-complaint Sheppard Memorial Library.
- **Innovative Techniques** – GUAMPO shall utilize innovative techniques recommended by the public in an effort to engage all members of the public.

### **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, MTP, ATP, MTIP, CTP, PIP,)**

The MPO planning documents outlined in the *Major Planning Documents* section are available on the MPO website and at the following locations:

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

Town of Winterville: Town Hall, 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

## **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.

All public comment periods for major planning documents shall be advertised at least five days prior to opening in the *Daily Reflector* newspaper, and on all member jurisdiction websites.

### **Unified Planning Work Program (UPWP)**

The UPWP is the Greenville Urban Area MPO's principal operating document. It describes the planning activities to be undertaken by the MPO during the upcoming fiscal year. The UPWP is updated every year. Although the UPWP 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.

In addition to the ongoing involvement opportunities, the public involvement opportunities for the UPWP are as follows:

- The Draft UPWP will be available for public review for at least 15 calendar days prior to its consideration for adoption by the TAC.
- The public may present comments during the public comment period at the regular TCC and TAC meetings.
- The final approved UPWP will be available on the MPO's web site.

### **Metropolitan Transportation Plan (MTP)**

The MTP is a future "vision" of the community's transportation needs. The MTP is updated every five years to reflect the changing public interest and contains financially constrained transportation projects for upgrading the transportation infrastructure within the next twenty years. The Greenville Urban Area MPO uses the MTP 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 MTP to select projects for inclusion in their work programs. Developers and planning firms use it to help develop land use proposals.

In addition to the ongoing involvement opportunities, the public involvement opportunities for the MTP are as follows:

- Public Outreach
  - Creation of an MTP Steering Committee
  - Public workshop
  - Public presentations
  - Dissemination of summaries and notifications via social media and public news agencies
- The draft MTP is presented for review and comments by TCC and public
- The draft MTP is presented for review and comments by TAC and public
- The draft MTP is updated as necessary, and made available for public comment for at least 30-calendar days.

- At the conclusion of the public comment period, the document(s) are again presented to the TCC along with a summary of public comments.
- 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 MTP 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 final adopted version of the MTP shall be made available to the public and on the MPO's web site.

### **Active Transportation Master Plan (ATP)**

Like the MTP, the ATP is a future "vision" of the community's transportation needs with a specific focus on bicycle and pedestrian facilities. The ATP is updated as needed to reflect the changing public interest. The ATP includes bicycle and pedestrian transportation projects, with cost estimates included, for upgrading bicycle and pedestrian transportation infrastructure. The Greenville Urban Area MPO uses the ATP to 1) estimate future needs and services for the bicycle and pedestrian network, 2) guide the expenditure of transportation funds, 3) ensure new transportation improvements meet community values, and 4) promote safe and efficient bicycle and pedestrian transportation services. Local and state planning officials use the ATP to select bicycle and pedestrian projects for inclusion in their work programs. Developers and planning firms use it to help develop land use proposals.

In addition to the ongoing involvement opportunities, the public involvement opportunities for the ATP are as follows:

- Public Outreach
  - Creation of an ATP Steering Committee
  - Public workshop
  - Public presentations
  - Dissemination of summaries and notifications via social media and public news agencies
- The Draft ATP is presented for review and comments by TCC and public
- The Draft ATP is presented for review and comments by TAC and public
- The Draft ATP is updated, as necessary and made available for public comment for at least 30-calendar days.
- At the conclusion of the public comment period, the Draft ATP is again presented to the TCC along with a summary of public comments.
- The Draft ATP is 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 MTP 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 final adopted version of the MTP shall be made available to the public and on the MPO's web site.

### **Transportation Improvement Program (TIP)**

The TIP 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 MTP and/or ATP having an ability to be funded within the ten-year period. Projects are grouped by roadway functional classification and indicate the year, fund source, and funding levels for each project phase within the ten year time frame covered by the TIP.

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

#### Year 1:

- The MPO will conduct a public workshop and provide a 30-calendar day public comment period for submission comments and suggestions of transportation-related projects that the public would like to have included in the MPO's priority list.
- The MPO drafts a priority listing of projects for TCC and TAC review.
- The MPO TAC adopts the draft priority list; list is posted to MPO website
  - 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.

## **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 (MTP or ATP) 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:

- The Draft CTP is made available for public comment for at least 30-calendar days.
  - Public hearing(s), which may be held during each of the local jurisdictions regularly scheduled Council meeting. Should jurisdiction choose to hold a public hearing, this meeting shall be advertised in local print media, as well as in the MPO’s web site.

- At the conclusion of the public comment period, the Draft CTP is presented to the TCC along with a summary of public comments.
- 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 CTP 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 document(s) are presented to NCDOT's Board of Transportation for adoption.

### **Greenville Area Transit (GREAT) Program of Projects (POP)**

On an annual basis, the MPO, on behalf of the GREAT system, shall publish a POP to ensure that the public is aware of any federal expenditures (with associated public transportation activities planned for each fiscal year). The POP will be published on the MPO website and available in print at the City of Greenville Public Works Department, 1500 Beatty Street, Greenville NC. The MPO shall advertise the proposed POP in a local newspaper at least 10 days prior to consideration for adoption by the City of Greenville City Council to allow for public review and comment. All comments received shall be provided to the City Council for consideration. A public hearing may be held during a regularly scheduled City of Greenville City Council Meeting in concurrence with any public hearing regarding the 5307 Federal Grant.

### **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 45-days. 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 January 8, 2018 through February 22, 2018. (at least 45 days)  
Appendix A summarizes comments received during the specified public comment period.

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

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

- The Draft PIP is updated, as necessary and made available for public comment for at least 45-calendar days.
- At the conclusion of the public comment period, the Draft PIP is presented to the TCC along with a summary of public comments.
- The PIP is 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 PIP 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.

## **Modifications to Planning Documents**

Occasionally, the need may arise which requires minor modifications to the MTIP, MTP, ATP, PWP, PIP, CTP, PWP, or other planning documents. Changes can be categorized in three ways: Administrative Modification, Minor Amendments, or Major Amendments.

- Administrative Modification, shall be for the purpose of correcting an administrative error or informational change; minor modifications to project descriptions, project cost, and/or funding source; adjustment of a project start and completion date.
  - These do not require a formal public involvement process.
  - An administrative amendment may be accomplished at a MPO staff-level. Neither a formal amendment nor transmittal is required to accomplish this type of amendment.
  - Administrative changes will be reported to the MPO as an informational item during regularly scheduled meetings.
- Minor Amendment, shall be considered to be minor in nature. Examples include 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 minor amendment may be transmitted via a letter by the TAC chair. If the TAC chair is not available or otherwise cannot transmit the amendment by the required deadline, the TAC vice-chair may transmit the amendment.

- 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. The comment period shall be advertised in the local newspaper and on the MPO's web site.



## **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 Ryan Purtle, 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

ATP – Active Transportation Master Plan

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

TIP - Transportation Improvement Program

TAC - Transportation Advisory Committee

TCC - Technical Coordinating Committee

UCP - Unified Certification Program

## **Appendix A – Public Comments Received**

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

## Appendix B – MPO Contact List

TCC Member Contact Info								
Name	Governmental Agency	Title	Phone #	Email	Address	City	State	Zip
Kevin Mulligan, Chair	City of Greenville	Public Works Director	(252)-329-4520	<a href="mailto:kmulligan@greenvillenc.gov">kmulligan@greenvillenc.gov</a>	PO Box 7207	Greenville	NC	27835
Thomas Weitnauer	City of Greenville	Director of Planning	(252)-329-4511	<a href="mailto:tweitnauer@greenvillenc.gov">tweitnauer@greenvillenc.gov</a>	PO Box 7207	Greenville	NC	27835
Rik DiCesare	City of Greenville	Traffic Engineer	(252)-329-4066	<a href="mailto:rdicesare@greenvillenc.gov">rdicesare@greenvillenc.gov</a>	PO Box 7207	Greenville	NC	27835
Lamont Jackson	City of Greenville	Transit Manager	(252)-329-4047	<a href="mailto:lmjackson@greenvillenc.gov">lmjackson@greenvillenc.gov</a>	PO Box 7207	Greenville	NC	27835
Scott Godefroy	City of Greenville	City Engineer	(252)-329-4525	<a href="mailto:sgodefroy@greenvillenc.gov">sgodefroy@greenvillenc.gov</a>	PO Box 7207	Greenville	NC	27835
Ann E. Wall	City of Greenville	City Manager	(252)-329-4432	<a href="mailto:awall@greenvillenc.gov">awall@greenvillenc.gov</a>	PO Box 7207	Greenville	NC	27835
James Rhodes	Pitt County	Planning Director	(252)-902-3250	<a href="mailto:jrhodes@pittcountync.gov">jrhodes@pittcountync.gov</a>	1717 West Fifth Street	Greenville	NC	27834
Jonas Hill	Pitt County	Planner	(252)-902-3279	<a href="mailto:jnhill@pittcountync.gov">jnhill@pittcountync.gov</a>	1717 West Fifth Street	Greenville	NC	27834
Michael Taylor	Pitt Area Transit	Assistant County Manager	(252)-902-3805	<a href="mailto:michael.taylor@pittcountync.gov">michael.taylor@pittcountync.gov</a>	1717 West Fifth Street	Greenville	NC	27834
Ben Williams, Vice-Chair	Town of Winterville	Assistant Town Manager	(252)-215-2420	<a href="mailto:ben.williams@wintervillenc.com">ben.williams@wintervillenc.com</a>	PO Box 1459	Winterville	NC	28590
Terri Parker	Town of Winterville	Town Manager	(252)-215-2341	<a href="mailto:terri.parker@wintervillenc.com">terri.parker@wintervillenc.com</a>	PO Box 1459	Winterville	NC	28590
Steven Harrell	Town of Ayden	Town Manager	(252)-481-5819	<a href="mailto:sharrell@ayden.com">sharrell@ayden.com</a>	P O Box 219	Ayden	NC	28513
Stephen Smith	Town of Ayden	Community and Economic Planner	(252)-481-5827	<a href="mailto:ssmith@ayden.com">ssmith@ayden.com</a>	P O Box 219	Ayden	NC	28513
David Boyd	Village of Simpson	Mayor	(252)-757-1430	<a href="mailto:mayor.vos@suddenlinkmail.com">mayor.vos@suddenlinkmail.com</a>	P O Box 10	Simpson	NC	27879
John Rouse	NCDOT	Division Engineer	(252)-439-2823	<a href="mailto:jwrouse@ncdot.gov">jwrouse@ncdot.gov</a>	P O Box 1587	Greenville	NC	27835
Steve Hamilton	NCDOT	Division Traffic Engineer	(252)-439-2816	<a href="mailto:shamilton@ncdot.gov">shamilton@ncdot.gov</a>	P O Box 1587	Greenville	NC	27835
Suzette Morales	NCDOT	Transportation Engineer	(919)-707-0921	<a href="mailto:smorales@ncdot.gov">smorales@ncdot.gov</a>	Mail Service Center 1554	Greenville	NC	27699
Jeff Cabaniss	NCDOT	Division Planning Engineer	(252)-439-2836	<a href="mailto:jcabaniss@ncdot.gov">jcabaniss@ncdot.gov</a>	P O Box 1587	Greenville	NC	27835
Haywood Daughtry	NCDOT	E. Region Mobility & Safety Field Ops Eng	(252)-296-3541	<a href="mailto:hdaughtry@ncdot.gov">hdaughtry@ncdot.gov</a>	P O Box 3165	Wilson	NC	27895
Kevin Richards	Mid-East Commission	Planning Director	(252)-974-1823	<a href="mailto:krichards@mid-eastcom.org">krichards@mid-eastcom.org</a>	P O Drawer 1787	Washington	NC	27889
William Bagnell	ECU	Associate Vice Chancellor Campus Ops.	(252)-328-6858	<a href="mailto:bagnellw@ecu.edu">bagnellw@ecu.edu</a>	1001 E 4th St	Greenville	NC	27858
NON VOTING TCC MEMBERS								
David Bender	NCDOT	Public Transportation Representative	(919)-707-4678	<a href="mailto:dpbender@ncdot.gov">dpbender@ncdot.gov</a>	Mail Service Center 1550	Raleigh	NC	27699
Bill Marley	Fed Hwy Admin	Community Planner	(919)-747-7028	<a href="mailto:bill.marley@fhwa.dot.gov">bill.marley@fhwa.dot.gov</a>	310 New Bern Ave, Suite 410	Raleigh	NC	27601
Jamie Heath	Mid-East Commission	Planner	(252)-974-1843	<a href="mailto:jheath@mid-eastcom.org">jheath@mid-eastcom.org</a>	P O Drawer 1787	Washington	NC	27889
TAC Member Contact Info								
Kandie D. Smith	City of Greenville	Mayor	(252)-329-4422	<a href="mailto:ksmith@greenvillenc.gov">ksmith@greenvillenc.gov</a>	P.O. Box 7207	Greenville	NC	27835-7207
Doug Jackson	Town of Winterville	Mayor	(252)-756-2221	<a href="mailto:doug.jackson@wintervillenc.com">doug.jackson@wintervillenc.com</a>	PO Box 1459	Winterville	NC	28590
Charles Farley, Chair	Pitt County	Commissioner	(252)-717-4873	<a href="mailto:charles.farley@pittcountync.gov">charles.farley@pittcountync.gov</a>	1717 West Fifth Street	Greenville	NC	27834
Steve Tripp, Vice-Chair	Town of Ayden	Mayor	(252)-481-5826	<a href="mailto:mayor@ayden.com">mayor@ayden.com</a>	P O Box 219	Ayden	NC	28513
David Boyd	Village of Simpson	Mayor	(252)-757-1430	<a href="mailto:mayor.vos@suddenlinkmail.com">mayor.vos@suddenlinkmail.com</a>	P O Box 10	Simpson	NC	27879
Hugh Overholt	NCDOT	Boardmember	(252)-672-5462	<a href="mailto:hovernholt@ncdot.gov">hovernholt@ncdot.gov</a>	P.O. Box 189	Kinston	NC	28502
TAC Alternates -Member Contact Info								
Tony Moore	Town of Winterville	Councilman	(252)-321-6700	<a href="mailto:tony.moore@wintervillenc.gov">tony.moore@wintervillenc.gov</a>	2590 Church St	Winterville	NC	28590
NON VOTING TAC MEMBERS								
John F. Sullivan, III	FHWA	Divison Admin. (non-voting)	(919)-747-7000	<a href="mailto:John.Sullivan@fhwa.dot.gov">John.Sullivan@fhwa.dot.gov</a>	310 New Bern Avenue, Suite 410	Raleigh	NC	27601-1418