



**tpo**  
KNOXVILLE REGIONAL



# Outreach Plan

## APPENDICES

## APPENDIX A: FEDERAL LEGISLATIVE GUIDANCE

This Appendix includes excerpts of federal legislation that guides the activities of the Transportation Planning Organization, its process, and products.

### FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT

The following are relevant metropolitan planning regulations under the FAST Act. For full regulations see [www.fhwa.dot.gov/fastact](http://www.fhwa.dot.gov/fastact)

#### § 450.316 Interested parties, participation, and consultation.

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, 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, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
  - (1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
    - (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
    - (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
    - (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
    - (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
    - (v) Holding any public meetings at convenient and accessible locations and times;
    - (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
    - (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;
    - (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 that interested parties could not reasonably 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; and
    - (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- (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, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
  - (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.
- (b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO(s) shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
  - (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
  - (3) Recipients of assistance under 23 U.S.C. 201- 204.
- (c) When the MPA includes Indian Tribal lands, the MPO(s) shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO(s) shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016; 82 FR 56544, Nov. 29, 2017]

#### EXECUTIVE ORDER (EO) 12898

Federal Actions to Address Environmental Justice in Minority and Low-Income Populations was signed by President Clinton in February 1994. The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low-income communities.

The Knoxville Regional TPO is guided by the three guiding principles of EP 12898:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial, reduction of or significant delay in the receipt of benefits by minority and low-income populations.

#### EXECUTIVE ORDER 13166

Improving Access to Services for Persons with Limited English Proficiency, was signed by President Clinton in August 2000. EO 13166 required federal agencies and any other entities that receive federal funds via grants, contracts, or subcontracts to make their activities accessible to non-English speaking persons. Persons with limited English proficiency are those with a primary or home language other than English who must, due to limited English fluency, communicate in that primary language if they are to have an equal opportunity to participate effectively in or benefit from any aid, service, or benefit in federally funded programs and activities.

EO 12898 and 13166 are directed at project level decision making in the engineering and design phases of projects as well as long-range and project programming activities.

#### THE AMERICANS WITH DISABILITIES ACT OF 1990

The Americans with Disabilities Act of 1990 requires coordinating with disabled communities in the development and improvement of transportation services. Planners, engineers, and builders must provide access for the disabled at sidewalks and ramps, street crossings, and in parking or transit access facilities. Persons with disabilities must also be able to access the sites where public involvement activities occur as well as the information presented.



## APPENDIX B: TITLE VI & ENVIRONMENTAL JUSTICE

This appendix contains excerpts from the TPO's FTA Title VI Plan. A complete copy of the plan can be found on the TPO's website at [www.knoxtpo.org](http://www.knoxtpo.org).

### FTA TITLE VI REPORT

The TPO strives to be sure that all programs or projects planned under the TPO's responsibility consider Title VI and Environmental Justice impacts. The TPO monitors these efforts by analyzing project selection, project location, funding distribution, and possible project impacts, especially social and environmental impacts with regards to Title VI and Environmental Justice populations. The TPO maintains a set of adopted objectives which state that all plans and programs must consider Title VI impacts and include a proactive public involvement process that seeks to engage members of low income, minority groups, and Limited English Proficiency (LEP) populations early in the planning process. The TPO believes part of its role is to alert the responsible jurisdiction that there are community concerns, to help inform the community about the project, and to act as a liaison between the community and the jurisdiction.

### Public Involvement

Each project's public involvement plan must consider Title VI issues and look to include opportunities for persons protected under Title VI to participate. Each plan's level of public involvement can vary depending on the magnitude of the project, its potential impact on the community, and its budget. Every TPO staff member is reminded to consider Title VI issues and plan the necessary outreach accordingly. Examples and techniques the TPO staff consider in designing a public involvement process with regards to Title VI are as follows.

- Hold meetings geographically in Title VI areas.
- Use a variety of meeting locations and different start times to encourage participation.
- Hold meetings during times that public transit services are available.
- Hold virtual meetings to allow people with limited time or access to transportation to attend.
- Make virtual meeting recordings available on the TPO website so that people with limited time or access to transportation can view the meeting when it is convenient to them.
- Post all meeting dates and times and all draft Plans on the TPO website.
- Advertise meetings and post legal notices in the Knoxville News Sentinel, The Enlightener (high Minority readership), The Knoxville Focus (free publication), and on websites with high Spanish speaking readership. When necessary and appropriate, notices will be placed in additional regional newspapers.
- Send meeting announcements to neighborhood groups, community groups, churches and special interest groups when appropriate.
- Utilize other agency meetings to communicate with the public. When possible, agencies and organizations representing disadvantaged populations, including but not limited to, minority, low-income, and Hispanic populations will be targeted.
- Accept written comments in order to help those who may not feel comfortable talking or approaching a staff member. Participating in a public meeting can be intimidating and Planning/TPO recognizes that individual comfort levels with attendees vary.
- Ensure all reports and documents include a Title VI statement of protection or information on how to access Title VI information. Planning/TPO posts the Title VI notification on its website, [www.knoxtpo.org](http://www.knoxtpo.org).

- Make an extra effort to reach out to low income, minority, and Hispanic communities by holding special meetings at locations such as malls, YMCAs, schools, museums, grocery stores, neighborhood centers, local fairs, transit transfer points, and even on buses.
- Distribute the TPO's Title VI Brochure, which explains what Title VI is and how citizens are protected.

#### **Title VI: Language Assistance Plan (LAP)**

Limited English Proficient (LEP) individuals are persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. LEP persons are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. Recipients of Federal funding are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. Knoxville-Knox County Planning's LAP Plan provides the following opportunities:

- The TPO will publish notice of opportunity to comment or participate in meetings or plans in local Hispanic media when possible.
- The TPO will work with other associated agencies and non-profits (such as the Hispanic Chamber and the Health Department) to find alternative methods to get the word out about meetings or plans.
- Whenever possible, the TPO will participate in community outreach activities to build a stronger rapport with the Hispanic community. This effort will help the TPO identify better ways of conducting successful public outreach.
- The TPO has access to a telephone language interpreter service. One service is attainable through the City of Knoxville and another is through a private service the TPO can utilize for a fee.
- If notified within a reasonable time frame, TPO can offer free interpreter services at meetings or at the office.
  - The TPO will be proactive in providing interpreters for meetings when attendance of persons who may not speak English well is anticipated.
  - If meetings or services are in areas where there is a known concentration of persons who do not speak English well, TPO will look to partner with other agencies or organizations in those areas. An example may be meeting with Centro Hispano or the Knox County Health Department.
  - The TPO will post signs at entry points to meetings notifying the public of translator services when attendance of persons who do not speak English well is anticipated.
- The TPO can offer written translation of vital documents if requested. Multiple copies can be made available if financially reasonable. Notification of this service will be stated in outreach documents. If documents cannot be translated, verbal assistance from an interpreter will be offered to explain the contents of the document.
  - The TPO website will continue to allow users to translate information into the language of their choice.
- TPO staff will receive regular Title VI training and training to be sure they know about TPO's LEP policies and procedures.

- TPO staff will work with member jurisdictions, agencies, and sub-recipients to be sure they understand the TPO policies. Also, TPO staff will work with member jurisdictions, agencies, and sub-recipients to provide Title VI and LEP training, planning, and mapping.

## APPENDIX C: OUTREACH TOOLKIT

This section of the Plan lists public outreach tools, separating them into three categories: Meeting Types, Outreach Tools, and Information Tools. This is a comprehensive list of tools that can be used to involve community members in transportation planning. It is not intended to imply that every project or plan will require all of these tools or that the TPO presently uses all of these methods.

The type of public outreach efforts employed for a particular project will be determined based on the project's overall regional and local impact. Highly localized projects may require more specialized outreach within the project's area of influence, rather than the broad outreach efforts required by others. Extensive outreach efforts throughout all areas of the region are conducted in order to assemble a broad cross-section of input into the decision-making process, including traditionally underserved areas. The TPO's outreach efforts in these areas will continue to provide these residents with an opportunity to voice their opinions and concerns.

The TPO will continue to conduct, sponsor, and participate in special and community events that reinforce the mission and strategic plan of the organization, educate the public, and provide opportunities for public input.

### OUTREACH TOOLKIT OVERVIEW

#### Meeting Types

- Public hearing
- Public meeting
- Charrette/workshop
- Pop-up meeting
- Open house
- Small group meeting
- Town hall meeting
- Technical Committee and Executive Board meetings

#### Public hearings

These are public meetings used to solicit public comment on a project or issue being considered by the TPO. Hearings provide a formal setting for citizens to provide comments to the TPO or other decision-making body. They are recorded and transcribed for the record. All major TPO activities, such as the Transportation Improvement Program and the Regional Mobility Plan, require a public hearing as part of the adoption process.

#### Public meetings

Public meetings are different from public hearings. Public hearings are regulatory requirements that provide a formal opportunity for the public to present comments and oral testimony on a proposed agency action. Public meetings, on the other hand, are less formal: there are no formal time limits on statements and the agency and/or the facilitator usually answers questions. The purpose of the meeting is to share information and discuss issues, not to make decisions. Due to their openness and flexibility, public meetings are preferable to hearings as a forum for discussing complex or detailed issues. Comments made during a public meeting do not become part of the official administrative record as they do during a hearing. Public meetings provide two-way communication, with community members asking questions and the agency/facilitator providing responses.



**Charrettes/workshops**

These are seminars or gatherings of small groups of people, usually between 10 and 30, led by a small number of specialists with technical expertise in a specific area. In workshops, participants typically discuss a specific project or design where citizens comment on proposed actions and receive information on the technical issues associated with the project. Experts may be invited to explain certain aspects of the project. Workshops may help to improve public understanding and to prevent or correct misconceptions. Workshops also may identify citizen concerns and encourage public input.

Charrettes and workshops are generally open and informal, with information displays, handouts and project team members interacting with the public on a one-on-one basis; are usually set up on a drop-in basis, but may include short presentations; and are used for a wide range of TPO activities. The purpose is to provide project information to the public and to solicit public comment. An attendance record is kept and attendees are given the opportunity to sign up for the mailing list.

**Pop-up meeting**

A pop-up meeting is another alternative to traditional public meetings. It is a unique, interactive way to encourage community engagement with people who are not usually included by meeting them where they already are. Displays, surveys, visuals, and handouts can be used to draw in people's attention at whatever location is selected. Planners often go to parks, festivals, markets or other events that already have a crowd of people in attendance. They then engage with those people, giving a voice in the planning process to those who might not have been heard otherwise. This is a good tool for reaching underrepresented groups.

**Open houses**

Open houses are informal meetings in a public location where people can find out more about all sides of an issue through conversations with agency officials, staff, and representatives of involved interest groups and civic organizations. The meetings allow citizens to ask questions and express their concerns directly to project staff through one-on-one conversations. This type of interaction is often less intimidating than standing up in front of a crowd of people to ask a question. They also tend to last longer than a traditional meeting, allowing people to stop in whenever it is convenient.

**Small group meetings**

These are meetings with small groups that have an interest in projects such as planning studies. Meetings could be with homeowners or neighborhood groups, civic groups, special interest groups, or other groups of affected or interested parties. The meetings generally include a presentation by staff followed by a question and answer period. Staff follows up on questions and comments by responding back to the group and documenting the comments through meeting notes.

**Town hall meetings**

These meeting formats are more informal than board meetings and allow the public and members of the representative organization to interact. The main purpose of this type of meeting is to develop open communication between the members and those individuals who control the organization or committee.

**Technical Committee and Executive Board meetings**

The Technical Committee is made up of planners and engineers from jurisdictions represented by the TPO Executive Board and Regional Transportation Planning Council, with additional members representing local transportation and planning agencies. The committee reviews plans and policies

before they are sent to the Executive Board and is active in the implementation of plans and programs. The Executive Board is made up of elected and appointed officials from the member cities and counties. They are responsible for setting regional transportation policy, and adopting plans and programs.

State and federal transportation planning regulations require advertisement of any public meeting where a decision could be made or that may be attended by more than one elected official. The TPO advertises meetings of the TPO Executive Board and the TPO Technical Committee at least 14 days in advance of the meetings. Ads are placed in major regional newspapers including one that is free, one that serves the African American community, and one that serves the Hispanic community. They invite the public to visit the website for the full agenda, which is available 5 to 7 days prior to each meeting. The public is invited to contact TPO staff if they would like a hard copy of a final agenda.

### **Outreach Tools**

- Community advisory committees
- Comment cards and comment forms
- Contact person
- Public comment period
- Speakers bureau
- Stakeholder and community interviews
- Surveys and questionnaires
- Symposiums
- Task force
- Visual preference surveys

**Community advisory committees:** Community Advisory Committees are often formed for a specific update or study. These groups provide input from community members representing potentially affected areas or special interest groups and can be used on an ad hoc or ongoing basis. Elected officials usually appoint the members of the committee. Representatives of neighborhoods or groups with a vested interest are encouraged to be members of the committee along with representatives of traditionally under-served groups.

### **Comment cards and comment forms**

Comment cards are made available at every public meeting and all participants are encouraged to fill one out. Comment forms are often used to solicit public comments on specific issues presented at a workshop, open house, or other public meeting or hearing. They are similar to comment cards, but are usually more detailed and ask for specific feedback. For example, a comment form may ask for comments on specific recommendations considered during a corridor study or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on websites to solicit input regarding the subject of the publication or the format of the publication or website.

In addition to gaining feedback from these cards and forms, the TPO can also build its database of those interested in the TPO if the participants are willing. Anyone who submits a comment is asked to sign up for email lists, both general and for the specific plan or project on which they are commenting.

### **Contact person**

This is a designated staff member who is responsible for responding to questions and inquiries from the public and the media. A contact person is assigned to each plan or project and listed on distributed materials, on information published on the website, and on press releases.

### **Public comment period**

These are designated time periods in which citizens can formally review and comment on the agency's proposed course of action or decision. The public comment period begins with public notice, and public meetings are held within this timeframe, generally 30 days for most TPO activities.

### **Speakers bureau**

This tool involves assembling a group of speakers available to make presentations to committees, civic or interest groups, and other organizations. The TPO also proactively requests agenda time to make such presentations. The format usually consists of a presentation, informational handouts, and a discussion period. Speakers bureau presentations can be used for ongoing communication with key interested parties and concentrated outreach for large projects, such as updating the Regional Mobility Plan. Attendees are encouraged to sign up for the mailing list.

### **Stakeholder and community interviews**

Stakeholder and community interviews are informal, face-to-face or telephone interviews held with local residents, elected officials, community group representatives and other individuals to determine community members' concerns and attitudes. Interviews are particularly helpful in situations where there is perceived controversy or there is potential to receive high levels of public interest. Information obtained through these interviews is typically used to assess the community's concerns and information needs and to prepare a public participation plan, which outlines a community-specific strategy for responding to the concerns identified in the interview process.

### **Surveys and questionnaires**

Surveys are used when specific input from the public is desired. An attitude and awareness survey can measure public awareness about transportation choices. Other uses for surveys include gathering information about daily travel patterns, gathering input on proposed strategies or alternatives, and asking the public about the best way to involve them in transportation planning. Surveys are usually written and distributed online. Though less common, they can also be oral, conducted in person, distributed by mail or left at locations such as libraries and community centers. They are often distributed widely, but can be given to specific segments of the community or to representative samples. Informal surveys can be short questionnaires that are included on a comment sheet or asked verbally at a sign-up table to gauge the group's sentiment on an issue.

### **Symposiums**

A symposium is an intense, half- to full-day, in-depth session or series of sessions with an invited group of participants who represent a comprehensive cross-section of the community who have a vital interest in the project or process. A series of symposiums is a way to achieve sustained public involvement over the course of a long project. Symposiums expedite the exchange of information among interest groups, public officials and staff. The format consists of in-depth presentations of technical material followed by discussion groups. Small group work can be designed to focus on a variety of things, such as brainstorming and ranking issues, or providing input on plan concepts and direction.

Sometimes less formal symposiums are open to the public and used to present material that is less technical. They still involve elected officials, staff and experts, but are designed to be more accessible to those who are not involved in transportation planning.

### **Task force**

A task force is made up of invited participants with a high level of knowledge about a proposed project or community and a willingness to commit to what is usually an extended meeting or series of meetings. The work of the task force is in depth and often technical in nature. The role of this type of group often focuses on identifying and evaluating strategies for achieving the goals and objectives of a specific plan; providing input on ways to reduce demand on the transportation system; or evaluating strategies for urban development that reduce the need to rely on automobiles. A task force requires a high level of involvement on the part of both participants and staff, but provides more extensive and in-depth input than possible with outreach techniques that target the general public.

### **Visual preference survey**

A visual preference survey asks participants to rate images of development and facilities based on their initial reaction. A primary goal of this technique is to offer those who are not experts in transportation planning a way to participate by evaluating the desirable and undesirable physical, visual, and spatial features of transportation systems and development. An accompanying questionnaire obtains a demographic profile of the participants.

### **Information Tools**

- Community TV
- Database and distribution lists
- Direct and email mailings
- Door-to-door canvassing
- TPO general email address
- Exhibits, displays, signs and bulletin boards
- Newsletters
- Fact sheets or brochures
- Legal notices and advertisements
- Paid advertisements
- Posters and flyers
- Media releases
- Presentations
- Social media
- TPO, project and program websites
- QR codes
- Videos

### **Community TV**

Community Television of Knoxville (CTV) maintains a public access cable channel that broadcasts select meetings, most frequently the TPO Executive Board and TPO Technical Committee meetings.

### **Databases and distribution lists**

TPO staff maintains databases of all contacts, both business and public, that are updated on a continuous basis. The databases include committee membership, mailing information, email addresses

and phone numbers when known. The databases are used for maintaining up-to-date committee membership lists, interested parties, special interest groups, homeowners association contacts and the newsletter email list. Other lists that are maintained include elected officials; federal, state, and local government contacts; local media; organized environmental groups; and civic, religious, and community organizations. These lists allow the TPO to distribute information about meetings and announcements to interested parties.

### **Direct and email mailings**

Direct and email mailings are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings can be postcards or letters. Emails notifying individuals and groups are also sent to the addresses maintained in the TPO's email databases. Meeting reminders are sent at the end of each week as a reminder about the upcoming week's meetings to those who have opted into receiving them. Mailings may announce project-specific meetings, public hearings, workshops, open houses, corridor studies, small-area studies, special events, or major activities. An area may be targeted for a mailing because of potential impacts from a project and efforts are made to include low-income, minority, disabled, and Limited-English-Proficient (LEP) populations.

In order to continue expanding the database, members of the public will be asked if they would like to be included on it when comment forms are dispensed and collected at public meetings. In addition to the notices that are distributed to the local media, e-mail messages are sent to individuals and groups notifying them of meetings.

### **Door-to-door canvassing**

Door-to-door canvassing is a way to collect and distribute information by calling on community members individually and directly. Public interest groups have long used such techniques and they also may be useful for facility owners as a way to gauge public interest during the community assessment stage. During these interactions, canvassers can field questions about activities, discuss concerns, and provide fact sheets or other materials. Some citizens may want to find out more about the activity by signing up for mailing lists or attending an upcoming event.

### **TPO general email address**

Using email for communication with the public has become an integral part of public outreach. Having a general e-mail address makes it easier for citizens to contact the TPO with questions, requests for documents or other information and informal and formal comment. Staff monitors the inbox, responds, and follows up as appropriate.

### **Exhibits, displays, signs and bulletin boards**

A variety of exhibits and displays can provide general information, such as introducing a large project, or specific information. Locations for the displays include community workshops, public locations and public events designed to attract those who would not have otherwise seen it.

Signs can also be a useful means of public notice. Posters are usually placed on community bulletin boards in community centers, town halls, grocery stores, on heavily traveled streets, etc.

### **Newsletters**

Email newsletters are used for ongoing communication as well as to send out updates or notifications on an as needed project-specific basis. Distribution can be general or targeted. The general mailing list

includes interested parties, municipalities, media, and other agencies who have voluntarily added their name and address to the list. The newsletter can be used to highlight major TPO projects or activities, such as the adoption of project priorities and report information regarding significant transportation issues, TPO awards and other one-time activities. The newsletter can also be used to inform the public of upcoming decisions to be made by the TPO or other agencies, so that they have time to prepare meaningful comments prior to the decision being finalized.

Placing a notice in or sharing an article with a newsletter distributed by a local government, a community organization, neighborhood association, or in other free publications is an inexpensive way to target a specific audience or segment of the community.

### **Fact sheets and brochures**

Fact sheets and brochures provide summary information regarding programs and projects. Fact sheets can be distributed at public meetings, on the website, at grocery stores and in public places such as libraries and community centers. Brochures are usually more general to the agency or program and do not focus on a specific project or plan. They can also be distributed at libraries and community centers, as well as at conferences, seminars and other educational events. Fact sheets and brochures should be brief, easy to read and understand, written for the eighth-grade reading level, avoid acronyms and jargon and include graphics to help deliver the message.

### **Legal advertisements and notices**

State and federal transportation planning regulations require advertisement of any public meeting where a decision could be made or that may be attended by more than one elected official. The notice used for regular meetings of the TPO Executive Board and the TPO Technical Committee can be found below. The TPO places notices in the Knoxville News Sentinel, Knoxville Focus, The Enlightener, or on Hispanic focused social media outlets. In cases when it is appropriate to appeal to more targeted markets, notices may be placed in the Blount Daily Times, Mountain Press, Oak Ridger, Clinton Courier or News Herald.

Technical Committee/Executive Meeting Notice:  
Knoxville Regional Transportation Planning Organization  
Technical Committee Meeting, m/d/yr

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee/Executive Board will meet on Tuesday/Wednesday, m/d at 9 a.m. in the Small Assembly Room of the City County Building, 400 Main Street, Knoxville, TN. The full Agenda will be available on the TPO website 5-7 days prior to the meeting and can be found here: [www.knoxtpo.org/boards-and-committees](http://www.knoxtpo.org/boards-and-committees). If you would like a copy of the final agenda please contact the TPO. If you need assistance or accommodation for a disability please notify the TPO three business days in advance of the meeting and we will be glad to work with you in obliging any reasonable request.

865-215-2506 or [laura.edmonds@knoxplanning.org](mailto:laura.edmonds@knoxplanning.org).

### **Paid advertisements**

Various projects may require more advertising than a standard public notice. Newspaper ads may be placed in the papers TPO traditionally places public notices such as the Knoxville News Sentinel, Knoxville Focus, or The Enlightener. In cases where it is appropriate to advertise in more targeted markets, these ads may be placed in the Blount Daily Times, Mountain Press, Oak Ridger, Clinton Courier or News Herald.



### **Posters and flyers**

Posters and flyers are used to announce meetings, events and occasional projects. They can be displayed in public places such as government centers, neighborhood shops, religious institutions, social service agencies, employment centers, bus stops/transit hubs, the interior of buses, senior centers, public health clinics, public libraries, community centers and popular meeting places. They also may be inserted into another publication, such as a neighborhood newsletter. The announcement may contain a brief description of the purpose of the meeting, the time, location, and contact information. Posters and flyers may be used to reach a large audience that would be reached using other forms of outreach.

### **Media releases**

These releases are official announcements written by the TPO and issued to the news media. They are most often used to announce public meetings, surveys and events, and to report the results of studies. Media releases are sent to a well-maintained database of local media contacts to ensure that interested parties and the press are up-to-date on news and information concerning TPO activities.

### **Presentations**

Presentations can be used as informational tools and to document public involvement events. They can be broadcast on Community TV, shown at public involvement events, shown to community groups, be part of presentations to public officials and used for speakers bureau presentations. These visual tools are an effective way to stretch staff resources and help generate interest in a topic.

### **Social media**

In recent years, social media has become a major medium by which the public receives and processes information. The TPO uses Facebook and Twitter on a regular basis. Other programs, Like Active Knox, Smart Trips, and I Bike KNX, have successfully used Instagram as well. Other platforms that have been used occasionally are Reddit and Next Door. Each of these is used as appropriate to communicate program information and activities to the public as well as to generate general interest through discussion among members of the public. Paid advertisements are sometimes used on social media, especially Facebook, to target specific populations.

The TPO has embraced this medium and will continue to utilize these tools to share information. TPO and Knoxville-Knox County Planning staff members have developed a Social Media Policy to better address how social media will be used; this Policy is included in **Appendix D**.

### **TPO, project and program websites**

The TPO's website is a tool for disseminating information on meetings, project updates, agency news and general background information.

The website contains, but is not limited to:

- Brief descriptions of current projects with available maps, photos, renderings, etc.;
- Work products and publications — RMP, TIP, TPWP, etc.;
- Draft and final documents for public review and comment;
- Calls for projects and requests for proposals;
- Links to related agencies and planning partners — TDOT, FHWA, etc.;
- Current operating procedures — including the Outreach Plan;
- A listing of current TPO member jurisdictions;

- Meeting calendars with agenda items; and
- Contact information — mailing address, phone, fax, and e-mail

Project and program websites are sometimes created separate from the TPO website if there is an abundance of information or outreach that takes place specifically for that project that is more easily maintained on its own. These sites have the same types of information as the TPO, but are specific to the project. There are calendars, news items, drafts, and other appropriate information. Examples of projects and programs with their own websites are the Regional Mobility Plan, Smart Trips and the Knoxville Regional Bicycle Program.

While web- and e-mail-based communication is both effective and desirable to many interested in the agency's work, not everyone in the TPO planning area has access to computers or smart phones. Plans and documents will continue to be made available through the TPO office. If staff is made aware that a resident wants to access an online tool or plan, accommodations can be made to print, mail, and discuss the needed document.

### **QR Codes**

QR codes are a type of bar code that allows users to scan them with a smartphone camera to navigate directly to a website or document without having to type in a URL. This is a useful tool to promote touch free practices, and also to easily get more information from a poster or promotional material.

### **Videos**

Videos are a useful informational tool and can also provide additional opportunities for the public to be involved in meetings and events. Produced videos can be shown at events, posted on social media, put on the TPO website, and shared with outside partners to spread information about a plan or project. Video recordings of meetings are another effective use of this medium. Posted recordings of meetings allow the public to view the meeting when it is convenient to them, opening up the information and resources shared at that meeting to a much wider audience. These tools can also be beneficial for those who are sight or hearing impaired because videos can be enhanced with subtitles, translations, and other tools to make them more accessible to all.

### Social Media Policy



### KNOXVILLE/KNOX COUNTY PLANNING POLICIES FOR SOCIAL MEDIA

#### I. Purpose and Response

The intended purpose for Planning’s social media content is to provide relevant and timely information. Some tools may also serve as a forum for courteous public discussion of relevant planning issues. Persons submitting comments should not expect a direct response from Planning staff. For comments that require a direct response, users should contact Planning staff by phone at (865) 215-2500 or by email at [contact@knoxplanning.org](mailto:contact@knoxplanning.org). At its sole discretion, Planning staff may elect to disable features or capabilities, or alter or discontinue the use of any social media tool at any time.

#### II. Standards for Acceptable Comments

Planning reserves the right to delete unacceptable postings and may, at its discretion, block users for frequent or egregious violations. Postings containing any of the following forms of content shall not be allowed:

- A. Profane, violent, hateful, or obscene language or content;
- B. Libelous or defamatory content;
- C. Content that constitutes a personal attack or is intended to intimidate or harass;
- D. Content that misrepresents the commenter’s identity or affiliation or impersonates others;
- E. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, political affiliation, or sexual orientation;
- F. Sexual content or links to sexual content;
- G. Solicitations of commerce;
- H. Off-topic or repetitive posts;
- I. Conduct or encouragement of illegal activity;
- J. Information that may compromise the safety or security of Planning, the public, or public systems;
- K. Confidential or non-public information; or
- L. Content that violates a legal ownership interest of any other party.

#### III. Non-Endorsement Disclaimer

Knoxville-Knox County Planning does not endorse any comment or position stated or implied, other than those posted directly by Planning staff. This includes comments made by individual members of Planning staff that represent only his/her personal opinion as a member of the public. This also includes comments or positions stated or implied within content written by a third party that are posted or linked to by Planning for informational purposes. Furthermore, the agency does not monitor, nor does it endorse or take responsibility for, any comments, opinions, or agendas implicitly or explicitly stated within the profiles or personal pages of persons or groups who “like,” follow, or are linked in any way to Planning’s social media content.

**IV. Third Party Entity Disclaimer**

Social media sites are owned and maintained by third party entities. Planning assumes no responsibility for the maintenance of these services, nor for the privacy, security, or protection of any information submitted by users in any portion of a social media site.

**V. Right to Summarize**

Whenever possible, links will be provided to users to submit official comment. Information received via social media may be summarized and shared with the Planning Commission or committees as appropriate.

**VI. Adherence to Laws and Policies**

The use of social media will follow all federal, state, local, and Planning-related laws and/or policies regarding the sharing of information, copyright and ownership, and collection of data.

**VII. Collection of Data**

Planning will not collect or store the personal information (name, email, location, gender, etc.) of social media users except when required by law. Social media sites may have their own privacy policies that may differ from Planning’s.

**VIII. Public Record**

All content posted by either Planning or any member of the public to Planning social media pages is considered part of the public record. The State of Tennessee defines public records as follows:

"Public record or records" or "state record or records" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. (Tenn. Code Ann. § 10-7-503(a)(1)(A)(i))

## APPENDIX E: TRANSPORTATION GLOSSARY

### **American Association of State Highway and Transportation Officials (AASHTO)**

A nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico.

### **Access/Accessibility**

The opportunity to reach a given end use within a certain time frame, or without being impeded by physical, social, or economic barriers.

### **Addendum**

Supplementary information in addition to a completed document. Addendums may be used to clarify and support the information in the original document, or to integrate planning requirements finalized after the document's approval.

### **Administrative Adjustment**

A minor revision to a Regional Mobility Plan (RMP) or Transportation Improvement Program (TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or an air quality conformity determination (in nonattainment and maintenance areas).

An adjustment is further defined as follows:

- A minor change in the total project cost (see total project cost table);
- A minor change in project description that does not change the air quality conformity finding in maintenance and/or non-attainment areas; or
- A minor change in the project description/termini that is for clarification and does not change the project scope; or
- Shifting funds between projects within a TIP (i.e., funding sources and projects already identified in the TIP) if the change does not result in a cost increase greater than the amendment threshold (see project total cost table) for the total project cost of all phases shown within the approved TIP; or
- Adding an amount of funds already identified in the STIP/TIP for the current or previous year(s) if the funds are currently identified in the STIP/TIP either in an existing project or as available funds and the change does not result in a cost increase greater than the amendment threshold (see project total cost table) for the total project cost of all phases within the approved TIP; or
- Moving projects from year to year within an approved TIP, except those that cross air quality horizon years; or
- Changes required to follow FHWA and FTA instructions as to the withdrawal of funds or reestablishment of funds withdrawn at the request of FHWA or FTA; or
- Moving funds between similarly labeled groupings, regardless of percent change; or
- Adjustments in revenue to match actual revenue receipts.

### **Amendment**

A revision to a Regional Mobility Plan (RMP) or Transportation Improvement Program (TIP) that involves a major change to a project, including the addition or deletion of a project or a major change in project

cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint. If an amendment involves “non-exempt” projects in nonattainment and maintenance areas, an air quality conformity determination is required.

An amendment is further defined as follows:

- A major change in the total project cost, excluding groupings (excluding groupings); or
- or adding a new project or deleting a project from the RMP/TIP; or
- A major change of project scope; examples include, but are not limited to, changing the number of through-lanes, adding/deleting non-motorized facilities, changing mode (e.g., rolling stock or facility type for transit), changing capital category (i.e., transit funding), or changing termini; or
- Any change requiring a new regional air quality conformity finding, where applicable (including a grouping).

### **Alternative Modes of Transportation**

Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include: rail, transit, carpools, bicycles, and walking.

### **Americans with Disabilities Act (ADA)**

Federal civil rights legislation for persons with disabilities, signed into law in 1990 that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications, and transportation. Transportation requirements include the provision of “comparable paratransit service” that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

### **Arterial Street**

A class of street serving major traffic movements (high-speed, high volume) for travel between major points.

### **Attainment Area**

An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. Nonattainment areas are areas considered not to have met these standards for designated pollutants. An area may be an attainment area for one pollutant and a nonattainment area for others.

### **Capacity**

A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic and control conditions; usually expressed as vehicles per hour or persons per hour.

### **Capital Improvement Program (CIP)**

A plan for future capital infrastructure and program expenditures that identifies each capital project, its anticipated start and completion, and allocates existing funds and known revenue sources for a given period of time. Most local governments have a CIP.



**Clean Air Act (CAA)**

Federal statutes established by the United States Congress which set the nation's air quality goals and the process for achieving those goals. The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law.

**Congestion**

A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

**Congestion Management Process (CMP)**

Systematic process for managing congestion. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

**Congestion Mitigation and Air Quality Improvement Program (CMAQ)**

A categorical Federal-aid funding program created with the Intermodal Surface Transportation Efficiency Act (ISTEA). Directs funding to projects that contribute to meeting National Ambient Air Quality Standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (Single-Occupant Vehicles).

**Context Sensitive Solution (CSS)**

A collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic, and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.

**Design Standards**

Standards that are met when a new road is constructed, or when a deficient section is improved. These standards pertain to all relevant geometric and structural features required to provide a desired level of service over the life of the project. The life of the project is generally 20 years beyond its implementation.

**Environmental Assessments (EA)**

Prepared for federal actions under the National Environmental Policy Act (NEPA) where it is not clearly known how significant the environmental impact might be. If, after preparing an environmental assessment, it is determined that the project impact is significant, an Environmental Impact Statement (EIS) is then prepared. If not, a "finding of no significant impact" (FONSI) is documented.

**Environmental Impact Statements (EIS)**

Prepared for federal actions that have a significant effect on the human and natural environment. These are disclosure documents prepared under the National Environmental Policy Act (NEPA) that provide a full description of the proposed project, the existing environment and analysis of the anticipated beneficial and adverse environmental effects of all reasonable alternatives. There are various stages — Draft EIS and Final EIS.

**Environmental Justice (EJ)**

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

**Environmental Protection Agency (EPA)**

The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others. EPA is the source agency of air quality control regulations affecting transportation.

**Federal Highway Administration (FHWA)**

A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal lands roads.

**Federal Transit Administration (FTA)**

A branch of the U.S. Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development, and improvement of public or mass transportation systems. FTA provides leadership, technical assistance, and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the nation's communities and natural environment and to strengthen the national economy.

**Financial Planning**

The process of defining and evaluating funding sources, sharing the information, and deciding how to allocate the funds.

**Financial Programming**

A short-term commitment of funds to specific projects identified in the regional Transportation Improvement Program (TIP).

**Fiscal or Financial Constraint**

Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

**Fixing America's Surface Transportation (FAST) Act**

In 2015, President Obama signed the FAST Act into law. It was the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.

**Geographic Information System (GIS)**

Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

**High-Occupancy Vehicle (HOV)**

Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

**Intelligent Transportation Systems (ITS)**

The application of advanced technologies to improve the efficiency and safety of transportation systems.

**Intermodal**

The ability to connect and the connections between modes of transportation.

**Intermodal Surface Transportation Efficiency Act (ISTEA)**

The 1991 federal transportation law that introduced a more intermodal and collaborative process for planning and funding transportation projects and programs. Many of the provisions from ISTEA were continued and expanded in follow-up legislation.

**Knoxville Area Transit (KAT)**

The transit agency serving the Knoxville area.

**Level of Service (LOS)**

A qualitative rating of how well a unit of transportation supply (e.g. street, intersection, bikeway, etc) serves its current or projected demand. LOS A = free-flow condition (32 percent of capacity); B = reasonably free-flow conditions (51 percent); C = operation stable but becoming more critical (75 percent); D = lower speed range of stable flow (92 percent); E = unstable flow (100 percent); F = forced flow; >100 percent of capacity, stop-and-go operation.

**Maintenance Area**

Maintenance area is any geographic region of the United States previously designated nonattainment pursuant to the CAA Amendments of 1990 and subsequently redesignated to attainment subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

**Major Road Plan**

This plan views each road as part of the overall transportation system and identifies its functional classification. It assigns right-of-way requirements based on the purpose and function of the road, future road improvements, future pedestrian improvements, traffic counts, anticipated development, and policies and goals contained in adopted sector plans, Regional Mobility Plans, the Knoxville-Knox County General Plan, and/or other documents. The Major Road Plan is used in the regulation of land use and is identified in the Knoxville-Knox County Minimum Subdivision Regulations, Section 3.04.

**Metropolitan Planning Organization (MPO)**

Also known as a Transportation Planning Organization (TPO), an MPO is a planning agency established by federal law to assure a continuing, cooperative, and comprehensive transportation planning process takes place that results in the development of plans, programs, and projects that consider all transportation modes and supports the goals of the community. Each urbanized area or contiguous urbanized area, as defined by the U.S. Census Bureau, containing a population of greater than 50,000 is required to have an MPO. [Also see Transportation Planning Organization.]

**Mode, Intermodal, Multimodal**

Form of transportation, such as automobile, transit, bicycle, and walking. Intermodal refers to the connections between modes, and multimodal refers to the availability of transportation options within a system or corridor.

**National Environmental Policy Act of 1969 (NEPA)**

An established national environmental policy requiring that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

**National Historic Preservation Act (NHPA)**

Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for the National Register of Historic Places. If effects are identified, federal and state agencies and the public must identify means to mitigate the harm.

**Nonattainment**

Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990. An area can at the same time be classified as in attainment for one or more air pollutants and as a nonattainment area for another air pollutant.

**Paratransit**

Alternative known as "special or specialized" transportation, which often includes flexibly scheduled and routed transportation services. These services use low-capacity vehicles such as vans to operate within normal urban transit corridors or rural areas. Services usually cater to the needs of persons whom standard mass transit services would serve with difficulty or not at all. Common patrons are the elderly and persons with disabilities.

**Planning (PL) Funds**

Primary source of funding for metropolitan planning designated by the FHWA.

**Regional Mobility Plan (RMP)**

A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system and serving as the defining vision for the region or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over a minimum of the next 20 years. Also known as a Long Range Transportation Plan (LRTP), Regional Transportation Plan (RTP), or Metropolitan Transportation Plan (MTP).

**Right-of-Way (ROW)**

Public space legally established for the use of pedestrians, vehicles, or utilities. Right-of-way typically includes the street, sidewalk, and buffer strip areas.

**Rural Planning Organization (RPO)**

An organization similar to an MPO, composed of representatives of rural local governments and appointed representatives from the geographic area covered by the organization with the purpose of involving local officials in multi-modal transportation planning through a structured process.

**Stakeholders**

Individuals and organizations involved in or affected by the transportation planning process, including federal/state/local officials, MPOs, transit operators, freight companies, shippers and the general public.

**Surface Transportation Program (STP)**

Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bicycle and pedestrian facilities.

**Tennessee Department of Environment and Conservation (TDEC)**

Agency created to protect and improve the quality of Tennessee's land, air, water and recreation resources. It administers a variety of programs to safeguard human health and the environment while ensuring natural resources meet healthful, regulatory standards.

**Tennessee Department of Transportation (TDOT)**

The state agency that manages the highway system within Tennessee. TDOT's mission is to plan, implement, maintain, and manage an integrated transportation system for the movement of people and products, with an emphasis on quality, safety, efficiency and the environment for Tennesseans. TDOT is the administrative agency that responds to policy set by the Tennessee Legislation.

**Title VI**

Title VI of the Civil Rights Act of 1964. Prohibits discrimination in any program receiving federal assistance.

**Transportation Conformity**

Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

**Transportation Control Measures (TCM)**

Transportation strategies that affect traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, provision of bicycle facilities, ridesharing, telecommuting, etc. Such actions may be included in a State Implementation Plan if needed to demonstrate attainment of the National Ambient Air Quality Standards.

**Transportation Demand Management (TDM)**

"Demand-based" techniques that are designed to change travel behavior in order to improve the performance of transportation facilities and to reduce the need for additional road capacity. Methods include the use of alternative modes, ride-sharing and vanpool programs, and trip-reduction programs and/or ordinances.

**Transportation Improvement Program (TIP)**

A staged, multiyear (typically three to five years) listing of surface transportation projects proposed for federal, state, and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement its Regional Mobility Plan. TIPs contain projects with committed funds over a multiyear period (one to three years).

**Transportation Management Area (TMA)**

All urbanized areas over 200,000 in population and any other area that requests such designation. The MPO is responsible for transportation planning with a TMA.

**Transportation Planning**

A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state, and federal transportation funding. Long-range planning is typically done over a period of 20 years; short-range programming of specific projects usually covers a period of 3 to 5 years.

**Transportation Planning Organization (TPO)**

Also known as a Metropolitan Planning Organization (MPO), a TPO is a planning agency established by federal law to ensure that a continuing, cooperative, and comprehensive transportation planning process takes place that results in the development of plans, programs, and projects that consider all transportation modes and supports the goals of the community. Each urbanized area or contiguous urbanized area, as defined by the U.S. Census Bureau, containing a population of greater than 50,000 is required to have an MPO. [Also see Metropolitan Planning Organization.]

**Transportation Planning Work Program (TPWP)**

The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

**Urbanized Area**

Area that contains a city of 50,000 or more population plus incorporated surrounding areas meeting size or density criteria as defined by the U.S. Census.

**Vehicle Miles of Travel (VMT)**

The sum of distances traveled by all motor vehicles in a specified region. A requirement of the state Transportation Planning Rule is reducing vehicle miles traveled per capita.

**Volume-to-Capacity Ratio**

It compares roadway demand (vehicle volumes) with roadway supply (carrying capacity). For example, a V/C of 1.00 indicates the roadway facility is operating at its capacity. It is often estimated based on assumed values for saturation flow.