



TENNESSEE DEPARTMENT OF TRANSPORTATION

PUBLIC INVOLVEMENT PLAN

A STATEWIDE TRANSPORTATION PUBLIC PARTICIPATION GUIDE

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Table of Contents

Foreward 6

TDOT’s Public Involvement Plan meets federal requirements for a summary of public involvement in plans, programs and projects considered and undertaken by the department. The mission and organizational structure of TDOT both encourage and foster public involvement.

History of Public Involvement Regulations 6
Mission and Structure of TDOT 7

Purpose 9

This document details public involvement procedures and principles of the Tennessee Department of Transportation (TDOT) in accordance with Federal Highway Administration (FHWA) and Federal Transit Authority (FTA) requirements.

Public Involvement 10

TDOT’s policy is that transportation products and services be developed in partnership with local governments, regional organizations, state elected officials, those impacted by projects and those who use the multimodal transportation network.

Philosophy 10
Objectives 10
Process 11
Activities 12
 Level One 12
 Level Two 12
 Level Three 13
 Level Four 16
 Level Five 19
 Long Range Transportation Plan 20
 State Transportation Improvement Plan 22
 Enhanced Public Involvement Activities 30

Performance Measures 3

TDOT’s Community Relations Division will annually, at random, select two projects from each level to evaluate the department’s public involvement performance in order to continually monitor and improve our performance.



Appendices

Appendix A: Glossary	34
The transportation industry is defined by many programs and guidelines, many of which are often defined by acronyms and industry-specific terms. This glossary provides an overview of most widely used terms.	
Appendix B: Notice Requirements/Procedures	38
Specific notice requirements and procedures are required in advertising and providing information on public meetings and hearings on projects.	
Appendix C: Meeting and Hearing Definitions	41
Public Informational Meetings and Hearings are both tools for public involvement, with Hearings having more requirements regarding notice, comment gathering and responding to comments.	
Appendix D: Meeting/Hearing Checklist	44
Much advance planning and preparation, as well as follow-up is required for any Public Informational Meeting or Hearing. This checklist details the steps TDOT personnel take to ensure the meetings are of utmost benefit to both the public and the department.	
Appendix E: Media Strategies/Procedures	49
Specific media strategies and procedures are necessary to effectively get the word out about opportunities for public involvement, taking special care to reach minority and special needs populations.	
Appendix F: Document Samples	50
Documents are designed in standard, uniform formats and used by TDOT to encourage public involvement, including those used to disseminate information about upcoming meetings, as well as those used to gather comments at those meetings.	
Appendix G: Environmental Justice Resources	61
Media outlets and special interest groups are included in the process of public information.	
Appendix H: Consultation with Resource Management Agencies	63
Appendix I: Public Comments on PIP Amended Draft	66



Foreward

History of Public Involvement Regulations

- FHWA and other federal agencies implementing the National Environmental Policy Act (NEPA) of 1969, FHWA environmental procedures (23 CFR 771) and Council on Environmental Quality implementing regulations outline requirements for public input during the project development process. These regulations include publishing notices and providing the opportunity for public hearings to obtain input about transportation projects.
- The federal Americans with Disabilities Act (ADA) encourages the involvement of people with disabilities in the development and improvement of transportation and para-transit plans and services. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. This includes providing accommodations for persons with disabilities for all public involvement activities, including access to meetings, as well as effectively communicating with people who have hearing, vision, or speech disabilities.
- The Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA), its 1998 successor, the Transportation Equity Act for the 21st Century (TEA-21), the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and the 2012 MAP-21 (the Moving Ahead for Progress in the 21st Century Act) emphasize public participation in the transportation planning and programming process. It calls for early and continuing opportunities for the public to be involved in the identification of social, economic and environmental impacts, as well as impacts associated with the relocation of individuals, groups or institutions. TEA-21 requires states and MPOs to involve constituents. SAFETEA-LU requires that MPOs involve interested parties in the participation plan, and mandates states and MPOs to employ visualization techniques to the maximum extent practicable, utilizing electronic formats, such as the web. Federal legislation also requires public involvement in developing and amending metropolitan and rural long-range transportation plans, Transportation Improvement Programs (TIPs), the Statewide Long-Range Transportation Plan (LRTP), the State Transportation Improvement Program (STIP) and project development.
- 23 CFR Chapter 1, Subchapter – Planning and Research, Part 450 – Planning Assistance and Standards, Subsection 450.212, likewise referenced in 49 CFR Part 613, requires that the state shall have in place a documented process, separate and discrete from the public involvement process, for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that provides an opportunity for their participation in the statewide transportation planning process and development of the statewide transportation improvement program.



- A Presidential Executive Order on Environmental Justice (EO 12898 Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), issued on February 11, 1994, also focuses federal agencies' attention on reaching out to certain segments of the community. This Executive Order requires each federal agency to achieve environmental justice by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States. TDOT must comply with USDOT's Final Order to Address Environmental Justice in Minority Populations and Low-Income Populations, which specifically requires that "procedures shall be established, or expanded, as necessary, to provide meaningful opportunities for public involvement by members of minority and low-income populations during the planning, and development of programs, policies, and activities" even though concerns have been addressed through many federal mandates including Title VI of the Civil Rights Act of 1964, and the National Environmental Policy Act (NEPA). Both of these laws serve to heighten the awareness and concern for identifying and addressing social and community impacts. Identifying community impacts is not a completely objective process because differing values and perspectives must be taken into consideration.

TDOT Mission and Structure

Mission

The mission of the Tennessee Department of Transportation is to serve the public by providing the best multimodal transportation system in the nation.

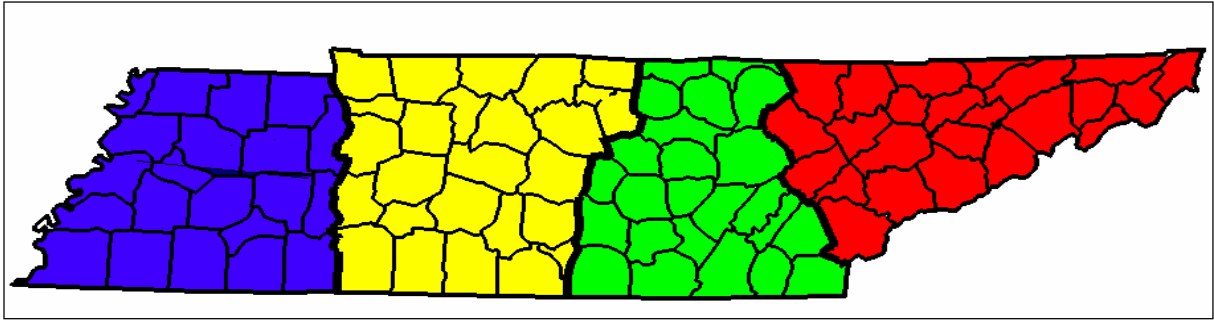
Organization

The department is organized under a single Commissioner who is appointed by the Governor. The department is divided into three bureaus with functional divisions, a Chief of Staff with two staff offices and a Chief Operating Officer with three divisions:

- The Administration Bureau is headed by the Chief Financial Officer and includes these divisions: Central Services, Civil Rights, Human Resources, Information Technology, Finance and the Governor's Highway Safety Office.
- The Engineering Bureau is headed by the Chief Engineer includes these divisions: Program Development and Administration, Design, Right-of-Way, Structures, Materials and Tests, Maintenance, Construction, Incident Management, Traffic Operations and Four Region Directors.
- The Environment and Planning Bureau is headed by an Assistant Commissioner and includes these divisions: Environmental, Project Planning, Multimodal and Long-Range Planning.
- The Chief of Staff heads these divisions: Community Relations and Legislative Services.
- The Chief Operating Officer heads these divisions: Internal Audit, Operational Efficiency and Project Management.

In addition to the five areas listed above, the Aeronautics and Legal Divisions report directly to the Commissioner.

For organizational purposes, TDOT has divided the state into four regions shown below:



Region 4

Region 3

Region 2

Region 1

The department is charged with establishing, expanding, upgrading and maintaining the state’s transportation network. It is funded by the gasoline tax, motor fuel tax, special petroleum tax, motor vehicle registration and the beer and bottle tax.

The geography of the state ranges from plains to mountains. The culture and history of the people living in each of the geographic areas also range widely.

Role of the Division of Community Relations

Each TDOT region has a Community Relations Officer assigned to it. The Division of Community Relations has primary responsibility for mainstreaming the public involvement process at the TDOT. It is focused on an approach to public involvement that develops and maintains clear and consistent procedures throughout the department while allowing for the maximum in flexibility and creativity. Its main role is to serve as the central point for coordinating the department's standards.

This division complements and supplements the efforts of other divisions by assisting them with public outreach and public involvement. It is charged with ensuring the public outreach process meets the department’s standards.

This division developed the Public Involvement Plan to facilitate public involvement and public outreach in the state. The Division of Community Relations is charged with its yearly assessment and continuous improvement.



Purpose

This plan documents the public involvement procedures and stated public involvement principles of the Tennessee Department of Transportation (TDOT). It is intended to fulfill Federal Highway Administration (FHWA) and Federal Transit Authority (FTA) requirements to submit a description of the public involvement component of plans, programs, and projects considered and undertaken by the Department.

The document is intended to outline public involvement considerations and procedures to be used by TDOT staff on all Federal aid projects. (In keeping with TDOT's philosophy for public involvement, a similar process will be followed for all state-funded projects, as addressed in TDOT's Environmental Procedures Manual.) If requested, a Spanish translation of the Public Involvement Plan will be provided. (TDOT considers the threshold of 5% of the population for automatic translation. The Plan is available on the TDOT website for access by both the sighted and visually impaired population.

This plan presents a background of public involvement requirements, explains the Department's philosophy and approaches to public involvement, describes the levels of public involvement, and presents minimum and enhanced public involvement activities expected to be implemented during the development of statewide plans and programs. In accordance with 23 CFR 450.212, likewise referenced in 49 CFR Part 613, this plan incorporates performance measures and a periodic review of the effectiveness of the public involvement process.

This plan will be subject to public review and comment for at least 45 days to comply with 23 CFR 450.212, likewise referenced in 49 CFR Part 613. Comments received on the Public Involvement Plan will be considered before adopting the plan or making any major revisions. All comments received on the Public Involvement Plan will be carefully considered for possible incorporation into the Plan. Comments and their disposition will be included as Appendix I in the final version of the Plan.

As comments are received, they will be acknowledged and will be distributed to appropriate TDOT staff for review. Following discussion among a group of functional area/interdisciplinary experts, a recommendation will be made as to the disposition of each comment. The originator of each comment will be advised of the action taken.

While maintaining the overall goal of moving people and products with emphasis on quality, safety and the environment, it is the intent of the TDOT that the needs of local communities and its citizens, and the input received from public involvement activities for each project, will receive substantial consideration.

Local governments, regional organizations such as Metropolitan Planning Organizations (MPOs), Rural Planning Organizations (RPOs), community leaders, affected citizens and the traveling public will be invited into the process with special emphasis on those traditionally underserved by the transportation process. The TDOT goal is to develop improved communication, involvement and trust between the Department and users of Tennessee's transportation systems.



Public Involvement

Public Involvement Philosophy:

It is the policy of this department to develop its transportation products and services in partnership with local governments, regional organizations, state elected officials, federal partners*, those impacted by the project and those who use the transportation system, including roadways, airports, transit, ports and waterways, bicycle/pedestrian facilities and rail.

The department shall conduct its public involvement process in a manner to ensure accountability for its actions, continuous communication with stakeholders and constituents, consistency in approach, and integrity in its dealings.

Public Involvement Objectives:

- Provide opportunities for anyone who chooses to help shape the future of the state's transportation infrastructure through an involvement process that begins early, is convenient and meaningful;
- Develop partnerships with local community leaders, groups and organizations to provide an integrated, environmentally aware and multi-modal approach to transportation needs and desires;
- Provide timely and easily understood information to citizens, other interested parties, and segments of the community affected by transportation plans, programs, and projects;
- Integrate citizen concerns and needs into the developmental process;
- Ensure adequate public input is obtained for developing Context Sensitive Solutions (CSS) during project planning and design phases;
- Work with traditionally underserved communities to understand and consider their special needs by implementing procedures recommended for environmental justice by the USDOT, FHWA and other federal transportation agencies;
- Build credibility and trust between the department and those whom it exists to serve; and
- Provide for periodic review of the effectiveness of the public involvement process to ensure full and open access to all and revision of the process as necessary.

** Federal partners include FHWA, FTA, FAA and FRA.*

Public Involvement Process

Consideration of the public involvement process to be implemented for any transportation effort will begin at the earliest planning stages of the effort. Projects vary in the length of time required for planning, design and construction, and projects vary greatly in size. The public involvement process can be different for each effort, and the level of public involvement implemented can vary.

The TDOT has identified five levels of public involvement in order to establish some minimum levels of required public involvement, and allow for development of flexible public involvement programs for different projects. Prior to beginning any public involvement activities, an assessment will be made by an interdisciplinary team of TDOT staff as to the category level in which a project is most appropriately classified. The level can be elevated, if appropriate, at any time during project planning and/or development process. The levels are:

- **Level One** – These projects pose minimal or no impact to the surrounding community, require minimal or no right-of-way acquisition, will be of short duration and pose no disturbance to local communities during construction. Projects in this category could include smaller construction projects that require no formal planning or design process. Examples might include median removal, signalization and intersection realignment. Also included in this category are those unfunded projects for which a planning study is being prepared. (An unfunded planning study is considered to be a preliminary report to determine whether a project will proceed. If/when it does move forward, it will be reassigned to Level Two, Three, Four or Five, as appropriate.)
- **Level Two** – These projects include those defined as Categorical Exclusions (CE) by the FHWA, or classified as corridor feasibility or other general planning projects.
- **Level Three** – Projects in this category constitute those that require completion of an Environmental Assessment (EA), or other environmental documentation (for example – Part 150 documents related to aviation facilities). Generally speaking, these projects would have some impact, but not significant, and would be of moderate size, requiring less time for planning, design and construction.
- **Level Four** – These projects are those that would require an Environmental Impact Statement (EIS) to be completed, or are large-scale efforts in terms of both design and construction. Generally speaking, these projects would significantly impact local communities, require substantial acquisition of right-of-way, and require more time for planning, design and construction.
- **Level Five** – This category involves statewide or systems-level efforts undertaken by the Department, including the Statewide Long-Range Transportation Plan, the Statewide Transportation Improvement Plan (STIP), the Statewide Rail Plan, Statewide Aviation Plan and Statewide Transit Plan.

Public Involvement Activities

Public Involvement Program Activities associated with each category are defined below in terms of minimum requirements and potential enhanced activities. Those defined as “minimum requirements” meet or exceed the federal requirements for public involvement. They reflect the minimum level of effort acceptable to TDOT on all projects. Enhanced activities will be considered critical to implement when there is an indication that additional public involvement is needed for any project, such as particularly divisive special interest groups within a project area that would require individual attention. All levels of public involvement will include reviewing demographic information to identify any underserved or special audiences within a project area, and determining the appropriate level of outreach.

LEVEL ONE:

Projects pose minimal or no impact to the surrounding community, require minimal or no right-of-way acquisition, will be of short duration and pose no disturbance to local communities during construction. Examples of Level One projects would be signalization, median adjustment, turn lanes and minor safety improvements. Also included in this category are those unfunded projects for which a planning study is being prepared.

Required Minimum Public Involvement

Correspondence will be sent to elected officials, Metropolitan Planning Organizations (MPOs) and Development Districts in the project area to provide information. The correspondence will describe activities and anticipated impacts, and will invite input regarding the project. All correspondence will be distributed at least two weeks prior to the start of any activity. (An exception is unfunded planning studies. No action will be taken until a decision is made to move forward with the study, at which time a new level of public involvement will be assigned and appropriate action taken.)

Enhanced Public Involvement

- Designate a team to determine what level of public involvement should be reached.
- Hold informal meetings upon request.
- Present information to the MPO, local city council or other organization.

LEVEL TWO:

Projects include those defined early in the planning process as Categorical Exclusions (CE) by the FHWA, or classified as corridor feasibility or other general planning projects.

Required Minimum Public Involvement

Projects in this category have officially entered the environmental phase under which NEPA

public involvement requirements are clearly articulated. Typically, projects in this category are defined early in the planning process as a Categorical Exclusion (CE), or the effort requires minimal planning before design and construction begin. If the project is a CE project, then normal NEPA requirements will apply. With all other Level Two projects, public involvement will be required as follows:

At the beginning of both the preliminary planning and design processes, correspondence will be sent to elected officials, Metropolitan Planning Organizations (MPOs) and Rural Planning Organizations (RPOs) in the project area to provide information. The correspondence will describe activities and anticipated impacts, and will invite input regarding the project. If no planning period is anticipated for the project, correspondence will be sent to these parties at the beginning of the design process.

Media releases will be distributed once during the planning stage and once during the design stage. Media releases will be sent to at least one newspaper in the project area with wide circulation, and also to the television and radio stations serving the project area. Media releases also will be sent to any ethnic publications within the project area, and posted to TDOT's website. The media releases will describe the expected project, notify readers of anticipated impacts, and invite comment.

Construction

Where appropriate, signs will be posted to alert users of transportation facilities about changes in their movements that may be required to facilitate the efficient, safe movement of people and traffic.

Enhanced Public Involvement

- Designate a team to determine what level of public involvement should be reached, and identify appropriate public involvement activities
- Hold informal meetings with parties desiring to meet
- Present information to the MPO, local city council or other organization

LEVEL THREE:

Projects in this category constitute those that require completion of an Environmental Assessment (EA), or other environmental documentation (such as the Part 150 for Aviation facilities). Generally speaking, these projects would have some impact, but not necessarily significant, and would be of moderate size, requiring less time for planning, design and construction than a project classified as Level 4 or Level 5.

Required Minimum Public Involvement

A team of TDOT staff, any associated consultants, and, if appropriate, staff or representatives of MPOs, RPOs, FHWA, FTA, or other transportation agencies will be formed for determining



(Level 3, continued)

the appropriate level of public involvement for individual projects. The team will determine the public involvement activities to be implemented for each project to which the team is assigned. MPOs will be notified at the beginning of major phases of a project. A description of required activities for each phase of project development includes:

Planning

At the beginning of the planning phase, a public involvement plan will be developed that outlines specific activities to be carried out during the planning process. The plan will identify issues relating to the project, outline goals and objectives of the public involvement plan, and identify specific techniques to be used during the planning process. At a minimum, the public involvement plan will include the following:

- Development of a database of citizens living in the project area, elected officials, stakeholders, such as businesses or institutions in the area and any other groups or individuals thought to have an interest in the project. The database will be used to communicate project information to stakeholders.
- Identification of what correspondence will be sent to whom, and on what dates.
- Identification of any populations in the project area requiring special outreach to ensure they have access to information and the opportunity to make comments, regardless of race, religion, age, income or disability. Identification of these populations will include using Census data or information obtained from groups or organizations known to have knowledge of these populations.
- Development of a media relations plan that identifies the dates and proposed content of media releases, and that identifies any ethnic media outlets to which information should be sent. Refer to Appendix E for more detailed information about media procedures and strategies.
- Determination of the need to hold public meetings in the project area, and a description of how many public meetings will be held, including anticipated dates and locations of meetings. Note: Public meetings may not be required to be held. Refer to Appendices B, C and D for more detailed information about public meeting notice procedures and meeting planning and coordination.
- Coordination of a notice to offer the opportunity for public hearing to comply with FHWA and NEPA requirements regarding EAs. Refer to Appendix B for more information about notice of opportunity for public hearing.
- If requested, a public hearing will be coordinated and conducted. Refer to Appendix C for more information about public hearings.
- Development of material and information to be posted on TDOT's website.

Design

At the beginning of the design process, correspondence will be sent to all persons in the planning phase database (and any others identified between the planning and design phases) to apprise them of design activities, and a media release will be distributed to all media in the vicinity of the project. The correspondence and media release will include a review of the

activities and results of the planning process, and will describe expected design activity and anticipated impacts. This will include any anticipated survey work on private property as well as the schedule for any planned design public meetings. The correspondence and media release will invite input regarding the project. Correspondence may take the form of a newsletter or other unique form of communication.

At the end of the design process, a right-of-way public meeting will be held to present the final proposed right-of-way plans. Before construction begins, correspondence will be sent to all persons on the database at the end of the design phase to apprise them of impending construction. The correspondence will describe the anticipated impacts during construction and will invite input regarding the project.

Construction

A media release will be prepared and distributed prior to construction that provides information about impending construction activity in the project area. The media release will be distributed to at least one newspaper in the project area with wide circulation, to all television and radio stations serving the project area, and to any minority publications within the project area. It will also be posted to TDOT's website. The Record-A-Comment telephone number, 1-877-SMARTWAY (1-877-762-7892), will be displayed prominently in the media release and public comments will be encouraged.

Where appropriate, signs will be posted to alert users of transportation facilities about changes in their routine or usual activities that may be required to facilitate the efficient, safe movement of people and traffic.

Enhanced Public Involvement Activities

Planning

Additional public involvement activities to enhance the planning phase are listed in the Enhanced Public Involvement Activities list shown at the end of this section. (page 30.)

Design

During the design phase, it may be necessary to continue communications with the groups and individuals involved in the planning process on a more frequent and intense level. If this need was identified during the planning phase, a public involvement plan for design should be developed that includes the minimum of activities as described above.

In addition, during the design phase, activities to enhance construction communication may need to take place. These include such activities as meeting with local businesses or residents to answer questions and identify potential construction issues. When issues are identified, a plan for resolving those issues during construction will be developed.



(Level 3, continued)

Construction

- Increase media activity to provide additional information.
- Utilize third-party groups, such as business organizations and neighborhood associations to disseminate information about construction activities.
- Provide printed materials about construction activities to anyone requesting such information.
- Post project information on the TDOT website.

LEVEL FOUR

These projects are those that would require an Environmental Impact Statement (EIS) to be completed. Generally speaking, these projects would significantly impact local communities, require substantial acquisition of right-of-way, and require more time for planning, design and construction.

Required Minimum Public Involvement

A team of TDOT staff, any associated consultants, and, if appropriate, staff or representatives of MPOs, RPOs or other transportation agencies will be formed for determining the appropriate level of public involvement for individual projects. The team will determine the public involvement activities to be implemented for each project to which the team is assigned. MPOs will be notified at the beginning of major phases of a project. A list of required activities for each phase of project development and implementation includes:

Planning

At the beginning of the planning phase, a public involvement plan will be developed that outlines specific activities to be carried out during the planning process. The plan will identify issues relating to the project, outline goals and objectives of the public involvement plan, and identify specific techniques to be used during the planning process. At a minimum, the public involvement plan will include the following:

- Development of a database of citizens living in the project area, elected officials, stakeholders, such as businesses or institutions in the area and any other groups or individuals thought to have an interest in the project. The database will be used to communicate project information to stakeholders.
- Identification of what correspondence will be sent to whom on what dates.
- Identification of any populations in the project area requiring special outreach to ensure they have access to information and the opportunity to make comments, regardless of their race, religion, age, income or disability. Identification of these populations will include using Census data or information obtained from groups or organizations known to have knowledge of these populations.
- Development of a media relations plan that identifies the dates and proposed content of media releases, and that identifies any ethnic media outlets to which information should be

sent. Refer to Appendix E for more detailed information about media procedures and strategies.

- Determination of the number of public meetings to be held in the project area, and a description of what will be presented at each meeting, and anticipated dates and locations of meetings. The threshold for “need” will be determined by the interdisciplinary group that assesses level of public involvement. Refer to Appendices B, C and D for more detailed information about notice and implementation information for public meetings.
- Coordinating and conducting a public hearing to comply with Federal agency and NEPA requirements regarding EISs. Plans for the hearing will describe the content and dates of required notices of the hearing, and placement of the environmental documents for public review will be described. Refer to Appendices B, C and D for more detailed information about notice and implementation information for public hearings.
- Development of material and information to be posted on TDOT’s website.
- Identification and specifics of any other communication activities to be carried out during the planning process, such as production and publication of newsletters, fliers, posters, brochures, fact sheets or other printed products, special media relations activities, Speaker’s Bureau activities and special events participation.

Design

At the beginning of the design process, correspondence will be sent to all persons in the planning phase database (and any others identified between the planning and design phases) to apprise them of design activities, and a media release will be sent to all media in the vicinity of the project. The correspondence and media release will include a review of the activities and results of the planning process, and will describe expected design activity and anticipated impacts. The correspondence and media release also will provide an anticipated date that construction will begin and will invite input regarding the project. Correspondence may take the form of a newsletter or other unique form of communication.

At the end of the design process, after all required meetings related to design have been held, a right-of-way public meeting will be held to present the final proposed right-of-way plans. Before construction begins, correspondence will be sent to all persons on the database at the end of design to apprise them of impending construction. The correspondence will describe anticipated impacts during construction and will invite input regarding the project. Critical design information will be posted to the website.

Construction

A media release will be prepared and distributed prior to construction that provides information about impending construction activity in the project area. The media release will be distributed to at least one newspaper in the project area with wide circulation, and also will be sent to all television and radio stations serving the project area. The Record-A-Comment telephone number, 1-877-SMARTWAY (1-877-762-7892), will be displayed prominently in the media release and public comments will be encouraged. Media releases also will be sent to any ethnic



(Level 4, continued)

publications within the project area, and posted to TDOT's website. Where appropriate, signs will be posted to alert users of transportation facilities about changes in their routine or usual activities that may be required to facilitate the efficient, safe movement of people and traffic.

Enhanced Public Involvement Activities

Planning

Additional public involvement activities to enhance the planning phase are listed in the Enhanced Public Involvement Activities list (see page 30).

Design

During the design phase, it may be necessary to continue communications with the groups and individuals involved in the planning process on a more frequent and intense level. If this need was identified during the planning phase, a public involvement plan for design should be developed that includes the minimum of activities as described above.

In addition, during the design phase, activities to enhance construction communication may need to take place. These include such activities as meeting with local businesses and/or residents to answer questions and identify potential construction issues. When issues are identified, a plan for resolving or mitigating those issues during construction will be developed.

Construction

- Increase media activity to provide additional information.
- Utilize third-party groups, such as business organizations and neighborhood associations to disseminate information about construction activities.
- Provide printed materials about construction activities to anyone requesting such information.
- Post information on the TDOT website.

LEVEL FIVE

All statewide or systems-level efforts undertaken by the department, including the Statewide Long-Range Transportation Plan (LRTP) and the Statewide Transportation Improvement Plan (STIP).

Public involvement activities for all statewide and systems-level efforts will be treated in a manner separate from other categories, in that the minimum level of public involvement will be determined based on the effort to be undertaken. When the department intends to embark on a statewide effort, a team of TDOT staff, any associated consultants, and appropriate Federal agency staff will be formed to determine the appropriate level of public involvement for statewide plans. The assigned team for each effort will determine the activities to be implemented for public involvement.

Five elements will be used to develop the public involvement program for the efforts undertaken in this category. Those elements include:

1. Awareness building activities
2. Community outreach activities
3. Educational and feedback opportunities
4. Methods to disseminate information
5. Ongoing assessments of the Public Involvement Program's effectiveness.

Each of these elements will employ a variety of public involvement techniques to elicit public participation in the decision-making process. (See **Enhanced Public Involvement Activities List**, p. 30.) Most of these techniques are expected to be utilized in Level 5 efforts. Public meetings will be incorporated into the development of any statewide or long-range planning efforts, as described in the following pages.

A concentrated effort will be made to include stakeholders representing the diverse concerns of Tennessee's population, with special emphasis on drawing the traditionally underserved into the process. Traditionally underserved transportation stakeholders are defined as those belonging to a minority population or those of low income. Efforts to include these populations will include contacting minority media outlets and special interest organizations who can help identify and reach Environmental Justice stakeholders across the state. Appendix G includes the current list of media outlets and organizations to be utilized for this purpose. The list will be revised as needed.

Throughout the development of all statewide and systems-level efforts, there shall be an assessment of the effectiveness of the public involvement activities. A combination of qualitative and quantitative measures shall be used to evaluate the effectiveness of the program in achieving its objectives and obtaining public feedback. This assessment, to be conducted by the Community Relations Division following the process described on pages 31, 32 and 33, will serve as a means by which to improve the public involvement process.



(Level 5, continued)

Long Range Transportation Plan

The state is federally required to maintain a Long Range Transportation Plan which covers a minimum of 20 years at the time of adoption. Regular, ongoing public involvement in the long range planning process is provided through the state's 12 Rural Planning Organizations (RPOs) and 11 Metropolitan Planning Organizations (MPOs). Each of these regional organizations has an executive board which consists of local elected officials from that region. TDOT provides staff to the RPOs and is responsible for leading transportation planning in the rural areas. In metropolitan areas, the MPOs have primary responsibility for leading the planning process, with the participation of TDOT and other agencies. Meetings are held at least twice per year; many organizations meet much more frequently. All meetings are publicly advertised and offer the opportunity for the public to make comments. Further information on these organizations, including web links and contact information, is posted on TDOT's website under the Long Range Planning Division section.

Development of the Plan

TDOT uses an extensive public involvement process for developing the statewide Long Range Transportation Plan. Stakeholders and the general public are asked to provide input to the draft Plan during multiple stages of development, including assessment of transportation needs, identification and evaluation of options to address those needs, and review of the final draft Plan. The flowchart on page 24 shows how input is collected for each stage of Plan development. The development of the Plan also includes the formal, federally-required process of consultation with non-metropolitan local officials on transportation needs, which occurs through public meetings of the 12 Rural Planning Organizations.

TDOT also has formal agreements for consultation with federal land management agencies and other federal and state agencies responsible for planned growth and resource management. Generally speaking, these agencies provide TDOT with the latest inventories, maps and plans regarding natural and cultural resources. TDOT then develops the draft Plan with consideration of that information. A copy of the draft Plan is sent to the agencies for comment at the same time that it is made available for 30-day public review. A list of these agencies, along with a description of the consultation process, can be found in Appendix H.

General stakeholders for the Plan (defined as "interested parties" in §450.210 of the federal planning regulations) include citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and providers of freight transportation services. Many of these stakeholders are already involved in TDOT's long range planning process through their participation in MPO and RPO planning activities.

In addition, TDOT appoints representatives to a Statewide Steering Committee which includes the same types of stakeholders but emphasizes groups with a statewide perspective. The Steering Committee provides an additional source of input at the same stages of plan development as the RPO/MPOs and the general public. Members are identified through



(Level 5, continued)

professional associations, phone listings and websites, and previous involvement and/or advocacy in transportation issues.

Citizens who are not formal participants in an MPO, RPO, or the Statewide Steering Committee also have a number of opportunities to become involved in the Plan's development. They may speak during the public comment period of any MPO or RPO meeting; attend one of the Plan public meetings held across the state by TDOT at each of the points shown in the flowchart on page 24; or submit comments by e-mail, telephone, facsimile or letter. Specific time periods for comments, along with the specific e-mail address, phone number, etc. are listed in public notices.

Revisions to the Plan

The state's Long Range Transportation Plan document (LRTP, or Plan) is modified periodically as warranted by changes in federal planning regulations or in planning data. Revisions are categorized as administrative modifications, major Plan amendments, or minor Plan amendments. The category determines the type of public involvement process used, as further described below.

Administrative modifications are revisions that do not affect (1) the technical or policy information on which the Plan is based, nor (2) the recommended programs and policies of the Plan. An example would be to correct a typographical error or update the contact person cited for a particular government agency. Administrative modifications are made by the Department and a copy of the modification is forwarded to each MPO and RPO for informational purposes. The updated document is posted on the TDOT website; in addition, changes will be noted in an Appendix with the date the change was made.

Amendments are revisions which affect the Plan's technical or policy information. *Minor amendments* provide additional information that may be of interest to the public, but do not result in any changes to the Plan's recommended policies and programs. *Major amendments* are those that significantly affect forecasted needs, such as new census information. These would affect the recommended policies and programs, which in turn provide guidance for the projects funded in TDOT's State Transportation Improvement Program (STIP).

Major Plan amendments follow the same process as the development of the Plan since they affect the recommendations and decisions made. (See flowchart on page 24.)

For minor Plan amendments, the public involvement process that TDOT uses involves the same groups (Statewide Steering Committee, MPO/RPOs, and the general public) but does not require multiple stages for public review and comment. (See flowchart on page 25.)

TDOT drafts a proposed minor Plan amendment with any directly affected stakeholder groups and then sends it by e-mail or letter to the Statewide Steering Committee, the 11 MPOs and 12 RPOs for review. If feasible, TDOT presents the amendment to the 11 MPOs and 12 RPOs for public discussion at their meetings, rather than hosting a separate set of public meetings.



(Level 5, continued)

However, as previously noted, some regional organizations may meet more frequently than others. Where deemed appropriate, TDOT and individual MPOs or RPOs may mutually agree to substitute a TDOT-hosted public meeting in the same TDOT region.

At the time that the draft amendment is provided to the Statewide Steering Committee and the MPOs/RPOs, its availability is also publicly advertised. The draft amendment itself is posted on the TDOT website and copies are made available at the four TDOT Regional Offices. After comments are received and considered, the final Plan amendment is made available in the same manner, and sent directly to each MPO/RPO.

Regardless of whether a Plan amendment is major or minor, all meetings held are open to the public and are advertised and held in accordance with the adopted procedures of this Public Involvement Plan. Meeting advertisements explain how TDOT also accepts comments by e-mail, phone and facsimile. Materials provided at the meetings are also posted on the TDOT website or available in printed copy at the four TDOT Regional Offices. Visualization techniques are used to help describe the Plan's findings and recommendations to the public. For example, color maps are used in the Plan to show the geographic patterns of changing projections for population and jobs, which helps explain why certain corridors on the map are recommended for improvement. Financial scenarios are shown in line graphs that compare projected revenue trends with the cost estimates of identified transportation needs.

The current version of the LRTP and any proposed changes are posted on the TDOT website and hard copies are made available at all TDOT Regional Offices. Comments are received on draft Plans, or draft Plan amendments, for a minimum of 30 days. Specific dates for the comment period are listed as part of the public advertisement of a Plan or Plan amendment. Comments are summarized, along with their disposition, in an appendix to the document. Between updates, public comment is encouraged and should be submitted to TDOT through the appropriate regional planning organization (metropolitan or rural) and/or the TDOT Community Relations Division.

State Transportation Improvement Program (STIP)

The State Transportation Improvement Program is an accumulation of projects that set forth a logical progression of transportation improvements to meet the diverse demands of our transportation network. Projects included in the State Transportation Improvement Program are a reflection of the transportation priorities established in the State and Metropolitan Planning Organization Long Range Plans. Revisions to those Long Range Plans, which can occur with changing economic development patterns, population shifts, etc., are assessed and appropriate changes take the form of amendments to an existing State Transportation Improvement Program, or in development of a new State Transportation Improvement Program.

Page 29 reflects a general flowchart of the public involvement process used for the State Transportation Improvement Program (STIP). The STIP is updated at least every four years. Current and subsequent versions are posted on the TDOT website. Between updates, public
(Level 5 text continued on page 26)



TDOT LRTP Statewide Steering Committee

- AAA Club South
- AAA East Tennessee
- AARP
- Alliance for Native American Indian Rights of Tennessee, Inc.
- American Council of Engineering Companies
- Association of County Mayors
- Association of Economic Development Districts
- Chattanooga African American Chamber of Commerce
- Citizens for TDOT Reform
- City of Chattanooga, Public Works Department
- City of Columbia
- CSX Transportation
- Cumberland Region Tomorrow
- East Tennessee Development District
- Engineering Profession
- Home Builders Association of Tennessee
- Ingram Barge Company
- Jackson Metropolitan Planning Organization
- Johnson City Metropolitan Planning Organization
- Kingsport Board of Mayor and Aldermen
- LoJac
- Memphis Regional Chamber of Commerce
- NAACP Tennessee Conference of Branches
- National Transportation Research Center
- Norfolk Southern Corporation
- Northwest Tennessee Economic Development Council
- Port of Memphis
- Seniors, Inc.
- Sierra Club — Tennessee State Chapter
- Southern Environmental Law Center
- Statewide Independent Living Council
- Tennessee Alliance of Legal Services
- Tennessee Association of Air Carrier Airports
- Tennessee Association of Housing & Redevelopment Authorities
- Tennessee Association of MPOs
- Tennessee Aviation Association
- Tennessee Chamber of Commerce and Industry
- Tennessee Chapter, American Planning Association
- Tennessee County Highway Officials Association
- Tennessee Disability Coalition
- Tennessee Education Association
- Tennessee Farm Bureau Federation
- Tennessee General Assembly—House of Representatives
- Tennessee General Assembly—Senate
- Tennessee Hispanic Chamber of Commerce
- Tennessee Hotel & Lodging Association
- Tennessee Immigrants and Refugee Rights Coalition
- Tennessee Municipal League
- Tennessee Parks & Greenways Foundation
- Tennessee Public Transportation Association—Rural
- Tennessee Public Transportation Association—Urban
- Tennessee Road Builders Association
- Tennessee School Board Association
- Tennessee Section, Institute of Transportation Engineers
- Tennessee Shortline Railroad Alliance
- Tennessee Trucking Association
- Tennessee Wildlife Federation
- Upper Cumberland Human Resource Agency
- Walk/Bike Nashville
- West Tennessee Industrial Association
- Women's Transportation Seminar

LONG RANGE TRANSPORTATION PLAN: ADOPTION and/or MAJOR PLAN AMENDMENTS

PLANNING PROCESS

PUBLIC INVOLVEMENT

Step 1: Understand Needs
Discuss data and trends influencing transportation in Tennessee. Review guiding principles, goals and objectives for the future.

1st Round
Statewide Steering Committee
Regional Planning Organizations
Public Meetings



Step 2: Identify Options
Collect public input on priority options for improving the transportation system, and identify specific needs.

2nd Round
Statewide Steering Committee
Regional Planning Organizations
Public Meetings



Regional Consultation Sessions
Consult with local metropolitan and rural officials on long-range, multimodal transportation needs.

Rural consultation meetings and Metropolitan Planning Organization meetings publicized in newspapers and on website. Local officials and citizens provide input on transportation needs.



Step 3: Technical & Cost Analysis
Discuss the financial and technical feasibility of high priority options and needs, as well as the tradeoffs involved in pursuing particular options or needs.

3rd Round
Statewide Steering Committee
Regional Planning Organizations
Public Meetings



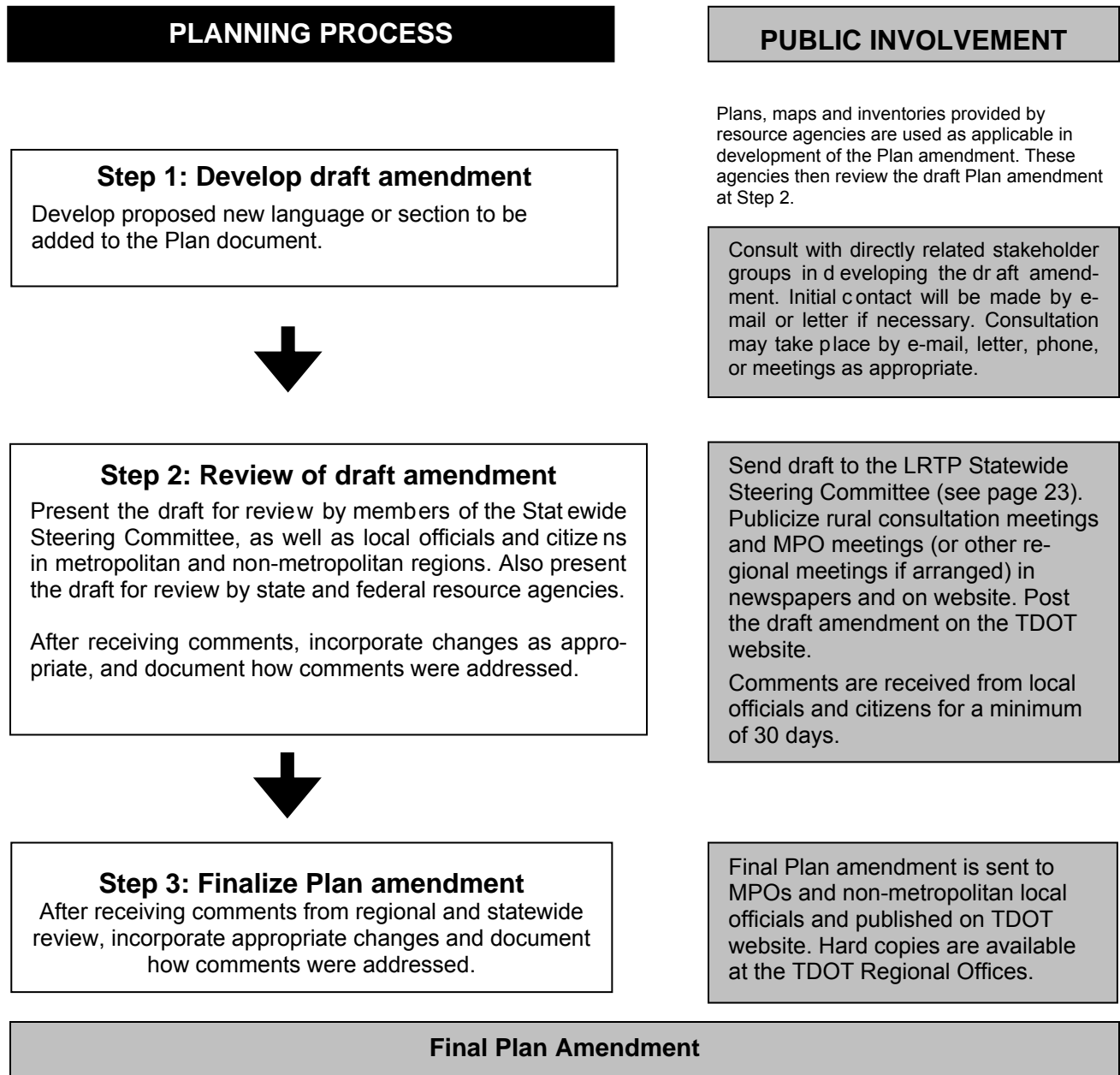
Step 4: Final Plan
Present and discuss the proposed final State Long Range Transportation Plan (or Major Plan Amendment)

4th Round
Statewide Steering Committee
Regional Planning Organizations
Public Meetings
Comments accepted for a minimum of 30 days after the final regional meeting.

Final Statewide Long Range Transportation Plan (or Major Plan Amendment)

LONG RANGE TRANSPORTATION PLAN: MINOR AMENDMENTS

Minor amendments are those that clarify or supplement information in one or more portions of the Long Range Plan, but do not change the programs and policies adopted as part of the last major Plan update.





(Level 5, continued)

comment will be encouraged and should be submitted to TDOT through the appropriate regional planning organization (metropolitan or rural) and/or the TDOT Community Relations Division. The Community Relations Division can be contacted by phone at (615) 741-7736, or by mail, Suite 700, James K. Polk Building, Nashville, Tennessee 37243-0349.

Development of the State Transportation Improvement Program (STIP)

Interested parties for the State Transportation Improvement Program (STIP) include citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of bicycle transportation facilities, representatives of the disabled, and providers of freight transportation services. Many of these stakeholders are already involved in TDOT's STIP process through their participation in MPO and RPO activities. Additionally, various individuals and representative groups of these stakeholders meet personally, write letters or email the Department throughout the year to offer input to the Department's transportation direction. Comments received from these meetings are considered during the STIP development process, as well as all written correspondence, which receives an individual response from the Department. Written comments to the Department, along with the Department's response, are archived by the Community Relations Division. A general advertisement notice for citizens concerning the opportunity to comment on the STIP is placed in newspapers statewide, while an individual notification is sent to interested parties and Federal land management agencies concerning the comment period for the STIP. Further details on the notification processes are provided later in this document.

Federal land management agencies have a formal consultation process with the Long Range Plan from which the STIP is developed. Additionally, representatives of the Department meet at a minimum biennially with representatives of the Eastern Federal Lands Highway Division and U.S. Forest Service to discuss and prioritize road improvements and funding options for Federal Forest Highway Funds for the two major facilities in Tennessee, Cherokee National Forest and Land Between the Lakes. Federal land management agencies are specifically contacted to solicit comments on the STIP during the public comment period, and further encouraged, at any time, to offer suggestions for transportation improvements that impact their facilities. Comments will receive a Department response.

Rural Planning Organizations (RPOs), made up of various rural local officials, have a structure to identify and prioritize proposed transportation improvements. Priority lists from each RPO are submitted to the Department for consideration during the 3-Year Program and STIP preparation process. After the 3-Year Program is finalized, each RPO is notified of the disposition of their priority list. Each RPO is sent a copy of the Draft STIP, along with the public comment notification, and encouraged to solicit input from their organization members. Comments will receive a Department response.

Metropolitan Planning Organizations (MPOs), made up of various urban local officials, have a structure to identify and prioritize proposed transportation improvements. MPOs have federal funds available to them for transportation improvements, and a process for developing a Transportation Improvement Plan (TIP). Priority lists from each MPO are submitted to the Department for consideration during the 3-Year Program and STIP preparation process. TIPs, once adopted, are forwarded to TDOT for inclusion in the STIP. Each MPO has an adopted public involvement plan used to develop its TIP.



(Level

5, continued)

State Transportation Improvement Program Comment Process

The STIP will be accessible to the public and local officials through various resources. TDOT will advertise availability of the STIP for public comment statewide through the Tennessee Press Association. Advertisement will also be included in various Minority and Hispanic newspapers throughout the state. This notice will specify locations, dates and times the document can be reviewed, as well as a contact person, mailing address and phone number. TDOT will send a separate and distinct correspondence to those agencies identified as the Statewide Steering Committee (Page 23), as well as the Federal land management agencies, notifying them of the public comment period, giving locations of the various sites to view the STIP, providing the name of a TDOT contact person and encouraging them and/or members of their organizations to provide comments on the STIP. TDOT will provide copies at the **Region I Office**, 7345 Region Lane, Knoxville, TN 37914; **Region II Office**, 4005 Cromwell Road, PO Box 22368, Chattanooga, TN 37422; **Region III Office**, 6601 Centennial Blvd., Nashville, TN 37243; **Region IV Office**, 300 Benchmark Place, Jackson, TN 38301. Self-addressed, stamped comment cards will be provided at these locations to facilitate participation in the process. The public comment period will be a minimum of 30 calendar days.

TDOT staff will deliver the Draft STIP to the TDOT Region Offices and provide awareness training to appropriate staff in each location. Each Region Office will be provided signage directing walk-ins to the appropriate person in charge of the STIP document. During the public comment period, TDOT staff will hold public meetings at designated places and times to further engage the public and answer questions concerning the Draft STIP. These meetings will be appropriately advertised. At these public meetings, TDOT will also use visualization techniques to enhance the public's understanding of the STIP document. For example, projects are shown on detailed area maps and are color-coded to indicate the current phase of development for each project, along with the proposed year(s) of funding.

The STIP is also distributed to the eleven Metropolitan Planning Organization Offices and twelve Rural Planning Organization Offices for review by their affiliated agencies. The STIP can also be accessed via TDOT's web page www.tennessee.gov/tdot, under the Public Awareness – Reports and Publications heading. The Department's statewide-funded project lists in MPO areas will be distributed to those organizations for inclusion in the respective TIPs and for public review and comment through the MPO's public involvement process. A list defining each MPO Coordinator and contact information will be included within the STIP document. The Department will respond to all comments, individually and collectively. Comments will be summarized, along with their disposition, in an appendix included in the Final STIP. If the Department receives a comment(s) that is deemed a viable change, said revision will follow the procedures established for an amendment to the STIP, which is detailed later in this document.

Once the public comment period has expired and appropriate disposition of comments completed, the Tennessee Department of Transportation will send a final STIP document, which includes the various Metropolitan Planning Organization Transportation Improvement Programs, to the Federal Highway Administration/Federal Transit Administration for approval. A copy of the current approved State Transportation Improvement Program is available for review and downloads on the Tennessee Department of Transportation web page at www.tennessee.gov/tdot.



(Level 5, continued)

The document is also available in paper format for a minimal fee by calling the Tennessee Department of Transportation's State Programs Office at (615) 741-5328, or mailing a request to the office, Suite 600, James K. Polk Building, Nashville, Tennessee 37243-0349.

Amendments to the State Transportation Improvement Program

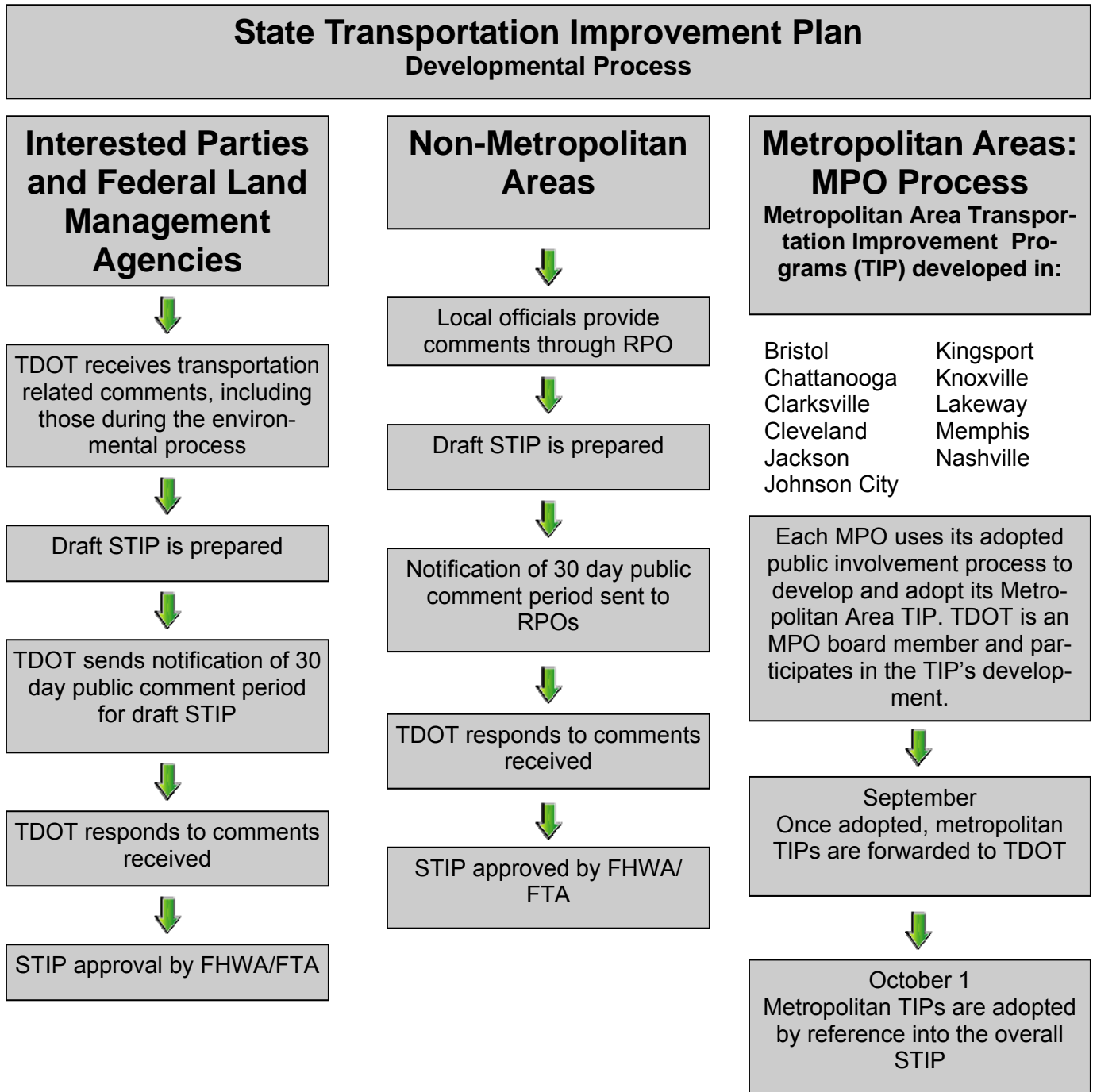
The STIP may be amended at anytime, but amendments must be consistent with public involvement procedures, air quality conformity and meet fiscal constraint requirements. Projects being amended within the boundary of a Metropolitan Planning Organization must be distributed to that agency for public review and comment through their public involvement process, and ultimately receive endorsement and approval for inclusion in the organization's Transportation Improvement Program. Amendments are a major change and require federal approval.

Amendments to the approved STIP will be posted on the Department's web page for review and a 15-calendar-day public comment period. The public comment period will be advertised in a local newspaper for county specific amendments and in various regional newspapers for statewide/region amendments. The advertisement will direct respondents to the Department's web page and provide the name and contact information for appropriate Department personnel. Additionally, notification of an amendment will be sent to those agencies identified as the Statewide Steering Committee, or interested parties, along with the Federal land management agencies. There is no requirement for a Public Meeting on amendments. The Department will respond to all comments, individually and collectively. Comments will be summarized, along with their disposition and posted on the Tennessee Department of Transportation web page with its corresponding amendment. If the Department receives a comment(s) on an amendment that is deemed a viable change, said revision will again follow this amendment procedure. Amendments and comments will remain on the Department's web page for the life of the STIP. A paper copy of an amendment and/or comments is available for a minimal fee by calling the Tennessee Department of Transportation's State Programs Office at (615) 741-5328, or mailing a request to the office, Suite 600, James K. Polk Building, Nashville, Tennessee 37243-0349.

Comments concerning the STIP Public Involvement Plan can be submitted at any time to Department personnel identified as a contact for the STIP or personnel associated with the Community Relations Division. Contact information is presented earlier in this document. The Department will respond to all comments individually and collectively.

State Transportation Improvement Plan

The flowchart below reflects public involvement in the development of TDOT’s State Transportation Improvement Plan, including the MPO process, the Rural Consultation process, and Interested Parties/ Federal Land Management Agencies process. Refer to Appendices D and E for detailed information about notices and public meetings.



Enhanced Public Involvement Activities

In an effort to be proactive in providing outreach to the general population, including traditionally underserved populations, this list has been developed and is to be utilized as needed. Specifically, all projects of Level 3 and above are expected to incorporate at least some, if not most, of these activities. All Level 5 efforts, including the LRTP and the STIP, are to include all of these techniques, to the extent practicable. As the public involvement plans for individual projects are developed, these activities should be incorporated in a manner most fitting the context of the area and its population.

- Expand media activity to include media kits, media conferences, media interviews.
- Meet with community organizations such as faith-based organizations, civic clubs, school groups and any organizations serving those traditionally underserved.
- Invite community/group leaders to serve on stakeholder committees, advisory groups and project development teams.
- Utilize lists of environmental justice resources and advocacy groups, pp. 61-62.
- Place documents in libraries, schools and government buildings (including the public involvement plan).
- Add radio advertising to typical newspaper ads to announce meetings or request input from citizens.
- Use facilitators for meetings/hearings.
- Create specialized information for publishing on the web.
- Hold neighborhood meetings or information forums.
- Increase visibility of TDOT's toll-free telephone number (Record-A-Comment) as a means of gaining input.
- Expand, maintain and utilize the Speakers Bureau to educate the public.
- Create, locate and staff information booths at regional and statewide public events; consider temporary booths at shopping malls.
- Use surveys to gather input on the preferences and thoughts of the public.
- Utilize focus groups to garner public views and better understand the concerns of the public.
- Place meeting announcements in publications and locations used by traditionally underserved groups (Department of Human Services Offices, laundromats, YMCA, YWCA, Boys Clubs, neighborhood schools, grocery stores, etc.).
- Use fact sheets, news articles, press releases, brochures, fliers, newspaper inserts, video tape broadcasts, public access channels and public service announcements.
- Use interpreters (language and hearing impaired). Print materials and post signs or flyers in other languages, Braille or large type.

Performance Measures

TDOT’s Community Relations Division will annually, at random, choose two projects from each level of effort to evaluate. Project documentation and public involvement practices implemented will be reviewed for each evaluation. Information obtained will be measured according to the objectives for public involvement indicated below.

Objective	Measurement
<p>Provide opportunities for citizens and transportation users to help shape the future of the state’s transportation system through a public involvement process that begins early, is convenient and meaningful.</p>	<p>Information was provided prior to project activity to elected officials, transportation leaders, organizations, state- and region-wide agencies, community leaders, citizens, including those traditionally underserved.</p> <p>State and local elected officials, property owners, the traveling public and those traditionally underserved are consulted at key points during project development.</p> <p>Public meetings were widely advertised, held in convenient locations, held at convenient times and presented materials were easily understood by meeting attendees.</p> <p>Techniques other than public meetings are conducted when appropriate to obtain input.</p> <p>Changes in project location, design and scheduling are made in response to public concern where possible. Where changes cannot be made, compromises are sought. In either case, the public is informed of the disposition of its concerns.</p> <p>Public input is captured and made available for consideration during project development.</p>

Objective	Measurement
<p>Develop partnerships with local community leaders, groups and organizations to provide an integrated, environmentally aware and multimodal approach to transportation needs and desires.</p>	<p>Local community leaders, groups and organizations are engaged in the process. Leaders and parties interested in all modes were invited to participate in the process.</p> <p>Evidence of partnerships exists in the form of support or financial contribution to project elements.</p>
<p>Integrate citizen concerns and needs into the developmental process.</p>	<p>Each project offers the proper level of public involvement for its complexity and impact.</p> <p>State and local elected officials, property owners, the traveling public and those traditionally underserved are consulted at key points during project development.</p> <p>Public meetings were widely advertised, held in convenient locations and presented materials were easily understood by meeting attendees.</p> <p>Changes in project location, design and scheduling are made in response to public concern where possible. Where changes cannot be made, compromises are sought. In either case, the public is informed of the disposition of its concerns.</p> <p>Any Context Sensitive Solutions (CSS) implemented for a project reflect the characteristics and needs of the community.</p> <p>Public input is captured and made available for consideration during project development.</p>

Objective	Measurement
<p>Work with traditionally underserved communities to understand and consider their special needs.</p>	<p>Beginning at the early planning stage, the project impact community is assessed to determine the presence of those traditionally underserved by transportation facilities.</p> <p>Notices of involvement opportunities and informational materials are prepared in language that is easily understood by the traditionally underserved.</p> <p>Notices are placed in grocery stores, laundromats and other places frequented by the traditionally underserved.</p> <p>Leaders of these communities are identified and made a part of the process.</p> <p>Techniques other than public meetings are conducted when appropriate to obtain input.</p>
<p>Build credibility and trust between the department and those whom it exists to serve.</p>	<p>Each project offers the proper level of public involvement for its complexity and impact.</p> <p>State and local elected officials, property owners, the traveling public and those traditionally underserved are consulted at key points during project development.</p> <p>Changes in project location, design and scheduling are made in response to public concern where possible. Where changes cannot be made, compromises are sought. In either case, the public is informed of the disposition of its concerns.</p>

Appendix A: Glossary

AASHTO — The American Association of State Highway & Transportation Officials, a non-profit, 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. Enhancing mobility is one way of improving access.

Americans with Disabilities Act of 1990 (ADA) — Federal law that requires public facilities, including transportation services, to be fully accessible for persons with disabilities. ADA also requires the provision of complementary or supplemental paratransit services in areas where fixed route transit service is operated. Expands definition of eligibility for accessible services to persons with mental disabilities, temporary disabilities, and the conditions related to substance abuse. The Act is an augmentation to, but does not supersede, Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability against otherwise qualified individuals in programs receiving federal assistance.

Categorical Exclusion (CE) — A technical exclusion for projects that do not result in significant environmental impacts. Such projects are not required to prepare environmental reviews.

Code of Federal Regulations (CFR) — Compilation of the rules of the executive department and agencies of the federal government.

Community — Individuals or groups of individuals who may live in the same area, who may share a common background or have shared interests, who may have a common history or common economic or political interests.

Context Sensitive Solution (CSS) — 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.

Economic Development District (EDD) — EDD is a designation from the Economic Development Administration of the US Department of Commerce. EDDs serve as a regional resource center and provide planning, community and economic development, and technical assistance to local governments which are members of the district.

Environmental Assessment (EA) — An interim decision document prepared for an action where the significance of social, economic, or environmental impact is not clearly established. If the action is determined to have significant impact, an Environmental Impact Statement is then prepared. If no significant impact is determined, a finding of no significant impact (FONSI) is prepared.

Environmental Impact Statement (EIS) — Report which details any adverse economic, social, and environmental effects of a proposed transportation project for which federal funding is being sought. Adverse effects could include air, water, or noise pollution; destruction or disruption of



natural resources; adverse employment effects; injurious displacement of people or businesses; or disruption of desirable community or regional growth.

Federal Highway Administration (FHWA) — Agency of the U.S. Department of Transportation that funds highway planning and programs.

Federal Transit Administration (FTA) — Agency of the U.S. Department of Transportation that funds transit planning and programs.

Geographic Information System (GIS) — A computer system capable of capturing, storing, analyzing, and displaying geographically referenced information; data identified according to location.

Intelligent Transportation System (ITS) — An integrated application of a wide range of advanced technologies, which in combination, can improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects and transportation problems.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) — Legislative initiative by the U.S. Congress that restructured funding for transportation programs. ISTEA authorized increased levels of highway and transportation funding and an enlarged role for regional planning commissions and MPOs in funding decisions. The Act also required comprehensive regional long-range transportation plans and placed an increased emphasis on public participation and transportation alternatives. ISTEA was reauthorized in 1998 with the adoption of TEA-21, the Transportation Equity Act for the 21st Century.

Land Use — Refers to the manner in which portions of land or the structures on them are used, i.e., commercial, residential, retail, industrial, etc.

Long Range — In transportation planning, refers to a time span of more than five years.

Long Range Transportation Plan (LRTP) — A document resulting from a regional or state-wide process of collaboration and consensus on a region or TDOT's transportation system. This document serves as the defining vision for the region or TDOT's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvement scheduled for funding over the next 20 years.

MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. MAP-21 is the first long-term highway authorization enacted since 2005 and replaces SAFETEA-LU, the previous authorization statute.

Metropolitan Planning Organization/Transportation Planning Organization (MPO/TPO) — The organizational entity designated by law with lead responsibility for developing transportation plans and programs for urbanized areas of 50,000 or more in population.

Mobility — The ability to move or be moved from place to place.

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 (NEPA) — Federal law passed in 1969 which requires an analysis of environmental impacts of federal actions (including the funding of projects).

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.

Notice of Intent (NOI) — Document prepared to inform the general public of the scope of a proposed action or project.

Outreach — Efforts to offer everyone in a community the opportunity to participate in transportation planning.

Pedestrian Walkway — A secured path for walking.

Project Development (PD) — The phase a proposed project undergoes once it has been through the planning process. The project development phase is a more detailed analysis of a proposed project's social, economic, and environmental impacts and various project alternatives. What results from the project development phase is a decision reached after input and discussion with affected parties, including the public. After a proposal has successfully passed the project development phase, it may move to preliminary engineering, design, and construction.

Public Comment — Once a public involvement program is underway, public comment is the extensive information that begins to be gathered by the department representing the views of the public and interest groups.

Public Information Officer (PIO) — The individual within TDOT responsible for disseminating information to, and responding to inquiries from, the media.

Public Involvement — The process by which public concerns, needs, and values are solicited and incorporated into decision-making.

Public Involvement Plan (PIP) — A written plan of public involvement strategies and activities for a specific transportation plan or project. The PIP provides a systematic approach to how the results and outcomes of public involvement activities are integrated into the decision-making process.

Public Participation — The active and meaningful involvement of the public in the development of transportation plans and improvement programs. The Intermodal Surface Transportation Efficiency Act (ISTEA) and subsequent regulations require that state departments of transportation and MPOs proactively seek the involvement of all interested parties, including those traditionally underserved by the current transportation system.

Public Service Announcement (PSA) — An announcement (including network) which promotes services, programs, or activities that serve community interests.

Record of Decision (ROD) — A record of agreement that a proposed project meets all applicable requirements of the National Environmental Policy Act (NEPA) as issued by the designated lead agency.



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.

Speakers Bureau — An entity created to respond to requests for information about TDOT, particularly in the form of personal appearances and presentations for groups such as service clubs, chambers of commerce, neighborhood associations, etc. The Speakers Bureau generally consists of high profile TDOT personnel, and/or subject matter experts. It is accessible via the TDOT website.

Stakeholder — A person, community or organization that has an interest in or may be affected by a transportation decision.

State Transportation Improvement Program (STIP) — A staged, multiyear, statewide, intermodal program that is consistent with the state and metropolitan transportation plans and which identifies the priority transportation projects to be undertaken over the next four years. The STIP is developed by the Department of Transportation (TDOT) and incorporates the MPOs' TIPs. The STIP must be approved by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) at least every two years.

Tennessee Department of Environment and Conservation (TDEC) — State agency responsible for protecting and improving the quality of land, air, water and recreation.

Tennessee Department of Transportation (TDOT) — State agency responsible for transportation issues and planning in Tennessee.

TDOT SmartWAY Information System (TSIS) — A database of construction, maintenance and incident information used to keep the public informed about projects and real-time incident information statewide. TSIS information is provided to the public via TDOT's website, www.tennessee.gov/tdot

Transportation Equity Act for the 21st Century (TEA-21) — A law enacted in 1998; authorized Federal funding for highway, transit and other surface transportation programs.

Transportation Improvement Program (TIP) — A financially constrained list of prioritized transportation projects developed by a metropolitan planning organization (MPO). The TIP covers a period of at least three years but may cover a longer period for informational purposes. The TIP must include documentation of federal and state funding sources for each project and be consistent with the Long Range Plan and adopted local comprehensive plans.

Transportation Research Board (TRB) — A unit of the National Research Council whose purpose is to advance knowledge about transportation systems; publishes the Highway Capacity Manual.

Underserved Population — Those belonging to a minority population or those of low income. Definitions of minorities and minimum standards are set in the U.S. Decennial Census.



Appendix B: Notice Requirements/Procedures

Notices for transportation planning processes may take the form of either a Legal Notice (in the Classifieds section) or a newspaper display advertisement. Both are legitimate forms of notice, according to NEPA. Consideration should be given to using display ads rather than legal notices because of the higher visibility offered by newspaper display ads.

When appropriate, notice enhancements may be implemented, including placing notices on individual properties, and in community centers, grocery stores and other places of interest throughout the community. Absentee property owners will be identified where possible and mailed notices, if appropriate. Dynamic message boards may be utilized to notify those who do not live in the area but may have an interest in the project. An assessment should be made about whether second-language notices should be published. (TDOT's threshold for requiring second-language notices is 5% of area population.)

The following explains the notice requirements for public meetings, extending the opportunity for a public hearing as part of an EA, advising of EA document availability when no public hearing is requested and for public hearings for both EAs and EISs.

PUBLIC MEETING NOTICE

There are no stipulations in the NEPA for public meeting notices. However, the TDOT will require at least one notice of public meeting for all formal community meetings. The notice should be published in a newspaper of general circulation in the vicinity of the proposed effort at least 15 days prior to the date of the meeting and a copy will be furnished to the local MPO. Notices will include a map of the project/effort location, an explanation of the meeting's purpose, and the time, date and location of the meeting(s). The notice will present information in easily understood language that avoids technical terms and industry jargon. The notice will invite public comment and provide a telephone number and mailing address of the TDOT official in charge of the effort. The meeting notice will be placed on the department's website, www.tennessee.gov/tdot.

OPPORTUNITY FOR PUBLIC HEARING

A project classified as an Environmental Assessment (EA) under the NEPA, requires that a notice of opportunity for public hearing be published. The opportunity for requesting a public hearing may be satisfied by publishing two notices in a newspaper with general circulation in the vicinity of the proposed effort. The first notice will offer a hearing on request, and will stipulate that the request must be received within 30 days of the date of notice. The second notice should be published 15 days after publication of the first notice, and it should remind the public that there are only 15 days remaining of the time period in which to request a hearing. Both notices for the opportunity to hold a public hearing should include a description of the project and its impacts, and the physical address, email address and telephone number of the TDOT official who would arrange for a hearing if one is requested. The notice will be placed on the department's website, www.tennessee.gov/tdot, and a copy will be furnished to the local MPO.



NOTICE OF DOCUMENT AVAILABILITY

If no requests for a public hearing are received, TDOT will place a notice in a local newspaper advising the public that although no public hearing will be held, there is available for public review, a copy of the EA and other information pertaining to the effort. Specific locations, such as district offices, libraries, town hall, etc., and their addresses should be listed in the notice with their hours of operation. Each of these locations should provide access sufficient to meet the requirements of the Americans with Disabilities Act. In addition, the appearance of the notice in the newspaper(s) should announce the beginning of a 30-day comment period and invite oral or written comments from all interested parties. The name, address (regular mail and email) and phone number of the TDOT official in charge should be shown in the notice. The notice will be placed on the department's website, www.tennessee.gov/tdot.

NOTICE OF PUBLIC HEARING

EA

If a Public Hearing is requested by the public, or if TDOT officials decide that a Public Hearing should be held, it will be held after an Environmental Assessment is completed and signed by the Federal Highway Administration. Following the distribution of the Environmental Assessment to affected regulatory agencies, to public facilities such as libraries, town hall, schools, etc, where the Environmental Assessment and other documents can be examined by the public, and to individuals who have requested a copy and who are unable to access the information by traditional/customary means, a Notice of Availability will be published in a local newspaper(s) that provides coverage to the project area and its vicinity and a copy will be furnished to the local MPO. The appearance of the Notice of Availability announces the availability of the Environmental Assessment, where and when the Environmental Assessment and other project documents may be examined, a description of the project and its impacts, and the location and time of the Public Hearing. This notice should announce the beginning of a 30-day public comment period and invite oral or written comments from all interested parties. The Public Hearing cannot be held any sooner than 15 days after the Notice of Availability has appeared. The notice will be placed on the department's website, www.tennessee.gov/tdot.

EIS

A Public Hearing will be held after a Draft Environmental Impact Statement is completed and signed by the Federal Highway Administration. Following the distribution of the Draft Environmental Impact Statement to affected regulatory agencies and to public facilities such as libraries, town hall, schools, etc, where the Draft Environmental Impact Statement and other documents can be examined by the public, and to individuals who have requested a copy and who are unable to access the information by traditional/customary means, a Notice of Availability will be published in a local newspaper(s) that provides coverage to the project area and its vicinity. The appearance of the Notice of Availability announces the availability of the Draft Environmental Impact Statement, where and when the Draft Environmental Impact Statement and other project documents may be examined, a description of the project and its impacts, and the location and time of the Public Hearing. This notice should announce the beginning of a 45-day



public comment period and invite oral or written comments from all interested parties. The Public Hearing cannot be held any sooner than 15 days after the Notice of Availability has appeared. The notice will be placed on the department's website, www.tennessee.gov/tdot, and a copy will be furnished to the local MPO.

Appendix C: Meeting and Hearing Definitions

PUBLIC INFORMATIONAL MEETINGS

Public Informational Meetings (PIMs) can be valuable for offering information, gathering input prior to a major decision, raising community awareness and, perhaps most importantly, for developing trust and a sense of partnership with communities. The major difference between PIMs and hearings is that hearings have more requirements regarding notice, comment gathering and responding to comments.

PIMs come in several formats:

1. **Informal gathering of property owners**
These gatherings are generally held at the request of the adjacent property owners and are intended to offer information and gather input that may or may not mitigate the impact to those properties. Such meetings are not advertised, nor are notices published, as the meetings generally are developed in cooperation with one or more property owners, acting as spokespersons for the group. They are held at locations and times convenient for the participants.

With the exception of informal written notes, no record of the meeting is developed.

2. **Informal Community Meeting**
These meetings are held at the request of specific community groups who take on the responsibility of advertising the meeting and inviting the participants. Department personnel will make every effort to provide complete, accurate and timely information at these opportunities. Questions asked and concerns raised that cannot be resolved at the meeting will be resolved afterward and the resolution communicated to those in attendance, either in written form by the project manager or at a follow-up meeting.
3. **Formal Community Meeting**
These meetings are held to give local citizens, local public officials, neighborhood groups, civic associations and/or business associations an opportunity to comment, ask questions and express their views for inclusion into the development process. The number of such meetings is determined by the needs of the affected community. The Public Meeting Notice requirements of the TDOT are in effect for a formal community meeting.

The structure of formal community meetings can be either formal, or a combination of formal and informal. A formal presentation will be made that provides information about the need and purpose of the effort, its anticipated impacts to adjacent properties and the community, a time line for project development, the estimated cost of the project, its funding source (if determined) and the reasons for the meeting. Answers to questions will be provided through a formal Question-and-Answer period. Participants will be encouraged to view displays, engage in conversation with individual staff, and submit written comments.



In addition, a tape recorder should be available for those who would prefer to make oral comments.

PUBLIC HEARINGS

Public hearings are for the purpose of presenting information contained in a formal environmental document, either an EA or an EIS as it relates to a specific project. Information presented at a hearing should describe the purpose and need for the project, define the alternatives under consideration, explain the impacts to the social, economic and environmental resources of each alternative, and identify plans for mitigating any impacts of the preferred alternative or combination of alternatives.

State and local elected officials with jurisdiction within the vicinity of the project should be invited to the Public hearing. The Division of Community Relations should coordinate with the appropriate Division (Environmental Planning and Permits or Design), following up their letters with phone call invitations to elected officials and working with the Title VI office to locate and attract traditionally underserved groups within the impacted area.

The structure of a public hearing can be either formal, or a combination of formal and informal. Information on relocation services and payments, and the land acquisition process must be provided, and an opportunity for discussion presented. The TDOT's right-of-way booklet, which explains these processes, should be available at the public hearing and at least one representative from the Right-of-Way Division should be present.

Hearing attendees will be given the option of submitting comments in writing or verbally to a court reporter. An announcement must be made during the public hearing that written comments are accepted for at least 21 days after the public hearing; to whom and where to send these written comments and that these written comments are part of the public hearing transcript. This announcement also must include information about the Internet-based comment opportunities.

Answers to questions will be provided through a formal Question-and-Answer period. Participants will be encouraged to view displays and engage in conversation with individual staff.

Meeting and Hearing Considerations

All meetings and hearings, and all locations where documents are made available to the public should provide access sufficient to meet the requirements of the Americans with Disabilities Act. All meeting or hearing attendees should be asked to sign in and be given a comment sheet on which to record their comments. Other handouts such as fact sheets or newsletters may be appropriate. In order to provide meaningful access to decision-making information, information may need to be translated into a language other than English, provided in large type, produced in Braille or provided on cassettes. For those project areas where the population has a low level of literacy, TDOT staff should sign in individuals and record their comments.



In order to ensure maximum opportunity for attendance, meetings and hearings should be scheduled at times that are convenient for the public and in locations that are convenient and safe for all members of the public. Consideration should be given to the times that shifts occur at major manufacturers and to the need for daylight accessibility of the elderly and disabled. Public Hearings must be held within the project area or as near as possible to the project area.

Appendix D: Public Meeting/Hearing Checklist

Note: This is a reasonably comprehensive list of the things to be considered and checked prior to a public meeting/hearing. It is not intended to imply that every meeting/hearing will require all of these steps. For instance, if a meeting/hearing is being held in a facility visited by department staff last week or last month, there is no real need to make another visit unless common sense indicates otherwise. If, however, the meeting is slated for a facility no one has inspected in the last six months or year, a visit is appropriate. The object of these items is to ensure that the meeting/hearing is beneficial to the public and shows a professional effort on our part. Please use the checklist as a guide, and use good professional judgment in the decisions you make as you use it.

The following activities are the responsibility of the Project Manager or his or her designee unless otherwise indicated. Activities to prepare for a meeting or hearing should begin at least 12 weeks prior to the meeting/hearing date.

- I. Assess or reassess the project to determine the proper format and content of meeting/hearing**
 - A. Review minutes of prior meetings involving the effort and review for any pertinent information
 - B. Review makeup of community – ensure information is accurate. (Environmental Planning will perform this activity on projects in which they are involved with the assistance of Title VI. The project manager should verify the information. The GIS section has the information coded from the 2000 census. If there is concern about the accuracy of the information, Community Relations and/or the Title VI Office can assist.)
 - C. Determine the languages spoken in the community. (Use demographic map to determine percentage of non-English-speaking individuals in affected area.)
 - D. Assess or reassess if appropriate the special needs of the community; and determine whether any special activities are required to ensure access to information and the ability to obtain comments among all persons, regardless of race, religion, age, income or disability (Community Relations and Title VI Office can assist.)
 - E. Speak to legislators, community leaders and MPO and DD staffs. Ask for special concerns. Ask their advice about meeting locations, times and formats. (This is being done by videoconference meetings with a multidisciplinary group from TDOT and local elected officials and community leaders.)
 - F. Assess the proper makeup of the meeting staff (i.e., Can they speak the primary languages or successfully communicate with those expected to attend?) (Community Relations and/or Title VI Office can assist.)
 - G. Identify facilitators and media representatives. Discuss any special needs. (Those attending should be ready to answer questions about other major projects in the area. Community Relations can provide assistance.)

II. Set meeting date and location

- A. Meetings should be held at times convenient for the community. Times should also be adjusted in response to the concerns and advice of community leaders and/or reasonable requests from the community;
- B. Meeting locations should meet the following facility guidelines:
 1. Be in well-lighted safe areas as near the project area as is feasible and if possible easily accessed from major roadways and bus lines;
 2. Consideration must be given to access for disabled individuals and others covered under the ADA to the meeting/hearing and to restroom facilities;
 3. If possible, the meeting place should offer a place for the public to get out of the weather that will not conflict with the early preparation for the meeting (since people tend to arrive earlier than the advertised start time);
 4. Ideally, the meeting location should offer two areas, one in which the presentation can run continuously and one in which the maps can be located;
 5. When a formal question and answer period is included, the participants should have available seating.
- C. Contact meeting facilities, technical center or school, see www.ASD.com (American School Directory website) to identify potential location and date – ensure the space is reserved at least three hours in advance of the meeting time through at least one hour following the anticipated meeting/hearing ending time.
- D. Review meeting location in field. Take pictures if possible. Share pictures with all team members:
 1. Check all electrical connections. Make sure they work.
 2. Check if facility is adequately heated or air-conditioned.
 3. Check availability of display space (Will the noise of the power point interfere with the open-house flow?)
 4. Test the accessibility from major roads and bus lines.
 5. Test the ADA accessibility.
 6. Test the easy flow from front door to meeting area.
 7. Determine whether there is a working public address system.
 8. If possible, make personal contact with facility sponsor, offer thanks. Ask for any special information (doors stick when wet. Lights are timed to go off at a specific hour, etc). Ask for any special instructions—things that should not be moved; things that can be moved, etc.
 9. Check general condition of facility. Pay special attention to any safety concerns.
 10. Determine the location of restrooms for including in information to be given to meeting/hearing staff.

III. Coordinate Notice of Meeting/Hearing

- A. Request General Location map for newspaper from Planning for corridor hearings, from consultant or design manager for design hearings, right-of-way meetings and construction meetings.

- B. Forward notices with general location map to Community Relations at least 45 days prior to the meeting date for hearings and 20-25 days prior to meetings (an electronic copy sent via email and a hard copy mailed). Direct these items to the Public Involvement Coordinator with a copy to the Director of Community Relations. This applies to all regions. These notices should explain in “plain English” the purpose of the meeting. Technical terms and industry jargon should be either avoided or, if used, explanations should follow.
1. Memo to Community Relations requesting review of advertisement with the notice and general location map attached – copies to Regional Survey and Design and the Regional ROW office. Copy of same to Public Involvement Coordinator
 2. Community Relations prepares and submits order for appropriate newspaper posting.
 3. Notice for newspaper should include translation into second language if appropriate. (Title VI and Community Relations can assist)
 4. Notices should be included in ethnic newspapers where appropriate. (Project Manager and Title VI Office will identify and advise Legal Division prior to advertisement.)
 5. Notices should be placed in grocery stores and community gathering places, where possible. (Project Manager with assistance from Community Relations Regional Staff.)
 6. Consider portable message signs on highway right-of-way showing time, date of meeting and project
 7. Investigate with Public Information Officer the possibility of news stories related to project and hearing/meeting
 8. Look for community papers, local radio stations and other opportunities for advertisement. (Project Manager with assistance from Title VI and Community Relations)
 9. Check for any speaker’s bureau opportunities in the area and ask that meeting information be presented. (Community Relations)
 10. Entities that should receive notice of the meeting/hearing include:
 - a) Director, Civil Rights Office, Title VI
 - b) Local Officials, e.g., county mayor, county road superintendent, mayor, public works director, MPO Coordinator, etc. (Project Manager should write formal invitation. Community Relations will make verbal contact follow-up)
 - c) State Officials, e.g., representatives, senators (General Assembly members) (Community Relations)
 - d) Congressional members as needed. (Community Relations)
 - e) Community Leaders (Community Relations, Title VI)

IV. Prepare for the Meeting

- A. Coordinate with appropriate area concerning the type and number of displays that are appropriate for the meeting or hearing
- B. Determine which visual aids are applicable and appropriate and make arrangements for their preparation
- C. Notify specific personnel to work the meeting [HQ, Region Survey and Design and Region ROW offices.]
- D. Prepare handouts — Included may be a description of proposed project, typical sections, and location map, as well as the department's noise wall policy, where applicable, and a copy of power point presentation. Handouts should include the department's core message. Other handouts may include state maps, Title VI brochures, a listing of important phone numbers, the department's website address and any brochures or reports pertinent to transportation that are deemed appropriate for distributing at the meeting or hearing. Original handouts should be submitted to Community Relations for review two weeks prior to the meeting or hearing.
- E. Prepare visual aids. These should be submitted to Community Relations for review two weeks prior to the meeting or hearing
- F. Access the comment sheets on the Department's Intranet. The project information can be entered prior to printing. (The post office prefers the comment sheets be printed on card stock.) There is a comment sheet for Corridor Hearings, Design Hearings and Meetings. Design Hearing comment sheets are appropriate for combination Corridor and Design hearings
- G. If appropriate and desired, arrange for and place signs announcing the meeting in the project area. The signs should include the project identification, date, time and place of meeting and should be up at least two weeks prior to the meeting
- H. Prepare and bring a Comment Box
- I. Gather supplies [scissors, tape, pens, pencils]
- J. Ensure audio-visual equipment has been reserved and is available
- K. Prepare Sign-in sheets
- L. Prepare name badges for meeting/hearing staff

V. Official in-house meeting prior to the actual meeting/hearing

An in-house meeting will be held at least two weeks prior to the meeting/hearing for purposes of discussing meeting/hearing logistics, answer questions, review meeting/hearing materials and make assignments for follow-up actions needed to prepare for the meeting/hearing. While all the specifics will be discussed in these meetings, communication should also occur outside of these meetings. (Project Manager should establish meeting)

VI. Pre-Meeting and Meeting

- A. Regional (Community Relations, Design Regional Staff, Project Management) personnel should contact the facility a few days before the meeting (a reminder to have doors open, microphones, etc.). Check once again for any special instructions.

Has anything changed since the last visit? If a question and answer session is anticipated, determine who will be responsible for setting up chairs, tables, etc. (Community Relations regional staff and/or regional staff)

- B. Those involved in the setup should arrive no later than an hour prior to the start of the meeting/hearing
- C. Ensure there are adequate signs posted at entry points and inside buildings directing people to the meeting/hearing. If appropriate, ensure signs are posted in other languages
- D. Assist persons arriving at meeting with sign-in – watch for signs that meeting attendees may have literacy or non-English speaking issues and ensure as much information as possible is obtained from the persons and ensure their comments, if any, are documented.
- E. Ensure name badges are available.
- F. If anything is moved to accommodate the meeting, please put back into its original place. The facility should be left as it was found or better.

VII. Follow-up

- A. Thank you call or letter to facility where hearing/meeting was held. (Community Relations)
- B. Thank you call or letter to community leaders and elected officials. (Community Relations)
- C. Once transcript is received, it should be checked for major issues/concerns and corrections submitted to the transcription agency or transcriptionist.

VIII. Comments

- A. Comments acknowledged within 30 days of receipt of meeting/hearing transcript
- B. Follow-up responses made to those individuals requesting specific changes to the plan. Responses will indicate whether or not the change was incorporated into the project plans and the reasons therefore. Responses shall include the name and phone number of a contact person. (Community Relations)

Appendix E: Media Strategies and Procedures

To ensure the widest possible public participation, meeting schedules will be disseminated through the media, including television, radio, newspapers and the Internet. Dissemination methods include formal notices, newsworthy events, public service announcements, mailings and advertisements. Media involvement includes minority outlets. Specific techniques include:

1. Press releases will be sent to related media at least two weeks prior to an event with an in-depth explanation of the issues involved and the time, date and location of the event.
2. Follow-up calls to reporters will be made to ensure media releases were received and any questions are answered. An assessment will be made of the reporter's interest in the story. Trained media staff is available to speak to the reporter if necessary.
3. Press releases will be sent to minority newspapers within the community.
4. Reminder media advisories will be distributed at least two days prior to the meeting.
5. Calls will be made to radio stations for spots on daily drive time talk shows. Trained staff is available to talk about pertinent issues.
6. News items will be disseminated to the media so the event can be seen on the news pages as well as in the legal notice section.



Appendix F: Document Samples

NOTICE OF PUBLIC MEETING

The Tennessee Department of Transportation, an equal opportunity affirmative action employer, will conduct a Public Meeting on the 15th day of March, 2005, in the Auditorium of the Clifford “Bo” Henry Center for Business and Technology on the Walters State Community College Campus, 500 S. Davy Crockett Pkwy, Morristown, Tennessee.

The purpose of the meeting is to discuss Hamblen County project number 99106-1084-04, I-81 exit 8, as shown on the general location map. The public will be provided an opportunity to review and discuss State Route 32 (US 25E) at State Route 113 (Spencer Hale Road) and State Route 343 (Cumberland Street). Currently in the preliminary planning phase, this project will provide interchange access to properties currently served by the intersections of SR 113, SR 343, Wilson Hale Road, Vineyard Road, and Jacobs Road. While the proposed roadway cross-section of US 25E would not change, existing access to residences and businesses in this area would be significantly modified. Mainline US 25E would continue through this area without at-grade intersections. The preliminary drawings will be displayed on aerial photography.

This meeting will be held from 5-7 p.m. during which time there will be a formal presentation and a question and answer period. The public is invited to ask questions and make comments during the meeting and will be given the opportunity to make their opinions known concerning the need for the project and to present views on any alternative designs. Representatives of the Department will be available to answer questions concerning any aspect of the project.

Anyone with questions regarding this meeting should contact:

Functional Design Office
Tennessee Department of Transportation
505 Deaderick Street
Suite 400, James K. Polk Bldg.
Nashville, TN 37243
Phone: (615) 741-6410 Fax: (615) 532-8451

Persons with a disability, who require aids or services to participate at the meeting, may contact Ms. Margaret Mahler at the following address no less than ten (10) days prior to the date of the meeting.

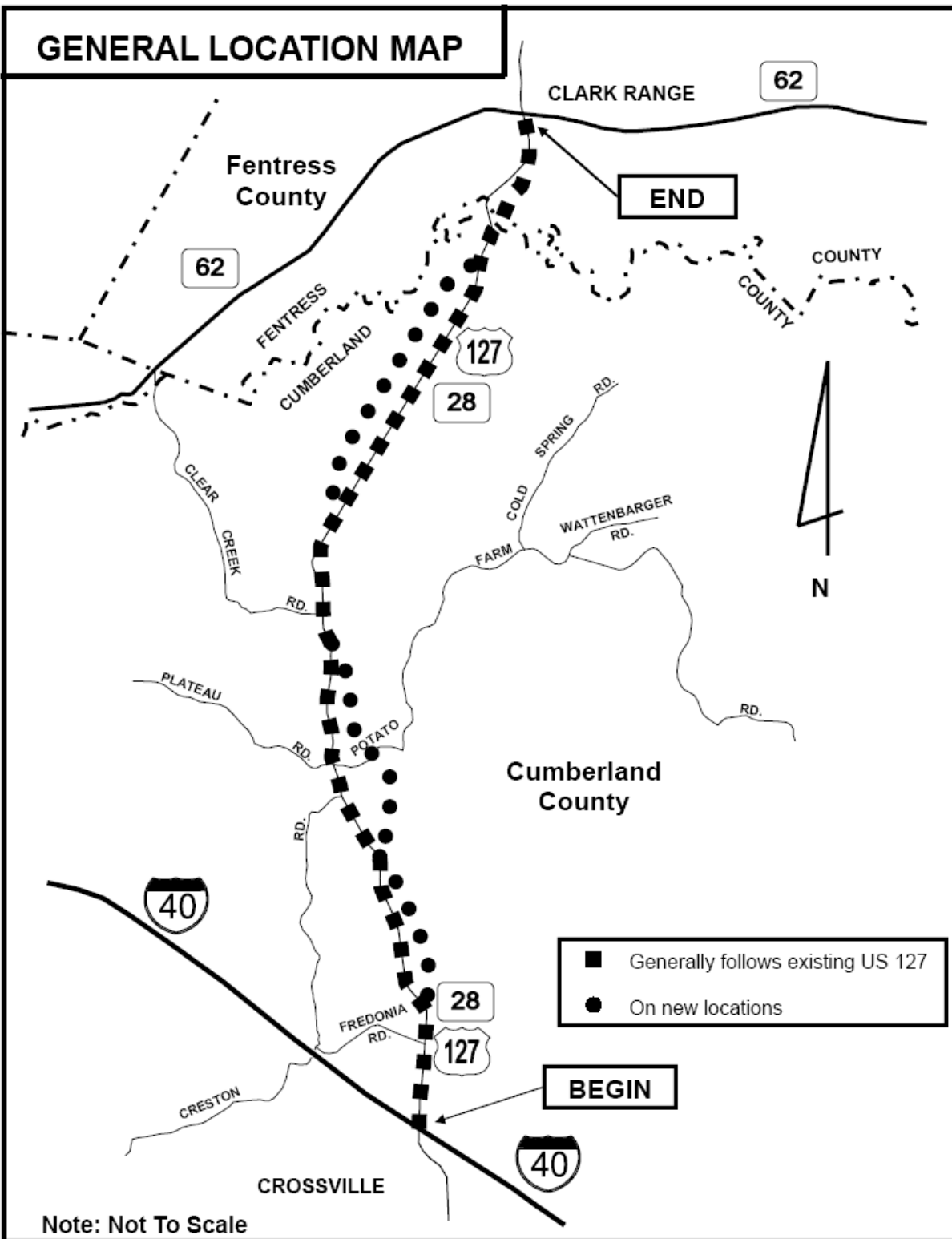
Ms. Margaret Mahler
ADA and Safety Coordinator
Tennessee Department of Transportation
Suite 400, James K. Polk Bldg.
505 Deaderick Street
Nashville, TN 37243

or by email: Margaret.Z.Mahler@state.tn.us
Phone (615) 741-4984
Fax (615) 253-1477
TTY Relay (800) 848-0298

Written statements and other exhibits in place of, or in addition to, oral statements made at the meeting must be submitted to Project Comments: Office of Constituent Services, Tennessee Department of Transportation, Suite 700, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0332, within twenty-one (21) days following the date of the meeting to be included as part of the official transcript.

Document Samples (continued)

NOTICE OF PUBLIC MEETING, MAP





Document Samples (continued)

NOTICE OF APPROVED ENVIRONMENTAL DOCUMENT AND CORRIDOR PUBLIC HEARING

The Tennessee Department of Transportation (TDOT) in conjunction with the Federal Highway Administration (FHWA) has made available for public review an Environmental Assessment (EA). The Department is proposing to construct, on new location, a connector facility between State Route 104 and State Route 5, north of Trenton in Gibson County, Tennessee. The proposed project alignment is a result of an effort to minimize adverse human and environmental impacts and to provide a facility able to serve transportation needs into the future.

The proposed connector begins approximately 1.7 miles west of Trenton on State Route 104. The proposed project then moves northeast on new location to a point approximately 0.7 miles west of the proposed intersection of existing and relocated State Route 5. The proposed typical cross section consists of 2 @12 foot traffic lanes in each direction, 12 foot outside shoulders and a 48 foot median within a minimum 250 foot Right-of-Way. As the projected design traffic does not presently warrant construction of a four-lane facility, two lanes will initially be built on a four-lane right of way, which will provide for future expansion. Partial access control is proposed with each property owner being provided an access point. Major structures will be required over the North Fork of the Forked Deer River and the ICG Railroad. Two overflow structures will also be necessary for the river crossing. At grade intersections are proposed at the relocated State Route 104 and State Route 5. The total project length is 1.7 miles.

This environmental document was prepared in accordance with 23 CFR 771 and the National Environmental Policy Act of 1969. The FHWA approved this Environmental Assessment on April 28, 2005. Comments concerning this Environmental Assessment should be submitted in writing to Mr. Charles E. Bush within 30 days of the publication of this notice at the address provided on the following page.

The Tennessee Department of Transportation (TDOT), an equal opportunity affirmative action employer, will conduct a Corridor Public Hearing for the State Route 104/State Route 5 Connector of the Trenton Northwest Bypass Thursday, June 30, 2005 at Peabody High School located at 2069 Highway 45 By-pass in the City of Trenton, Gibson County, Tennessee.

This Hearing will be held from 5-7 p.m., during which time there will be a formal presentation and a question and answer session. Representatives from the Department will be present to provide information relative to the general location, major design features, the social, economic, environmental, and/or other effects of the planned project, the relocation assistance program, the tentative schedules for right-of-way acquisition, construction and any other matters of public interest. The public is invited to ask questions and to make comments during the hearing. The public will be given the opportunity to express their opinions on any aspect of this project.

Persons having a disability that will require assistance to participate at the Corridor Public Hearing may contact Ms. Margaret Mahler at (615) 741-4984, Fax (615) 532-5988, TTY Relay (877) 831-0298, or by email Margaret.Z.Mahler@state.tn.us, **ten (10) days** prior to the date of the hearing.

Written statements and other exhibits in place of or in addition to oral statements made at the Corridor Public Hearing may be submitted within **twenty-one (21)** following the date of the hearing to:

Project Comments
Tennessee Department of Transportation
James K. Polk Building, Suite 700
505 Deaderick Street
Nashville, Tennessee 37243-0334



Document Samples (continued)

The approved Environmental Assessment (EA) is available for public review at the following locations:

Environmental Division
Tennessee Department of Transportation
James K. Polk Building, Suite 900
505 Deaderick Street
Nashville, Tennessee 37243-0334
(615) 741-3653

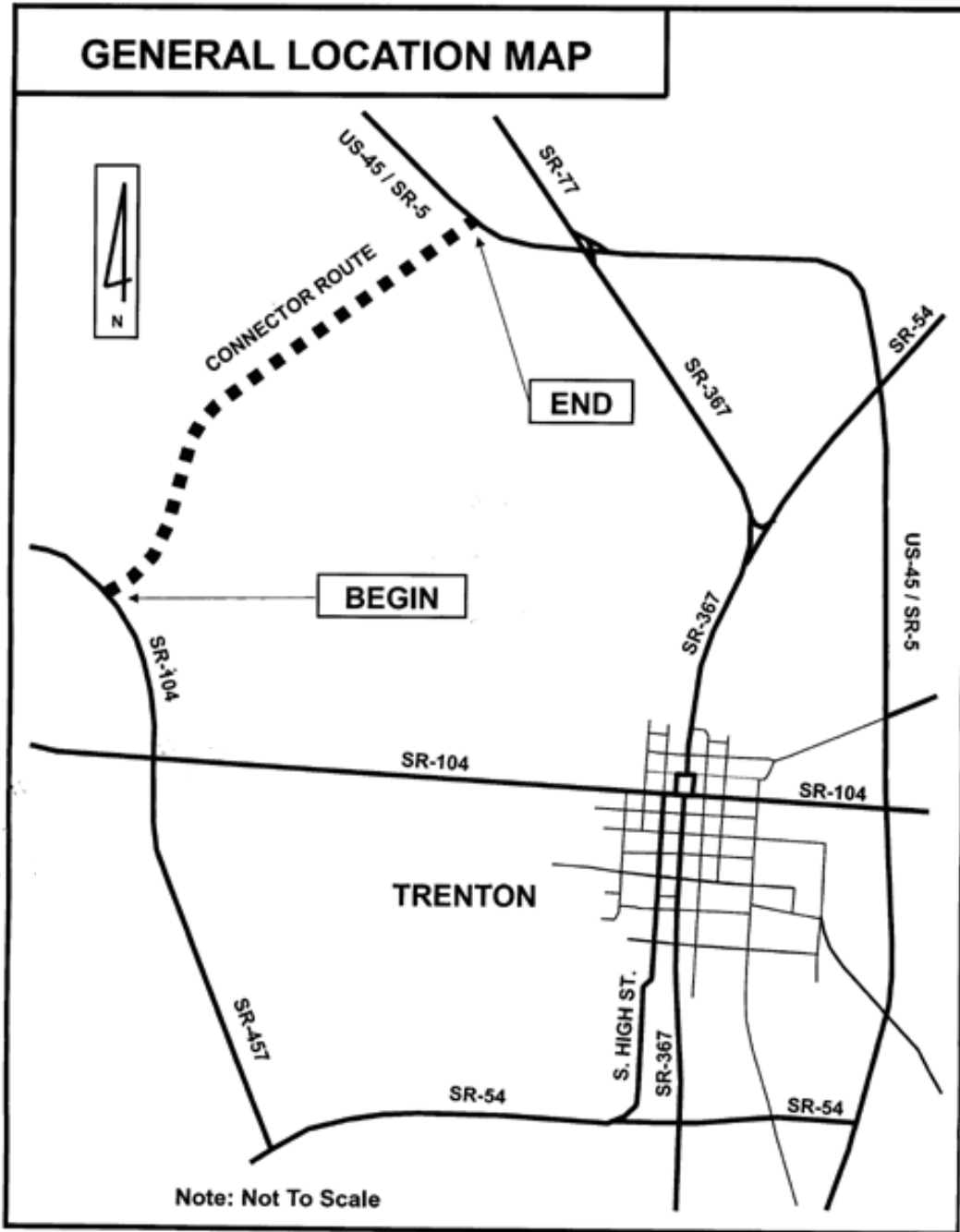
Design Division
Tennessee Department of Transportation
Region IV Office
300 Benchmark place
Jackson, TN 38302-0420
(731) 935-0140

Gibson County Memorial Library
303 South High Street
Trenton, TN 38382-2027
(731) 855-1991

Gibson County Mayor
County Courthouse
One Court Square
Trenton, TN 38382

Office of the Mayor
City of Trenton
309 College Street
Trenton, TN 38382

**Document Samples (continued)
NOTICE OF PUBLIC HEARING, MAP**





Document Samples (continued)

MEETING COMMENT CARD

Meeting Comment Card

Project Description:

Date: _____

www.tennessee.gov/tdot

Project #: _____

PLEASE PRINT

County: _____

Name _____ E-mail: _____

Address: _____

Which describes your primary interest in the project? Concerned Citizen _____ Affected Resident _____

Affected Landowner _____ Affected Business _____ Name of Business _____

City: _____ State: _____ Zip: _____

Phone (include area code): _____

Do you have issues and/or concerns about the project as proposed? If so, please explain.

Comments: _____

Please give us your assessment of our public involvement process. Rate us from 1 to 5, with 1 the worst and 5 the best.

Hearing Process Criteria:

	<u>Best</u>				<u>Worst</u>		<u>Best</u>				<u>Worst</u>	
Organization of Materials	5	4	3	2	1		Information Presented	5	4	3	2	1
Length of Meeting	5	4	3	2	1		People Presenting	5	4	3	2	1
Time of Meeting	5	4	3	2	1		Knowledge of Staff	5	4	3	2	1
Convenience of Location	5	4	3	2	1		Courtesy of Staff	5	4	3	2	1
Facility Accommodations	5	4	3	2	1		Visual Aids	5	4	3	2	1

For any score lower than three (3), please provide an explanation. _____

Document Samples (Continued)
MEETING COMMENT CARD, BACK (IDENTICAL FOR ALL COMMENT CARDS)

ADDITIONAL COMMENTS:

Project #: _____
 (for internal sorting)

FOLD HERE



FOLD HERE



Tennessee Department of Transportation
 Project Comments
 505 Deaderick Street
 Suite 700, James K. Polk Building
 Nashville, Tennessee 37243-0332

PLACE
 STAMP
 HERE



You must staple or tape shut at top before mailing.



Document Samples (continued)

DESIGN COMMENT CARD

Design Comment Card
www.tennessee.gov/tdot

Project Description:

Date: _____
 Project #: _____
 County: _____

PLEASE PRINT

Name _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (include area code): _____

Do you have issues and/or concerns about the design of the project? _____

Which describes your primary interest in the project? Concerned Citizen _____ Affected Resident _____

Affected Landowner _____ Affected Business _____ Name of Business _____

If so, please explain. _____

Are there any changes you would make to the project? _____

If so, please explain. _____

Please give us your assessment of our public involvement process. Rate us from 1 to 5, with 1 the worst and 5 the best.

Hearing Process Criteria:

	<u>Best</u>	<u>Worst</u>		<u>Best</u>	<u>Worst</u>
Organization of Materials	5	4	3	2	1
Length of Meeting	5	4	3	2	1
Time of Meeting	5	4	3	2	1
Convenience of Location	5	4	3	2	1
Facility Accommodations	5	4	3	2	1
Information Presented	5	4	3	2	1
People Presenting	5	4	3	2	1
Knowledge of Staff	5	4	3	2	1
Courtesy of Staff	5	4	3	2	1
Visual Aids	5	4	3	2	1

For any score lower than three (3), please provide an explanation. _____



Document Samples

CORRIDOR & DESIGN COMMENT CARD, PUBLIC HEARING

Combined Corridor & Design
Public Hearing Comment Card

Project Description:

Date: _____
Project #: _____
www.tennessee.gov/tdot
County: _____

PLEASE PRINT

Name _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Which describes your primary interest in the project? Concerned Citizen _____ Affected Resident _____

Affected Landowner _____ Affected Business _____ Name of Business _____

Phone (include area code): _____

We are interested in your comments about the proposed project.

Do you have issues and/or concerns about the design of the project? _____

If so, please explain. _____

Are there any changes you would make to the project? _____ If so, please explain.

Please give us your assessment of our public involvement process. Rate us from 1 to 5, with 1 the worst and 5 the best.

Hearing Process Criteria:

	<u>Best</u>			<u>Worst</u>			<u>Best</u>			<u>Worst</u>	
Organization of Materials	5	4	3	2	1	Information Presented	5	4	3	2	1
Length of Meeting	5	4	3	2	1	People Presenting	5	4	3	2	1
Time of Meeting	5	4	3	2	1	Knowledge of Staff	5	4	3	2	1
Convenience of Location	5	4	3	2	1	Courtesy of Staff	5	4	3	2	1
Facility Accommodations	5	4	3	2	1	Visual Aids	5	4	3	2	1

For any score lower than three (3), please provide an explanation. _____



Document Samples (continued) CORRIDOR COMMENT CARD

Corridor Comment Card
www.tennessee.gov/tdot

Project Description:

Date: _____
Project #: _____
County: _____

PLEASE PRINT

Name _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Which describes your primary interest in the project? Concerned Citizen _____ Affected Resident _____
Affected Landowner _____ Affected Business _____ Name of Business _____

Phone (include area code): _____

We are interested in your comments about the proposed project. Please indicate:

The alternative you prefer and why _____

What issues and concerns you have about the project _____

Any changes you would make to the project _____

Please give us your assessment of our public involvement process. Rate us from 1 to 5, with 1 the worst and 5 the best.

Hearing Process Criteria:

	<u>Best</u>			<u>Worst</u>			<u>Best</u>			<u>Worst</u>		
Organization of Materials	5	4	3	2	1		Information Presented	5	4	3	2	1
Length of Meeting	5	4	3	2	1		People Presenting	5	4	3	2	1
Time of Meeting	5	4	3	2	1		Knowledge of Staff	5	4	3	2	1
Convenience of Location	5	4	3	2	1		Courtesy of Staff	5	4	3	2	1
Facility Accommodations	5	4	3	2	1		Visual Aids	5	4	3	2	1

For any score lower than three (3), please provide an explanation. _____

Document Samples (Continued)

APPALACHIAN CORRIDOR J

Important Public Meetings

WHEN & WHERE?

MEETING #1

November 15, 2004
5:00pm - 8:00pm
Hyder-Burks Pavilion
2390 Gainesboro Grade
Cookeville, Tennessee

MEETING #2

November 16, 2004
5:00pm - 8:00pm
Livingston Academy
120 Melvin Johnson Drive
Livingston, Tennessee

WHAT?

Come to discuss:
Current corridors
Environmental, economic, tourism,
traffic, community and business issues

WHO?

Hosted by the Citizens Resource Team and TDOT

For information on public meetings, to give your opinion on the proposed project or to view maps as they become available, visit the Appalachian Corridor J web site:

www.tennessee.gov/tdot/css/corridorj/index.html

To join the mailing list, learn more about the context sensitive solutions process or to ask questions about Corridor J, call toll free:

1.800.998.2085.

APPENDIX G: Environmental Justice Resources & Advocacy Groups

Name	City
Tri-State Defender	Memphis
La Prensa Latina	Memphis
Metro Forum	Jackson
Tennessee Tribune	Nashville
El Pisano	Shelbyville
Knoxville Enlightener	Knoxville
Mid-South Tribune	Memphis
Chattanooga Courier	Nashville
Murfreesboro Vision	Nashville
Nashville Pride	Nashville
La Noticia	Nashville
El Crucero de Tennessee	Nashville
La Campana	Nashville
Actualidad Hispana	Nashville
Bravo Tennessee	Nashville
WBOL	Bolivar
WJTT	Chattanooga
WNOO	Chattanooga
WMRB	Columbia
WMRO	Gallatin
WHHM	Jackson
WJAK	Jackson
WKGN	Knoxville
KWAM	Memphis
KXHT	Memphis
WDIA	Memphis
WLOK	Memphis
WUMR	Memphis
WMDB	Nashville
WNAH	Nashville
WQQK	Nashville
WVOL	Nashville
WSTN	Somerville
WNWS	Brownsville
WHEW	Franklin



Environmental Justice Resources & Advocacy Groups

SPECIAL INTEREST GROUPS

- | | |
|--|---|
| African American Chamber of Commerce
<i>(African American Businesses)</i> | Urban League <i>(African American Advocacy)</i> |
| AARP <i>(Senior Citizens)</i> | Urban League of Greater Chattanooga <i>(African American Advocacy)</i> |
| American Legion, Department of Tennessee
<i>(Veterans)</i> | Korean Association of Memphis <i>(Korean Americans)</i> |
| American Planning Association, Tennessee
Chapter <i>(Transportation Planners)</i> | Korean American Association <i>(Korean Americans)</i> |
| Greater Nashville Black Chamber of Commerce
<i>(African American Businesses)</i> | Greater Memphis United Chinese Association
<i>(Chinese Americans)</i> |
| Hispanic Business Alliance <i>(Hispanic Businesses)</i> | The Chinese Association of Memphis <i>(Chinese Americans)</i> |
| League of Women Voters of Tennessee <i>(Women/ Female Professionals)</i> | Native American Indian Association of
Tennessee <i>(Native Americans)</i> |
| LULAC <i>(Latin Americans)</i> | American Indian Affairs of Tennessee <i>(Native Americans)</i> |
| Memphis Area Hispanic Business Alliance
<i>(Hispanic Businesses)</i> | American Indian Association <i>(Native Americans)</i> |
| NAACP Tennessee Conference of Branches
<i>(African Americans)</i> | Native American Intertribal Association <i>(Native Americans)</i> |
| Nashville Area Hispanic Chamber of Commerce
<i>(Hispanic Businesses)</i> | Mid-South Africa Consortium, Inc. <i>(African Organization)</i> |
| National Association of Retired Federal
Employees <i>(Retired Government Employees)</i> | Mid-South Africa Link <i>(African Organization)</i> |
| National Federation of Independent Business
(NFIB) <i>(Small Businesses)</i> | Latino Memphis <i>(Hispanics)</i> |
| Tennessee Association of Homes & Services for
the Aging <i>(Senior Citizens' Health Care)</i> | Indo-American Forum <i>(Americans Native to India)</i> |
| Tennessee Association of Independent Schools
<i>(Private Education)</i> | The National Conference for Community and
Justice <i>(Human Relations)</i> |
| Hispanic Catholic Ministry <i>(Hispanic Catholics)</i> | Sudanese American Friendship Association
<i>(Sudanese Americans)</i> |
| Catholic Hispanic Center of Chattanooga
<i>(Hispanic Catholics)</i> | United People of Somalia <i>(Somalians)</i> |
| Nashville Christian Church Korean
Congregation <i>(Korean Religious Organization)</i> | Vietnamese Community in Memphis & Vicinity
<i>(Vietnamese)</i> |
| Al-Farooq Islamic Center <i>(Islamic Religious Organization)</i> | Panamanian-American Association <i>(Americans Native to Panama)</i> |
| Al-Mahdi Islamic Center <i>(Islamic Religious Organization)</i> | Filipino Association of Metro Memphis
<i>(Filipinos)</i> |
| Common Cause of Tennessee <i>(Citizen Lobbying Group)</i> | Asian-American Organization <i>(Asian Americans)</i> |
| | Tennessee School for the Deaf <i>(Educational Institution for the Deaf)</i> |
| | Tennessee School for the Blind <i>(Educational Institution for the Blind)</i> |



APPENDIX H:

Consultation with Resource Management Agencies

TDOT develops its Long Range Transportation Plan (LRTP) in consultation with state and federal agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. Formal consultation also occurs between TDOT and federal land management agencies during the development of the Statewide Transportation Improvement Program (STIP).

This consultation takes place at the earliest stages of transportation decision-making and is dictated by federal transportation planning regulations. It occurs separately from the review and decision processes required by the Clean Air Act and transportation conformity requirements, and the National Environmental Policy Act (NEPA).

Further detail is provided below.

General Method of Consultation:

Agencies on the list below have been asked to supply TDOT with all available conservation plans, maps, and inventories of natural and historic resources; a list of potential areas in which to carry out environmental mitigation activities, if available and appropriate; and appropriate mitigation strategies for these areas. Agencies have also been asked to continue to forward copies of any ongoing updates and additions to those materials.

Proposed transportation policies and programs in the state's Long Range Plan are compared to the plans, maps, inventories and other information received from the agencies. Assessments of potential environmental impacts, as well as potential mitigation strategies, are included in the draft Long Range Plan or Plan amendment, and circulated to these agencies for review and comment during the standard public comment period. Comments received are incorporated into the final document as appropriate; in addition, all comments are summarized and reported in an appendix to the final document.

Federal land management agencies also receive copies of the draft Statewide Transportation Improvement Program for their review and comment during the standard public comment period. As with the LRTP, comments received on the STIP are incorporated into the final document as appropriate; all comments are also summarized and reported in an appendix to the final STIP document.

Agency-specific Requests:

One exception was requested and made to the general consultation process described above. The State Historic Preservation Office (SHPO) indicated that any discussion of potential impacts to historical and archaeological resources should emphasize avoidance and not include mitigation strategies.

APPENDIX H: (continued)

List of Resource Agencies

Corps of Engineers, Nashville District

Ms. Dena Williams
US Army Corps of Engineers
Nashville District
P.O. Box 1070
Nashville, TN 37202-1070

Corps of Engineers, Memphis District

Colonel Charles O. Smithers III
Commander
US Army Corps of Engineers
Memphis District
167 North Main Street
Memphis, TN 38002

US Fish and Wildlife Service

Mr. Lee Barclay
Field Supervisor
Tennessee Field Office
US Fish and Wildlife Service
446 Neal Street
Cookeville, TN 38501

US EPA, Region 4

Mr. Ben West
United States Environmental Protection
Agency
Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-8960

Tennessee Valley Authority

Ms. Bridgette K. Ellis
Senior Vice President, Environmental
Stewardship and Policy
Tennessee Valley Authority
400 West Summit Hill Drive
Knoxville, TN 37902-1499

National Park Service

Mr. David Vela
Regional Director
Southeast Regional Office
National Park Service
100 Alabama Street SW
1924 Building
Atlanta, GA 30303

Mr. Philip Campbell
Unit Manager
National Park Service
Obed Wild and Scenic River
PO Box 429
208 N. Maiden Street
Wartburg, TN 37887

Ms. Niki Nicholas
Superintendent
National Park Service
Big South Fork National Recreation
Area
4564 Leatherwood Road
Oneida, TN 37841

Ms. Gayle Hazelwood
Superintendent
National Park Service
Stones River National Battlefield
3501 Old Nashville Hwy
Murfreesboro, TN 37129

Ms. Imelda Wegwerth
National Park Service
Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN 37738

APPENDIX H: (continued)

Mr. Craig Stubblefield
Chief of Resource Management
National Park Service
Natchez Trace Parkway
2680 Natchez Trace Parkway
Tupelo, MS 38804

USDA Forest Service

Mr. Chuck Myers
Regional Forester
USDA Forest Service
Region 8 (Southern Region)
1720 Peachtree Road NW
Atlanta, GA 30309

Mr. Keith Sandifer
Sail, Water, Air, Planning Staff Officer
USDA Forest Service
Cherokee National Forest
2800 N. Ocoee St.
Cleveland, TN 37312

Mr. Bill Lisowsky
Forest Supervisor
USDA Forest Service
Land Between the Lakes
100 Van Morgan Drive
Golden Pond, KY 42211

US Coast Guard

Lt. Commander Derrick Masters
Executive Officer
Marine Safety Unit
225 Tully St
Paducah, KY 42003

Tennessee Dept. of Environment & Conservation

Bob Martineau
Commissioner
Tennessee Dept. of Environment & Conservation
L&C Annex, 1st Floor
401 Church Street
Nashville, TN 37243

Tennessee State Historic Preservation Office

E. Patrick McIntyre, Jr.
Executive Director
TN Historical Commission, State
Historic Preservation Office
Clover Bottom Mansion
2941 Lebanon Road
Nashville, TN 37243-0442

Tennessee Wildlife Resources Agency

Gary Myers
Executive Director
Tennessee Wildlife Resources Agency
Ellington Agricultural Center
440 Hogan Road
Nashville, TN 37204

APPENDIX I: Public Comments on PIP Amended Draft

DATE	NAME	COMMENT	DISPOSITION
2006	Jeffrey A. Welch TPO Director Knoxville, Tennessee	“We had previously asked to have the official comment period after public meetings expanded from the traditional 10 day period to 21 days. That request still stands.”	TDOT has revised its policy to extend the public comment period following public meetings and hearings to 21 days.