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Capital Region Metropolitan Planning  
Organization

**PUBLIC PARTICIPATION  
PLAN**

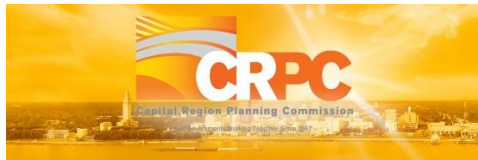
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**Capital Region Metropolitan Planning Organization**

# **Public Participation Plan**

Adopted: 2019

Updated: 2023



**Capital Region Planning Commission**

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## Public Participation Plan

### Record of Adoption

August 18 <sup>th</sup> , 2009		Adopted
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November 13, 2019	Draft recommended for review and comment	
December 11, 2019		Adopted

# Executive Summary

The Capital Region Planning Commission serves as the metropolitan planning organization for Louisiana's five-parish Capital Region (Ascension, East Baton Rouge, Iberville, Livingston, and West Baton Rouge). In accordance with the Fixing America's Surface Transportation Act, the Capital Region Metropolitan Planning Organization is required to maintain a Public Participation Plan. This Public Participation Plan, updated in 2023, contains the following four sections:

## **Section 1: Introduction**

The CRMPO produces and maintains four major planning products for its five-parish region: The Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP) and the Annual List of Obligated Projects (ALOP).

In compliance with current federal transportation legislation, Fixing America's Surface Transportation (FAST) Act, the CRMPO must also develop and update this Public Participation Plan (PPP).

This PPP outlines the framework for public participation during the development of the three major planning products, as well as air quality plans, conformity analyses, and other transportation plans.

## **Section 2: Public Participation Policy**

Section 2 outlines how the CRMPO complies with the Louisiana Public Records Act (also known as Louisiana Sunshine Law), which ensures that public documents are preserved and open to view by the public.

It also outlines the CRMPO's responsibilities for publishing official notices, conducting public hearings, and hosting special public meetings.

## **Section 3. Public Participation Techniques**

Section 3 provides a broad overview of various public participation methods CRMPO staff may use as part of the planning process. These include the dissemination of draft documents, public hearings, and social media outreach. The public can also engage with the planning process through participating in workshops, commission meetings, or by sitting on committees such as the Technical Advisory Committee (TAC).

## **Section 4. Plan-Specific Guidelines**

Section 4 outlines specific public participation guidelines for each planning product. Once CRMPO staff completes a draft planning document, the public may review and comment on it based on the following timelines:

- Public Participation Plan – Forty-five (45) day public review and comment period.
- Metropolitan Transportation Plan – Thirty (30) day public review and comment period for adoption of the plan and fourteen (14) day public review and comment period for amendments.
- Transportation Improvement Plan & Program of Projects – Thirty (30) day public review and comment period for adoption of the plan and fourteen (14) day public review and comment period for amendments; and
- Unified Planning Work Program – Fourteen (14) day public review and comment period.
- Annual List of Obligated Projects – Fourteen (14) day public review and comment period. (available in the 3<sup>rd</sup> week of October of every FY)

In the event CRMPO receives comments requiring major changes to a plan, a second public review and comment period of seven (7) days shall be scheduled.

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# 1.0 Introduction

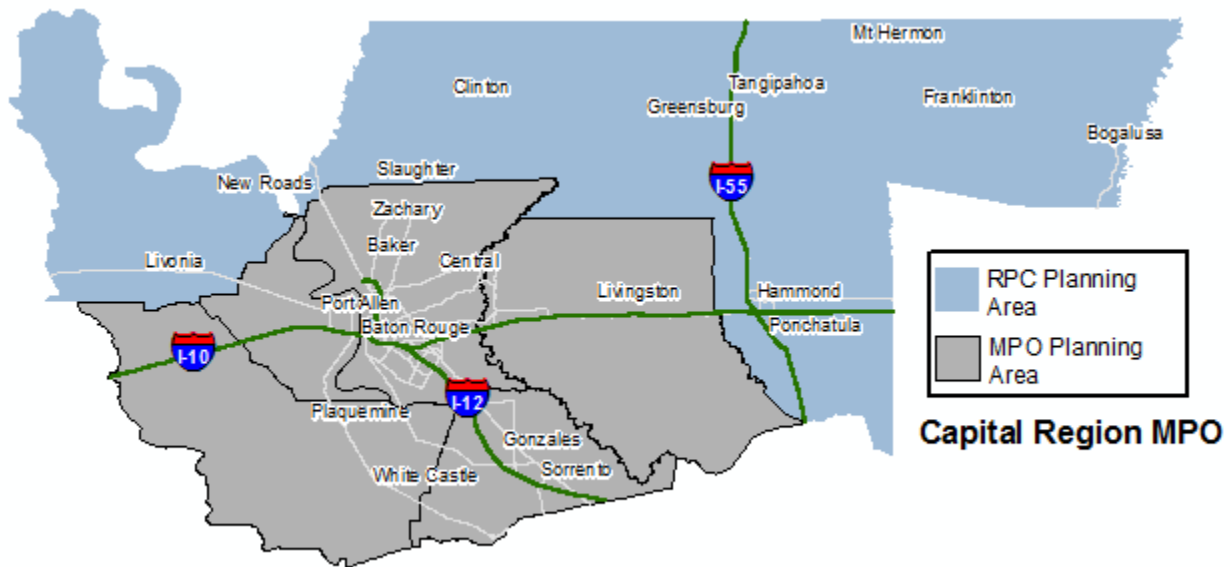
## 1.1 Capital Region Planning Commission

The Capital Region Planning Commission (CRPC) is a public, nonprofit organization serving municipalities and public service agencies in the following Louisiana parishes: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana (hereafter termed the “Capital Region”). In this capacity, CRPC provides a forum for the elected officials to discuss shared concerns and work toward common goals. Its professional staff of planners, engineers, GIS specialists, and economic development professionals offer a range of services including:

- Transportation and land use planning and programming.
- Economic and community development.
- Data and analysis.
- Mapping and aerial photography.
- Disaster recovery and mitigation.
- Air quality analysis.

CRPC also serves as a data center and regional planning library. Transportation studies, community facilities, GIS analysis, and demographic data can be found in our physical library or accessed through the CRPC website.

Finally, CRPC serves as the staff to the Capital Region Metropolitan Planning Organization (CRMPO), which is comprised of leaders and elected officials from the urbanized areas of East Baton Rouge, West Baton Rouge, Livingston, Ascension, and Iberville Parishes (**Figure 1**). In this capacity, the CRPC coordinates regionally significant transportation projects and programs federal transportation funds across the urbanized region.



**Figure 1. Capital Region MPO**

**1.2 MPO Committees**

The CRMPO houses two committees: the Transportation Policy Committee (TPC) and the Technical Advisory Committee (TAC).

The TPC is the governing body of the MPO, and provides policy guidance for the development, coordination, and implementation of the multi-modal transportation plan. The TPC is made up of local elected officials and representatives from relevant government agencies. A complete list of MPO committees and their representatives can be found in **Appendix A**.

The TAC provides technical guidance to the TPC on the development, coordination, and implementation of the multi-modal transportation plan, and is comprised of citizens from a broad range of backgrounds. Regular TAC meetings provide an opportunity for the general public to learn about and contribute to the transportation planning process.

**1.3 MPO Plans**

In November 2021, the Infrastructure Investment and Jobs Act (IIJA) was passed and signed into law. Like previous transportation funding bills, the IIJA requires all MPOs produce a long-range Metropolitan Transportation Plan (MTP), a short-range Transportation Improvement Plan (TIP), and an annual Unified Planning Work Program. (UPWP).

All three documents, particularly the MTP and the TIP, require substantial public input in their development and review.

The following is a brief discussion of the planning products required of all MPOs, including the Baton Rouge MPO:

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

The MTP is a long range (25-years or greater) multimodal transportation plan which guides the programming of local, state, and federal funds into transportation projects. The MTP is developed with significant input from the public and many stakeholders such as local planners, transportation service providers, community leaders, and nonprofit advocacy organizations.

The result of the planning process is a prioritized, multi-stage list of transportation improvement projects for the urbanized area ranging from roadway widenings to bike trails and transit capital investments.

Typically, an MTP must be updated, at minimum, every five years. However, because the Capital Region has been designated as an air quality non-attainment area by the Environmental Protection Agency (EPA), the Capital Region MTP must be updated a minimum of every four years.

The current Capital Region MTP is entitled MOVE 2046 and is available at <https://crpcla.org/>. The public outreach process for MOVE 2046 began in early 2021, and the final plan was adopted by the TPC on March 23, 2022. Hundreds of Capital Region residents and stakeholders participated in the MOVE 2046 planning process, generating thousands of comments and project recommendations which were incorporated into the finished plan. The MOVE 2046 public outreach effort is available for download at <https://crpcla.org/mtp>.

MOVE 2046 may be amended as needed due to changing funding priorities and/or updated transportation studies. The MTP amendment process is discussed in detail in Section 4.

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

The TIP is a four-year programming document comprised of all projects selected for inclusion in Stage 1 of the MTP.

All regionally significant transportation projects from highway improvements to bicycle and pedestrian enhancements are included in the TIP.

The TIP may be amended through a vote by the TPC as needed. The amendment process is discussed in detail in Section 4.

Minor changes such as to a project name, or small fluctuations in project cost, may be modified administratively without prior public approval.

The current Capital Region TIP and transportation projects list, which covers fiscal years 2023-2026, is available at <https://crpcla.org/tip>.

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

The UPWP is an annual plan which outlines all federally funded planning activities to be performed by MPO staff for the fiscal year. The UPWP is reviewed and adopted by the TAC and TPC.

The current UPWP is available for download at <https://crpcla.org/unifiedplanningworkprogram>.

## **1.4 Public Participation in the Planning Process**

CRMPO is committed to public participation in the development of all transportation plans and studies for the region. The FAST Act, signed into law by President Obama in 2015, not only broadened the scope of work for MPOs, but also introduced new public participation requirements discussed further in Section 3.

The processes outlined in this document form the basis for public involvement in the regional transportation planning process. Once a planning document is drafted, it is presented to the public for review and comment.

This Public Participation Plan (PPP) has been developed to meet federal requirements outlined by the FAST Act (**Appendix C & D**), Title VI of the Civil Rights Act of 1964 (**Appendix E**), Environmental Justice, and the Americans with Disabilities Act (ADA) of 1990.

## **1.5 Public Participation Planning Goals**

The goals of the CRMPO Public Participation Plan are:

### **1. Education & Outreach**

- To educate the public and raise awareness of the regional transportation planning process through social media, printed materials, and other engagement methods.
- To illustrate how the regional transportation planning process is impacted by state and local regulation.

## 2. Participation

- To provide ample opportunity for stakeholders and the public to participate in the planning process and provide feedback on draft documents. Timely public notice will be published online and in the paper of record in advance of TPC adoptions and amendments.

## 2.0 Public Participation Policy

### 2.1 Open Public Meetings Law

CRMPO public meetings shall comply with the State of Louisiana Open Meetings Law, R.S. 42:12 through 28.

**La. R.S. 42:12** It is essential to the maintenance of a democratic society that public business be performed in an open and public manner and that the citizens be advised of and aware of the performance of public officials and the deliberations and decisions that go into the making of public policy.

**La. R.S. 42:14 A** Every meeting of any public body shall be open to the public unless closed pursuant to R.S. 42:6, R.S. 42:6.1, or R.S. 42:6.2. - §5. A., Louisiana Open Meetings Law.

The public will have an opportunity to comment on current agenda items at each of the CRMPO TPC meetings. The executive director of the CRMPO shall determine the length of time to be allotted to each speaker. For those who are unable to attend the open meeting, comments may be mailed to:

14734 S Harrell's Ferry Rd  
Baton Rouge, LA 708216  
or emailed at [info@crpcla.org](mailto:info@crpcla.org)

If translation services are needed, please contact:

Chris Shalohm  
+1(225)383-5203  
[cshalohm@crpcla.org](mailto:cshalohm@crpcla.org)

### 2.2 Responsibilities

The TPC supports involvement of stakeholders and the public in the development and review of regional transportation plans. Private transportation providers, enforcement agencies, toll authorities, neighborhood organizations, elected officials, environmental interest groups are among the many stakeholders encouraged to participate.

In order to facilitate meaningful public participation in the planning process, the CRMPO shall:

- Solicit public input during the development and review of the TIP, MTP, UPWP and other significant transportation plans developed by CRMPO and Capital Area Transit System (CATS).

- Provide a forum for the review and comment on amendments to previously adopted plans.
- Provide adequate notice of public meetings and other opportunities to engage in the planning process via the internet and paper of record.
- Involve stakeholders interested in transportation and relevant air quality issues in the development and review of transportation plans.
- Foster participation and dialogue with groups which have traditionally had limited involvement in the planning process such as minority groups, low-income communities, neighborhood associations, and other civic groups.
- Periodically evaluate the transportation needs of the community through meetings, surveys, and/or other comprehensive and engaging methods.
- Develop and share educational materials regarding transportation planning and related air quality issues.
- Make readily available planning documents and other CRMPO materials to the public for informational purposes in a variety of media.

## **EXCEPTIONS TO NOTIFICATION COMMITMENTS**

There are occasions when the MPO is required to act quickly, to meet a grant deadline, preserve spending authority or respond to an unforeseen opportunity or emergency. Unforeseen opportunities are most likely to occur in response to a request by FTA due to the severe time constraints the agency operates under. Emergency situations include manmade and natural disasters such as hurricanes, floods, epidemics and pandemics, chemical spills, acts of terrorism, cyber-attacks, etc.

In a nonemergency situation when an unforeseen opportunity demands immediate TPC action, staff may bring proposed actions forward to the TPC. This allows the TPC to be fully informed of the situation and to act if it wishes to do so, or to decline to take immediate action and remand the item to one or more Technical Advisory Committee for further study.

## **EMERGENCY PROVISIONS FOR PUBLIC INVOLVEMENT**

Public engagement is very important to the MPO, DOTD, FHWA and FTA. To protect public health and to comply with instructions, recommendations and Executive Orders issued during a pandemic or other threat to community health, the MPO will be proactive but flexible in meeting public participation plan requirements. MPOs are expected to continue to provide opportunities for public involvement throughout their planning activities. However, some public participation plan activities may be delayed or deferred and be replaced with other engagement strategies to ensure that all

sectors of the population have an opportunity to participate. The MPO will document any outreach activities that were originally documented in the PPP or in a PIP for a specific project that require modifications and provide strategies, if needed, to ensure sufficient and appropriate outreach is maintained.

### **Immediate/Short Term Response**

In the event of a manmade or natural emergency that precludes holding regular public meetings, the TPC may provide staff direction on how to proceed by way of passing a motion. The motion may include authorizing the MPO Chair to act on behalf of the TPC and empower the MPO Director to bring issues requiring immediate attention forward to the MPO Chair to act upon. The TPC will have the opportunity to ratify all emergency actions taken at a later date.

### **Intermediate Response**

Once the scope of an emergency becomes better defined, the US President, Congress, Governor of the State of Louisiana or Local Governing Boards and Councils may issue declarations of emergency and Executive Orders that MPOs must follow. In the event of a declaration of manmade or natural emergency that precludes holding regular public meetings for a known or unknown period of time, the TPC will adopt a resolution to:

1. Recognize the emergency situation calling for alternative public involvement strategies.
2. Stipulate that the emergency procedures for public involvement are temporary.
3. Specify the alternative public involvement strategies to be used, including time periods for public comment and MPO responses to the comments.
4. Ensure that public involvement strategies are inclusive as possible to the extent that they comply with emergency executive orders to protect public health, etc.
5. If public involvement strategies are not sufficiently inclusive due to public health concern or other limitations, the MPO may consider holding additional public involvement activities on the plans after adoption, and after the emergency is over, to ensure that the public is informed and can request reconsiderations/ amendments to the TPC.
6. Acknowledge that the resolution is provided as an interim measure and may be modified as new local, state, or national technical assistance and/or guidance is issued.

Public involvement strategies include, but are not limited to virtual meetings, on-line surveys, telephone conferencing, social media and interactive components of the MPO website. It is desirable, and may be feasible, to maintain the public participation plan's standard methodologies and timeframes for reporting and



responding to public comments. However, if the time frame must be shortened or the methodologies are curtailed due to the nature of the emergency, the MPO may take whatever steps are necessary to meet deadlines. In the event of a public health emergency coinciding with a cyber-attack, public involvement activities may have to be suspended for a period of time.

### **Long Term Response**

In the event that an emergency situation persists for several months or more and in the absence of action taken by the federal government to extend the deadlines for delivery of core MPO planning products such as the LRTP, UPWP, TIP and PPP; the MPO may take whatever action is necessary to meet the federal deadlines. After the emergency is over, the MPO will resume its regular meeting schedule and public involvement activities with the highest priority given to meeting immediate deadlines and the next level of priority given to providing opportunities for the public to review, comment on and request amendments to any plans that were adopted during the emergency.

## 3.0 Public Participation Techniques

This section will provide a broad overview of outreach techniques that may be used to implement the CRMPO PPP.

The variety of outreach techniques discussed here are designed to offer participation opportunities to the broadest possible range of citizens and stakeholders. The FAST Act requires MPOs to provide reasonable opportunities for participation by:

- Citizens.
- Affected public agencies.
- Representatives of public transportation employees.
- Public ports\*.
- Freight shippers.
- Private providers of transportation, including intercity bus\*.
- Providers of freight transportation services.
- Representatives of users of public transportation.
- Representatives of users of pedestrian walkways and bicycle transportation facilities.
- Representatives of the disabled.
- Other interested parties.

\* The FAST Act expanded the list of interested parties which must be included in the ongoing public participation process to include public ports and intercity bus operators.

### 3.1 Media

CRMPO enlists multiple sources of media to communicate with and inform the public. Such sources are included below.

#### ***Press Releases and Public Service Announcements***

CRMPO uses various forms of digital and traditional media to announce public meetings and other engagement opportunities.

Registered news media on CRMPO's email list receive all press releases. Public service announcements are also distributed to the appropriate media outlets.

## ***Newspapers***

Notices of all meetings, public hearings, and public comment periods are published in the newspaper *The Advocate*, which is circulated throughout the urbanized area. Public meeting notice deadlines specific to the MTP, TIP, and UPWP are provided in Section 4.0.

## ***Website***

The CRPC website <https://crpcla.org/> provides a wealth of information on the region's many transportation plans, programs, and initiatives, including digital versions of the MTP, TIP, and UPWP available for download. Notices for all meetings, public hearings, and public comment periods are posted on the website as well. The site also contains a public comment form and links to MPO member jurisdictions.

## **3.2 Meetings & Presentations**

CRMPO holds various meetings and presentations to inform the public and local stakeholders. Examples of the types of meetings and presentations held are mentioned below.

### ***Public Meetings***

Public meetings are fundamental to the engagement process by allowing stakeholders to meet face-to-face with planners and their elected officials to discuss planning projects. To further engage stakeholders, CRMPO uses visualization techniques to describe metropolitan transportation plans.

CRMPO committee meetings are held in centrally located, ADA-accessible public facilities along fixed-route transit corridors. This is to ensure easiest access by all members of the public.

Per ADA standards, the Capital Region Planning Commission will make special accommodations for public meetings. The individual requesting special accommodation can contact CRPC at +1(225)383-5203 at least one week prior to the meeting date.

### ***Tag-on Meetings***

CRMPO staff is available to present at meetings such as local planning commissions, town/city alderman, Parish commissions, etc. to educate the public on our work and the transportation planning process.

If an individual or organization wants a staff member to present on an agenda item, they can contact CRPC at +1(225)383-5203.

### **3.3 Other Tools**

CRMPO enlists various other tools to communicate with the public. Such tools include mailing lists, public libraries and social media.

#### ***Mailing Lists***

CRMPO maintains an e-mail list of citizens, public and private organizations, and nonprofit agencies with an interest in the transportation planning process. In addition to meeting notices, mailing list subscribers may also receive newsletters, surveys, and other information that may be of interest to them.

Anyone interested in joining the CRPC mailing list may do so on the CRPC website, or at any of our public meetings.

#### ***Public Libraries***

The main library in each parish within the urbanized region receives a copy of draft MPO documents for public review and comment. A list of the five main libraries within the five-parish area is in **Appendix B**.

#### ***Social Media***

Social media has proven to be a fast, inexpensive, and effective way for government agencies to communicate with the public. Not only does social media allow for the easy dissemination of meeting notices and other information, but it provides the public with the opportunity to message planning staff members directly.

CRPC staff currently maintain the following social media accounts:

- Facebook: CapitalRegionPlanningCommission
- Instagram: CRPCLA
- Twitter: CRPCL

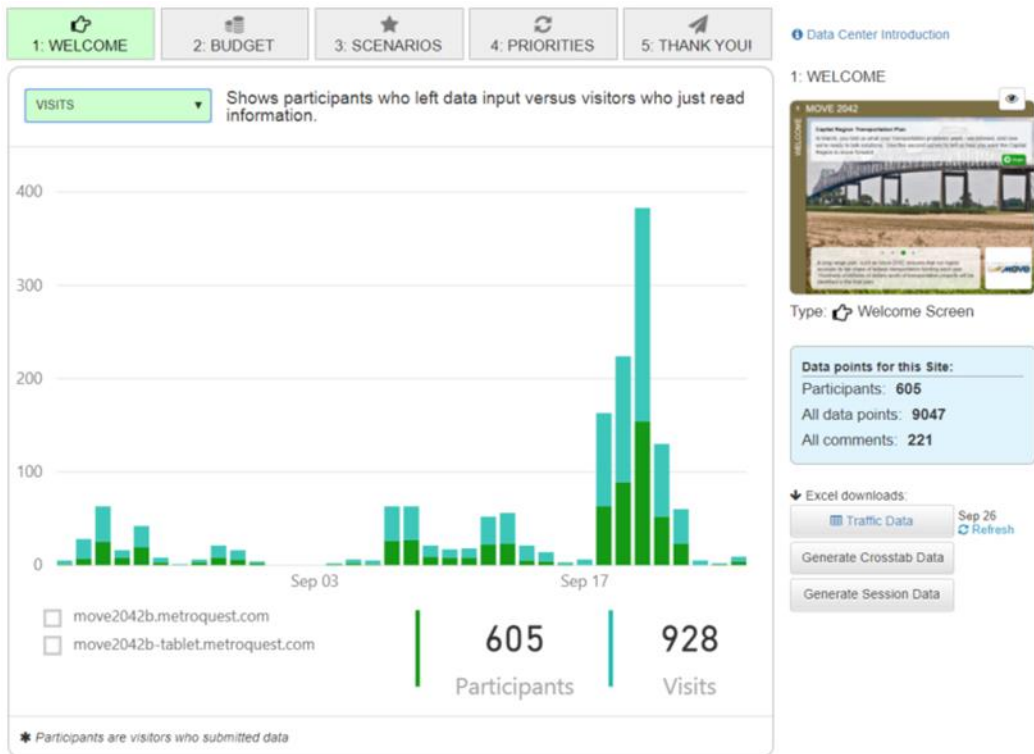
#### ***On-line Survey Tool***

In conjunction with regular stakeholder public meetings which were held in each MPO parish, CRPC utilized the “Metroquest” public engagement online survey tool during the MOVE 2046 public outreach process. This allowed CRPC to engage hundreds of interested citizens in the development of the MTP. Two distinct surveys were developed for MOVE 2046.

Survey 1 yielded the following results:



CRPC received the following input from the second round of surveys:



## **4.0 Plan Specific Guidelines**

Section 4 outlines CRMPO's public participation procedures related to specific planning documents.

### **4.1 Public Participation Plan**

The Public Participation Plan is a document required by the federal government. The following process is used for adopting the PPP.

#### ***Assessment of the Public Participation Plan***

This PPP will be assessed and revised along with each update of the MTP – every four years while in air quality non-attainment, or every five years while in air quality attainment.

The effectiveness of CRMPO's public participation techniques will be assessed and updated accordingly. The PPP will also be evaluated for continued compliance with all current local, state, and federal legislation.

This version of the PPP coincides with the most recent Capital Region MTP, Move2046.

#### ***Adopting Updates to the Public Participation Plan***

When the PPP is updated, the public participation process shall follow that of the TIP (Section 4.3), with the exception that the public review period shall be forty-five (45) days instead of thirty (30).

Relevant state and federal agencies shall have an opportunity to comment on draft updates.

### **4.2 Metropolitan Transportation Plan**

Like the PPP, the MTP is a living document required by the federal government. The MTP is updated every four years while in air quality non-attainment, or every five years while in air quality attainment. The CRMPO is currently updating the MTP *every four years*.

#### ***Preparing to Amend or Update the MTP***

The CRMPO shall guide the preparation of the MTP along with input from the TAC and state and local agencies responsible for land use management, environmental protection, conservation, and historic preservation, etc.

CRMPO will facilitate broad public engagement efforts (identified in Section 3.0) early

in the development of the MTP to ensure all citizens' concerns and priorities are reflected in the final plan. Opportunities to engage in the planning stages of the MTP will be clearly communicated to the public using, at a minimum, the guidelines for official notices provided in Section 2.2 of this plan.

Upon completion of the draft MTP, the TAC shall review and endorse for consideration by the TPC. The TPC shall then review, amend if necessary, and concur that the draft MTP be made public for review and comment.

### ***The Public Comment Process for Update of the MTP***

After concurrence by the TPC, MPO staff shall publish the draft MTP. It will be made available for download at <https://crpcla.org/> and physical copies will be made available in the regional public libraries identified in **Appendix B**. The draft plan will be available for a minimum of thirty (30) days prior to final consideration by the TPC.

An official notice stating that the TPC has endorsed a draft MTP for public review and comment shall be placed in *The Advocate* newspaper at least thirty (30) days prior to consideration by the TPC. The notice shall invite the public to review and comment on the draft MTP. The notice will specify the date, time, and location of the public hearings. Press releases announcing the meetings will be provided to all news organizations registered with CRMPO's mailing lists.

CRMPO shall provide for public input during the public review period and the public can comment at CRMPO meetings. The TPC may establish reasonable time limits for public comment, considering the time constraints of the meeting(s) and complexity of the agenda item(s). Any individual who wishes to attend a meeting and requires special accommodation, such as a translator or sign-language interpreter, may contact CRPC at least seven days beforehand at the number listed on the published notice. CRPC will work with all individuals requiring special accommodation.

The TPC must vote to close the public comment period before voting to adopt the MTP.

If the TPC determines there are significant unresolved comments on the MTP, it may defer the adoption of the plan. MPO staff will then produce a written summary and analysis of comments which may lead to amendments to the draft plan. Should those amendments be significant, or if the final plan differs significantly from the draft presented to the public, an additional 7-day review period will be allowed.

A summary and analysis of the disposition of public comments will be incorporated into the final document.

### ***The Public Comment Process for Amendment of the MTP***

Amendments to the MTP shall follow the same process and procedure as an update,

except the public comment period shall be no less than fourteen (14) days.

### ***Administrative Modifications***

Minor administrative changes may be made to the MTP by CRMPO staff. The staff will inform the TAC and TPC of such changes, and the committees may choose to place the item on their agenda(s) for discussion. Public comments may take place at that time.

### **4.3 Transportation Improvement Program**

The federal government requires the TIP to be updated annually. Each MPO's TIP is adopted by the state in which it is located; becoming what is known as the STIP. The TIP requires the following process:

#### ***Preparing to Amend or Update the TIP***

The TIP is updated yearly and concurrently with the MTP every four (4) years. The public is encouraged to propose transportation projects for inclusion during the public engagement process facilitated by the CRMPO.

Opportunities to engage in the MTP and TIP planning process will be clearly communicated to the public using, at a minimum, the guidelines for official notices provided in Section 2.2 of this plan.

CRMPO staff and the TAC shall review the input from stakeholders during the creation of the TIP and the accompanying Air Quality Conformity Determination.

The TAC shall review the draft TIP and endorse for consideration by the TPC. The TPC shall then review, amend if necessary, and concur with the draft TIP for public review and comment.

#### ***The Public Comment Process for Updating or Amending the TIP***

When the MTP is updated, the MPO staff shall publish a draft TIP. It will be made available for download at <https://crpcla.org/> and physical copies will be made available in the regional public libraries identified in **Appendix B**. The draft program will be available for a minimum of thirty (30) days prior to final consideration by the TPC.

An official notice stating that the TPC has endorsed a draft TIP for public review and comment shall be placed in *The Advocate* newspaper at least 30 days prior to consideration by the TPC. The notice shall invite the public to review and comment on the draft TIP. The notice shall specify the date, time, and location of the public hearings. Press releases announcing the meetings will be provided to all news organizations registered with CRMPO's mailing lists.



At the public meetings, the MPO staff will report to the Committee all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment submitted on CRPC website.

CRMPO shall provide for public input during the public review period and the public can comment at CRMPO meetings. The TPC may establish reasonable time limits for public comment, considering the time constraints of the meeting(s) and complexity of the agenda item(s). Any individual who wishes to attend a meeting and requires special accommodations, such as a translator or sign-language interpreter, may contact CRPC at least seven days beforehand at the number listed on the published notice. CRPC will work with all individuals who require special accommodation.

The TPC must vote to close the public comment period before voting to adopt the TIP.

If the TPC determines there are significant unresolved comments on the TIP, it may defer the adoption of the program. MPO staff will then produce a written summary and analysis of comments which may lead to amendments to the draft program. Should those amendments be significant, or if the final plan differs significantly from the draft presented to the public, an additional 7-day review period shall be allowed.

A summary and analysis of the disposition of public comments will be incorporated into the final document.

The TPC must again vote to close the public comment period prior to a committee vote to adopt the TIP.

Amendments to the TIP shall follow the same process and procedure except the public comment period shall be no less than fourteen (14) days.

### ***Administrative Modifications to the TIP Update***

Minor administrative changes may be made to the TIP by CRMPO staff. Staff will inform the TPC and TAC of such changes and the committees may choose to place the item for discussion on their agenda. Public comments may be taken at that time.

The following changes may be made to the TIP administratively, without a vote from the TPC:

- Revisions to a project description without changing the project scope, or which do not conflict with a pertinent environmental document.
- Minor changes to the project / project phase cost applying to right-of-way, utilities, engineering, or construction.
- Funding changes are limited to \$600k for projects less than \$3 million.

- For projects greater than or equal to \$3 million, an administrative modification is limited to budget changes of less than 20%.
- Minor changes to funding sources of previously included projects that do not affect fiscal constraint of the STIP or the ability to complete the project as initially described.
- Minor changes to the project / project phase initiation dates as long as the project stays within the approved S/TIP timeframe and does not affect fiscal constraint of the STIP or the ability to complete the project as initially described.
- A change in the project implementing agency.
- A split or combination of individually listed projects; as long as cost, schedule, and scope remain unchanged.
- The addition or deletion of projects from grouped project (line item) listings as long as the line-item total funding amounts stay within the guidelines discussed in bullet two.

### ***Transit Program of Projects***

The portion of the TIP which consists of transit capital and operating projects to be funded by the FTA is referred to as the Program of Projects (POP). Amendments to the POP may require its own public review process.

For FTA grant recipients within the CRMPO region, however, public notice of public involvement activities and the time established for public review of and comments on the Capital Region TIP will satisfy all POP public outreach requirements.

### **4.4 Air Quality Conformity Determination**

If conformity determination is concurrent with the development of the MTP, the public participation process shall follow that of the MTP (Section 4.2).

If conformity determination is warranted at any other time, the public participation process shall follow that of the TIP (Section 4.3) with the exception that the public review period shall be thirty (30) days.

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

Like the TIP, the UPWP is prepared and adopted each year. The UPWP is used to gauge federal and state funding needs for that fiscal year.

### ***Preparing to Adopt, Amend, or Adjust the UPWP***

CRMPO will encourage and facilitate public participation early in the development of

the UPWP, utilizing the public participation techniques identified in Section 3.0. Public review and comment periods will be clearly communicated to the public using, at a minimum, the guidelines for official notices provided in Section 2.2 of this plan.

All tasks and studies included in the work program shall be designed to allow the public reasonable opportunity for input as they progress. All projects' scope of work shall outline the public input process used for the task.

*Minimum Meetings for TPC Action (Planning Studies):*

For planning efforts where the TPC will take action, such as sub-area studies, corridor studies, or bicycle and pedestrian plans, a minimum of two (2) public meetings shall be held, one (1) by the TAC and one (1) by the TPC.

**Public Comment Process for Adoption of the UPWP**

Staff shall prepare and the TAC shall recommend the UPWP for public review and comment. Notice to that effect shall be placed in the notice newspapers listed in Section 2.0.

Public notice and press release shall be published/mailed a minimum of fourteen (14) days prior to the next scheduled TAC meeting. CRMPO staff shall report to the TAC and TPC all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment submitted on CRPC website.

The public shall be given the opportunity for comment at TAC and TPC meetings held during the public comment period. The TPC may establish reasonable time limits for public comment, considering the time constraints of the meeting and complexity of the issue. CRMPO shall follow its policy regarding the accommodation of individuals with disabilities.

The TPC must vote to close the public comment period prior to a vote to adopt the UPWP.

If the TPC determines there are significant unresolved comments on the UPWP, it may defer the adoption of the program. MPO staff will then produce a written summary and analysis of comments which may lead to amendments to the draft program. Should those amendments be significant, or if the final program differs significantly from the draft presented to the public, an additional 7-day review period shall be allowed.

A summary and analysis of the disposition of public comments will be incorporated into the final document.

The TPC must again vote to close the public comment period prior to a vote to adopt the UPWP.

### ***Public Comment Process for Amendment or Adjustment of the UPWP***

Amendments to the UPWP that: (1) add or subtract funds; (2) alter the scope of work tasks; or (3) add or delete a work task must follow the same process as for program adoption, with the exception that no more than one (1) public hearing may be conducted. A public comment period shall be held by the TPC prior to voting to amend the UPWP.

Adjustments that do not involve a change in scope, or an adjustment in funding by less than 15%, does not require a public input process and may be made administratively by CRMPO staff.

### **4.6 Annual List of Obligated Projects (ALOP)**

Like the TIP and the UPWP, the ALOP is prepared and adopted each year. The ALOP is used to gauge the transportation investments through authorized projects using federal and state funding for that fiscal year.

#### ***Preparing to Develop the ALOP***

CRMPO will encourage and facilitate public participation immediately after the development of the ALOP (usually the 3<sup>rd</sup> week of October of each Fiscal Year), utilizing the public participation techniques identified in Section 3.0. Public review and comment periods will be clearly communicated to the public using, at a minimum, the guidelines for official notices provided in Section 2.2 of this plan.

#### ***Minimum Meetings for TPC Action:***

For planning efforts, the ALOP will be included in the meeting agenda for both TAC and TPC in the months of November and December. CRPC will follow protocol as established for section for UPWP earlier.

#### ***Public Comment Process for Adoption of the ALOP***

Staff shall prepare and the TAC shall recommend the ALOP for public review and comment. Notice to that effect shall be placed in the notice newspapers listed in Section 2.0.

### **4.7 Emergency or Exigent Circumstances**

When certain emergency or exigent circumstances arise, the CRMPO is authorized to act in coordination with the Louisiana State Department of Transportation and Development (DOTD) to expedite the letting of critical projects.

## Appendix A: MPO Committees

**The Transportation Policy Committee (TPC) of the Baton Rouge MPO is made up of the following:**

- The chief elected official, or designee, from each of the 14 local governments (parishes and municipalities) that comprise the five parish MPO area:

East Baton Rouge

Parish	Mayor-President
City of Baker	Mayor
City of Central	Mayor
City of Zachary	Mayor

Livingston

Parish	President
City of Denham Springs	Mayor
City of Walker	Mayor

Ascension

Parish	President
City of Gonzales	Mayor
Town of Sorrento	Mayor

West Baton Rouge

Parish	President
City of Port Allen	Mayor
Town of Brusly	Mayor

Iberville

Parish	President (for air quality actions)
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- The Administrator (or designee) from the State District Office of the Federal Highway Administration (this is a non-voting position),
- The Secretary (or designee) from the Louisiana Department of Transportation and Development; and
- The Chief Executive Officer (or designee) of the Capital Area Transit Administration.

**The Technical Advisory Committee includes representation from the following entities:**

- Capital Region Planning Commission
- East Baton Rouge Parish Public Works

- East Baton Rouge Parish Planning Commission
- West Baton Rouge Parish
- Livingston Parish
- Ascension Parish
- City of Baker
- City of Central
- City of Denham Springs
- City of Gonzales
- City of Port Allen
- City of Zachary
- Town of Brusly
- Town of Sorrento
- Town of Walker
- Capital Area Transit System
- Paratransit Operator
- Baton Rouge Metro Airport Staff
- Port of Greater Baton Rouge
- LA DOTD
- LA Department of Environmental Quality
- Federal Highway Administration
- Baton Rouge Chamber of Commerce
- American Automobile Association
- LA Motor Transportation Association
- Railway Association
- LA Transportation Research Center
- Baton Rouge Green
- Private Sector

## Appendix B: Public Library List

1. **Pride-Chaneyville Branch Library**  
13600 Pride-Port Hudson Rd., Pride, LA 70770  
(225) 658-1540
2. **Zachary Branch Library**  
1900 Church St., Zachary, LA 70791  
(225) 658-1840
3. **Baker Branch Library**  
3501 Groom Rd., Baker, LA 70714  
(225) 778-5940
4. **Scotlandville Branch Library**  
7373 Scenic Hwy., Baton Rouge, LA 70807  
(225) 354-7540
5. **Delmont Gardens Branch Library**  
3351 Lorraine St., Baton Rouge, LA 70805  
(225) 354-7040
6. **Eden Park Branch Library**  
5131 Greenwell Springs Rd., Baton Rouge, LA 70806  
(225) 231-3240
7. **Main Library**  
7711 Goodwood Blvd., Baton Rouge, LA 70806  
(225) 231-3740
8. **River Center Branch Library**  
250 North Boulevard, Baton Rouge, LA 70802  
(225) 389-4967
9. **Carver Branch Library**  
720 Terrace St., Baton Rouge, LA 70802  
(225) 389-7440
10. **Bluebonnet Regional Branch Library**  
9200 Bluebonnet Blvd., Baton Rouge, LA 70810  
(225) 763-2240
11. **Jones Creek Regional Branch Library**  
6222 Jones Creek Rd., Baton Rouge, LA 70817  
(225) 756-1140

12. **Fairwood Branch Library**

12910 Old Hammond Hwy., Baton Rouge, LA 70816  
(225) 924-9384

13. **Greenwell Springs Road Regional Branch Library**

11300 Greenwell Springs Rd., Baton Rouge, LA 70814  
(225) 274-4440

14. **Central Branch Library**

11260 Joor Rd., Baton Rouge, LA 70818  
(225) 262-2640

## Appendix C: Federal Register

### **23 CFR § 450.316 Interested parties, participation, and consultation.**

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

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

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs.



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

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

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

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

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

**(ix)** Coordinating with the statewide transportation planning public involvement and [consultation](#) processes under subpart B of this part.

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

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

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

**(b)** In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the

metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

**(1)** Recipients of assistance under title 49 U.S.C. Chapter 53;

**(2)** Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

**(3)** Recipients of assistance under 23 U.S.C. 201- 204.

**(c)** When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

**(d)** When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

**(e)** MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

## Appendix D: U.S. Code

### 23 U.S. Code § 134 - Metropolitan transportation planning excerpt

#### **(6) PARTICIPATION BY INTERESTED PARTIES. —**

##### **(A) In general. —**

Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

##### **(B) Contents of participation plan. —**A participation plan—

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

##### **(C) Methods. —**In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable—

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

## Appendix E: Civil Rights Act

Excerpt: Title VI of the Civil Rights Act of 1964 42 U.S.C.

§2000d. Prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin.

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.