Public Works Department

CITY OF GRAND ISLAND

Working Together for a Better Tomorrow, Today

December 22, 2016

Re: Public Comment Period—Public Participation Plan Amendment No. 1

The Grand Island Area Metropolitan Planning Organization (GIAMPO) has released the Public Participation Plan Amendment No. 1 for public review and comment. The Public Participation Plan provides a framework that guides public involvement in GIAMPO's transportation planning work products. The proposed Amendment No. 1 allows the below protocol for Long Range Transportation Plan – Amendment, Transportation Improvement Program – New or Amendment, Unified Planning Work Program – New or Amendment, and Public Participation Plan – New or Amendment.

1. Discussion with the GIAMPO Technical Advisory Committee
2. Public Comment
3. GIAMPO Policy Board approval

Amendment No.1 includes a few other changes in the Public Participation Plan. All the changes are shown in red in the Public Participation Plan Amendment No. 1 document.

An electronic copy of Public Participation Plan Amendment No. 1 can be found on the City of Grand Island's Public Works web site at http://grand-island.com/your-government/public-works/metropolitan-planning-organization, and hard copies are also available in the Public Works Department Office, City Hall, 100 East First Street, Grand Island, NE, 68801. The comment period will conclude January 23, 2017.

Comments can be made to Allan Zafft at 308-389-0273 or allanz@grand-island.com.

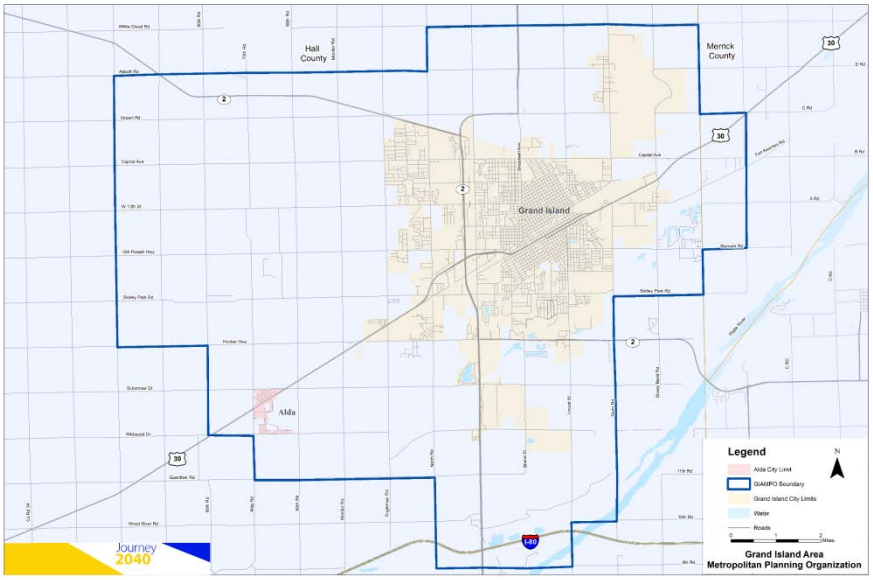
Sincerely,

Allan Zafft

Allan Zafft, AICP
MPO Program Manager

Enclosure: Public Participation Plan Amendment No. 1

PUBLIC PARTICIPATION PLAN



Adopted 11/24/2015

Grand Island Area Metropolitan Planning Organization (GIAMPO)

The preparation of this document has been financed in part through funds from the Federal Highway Administration, Federal Transit Administration, the U.S. Department of Transportation, under the Metropolitan Planning, Section 104(f) of Title 23 U.S. Code and Nebraska Department of Roads. The contents of this document do not necessary reflect the official views or policy of the U.S. Department of Transportation.

Amendment No. 1 (Changes Shown in Red)
December 22, 2016 – Public Review and Comment

Contents

Introduction and History of the Planning Process for the GIAMPO Area 2
Guiding Principles 3
Benefits of Public Participation 3
Goals for Public Involvement 3
GIAMPO's Agency Membership 4
Public Involvement Methods 6
Engaging Traditionally Underserved Populations 8
Evaluating Public Participation Strategies 9
MPO Planning and Program Documents 10
Long Range Transportation Plan (LRTP) – *Currently "Journey 2040"* 11
Updates and Amendments – Adoption by March 27, 2016 11
Transportation Improvement Program (TIP) 12
Transportation Improvement Program (TIP) - Continued 13
Transportation Improvement Program (TIP) - Continued 14
Unified Planning Work Program (UPWP) 15
Unified Planning Work Program (UPWP) - Continued 16
Public Participation Plan (PPP) 17

Adopted November 24, 2015

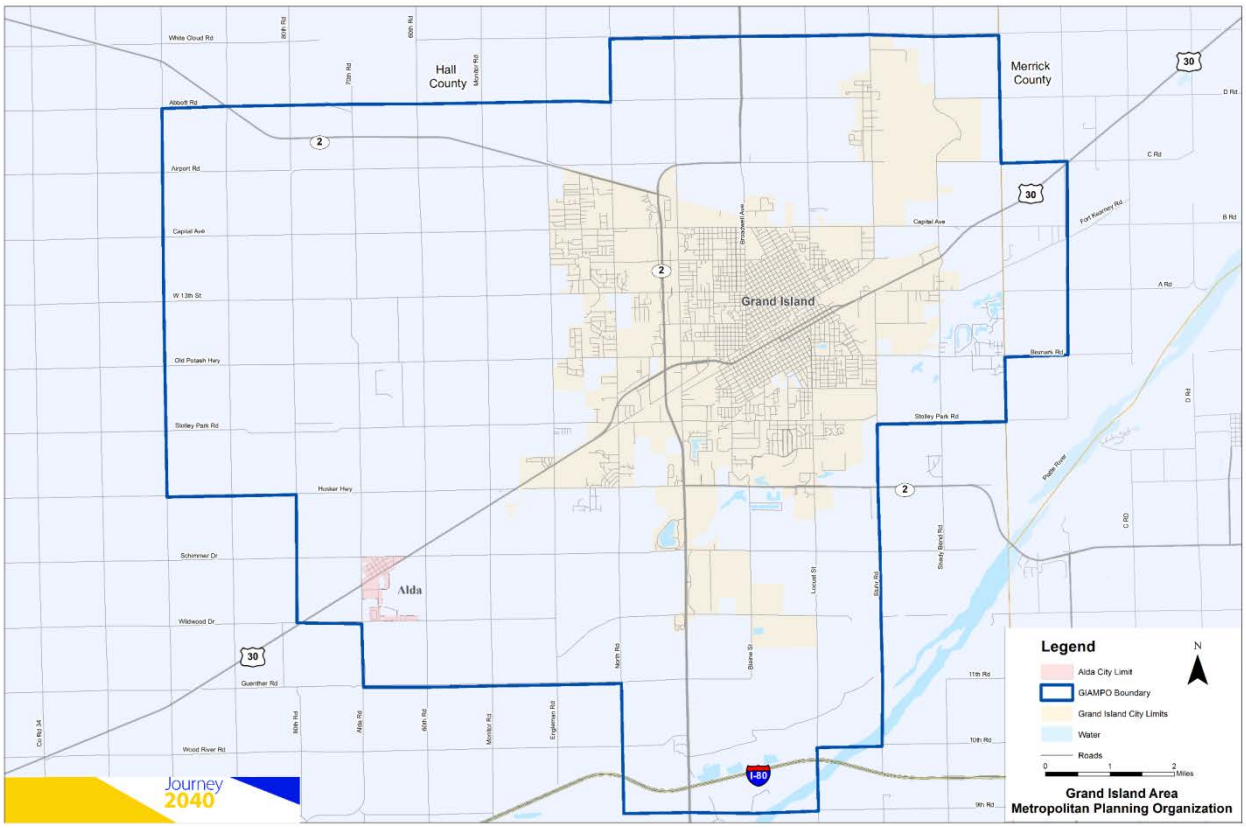
Introduction and History of the Planning Process for the GIAMPO Area

This document describes the public involvement process for the Grand Island Metropolitan Area's (GIAMPO), Transportation Planning Process.

Urbanized areas with populations of at least 50,000 people must form a metropolitan planning organization (MPO) through an agreement between the Governor and the local governments representing at least 75 percent of the metropolitan area's population, including the largest incorporated city (according to population) as determined by the U.S. Census. The Grand Island area reached the target population in 2012. The following year, GIAMPO was established for the densely developed or urbanized area consisting of Grand Island and the Village of Alda in Hall County, Nebraska as shown in ***Figure 1 – GIAMPO Planning Area***. GIAMPO is a program of the City of Grand Island's Department of Public Works and focuses on planning for transportation and land uses within the planning area.

The ***JOURNEY 2040*** planning document and process were GIAMPO's first major initiatives in 2015. It was also the planning area's first experience engaging in comprehensive discussions that are focused solely on planning for the range of multimodal, transportation improvement projects that could serve the community over the course of the coming 25 years.

Figure 1 - GIAMPO's Designated Planning Area



Guiding Principles

There are several principles that guide the participation process established by the GIAMPO in consensus with its stakeholders:

- Effective transportation planning must include the participation by those whose everyday lives are affected by how they are able to get to work, home, school, commercial establishments and services;
- Informing and educating the public about transportation planning is essential to obtaining quality public input; and
- Involving persons and groups that are typically under-represented in transportation planning or with special transportation needs, including, low-income, minority, elderly, student and disabled populations.

Benefits of Public Participation

Public and stakeholder participation is the corner stone of any planning process. Effective public participation allows planners to identify issues and understand aspects of the transportation system directly from the various users. In its simplest form, transportation planning must include the efforts for participation of those whose everyday lives are affected by how they are able to get to work, home, school, stores, and services.

Public participation allows the public an opportunity to voice concerns and offer suggestions regarding transportation-related issues. Additionally, the process helps educate the public about the transportation planning process and affords transportation professionals and decision-makers the opportunity to see sides of an issue that may be missed when considering a project from a purely technical or political perspective. Meaningful dialog among technical professionals, local decision-makers, and general stakeholders is the key to achieving consensus, which is desired before moving a project forward. Other benefits of public participation include:

- Developing a sense of community and ownership
- Identifying issues and concerns that matter most to the community
- Fostering trust in decision-makers
- Promoting accountability
- Encouraging cooperation and compromise
- Preventing and/or mitigating future conflicts

Goals for Public Involvement

Public involvement is an integral part of the transportation planning process and ensures that decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement; reasonable public availability of technical and other information; collaborative input on alternatives, evaluation criteria and mitigation needs; open public meetings where matters related to Federal-aid highway and transit programs are being considered; and open access to the decision-making process helps bring diverse viewpoints and values into the planning process. As a result, public involvement for GIAMPO's Planning Process will focus on the following goals:

- ✓ Responding to and remaining consistent with the MAP-21 requirements and those outlined in CFR 450.316, and future transportation laws – Interested partners, participation, and consultation.

- ✓ Supporting timely, useful, and used public participation.

- ✓ Purposefully seeking input from targeted and interested parties about the goals, objectives, existing conditions, performance measures, improvement scenarios, potential projects and environmental concerns that could be included in the Process.

- ✓ Engaging citizens, the business and economic development community, freight and rail operators, transit providers, advocacy groups, limited or non-English speakers, environmental justice and underserved populations, and those who use transit, pedestrian walkways, and/or bicycle facilities.

- ✓ Coordinating meeting times and locations with sensitivity to environmental justice groups.

- ✓ Strengthening and creating new partnerships with a wide variety of stakeholders.

- ✓ Building support for adoption and future implementation, while gathering feedback early and often during the process.

- ✓ Employing -visualization techniques to convey transportation information.

- ✓ Remaining sensitive to the fact that, according to the 2010 U.S. Census, 23% of Hall County's 58,607 residents are Hispanic or Latino. Further, city-data.com indicates that English and Spanish were the top two languages spoken at home by Hall County residents in 2012. Other, individual languages were spoken by less than one percent of their representative groups.

- ✓ Providing bilingual (English/Spanish), informational and educational materials in a range of formats (in person, print, digital, and/or augmented reality) and without technical jargon when requested.

A detailed spreadsheet of existing and potential stakeholder groups and their contact information is maintained by GIAMPO staff and may be available upon request. It serves as the contact list for notification of plans and other documents during the public comment periods.

GIAMPO's Agency Membership

GIAMPO Policy Board Members

The Policy Board is the decision-making body of the MPO and is comprised of local elected officials from the City of Grand Island, Hall County, Hall County Regional Planning Commission, and the Director of the Nebraska Department of Roads (NDOR) or designee. The Policy Board also consists of two non-voting members—the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Policy Board meetings are open to the public and are held in accessible

locations. There is a public announcement of the Nebraska Open meetings Law at the beginning of each meeting. Additionally, the Policy Board agendas are posted on the GIAMPO's webpage, sent out to citizens who have asked to be included on the GIAMPO's email notification list, and meeting notices are published in the newspaper in a timely manner in accordance to state law.

Policy Board Voting Members

- Mayor of the City of Grand Island.
- Four members of the Grand Island City Council recommended by the Mayor and approved by City Council.
- Two members of the Hall County Board of Supervisors who reside in the Metropolitan Transportation Planning area.
- The chair of Hall County Regional Planning Commission or designee if Chair resides outside the MPO planning boundary.
- The NDOR Director-State, Engineer or designee.

Policy Board Ex-Officio (Non-Voting) Members

- The ~~Federal Highway Administration (~~FHWA~~)~~ Nebraska Division Administrator or designee.
- The ~~Federal Transit Administration (~~FTA~~)~~ VII Administrator or designee.
- Other members as approved by the majority vote of the Policy Board.

Technical Advisory Committee (TAC) Membership

The TAC is a staff-level committee that focuses on the technical aspects of transportation policy issues and decisions prior to being presented to the Policy Board. The TAC includes a knowledgeable collection of individuals who have regular interaction with the local citizens and other interested parties. The voting committee membership consists of:

- Public Works Director, City of Grand Island
- City Administrator, City of Grand Island
- Assistant Director of Public Works: Engineering Services, City of Grand Island
- City of Grand Island/Hall County Regional Planning Director
- Hall County Public Works Director
- NDO~~Rebraska Department of Roads~~ Highway Planning Manager
- NDO~~Rebraska Department of Roads~~ District 4 Engineer
- Merrick County Hwy Superintendent
- Village of Alda

In addition to the voting members the following stakeholders have been identified as non-members actively involved in transportation planning within the region:

- NDO~~Rebraska Department of Roads~~ Local Projects Urban Engineer
- NDO~~Rebraska Department of Roads~~ Local Projects Engineer
- Transportation Planner, Realty, Civil Rights, FHWA~~ederal Highway Administration~~
- Finance Director, City of Grand Island
- Streets Superintendent, City of Grand Island

- Union Pacific Railroad
- Burlington Northern Santa Fe Railroad
- Grand Island Area Chamber of Commerce
- Grand Island Area Economic Development Corporation
- Central NE Regional Airport
- FTA~~ederal Transit Administration~~ Region VII Transportation Planner

Through this web of professionals, GIAMPO staff remains informed about transportation concerns from a variety of stakeholders. The TAC meetings are held in accessible locations and are open to the public. Additionally, TAC agendas are available on the GIAMPO's website and are emailed to the GIAMPO's email notification list one week prior to the regularly scheduled meeting.

Public Involvement Methods

The GIAMPO strives to provide a public involvement process with comprehensive information, timely public notice, and full public access to the regional transportation planning process. The GIAMPO works closely with local, state, and federal planning partners (NDOR, FHWA, FTA, and local jurisdictions) to coordinate public outreach efforts. The following methods are used to provide the public and interested parties with a variety of opportunities for being involved in the planning process, based on the information gathered from published best practices for engaging public in the transportation planning process.

Nebraska Open Meeting Law

Both the Policy Board and TAC~~echnical Advisory Committee~~'s meetings are governed by the Nebraska Open Meeting Act. However, there may be times when Policy Board meetings are closed to the public for executive sessions to discuss personnel and other sensitive issues. The Policy Board may on occasion meet with some members joining via conference call. In this situation, there will be a speakerphone located in the meeting location listed on the agenda.

Working Groups and Steering Committees

In addition to the TAC, the GIAMPO may create ad hoc working groups or steering committees to focus on a specific topic or document. Any long-term or standing sub-committees will be appointed by the Policy Board at a regularly occurring meeting.

Draft Document Availability

When major MPO documents or products are developed, updated or amended, copies of the draft document will be available during the public comment period. The notice also indicates the responsible staff person for ensuring all documents are available to the public. A copy of the draft may also be obtained by visiting the GIAMPO webpage athttp://grand-island.com/your-government/public-works/metropolitan-planning-organization or emailing the MPO Program Manager at allanza@grand-island.com~~Johna@Grand-Island.com~~.

Social Networking

The City of Grand Island's Public Works Department maintains a Facebook account to provide notifications and updates to the public on the transportation planning process. Facebook can also be used to elicit public comments on documents during public comment opportunities. The social networking site can be accessed by clicking the Facebook icon on the GIAMPO's homepage or by visiting, www.facebook.com/GI.PublicWorks. GIAMPO will strive to use other methods of social media as they become available and gain in popularity.

Email Notifications

The GIAMPO maintains a database of interested citizens, agency staff and stakeholders wanting to receive email notifications. This allows the GIAMPO to email notifications regarding meeting agendas, special events or meetings, public comment periods or other information.

During the development of the long-range transportation plan, *Journey 2040*, the GIAMPO compiled and utilized the email notification systems already established by local jurisdictions to inform citizens of public meetings. This database of stakeholders in the community will be utilized for further notifications of essential documents and plans to announce availability and comment periods.

Postal Mailings

The GIAMPO recognizes the diversity in the citizens it serves and that not everyone may have readily available access to the internet to view the GIAMPO website or receive email notifications. While it would be cost prohibitive to mail every resident in the GIAMPO region notification each time a comment period or public meeting is held, citizens may request that the MPO mail them notifications if that is their preferred method. Mailings may also be used by the GIAMPO to target specific neighborhoods or stakeholder groups to gather comments or feedback.

Public Meetings, Workshops, and Open Houses

The GIAMPO will hold public meetings as necessary for specific issues or documents. If a public meeting is required by federal regulations, one will be held before or during the public comment period in a location accessible by the public. Public meetings and open houses will generally be conducted for a two-hour period between the hours of 4:00 p.m. and 7:00 p.m. (Monday through Friday). The GIAMPO will strive to hold a public meeting in areas to provide access that is more convenient for all citizens in the GIAMPO region.

Workshops, open houses, or other events may also be conducted to keep the public informed, involved, and solicit feedback on various projects and plans. To notify the public of these events, the GIAMPO staff will post information on the GIAMPO webpage, and, if appropriate, through email notices, mailed notices, legal publications in the newspaper, and press releases.

Media Press Releases

Press Releases are sent to local media contacts regarding public meetings, open houses and documents out for public comment. Stakeholders that have requested to be placed on the Policy Board and TAC email notification lists as well will be notified.

Surveys

Electronic and hard copy surveys may be deployed to gather community feedback regarding a particular document or process. Surveys were used during the development of the *Journey 2040* Long Range Transportation Plan as a way to gauge the region's transportation interests and needs.

Presentations

Civic organizations, interest groups, and agencies may request presentations by GIAMPO staff. Presentation topics may include a general overview of the MPO or specific GIAMPO work products or planning activities.

Visualization

Visualization techniques will be used in all core transportation plans, programs and documents as much as possible. Visualization techniques promote improved understanding of the GIAMPO process and products for those who do not have a background in transportation planning. These techniques will include the use of colors, diagrams, tables, figures, maps and photos that further illustrate the ideas and concepts in transportation plans, projects and programs.

Website

The GIAMPO webpage http://grand-island.com/your-government/public-works/metropolitan-planning-organization provides a wealth of information about the MPO. Housed on the website are important documents and meeting agendas and minutes, along with announcements regarding current comment periods and public meetings. The GIAMPO webpage has contact information for GIAMPO staff to allow interested parties to submit comments, questions, or requests to be placed on the GIAMPO's email notification list.

The website also contains Google's free translation tool. This allows for website information and documents to be translated from English into a multitude of other languages, including Spanish, the largest population of non-English speaking as primary language in the study area.

Engaging Traditionally Underserved Populations

While a federal requirement, it is also a practice of the GIAMPO to make special effort to consider the concerns of traditionally underserved populations, including low-income, minority, elderly, immigrant, and disabled populations. GIAMPO meetings are open to the public and held in locations that are accessible by transit and in buildings compliant with the Americans with Disabilities Act (ADA). The GIAMPO staff will use a combination of the following techniques, as appropriate, to engage the traditionally underserved populations:

- Conduct interviews orally to reduce low-literacy as a barrier.
- Utilize local residents to help interview citizens in their own communities.
- Provide a comfortable meeting space with appropriate accommodations.
- Involve local officials and community representatives, as appropriate.
- Use traditional, non-computer based means during public outreach efforts.
- Hold meetings in "neutral" locations like schools, community centers, or public libraries (when necessary).

- Utilize the knowledge and connections of existing organizations.
- Attend scheduled and special events (the "don't wait for them to come to you, go to them" approach).
- Provide documents in alternative formats upon request when feasible.
- Use interpreters and translated materials where appropriate and feasible (this will be further developed in the GIAMPO's Limited English Proficiency Plan).

Evaluating Public Participation Strategies

~~One of the five objectives of the GIAMPO's Public Participation Plan is to "evaluate" the process and methods used to involve the public in the planning process.~~ The PPP is a constantly evolving document and must be continuously evaluated and improved upon to create and maintain effective public engagement.

A complete update of the PPP is initiated every five years to reevaluate the methods and strategies for engaging the public. In the interim, the public participation process will be reviewed on an annual basis to assess whether public opinions are being actively sought and that the public has equal and full access to all GIAMPO documents and plans. Public participation methods will be reviewed using the evaluation criteria in ***Table 1*** to gauge the effectiveness of each strategy.

Table 1 - Evaluation Criteria

Method	**Evaluation Criteria**
Website	●Number of emails received through website
Social Networking	●Number of Facebook "Likes" ●Number of comments received
Email Contact List	●Number of persons in the database ●Number of additions to the mailing list annually
Postal Mailings	●Number of requests for postal mailings
Public Meetings/Open Houses	●Number of attendees ●Number of comments received
Newspaper Ads and Articles	●No measure (required for most documents)
Cable TV Public Access Channels	●No measure
Surveys	●Number of surveys sent ●Number of surveys returned
Presentations	●Number of presentations made
Press Releases	●Number of contacts ●Number of media articles/radio interviews

MPO Planning and Program Documents

MPO Planning and Program Document	Reviewing Body and Public Meeting	Meeting NOTICES: Public Notices, Email Postings & Advertisements	Comment Period	Availability of Reports/minutes and Agenda
Long Range Transportation Plan (LRTP) Update	MPO Technical Committee, MPO Policy Board	Posted during the public review period and prior to public meetings	At least 30 days prior to approval my MPO Policy Board	Agenda available at least 7 days prior to meetings
Transportation Improvement Program (TIP)	MPO Technical Committee, MPO Policy Board	Posted during the public review period and prior to public meetings	At least 30 days prior to approval my MPO Policy Board	Agenda available at least 7 days prior to meetings
TIP Amendments	MPO Technical Committee, MPO Policy Board	Posted during the public review period and prior to public meetings	At least 15 days prior to approval my MPO Policy Board	Agenda available at least 7 days prior to meetings
Emergency TIP Amendments	MPO Technical Committee, MPO Policy Board	Posted during the public review period and prior to public meetings	24 hours public comment period prior to adoption	24 hours prior to adoption
Unified Planning Work Program (UPWP)	MPO Technical Committee, MPO Policy Board	Posted during the public review period and prior to public meetings	At least 15 days prior to approval my MPO Policy Board	Agenda available at least 7 days prior to meetings
Public Participation Plan (PPP)	MPO Technical Committee, MPO Policy Board	Posted during the public review period and prior to public meetings	At least 45 days prior to approval my MPO Policy Board	Agenda available at least 7 days prior to meetings
Other Reports/Documents	MPO Technical Committee, MPO Policy Board	Posted during the public review period and prior to public meetings	At least 15 days prior to approval my MPO Policy Board	Agenda available at least 7 days prior to meetings

Long Range Transportation Plan (LRTP) – *Currently "Journey 2040"* Updates and Amendments – Adoption by April~~March~~ 26~~7~~, 2016

Updated:
Every 5 years

Amended:
As needed

Public Comment Period:
Minimum of 30 days for updates and amendments

Minimum Required Techniques & Strategies

- Discussion with the TAC prior to public comment period~~of the draft document with the TAC.~~
- ~~TAC recommendation and release the draft GIAMPO for public review and comment.~~
- Newspaper and MPO webpage, advertisements announcing public comment period.
- Email notification of public comment period to stakeholders.
- Draft updates will be made available for review at Grand Island City Hall and~~,~~ Grand Island Public Library.
- Open houses/public meetings as needed.
- Summarize public comments, including how the comments were addressed, and include in the final draft.

Amendments

- Notification of amendment to the TAC~~echnical Advisory Committee~~ prior to posting the draft for public comment, with explanation of the need for the amendment.
- Advertisements announcing the public comment period on GIAMPO website and in the "Grand Island Independent" and other media.
- Email notification of public comment period to identified stakeholders.
- Draft made available for review at the City of Grand Island, City Hall and posted on GIAMPO's website. Public meetings are not required for GIAMPO amendments.

The LRTP document is updated in its entirety at least once every five years. This includes reevaluating the vision for the transportation system, updating the needs analysis, along with the identified projects. Amendments to the LRTP are made as needed to reflect significant changes to regional transportation policies and/or funding conditions.

After the public comment period, the draft update will be taken to the TAC (along with any public comments received) for their recommended approval for the Policy Board to adopt the plan. Once the Policy Board approves the update or amendment the approved document then replaces the former LRTP. The final LRTP is sent to NDOR, FHWA and FTA for informational purposes (as these entities do not approve the LRTP).

The initial Long Rage Transportation Plan *Journey 2040*, was developed in 2016. In the development of the Plan a Public Participation Plan was developed, and is attached as APPENDIX A.

NOTE: If the final LRTP document differs significantly from the draft made available for public comment, an additional opportunity for public comment will be provided.

Transportation Improvement Program (TIP)

Under 23 CFR 450.324 et seq., MPOs develop Transportation Improvement Programs (TIPs) that define which federal transportation funds are pledged to specific transportation projects in MPO region. The TIP includes all surface transportation projects funded with federal funding and all regionally significant projects even if funded by state or local dollars. Federal rules r~~R~~equire the TIP to cover a period of not less than four years, include project funding levels by year and funding source, and describe project work scopes.

For projects to be included in the TIP, they must first be in GIAMPO's Long Range Transportation Plan (LRTP). A project, if not regionally significant or specifically identified as a line item in the LRTP, must only be consistent with the LRTP. The TIP is to be financially constraint to assure project costs do not exceed reasonably available estimated revenues.

Target Date Task

- January 31 NDOR sends projected funding targets to MPO's for upcoming fiscal year
- February 15 NDOR sends list of State-sponsored projects to SIMPCO
- March 15 NDOR sends list of State-sponsored projects to MAPA and Lincoln and Grand Island MPO's
- May 1 to July 1 NDOR coordinates with MPO's and approves their TIPs
- **June 15 Last date that NDOR will accept MPO TIP's for review and inclusion in the upcoming STIP**
- July 1 – August 15 NDOR develops draft STIP
- August 15 NDOR posts Draft STIP to NDOR website, advertises for public comment
- August 15 – September 1 NDOR addresses public comments, revises STIP as needed
- September 1 NDOR submits STIP to FHWA and FTA for approval
- October 1 FHWA/FTA approval of final STIP

NDOR selects all Title 23 projects from the approved TIP in a non-TMA MPO (SIMPCO and Grand Island) planning areas and the designated recipient of public transportation funding selects title 49 chapter 53 projects from the approved TIP in cooperation with the MPO (23 U.S.C. 134(j) (5)).

Once implemented, the TIP is designed to make progress toward achieving transportation system performance targets in (23 U.S.C.134 (h) (2)). TIPs shall include a description of the anticipated effect of the TIP toward achieving the performance targets established in the LRTP, linking investment priorities to those performance targets.

TIP Updates

In Nebraska, TIPs are updated annually and are continually amended to reflect project changes, adjustments in project cost, and administrative changes. In addition, TIPs are continually maintained because they are linked to the STIP and must be fiscally constraint accordingly. Projects are solicited primarily from local governments, NDOR and transit agencies. A cooperative evaluation process is used to select projects. The TIP is approved by the GIAMPO Policy Board and the Governor or Governor's designee. The TIP is a short-range plan that includes all regionally significant and/or federally funded multimodal projects to be implemented over the next four years. The TIP is developed in cooperation with the Nebraska Department of Roads (NDOR), the cities and counties, and local transit and paratransit operators where federal funds are to be used. The TIP is one of the major implementation tools for the LRTP, so projects in the TIP must be consistent with the approved LRTP.

Transportation Improvement Program (TIP) - Continued

Updated:
Annually

Amended:
As needed

Public Comment Period:
Minimum of 30 days for new TIP
Minimum of 15 days for amendments
No comment period required for administrative modifications

Minimum Required Techniques & Strategies
Discussion with the TAC~~technical Advisory Committee~~ prior to public comment period.
Newspaper and MPO website advertisements announcing public comment period.
Email notification of public comment period to stakeholders.
Draft available for review at Grand Island City Hall and on GIAMPO's webpage.
Summarize public comments, including how the comments were addressed, and include in the TIP.

Revising an Approved TIP/STIP
Revisions are changes to a TIP that occur between their annual publications. There are two types of changes that occur under the umbrella of revision. The first is a major revision or "Amendment". The second is a minor revision or "Administrative Modification".

Amendments.
An amendment is a revision to a STIP/TIP that involves a major change to a project included in the TIP/STIP. Amendments require public review and comment and demonstration of fiscal constraint. There are four main components that can be used to determine whether a project change rises to the level of an amendment:

- Project costs: Amendments are required whenever the Federal-aid amount changes by 20% or $2 million, whichever is greater. For computing the % change, standard rounding procedures will be used; 19.50% and greater is considered to be 20% and therefore would require an amendment.

- Additions/Deletions: Projects or phases of projects which are added or deleted from the first four years of the TIP/STIP will be processed as amendments (excluding grouped projects).

- Funding sources: Adding federal funding sources or changing from one federal funding category to another (including converting advanced construction) will require an amendment.

- Scope and termini changes: Substantial changes to project scope shown in the approved STIP or project termini changes greater than 0.25 mile will require an amendment.

Transportation Improvement Program (TIP) - Continued

Administrative Modifications
A minor revision to a TIP or STIP is an administrative modification. It includes minor changes to projects, including projects using advanced construction (AC) procedures, already included in the STIP.

The following components should be used to determine if a change can be processed as an administrative modification:

- Project costs: Projects in which the federal aid and/or AC amount has been changed by less than 20% or $2 million, whichever is greater, can be processed with an administrative modification. For purposes of this calculation federal aid and AC amounts will be combined.

- Additions/Deletions: Projects or phases of projects added to group listings explained earlier will be processed as administrative modifications.

- Schedule changes: Changes in schedules to projects which are included in the first four years of the TIP/STIP will be considered administrative modifications

- Funding sources: Redistribution of federal funding or AC among funding sources already listed with the project can be done with an administrative modification.

- Scope and termini changes: Minor changes to project scope and termini changes of less than 0.25 mile~~.~~ can be made with an administrative modification. For GIAMPO's study area, project termini not consistent with the Long Range Transportation Plan~~plan~~ will require an amendment.

Administrative modifications may be made at any time and do not require public review or Policy Board action. However, GIAMPO must demonstrate financial constraint. This includes changes such as clarifying project descriptions, reducing project costs, minor adjustments to project budgets or clerical mistakes. For more information on amendments and administrative modifications, see the most current TIP document.

NOTE: If the final TIP document differs significantly from the draft made available for public comment, an additional opportunity for public comment will be provided.

Unified Planning Work Program (UPWP)

The UPWP identifies and budgets for the regional transportation planning projects that the GIAMPO and its planning partners will undertake during each calendar year. The UPWP outlines the status of planning activities, provides information about accomplishments from the previous year, and provides an overview of major activities planned for the upcoming year. The UPWP is developed in cooperation with NDOR, FHWA, FTA and the GIAMPO Technical Advisory Committee.

New UPWP:
Developed Annually

Amended:
As needed

Public Comment Period:
Minimum of 15~~30~~ days for new UPWP
Minimum of 15 days for amendments
No comment period required for administrative modifications

Minimum Required Techniques & Strategies

- Discussion with the ~~Policy Board and~~ TAC prior to public comment period.
- Newspaper and MPO website advertisements announcing public comment period for new UPWP.
- Email notification of public comment period to identified stakeholders
- Draft available for review at Grand Island City Hall and on GIAMPO's webpage.

Amendments

- Discussions with Technical Advisory Committee prior to posting the draft for public comment.
- MPO website advertisements announcing public comment period.
- Email notification of public comment period.
- Draft made available for review at Grand Island City Hall and on GIAMPO's webpage.

Each February~~May~~ the GIAMPO staff begins drafting the upcoming year's UPWP in coordination with the planning partners ~~listed above~~. Prior to ~~TAC and~~ Policy Board approval, the UPWP draft is released for public comment. All comments received are reviewed by staff, the TAC, and the Policy Board.

The UPWP may be amended throughout the year to adjust the activities or budget. The "***NDOR Operating Manual for MPO Transportation Planning***" provides guidance on when the UPWP must be amended versus administratively revised.

UPWP Amendments

Amendments to UPWPs are required when:

- Adding or deleting planning funds from the UPWP Budget. NDOR MPO & Long Range Planning Unit staff will work with FHWA to determine the need to amend the UPWP when the addition or deletion of planning funds is minor. When the addition or deletion of funds results in a 10% change or greater or if the *cumulative* change exceeds $100,000, an amendment is required (49 CFR Part 18.30).
- Adding or deleting substantial portions of the activities/tasks listed in the Scope of Services (SOS) or UPWP or moving substantial funds from one activity/task to another.

Unified Planning Work Program (UPWP) - Continued

Any change that does not fall into the two categories above will not have to go through the UPWP amendment process. The MPO must send a letter to the NDOR MPO and Long Range Planning Unit detailing the UPWP modification. If NDOR determines that the modification is not an amendment, a letter of concurrence will be written to the MPO (cc to FHWA and NDOR Agreements Section). The MPO can then update its UPWP with the change.

UPWP amendments require NDOR MPO & Long Range Planning Unit review, and formal approval from the FHWA and/or FTA. A UPWP amendment must be approved by the MPO Policy Board, FHWA and FTA prior to processing a PL Agreement Amendment. This also applies to STP-M agreements that support the UPWP.

Amendments to UPWPs shall be submitted to the MPO & Long Range Planning Unit upon MPO approval. The MPO & Long Range Planning Unit will coordinate FHWA/FTA approval. FHWA will then notify the NDOR that the amendment was approved copying the MPO on the approval letter.

NOTE: If the final UPWP document differs significantly from the draft made available for public comment, an additional opportunity for public comment will be provided.

Public Participation Plan (PPP)

The Public Participation Plan (PPP) has been discussed in detail throughout this document, but essentially the PPP serves as a guide to improve the process for involving the public in regional transportation decision making. It establishes a process to effectively engage citizens in the planning process by outlining the public input procedures, processes, and methods to be used.

Updated:

- At least every 5 years, prior to LRTP updates
- Reviewed annually and updated as needed

Public Comment Period:

- Minimum of 45 days for complete updates
- Minimum of 30 days for amendments
- No comment period required for administrative modifications

Minimum Required Techniques & Strategies:

- Discussion with the ~~Policy Board~~ and TAC prior to public comment period.
- Public and stakeholder consultation through a variety of methods including surveys, stakeholder meetings, and/or public meetings.
- Summarize public comments, including how the comments were addressed, and include summary in the final draft~~DRAFT~~ of PPP.
- Newspaper and MPO webpage advertisements announcing public comment period.
- Email notification of public comment period to identified stakeholders
- Draft made available for review at GIAMPO webpage and Grand Island City Hall.

NOTE: If the final PPP document differs significantly from the draft made available for public comment, an additional opportunity for public comment will be provided.