

PUBLIC PARTICIPATION PLAN

Providing Public Participation and Involvement in the
Metropolitan Planning Process

For

THE NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION (NWARPC)

Designated as the

METROPOLITAN PLANNING ORGANIZATION (MPO)

for the

NORTHWEST ARKANSAS REGIONAL TRANSPORTATION STUDY (NARTS)

Approved by the

Northwest Arkansas Regional Planning Commission/Policy Committee on
September 23, 2020



FEDERAL PARTICIPATION

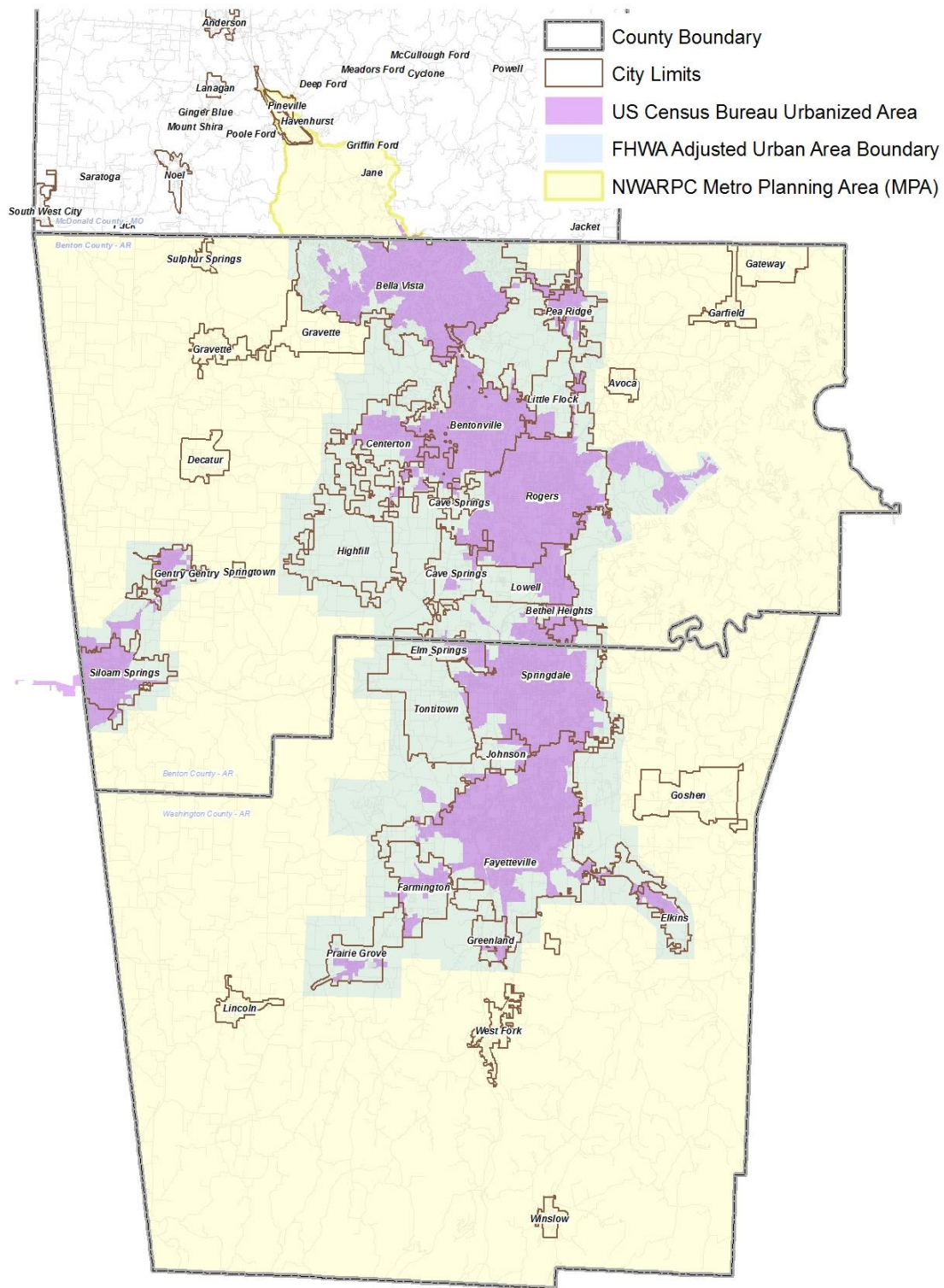
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The Northwest Arkansas Regional Planning Commission (NWARPC) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving Federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Celia Scott-Silkwood, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voice/TTY 7-1-1 or 1-800-285-1131) or the following email address: cscott-silkwood@nwarpc.org. Para llamadas en español, marque el 866-656-1842; para llamadas en inglés, marque el 711 o directamente al 800-285-1131 or the following email address: cscott-silkwood@nwarpc.org. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Celia Scott-Silkwood. Si necesita información en otro idioma, comuníquese Celia Scott-Silkwood, 479-751-7125, cuando menos 48 horas antes de la junta.

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NWARPC STUDY AREA

I. INTRODUCTION

The Northwest Arkansas Regional Planning Commission (NWARPC) is a planning organization that serves local units of governments in Benton, Madison, and Washington Counties, Arkansas and a portion of McDonald County, Missouri including the City of Pineville.

As well as being the regional planning organization, NWARPC serves as the region's Metropolitan Planning Organization (MPO). The MPO is charged with maintaining and conducting a "cooperative, continuous and comprehensive" regional transportation planning and project programming process for the Northwest Arkansas Regional Transportation Study (NARTS) area.

NARTS is the cooperative effort by participating governmental units, Arkansas Department of Transportation (ARDOT), transportation and transit providers, and other interested parties to develop the long-range transportation plan for the metropolitan area.

Additionally, the region was designated as a Transportation Management Area (TMA) in 2013. The TMA includes Benton and Washington Counties and a portion of McDonald County, Missouri.

PURPOSE OF THE PUBLIC PARTICIPATION PLAN

The NWARPC Public Participation Plan (PPP) has been developed to ensure that the transportation planning process conducted by the NWARPC complies with federal requirements for public participation and involvement. This document outlines procedures that are designed to promote and encourage public participation and involvement in the transportation planning process. These procedures will provide opportunities for citizens, employers, and transportation providers to contribute ideas and opinions early and at every stage of the planning process. Efforts will be made to assure participation by traditionally underserved individuals, including elderly, low income and minority individuals, persons with disabilities, and persons with limited English proficiency. The NWARPC will, to the extent reasonable and practical, ensure that the Public Participation Plan will address the requirements for public involvement.

NWARPC realizes that the provision of access to complete information, timely public notice, full public access to key decisions and early and continuing involvement of the public in all aspects of developing and implementing regional plans is essential. This PPP recognizes regional growth and changing demographics by providing a more flexible set of tools, taking into account that technology has and continues to change. It has been shown that the way people want to contribute ideas and opinions is different today than it was 20 years ago, and will likely be different in the future as technologies for communicating with people continues to accelerate at a fast pace. This PPP does not attempt to document every public participation and involvement possibility, but rather points out what has been successful in the past in this region, and what might be successful going forward.

REASONABLE PUBLIC ACCESS TO TECHNICAL AND POLICY INFORMATION

The NWARPC staff is available during normal business hours to discuss technical and policy information with citizens and other interested parties. NWARPC staff is also available to meet with

outside groups after normal business hours. Arrangements for staff to attend meetings after normal business hours must be made at least one (1) week in advance of the meeting. Copies of relevant documents and other materials are available to the public.

II. FEDERAL PLANNING REQUIREMENTS FOR AN MPO

On December 4, 2015, the President signed the Fixing America's Surface Transportation (FAST) Act into law (Public Law 114-94). The FAST Act funds surface transportation programs for federal fiscal years 2016 through 2020. In general, FAST Act legislation builds upon previous transportation legislation, especially MAP-21, to provide states and MPOs specific direction in conducting and promoting broad-based public involvement activities. Previous transportation legislation includes:

- Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted July 6, 2012 (Public Law 112-141). MAP-21 included provisions to make the Federal surface transportation more streamlined, performance-based, and multimodal, and to address challenges facing the U.S. transportation system.
- Safe, Accountable, Flexible, Efficient Transportation Equity Act-A legacy for Users (SAFETEA-LU), enacted August 10, 2005 (Public Law 109-59).
- Transportation Equity Act for the 21st Century (TEA-21), enacted June 9, 1998 (Public Law 105-178).
- Intermodal Surface Transportation Efficiency Act (ISTEA) enacted December 18, 1991 (Public Law 102-240).

NWARPC follows the federal requirements shown below through its policies, activities and processes as delineated in the Public Participation Plan, the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. Many specific policies, activities and processes are shown in Chapters V., VIII., and IX. of this document.

SECTION 134 OF TITLE 23 U.S.C. – METROPOLITAN TRANSPORTATION PLANNING:

(a) POLICY. – It is in the national interest –

- (1) to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and
- (2) to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d).

(f) COORDINATION IN MULTISTATE AREAS. —

- (1) IN GENERAL. — The Secretary shall encourage each Governor with responsibility for a portion of a multistate metropolitan area and the appropriate metropolitan planning organizations to provide coordinated transportation planning for the entire metropolitan area.
- (2) INTERSTATE COMPACTS. — The consent of Congress is granted to any two or more States—

- (A) to enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities authorized under this section as the activities pertain to interstate areas and localities within the States; and
- (B) to establish such agencies, joint or otherwise, as the States may determine desirable for making the agreements and compacts effective.

The metropolitan transportation process shall be cooperative, continuous and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following (planning) factors:

(h) SCOPE OF PLANNING PROCESS. —

- (1) IN GENERAL. — The metropolitan planning process for a metropolitan planning area under this section shall provide for consideration of projects and strategies that will—
 - (A) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
 - (B) Increase the safety of the transportation system for motorized and non-motorized users;
 - (C) Increase the security of the transportation system for motorized and non-motorized users;
 - (D) Increase the accessibility and mobility of people and for freight;
 - (E) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
 - (F) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
 - (G) Promote efficient system management and operation;
 - (H) Emphasize the preservation of the existing transportation system;
 - (I) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
 - (J) Enhance travel and tourism. [Note: (I) and (J) add by FAST Act]

(i) DEVELOPMENT OF TRANSPORTATION PLAN. —

(5) CONSULTATION. —

- (A) IN GENERAL. — In each metropolitan area, the metropolitan planning organization shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of a long-range transportation plan.
- (B) ISSUES. — The consultation shall involve, as appropriate —
 - (i) comparison of transportation plans with State conservation plans or maps, if available; or
 - (ii) comparison of transportation plans to inventories of natural or historic resources, if available.

(6) PARTICIPATION BY INTERESTED PARTIES. —

- (A) IN GENERAL. — Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other

interested parties with a reasonable opportunity to comment on the transportation plan. [The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan.]

(B) CONTENTS OF PARTICIPATION PLAN. – A participation plan –

- (i) shall be developed in consultation with all interested parties; and
- (ii) 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 –

- (i) hold any public meetings at convenient and accessible locations and times;
- (ii) employ visualization techniques to describe plans; and
- (iii) 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.

(For the complete text of Section 134 go to <https://www.fhwa.dot.gov/map21/docs/title23usc.pdf>)

III. CIVIL RIGHTS LEGISLATION/SOCIAL RESPONSIBILITY

NWARPC takes seriously its responsibilities as a federally funded agency in providing access to its transportation planning process to all of the region’s citizens. NWARPC is committed to ensuring all individuals regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, or income status have access to NWARPC’s programs and services.

As a recipient of federal funding, NWARPC must comply with a variety of federal and state legislative regulations, including:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and this part;
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (5) 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal aid highway construction contracts;
- (6) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37 and 38;
- (7) In States containing nonattainment and maintenance areas, sections 174 and 175 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of Title 23 U.S.C., regarding the prohibition of discrimination based on gender;
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding

discrimination against individuals with disabilities; AND any other federal, state, and/or local laws, rules and regulations.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND ENVIRONMENTAL JUSTICE

“No person shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.” – Civil Rights Act of 1964

Minority populations are protected groups under Title VI of the 1964 Civil Rights Act, and the President’s Executive Order 12898, issued in 1994, entitled “Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations”.

Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. It is the full intent of the NWARPC to operate its programs without regards to race, color, and national origin.

Two Executive Orders define populations that are protected under Title VI:

- ❑ Executive Order 12898 is concerned with environmental justice for minority and low-income populations.
- ❑ Executive Order 13166 is concerned with providing equal access to services and benefits for individuals with limited English proficiency.
- ❑ Guidance for this Title VI program can be found in the FTA Circular 4702.1B, dated October 1, 2012.

The NWARPC is committed to preventing discrimination as defined in Title VI of the Civil Rights Act. The NWARPC Title VI Program can be found on the NWARPC web site <http://nwarpc.org> and outlines the procedures in place that help guide the NWARPC in preventing such discrimination. The NWARPC Title VI Program provides information on the various processes which are in place as well as an analysis of the populations and programs impacted by Title VI requirements.

The principles of **Environmental Justice**, as outlined by the Federal Highway Administration and Federal Transit Administration, have been used to ensure that the process of transportation planning is consistent with Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, dated February 11, 1994, and the subsequent U.S. Department of Transportation Order 5680.3, issued April 15, 1997.

Three fundamental Environmental Justice principles, which require the inclusion of traditionally underserved populations, are:

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

- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority or low-income population.

The mobility needs of minority populations are identified through engagement efforts, data collection, and analysis of available Census data, public comment, and other available sources. The policy and guidance for public engagement is established in the NWARPC Public Participation Plan. NWARPC's policy for public engagement includes activities and outreach efforts such as soliciting the opinions of those under-served by existing transportation systems, including but not limited to, the transportation disadvantaged, minorities, elderly, low-income households, and people with disabilities. Also, NWARPC is committed to periodically reviewing adopted public comment processes to determine their effectiveness in assuring that the process provides full and open access to all, through surveys, public meetings, open houses, public notices, website posting, emails and public comments.

Data analyses using GIS and the Northwest Arkansas Travel Demand Model are key techniques used to identify and target underrepresented populations. NWARPC utilizes data for planning products and can identify other population groups by sex, age, persons per square mile, and persons over the age of 65, disabled population, zero car households, employment density and other population characteristics as needed.

The NWARPC's efforts in reaching people who have not been traditionally participating in the transportation process include translation and publication of all the public participation notices, surveys or announcements in Spanish on both the NWARPC website and the printed local media. NWARPC holds public input meetings in public/community locations that are ADA accessible and, when possible, accessible through public transit and pedestrian/bike facilities, such as public libraries or community centers.

The following measures were identified to increase minority and low-income public participation:

- Gathering and analyzing the 2010 Census Bureau's data, as well as the ACS five-year estimates to depict the concentration and distribution of the minority and low-income populations across the MPA.
- Overlaying the 2040 MTP future road network with the population distribution estimates from the ACS to help determine where resources should be directed and also recognize if environmental justice communities are adversely impacted or denied the benefits of the anticipated projects.
- Creating GIS maps and analysis of potential transit routes and stops that the two transit agencies in the region are planning in order to identify where minority and low-income population are concentrated in relation to these future routes.
- Coordinating with the communities that adopted the Northwest Arkansas Regional Bike and Pedestrian Master Plan and assisting them in developing pertinent data and maps to identify areas of planned trails that are accessible to minority and low-income populations.

The series of maps in latest version of the NWARPC Metropolitan Transportation Plan, found at <http://nwarpc.org>, display locations of higher concentration of populations considered to be minority ethnicities in Benton and Washington Counties, and McDonald County, MO. These include African-

American, Asian-American, Hawaiian and Other Pacific Islands population, Hispanic population and Native American population.

LIMITED ENGLISH PROFICIENCY

Individuals who have limited ability to read, write, speak, or understand English are considered to be Limited English Proficient (LEP). NWARPC's LEP plan addresses the responsibilities of NWARPC to LEP persons. Through this policy, these populations are identified within the Metropolitan Planning Area.

To ensure meaningful access to NWARPC's programs and activities, the information was developed using the Four Factor Analysis. This guides NWARPC in determining specific LEP needs. The complete Limited English Proficiency Plan can be found at <http://nwarpc.org>.

Oral language and translation of vital information/documents will be provided at no cost to any one that requests translation.

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 AND SECTION 504 OF THE REHABILITATION ACT OF 1973 (ADA/504)

Regarding matters of discrimination, NWARPC falls under two federal laws, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities. In particular:

- ❑ **THE ADA** prohibits discrimination on the basis of disability by public entities. Title I prohibits private employers, state and local governments, employment agencies and labor unions from discrimination against qualified individuals with disabilities in applying for jobs, hiring, firing and job training. Title II of ADA applies specifically to all activities of state and local governments, including MPOs, and requires that government entities give people with disabilities equal opportunity to benefit from all of the programs, services and activities that may be offered. NWARPC, as the MPO, must:
 - Adhere to the standards set forth in Title II, which includes physical accommodation (accessibility to buildings and meeting) and in policies, practices, and procedures.
 - Make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination.
 - Make reasonable accommodations in order to provide physical access to its building and meetings.
 - Make reasonable accommodations in order to communicate effectively with people who have hearing, vision or speech impairments.
- ❑ **THE REHABILITATION ACT** prohibits discrimination on the basis of disabilities in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment and in the employment practices of federal contractors. Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that receives federal financial assistance. In general, 504 regulations include reasonable accommodation for employees with disabilities, program accessibility, and effective communication to people with impaired vision and hearing.

❑ **REASONABLE PUBLIC ACCESS TO TECHNICAL AND POLICY INFORMATION**

The NWARPC staff is available during normal business hours to discuss technical and policy information with citizens and other interested parties. NWARPC staff is also available to meet with outside groups after normal business hours. Arrangements for staff to attend meetings after normal business hours must be made at least one (1) week in advance of the meeting. Copies of relevant documents and other materials are available to the public.

❑ **NON-ELECTRONIC OUTREACH**

The NWARPC public involvement process includes multiple electronic means to receive information and make public comments. However, not all citizens in NWA have access to electronic devices or have the expertise to use such devices effectively. While hard copies of all documents are always available at the NWARPC office (1311 Clayton, Springdale, AR 72762), NWARPC will make an attempt to reach out to those in the region that do not have access to computers, smart phones or other devices. NWARPC may:

- Provide local social service organizations written announcement of public meetings for distribution to their clients.
- Provide hard copies of NWARPC core documents and other select documents to those that request them.
- When appropriate, distribute hard copies to area libraries, city halls, and county courthouses.
- Distribute various flyers, information sheets, and other materials at public meetings.

IV. FREEDOM OF INFORMATION ACT

In order to ensure adequate public notice and provision of timely information, all meetings of the NWARPC/Policy Committee and Technical Advisory Committee (TAC) are subject to the provisions of the Arkansas Annotated Code, 25-19-101. For resource on the Arkansas Freedom of Information Act see the 18th Edition of the Arkansas Freedom of Information Handbook at:

https://cdn.ymaws.com/www.arkansaspress.org/resource/resmgr/files/FOIHandbook_18thEd.pdf.

V. POLICIES AND ACTIVITIES TO FURTHER ENHANCE PUBLIC PARTICIPATION IN THE TRANSPORTATION PLANNING PROCESS

1) THE NWARPC PUBLIC PARTICIPATION AND INVOLVEMENT POLICIES ENDEAVOR TO:

Provide ongoing and timely information about transportation issues and processes to NWA citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, program and projects.

Provide reasonable public access to technical and policy information used in the development of the MTP, the TIP, and other appropriate transportation plans and projects.

Conduct open public meetings where matters related to the Federal-aid highway and transit programs are being considered.

- When warranted, the NWARPC may decide to hold a **virtual meeting** in place of an in-person meeting. Each instance will be evaluated individually. An example where a virtual meeting was warranted is the COVID-19 pandemic of 2020 that made in-person

meetings dangerous. This may pertain to TAC and NWARPC/Policy Committee meetings and other subcommittee meetings, as well as public involvement/input meetings. In any case, the public will be notified by standard legal notice (see Chapters VI., VIII., IX.) and notification will be posted on the NWARPC website. Additionally, when available, public notification may be made by email and/or social media.

Go beyond traditional public meetings to engage a broader audience for public input to plan a vibrant and multimodal transportation system. As an example, staff may take meeting materials to places where the public gathers, such as various local festivals, farmer's markets, malls, the Razorback Regional Greenway, or a Natural's baseball game.

Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, development and approval of plans and TIPs, and other appropriate transportation plans and projects. All public notification information can be found in Chapters VIII. and XI.

Provide additional opportunity for public comment if the final MTP or TIP differs significantly from the one which was made available for public comment by NWARPC and/or raises new material issues which interested parties could not have reasonably foreseen from the public involvement efforts.

Solicit the opinions of those under-served by existing transportation systems, including but not limited to, the transportation disadvantaged, minorities, elderly, low-income households, and people with disabilities.

Coordinate the public participation process with statewide public participation processes wherever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and cost.

Improve the effectiveness of the Public Participation Plan (PPP)

- With an annual staff review.
- A review by the TAC and NWARPC/Policy Committee occurring as part of the regular update cycle for the MTP.
- Consider using a Public Involvement Effectiveness Survey toward the end of a project (such as an update to the MTP) to gage the overall satisfaction of the public with the public involvement process and get an idea of the types of public involvement activities people participated in. An example of questions follows:
 1. Overall, I was satisfied with the public involvement process.
Strongly disagree, Disagree, neither agree nor disagree, Agree, strongly agree, don't know
 2. What public involvement activities have you participated in for this project? Check all that apply –
 - In-person public meetings/open houses
 - Online public meetings/open houses
 - Focus groups (usually involves 6 to 12 people meeting for 1 to 2 hours)
 - Information tables at fairs, festivals, or other such community settings
 - Community briefings
 - Stakeholder round tables
 - Door-to-door outreach
 - Outreach to special populations
 - Advisory committee meetings

Other (please specify)

2) PUBLIC PARTICIPATION

AN ONGOING ACTIVITY OF NWARPC PUBLIC PARTICIPATION IS AN INTEGRAL ASPECT OF ONE-TIME ACTIVITIES SUCH AS SPECIFIC CORRIDOR STUDIES, AND OF REGULARLY REPEATED ACTIVITIES SUCH AS NWARPC MEETINGS, THE MTP UPDATES AND THE TIP PROCESS. PARTICIPATION TECHNIQUES EMPLOYED BY NWARPC INCLUDE:

COMMENT FORMS – Comment forms or cards are often used to solicit public comment on specific issues being presented at a public input meeting. Comment forms can be very general in nature, or can ask for very specific feedback. NWARPC collects and tracks all comments received.

EMAIL ANNOUNCEMENTS – Meeting announcements and NWARPC information are emailed to interested persons, organizations and agencies that have submitted their email addresses to NWARPC.

LEGAL NOTICES – NWARPC publishes a legal notice in the newspaper of greatest general circulation for any public meeting where a decision could be made by the TAC or NWARPC/Policy Committee. Additionally, legal notices are published for many other meetings, public comment periods, public input meetings, etc. Display ads are also published for certain meetings and activities. Typically, the newspapers where public notices are placed are the Arkansas Democrat Gazette (English), the McDonald County Press in Missouri (English), and the La Prensa Libre (Spanish). NWARPC strives to use ethnic media whenever possible.

MASTER DATABASE – NWARPC maintains a database of federal, state and local agencies, committee members and interested public. The database is used for maintaining up-to-date committee membership and special interest group lists, and is used to establish and maintain a list of email contacts for electronic meeting notification and announcements. NWARPC works with community organizations to help distribute information to identified target audiences when planning studies are conducted by NWARPC. To be included on the email list go to <https://www.nwarpc.org/contact/> or call the NWARPC office, 479-751-7125.

MEETING LOCATIONS – NWARPC, whenever feasible, holds public meetings, hearings or forums at a site convenient to potentially affected citizens and/or on a public transportation route.

MEETING NOTICES – Notices of all NWARPC/Policy Committee and TAC meetings, complete with date, time, location and preliminary agendas are forwarded to members, media and other interested parties, customarily, at least one week prior to the date of the meeting. Public meetings on specific issues may be held independently or at the same time as NWARPC/Policy Committee and/or TAC meetings. Notices of these public meetings are subject to legal notice requirements as stated in Sections VI, VIII, & IX.

NWARPC WEBSITE – This site was established to provide basic information about the MPO/transportation process, NWARPC members, meeting times, and contact information. The site also includes information about specific projects undertaken by NWARPC, such as the Unified Planning Work Program (UPWP), TIP, MTP, PPP, and transit studies. Other activities are also accessible on the website. All publications and work products are available electronically to the public and in hard copy at the NWARPC offices. Although internet connectivity is growing, the citizens that use the internet to find out about public participation opportunities are not

necessarily representative of the public at large. Therefore, while NWARPC has expanded some of its online opportunities, it has retained the use of traditional in-person, phone, and mail comment opportunities as well.

PRESS RELEASES – Formal press releases are sent to local media (newspaper, TV, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by NWARPC/Policy Committee, TAC or other committees.

SURVEYS – Electronic and paper surveys are used when specific input from the public is desired, or to gather technical data, such as daily travel patterns. NWARPC collects, compiles, and analyzes all survey information received and incorporates that information into the development of plans and projects.

TRANSLATIONS – Upon request and within reason, NWARPC will provide appropriate language translators for the non-English speaking, as well as translations for the hearing and visually impaired.

VISUALIZATION TECHNIQUES – NWARPC employs visualization techniques to aid in the understanding of transportation related documents. These visualization products are available on the NWARPC web page and at public forums and meetings.

- Provides on-line maps of the area that presents all appropriate information pertaining to documents such as the Metropolitan Transportation Plan elements and proposed amendments, TIP projects and proposed amendments.
- Employs maps, GIS products, charts, graphs, photo interpretation, artist renderings, physical models, and/or computer simulation.

3) PUBLIC PARTICIPATION ACTIVITIES

THE FOLLOWING ACTIVITIES MAY BE INCORPORATED INTO THE NWARPC PUBLIC PARTICIPATION AND INVOLVEMENT PROGRAMS AS WELL AS INTO THE OVERALL PLANNING PROCESS:

The NWARPC will undertake efforts to educate, inform and involve the public in area-wide transportation issues and processes. These efforts may include, but are not limited to, the following:

Annual Reports/Newsletters
Direct mailings
Explicit tailored outreach, such as attending community events, to engage the public on site
Flyers and brochures
Focus/Special Groups
Glossaries of acronyms and terms in published reports, plans and TIPs
Legal Notices/Display Ads
Media releases
Printed materials distributed to city halls, libraries, community centers, city buses
Provide materials in large-print, audio tape or Braille
Provide sign language interpreter for hearing impaired
Provide Spanish translations
Public appearances and speeches
Public meetings and hearings

Public Service Announcements (PSAs)
Social media, such as Facebook
Surveys, both paper and on-line
Telephone and website information on all printed materials
Website with calendar of events and documents
Workshops/Open-houses
The NWARPC will, to the extent reasonable and practical, maintain an up-to-date master database of contacts to be used to communicate to interested individuals and groups information concerning NWARPC meetings, MTP and TIP updates, other documents and transportation plan review. The master database may contain the following:
Area school districts
Civic groups
Elected officials
Federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, economic development, tourism, natural disaster risk reduction, airport operations, freight movements, and others
Libraries (for public display)
Local government staff
Local media (print, radio, TV)
Minority groups
Parties that would have an interest in the planning and development of the transportation network including affected public agencies in the metropolitan planning area
Private transportation providers
Providers of freight transportation services
Representatives of users of bicycle transportation facilities
Representatives of users of pedestrian walkways
Representatives of users of public transportation
Representatives of the disabled
Special interest groups and other interested parties
Transportation agencies (transit, airports, rail, and/or public ports, if applicable)
A Public Comment option is available on the NWARPC website, along with an email address, set up expressly for comments that are received during specific plan/project public comment periods, and for any other comments or questions the public may have. This email is monitored and comments on a specific project (such as the MTP) are included in the Public Comment Report given to the RPC/Policy Committee. All comments received via this option are answered in a timely manner.
When significant written and oral comments are received on the draft MTP and TIP as a result of the public participation process a summary, analysis, and report on the disposition of comments will be made as part of the final MTP and TIP.

4) INTERAGENCY CONSULTATION PROCESS

IN THE DEVELOPMENT OF THE MTP AND TIP, THE NWARPC WILL (TO THE MAXIMUM EXTENT PRACTICABLE) CONSULT WITH AGENCIES AND OFFICIALS RESPONSIBLE FOR OTHER PLANNING ACTIVITIES WITHIN THE MPA, OR COORDINATE ITS PLANNING PROCESS WITH SUCH PLANNING ACTIVITIES. THE GENERAL PROCESS FOR THIS CONSULT IS OUTLINED AS FOLLOWS:

- a) Notify federal, state and local agencies and officials of upcoming MTP and TIP updates and request any plans/studies/documents that might be pertinent to the MTP or TIP update.
- b) Compare the MTP and TIP to the Long-range Statewide Transportation Plan.
- c) Compare the MTP to state conservation plans or maps, if available, and compare transportation plans to inventories of natural or historic resources, if available.
- d) Incorporate information from federal, state and local agencies and officials as appropriate in the draft MTP and TIP and request comments, suggestions, changes, etc.
- e) Incorporate information into the final MTP and TIP.

NWARPC will have full discretion on the timeframe for the above process.

VI. MODIFICATIONS/UPDATES TO THE PUBLIC PARTICIPATION PLAN (PPP)

1. TAC Subcommittee: A TAC PPP subcommittee will be formed to develop a new or updated document.
2. Legal Notice and Public Comment Period: After TAC approval, legal notices and a press release will establish a 45-day public comment period. At a minimum, notice will be provided to newspapers of general circulation, media outlets; federal, state and local agencies and officials; and other master database contacts. Notice will also be placed on the NWARPC web site, and circulated via social media.
3. Draft Public Participation Plan Available: A draft PPP will be posted on the NWARPC web site, and will also be available in hard copy at the NWARPC office.
4. NWARPC/Policy Committee Approval: The NWARPC/Policy Committee can approve the new or updated PPP in two ways:
 - a. At the end of the 45-day public comment period, they can meet and approve the document or send it back to the TAC for further modifications.
 - b. They can meet in no less than three (3) weeks after TAC approval of the document and approve it pending no negative comment during the remainder of the 45-day public comment period.

VII. TRANSIT PROJECTS

The public participation procedures outlined here serve as the public participation process required for the development of transit projects as per FTA Circular 9030. Specifically, the public participation procedures outlined here will serve to satisfy the Program of Projects (POP) requirements of the Section 5307, Urbanized Area Formula Grant Program for the University of Arkansas/Razorback Transit and Ozark Regional Transit.

The NARTS and any and all public transit operators will address the POP requirements as per FTA Circular 9030. Additionally, any and all public transit operator's capital projects and operational costs are included in the NARTS TIP which is developed through a cooperative and collaborative process with interested parties and other private and public transportation providers.

23 CFR Section 450.314 Metropolitan planning agreements.

(a) The MPO, the State(s), and the providers of **public transportation** shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the providers of public transportation serving the MPA. To the extent possible, a single agreement between all responsible parties should be developed. The written agreement(s) shall include specific provisions for the development of financial plans that support the metropolitan transportation plan (see §450.324) and the metropolitan TIP (see §450.326), and development of the annual listing of obligated projects (see §450.334).

(b) The MPO, the State(s), and the providers of public transportation should periodically review and update the agreement, as appropriate, to reflect effective changes.

VIII. TECHNICAL ADVISORY COMMITTEE (TAC) AND NWARPC/POLICY COMMITTEE MEETINGS

	ACTION	TIME FRAME
LEGAL NOTICE	A legal notice will be placed in area newspapers of general circulation.	At least one (1) week prior to the meeting.
PRESS RELEASE	A press release will be sent to area newspapers of general circulation.	At least one (1) week prior to the meeting.
WEB POST	Information about the meeting will be posted on the NWARPC web site.	At least one (1) week prior to the meeting.
PUBLIC NOTICE TO OTHERS	A meeting notice will be sent, either via email or standard mail, to: <ul style="list-style-type: none"> <input type="checkbox"/> Email listservs from public input events <input type="checkbox"/> Minority and human service organizations <input type="checkbox"/> Environmental organizations <input type="checkbox"/> Appropriate state and local agencies responsible for 	At least one (1) week prior to the meeting.

	<ul style="list-style-type: none"> ▪ land use management ▪ natural resources ▪ environmental protection ▪ conservation ▪ historic preservation 	
SUBSEQUENT MEETINGS	If subsequent meetings are needed to finish business, the committee can suspend the meeting and meet again with no additional legal notice or press release required. The NWARPC web page should be updated to reflect the continued meeting.	The one (1) week prior policy will NOT be required.
UPDATE WEB PAGE		
MEETINGS REFERENCED	All TAC and NWARPC/Policy Committee meetings referenced in the following sections will follow these guidelines for public involvement.	

IX. NWARPC WORK PRODUCTS

All work products funded through the U. S. Department of Transportation, FHWA, FTA, or other federal agency, are required to go through the public notification and public comment process. If the public comment period is not specified by federal statute, the standard public notification schedule is:

- Publish a Public Notice in the appropriate newspaper and on the NWARPC website at least seven (7) days prior to the meeting where the item will be on the agenda.
- The Public Notice should state the meeting date, time and location, as well as the time period during which a two (2) week public comment period will take place.
- Hold a TAC meeting. (Typically, the two (2) week public comment period is held after the TAC meeting.)
- Hold the two (2) week public comment period. (The NWARPC/Policy Committee meeting can be held during the two (2) week public comment period, and a vote may be taken, as long as the motion states that the item will be revisited if any adverse public comment is received.)
- Hold an NWARPC/Policy meeting.

Note: *One (1) week* means seven (7) calendar days; *Two (2) weeks* means 14 calendar days

A. THE METROPOLITAN TRANSPORTATION PLAN (MTP)

A long-range transportation plan must be in place for the NARTS area in order to comply with Federal guidelines and in order to facilitate efficient utilization of transportation resources. In accordance with federal guidelines, the Metropolitan Transportation Plan will be developed/ updated every five (5) years. The NWARPC MTP provides a long range, comprehensive look at the region's transportation needs and implementation strategies including, but not limited to highways, transit, and bicycle and pedestrian facilities.

NWARPC, as the MPO, utilizes the MTP to continue the process of addressing the need for appropriate planning to assist in the region's preparation for continued growth. The MTP functions as a framework for continued regional awareness and cooperation between the region's governments. The MTP is not the end of a process, but a continuation of a process that must be on-going in its implementation.

The Constrained Project List included in the MTP identifies and programs future transportation projects that are regional priorities. All projects that are included in the Transportation Improvement Program (TIP) must be included in the Constrained List in the MTP.

	ACTION	TIME FRAME
1. CONSULT	NWARPC will consult as appropriate, with <ul style="list-style-type: none">❑ Federal, state and local agencies responsible for<ul style="list-style-type: none">▪ land use management▪ natural resources▪ environmental protection▪ conservation▪ historic preservation❑ State DOTs and local planning partners concerning development of the MTP.	Through-out development of the MTP.
2. NOTICE TO TAC AND NWARPC/POLICY COMMITTEE – THE MTP UPDATE PROCESS IS ABOUT TO BEGIN	Inform the TAC and NWARPC/Policy Committee that the MTP development/update process will be beginning and what the process entails.	At on-set of MTP development, and continued throughout the development/update process.
3. PUBLIC OPEN HOUSES/FORUMS	At least three (3) public open houses (forums) will be conducted. The purpose will be for the public to view existing and preliminary plans and to make public comment. <ul style="list-style-type: none">❑ First two (2) open houses<ul style="list-style-type: none">▪ One (1) located in Benton County▪ One (1) located in Washington County❑ Public Comment Period – 30 days after open houses and prior to consideration by TAC and/or RP. <ul style="list-style-type: none">❑ Final (1) open house – located in either county, held toward end of MTP development (see #10).	Public Notice one (1) week in advance of each open house. <

	<input type="checkbox"/> Public Comment Period – 30 days after open house and prior to consideration by TAC and NWARPC/Policy Committee.	
4. LEGAL NOTICE (PUBLIC NOTICE)	Legal notice will be placed in area newspapers of general circulation giving the time, place and purpose of the open houses and notice of the 30-day public comment period.	At least one (1) week prior to the public open houses.
5. PRESS RELEASE	A press release will be sent to area news outlets concerning the time, place and purpose of the open houses and notice of the 30-day public comment period.	At least one (1) week prior to the public open houses.
6. DISPLAY AD	A display ad will be placed in area newspapers of general circulation giving the time, place and purpose of the open houses and notice of the 30-day public comment period.	At least one (1) week prior to the public open houses.
7. WEB SITE	The information described above will be place on the NWARPC web site and available in the office.	At least one (1) week prior to the public open houses.
8. PUBLIC NOTICE TO OTHERS	A meeting notice will be sent, either via email or standard mail, to; <ul style="list-style-type: none"> <input type="checkbox"/> Email listservs from public input events <input type="checkbox"/> Minority and human service organizations <input type="checkbox"/> Environmental organizations <input type="checkbox"/> Appropriate state and local agencies responsible for <ul style="list-style-type: none"> ▪ land use management ▪ natural resources ▪ environmental protection ▪ conservation ▪ historic preservation 	At least one (1) week prior to the public open houses.
9. TAC APPROVAL	TAC approval can come only after the 30-day public comment period following the first two (2) public open houses.	After 30-day public comment period.
10. THIRD (FINAL) PUBLIC OPEN HOUSE	The final public open house will be conducted after the TAC recommends a draft MTP to the NWARPC/Policy Committee. The purpose of the open house will be for the public to view the draft document and make comments.	After TAC approves a draft MTP and recommends approval to the NWARPC/Policy Committee.

	<ul style="list-style-type: none"> ❑ This forum will adhere to the same public notification process as the first two open houses. ❑ The open house should be centrally located, be accessible, and on a bus route if one is available. 	
11. PUBLIC COMMENT PERIOD	A 30-day public comment period.	30-day public comment period before going to NWARPC/Policy Committee for consideration/approval.
12. NWARPC/POLICY COMMITTEE APPROVAL	After the 30-day public comment period, the NWARPC/Policy Committee can approve the MTP, or it can send the MTP back to the TAC for modification by suspending the meeting (no public notification needed).	After the 30-day public comment period.
13. SIGNIFICANT PUBLIC COMMENTS	When significant written comments are received as a result of the public participation process, an analysis and summary on the disposition of comments will be made part of the final MTP.	Through-out the development/update process.

B. AMENDMENTS TO THE METROPOLITAN TRANSPORTATION PLAN (MTP)

	ACTION	TIME FRAME
1. TAC MEETING	<p>A TAC meeting will be held to discuss and formulate the amendment.</p> <ul style="list-style-type: none"> ❑ A Public Hearing will be held in conjunction with the TAC meeting and discussion of the amendment. ❑ Public Comment will be taken at the meeting. ❑ The TAC will vote to hold a 30-day Public Comment Period, after which the amendment will go to the NWARPC/Policy Committee for consideration/adoption. 	Public Notice one (1) week in advance of TAC meeting/public hearing.
2. PUBLIC COMMENT PERIOD	A 30-day public comment period will be established for the public to comment on the proposed amendment.	Public Notice one (1) week in advance of TAC meeting/public hearing.

	<input type="checkbox"/> Information about the amendment and the comment period will be advertised by: <ul style="list-style-type: none"> ▪ Legal Notice in newspapers of general circulation ▪ Area News Outlets ▪ Press Release ▪ Website Posting ▪ Additional notification as shown in VIII. 	
3. NWARPC/ POLICY COMMITTEE MEETING	<p>A NWARPC/Policy Committee meeting will be scheduled to consider/adopt the amendment.</p> <input type="checkbox"/> A summary of any public comments will be provided to the Committee. <input type="checkbox"/> The public will be encouraged to speak at the meeting. <input type="checkbox"/> The Committee can adopt the amendment or send it back to the TAC for more consideration. (A 30-day comment period is not necessary after TAC re-consideration).	Public Notice one (1) week in advance of the meeting.

C. UNIFIED PLANNING WORK PROGRAM (UPWP)

In the spring of each year, the NWARPC staff, in consultation with planning partners, will draft a proposed work program for the coming fiscal year. The UPWP must be adopted by the NWARPC/Policy Committee by May 30th of each year. The UPWP is an annual statement of work identifying the planning priorities and activities of the NWARPC to be carried out within the Metropolitan Planning Area (MPA). The UPWP includes a description of the planning work and resulting products, who will perform the work, the general time frames for completing the work, and the estimated cost and source of funds for each work element.

NWARPC provides monthly Progress Reports to state DOTs in relation to activities supporting the UPWP work elements and work tasks.

	ACTION	TIME FRAME
1. DRAFT UPWP TO TAC	By the end of April of every year, the draft UPWP will be sent to the TAC.	By the end of April.
2. LEGAL NOTICE	<p>A legal notice will be placed in area newspapers of general circulation:</p> <input type="checkbox"/> Allowing for a two (2)-week public comment period.	At least one (1) week prior to the TAC meeting where the draft UPWP will be discussed.

3. PRESS RELEASE	A press release will be sent to area news outlets repeating the information in the legal notice.	At least one (1) week prior to the TAC meeting.
4. WEB SITE	The information described above will be place on the NWARPC web site and available in the office.	At least one (1) week prior to the TAC meeting.
5. PUBLIC NOTICE TO OTHERS	A meeting notice will be sent, either via email or standard mail, to; <input type="checkbox"/> Email listservs from public input events <input type="checkbox"/> Minority and human service organizations <input type="checkbox"/> Environmental organizations <input type="checkbox"/> Appropriate state and local agencies responsible for <ul style="list-style-type: none"> ▪ land use management ▪ natural resources ▪ environmental protection ▪ conservation ▪ historic preservation 	At least one (1) week prior to the TAC meeting.
6. TAC APPROVAL	The TAC will hold a meeting, after the two (2)-week public comment period closes , to review the draft UPWP and make a recommendation to the NWARPC/Policy Committee.	After the two (2)-week public comment period closes.
7. NWARPC/ POLICY COMMITTEE APPROVAL	The NWARPC/Policy Committee will meet to review and approve/adopt the draft UPWP as the final UPWP.	After the TAC meeting in which the TAC makes a recommendation concerning the draft UPWP.

D. AMENDMENTS TO THE UNIFIED PLANNING WORK PROGRAM (UPWP)

- **Amendment by Meeting:**

1. A legal notice will be placed in area newspapers of general circulation, setting forth the proposed amendment, a two (2) week comment period, and the time and date of the TAC and NWARPC/Policy Committee meetings to approve the amendment.
2. A press release will be sent to area newspapers of general circulation, containing the information in the legal notice and further necessary information. Notice may be provided to TV and radio stations.
3. A meeting notice will be sent, either via email or standard mail, to minority organizations, environmental organizations, and appropriate federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, and others as mentioned above in VI. #3.
4. The proposed amendment will be posted on the NWARPC website.

5. After the two (2) week comment period, a TAC and NWARPC/Policy Committee meeting will be held to adopt the amendment.

- **Amendment by Ballot:**

1. A legal notice will be placed in area newspapers of general circulation, setting forth the proposed amendment, a two (2) week comment period, and the date and time framework of the mail out balloting process.
2. A press release will be sent to area newspapers of general circulation, containing the information in the legal notice. Notice may be provided to TV and radio stations.
3. A meeting notice will be sent, either via email or standard mail, to minority organizations, environmental organizations, and appropriate federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, and others as appropriate.
4. The proposed amendment will be posted on the NWARPC website.
5. After the two (2) week comment period, a ballot with the proposed amendment and a summary of the comments will be sent to all TAC and NWARPC/Policy Committee members. Ballots can be sent by mail, fax, or email according to the preference of the recipient.
6. The ballot will specify a time framework for returned votes to count. The amendment will pass with an affirmative vote by a majority of the authorized voting membership. Votes will be received by mail, fax, and email.

E. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP document is required under federal transportation legislation. It covers a four fiscal-year period and must be adopted by the NWARPC/Policy Committee by September 30th of the appropriate years. The TIP lists all federally funded transportation and transportation-related projects to be undertaken within the transportation study area. NWARPC develops the Northwest Arkansas Regional Transportation Study (NARTS) TIP in cooperation with ARDOT and MoDOT.

The purpose of the TIP is to assist in coordinating the use of federal, state and local funding for area-wide transportation improvements and to ensure that the projects that are the recipients of federal funds are in conformance with the MTP. Also included in the TIP are the Ozark Regional Transit and Razorback Transit Asset Management Plans.

	ACTION	TIME FRAME
1. CONSULT	<p>NWARPC will work with the NWARPC member local governments and with ARDOT and MoDOT to identify proposed projects for inclusion in the TIP. Additionally, NWARPC will consult as appropriate, with</p> <ul style="list-style-type: none"> ❑ Federal, state and local agencies responsible for <ul style="list-style-type: none"> ▪ land use management ▪ natural resources 	At the beginning of TIP development.

	<ul style="list-style-type: none"> ▪ environmental protection ▪ conservation ▪ historic preservation <p>❑ Local planning partners concerning development of the TIP.</p>	
2. TAC INVOLVEMENT	After all proposed projects are identified, staff will, in conjunction with the TAC, prepare a draft TIP for public review.	After proposed projects are identified.
3. PUBLIC OPEN HOUSE/FORUM	A public open house/forum will be held to allow public input on the draft TIP.	Two (2)-week public comment period before going to TAC and/or the NWARPC/Policy Committee.
4. LEGAL NOTICE	Legal notice will be placed in area newspapers of general circulation giving the time, place and purpose of the open house/forum and notice of the two (2)-week public comment period and TIP approval process.	At least one (1) week prior to the public open house/forum.
5. PRESS RELEASE	A press release will be sent to area news outlets concerning the time, place and purpose of the open house/forum and notice of the two (2)-week public comment period and TIP approval process.	At least one (1) week prior to the public open houses.
6. WEB SITE	The information described above will be place on the NWARPC web site and available in the office.	At least one (1) week prior to the public open houses.
7. PUBLIC NOTICE TO OTHERS	<p>A meeting notice will be sent, either via email or standard mail, to;</p> <ul style="list-style-type: none"> ❑ Email listservs from public input events ❑ Minority and human service organizations ❑ Environmental organizations ❑ Appropriate state and local agencies responsible for <ul style="list-style-type: none"> ▪ land use management ▪ natural resources ▪ environmental protection ▪ conservation <p>historic preservation</p>	At least one (1) week prior to the public open houses.
8. TAC MEETING	The TAC will meet to review the projects, formulate the draft TIP, and make a recommendation to the NWARPC/Policy Committee. If needed, more meetings will	After the two (2)-week public comment period closes.

	be scheduled: TAC may suspend the meeting, which requires no further public notification. If the TAC adjourns, the public notice procedures above will be followed.	
9. NWARPC/POLICY	After the NWARPC/Policy Committee receives a recommendation from the TAC, it can approve/adopt the TIP, or it can send the TIP back to the TAC for modification by suspending the meeting (no public notification needed).	After the TAC meeting, and by the end of September.
10. SIGNIFICANT PUBLIC COMMENTS	When significant written comments are received as a result of the public participation process, an analysis and summary on the disposition of comments will be made part of the final TIP.	Through-out the development/update process.

F. AMENDMENTS TO THE TIP

In accordance with the provisions of 23 CFR 450, TIPs developed by MPOs are incorporated into the STIP and as such, these procedures are also applicable to TIP revisions. Revisions to the STIP/TIP can be classified into two categories - Administrative Modifications and Formal Amendments.

Administrative Modifications and Formal Amendments to the TIP can be made according to ARDOT TIP/STIP revision procedures.

- **Administrative Modifications** are revisions that do not require federal approval. If needed for clarification, these revisions to the STIP/TIP may be noted in the comment field on the Federal-aid Project Agreement form. The following identifies revisions to the STIP/TIP that are considered Administrative Modifications. Administrative Modification documentation will be submitted to the appropriate agency (USDOT, FHWA, FTA) at the time the Administrative Modification is made.
 1. Change in schedule within the STIP period (CFR 450.216 (c)).
 2. Modification to the project description / length / termini that does not significantly change the project scope, conflict with the environmental document, or impact transportation conformity in non-attainment areas, subject to coordination with the MPO.
 3. A project split or a combination of individually listed projects that do not result in a significant change to the overall scope.
 4. Funding increases or decreases that are less than 20 percent of the STIP project estimate for FTA funded projects.
 5. Change in source of funds including advanced construction.
 6. Change in the project's lead agency.
 7. Obvious data entry errors.
- **Formal Amendments** are revisions that require FHWA/FTA approval and must go through a public involvement process in accordance with ARDOT's public involvement procedures or the appropriate urbanized area Public Participation Plan. Anything that doesn't qualify as an

Administrative Modification must go through the Formal Amendment process. The following identifies revisions to Federally-funded projects in the STIP/TIP that require Formal Amendments.

1. Funding a new or illustrative project or phase of a project.
2. Deleting a project or a phase of a project.
3. Funding increases or decreases that are more than 20 percent of the STIP project estimate for FTA funded projects.
4. A major change in design concept or scope, project limits, changes across modes, conflicts with the environmental document, or changes impacting air quality conformity.

- **Formal Amendment by Meeting:**

1. A legal notice will be placed in area newspapers of general circulation, setting forth the proposed amendment, a two (2) week comment period, and the time and date of the TAC and NWARPC/Policy Committee meetings to approve the amendment.
2. A press release will be sent to area newspapers of general circulation, containing the information in the legal notice and further necessary information. Notice may be provided to TV and radio stations.
3. A meeting notice will be sent, either via email or standard mail, to minority organizations, environmental organizations, and appropriate federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, and others as appropriate.
4. The proposed amendment will be posted on the NWARPC website.
5. After the two (2) week comment period, a TAC and NWARPC/Policy Committee meeting will be held to adopt the amendment.

- **Formal Amendment by Ballot:**

1. A legal notice will be placed in area newspapers of general circulation, setting forth the proposed amendment, a two (2) week comment period, and the date and time framework of the mail out balloting process.
2. A press release will be sent to area newspapers of general circulation, containing the information in the legal notice. Notice may be provided to TV and radio stations.
3. A meeting notice will be sent, either via email or standard mail, to minority organizations, environmental organizations, and appropriate federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, and others as mentioned above in VI. #3.
4. The proposed amendment will be posted on the NWARPC website.
5. After the two (2) week comment period, a ballot with the proposed amendment and a summary of the comments will be sent to all TAC and NWARPC/Policy Committee members. Ballots can be sent by mail, fax, or email according to the preference of the recipient.
6. The ballot will specify a time framework for returned votes to count. The amendment will pass with an affirmative vote by a majority of the authorized voting membership. Votes will be received by mail, fax, and email.

G. ANNUAL LISTING OF PROJECTS (ALOP)

The ALOP document presents a list of projects in the NARTS area for which federal funds were obligated during the previous fiscal year. The ALOP will be published on the NWARPC web site by December 31st of each year.

	ACTION	TIME FRAME
1. PUBLISH ALOP	The ALOP will be published on the NWARPC website.	On or before the last day in December.
2. LEGAL NOTICE	Legal notice will be placed in area newspapers of general circulation with the purpose of alerting the public to the publication of the ALOP and a two (2)-week public comment period.	The same day that the ALOP is published on the NWARPC web site.
3. PRESS RELEASE	A press release will be sent to area news outlets with the purpose of notifying the various news outlets to the publication of the ALOP and a two (2)-week public comment period.	The same day that the ALOP is published on the NWARPC web site.
4. PUBLIC NOTICE TO OTHERS	<p>A meeting notice will be sent, either via email or standard mail, to;</p> <ul style="list-style-type: none"> <input type="checkbox"/> TAC and NWARPC/Policy Committee <input type="checkbox"/> Email listservs from public input events <input type="checkbox"/> Minority and human service organizations <input type="checkbox"/> Environmental organizations <input type="checkbox"/> Appropriate state and local agencies responsible for <ul style="list-style-type: none"> ▪ land use management ▪ natural resources ▪ environmental protection ▪ conservation ▪ historic preservation 	The same day that the ALOP is published on the NWARPC web site.
5. ALOP AVAILABLE IN TRANSIT OFFICE(S)	The ALOP will be available in local transit agencies' offices.	The same day that the ALOP is published on the NWARPC web site.

X. PUBLIC COMMENTS

- The public will be asked to sign an attendance roll at all public forums and TAC and NWARPC/Policy Committee meetings. Those desiring to make comments will be asked to provide their comments in writing. This ensures the meaning of the comments is not distorted by a note-taker.
- A public comment period will appear on all TAC and NWARPC/Policy Committee meeting agendas. Oral comments at the meetings will be received and adjudicated at the discretion of the Committee Chairs.
- Written comments will be encouraged and will be requested to be submitted within 30 days after public forums, and within the specified comment period on all other documents and meetings.
- The NWARPC staff will maintain a file of written public comments for three (3) years, and will provide a summary for the appropriate TAC and NWARPC/Policy Committee meetings.
- NWARPC staff will respond to all comments that require an answer, through the most appropriate method – telephone, email, or standard mail. Where a significant number of comments are received (such as in the development of the MTP) NWARPC staff will tally and summarize the pertinent remarks.
- In the case of a virtual meeting, all efforts will be made to gather public comment, either before, during or after the meeting. While the exact techniques to be used are not defined here, it is a policy of NWARPC to encourage public comment and to respond accordingly.

XI. PERFORMANCE MEASURES

Successful measures of the effectiveness of the PPP requires tracking outreach activities and establishing initial baseline measurements. Reasonable effort will be made to regularly measure and evaluate NWARPC efforts to engage the public.

The following performance measures are intended as a starting place to develop performance measures that are appropriate for a wide variety of projects, including long-range transportation plans and transportation improvement programs.

The first performance measure, Measuring Participation Opportunities and Participants, is designed to track *what* opportunities were available and *who* was involved in public participation efforts. The second performance measure, Measuring Public Exposure to Transportation Issues, attempts to measure *how* the public learns of transportation issues and public participation opportunities. Measuring Public Sentiment is the third performance measure and is intended to link public transportation sentiments to fulfillment of MTP goals.

The written evaluation of these performance measures will be published in the 5-year Metropolitan Transportation Plan, beginning with the NWARPC 2045 MTP, published in spring 2021.

A. PERFORMANCE MEASURE – MEASURING PARTICIPATION OPPORTUNITIES AND PARTICIPANTS

- 1) **TARGET** – To hold as many events as possible throughout the MPA.
 - **METRIC** – Number and type of public involvement events held.

- 2) **TARGET** – To reach all the zip codes in the MPA.
 - **METRIC** – Attendance at physical public meetings by zip code.
- 3) **TARGET** – To increase public input by minority populations in the MPA.
 - **METRIC** – Surveys and other public meetings attendance by race and gender.

B. PERFORMANCE MEASURE - MEASURING PUBLIC EXPOSURE TO TRANSPORTATION ISSUES

- 1) **TARGET** – To involve all types of media in spreading the word about transportation issues and to encourage participation in meetings and events.
 - **METRIC** – Number and Type of Media Exposure and Other Educational Opportunities

C. PERFORMANCE MEASURE – MEASURING PUBLIC SENTIMENT TOWARD TRANSPORTATION ISSUES

- 1) **TARGET** – To identify specific sentiments that are important to area citizens and identify which MTP goals are indicative of these sentiments.
 - **METRIC** – Number of people answering survey questions that point to fulfillment of goals in the MTP.

XII. PUBLIC PARTICIPATION AND INVOLVEMENT PROCESS AND NWARPC/POLICY COMMITTEE APPROVAL

2020 NWARPC PPP APPROVAL SCHEDULE:

PPP TAC Subcommittee of the Whole Meeting – June 18, 2020
 PPP Subcommittee Review – June 18, 2020 through July 8, 2020
 Draft PPP sent to FHWA, FTA, ARDOT, MoDOT and TAC – July 9, 2020
 TAC Meeting – July 16, 2020 – Approve the Draft PPP to go to Public Comment Period
 Legal Notice Published – July 19 and July 23, 2020
 Public Comment Period – July 24, 2020 through September 6, 2020
 TAC meeting – September 17, 2020 – Recommend Approval of Draft PPP to RPC/Policy Committee
 RPC/Policy Committee Meeting – September 23, 2020

FEDERAL PARTICIPATION

This document was funded in part through grant(s) from the Federal Highway Administration, the Federal Transit Administration, and/or the United States Department of Transportation. The views and opinions of the NWARPC expressed herein do not necessarily state or reflect those of the United States Department of Transportation.

NWARPC NOTICE OF NONDISCRIMINATION

The Northwest Arkansas Regional Planning Commission (NWARPC) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving Federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Celia Scott-Silkwood, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voice/TTY 7-1-1 or 1-800-285-1131) or the following email address: cscott-silkwood@nwarpc.org. Para llamadas en español, marque el 866-656-1842; para llamadas en inglés, marque el 711 o directamente al 800-285-1131 or the following email address: cscott-silkwood@nwarpc.org. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Celia Scott-Silkwood. Si necesita información en otro idioma, comuníquese Celia Scott-Silkwood, 479-751-7125, cuando menos 48 horas antes de la junta.

APPENDIX I. COMPLAINT PROCEDURES FOR THE GENERAL PUBLIC

NWARPC has established a process for investigating and resolving complaints alleging disability discrimination related to MPO services, programs and its office. Regulations implementing provisions of Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 can be found at 49 CFR Parts 27 and 37, and 28 CFR Part 35.

- The Americans with Disabilities Act (ADA) signed into law on July 26, 1990:
 - The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life -- to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. Modeled after the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, or national origin – and Section 504 of the Rehabilitation Act of 1973 -- the ADA is an "equal opportunity" law for people with disabilities.
 - To be protected by the ADA, one must have a disability, which is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.
 - Title II of ADA – Nondiscrimination on the basis of disability in state and local government services (as amended by the final rule published on September 15, 2010): Title II prohibits disability discrimination by all public entities at the local (i.e. school district, municipal, city, and county) and state level. Public entities must comply with Department of Justice regulations that cover access to all programs and services offered by the entity. Access includes physical access described in the ADA Standards for Accessible Design and programmatic access that might be obstructed by discriminatory policies or procedures of the entity.
 - Title II also applies to:
 - Public transportation provided by public entities through regulations by the U.S. Department of Transportation. It includes the National Railroad Passenger Corporation along with all other commuter authorities. This section requires the provision of paratransit services by public entities that provide fixed route services.
 - All state and local public housing, housing assistance, and housing referrals. The Office of Fair Housing and Equal Opportunity is charged with enforcing this provision.
- Section 504 of the Rehabilitation Act of 1973:
 - Section 504 is a national law that protects qualified individuals from discrimination based on their disability. It forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.

COMPLAINT PROCEDURES FOR THE GENERAL PUBLIC

NWARPC's ADA/504/Title VI Coordinator is responsible for overseeing investigations and responses to complaints of discrimination based on disability.

- Required complaint information includes:
 - Complainant's name, mailing address and daytime phone number.
 - Specific information relating to the incident in question: date, time, location, how the person was discriminated based upon disability, and any other applicable details.

Complaints with incomplete information may result in delayed investigations and responses. NWARPC will not respond to complaints without the complainant's name and mailing address.

- Complaints may be submitted to NWARPC as follows:
 - By telephone to NWARPC, 479-751-7125. The ADA/504/Title VI Coordinator will speak to the complainant and obtain detailed information relating to the complaint. Information obtained from the telephone interview will be recorded in writing and read to the complainant.
 - In writing to the NWARPC ADA/504Title VI Coordinator, Celia Scott-Silkwood, 1311 Clayton, Springdale, AR 72762. Complaints may also be faxed to 479-521-7150 or emailed to cscott-silkwood@nwarpc.org.
 - In person at NWARPC, 1311 Clayton, Springdale, AR 72762. Normal office hours are from 8:00 am until 5:00 pm, Monday through Friday. It is advisable to call the ADA/504/Title VI Coordinator in advance to schedule an appointment.

Within three business days upon receipt of a complaint, a letter will be mailed to the complainant with the following information:

- Acknowledgment that the complaint has been received and is pending investigation.
- Estimated date by which a response will be sent to the complainant.

The ADA/504/Title VI Coordinator will investigate the complaint and respond in writing within a reasonable time, not to exceed 30 days from the receipt of the complaint. The response will provide information concerning the resolution of the complaint.

A record of all ADA/504/Title VI complaints will be maintained by NWARPC for a minimum of five years. Each record will include the name and address of the complainant, nature of the complaint, problems identified, resolution of the complaint and any resulting modification made to a NWARPC program, service or its office facility.

APPENDIX II. COMPLAINT PROCEDURES FOR TITLE VI

NWARPC has established a process for investigating and resolving complaints alleging Title VI discrimination related to MPO services, programs and its office.

COMPLAINT PROCEDURES FOR TITLE VI

NWARPC's ADA/504/Title VI Coordinator is responsible for overseeing investigations and responses to complaints of discrimination based on disability. A Title VI discrimination complaint may be filed within 180 days from the date of the alleged discrimination.

- Required complaint information includes:
 - Complainant's name, mailing address and daytime phone number.
 - Specific information relating to the incident in question: date, time, location, how the person was discriminated upon, and any other applicable details.

Complaints with incomplete information may result in delayed investigations and responses. NWARPC will not respond to complaints without the complainant's name and mailing address.

- Complaints may be submitted to NWARPC as follows:
 - By telephone to NWARPC, 479-751-7125. The ADA/504/Title VI Coordinator will speak to the complainant and obtain detailed information relating to the complaint. Information obtained from the telephone interview will be recorded in writing and read to the complainant.
 - In writing to the NWARPC ADA/504/Title VI Coordinator, 1311 Clayton, Springdale, AR 72762. Complaints may also be emailed to cscott-silkwood@nwarpc.org.
 - In person at NWARPC, 1311 Clayton, Springdale, AR 72762. Normal office hours are from 8:00 am until 5:00 pm, Monday through Friday. It is advisable to call the ADA/504/Title VI Coordinator in advance to schedule an appointment.

Within three business days upon receipt of a complaint, a letter will be mailed to the complainant with the following information:

- Acknowledgment that the complaint has been received and is pending investigation.
- Estimated date by which a response will be sent to the complainant.

The ADA/504/Title VI Coordinator will investigate the complaint and respond in writing within a reasonable time, not to exceed 30 days from the receipt of the complaint. The response will provide information concerning the resolution of the complaint.

A record of all complaints will be maintained by NWARPC for a minimum of five years. Each record will include the name and address of the complainant, nature of the complaint, problems identified, resolution of the complaint and any resulting modification made to a NWARPC program, service or its office facility.

APPENDIX III. NWARPC GENERAL AND TITLE VI COMPLAINT FORM

NWARPC GENERAL AND TITLE VI COMPLAINT FORM

COMPLAINT FILE NUMBER _____

SECTION I

Name: _____

Address: _____

Telephone Numbers: (Home/Cell) _____ (Work) _____

Email Address: _____

Do you have any accessible format requirements? Please specify: Large Print _____ TDD _____

Audio Tape _____ Other _____

SECTION II

Are you filing this complaint on your own behalf?

Yes _____ If you answered "Yes" to this question, go to Section III.

No _____ If not, please supply the name and relationship of the person for whom you are filing this form: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: Yes _____ No _____

SECTION III

Have you previously filed a General or Title VI complaint with NWARPC? Yes _____ No _____

If yes, what was your Complaint File Number? _____ (Note: This information is needed for administrative purposes; we will assign the same complaint number to the new complaint.)

Have you filed this complaint with any of the following agencies?

- ☐ Transit Provider
- ☐ Department of Transportation
- ☐ Federal Transit Administration
- ☐ Department of Justice
- ☐ Equal Employment Opportunity Commission
- ☐ Other _____

Have you filed a lawsuit regarding this complaint: Yes _____ No _____

If yes, please provide a copy of the complaint form. (Note: This information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.)

SECTION IV

Name of public transit provider complaint is against: _____

Contact person: _____ Title: _____

Telephone number: _____

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegation. Please also provide any other documentation that is relevant to this complaint.

SECTION V

May we release a copy of your complaint to the transit provider? Yes _____ No _____

May we release your identity to the transit provider? Yes _____ No _____

Please sign here: _____ Date: _____

(Note: We cannot accept your complaint without a signature.)

**PLEASE MAIL YOUR COMPLETED FORM TO: TITLE VI PROGRAM COORDINATOR, NWARPC, 1311
CLAYTON STREET, SPRINGDALE, AR 72762**

APPENDIX IV. GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

FTA PROGRAMS

49 U.S.C. Chapter 53, Section 5307 – Urbanized Area Formula Program Grants

49 U.S.C. Chapter 53, Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities

49 U.S.C. Chapter 53, Section 5311 – Formula Grants for Rural Areas

49 U.S.C. Chapter 53, Section 5339 – Grants for Bus and Bus Facilities

154 Penalty	Federal funds reallocated for safety improvements as penalty due to the lack of a state open container law.
4-R	Resurfacing, Restoration, Rehabilitation and Reconstruction
AC	Advance Construction - one of several Federal-aid fund management tools designed to provide states with greater flexibility in managing Federal-aid highway funds. The primary benefit of AC is that it allows states to accelerate transportation projects using non-Federal funds while maintaining eligibility to be reimbursed with Federal-aid funds at a later date.
ARDOT	Arkansas Department of Transportation
Bond	Bond Proceeds
BR	Bridge
Bs. & Surf.	Base and Surfacing - including, but not limited to, asphalt, and curb and gutter.
CAP	Connecting Arkansas Program - In 2012, through a voter-approved constitutional amend the people of Arkansas passed a 10-year, half-cent sales tax to improve the State's transportation system, including projects that widen and improve approximately 200 miles of highways and interstates.
Capacity Improvements	Widening of existing facilities or construction of new facilities to increase capacity.
CENG	Construction Engineering and Inspection
CMAQ	See Information on Federal Funding.
CMAQ AQ	See Information on Federal Funding.
CMAQ FLEX	See Information on Federal Funding.
CR	County Road

CS	City Street
DBE	See Information on Federal Funding.
Diamond	A pavement preservation technique that corrects a variety of surface imperfections on both
Grinding	concrete and asphalt pavements providing a significant improvement in the smoothness of a pavement.
Earmark	Federal Funds that are designated for a particular purpose.
EFLHD	Eastern Federal Lands Highway Division of the Federal Highway Administration - a division of the USDOT that promotes administration of federal public roads and bridges; protects and enhances natural resources and provides transportation access for Native Americans.
Eng.	Engineering
Env.	Environmental
FAST Act	Fixing America's Surface Transportation Act – this act funds the Federal Highway Program from Federal Fiscal Years (FFY) 2016 - 2020.
Federal Lands	Lands owned or administered by the Federal government. Examples are: national parks, national wildlife refuges, military reservations, federal prisons and public domain land.
Ferry Boat	See Information on Federal Funding.
FFY	Federal Fiscal Year - a pre-defined 12-month period from October 1 to September 30.
FHWA	Federal Highway Administration – an agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the Nation's transportation system.
FLAP	Federal Lands Access Program – See Information on Federal Funding.
FTA	Federal Transit Administration - an agency within the USDOT that provides financial and technical assistance to local public transit systems.
FTA-5304	Federal funding for transit system statewide planning and programming.
FTA-5305	Federal funding for transit system planning programs.
FTA-5307	Urbanized area formula grants - provides competitive Federal funding to public transit systems in urbanized areas.
FTA-5310	Federal funding for enhanced mobility of seniors and individuals with disabilities.
FTA-5311	Federal formula grant funds for transit in rural areas / populations < 50,000.
FTA-5329	Federal funds for transit safety and oversight programs.
FTA-5337	State of good repair grants - Federally funded capital assistance for maintenance, replacement and rehabilitation of motorbus systems. Additionally, funding can be used for Transit Asset Management plans.

FTA-5339	Federal Buses and Bus Facilities Grants Program - must be “low” or “no” emission transit or equipment.
GARVEE Bonds	Grant Anticipation Revenue Vehicles (GARVEE Bonds) - a tool used by many states to finance highway projects, secured by the Federal Highway Trust Fund, to enable the acceleration of construction timelines and spread the cost of a transportation facility over its useful life.
Gr. & Strs.	Grading and Structures - includes dirt work and bridge building.
HSIP	See Information on Federal Funding.
Improve Air Quality	Improve air quality in nonattainment areas.
Intchg. Impvts.	Interchange Improvements - improvements to the junction between two or more roadways, typically including a grade separation and ramps.
Inters. Impvts.	Intersection Improvements - improvements to the junction between two or more roadways that meet at grade.
IRP	Interstate Rehabilitation Program - approved by a special election (November 2011) – allowed the Highway Commission to issue up to \$575 million in GARVEE Bonds to help finance repairs and improvements to Interstates.
Local	Local Funds / City or County
LRMTP or MTP	Long-Range Metropolitan Transportation Plan - a long range planning horizon of 20-25 years that provides a vision for how to invest in and improve the regional transportation infrastructure.
Major Widening	Widening of an existing roadway to improve capacity or enhance safety.
Metropolitan Planning Organization	A federally mandated and funded transportation policy making organization that is made up of representatives from local government and government transportation authorities.
Miscellaneous	Any number of improvements.
MODOT	Missouri Department of Transportation
MPO	See Metropolitan Planning Organizations.
NARTS	Northwest Arkansas Regional Transportation Study. The Metropolitan Planning Organization (MPO) for all of Washington and Benton Counties and a portion of McDonald County, Missouri (See also MPO.)
NEPA	National Environmental Policy Act - a federal law that requires agencies that administer federally funded projects to assess environmental effects to their proposed actions prior to constructing highways, roadways or projects in public land.

New Location	Construction of a roadway on a location not previously developed for vehicular transportation.
NHFP	See Information on Federal Funding.
NHPP	See Information on Federal Funding.
NHS	National Highway System - includes the Interstate Highway System and other roads important to the nation's economy, defense and mobility.
Noise Abatement	Improvements to reduce noise pollution to a specific area.
Off System Bridge	See Information on Federal Funding.
OJT	See Information on Federal Funding.
Operational Improvements	Improves traffic operations on existing roadways.
P.E. or PE	Preliminary Engineering - includes surveys, environmental analysis, and design.
Partnering Projects	A project that has a partnering arrangement between ARDOT and local governments and other state agencies that results in project acceleration.
Passing Lane(s) Planning	Construction of an additional lane or lanes intended for passing on a two-lane roadway. Determination of existing or future needs.
Project Development	Combination of preliminary engineering, environmental analysis, design, right of way acquisition, and utility relocation activities.
Pvmt.	Pavement
Rail Hwy.	See Information on Federal Funding.
Reconstruction	Rebuilding of an existing roadway.
Rehabilitation	Pavement restoration, patching, heat scarifying, etc., of an existing roadway.
ROW	Right of Way - acquirement of real property to make way for the construction of a highway project. Real property is a term that is used to describe land, easements, air or access rights, or the rights to control the use of land, such as leases.
RR	Railroad
RR Grade Separation	Construction of a bridge over or under a railroad track(s) at an at-grade crossing.
RTP	See Information on Federal Funding.
Safety & Traf. Eng.	Various improvements to enhance and/or improve traffic flow.
Sealing	Application of an asphalt seal coat to an existing roadway.

Sel. Secs.	Selected Sections
SHSP	Strategic Highway Safety Plan - a Federally required statewide-coordinated safety plan for reducing highway fatalities and serious injuries on all public roads.
State	State Funds
State Local	State funds, Local funds or a combination of the two.
STBGP	See Information on Federal Funding.
STBGP > 200K	Surface Transportation Block Grant Program / Transportation Alternative funds set aside for areas greater than 200,000 population. See Information on Federal Funding.
STIP	Statewide Transportation Improvement Program - a Federally required, financially constrained, four-year or more, list of upcoming statewide transportation projects that identifies the schedule and the funding by Federal Fiscal Year.
Str. & Apprs.	Structure(s) and Approaches - including, but not limited to, bridge replacement, grade separation, etc.
System Preservation	Various projects to preserve, rehabilitate, or reconstruct an existing roadway.
TAP	See Information on Federal Funding.
TAP >200K	Surface Transportation Block Grant Program / Transportation Alternative funds set aside for areas greater than 200,000 population. See Information on Federal Funding.
TIP	Transportation Improvement Program - a Federally required, financially constrained, four-year or more, list of upcoming transportation projects that identifies the schedule and the funding by Federal Fiscal Year in a Metropolitan Planning Organization area (or MPA - Metropolitan Planning Organization).
TMA	Transportation Management Area - an area designated by the Secretary of Transportation having an urbanized area population of over 200,000 or upon special request from the Governor and the MPO designated for the area.
Transit	Projects that provide operation assistance or capital assistance such as improving or expanding local public transit systems, including buses, subways, light rail, commuter rail, or trolleys.
U of A	University of Arkansas
Utility	Adjustment and/or relocation of utilities.
Widening	Widening an existing roadway - one or more lanes.

NATIONAL HIGHWAY PERFORMANCE PROGRAM (NHPP)

In general, the NHPP provides support for the condition and performance of the National Highway System (NHS), and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan. Restoration work on all State Highway System bridges is also an eligible use of these funds.

NATIONAL HIGHWAY FREIGHT PROGRAM (NHFP)

The NHFP is for projects that will improve the efficient movement of freight on the National Highway Freight Network (NHFN) and support several goals, including:

- Investing in infrastructure and operational improvements that strengthen economic competitiveness, reduce congestion, reduce the cost of freight transportation, improve reliability, and increase productivity;
- Improving the safety, security, efficiency, and resiliency of freight transportation in rural and urban areas;
- Improving the state of good repair of the NHFN;
- Using innovation and advanced technology to improve NHFN safety, efficiency, and reliability;
- Improving the efficiency and productivity of the NHFN;
 - Improving State flexibility to support multi-State corridor planning and address highway freight connectivity; and
- Reducing the environmental impacts of freight movement on the NHFN.

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP)

The STBGP provides flexible funding that may be used by States for projects to preserve and improve the conditions and performance on any State highway or bridge. A portion of these funds are set aside and sub allocated as follows:

- **Set-asides**
Transportation Alternatives and Recreational Trails Projects (TAP or RTP), which provides funding for a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity. Bridges not on Federal-aid highways (Off System Bridge) are treated as set-asides.
- **Sub-allocation**
A percentage of a State's STBG apportionment (after set-asides) is to be obligated in the following areas in proportion to their relative shares of the State's population:
 - Urbanized areas with population greater than 200,000
 - Areas with population greater than 5,000 but no more than 200,000 (STBGP)
 - Areas with population of 5,000 or less (STBGP)

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

The HSIP funds are eligible for projects that will achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands.

The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance. A portion of these funds are set aside as follows:

- **Set-asides**

Railway-Highway Crossings Program (Rail Hwy) which provides funding for safety improvements to reduce the number of fatalities, injuries, and crashes at public railway-highway grade crossings.

CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM (CMAQ)

The CMAQ program provides a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

- **Sub-allocation**

CMAQ Program funds dedicated to West Memphis, AR (CMAQ AQ) for projects to the attainment or maintenance of a national ambient air quality standard.

CMAQ Program flexible funds (CMAQ Flex) that may be used by States for projects to preserve and improve the conditions and performance on any State highway or bridge.

FEDERAL LANDS ACCESS PROGRAM (FLAP)

The FLAP provides funds for projects on Federal Lands Access Transportation Facilities that are located on or adjacent to, or that provide access to Federal lands. This is a competitive grant program.

FERRY BOAT PROGRAM (Ferry Boat)

The Ferry Boat Program (Ferry Boat) provides funds for the construction of ferry boats and ferry terminal facilities. This is a competitive grant program.

DISADVANTAGED BUSINESS ENTERPRISE SUPPORTIVE SERVICES PROGRAM (DBE)

The DBE Program primary purpose is to provide training, assistance, and services to minority, disadvantaged, and women business enterprises so as to increase their activity in the program, and to facilitate the firms' development into viable, self-sufficient organizations capable of competing for, and performing on federally assisted highway projects.

ON THE JOB TRAINING PROGRAM (OJT)

The OJT Program is funded by the Workforce Innovation and Opportunity Act and allows States to hire and train skilled workers and get reimbursed for these efforts.

INFORMATION ON GENERIC PROJECTS

IRP DEBT SERVICE

Conversion of Advanced Construction NHPP funds to repay the bonds issued for the 2011 Interstate Rehabilitation Program. The 2011 Interstate Rehabilitation Program was approved by Arkansas voters in November 2011. Under this program, the Arkansas State Highway Commission had the authority to issue up to \$575 million in bonds for Interstate rehabilitation to be partially repaid using NHPP funds.

VARIOUS BRIDGE PRESERVATION

Painting structural steel, adding or replacing guard rail at bridge ends, improvements to columns to control scour, and bridge deck restoration.

VARIOUS OFF-SYSTEM BRIDGE REHABILITATION AND REPLACEMENT ON CITY STREETS

Replacement or rehabilitation of eligible bridges on city streets.

BRIDGE INSPECTION / INSPECTION EQUIPMENT

Routine Inspection of bridges and purchase of bridge inspection equipment.

RAILROAD CROSSING PROTECTIVE DEVICES / SURFACING / HAZARD ELIMINATION

Safety improvements to reduce the number of fatalities, injuries, and crashes at public railway-highway grade crossings.

VARIOUS TRANSPORTATION ALTERNATIVE PROJECTS

Funded with a set-aside of STBGP program funding for transportation alternatives (TAP). Projects in this category will be approved through a competitive selection process with the solicitation of applications. These set-aside funds include a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity.

VARIOUS TRAIL PROJECTS

Projects in this category will be approved through a competitive selection process with the solicitation of applications. Eligible projects include motorized and nonmotorized trails and trail facilities.

VARIOUS RESURFACING / RESTORATION / REHABILITATION / RECONSTRUCTION / BRIDGE REPLACEMENT / BRIDGE REHABILITATION ON COUNTY ROADS

Federal funds dedicated for pavement and bridge improvement projects on the County Road System.

VARIOUS BRIDGE REPLACEMENT / BRIDGE REHABILITATION ON COUNTY ROADS Federal funds dedicated for bridge improvement projects for Off System Bridges on the County Road System.

PE / RIGHT-OF-WAY / UTILITIES / CONSTRUCTION ENGINEERING

Project development and construction management activities including surveys, environmental analysis, design, right-of-way acquisition, relocating utilities and providing construction inspection once a project is let to contract.

VARIOUS WILDFLOWER PROGRAMS Funds to support ARDOT's beautification program of planting wildflowers along the State Highway System.

MOTOR FUEL ENFORCEMENT ACTIVITIES

Funding for ARDOT's Internal Audit Motor Fuel Tax Section to offset the cost of International Fuel Tax Agreement audits and Motor Fuel Tax audits.

VARIOUS STATEWIDE SAFETY IMPROVEMENTS

Improvements consistent with the state Strategic Highway Safety Plan (SHSP) that correct or improve a hazardous road location or feature or address a highway safety problem.

STATEWIDE PAVEMENT MARKINGS & SIGNING PROJECTS Upgrading pavement markings and signs to meet desired levels of retro reflectivity for driver safety.

WORKFORCE TRAINING AND DEVELOPMENT

Various courses and training for workforce development and educational activities for ARDOT employees.

VARIOUS PAVEMENT PRESERVATION PROJECTS

Projects to improve ride quality and extend the life of pavements on the State Highway System. Projects may increase lane widths and/or shoulder widths to current standards.

VARIOUS SIGNALS AND INTERSECTION IMPROVEMENTS

Signalization, signal upgrades, signal coordination, and the addition of turn lanes to improve the flow of traffic through intersections.

VARIOUS SEALING PROJECTS

May include fog seals, chip seals, high friction surface treatments or other surface treatments on the State Highway System to improve friction and long-term performance of the pavement.

VARIOUS FEDERAL LANDS ACCESS PROGRAM (FLAP) PROJECTS

Improves transportation facilities that are located on or adjacent to, or that provide access to Federal lands. This is a competitive grant program.

DISADVANTAGED BUSINESS ENTERPRISES (DBE) SUPPORTIVE SERVICES

Provides training, assistance, and services to minority, disadvantaged, and women business enterprises to facilitate the firms' development into viable, self-sufficient organizations capable of competing for, and performing on federally assisted highway projects.

ON-THE-JOB TRAINING (OJT) SUPPORTIVE SERVICES

Hire and train workers in various highway construction skills.

Eligible activities for all programs can be found in the "FAST Act" guidance at the following website: <http://www.fhwa.dot.gov/fastact/factsheets/>