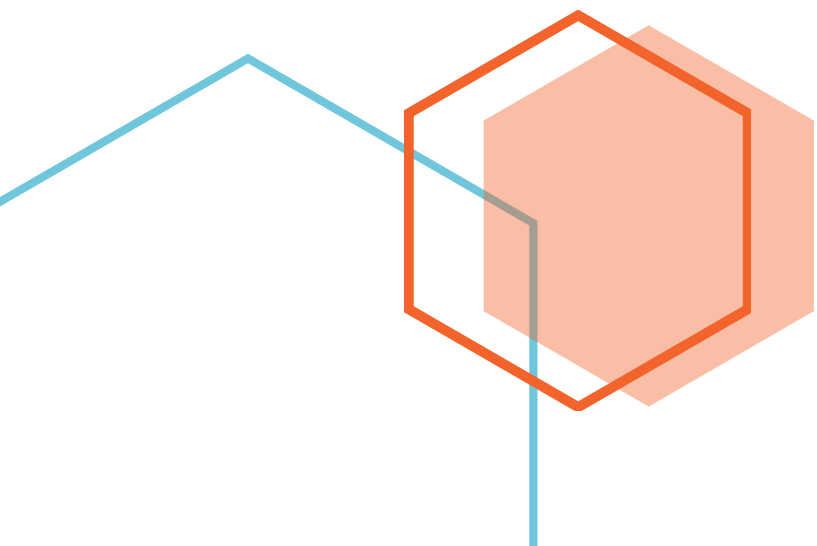




Genesee Transportation Council Public Engagement Plan

Adopted February 2021

This document will clearly define the policies and procedures that the Metropolitan Planning Organization in Rochester, NY, will undertake to ensure people have a reasonable opportunity to participate in the transportation decision-making process.



Genesee Transportation Council
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If you have any questions or comments on this document, please contact the Genesee Transportation Council at 50 West Main Street, Suite 8112, Rochester, NY 14614; telephone (585) 232-6240 or via email at ContactGTC@gtcempo.org

Financial assistance for the preparation of this report was provided by the U.S. Department of Transportation. The Genesee Transportation Council is solely responsible for its content.



Introduction

The Genesee Transportation Council (GTC) is the designated Metropolitan Planning Organization (MPO) for the Rochester, NY, urban area and surrounding Genesee Finger Lakes Region. The GTC Public Engagement Plan (PEP) details the public engagement policies and guidelines to ensure public and transportation system stakeholders have a reasonable opportunity to participate and make informed comments through the metropolitan planning process. The PEP describes how the public can learn of opportunities to participate in key decision points in multiple, accessible, in-person and virtual formats with adequate notice.

The PEP details public engagement procedures for GTC staff, member agencies, and sponsors administering projects and programs by or on behalf of GTC. It provides parameters to manage expectations while sustaining flexibility to meet diverse and individual needs across the region.

A description of each opportunity will provide a definition and purpose, public participation process, publicity, accessibility and accommodations, contingency plans, updates and amendments, and additional references.

As we have learned during the COVID-19 outbreak in 2020, our efforts need to be flexible and adaptable. It is the desire of GTC to provide the public meaningful opportunities to participate in the metropolitan planning process. If circumstances beyond our control impact the ability of GTC to follow the processes proscribed by this plan, we will strive to meet the intention of this plan to the extent possible.



Title VI/Nondiscrimination Policy Statement

GTC's Commitment to the Public

The Genesee Transportation Council assures that no person shall, on the grounds of race, color, national origin, disability, age, gender, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. GTC further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

It is also the policy of the Genesee Transportation Council to ensure that none of its programs, policies, and other activities has disproportionate adverse effects on minority and low income populations. The Genesee Transportation Council identifies minority and low income communities from US Census data. Genesee Transportation Council takes a proactive approach to engage these communities and ensures their full and fair participation in the transportation decision-making process.

In addition, GTC will provide meaningful access to services for persons with Limited English Proficiency.

In the event GTC distributes federal-aid funds to another agency as a subrecipient, GTC will include Title VI language in all written agreements and will monitor for compliance.

GTC is responsible for initiating and monitoring Title VI activities, preparing required reports and other GTC responsibilities as required by 23 CFR 200 and 49 CFR 21.

En Español

El Consejo Genesee de Transporte asegura que ninguna persona, por motivos de raza, color, nacionalidad, discapacidad, edad, sexo o situación económica, será excluida de participar en ningún programa o actividad, ni se le negarán los beneficios de los mismos, ni será objeto de discriminación de ningún tipo. El GTC, (por sus siglas en inglés) asegura además que se hará todo lo posible para asegurar la no discriminación en todas las actividades de sus programas, ya sea que esos programas y actividades estén financiados por el gobierno federal o no.

For additional information, refer to GTC's Title VI/Nondiscrimination Implementation Plan.



Opportunities to Participate in the Decision-making Process

GTC Board Meetings



Definition & Purpose:

The GTC Board is the governing body of GTC. It provides direction and establishes policy regarding the roles and responsibilities of GTC as the designated MPO for the region. The GTC Board approves all activities and work products, including the Long Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP), and the Transportation Improvement Program (TIP).

The 27 members of the GTC Board include elected officials from the nine counties of the region, the City of Rochester, and representatives of other local, regional, state, and federal agencies. GTC Board Officers are elected from among the members. Refer to chart listing each member agency.



Public Participation:

GTC Board meetings are open to the public. Members of the public may offer comments during a designated public comment period before the Board acts on agenda items.



Publicity:

GTC Board meeting notices including date, time, location, and contact information will be publicized through traditional and electronic means including, but not limited to:

- Paid legal notice in the daily newspaper with the largest circulation in the region, currently the Democrat and Chronicle.
- Media release sent to local media outlets in the 9-county region and shared on social media.
- A meeting notice and meeting materials, including agendas and supporting documents, posted on the GTC website at least one week prior to the meeting. Past meeting minutes are also posted online.
- Changes or cancellations will be announced via the same methods.



Accessibility & Accommodations:

In-person GTC Board meetings are held in meeting rooms that are accessible to all people. Meeting rooms will be held in buildings in proximity to a transit route. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request.

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Contingency Plans:

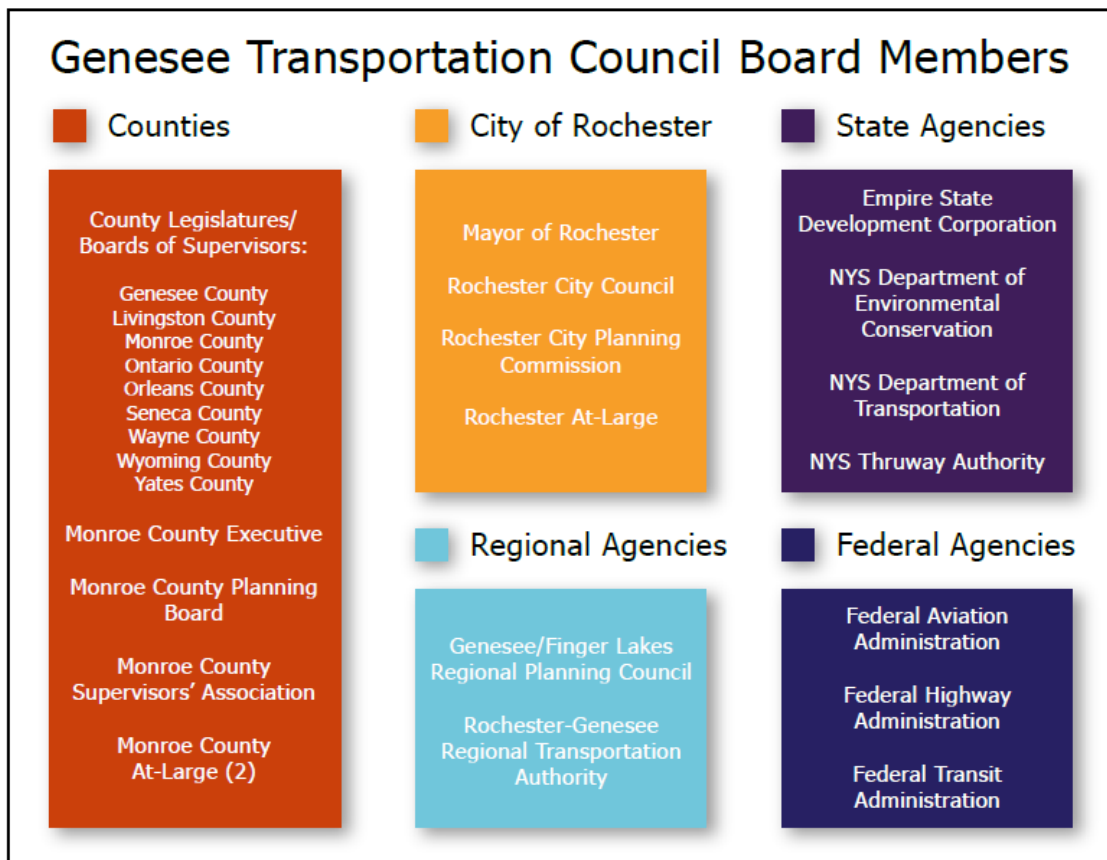
In the event a GTC Board meeting cannot be held in person, (e.g., severe weather, loss of power, public health, etc.), the meeting will be cancelled and notification will be made via social media, direct email, and media release as soon as practicable after a decision is made. A rescheduled meeting will be announced via the same methods as a regularly-scheduled meeting. If a public health or other emergency is persistent and known in advance, GTC will meet remotely with provisions for the public to observe and participate in the meeting.



References & More Information:

Learn more about GTC Board policies, requirements, and information.

<https://www.gtcmpo.org/About/Structure>





Planning Committee Meetings

Definition & Purpose:

The Planning Committee provides professional and technical recommendations to the GTC Board. With input from the various sub-committees, the Planning Committee reviews and recommends action on activities and work products that are considered by the GTC Board. Each member of the GTC Board appoints a representative, typically a transportation or planning professional, to the Planning Committee. The Planning Committee meets eight times per year, or as required.



Public Participation:

Planning Committee meetings are open to the public. Members of the public may offer comments during a designated public comment period before the Planning Committee makes recommendations to the GTC Board. The public will also have a second opportunity to comment on the recommendations to the GTC Board prior to the end of the meeting. Any such comments will be shared with the GTC Board.



Publicity:

Planning Committee meeting notices including the date, time, location, and contact information are publicized through traditional and electronic means including, but not limited to:

- Media release sent to local media outlets in the 9-county region and shared on social media.
- A meeting notice and meeting materials, including agendas and supporting documents, posted on the GTC website at least a week before the meeting. Past meeting minutes are also posted online.
- Changes or cancellations will be announced in the same methods.



Accessibility & Accommodations:

In-person Planning Committee meetings are held in meeting rooms that are accessible to all people. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request.



Contingency Plans:

In the event a Planning Committee meeting cannot be held in person, (e.g., severe weather, loss of power, public health, etc.), the meeting will be cancelled, and notification will be made via social media, direct email, and media release as soon as practicable after a decision is made. A rescheduled meeting will be announced via the same methods as a regularly-scheduled meeting. If a public health or other emergency is persistent and known in advance, GTC will meet remotely with provisions for the public to observe and participate in the meeting.



References & More Information:

Learn more about Planning Committee policies, requirements, and information.

<https://www.gtcmpo.org/About/Structure>



Participate in the Development of Core Work Products

Long Range Transportation Plan (LRTP)

Definition & Purpose:

The Long Range Transportation Plan (LRTP) is the biggest work product GTC produces and is required to obtain federal transportation funding. It guides the other functions and provides a strategic framework for transportation policy, planning, and investment decision making in the nine-county Genesee Finger Lakes Region. It assesses existing and projected transportation system capabilities, needs, and objectives and includes recommendations to meet those objectives for at least the next 20 years.

Members of the public and consulting agencies/parties can submit comments on current and future issues and opportunities facing the region, along with transportation related solutions. Prior to adoption, members of the public and consulting agencies can review and submit comments on the draft plan.

Public Participation Process:

GTC will create and execute a specific community engagement plan at the beginning of each update. Goals for the engagement plan will include a cost-effective, integrated mix of virtual, online resources and traditional outreach that will be monitored and documented. It will take advantage of emerging, visual outreach tools to present information that people will understand. It will outline the stakeholders, consulting parties, and other interested parties. The implementation timelines will schedule specific strategies that will coincide with the overall LRTP Development Schedule. A final report summarizing the engagement activities and the input collected will be included in the LRTP document.

Methods of community engagement may include dedicated project webpages, public workshops and meetings, community group meetings, surveys, information booths/tables at community events, and other means as opportunities arise.

The community engagement plan will consist of two specific rounds of outreach with a separate 30-day public review period seeking feedback on the full plan. In addition to the publicized public outreach, GTC will also offer an ongoing opportunity for interested parties to engage with staff upon request.

The first round of public outreach will take place early in the development process to ensure that interested parties have opportunities to provide input on the direction of the LRTP, regional needs and issues, and the desired state of the region. The second round of public will be held to ensure interested parties have opportunities to provide input on the recommendations.

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GTC will publicize each round of outreach and the public review period by notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. GTC will host at least one public meeting during each round of outreach to share information about the LRTP and to solicit input. Meetings will be held at different locations across the planning area and at various times of the day to accommodate availability. It may be held virtually or livestreamed to increase accessibility.

The Planning Committee will approve and release a draft LRTP for a 30-day public review period before making a recommendation to the GTC Board for adoption. This 30-day review period will be separate from the first and second rounds of public outreach.

The document will be available online and in hard copy upon request. People can submit written comments by e-mail or US mail.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region (currently the Democrat and Chronicle), notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public will be able review the draft document online or view hard copies in person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft LRTP and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of public comments and approve a revised Draft LRTP for a 10-day public review period, if significant changes are necessary. The Planning Committee will recommend a final draft to the GTC Board to consider for adoption.

Review, Updates and Amendments

Federal law requires the MPO to review and update the LRTP at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas. As of this writing, the Genesee-Finger Lakes region is an "Orphan Area" due to a 2018 ruling by the United States Court of Appeals for the District of Columbia Circuit. The LRTP in an "Orphan Area" must be updated at least every 5 years.

References & More Information:

GTC Website: <https://www.gtcmpo.org/LRTP>

Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/metropolitan-transportation-plan-mtp>

Code of Federal Regulations:

[§450.324](#) - Development and content of the metropolitan transportation plan



Unified Planning Work Program (UPWP)

Definition & Purpose:

Metropolitan Planning Organizations (MPOs) are required to develop UPWPs to govern work programs for the expenditure of Federal Highway and Federal Transit planning funds.

The UPWP is GTC's operating plan and annual budget. The Program lists the federally funded transportation planning activities that GTC, its member agencies, and other municipalities in the nine-county Genesee-Finger Lakes Region will advance during the fiscal year. The UPWP includes a description of the planning work and resulting products, who will perform the work, schedules, cost, and the source(s) of funds.

Members of the public can review and submit comments on the draft Program, the recommended list of planning projects, and participate in the public outreach phases of those projects. Refer to the section *"Participate in Federally-funded Projects & Studies."*

Public Participation Process:

Each year, GTC reaches out to eligible applicants seeking project partnerships to carry out transportation planning activities using federal planning funds. Successful applications fall under three general areas of interest related to:

- planning for physical improvements to the transportation system.
- non-infrastructure transportation services and programs; and
- integration of transportation and land use.

GTC contacts municipalities and members agencies through a combination of written and electronic notifications.

Applicants can attend a workshop, consult the program handbook, and seek guidance from GTC staff to fully understand the process and commitment of the program.

The UPWP Development Committee (UDC), a sub-committee of the Planning Committee, guides the development of the Unified Planning Work Program. The sub-committee consists of representative member agencies. The sub-committee reviews and prioritizes the applications and recommends a list of projects to be funded for consideration by the Planning Committee.

The GTC Planning Committee considers and approves a draft UPWP and a draft project list for a 30-day public review period. Planning Committee meetings are open to the public.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region (currently the Democrat and Chronicle), notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public will be able review the draft document online or view hard copies in

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person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft PEP and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of the public comments and revise the draft UPWP, if appropriate, prior to recommending a final version to the GTC Board for consideration. Planning Committee and Board meetings are open to the public.

Review, Updates and Amendments:

GTC updates the Unified Planning Work Program at least every two years, but often annually before end of the fiscal year. Amendments are first reviewed by the Planning Committee prior to consideration by the GTC Board.

References & More Information:

Learn more about Unified Planning and Work Program (UPWP) policies, requirements, and information.

- GTC Website: <https://www.gtcmpo.org/UPWP>
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/unified-planning-work-program-upwp>
- Code of Federal Regulations:
[§450.308](#) Funding for transportation planning and unified planning work programs.



Transportation Improvement Plan (TIP)

Definition & Purpose:

The TIP is the spending and implementation plan for specific transportation improvements in the seven-county area that includes Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, and Wyoming counties, using federal funds, over at least the four Federal Fiscal Years from adoption. It lists specific projects, the lead agency administering the project, anticipated schedules, costs, and fund-sources for each phase of a project from preliminary engineering, right-of-way acquisition to construction, and inspection. The TIP is usually updated on a three-year cycle.

Although GTC serves a nine-county region, GTC is responsible for developing the TIP for the designated Rochester Metropolitan Planning Area (MPA), which includes all of Monroe County plus the adjacent developed areas of Livingston, Ontario, and Wayne counties.

NYSDOT is responsible for developing the Statewide Transportation Improvement Program (STIP), including areas outside the MPA. However, GTC and NYSDOT Region-4 work cooperatively to develop the TIP for the seven-county area, which corresponds to NYSDOT Region-4.

The TIP must be consistent with the goals and objectives of the LRTP.

Members of the public can review and submit comments to GTC on the draft Program, the recommended list of transportation projects, and amendments presented to the GTC Board.

Public Participation Process:

In coordination with NYSDOT's efforts to update the Statewide Transportation Improvement Program, GTC and NYSDOT Region-4 periodically reach out to leadership of member agencies, eligible counties, municipalities, and authorities seeking projects that will use federal funds in the engineering, right-of-way, and construction phases through a combination of written and electronic notifications.

Potential applicants can attend a workshop, consult the TIP Guidebook and the TIP Procedures Manual, and seek guidance from GTC staff to better understand the process and commitments for using federal funds.

The TIP Development Committee (TDC), a sub-committee of the Planning Committee, guides the development of the new TIP. The TDC is comprised of representatives from the MPA counties (Livingston, Monroe, Ontario, and Wayne), the City of Rochester, the Rochester Genesee Regional Transportation Authority (RGRTA), and NYSDOT Region-4. The TDC reviews and prioritizes the applications and recommends a list of projects to be funded for consideration by the Planning Committee.

The Planning Committee considers and approves a draft TIP for a 30-day public review period.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region, currently the Democrat and Chronicle, notifying the local

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news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate.

During the public review period, GTC will host at least two meetings to discuss the content and development process, and to solicit input about how the proposed list of projects reflects the goals of the LRTP.

The public will be able to review the draft document online or view hard copies in person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft TIP and provide their comments will be available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of the public comments and revise the draft TIP, if appropriate, prior to recommending to the GTC Board for consideration. Planning Committee and Board meetings are open to the public.

Upon adoption, the TIP is incorporated into the Statewide Transportation Improvement Program (STIP). GTC and NYSDOT-4 staffs work together to ensure consistency between the adopted TIP and the draft STIP while the draft STIP is available for public review.

Review, Updates and Amendments:

The TDC meets regularly to assist GTC and NYSDOT Region-4 to maintain the TIP between updates. The TDC reviews substantive changes to projects that may require amending the adopted TIP including new or removed projects, and significant changes in scope, limits, schedule, or Federal funding. The Amendments, as defined by the TIP Procedures Manual, are first reviewed by the Planning Committee prior to consideration by the GTC Board. All amendments are subject to public review and comment.

Less significant changes to the TIP are considered Modifications and are approved by the Planning Committee or the TDC. Notification is provided to the Board of these changes, but public review is not required.

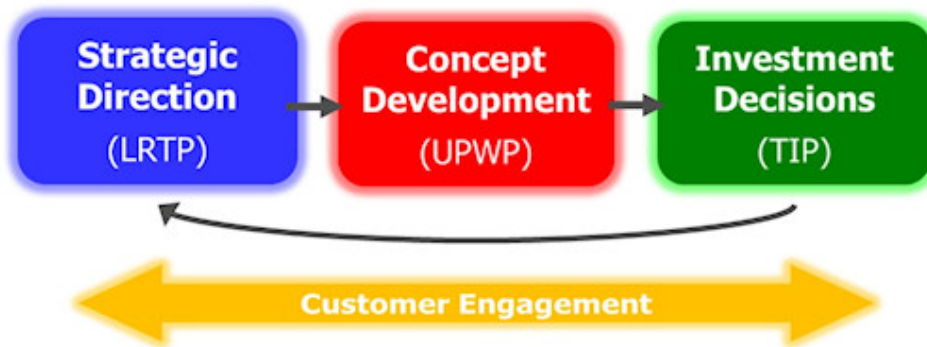
References & More Information:

Learn more about the Transportation Improvement Program (TIP) policies, requirements, and information.

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- GTC Website: www.gtcmpo.org/TIP
- TIP Procedures Manual
https://www.gtcmpo.org/sites/default/files/final_gtc_procedures_document_2018_03_08.pdf
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/transportation-improvement-program-tip>
- Code of Federal Regulations:
[§450.326](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-B/part-450/subpart-326) Development and content of the transportation improvement program (TIP)
- New York State FFY 2020-2023 Statewide Transportation Improvement Program (STIP)
<https://www.dot.ny.gov/programs/stip>





Participate in Development of Other Required Products

Air Quality Transportation Conformity Statement

Definition & Purpose:

Transportation Conformity is the process by which metropolitan planning organizations ensure transportation investments included in the region's TIP conform to the Federal Clean Air Act, and demonstrate that a proposed plan of projects will not negatively affect a region's ability to meet or maintain federal air quality standards.

Pursuant to the Clean Air Act Amendments of 1990, the long range transportation plan and transportation improvement program for the Rochester Metropolitan Statistical Area (MSA) must receive a positive conformity determination from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the United States Environmental Protection Agency (USEPA) to demonstrate that projects contained therein do not hinder the MSA in attaining the National Ambient Air Quality Standard (NAAQS) for ground-level ozone.

GTC works with the New York Air Quality Interagency Consultation Group to assess project classifications. Federal regulations identify certain project types that are exempt from the air quality analysis process. These projects have little to no impact on air quality or address a safety issue. Projects that are expected to have an impact on air quality are classified as Non-Exempt and need project-specific analysis.

GTC and the NYSDOT work cooperatively to conduct the required analysis to ensure that federally-funded transportation improvements in the Rochester MSA conform to federal air quality standards. This analysis is included in a Conformity Statement that is submitted to FHWA, FTA., and USEPA for consideration.

The *Transportation Conformity Statement for the Long Range Transportation Plan for the Genesee-Finger Lakes Region 2040 and 2020-2024 Transportation Improvement Program* was adopted by the GTC Board on June 13, 2019.

Members of the public can review and submit comments on the draft Transportation Conformity Statement.
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Public Participation Process:

The GTC Planning Committee considers and approves a draft Conformity Statement, along with the TIP or the LRTP for a 30-day public review period. After the public review period, a summary of public comments and how they were considered, will be added to the final draft.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region, currently the Democrat and Chronicle, notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public can review the draft document online or view hard copies in person or

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upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft Conformity Statement and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will recommend the final document to the GTC Board for consideration. Planning Committee and Board meetings are open to the public. Upon adoption of the Transportation Conformity Statement, GTC staff submits the final Statement to FHWA, FTA, and USEPA. A recommendation of Transportation Conformity is determined by FHWA and FTA and approved by the USEPA.

Review, Updates and Amendments:

The Transportation Conformity Statement is updated when a new TIP or LRTP is adopted or when there is a significant change to a Non-Exempt project.

References & More Information:

- GTC Website: <https://www.gtcmpo.org/Conformity>
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/air-quality-conformity>
- Code of Federal Regulations:
[40 CFR 93](#) PART 93—DETERMINING CONFORMITY OF FEDERAL ACTIONS TO STATE OR FEDERAL IMPLEMENTATION PLANS



Public Engagement Plan (PEP)

Definition & Purpose:

Metropolitan Planning Organizations (MPOs) are required to develop a collaborative and comprehensive public participation plan for the public and stakeholder communities to be used in the development of the LRTP and TIP, as well as to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process.

The GTC Public Engagement Plan (PEP) details the public engagement policies ensuring the public and transportation system stakeholders have a reasonable opportunity to participate and make informed comments through the metropolitan planning process. The PEP describes how the public can learn of opportunities to participate in key decision points in multiple, accessible in-person and virtual formats with adequate notice.

Members of the public can review and submit comments on the draft Plan.

Public Participation Process:

The GTC Planning Committee considers and approves a draft PEP for a 45-day public review period. Planning Committee meetings are open to the public. After the public review period a summary of public comments and how they were considered will be added to the final draft.

GTC will publicize the public review opportunity by publishing a legal notice in the daily newspaper with the largest circulation in the region (currently the Democrat and Chronicle), notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public can review the draft document online or view hard copies in-person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft PEP and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of the public comments and revise the draft, if appropriate, prior to recommending to the GTC Board for final adoption. Planning Committee and Board meetings are open to the public.

Review, Updates and Amendments:

The PEP is reviewed and updated concurrently with the LRTP update schedule, or as needed.

References & More Information:

- GTC Website: <https://www.gtcmpo.org/PPP>
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/public-involvement-outreach>
- Code of Federal Regulations: [§450.316](#) Interested parties, participation, and consultation.

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- Public Involvement for Transportation Planning Manual – NYSDOT Statewide Planning Bureau 2010 https://www.dot.ny.gov/divisions/policy-and-strategy/planning-bureau/MPO_program_update_guide/repository/Planning%20PIFinal-Manua12%201218.pdf

Participate in Federally-funded Projects & Studies

Definition & Purpose:

Besides participating in the development of the Core Work Products people are also encouraged to share input on specific projects and studies that are funded through UPWP or TIP.

Government and municipal agencies that sponsor projects through GTC should strive to exceed minimum standards described in this Plan and other policies to assure early and meaningful public involvement. Project sponsors may use their own public participation policies and guidelines provided they satisfy the minimum requirements of this plan and provide a transparent decision-making process and must:

In accordance with all Federal and State rules and regulations, project sponsors ensure the public has equal access to all meeting venues, meeting materials and program information despite disability or proficiency in English.

Make meeting agendas and summaries available.

Many plans, studies, and projects are worthy of their own specific public involvement plans to outline the goals, objectives, strategies, methods of communication, schedule, and costs for all interested parties to participate and provide meaningful input.

GTC staff will be available to assist project sponsors to compile and publicize public participation efforts.

GTC staff will be available to review and offer suggestions on community engagement strategies based on experiences, offer technical assistance to implement strategies and evaluate outcomes.



UPWP Plans & Studies

Public Participation Process:

Each UPWP-funded project is classified as one of three categories: Administrative, Technical/Data Collection, or Planning/Policy:

Administrative: General GTC staff activities with no direct impact on the public.

Technical/Data Collection: Tasks that support some other element of GTC programs and projects with no direct impact on the public.

Planning/Policy: Tasks that result in recommendations or actions that have an impact on the public (e.g., Parking studies, active transportation plans, corridor studies, etc.).

For each Planning/Policy project, the sponsor will develop and present a project Scope of Work to the Planning Committee for consideration and approval before work commences. The Scope of Work should articulate the public involvement component and note previous outreach efforts related to the topic.

The magnitude of the project will dictate extensiveness of the public involvement plan. At a minimum, a steering/advisory committee of community stakeholders is convened. GTC member agencies must be given the opportunity to participate especially if the agency has an ownership, operation, or maintenance role in the project recommendations.

The public involvement plan should list the basic goals, communication strategies, publicity, and implementation schedule for soliciting meaningful community input. Public meetings or other suitable outreach activities should be held early in the process to seek input about the existing needs, conditions, issues, and goals. A second public meeting, or other suitable form of outreach, should be held to present and seek feedback on draft findings and recommendations before the study is finalized.

The project sponsor is responsible for publicizing the outreach activity and opportunity to participate to a broad audience. The sponsor should identify interested parties and relevant stakeholders, including groups traditionally underrepresented, to inform them of the opportunity to participate. Methods of publicity should include traditional news media, and electronic formats including websites, social media, email lists, and other appropriate methods to reach the targeted audience. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request.

At the end of the project, the project sponsor will develop and present an Executive Summary, including a summary of public comments and how they were considered, to the Planning Committee as evidence of completed work.



TIP – Capital Transportation Projects

Public Participation Process:

Agencies that administer transportation-related projects that appear on the TIP must provide meaningful opportunities for the public to participate in the development and implementation of the project.

Public Involvement Plans must comply with the National Environmental Policy Act (NEPA), and the New York State Environmental Quality Review (SEQR) procedures.

GTC will actively work with Project Sponsors to promote public input opportunities through GTC channels.

References & More Information

- [NYS DOT Public Involvement Manual](#)
- [NYS DOT Procedures for Consultation with Public Officials in Rural Areas](#)



Federal and State Regulations

The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office.

Title 23 Highways

Chapter I → FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION

Subchapter E → PLANNING AND RESEARCH

PART 450—PLANNING ASSISTANCE AND STANDARDS

Subpart C—Metropolitan Transportation Planning and Programming

Relevant sections of the Code of Federal Regulations citing guidance for each topic were noted at the end of each section.

- [§450.324](#) - Development and content of the metropolitan transportation plan
- [§450.308](#) Funding for transportation planning and unified planning work programs
- [§450.326](#) Development and content of the transportation improvement program (TIP)
- [40 CFR 93](#) PART 93—DETERMINING CONFORMITY OF FEDERAL ACTIONS TO STATE OR FEDERAL IMPLEMENTATION PLANS
- [§450.316](#) Interested parties, participation, and consultation

A partial list of additional federal and state regulations include:

- Executive Order 12898- Environmental Justice
<https://www.transportation.gov/sites/dot.gov/files/docs/eo12898.pdf>
- Title VI of the Civil Rights Act of 1964 –
<https://www.federalregister.gov/d/00-22140>
- Americans with Disabilities Act (ADA) of 1990, as amended
[28 CFR Part 35](#) - NONDISCRIMINATION ON THE BASIS OF DISABILITY IN STATE AND LOCAL GOVERNMENT SERVICES
- New York State Open Meetings Law- PUBLIC OFFICERS LAW, ARTICLE 7
<https://www.dos.ny.gov/coog/openmeetlaw.html>



Appendix

Public Outreach Report – January 2021

Board Resolution- (February 2021)