

Appendix A
KMPO Public Involvement Policy



**Kootenai Metropolitan Planning Organization
Public Involvement Policy/Plan**

**KMPO Board Approved
March 12, 2015**

Title VI Compliance

The Kootenai Metropolitan Planning Organization (KMPO) assures that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Americans with Disabilities Act (ADA) Information:

Materials can be provided in alternate formats by contacting the Kootenai Metropolitan Planning Organization (KMPO) at 1-208-930-4164 or kmpo@kmpo.net.

Table of Contents

I. FOREWORD	4
Organizational Structure	4
Committees	5
Partner Agencies and Neighboring Regions	5
Development of the Public Involvement Policy	6
Interagency Review	6
Comments on the Draft Public Involvement Policy	7
II. PUBLIC INVOLVEMENT POLICY GUIDING PRINCIPLES	8
Updating the Public Involvement Policy	9
Evaluating the Public Involvement Policy	9
Public Involvement Procedure	13
Public Meetings	14
Access to All	15
Tribal Government Consultation	15
III. PUBLIC NOTIFICATION METHODS	16
Email Distribution Lists and Databases	16
Public Meetings, Workshops, and Forums	16
Emergency/Urgent Meetings	16
Website	17
Media Outlets	17
Staff Dedication to Assistance and Outreach	18
IV. PUBLIC PARTICIPATION TECHNIQUES	19
Key Audiences	19
Public Meetings/Workshops	19
Visualization Techniques	19
Polls/Surveys	19
Focus Groups	19
Printed Materials	19
Targeted Mailings/Flyers.....	19
Utilize local media.....	20
Electronic Access to Information.....	20
Notify Public Via:.....	20
Techniques for Involving Low Income Communities and Communities of Color	20
Techniques for Involving Limited-English Proficient Populations	21
Techniques for Reporting on Impact of Public Comments.....	22
V. PUBLIC INVOLVEMENT MATERIALS	23
Publications.....	23
VI. PUBLIC PARTICIPATION PROCEDURES FOR THE MTP, TIP, AND OTHER DOCUMENTS	24
Metropolitan Transportation Plan.....	24
Transportation Improvement Program	24
VI. SUMMARY	28
VII. APPENDIX A- PUBLIC COMMENT	29

I. FOREWORD

Kootenai Metropolitan Planning Organization (KMPO) is the federally designated Metropolitan Planning Organization (MPO) for Kootenai County. KMPO provides a coordinated transportation planning effort between the public, cities, small cities and towns, the county, highway districts, the state, transit providers, and the Coeur d'Alene Tribe, including:

- City of Coeur d'Alene
- City of Post Falls
- City of Hayden
- City of Rathdrum
- Eastside Highway District
- Idaho Transportation Department
- Kootenai County
- Lakes Highway District
- Post Falls Highway District
- Worley Highway District

KMPO maintains the Transportation Improvement Program (TIP), a four-year list of state and federally funded transportation projects, as well as the Metropolitan Transportation Plan (MTP), a 20-year document mapping the future of transportation investments in Kootenai County.

Organizational Structure

KMPO is committed to an active public involvement process that provides a comprehensive opportunity to participate in the planning activities of the organization. In order to accomplish this, KMPO will provide timely public notice, full public access to documents and ensure community input is provided to inform the decision making process, such as to KMPO's Board of Directors, staff, and KMPO's technical transportation committee, the Kootenai County Area Transportation Team (KCATT).

Committees

In addition to a Policy Board, KMPO has presently one standing committee, the Kootenai County Area Transportation Team (KCATT).

KCATT is composed of professionals from various local and state agencies. KCATT assists KMPO staff in the development of an annual work program, reports to KMPO staff on the status of projects approved for funding in the Transportation Improvement Program, and makes recommendations for delays and advances to projects and funding as necessary.

KMPO may also assemble citizen advisory committees and working groups as needed in order to consult on the development of specific projects, documents, plans, and other materials and activities. These short term advisory committees provide a unique opportunity for the public to get more deeply involved in subject areas aligned in their specific area of interests.

All meetings of the KMPO Board and KCATT are open to the public, with the exception of Board executive sessions on specifically identified matters pursuant to Idaho Code. Board and KCATT member names, as well as agendas and minutes from all KMPO meetings, are posted on the agency website at www.kmpo.net.

All KMPO Board meetings include a public comment period.

Partner Agencies and Neighboring Regions

On a continuing basis, KMPO actively coordinates its planning efforts and public involvement activities with agencies and officials responsible for planning within the metropolitan area (including state and local planned growth, economic development, environmental protection, airport operations, and freight movements). Coordination is achieved through a variety of forums including staff involvement in:

- KMPO Board meetings
- KCATT meetings
- Ad hoc plan/study committee meetings
- Chamber of Commerce, Panhandle Area Council, or Jobs Plus meetings
- Citylink, Idaho Freight Advisory Committee, Urban Balancing Committee, Intermodal Working Group, Public Transportation Advisory Committee and other committee meetings at the local, state and Federal level.
- Local government planning forums and workshops, and
- Idaho Transportation Department and other state agency planning forums and workshops

In addition, KMPO involves representatives of the following groups or associations in the development of major MPO studies/activities:

- Citylink - Kootenai County and Coeur d' Alene Tribe
- Freight shippers and 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, elderly, low-income, and limited English proficiency, and
- Other interested parties identified by KMPO in its outreach efforts

KMPO and its counterpart agency the Spokane Regional Transportation Council (SRTC) in adjacent Spokane County coordinate with each other to identify transportation programs and projects of mutual interest for key travel corridors traversing both regions.

Development of the Public Involvement Policy

KMPO worked with area agencies, special interest groups, and members of the public to develop this Public Involvement Policy (PIP) over several years. The original document was written after the SAFETEA-LU federal transportation bill of 2005 was passed, requiring each MPO to develop an official Public Participation Plan. The original Public Involvement Policy was based on extensive demographic research. Since then, the document has evolved and been refined by incorporating outreach strategies that proved effective in soliciting and accommodating public involvement during specific studies. Some of those past strategies have included sending revised drafts of the PIP to email distribution lists for input, asking attendees at public meetings how they hear about KMPO activities and how they would prefer to be notified of activities in the future, and setting up meetings with small groups specifically to solicit ideas on how to reach a larger audience of certain populations (the elderly, disabled, people who speak English as a second language, and other traditionally underserved groups). This PIP is being updated using information developed in KMPO's Title VI plan that was approved by ITD and the KMPO Board in 2014.

The KCATT and KMPO Board, have discussed suggested technical and policy related changes during their regular meetings in *advance* of Public Involvement Policy revision. There was a 45 day public comment period after the draft revision of the PIP was complete, to provide members of the public a chance to voice their opinions on the draft document.

Interagency Review

Because KMPO is but one of many agencies involved in this areas transportation planning, and recognizing that transportation has direct impacts on the environment, it is essential that regional transportation planning and funding decisions are informed by affected governments at all levels.

KMPO engages the following agencies in its planning process, and this PIP sought comments in consultation with:

- Public agencies
- Transit agencies
- 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

To facilitate a discussion on how best to engage numerous local, state, and federal agencies in its plans and programs, KMPO alerted local agencies that the Draft Public Involvement Policy was available for review, and asked for comments and feedback. This was done in early August 2014 and again in November of 2014.

KMPO also solicits comments from other agencies when seeking input on other transportation documents, studies, and plans. Anytime a plan, policy, study, or document goes out to public review, a variety of agencies, including KMPO partner agencies, transit agencies, freight shippers, private transportation companies, bike and pedestrian groups, and representatives of disabled groups will be alerted through email notification and news releases, and asked to submit comments.

Any agencies, jurisdictions, or companies interested in being contacted about KMPO's public outreach or planning process are welcome to email KMPO at kmpo@kmpo.net or call 1-208-930-4164 to request to be included in outreach efforts.

Comments on the Draft Public Involvement Policy

In December 2014, the KMPO Board released the draft of the Public Involvement Policy and was made available for a 45-day public comment period. It was posted to the KMPO website and the KMPO blog. KMPO also published legal notices in the Coeur d' Alene Press on three occasions in January 2015 announcing availability of the PIP, with the closing date identified as February 15, 2015. Members of the public were provided an opportunity to provide suggestions on improvements that could be made.

Public notice and comments received are included as Appendix A of this document.

II. PUBLIC INVOLVEMENT POLICY GUIDING PRINCIPLES

KMPO's public involvement process aims to give the public ample opportunities for early and continuing participation in the development of transportation projects, plans and decisions, in order to provide full public access prior to key decisions. Engaging the public early and often in the decision-making process is essential to the success of any transportation plan or program, and is required by numerous state and federal laws, as well as by KMPO's own internal procedures.

At key decision points, such as during the development and approval of the Metropolitan Transportation Plan and Transportation Improvement Program, pursuant to state and federal laws, KMPO will 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 reasonable opportunities to be involved in the metropolitan transportation planning process."

In order to fulfill this requirement, KMPO includes opportunities for interested parties to be involved in the various stages of plan, program, and policy development. These efforts include publications, workshops, open houses, and many of the other public forums or methods to provide for public education and information that are mentioned in section IV of this document, 'Public Participation Techniques.'

In addition, KMPO coordinates closely with Idaho Transportation Department (ITD) in public participation relating to the State's transportation planning and programming activities. Where opportunities arise, public meetings are combined with meetings relating to the State's transportation plans, such as the State Transportation Improvement Program (STIP). KMPO also coordinates with non-profits that receive Federal assistance from ITD and local government authorities, Federal land management agencies, clean air management agencies, and freight shippers through participation in various committees such as the Inland Pacific Hub, Idaho State Freight Advisory Committee, Public Transportation Advisory Committee and Intermodal Working Group.

KMPO's public involvement procedures are built on the following guiding principles:

1. Public education through distribution of information strengthens regional transportation policy and regional plans.
2. Communication and inclusion of the traditionally underserved population fortifies the whole.
3. Public input is highest when all citizens are well informed; when they have the opportunity to voice their concerns; and when their concerns have been addressed.
4. Public participation is a dynamic activity that requires teamwork and commitment at all levels of the MPO organization.
5. One size does *not* fit all — effective public participation strategies must be tailored to fit the audience and the issue.
6. Citizen based strategic advisory committees that are multi-modal in character, can be used to help hear and learn from many voices in Kootenai County.

7. Engaging the general public and interested citizens in 'regional' transportation issues that may be well into the future is challenging, but possible.
8. Effective public outreach and involvement requires relationship building through active participation with the community in many venues.
9. There are likely several possible solutions to a problem; however, some of those solutions may not fit within the context of the community and or the region.

Updating the Public Involvement Policy

KMPO's Public Involvement Policy is a fluid document. In accordance with 23 CFR 450.316(a)(1)(x) of the Code of Federal Regulations, this Public Involvement Policy will periodically be reviewed for effectiveness of the procedures and strategies contained in it attempt to ensure a full and open participation process. KMPO staff will review the document each July to determine if revisions are needed, then meet with KMPO's KCATT and Board to discuss, refine, and consider planned revisions that will be sent out for public review.

A 45-day public comment period with wide release and notification of the public will occur should there be any significant changes being proposed. All other documents, such as the Metropolitan Transportation Plan, the Transportation Improvement Plan, and many others require a 30-day public comment period when revisions are made.

All updates to any KMPO policy are available for public review and comment both on the agency website (www.kmpo.net) and in hard copy form.

The final draft of the Public Involvement Policy will be posted to the 'Maps/Data/Publications' page of the KMPO website.

Evaluating the Public Involvement Policy

The most effective way to measure the success of the public outreach process is to ask members of the public for their opinion. Here are some of the ways KMPO will gauge the effectiveness of the Public Involvement Policy:

- KMPO may poll attendees at public meetings on how they became aware of meetings, and how they would prefer to be notified of planning activities in the future. On occasion, a column will be added to public meeting sign-in sheets inquiring how attendees heard about meetings. This information will be compiled and analyzed to see which methods of notification are the most successful in getting members of the public to attend public meetings, workshops, and activities.
- Demographic data is collected at every public meeting then analyzed to determine who is participating. The information gathered on community characteristics will be used for purposes of assuring that public involvement activities include representatives from diverse geographical areas that make up the MPO planning area. Community characteristic information also supports and encourages improvements in the methods used to meet the public need for information and involvement. The use of this information will hopefully increase attendance, participation, collaboration, and diversity at future meetings and events.

Public involvement-related materials will also be evaluated for effectiveness as needed, including public notices, the KMPO website, and other items such as brochures and flyers. KMPO staff monitors website performance by tracking the number of people logging onto the site on a monthly basis. The performance of a newsletter, public notices, flyers, brochures and other materials can be measured at public meetings by asking attendees how they became aware of the meeting, or by monitoring how many people respond to requests for comments included in printed materials.

The following measures of effectiveness provide a standard framework to measure how well public feedback is being sought.

Public Participation Evaluation Matrix				
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period
Regularly Scheduled Meetings	Monitor meeting attendance of members or alternates	Attendance and participation by all appointed committee members	Stress importance of attendance as leverage to obtain funding for projects and report attendance records to the Board	Monthly
	Monitor demographic representation of committee members	Attempt to fill available citizen positions with people representing varied demographic populations	Identify open positions and assist members in recruiting people to fill them	Monthly
	Monitor meeting attendance of members of the public	Record the attendance and participation of nonmembers	Send news releases to media outlets, send meeting notices to email distribution lists, post notice of meetings on KMPO's website and blog, and include meeting dates on KMPO Calendar	Monthly
	Document press attendance at regularly scheduled meetings	Procure media coverage or knowledge of MPO studies/activities	Send news releases to media outlets, follow up news release with phone call to remind media members of meetings, post meeting notices on KMPO's website and blog.	Monthly
	Document public comments at regularly scheduled meetings	Ensure opportunity for public comment at all meetings	Emphasize in news releases, meeting notices, website and blog postings, and media interviews that public comment is always encouraged and there are public comment periods available during every meeting.	Monthly
Public Access to Documents, Studies, and Plans	Monitor the public review of plans and reports, such as through website monitoring services and public records requests	Ensure opportunity for public review of all records	Promote/encourage review of all documents through web/blog postings, news releases, and email notification	Monthly
	Provide multiple copies of all documents, studies, and plans to area libraries as approved by the Board	Provide an additional way for members of the public to view MPO materials	Make contacts at local libraries and maintain relationship with that person	Monthly

Public Information Requests	Monitor calls, emails, and other verbal and written inquiries	Respond to all public requests in a timely and satisfactory manner	Document information provided in project/study files	Monthly
	Poll people who submit requests about the service they received and level of satisfaction with the process	To streamline the public information request process and make it as smooth as possible	Maintain database of input on public information request process	Monthly
Email Distribution Lists and Contact Lists	Number of recipients on lists	Maintain a contact list for every current project/study/etc.	Identify interested citizens or groups through public meetings or activities, website/blog postings, and meeting/event notices	Monthly
Public Meetings, Workshops, and Hearings	Attendance	Set varying attendance goals for each event	Send news releases to media, meeting notices to distribution groups, post notice on website and blog, and place legal notices in local newspapers	As needed
	Public comment and participation	Encourage attendees to provide comment on meeting topic	Provide comment sheets, take verbal comments and record them, use interactive exercises, send contact information home with participants so they can submit comments at their leisure and provide to friends/neighbors to do so as well	As needed
	Media coverage	Amount and tone of media coverage	Send news releases to media and follow up with reminder calls about the meeting or event, greet the media as they come in and provide them with meeting materials, make staff member available to answer media questions	As needed
News Releases and Media Contacts	Number of news articles and level of press coverage	Strive for increased amount of media coverage of local transportation activities	Send news releases and follow up with personal phone calls, develop and maintain positive relationship with media members	Weekly
Printed and Marketing Materials	Amount distributed, monitor how many people respond to requests for comment included in printed materials.	Increase distribution annually	Identify interested recipients during public activities and target civic group meetings to attend and distribute materials	Yearly
	Amount developed	Increase amount of materials available to the public.	Make sure all significant projects/activities have materials available	Monthly
Internet and Direct Mail Polls and/or Surveys	Number of public responses to polls/surveys	Have enough people take polls/surveys to be able to infer public opinion regarding specific topics	News releases to media, notice of polls/surveys sent through email distribution lists or direct mail, post poll/survey on website and blog site.	As needed
Web Site and Blog	Number of site visitors who post comments	Maintain user-friendly, informative, and interesting website and blog site	Emphasize in news releases, legal notices, newsletter articles, and on websites that comments are encouraged and appreciated	Weekly

Public Participation Evaluation Matrix (Cont.)				
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period
Web Site and Blog (Cont.)	Number of site visitors	Maintain user-friendly and interesting website and blog site	Issue press releases, increase links from other sites, include web addresses in legal notices, meeting notices, and newsletter articles	Monthly
Public Inquiry, Special Events, and Outreach Activities	Number of special events/outreach activities involving KMPO staff members	Attend community events as requested by the general public and groups/organizations and seek opportunities to attend events	Monitor community/agency calendars for public events, develop relationship with local event planners, and participate in public events to discuss MPO activities	As needed

Public Involvement Procedure

KMPO will include the following agencies for public participation:

- Chamber of Commerce
- Citylink – Coeur d’ Alene Tribe
- Kootenai County
- Cities of Coeur d’ Alene, Post Falls, Hayden, Rathdrum
- Small cities and towns within the County
- Highway Districts of East Side, Lakes, Post Falls and Worley
- Idaho Transportation Department
- Identified Freight shippers and providers of freight transportation services
- Identified Private providers of transportation, and
- Centennial Trail Foundation

KMPO will adhere to the following public involvement procedures:

1. Prior to action by the KMPO Board, all regional plans, TIPS, and major amendments thereto, will be subject to review and comment by KMPO’s Kootenai County Area Transportation Team (KCATT).
2. KMPO may create, when necessary, strategic advisory committees to assist in the development and review of transportation plans commissioned by KMPO. Conversely, KMPO will discharge strategic advisory committees upon completion of their specific purpose.
3. KMPO Board will appoint as many as five (5) non-voting members of the public to KCATT in order to represent the views of various modes of transportation in the planning and programming activities conducted by KMPO.
4. Committee meetings will be advertised and open to the public. Committee agendas and minutes will be posted on the KMPO website, pursuant to Idaho Code

5. The scheduled meeting dates of the KMPO Board will be published annually on the agency website and in the Coeur d' Alene Press. All possible efforts will be made to place notice of unscheduled meetings in newspapers five days prior to the meeting. In the case that is not possible, additional steps to publicize the meeting will be taken, such as posting flyers, sending notice to email distribution lists, posting meeting information on KMPO's website and blog, and asking other agencies to do the same.

Regularly scheduled meeting dates of all board-created committees will be issued to the general public on a regular basis through such avenues as the news media and general distribution emailing's.

6. Public comment will be solicited on all regional plans or major TIP amendments (including a TIP amendment which adds/deletes a project or has a significant change in the design, concept, scope or cost). At least 30 days prior to the KMPO Board adopting a regional plan, TIP, or major amendment, a legal notice summarizing the document or amendments indicating where copies for review can be obtained and where to send comments will be placed in the newspaper of general circulation (Coeur d' Alene Press).

7. KMPO staff, committees and Board will consider all public comments. A summary, analysis and report on the disposition of all comments will be made part of the final document for all plans, studies, policies, and other documents.

8. If the final document differs substantially from the one that was made available for public comment or raises new issues, an additional opportunity for public comment will be made available prior to adoption.

9. The KMPO public process will be coordinated with ongoing local, regional and statewide public involvement processes wherever possible in order to ensure continuity and enhance public involvement.

Public Meetings

Public outreach meetings are held on an as needed basis. Meetings are located and scheduled to maximize public participation. Locations are chosen based on proximity to the project/study area, ease of accessibility to minority, low-income, and traditionally underserved populations, and based on how accessible the location is to people with disabilities and people who rely on public transit.

If multiple meetings are required on a single topic, the meetings will be held at separate locations in order to cover as much geographic area as possible to provide accessibility to a maximum amount of people.

Meeting times vary, depending on the meeting topic and the target audience. Most project related meetings are held in the evening as that is when the majority of members of the public are available to attend. In the case of multiple meetings on the same topic, meetings will occasionally be held within traditional daytime working hours.

Access to All

Consistent with Federal requirements associated with the transportation planning process, KMPO is committed to nondiscrimination in all of its programs and activities. KMPO strives to ensure fair treatment and meaningful involvement of all Kootenai County residents, regardless of race, color, national origin, gender, disability and income. An effort will be made to seek out and consider the needs and interests of traditionally underserved populations, as outlined in the KMPO adopted Title VI Plan.

To ensure KMPO's programs and activities are inclusive, a community profile utilizing population and demographic characteristics has been developed. This information will assist KMPO in: (1) developing strategies for public outreach activities; (2) project planning and development; (3) evaluating the effects of its transportation planning activities/decisions on the communities it serves; and (4) ensuring that planning decisions/investments are equitable and not disproportionate to traditionally underserved populations.

KMPO utilizes various mechanisms for engaging all segments of the population. For example, KMPO provides auxiliary aids or interpreters to persons with disabilities; translation of materials/meetings for persons with Limited English Proficiency; and visualization techniques for all participants.

Tribal Government Consultation

The Coeur d' Alene Tribe is the one federally recognized Native American tribal government in the Kootenai County.

As part of the development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), KMPO receives information from the Coeur d' Alene Tribe on transportation matters and requests their review of the documents and respond with suggestions to increase opportunities for ongoing consultation on regional transportation matters. The Coeur d' Alene Tribe is a member of KMPO and sits of the KMPO Board.

KMPO maintains an email distribution list of Tribal contacts. Whenever a plan, policy, study, or document goes out to public review, or notification is sent out on any subject, it goes to the Tribal contacts distribution list in addition to a variety of other distribution lists.

III. PUBLIC NOTIFICATION METHODS

KMPO uses a variety of ways to notify the public of transportation studies, projects, and activities:

Email Distribution Lists and Databases

KMPO maintains email distribution lists and databases of interested members of the public, public agency staff members, committee members, and stakeholders. The distribution lists and databases include mailing information, e-mail addresses, and other contact information, and are organized around transportation studies, issues, or events. This allows KMPO to send targeted mailings to keep the public updated on specific activities they are interested in.

Public Meetings, Workshops and Forums

Public meetings on specific issues are held as needed. If statutorily required, formal public hearings are conducted, and notice is placed in the legal section of the Coeur d' Alene Press at least ten days prior to the meeting. Documents containing the proposals to be considered at KMPO public hearings are delivered to libraries throughout the region prior to the public hearings, and are made available to interested citizens upon request.

KMPO also conducts workshops, community forums, conferences and other events to keep the public informed and involved in various transportation projects and plans, and to elicit feedback from the public and KMPO's partner agencies. Meetings are located and scheduled to maximize public participation (including evening meetings). Some types/techniques used for KMPO Public Meetings/Workshops are:

- Open Houses
- Facilitated discussions
- Question-and-Answer sessions with planners and policy board members
- Break-out sessions for smaller group discussions on multiple topics
- Interactive exercises
- Customized presentations

For major initiatives and events, KMPO typically provides notice by posting information on the agency website, and through e-mail notices, flyers, and news releases. If appropriate, bulk mailings are used to distribute flyers, surveys, or postcards about upcoming meetings and events.

All meeting notices include language indicating that KMPO is capable of, and willing to, arrange for an interpreter or have meeting materials translated. Equipment is also available to assist people with hearing impairments. Requests for interpreters, translated materials or special equipment must be received by KMPO at least 48 hours prior to the date the item is needed.

The public will be offered the opportunity to comment at all public meetings. A time limit may be set for each speaker in consideration of time constraints. Any person wishing to attend the meeting and comment and who needs special consideration such as a sign-language interpreter, needs to contact KMPO 48 hours prior to the meeting.

Emergency/Urgent meetings

KMPO makes every effort to schedule all meetings with at least ten days before the meeting in which to place legal notices in local publications. Occasionally however, an issue will arise that requires an emergency or urgent meeting be scheduled with less than ten days advance notice. In these cases, every effort will be made to place ads five days prior to the meeting, but if not possible, other, additional efforts will be made for public notification consistent with Idaho Code, such as:

- Posting flyers
- Sending notice to email distribution lists
- Posting meeting information on KMPO's website
- Posting meeting information on KMPO's blog
- Asking other agencies to post meeting information on their websites, and

Web Site

KMPO's Web site, www.kmpo.net, is targeted at transportation professionals, elected officials, members of the public, and news media seeking information on particular programs, projects and public meetings.

KMPO's website is a primary location for current information on all KMPO activities, and for posting documents, reports, and studies. Its function is to make information available quickly and conveniently. The KMPO website averages approximately 100 page views per day. That average has been increasing steadily over the past few years.

Updated on a regular basis, the site provides information about KMPO's projects and programs, the agency's structure and governing body and upcoming public meetings and workshops. It contains the names and contact information for staff and Board and Committee members, as well as all KMPO current planning documents and other publications.

Media Outlets

KMPO may issue news releases about studies, projects, events, and actions of interest to the media. These include announcements of public meetings, workshops, and hearings.

Area and regional media outlets include:

- Spokesman-Review newspaper
- Coeur d'Alene Press newspaper
- The Pacific Northwest Inlander weekly newspaper
- KHQ Channel 6 television news
- KXLY Channel 4 television news
- KREM Channel 2 television news
- FOX 28 television news
- KSBN radio
- Building Magazine
- CDA TV Channel 19
- Northwest Cable News

Staff Dedication to Assistance and Outreach

In addition to the components of KMPO's public outreach program detailed above, KMPO's commitment to public participation includes staff dedicated to involving the public in our work. KMPO and/or its consultants as a part of their contract provides the following materials and services:

- Any item on the KMPO Web site (including meeting notices, agendas, and materials that accompany agenda items) if a person does not have Internet access,
- Works with interested organizations to arrange for KMPO staff and Board members to make presentations to community groups, and
- Will respond by telephone 1-208-930-4164, U.S. mail 250 Northwest Blvd., Suite 209, Coeur d' Alene, ID 83814, or e-mail (kmpo@kmpo.net) to inquiries from the public and the media about KMPO.

IV. PUBLIC PARTICIPATION TECHNIQUES

KMPO will choose from an array of options to develop and execute specific public participation programs to inform of its major decisions, such as for corridor studies, new funding policies or updates to the Metropolitan Transportation Plan.

Public participation activities require a wide variety of tools to reach various audiences. The following lists the audiences, strategies, and materials that may increase public involvement:

Key Audiences

- General Public
- Media
- Legislators/elected officials
- Special interest groups/involved members of the public
 - a. environmental groups
 - b. social groups
 - c. civic groups
 - d. business groups
 - e. neighborhoods
- Traditionally underserved populations such as ethnic citizens or citizens with Limited English Proficiency, and
- Transportation users

Public Meetings/Workshops

- Get on meeting agendas of existing agencies, and
- Co-host workshops with community groups, business associations, etc., especially in low-income and minority communities for targeted outreach

Visualization Techniques

- Maps
- Charts, illustrations, photographs
- Web content
- PowerPoint slide shows

Polls/Surveys

- Telephone polls
- Electronic surveys via internet
- Printed surveys distributed at meetings or through the U.S. Mail

Focus Groups

- Participants recruited randomly from the community

Printed Materials

- Reader-friendly documents
- Maps, charts, photographs, and other visual means of displaying information

Targeted Mailings/Flyers

- Deliver flyers to businesses/services within interest area
- Mail to targeted database lists
- Distribute stacks of flyers to key community organizations for distribution

Utilize local media

- News Releases
- Opinion pieces/commentaries
- Purchase display ads
- Place speakers on Radio/TV talk shows
- Public Service Announcements on radio and TV
- Free or weekly or monthly neighborhood or regional newspapers and newsletters

Electronic Access to Information

- Web site with updated content
- Opportunity on website to comment on materials/content
- Electronic duplication of open house/workshop materials
- Blog sites, including opportunity to comment
- Access to maps, charts
- Provide information in advance of public meeting

Notify Public via:

- Emails, both to individuals and distribution lists
- Notice widely disseminated through partnerships with community-based and interest organizations
- Newsletters
- Printed materials
- Electronic access to information
- Local Media
- Flyers distributed throughout community
- Exhibits at events such as information fairs, community festivals, etc.

Techniques for Involving Low Income Communities and Communities of Color

Prior to the implementation of special outreach efforts, KMPO used several methods to identify where low income communities, communities of color, and Limited-English Proficient Populations are likely to live and work. This was done through analysis of US Census information. Following are other methods KMPO may use to identify special populations:

- The American Literacy Council maintains information on those who have both low literacy and low English proficiency.
- Consultation with the Idaho Housing and Finance Commission can provide supplemental information both on the location and the best method of interaction with lower-income populations.
- Transportation disadvantaged individuals can sometimes be located through the cooperation of transit agencies and specific disabilities agencies such as the American Council of the Blind, Idaho Council for the Deaf and Hard of Hearing, etc. All facilities that will be considered for use as meeting sites will be investigated to assure that they are ADA compliant.

During the year, in an effort to determine and consider the needs of area underserved minority, low-income, and Limited English Proficient (LEP) populations, KMPO may conduct a dialogue with groups representing their interests and those of potentially under-served populations, such as the elderly, youth, and non-native-English speakers.

To consider and articulate the needs of these groups and populations, KMPO may use methods that include gathering information on their transportation needs, as well as identifying, sharing, and connecting new contacts and sources of information for the planning process, recruiting new people interested in participating in the planning process, and serving as a conduit for ideas on improving transportation that can be relayed to other agencies.

Following are some of the ways KMPO may involve low income communities and communities of color in the planning and decision-making process that could impact their community:

- Place flyers in low income neighborhoods and neighborhoods of color.
- Translate materials and have translators available at meetings as requested.
- Include information in meeting notices on how to request translation assistance.
- Use large amount of “visualization” techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use community and minority media outlets to announce participation opportunities.
- Notify minority/ethnic organizations of public meetings/hearings/projects/activities by e-mail, with the goal of engaging traditionally underserved populations in a culturally appropriate manner. This includes the Native American community. KMPO maintains an email distribution list titled ‘Tribal contacts.’ This list has been used to engage/consult with Tribal Governments in development of the MTP, TIP, and several other documents.
- When multiple meetings will be held for a single project, efforts will be made to ensure a diversity of meeting locations are utilized, in an effort to reach all segments of the affected population.
- KMPO will seek opportunities to speak at meetings of groups involving minority/low income and traditionally underserved citizens.
- Notice of all public meetings/hearings will be posted on the front page of the KMPO website at www.kmpo.net.
- Press releases will be distributed to local media outlets in order to inform citizens of any meetings/hearings or other KMPO activities or issues that transportation users should be aware of.
- All KMPO news releases and meeting notices will include wording to the effect that KMPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, etc. and that special accommodations can be arranged by calling in advance.
- KMPO will make arrangements to speak at the meetings of neighborhoods that are affected by projects/activities organized by or involving KMPO.

Techniques for Involving Limited-English Proficient Populations

Census data shows there is not a great need for translation services in the Kootenai County area. Statistics show the greatest potential benefits would be for people who speak Spanish or Russian at home. Accordingly, KMPO will concentrate any necessary Limited English Proficiency (LEP) efforts primarily on these populations. Efforts such as:

- On-call translators for meetings.
- Include information on meeting notices on how to request translation assistance.
- Use large amount of “visualization” techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Flyers and other informational material, written in the identified populations’ language, will be posted/distributed in locations frequented by Title VI-identified populations.
- Every meeting notice and news release will include wording on how to request translation services.
- Regional plans such as the TIP and MTP may include visualizations of projects of regional significance. These visualizations would be digitally-altered pictures, sketches, and drawings. They will be used in general to convey to the public what a project will look like after construction is complete, but will also be effective in demonstrating to persons of Limited English Proficiency who may not be able to understand a written project description, what a

project is meant to accomplish.

Techniques for Reporting on Impact of Public Comments

- Summarize key themes of public comments in reports.
- Email participants from meetings, surveys, etc. to report final outcomes.
- Newsletter articles.
- Maintain updated and interactive internet content.

V. PUBLIC INVOLVEMENT MATERIALS

KMPO public information materials communicate simply, efficiently, and concisely to the public concerning transportation projects. Examples of materials include but are not limited to:

- Brochures
- Visualizations
- Maps
- Line drawings
- Renderings
- Photographs
- PowerPoint and other types of presentations
- Fact sheets
- Charts
- Graphs
- Newsletters
- Web sites

Regional plans such as the TIP and MTP may include visualizations of projects of regional significance. Through visual imagery, the complex character of proposed transportation plans, policies and programs can be portrayed at appropriate scales and from different points of view, providing the public and decision makers with a clear idea of the proposals and likely impacts to the human and natural environment.

Publications

Copies of all reports, Major Investment Studies, bylaws, policies, etc., will be published on the KMPO web site on either the home page, the 'Documents, Studies and Plans' page, or the 'Maps/Data/Publications' page, and on the KMPO blog page. For those who do not have internet access, hard copies can be requested of all materials posted to the websites.

VI. PUBLIC PARTICIPATION PROCEDURES FOR THE MTP, TIP, AND OTHER DOCUMENTS

MAP-21 requires KMPO and other MPOs to focus efforts on implementing and updating a Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), as well as several other documents.

The MTP and TIP are specially called out in federal law as needing early and continuing opportunities for public participation.

Metropolitan Transportation Plan

The long-range Metropolitan Transportation Plan (MTP) guides all area surface transportation development over at least the next 20 years. The MTP is the comprehensive blueprint for transportation investment (transit, highway, local roads, bicycle, and pedestrian projects), and identifies the financial foundation for how the region invests in its surface transportation system as well as how much money is available to address critical transportation needs and setting the

policy on how projected revenues are to be spent. The MTP is updated as necessary to reflect reaffirmed or new planning priorities and changing projections of growth and travel demand and reasonable forecasts of future revenues available to the region.

MTP major updates are typically modal in nature and include extensive public consultation and participation involving area residents, public agency officials, and stakeholder groups over many months. As appropriate, KMPO requests that local agencies involve the public in their process for nominating projects for inclusion in the MTP, and show how public comments helped inform their recommendation.

Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the policy and investment priorities expressed by the public and adopted by KMPO in the Metropolitan Transportation Plan (MTP). The TIP covers a four-year timeframe, and all projects included in the TIP must be consistent with the MTP. The TIP is a comprehensive listing of the areas funded surface transportation projects — including transit, highway, local roadway, bicycle, and pedestrian investments — that:

- receive federal funds, or are
- subject to a federally required action, or are
- Regionally significant.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that funds committed (or “programmed”) to the projects are available to implement the projects or project phases. By Federal statute, the TIP must be financially constrained to the amount of funding reasonably available to accomplish the program of projects.

The following Document Review and Advertising Schedule gives an idea of what kind of documents KMPO develops and the process for reviewing, adopting, and updating them.

KMPO Document Review and Advertising Schedule

<p>Metropolitan Transportation Plan (MTP)</p>	<ul style="list-style-type: none"> • Reviewed and updated as needed on annual basis • Review through Kootenai County Area Transportation Team (KCATT) • Reviewed through KMPO Board (first touch in two-touch system) • Minimum 30-day comment period prior to adoption and/or revision • Legal advertisement published in the Coeur d’Alene Press; ad includes notice of public meeting to be held during 30-day comment period • Notice of public comment period sent to extensive email distribution list • Public meeting hosted during 30-day comment period to solicit input • Draft document posted for review and comment on KMPO website and blog site • Provide draft to Federal and State agencies for official review and comments, and partner agencies (list of partner agencies is included as section I of this document) Provide draft to area libraries for public review and comment • Document is approved by KMPO Board • Distribute final adopted copies to partner, Federal, and State agencies, and area libraries. • Post adopted document on the KMPO website.
<p>Transportation Improvement Program (TIP)</p>	<ul style="list-style-type: none"> • Reviewed and updated as needed on annual basis • Reviewed through KCATT • Reviewed through KMPO Board (first touch in two-touch system) • Minimum 30-day comment period prior to adoption and/or revision • Legal advertisement published in the Coeur d’Alene Press; ad includes notice of public meeting to be held during 30-day comment period • Notice of public comment period sent to extensive email distribution list • Public meeting hosted during 30-day comment period to solicit input • Draft document posted for review and comment on KMPO website and blog site • Provide draft to Federal and State agencies for official review and comments, and partner agencies (list of partner agencies is included as section I of this document) Provide draft to area libraries for public review and comment • Document is approved by KMPO Board • Distribute final adopted copies to partner, Federal, and State agencies. • Post adopted document on the KMPO website.
<p>Public Involvement Policy (PIP)</p>	<ul style="list-style-type: none"> • Review and assess every two (2) years • Minimum 45-day public comment period prior to adoption and/or revision • Review through Transportation Technical Committee (KCATT) • Reviewed through the KMPO Board (first touch in two-touch system) • Minimum 45-day comment period prior to adoption and/or revision • Legal advertisement published in the Coeur d’ Alene Press; ad includes notice of public availability of the document during 45-day comment period • Notice of public comment period sent to extensive email distribution list • Draft document posted for review and comment on KMPO website • Provide draft to Federal and State agencies for official review and comments, and partner agencies (list of partner agencies is included as section I of this document) • Board adopts final document • Distribute final adopted copies to partner, Federal, and State agencies. • Post adopted document on the KMPO website.

KMPO Document Review and Advertising Schedule (Cont.)

<p>Title VI Plan Annual Questionnaire</p>	<ul style="list-style-type: none"> • Reviewed and assessed annually • Minimum 30-day public comment period prior to adoption and/or revision • Review through KCATT • Review through KMPO Board (first touch in two-touch system) • Minimum 30-day comment period prior to adoption and/or revision • Legal advertisement published in Coeur d’Alene Press; ad includes notice of public meeting to be held during 30-day comment period • Notice of public comment period sent to extensive email distribution list • Draft document posted for review and comment on KMPO website. • Provide draft to Federal and State agencies for official review and comments, and partner agencies (list of partner agencies is included as section I of this document) • Board adopts final document • Distribute final adopted copies to partner, Federal, and State agencies. • Post adopted document on the KMPO website.
<p>Kootenai County Coordinated Public- Transit- Human Services Transportation Plan</p>	<ul style="list-style-type: none"> • Reviewed and adopted periodically • Minimum 30-day public comment period prior to adoption and/or revision • Review through KCATT, Kootenai County, and Coeur d’ Alene Tribe • Review through KMPO Board (first touch in two-touch system) • Minimum 30-day comment period prior to adoption and/or revision • Legal advertisement published in the Coeur d’Alene Press; ad includes notice of public meeting to be held during 30-day comment period • Notice of public comment period sent to extensive email distribution list • Draft document posted for review and comment on KMPO website • Provide draft to partner agencies (list of partner agencies is included as section I of this document) • Board adopts final document • Distribute final adopted copies to partner, Federal, and State agencies. • Post adopted document on the KMPO website.

VII. SUMMARY

Kootenai Metropolitan Planning Organization recognizes the importance of the public participation process as a means to inform, educate, and involve citizens in the transportation decisions that shape our community. By involving the public and local agencies in our planning process, it helps to ensure that plans and programs include elements important to our community members and that all segments of the population benefited equally.

The KMPO Public Involvement Policy has been developed to assist staff in administering an effective public outreach program. Future updates to this document will include new and innovative strategies as they evolve.

Appendix A

Legal Notification

and

Public Comment

Notice of Publication

AFFIDAVIT OF PUBLICATION

STATE OF IDAHO, }
County of Kootenai, } ss.

Chantell White being first duly sworn upon oath deposes and says:

1. I am now and at all times hereinafter mentioned was a citizen of the United States, resident of the State of Idaho, over the age of twenty-one years and not a party of the above entitled action.

2. I am now and at all times hereinafter mentioned was the printer (principal clerk) of the "Coeur d'Alene Press," a newspaper printed and published daily except Sunday in Coeur d'Alene, Kootenai County, Idaho, and having a general circulation in said county.

3. The Legal Notice

of which the annexed is a printed copy, was published in the regular Thurs/Fri/Sat issue of said newspaper for 3 consecutive Days commencing on the 3 day of January 20 15, and ending on the 31 day of January 20 15, and such publication was made as often during said period as said Daily newspaper was regularly issued.

4. That said newspaper has been continuously and uninterruptedly published in said Kootenai County, during a period of more than seventy-eight consecutive weeks immediately prior to the first publication of said notice Chantell White. On this 31 day of January in the year of 2015, before me, a Notary Public, personally appeared Chantell White, known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.

Katrina George
Notary Public for the State of Idaho,
residing at Coeur d'Alene, Idaho.



MY COMMISSION EXPIRES 8/29/17

Notice of Availability and 45 Day Public Comment Period Kootenai Metropolitan Planning Organization

Public Involvement Plan Update Kootenai Metropolitan Planning Organization (KMPO) is opening a 45 day public comment period on their proposed update to the agencies existing Public Involvement Plan (PIP). The PIP, adopted in 2008 describes the various ways by which KMPO engages the general public and interest groups in the development of various plans, programs, and studies being conducted by the agency as part of the regional transportation planning process required by the Federal Highway Administration and Federal Transit Administration under Title 23 and Title 49 of the U.S. Code. Copies of the Public Involvement Plan (PIP) are available at the KMPO offices located at 250 Northwest Blvd., Suite 209, or can be found on the KMPO website at www.kmpo.net. The public comment period will close on February 15, 2015. Comments can be mailed to KMPO 250 Northwest Blvd., Suite 209 Coeur d'Alene, ID 83814, emailed to kmpo@kmpo.net, or by contacting KMPO at (208) 930-4164.

For special accommodation/translation services, call 1.208-930-4164, 48 hours in advance. KMPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities LEGAL 2176 JANUARY 2 15 21 2015

Public Comments

No Public Comments were received during the 45 day
Public Comment Period

KMPO Board or KCATT Agenda Items

May 8, 2014 KMPO Board meeting – Public Comment Period. Citizen Request to establish a permanent non-motorized transportation advisory committee, concerned bicyclists were being under represented.
Board Item 6.d. Public Involvement Plan Update discussion on how to better incorporate various modes of transportation in the MPO process.

July 22, 2014 KCATT meeting – KMPO Planning Updates
Item 6.a Public Involvement Policy Update, Initial Discussions on various approaches to including more public input on a monthly basis from those interested in various modes of transportation

August 14, 2014 KMPO Board meeting – KMPO PIP Update
Item 6.a Public Involvement Policy Update, Continued discussions on various approaches to including more public input on a monthly basis from those interested in various modes of transportation.

August 26, 2014 KCATT meeting – KMPO Planning Updates
Provided KCATT and update on KMPO Board discussion on ways to include the public views on other modes of transportation on KCATT, as either voting or non-voting members

October 28, 2014 KCATT meeting – Upcoming Board Items
Item 9.a Public Involvement Policy Recommendation KCATT received amended draft of the PIP for consideration and recommended release

December 11, 2014 KMPO Board meeting – Other Business
Item 8.a Public Involvement Policy Update – Board Approved release and 45 day Public comment period/

March 12, 2015 KMPO Board meeting – Administrative Matters
Item 6.c Public Involvement Plan Update – Board approves PIP with up to five KMPO Board appointed non-voting members of the public to KCATT in order to provide input from other modes of transportation.