Public Participation Plan

August 2018
ELMIRA-CHEMUNG TRANSPORTATION COUNCIL
POLICY COMMITTEE ENDORSEMENT

NUMBER: 18-P12
DATE: July 19, 2018
SUBJECT: Resolution Approving ECTC Public Participation Plan as Revised

MOVED BY: B. Kelly SECONDED BY: T. Santulli

CONSENSUS: YES 4 NO
ABSTENTIONS: 0
ABSENT: 2

WHEREAS, the Elmira-Chemung Transportation Council (ECTC) has been designated by the Governor of the State of New York as the Metropolitan Planning Organization responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Elmira-Chemung area, and

WHEREAS, in accordance with the federal metropolitan planning regulations 23 CFR 450.316 the MPO shall develop and use a documented participation plan, and

WHEREAS, in 2009 ECTC adopted Unified Staffing and Operations Plan with a participation plan included in consultation with all interested parties, and

WHEREAS, the 2018 update to the participation plan has been developed to more effectively meet ECTC’s responsibilities for public notice and participation through a variety of activities and communication modes, and

WHEREAS, the 2018 Public Participation Plan meets the requirements as set forth in 23 SFR 450.316 and has been available for public review for 45 days as required, and

WHEREAS, the ECTC Policy Committee has created a Planning Committee of technical representatives to advise it on matters concerning the implementation of the urban transportation planning process, and a TIP-Subcommittee thereof to advise on matters of program administration, and

NOW THEREFORE BE IT RESOLVED, that the Elmira Chemung Transportation Council Policy Committee hereby approves the ECTC Public Participation Plan, to be dated for reference June 2018.

ELMIRA-CHEMUNG
TRANSPORTATION COUNCIL

I, the undersigned, Secretariat of the Elmira-Chemung Transportation Council (ECTC), DO HEREBY CERTIFY, that the foregoing is a copy of the resolution adopted by said Elmira-Chemung Transportation Council (ECTC) on 7/19/18, 2018 that it is a correct transcript therefrom and of the whole of said original.

IN WITNESS WHEREOF, I have hereunto set my hand August 20, 2018.

[Signature]
Brian C. Kelly, Secretariat
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I. Introduction and Purpose

The federal government established Metropolitan Planning Organization (MPOs) in 1973 for urbanized areas with a population of 50,000 or more. The Governor of New York designated the Elmira-Chemung Transportation Council (ECTC) as the MPO for the Elmira Urbanized Area in December 1974. The mission of the MPO is to help build regional agreement on transportation investments, to better balance highway, mass transit, bicycle, pedestrian and other needs that leads to more cost effective solutions to transportation problems. ECTC is responsible for the planning and programming of any transportation project that includes Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funding within the Elmira Urbanized Area.

Planning activities at the MPOs must consider and integrate the following ten planning factors, based on current federal legislation:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
• Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
• Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
• Promote efficient system management and operation;
• Emphasize the preservation of the existing transportation system;
• Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
• Enhance travel and tourism. (23 USC 134 (h) (1)).

Federal transportation law requires MPOs to develop and implement a continuing, cooperative, and comprehensive transportation planning process that includes a proactive public involvement process for planning and programming. ECTC adopted its last Public Participation Plan in 2013 based on requirements from previous federal transportation laws. Congress enacted the most recent federal transportation law, the FAST (Fixing America’s Surface Transportation) Act, in 2015. The FAST Act continues all of the metropolitan planning requirements that were in effect under previous laws, including the provision requiring an MPO to develop and utilize a Public Participation Plan that:

• Is developed in consultation with all interested parties;
• Provides reasonable opportunities for all interested parties to comment on all aspects of the MPO transportation planning process;
• Includes procedures employing visualization techniques; and,
• Makes public information available in electronically accessible forms and means.

ECTC’s broad community participation process will continue to seek and provide opportunities for individuals and community groups to participate in the transportation planning process.

II. Public Participation Objectives

The objectives of the ECTC public participation process are:

• Public Education. To disseminate information about transportation issues, proposed plans and programs to citizens, affected public agencies, private providers of transportation services, community groups, environmental groups, and other stakeholders in order to strengthen regional policy making. MPO documents should be clear and understandable to the lay audience, particularly when describing technical or complex issues.

• Public Outreach. To expand the ECTC’s constituency by increasing public, private and intergovernmental sector communications and to provide full public access to technical and policy information used in the development of transportation plans and programs. ECTC holds all public meetings in ADA-accessible facilities that attendees can reach by public transportation. ECTC will accommodate members of the public with special needs to the extent possible.

• Public Input. To ensure that there is opportunity for meaningful public input throughout the development of transportation plans and programs, and to seek input from underrepresented communities.
III. Federal Requirements

23 CFR 450.316 specifies the public participation process that MPOs including ECTC abides by in order to fulfill its transportation planning goals. The legal basis for this requirement is below:

§ 450.316 Interested parties, participation, and consultation.¹

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

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

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

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

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

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

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

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

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

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

   (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

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

¹ https://www.law.cornell.edu/cfr/text/23/450.316
(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

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

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

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

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

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

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

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

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


Other requirements

1. Regulatory Compliance

In conformance with 23 CFR Part 450.334, ECTC conducts a Self-Certification process as appropriate, no less often than once every three years.2

2. Restrictions on Federal Lobbying

ECTC consultants who apply or proposal for an award of $100,000 or more shall file the certification required by 49 CFR part 20, “New Restrictions on Lobbying.” Each tier certifies to the tier above that it

will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352.

3. Title VI Compliance
ECTC, in accordance with the Civil Rights Law of 1964, encourages all people regardless of sex, age, color, nationality, ethnicity, mental or physical ability, political or religious beliefs, affection preference, or sexual orientation to participate in all ECTC’s planning and policy-making activities and in reaching ECTC’s transportation goals. The ECTC follows the Chemung County affirmative action policy and policy statement on equal opportunity employment as documented in the Chemung County Administrative Policy Manual and adopted by Chemung County Legislature in Resolution 92-182.

4. ECTC Environmental Justice Policy
The U.S. EPA Office of Environmental Justice defines environmental justice as:

The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations and policies. Fair treatment means that no group of people, including a racial, ethnic or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

Environmental justice has become a focus of transportation planning and investment policy resulting from the Executive Order 12898 by President Clinton on February 11, 1994. The Executive Order focused attention on Title VI by providing that, “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, policies and activities on minority populations and low-income populations.”

ECTC has developed three core principles of environmental justice that ensure proper integration into MPO processes. The Environmental Justice Project Review (below) ensures that the MPO decision-making process adheres to these principles:

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

This Environmental Justice Policy relates only to transportation planning-related activities.
Environmental Justice Project Review

a. Methodology and Data Sources

In order to avoid negative impacts to, encourage participation by, and prevent delay of benefits to low-income and minority populations, the ECTC must determine where racial minority, ethnic minority and low-income populations are located. The source for the population, race and income data is the U.S. Census and the U.S. Department of Housing and Urban Development. ECTC uses Census data at the block-group level to identify areas where concentrations of the target populations exist.

b. Defining Target Population Thresholds

ECTC bases the threshold for a concentrated racial or ethnic minority population on the percentage of racial or ethnic minority populations in the census block compared to Chemung County and New York State averages. If the local area contains a higher concentration of racial or ethnic minorities as compared to the county or state, ECTC should consider the area a target population for environmental justice issues.

ECTC calculates the threshold for what it considers a concentrated low-income population based on the percentage of low-income households in the census block group compared to the county and statewide average. The MPO calculates low-income population using low-income thresholds for the metropolitan statistical area as determined by U.S. Department of Housing and Urban Development (HUD), and compare local block group data to Chemung County and New York State residents. If the local area contains a higher concentration of low-income households as compared to the County or NYS, ECTC should consider the area a target population for environmental justice issues.

c. Assessing and Analyzing Federal Investments

ECTC will measure and evaluate environment justice compliance by tallying the actions and projects from each plan and identifying ones that are located within the environmental justice target areas. MPO staff will overlay project locations for the TIP and LRTP on a map of Chemung County, which includes low-income and racial/ethnic minority populations. The tally and the map will give an indication of the proposed investment in the target area. An evaluation of the positive and negative impacts of road construction, pedestrian, bicycle, public transportation and freight plans and projects in target areas will include a quantitative analysis of environmental impacts and interviews with target area residents and businesses.

d. Identification of Transportation Needs for Target Populations

Identifying the transportation needs of minority and low-income populations will be an ongoing process. The needs should be determined from ECTC plans, studies, committees and public outreach efforts.

e. Review and Coordination

ECTC will review its Public Involvement Process and Environmental Justice Policy periodically to determine its effectiveness in meeting the stated objectives. It shall coordinate both policies with the ongoing statewide public involvement process, wherever possible, to enhance public involvement.
IV. Public Involvement in MPO Activities

ECTC develops three major documents on a recurring basis as stated below. Each document has specific requirements, as detailed in the federal legislation, as to public participation and timelines. The chart below summarizes these requirements and the following section provides additional detail.

<table>
<thead>
<tr>
<th>Plan or Project</th>
<th>Public Review Period</th>
<th>Minimum Public Meeting Notice</th>
<th>Minimum Time between Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Range Transportation Plan (LRTP)</td>
<td>30 days</td>
<td>10 days</td>
<td>5 years</td>
</tr>
<tr>
<td>LRTP Amendment</td>
<td>15 days</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Unified Planning Work Program (UPWP)</td>
<td>30 days</td>
<td>n/a</td>
<td>Every year</td>
</tr>
<tr>
<td>Transportation Improvement Program (TIP)</td>
<td>30 days</td>
<td>10 days</td>
<td>2 years</td>
</tr>
<tr>
<td>TIP Major Amendment</td>
<td>7 days</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Coordinated Public Transit – Human Services Transportation Plan</td>
<td>30 days</td>
<td>10 days</td>
<td>3-5 years</td>
</tr>
<tr>
<td>Public Participation Plan</td>
<td>45 days</td>
<td>10 days</td>
<td>5 years</td>
</tr>
<tr>
<td>Other Plans</td>
<td>30 days</td>
<td>As needed</td>
<td>As needed</td>
</tr>
</tbody>
</table>

A. Long Range Transportation Plan

Plan Development and Update
Activities related to the development or the updating of the Long Range Transportation Plan (LRTP) will include outreach elements including public education, public meetings, and community surveys. ECTC will hold meetings in various locations throughout the county and at various times of day with different groups and organizations to encourage participation. ECTC will utilize visualization techniques to the extent possible to obtain feedback from the public regarding potential projects. ECTC will incorporate public comments into the LRTP to the extent possible.

Draft LRTP
ECTC will notify the public (including those who participated in outreach activities), the media, stakeholders and public officials when the Draft LRTP is available to review at the ECTC and NYSDOT offices and on the ECTC website (elmirampo.org). ECTC will also send the Draft LRTP to the list of FAST Act consultation agencies (see Appendix A) for review and comment. Anyone who wishes to comment or submit a question related to the Draft LRTP may do so in writing online or by mail.

Public Comment Period
ECTC will provide a 30-day public review and comment period, after which staff will summarize public comments and responses for publication online.

Final LRTP
The Planning Committee of ECTC will review public comments when developing the Final LRTP. In the case that the proposed Final LRTP differs substantially from the Draft LRTP, ECTC will initiate another
public comment period. However, if ECTC does not receive any substantive comments, the Draft LRTP will become the Final LRTP.

Planning and Policy Committee Approval
ECTC will develop the Final LRTP and present it to the Planning Committee and Policy Committee for approval. Once adopted, the plan will be available at the ECTC and NYSDOT offices and on the ECTC website.

LRTP Amendments
Amendments to the LRTP do not require public meetings but do necessitate a 15-day review period. Interested parties may review amendments online or at the office.

B. Unified Planning Work Program (UPWP)

Draft UPWP
ECTC Staff will develop the Draft UPWP with input from ECTC members. After the Planning Committee approves the Draft UPWP, ECTC will notify the public (through the media) that the document is available for review at the ECTC and NYSDOT offices and on the ECTC website. ECTC will also send the Draft UPWP to the list of FAST Act consultation agencies for review and comment.

Public Comment Period
ECTC will provide a 30-day public review and comment period, after which staff will summarize public comments and responses for publication online.

Final UPWP
The Planning Committee and ECTC staff will review public comments when developing a final Draft UPWP, which it will then forward to the Policy Committee for approval. In the case that the proposed Final UPWP differs substantially from the Draft UPWP, ECTC will initiate another public comment period. However, if ECTC does not receive any substantive comments, the Draft UPWP will become the Final UPWP, and the Policy Committee will vote on its adoption.

Planning and Policy Committee Approval
ECTC will develop the Final UPWP and present it to the Policy Committee for approval and adoption, normally at a scheduled in-person meeting.

The Planning Committee and Policy Committee may vote to approve the Final UPWP via mail or email with a minimum of ten working days. The ballot should state a formal request for a vote along with the deadline. Once adopted, the plan will be available at the ECTC and NYSDOT offices and on the ECTC website.

C. Transportation Improvement Plan (TIP)
The MPO process can only fund highways and bridges that are Federal-Aid Eligible and transit projects eligible for Federal Transit Administration (FTA) funding. ECTC and NYSDOT assign federal transportation funds through the following process.

If previously approved and programmed projects do not advance within the anticipated timeframe of the TIP, the ECTC will review these projects for appropriateness of current needs and goals for inclusion in the subsequent TIP. NYSDOT Main Office anticipates fund level estimates and allocations for the ECTC.
and provides them to NYSDOT Regional Offices, which shares anticipated funding estimates with the MPOs. During the next Planning Committee meeting at the outset of the TIP development process, key stakeholders develop a clear understanding about the status of ongoing projects (schedule, budget, etc.), the contents of the project pipeline, including new products of planning/UPWP activities, and estimated funding levels.

**Project Identification**

When funding permits, ECTC distributes a letter to all local jurisdictions, the transit agency and NYSDOT soliciting local candidate projects for funding in September. NYSDOT develops projects on the state highway system. ECTC sends a brief document that describes and explains the TIP development process and anticipated funding levels along with the letter.

When funding permits the solicitation of new projects, the ECTC and its partners offer a workshop for local elected officials concerning the TIP development process in general and the solicitation for projects in particular within two weeks of the solicitation letter. The workshop provides an opportunity for ECTC staff to brief officials on the process and the financial details, and to engage in a dialogue about project activities. The objective is to engage local officials in the decision-making process and to educate them about how the process will screen, rank, and prioritize projects.

The project submission deadline is usually in October, 35 days from the date of solicitation.

**Project Screening**

In early October, after the project submission deadline, ECTC staff begins the process of screening for eligibility of the projects and possible fund sources. Next, the TIP subcommittee of the ECTC Planning Committee scores all projects using the ECTC Adopted TIP Screening Process and ranks them by fund source.\(^3\) The adopted TIP Screening Process is included as Appendix B. Next, the Planning Committee reviews the results of the project screening and compiles a ranking of the projects. The committee also identifies what changes would be necessary in light of higher or lower funding levels.

In November, ECTC transmits a list of priorities to NYSDOT. Barring any changes prompted by state-level budget negotiations, NYSDOT assembles the TIP document and prepares it for distribution and public comment.

ECTC and the TIP Subcommittee will periodically review Project Screening Criteria.

**Draft TIP**

In April, the Planning Committee identifies a deadline by which ECTC must disseminate the TIP for public comment in order to meet subsequent deadlines. If state-level budget negotiations are ongoing, the preamble material will make clear to the reader that the TIP is subject to change and that change of a magnitude that exceeds and pre-determined level would result in a new round of public outreach. Between March and May, ECTC will make the TIP public for a period of 30 days, during which ECTC will host public meetings per the public participation policy and receive comment via mail, fax and email. Following the conclusion of the public review, ECTC staff will make any necessary changes and submit the TIP to the Planning Committee.

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\(^3\) See ECTC Unified Operations Plan for Appendix B: ECTC Adopted TIP Screening Process.
Final TIP
The Planning Committee will review any comments received on the draft TIP. In the case that the proposed Final TIP differs substantially from the Draft TIP, ECTC will initiate another public comment period. The Planning Committee will approve the TIP and submit it to the Policy Committee for final action. Following Policy Committee approval, ECTC will submit the TIP to NYSDOT for final action. The Final TIP will be available at the ECTC and NYSDOT offices and on the ECTC website.

TIP Amendments
MPOs occasionally need to make major and minor revisions to the TIP. A minor revision is an administrative modification to projects in planning documents, which according to the Statewide and Metropolitan Planning Rule, does not require public review and comment. (Such changes affect less than 10% of an individual project or $250,000, whichever is less.) Changes greater than this threshold are considered amendments, which by nature involves a major change in project cost, project schedule, design concept or scope, as well as the addition or deletion of a project.

TIP amendments trigger the various planning requirements associated with TIP re-adoptive, requiring public review and demonstration of fiscal constraint and/or conformity. Amendments to illustrative projects (those projects that local agencies would like to implement but have not yet funded) do not require TIP adoption. ECTC will notify the public of the availability of relevant documents at the ECTC and NYSDOT offices and the ECTC website (www.elmirampo.org).

When a member proposes a TIP amendment, the Planning Committee will first consider and act upon the amendment. After receiving Planning Committee approval, the amendment will be available for public review and comment at the ECTC and NYSDOT offices and on the ECTC website. A minimum 7-day review period will precede a Policy Committee vote on amending the TIP. Both the Planning Committee and Policy Committee may vote on the approval of amendments via mail or email with a minimum of ten working days, with the deadline stated in the ballot, allowing committee members to respond to a formal request that details the amendment and requests a formal reply vote.

NYSDOT may make changes to allocated fund sources for projects in the TIP with approval by the ECTC Director and in consultation with the sponsoring agency, where appropriate. Administrative modifications require quarterly notification to the ECTC Planning Committee.

D. Planning Committee and Policy Committee Meetings
ECTC is a public body as defined by the New York State Open Meetings Law and, as such, is subject to the requirements of that law. ECTC invites the public to attend Planning Committee and Policy Committee meetings. NYSDOT will notify its media and distribution lists at least two weeks in advance of all meetings. The meeting page on the ECTC website will also include the date, time and location of upcoming meetings. ECTC will hold its meetings at ADA-accessible facilities that are also accessible by public transportation. During Planning Committee and Policy Committee meetings, members of the public will have an opportunity to comment on issues relevant to the agenda.

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4 72 Fed. Reg. 7224 450.104
5 https://www.dos.ny.gov/coog/openmeetlaw.html
E. Public Participation Plan
ECTC and NYSDOT will notify the public of the availability of a draft, or a draft revision, of the Public Participation Plan. The Draft Plan will be available for review at the ECTC and NYSDOT offices and the ECTC website for a minimum 45-day review period.

F. Annual Listing of Obligated Projects
The list of obligated projects were obligated during the prior State fiscal year (April 1 to March 31) will be available for review at the ECTC and NYSDOT offices and on the ECTC website following the end of each fiscal year. If appropriate, ECTC staff will provide a summary of public comments, questions, and responses to comments and questions received regarding the list of obligated projects.
V. Tools and Methods to Enhance Public Participation

ECTC uses a variety of tools and procedures to ensure opportunities for public engagement throughout the planning process. ECTC staff members have strong relationships with the local media, which often requests input from the MPO on transportation issues. ECTC notifies the news media two weeks in advance of all meetings and occasionally requests publicity regarding issues of community interest.

ECTC’s frequently updates and expands its mail and electronic distribution list, which includes elected officials (both members and non-members of the MPO), special interest groups and the public. ECTC notifies the media of all public meetings.

ECTC Website

One of the most important public participation tools used by the ECTC is the MPO website (www.elmirampo.org), which provides information on MPO activities and programs to its constituents. As noted above, ECTC posts the LRTP, the TIP and UPWP online within 30 days of adoption. The website also provides links to other pages with relevant initiatives or issues, and provides contact information for Central Staff. The website saves printing and mailing costs for the MPO; however, as not all ECTC constituents have access to the internet or knowledge of how to use computers, ECTC augments information provided online by distributing press releases, brochures and public information meetings.

Social Media

ECTC Central Staff members maintain a Facebook page on which we post stories of interest, events and opportunities for public comment.6 The MPO will consider utilizing online and text resources such as survey and polling apps to obtain additional information about community preferences.

Media Relationships

ECTC maintains a relationship with local media outlets, sending meeting notices and agendas for planning and policy committee meetings. These include newspapers (Star-Gazette and The Leader), and local television and radio stations.

Chemung County Transportation Guide

ECTC first printed the Chemung County Transportation Guide in 1989. The document and explains the MPO process, provides an overview of all transportation facilities and services, and solicits public input for the transportation planning process. ECTC has printed and distributed over 100,000 copies of the guide throughout the community at government offices, transportation facilities, businesses and housing developments. ECTC periodically updates the guide and maintains a current version on the MPO website, www.elmirampo.org.

Stakeholders and Interested Parties

The FAST Act requires each MPO to provide the public with a reasonable opportunity to comment on its transportation plans. Members of the public include citizens, affected public agencies, public transportation employees, freight shippers, freight service providers, private transportation providers, public transportation users, pedestrian and bicycle facility users, persons with disabilities, representatives for the above, and other interested parties.

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6 https://www.facebook.com/Elmira-Chemung-Transportation-Council-132413613619804/
ECTC’s list of stakeholders and interested parties includes members of the Policy Committee, Planning Committee, local elected and appointed officials, state and local agencies, Chemung County and nearby municipalities, and the media. These include, but are not limited to, the following:

- AAA
- AARP
- Access to Independence & Mobility (AIM)
- American Red Cross
- Capabilities, Inc.
- Catholic Charities
- Chemung ARC
- Chemung County Chamber of Commerce
- Chemung County Environmental Management Council
- Chemung County Human Relations Commission
- Chemung Volunteer Action Corps
- Community Dispute Resolution Center
- Economic Opportunity Program, Inc.
- Elmira/Corning Branch NAACP
- Empire State Passengers Association
- Friends of the Catherine Valley Trail
- Friends of the Chemung River Watershed
- Near Westside Neighborhood Association, Inc.
- Passenger Transportation Bureau
- Southern Tier Bicycle League
- Southern Tier Economic Growth
- Tanglewood Nature Center

Community Meetings and Technical Advisory Committees
When developing a major study, ECTC often coordinates Steering Committees that help to oversee public outreach, review documents during the planning process and represent officials and impacted communities. As part of the process, ECTC will publicize and hold public meetings to solicit input and discuss options. As stated above, ECTC’s policy is to hold public meetings at convenient and accessible locations and times.

Visualization
The FAST Act requires that the metropolitan planning process employ visualization techniques to describe plans. Visualization addresses issues of context sensitivity, such as scale and aesthetics, and helps the public understand how proposed plans will fit into their community and better enables them to evaluate projects and provide comments or suggested refinements. Visualization can include sketches, drawings, artist renderings, physical models and maps, simulated photos, videos, computer modeled images, interactive GIS systems, GIS-based scenario planning tools, photo manipulation and computer simulation. ECTC uses visualization techniques where appropriate.

Complaint/Comment Procedure
ECTC takes complaints and comments seriously. Anyone who wishes to submit a complaint or comment is welcome to call ECTC (607-737-5510) regarding operations or transportation concerns. In addition, ECTC’s general email address is ectc@co.chemung.ny.us, and Central Staff members attempt to respond to every email in a timely manner.

VI. Review and Coordination
ECTC staff and committees will review this Public Participation Plan, Environmental Justice Policy, and other policies as needed periodically to determine their effectiveness in meeting the stated objectives. The policies shall be coordinated with the ongoing statewide public involvement process, wherever possible, to enhance public involvement.
V. Appendix A: FAST Act Consultation Contacts

**US Environmental Protection Agency, Region 2**
290 Broadway  New York, NY 10007-1866  
lopez.peter@epa.gov  
https://www.epa.gov/aboutepa/epa-region-2

**US Army Corps of Engineers, NY District**
Regulatory Branch/Eastern Permits Section 26 Federal Plaza, Room 1937  
New York, NY 10278  
cenan.publicnotice@usace.army.mil  
http://www.nan.usace.army.mil/

**US Army Corps of Engineers**
Buffalo District  
Auburn Field Office  
7413 County House Road  
Auburn, NY 13021  
Public.Affairs@lrb01.usace.army.mil  
https://www.lrb.usace.army.mil/

**United States Fish and Wildlife Service**
NY Field Office  
3817 Luker Road  
Cortland, NY 13045  
Sandra_Doran@fws.gov  
https://www.fws.gov/northeast/nyfo/index.html

**National Park Service**
Karl Beard, Trails Planner  
4097 Albany Post Road  
Hyde Park, NY 12538  
845.229.9115 x2034  
https://www.nps.gov/orgs/rtca/index.htm

**US Department of Agriculture**
Natural Resource Conservation Service  
Paula C. Bagley, State Conservation Engineer  
441 South Salina Street, Suite 354  
Syracuse, NY 13202  
paula.bagley@ny.usda.gov  
https://www.nrcs.usda.gov/wps/portal/nrcs/site/ny/home/

**National Marine Fisheries Service**
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Aquaculture Coordinator  
New England-Mid Atlantic Region  
kevin.madley@noaa.gov  
https://www.fisheries.noaa.gov/region/new-england-mid-atlantic

**Federal Aviation Administration**
Jennifer Solomon  
Eastern Region Regional Administrator  
One Aviation Plaza  
159-30 Rockaway Blvd.  
Jamaica, NY 11434-4809

**NYS Department of Environmental Conservation**
625 Broadway  
Albany, NY 12233-3251

**New York State Office of Parks, Recreation and Historic Preservation**
Historic Preservation Field Services Bureau  
Peebles Island  
P.O. Box 189  
Waterford, NY 12188  
john.bonafide@oprhp.state.ny.us  
https://parks.ny.gov/

**New York State Department of Agriculture**
Agriculture Protection Division  
10B Airline Drive  
Albany, NY 12235  
https://www.agriculture.ny.gov/  
bob.somers@agriculture.ny.gov

**NYS Soil and Water Conservation**
10B Airline Drive  
Albany, NY 12235  
michael.latham@agriculture.ny.gov  
www.nys-soilandwater.org
New York State Department of Health
Riverview Center, 3W
150 Broadway
Albany, NY 12204-0676
Amy.Jesaitis@health.ny.gov
https://www.health.ny.gov/

New York State Department of State
41 State Street
Albany, NY 12231-0001
Christopher Eastman, Local Government Specialist
Christopher.Eastman@dos.ny.gov
https://www.dos.ny.gov/

Coastal Management Program
Division of Coastal Resources
New York State Department of State
One Commerce Plaza
99 Washington Avenue
Albany, NY 12231-0001
jeffrey.zappieri@dos.ny.gov
https://www.dos.ny.gov/opd/programs/WFReevaluation/coastmgmtprog.html

Empire State Development Corporation
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