Participation Plan
for the Louisville/Jefferson County KY-IN Metropolitan Planning Organization
Metropolitan Transportation Planning Participation Plan for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area

Adopted December 11, 2019

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This document is available in accessible formats upon advance request.

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What is KIPDA?
When you are on your way to school, work or out running errands, do you ever stop to think who developed the plan for the road you are traveling? Maybe not, but the goals of transportation planning are to enhance safety, mobility, efficiency and sustainability. That’s where the Kentuckiana Regional Planning and Development Agency (KIPDA) comes in. One of KIPDA’s responsibilities as the area’s designated Metropolitan Planning Organization (MPO) is to provide information to and serve as the forum for residents of the region in regard to local, state and federal Transportation Planning.

Purpose & Mission
The purpose of this document, the Participation Plan, is to serve as a guide for planning, improving and reporting public involvement in the development of transportation activities at KIPDA. The Code of Federal Regulations 23CFR450.316(a) says “The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives 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 process.” The emphasis on public involvement can also be found in the Fixing America’s Surface Transportation Act (FAST Act). Requirements include the development of an MPO Participation Plan in consultation with interested parties; the addition of bicycle and pedestrian facilities users and the disabled as interested parties; public meetings held at convenient times and accessible locations; and the use of electronic methods and visualization techniques to provide information to the public.

This amendable plan will serve as a guide for public involvement to ensure the ongoing opportunity for broad-based participation amongst our stakeholders in the development and review of regional transportation plans and programs.

Goals & Objectives
The goal of the Participation Plan is to provide ample opportunity and adequate advance notice for the public to be involved in the planning process. This document identifies ways for the public to be involved in the process. In an effort to achieve this goal we will work to:

- Identify stakeholders and involve them
Stakeholders not only include our residents and local governments but also area businesses, industries, transportation services providers and organizations that represent people with certain transportation needs. Identifying these stakeholders will allow KIPDA to connect with them and work towards meeting their transportation needs.
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- **Reach out to the underserved**

KIPDA is committed to reaching out to all members of the community for their input, including minority persons (defined by race or ethnicity), persons with low income, low literacy individuals, limited English proficiency individuals, older persons, persons in households without vehicles, and persons with disabilities. While some populations are subject to the provisions of Title VI of the *Civil Rights Act of 1964*; *Executive Order 12898* on Environmental Justice or the provisions of *Executive Order 13166* on Limited English Proficiency, others are included in the processes described in this document simply as a matter of good planning practice. An analysis of the populations of concern can be found in the [Community and Outreach Assessment Program](#).

Overview of Transportation Planning

A metropolitan planning organization (MPO) is a federally mandated and federally funded transportation policy-making organization made up of representatives from local government and governmental transportation authorities. The United States Congress passed the Federal-Aid Highway Act of 1962, which required the formation of an MPO for any urbanized area (UZA) with a population greater than 50,000. Federal funding for transportation projects and programs are channeled through this planning process. Congress created MPOs in order to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive (“3-C”) planning process. Statewide and metropolitan transportation planning processes are governed by federal law. The Louisville/Jefferson County KY-IN Metropolitan Planning Area (MPA) consists of the U.S. Census-defined Louisville Urbanized Area and the area projected to be urbanized over the next 20 years. For administrative purposes, the MPA includes Bullitt, Jefferson, Oldham and a portion of Shelby counties in Kentucky and Clark, Floyd and a portion of Harrison counties in Indiana. The Louisville/Jefferson County KY-IN MPA is further defined as a Transportation Management Area (TMA) by the Federal Highway Administration, and the MPO is responsible for implementing the Moving Ahead for Progress in the 21st Century Act in the MPA.

The Transportation Policy Committee (TPC) is the policy board responsible for carrying out key MPO policy functions and for directing the transportation planning process for the MPA in accordance with the Federal Transportation Act, FAST Act. The Transportation Technical Coordinating Committee (TTCC) is responsible for providing technical advice and assisting the TPC in carrying out the responsibilities assigned to the MPO. The TPC provides direction and vision for the MPO. They review and consider the public comments received. The also review and approve drafts and final versions of the Metropolitan Transportation Plan (MTP) Update, Transportation Improvement Program (TIP) Update, amendments to those documents, and the Public Involvement Plan. The TPC adopts procedures in compliance with federal and state requirements for public involvement, and works with local, state and nationally elected officials, agencies and organizations on behalf of the region. The TPC holds monthly meetings at KIPDA and at other location throughout the region.
The TTCC is the MPO’s technical advisory committee to the TPC. A membership roster is included in the appendix of this document. The role of the Transportation Technical Coordinating Committee is to provide technical advice and to assist the TPC in carrying out the responsibilities of the Louisville/Jefferson County (KY-IN) MPO. Technical staff, such as public works engineers and land use planners for area agencies, as well as other interests as designated by the TPC comprise the TTCC. The TTCC holds monthly meetings at KIPDA.

The **Metropolitan Transportation Plan (MTP)** is the planning document that reflects possible surface transportation investments over the next 20 years in the Louisville/Jefferson County (KY-IN) MPA. Each transportation project that is regionally significant and/or utilizes federal transportation funds must be identified in the MTP, providing a vision of how our transportation system will evolve and appear in the future.

The **Transportation Improvement Program (TIP)** is a four-year, short-range fiscal document that schedules transportation projects and programs to be funded in the MPA. The TIP contains information about various funding sources and Federal funding requirements. One such requirement is the document must be fiscally constrained and the total dollars programmed cannot exceed Federal funds anticipated to be available over the next four years. It is the responsibility of the Transportation Policy Committee to approve the TIP.

One of the basics of transportation planning is collecting viewpoints and opinions from members of the public to help inform policy makers. The Participation Plan describes existing public involvement opportunities, including objectives, policies, and techniques that are being used to achieve them. Though a Participation Plan is required by Federal Regulation, KIPDA’s Participation Plan is intended to be a reflection of a good, inclusive planning process. This is to be achieved by outlining notifications and participation activities that best engage the public.

**Participation Activities**

Whenever there is an opportunity for participation in the planning process, KIPDA takes great care to notify the community. Along with advertising, media releases, and community notices, we maintain a database of contacts that is used to inform the community of participation opportunities. The database currently includes individuals and organizations from throughout the region as well as KIPDA committee members. To receive public notices of projects and meeting notifications electronically, please visit [http://kipda.org/subscribe.aspx](http://kipda.org/subscribe.aspx). To be added to the distribution list for hard copy mailings, call KIPDA at (502) 266-6144.

**KIPDA Meetings**

**Transportation Policy Committee**

The TPC holds monthly meetings at KIPDA. These meetings are open to the public and notice of each meeting is listed on the KIPDA website and social media. Notifications about TPC meetings also go out through an email blast, and media releases are sent to all local newspapers, TV stations and Louisville Magazine. The Courier-Journal also publishes the dates and times of all TPC and TTCC meetings.
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meetings the Sunday before they occur in their “Meetings” calendar. Members include local elected officials, the Kentucky Transportation Cabinet (KYTC), the Indiana Department of Transportation (INDOT), the Transit Authority of River City (TARC) and representatives of other transportation implementing agencies (see Appendix A for a complete member listing).

Participation at TPC Meetings:
- Public comment period at the beginning of each meeting.
- Comments are welcomed in any form and will be presented to TPC during meetings.
- TPC Comment Review Subcommittee reviews comments and is open to the public.
- Access to the meetings is compliant with the Americans with Disabilities Act of 1990 (ADA).

Transportation Technical Coordinating Committee
The TTCC monthly meetings are held throughout the KIPDA region. Notifications about TTCC meetings also go out through an email blast, and media releases are sent to all local newspapers and publications, and TV stations. The Courier-Journal also publishes the dates and times of all TPC and TTCC meetings the Sunday before they occur in their “Meetings” calendar. These meetings are open to the public and notice of each meeting is listed on the KIPDA website.

Participation at Transportation Technical Coordinating Committee Meetings:
- Public comment period at the beginning of each meeting.
- Comments are welcomed in any form and will be presented to TTCC during meetings.
- Access to the meetings is ADA compliant.

Other Meetings
In addition to the TPC and TTCC meetings, KIPDA also holds meetings in other parts of the MPO area and attends festivals, community fairs and other events throughout the region.

Participation at Other Meetings:
When KIPDA is asked to schedule a meeting we will do so and post the meeting to a calendar that is accessible to the public.

Transportation Planning Portal
The KIPDA Transportation Planning Portal is an online resource that allows planning partners, KIPDA staff, and members of the community to view all comments received in a geo-located map. It also allows members of the public to view transportation plans,
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crash data, pedestrian and bicycle information, congestion and more. When the Transportation Planning Portal launched, we hosted a series of workshops with planning partners to show them how to use the tool. We are planning a series of videos for the public to educate them on this valuable asset and how they can benefit from utilizing it.

KIPDA Documents

<table>
<thead>
<tr>
<th>Planning Document Review</th>
<th>Days for Public Review</th>
<th>Days for TPC Comment Review</th>
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<tbody>
<tr>
<td><strong>Metropolitan Transportation Plan Update</strong></td>
<td>30</td>
<td>15</td>
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<tr>
<td><strong>Metropolitan Transportation Plan Amendment</strong></td>
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<td><strong>Transportation Improvement Program Update</strong></td>
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<td><strong>Transportation Improvement Program Amendment</strong></td>
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<td><strong>Participation Plan</strong></td>
<td>45</td>
<td>15</td>
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<td><strong>Other Federally Funded Studies</strong></td>
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_Metropolitan Transportation Plan_

The MTP is published and made readily available by KIPDA for public review including electronically by way of the KIPDA website. The public review period for the development of the MTP is 30 days. KIPDA is committed to a public involvement process that ensures a wide variety of opportunities for the community to take an active role in the regional transportation planning process. KIPDA staff provides the TPC with an array of public input on the future of transportation in the region.

All comments are vital to the planning process and offer insights into what issues exist in the MPA. The public review and comment period serves as a conduit for getting public opinion to TPC and TTCC members, who may then be able to address those concerns through the transportation planning process.

Following the close of each public review period, all comments are compiled and sent to TPC members for their review and consideration. Project specific comments are forwarded to the project’s sponsor for their review, consideration and, if appropriate, response. People submitting comments are acknowledged for their submission and are sent information explaining what happens to comments after their submission. TPC members have 15 days to review and consider public comment before action is taken following each of the public review periods.

_The Transportation Improvement Program (TIP)_

The TIP is published and made readily available by KIPDA for public review including electronically on the KIPDA website and social media. The public review period for the TIP is 30 days. KIPDA is committed to a public involvement process that ensures a wide variety of opportunities for the community to take an
active role in the regional transportation planning process. KIPDA staff provides the TPC with an array of public input on the future of transportation in the region.

All comments are vital to the planning process and offer insights into what issues exist in the MPA. The public review and comment period serves as a conduit for getting public opinion to TPC members who may then be able to address the concerns raised at a local or state level.

Following the close of each public review period, all comments are compiled and sent to TPC members for their review and consideration. Project specific comments are forwarded to the project’s sponsor for their review, consideration and, if appropriate, response. People submitting comments are acknowledged for their submission and sent information explaining what happens to comments after their submission. TPC members have 15 days to review and consider public comment before action is taken following each of the public review periods.

TIP and Plan Amendments
The TIP and Plan, as with any planning document, must recognize studied changes. Proposed changes must be reviewed and analyzed in a uniform manner, and this is achieved through the TIP and Plan amendment policies. The amendment process is intended to serve several major purposes, including meeting previously unforeseen needs and adding or deleting projects to/from the TIP and/or Plan. The community is afforded the opportunity to provide input concerning amendments prior to the adoption by the TPC and the public review period is indicated in the accompanying chart.

TIP Administrative Modifications
In the event that a minor change (one not warranting an amendment) is requested for a project in the TIP, it is possible that an administrative modification can be made. Administrative modifications will be tracked by KIPDA staff and made available to appropriate committees. No resolution or action is required of the MPO. The MPO staff will also notify by letter or email all appropriate parties. Since administrative modifications are non-action items, this notification does not have to be presented to MPO Committees prior to issue.

Participation Plan
The Participation Plan is published and made readily available by KIPDA for public review including electronically by way of the KIPDA website and social media. To ensure citizens are given the opportunity for involvement in transportation activities for the region the Participation Plan serves as a guide for planning, improving and reporting public involvement. Public review for the Participation Plan update lasts 45 days. We use a variety of ways to notify the public about opportunities to contribute their input to the development of the Participation Plan.

Public comments will be gathered, summarized and sent to the TPC. The summary includes the number of comments and the main areas of interest covered.

All comments are included with the summary. Following public review, each comment will receive an acknowledgment letter, answers to any questions and information about how the comments will be sent to TPC for review and consideration.

Following the close of each public review period, all comments are compiled and sent to TPC members for their review and consideration. People submitting comments are acknowledged for their submission and sent information explaining what happens to comments after their submission. TPC members have
15 days to review and consider public comment before action is taken following each of the public review periods.

Public Involvement Plan – Area Development District
The KIPDA Area Development District Public Involvement Plan covers participation efforts in Bullitt, Jefferson, Henry, Oldham, Shelby, Spencer and Trimble counties, for KYTC state-funded transportation planning. More information about it can be found on the KIPDA website.

Additional Planning Studies
Public participation is required for planning studies receiving federal transportation funding. These can involve various project group sponsors and all will consider community outreach for traditionally underserved populations.

The Future of Participation at KIPDA
We are committed to reaching and engaging with all members of the public through new and innovative ways.

Video-
We are currently posting all TPC and TTCC meetings on our YouTube channel within 24 hours of the meeting and exploring the possibility of live-streaming our meetings in the future.

COMMUNITY REMARKS-
an application that makes it easy for citizens to plot a comment on a Google map. Better informed residents and decision-makers make better plans. You can show improvement projects and illustrate pertinent project details to get informed feedback. Crowdsource comments during your visioning process, then present plans for feedback. Use it continuously for all types of projects in your planning area without increased fees.

Other- We hope to post informative video guides for the community to better understand our planning practices and engage with us. We are also considering

Notifications
Planning documents are sent to public libraries prior to the first day of the public review. Library information includes:
- Letter to the librarian outlining the dates of public involvement activity
- Material for review
- Letter to the public which explains the process for reviewing and collecting comments
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Media will be contacted to arrange publicity for comment activities prior to the start of each comment period. Legal advertisements appear in The Courier-Journal and other appropriate regional and minority publications, featuring dates for the public comment period and details regarding public meetings or open houses. Ads will appear prior to the beginning of the comment period and include the beginning and end date of the public involvement activity, contact info and a listing of where information can be reviewed. Ads will also contain specific information regarding the meeting format (i.e., open house, public hearing, etc.). If public meetings or open houses will be conducted, the ad should include dates and locations for such activities. KIPDA will make every reasonable accommodation to assist qualified disabled persons in accessing available services or in attending agency activities. If there is a need for KIPDA to be aware of a specific accommodation, you are encouraged to contact this agency at least one week in advance of the meeting so that suitable arrangements can be considered for the delivery of the service or attendance requirement prior to the activity.

Information about all meetings will be posted on KIPDA’s website prior to the beginning of the public involvement activity. Information will be given to elected officials throughout the region to distribute to their constituents. We will also go to great lengths to ensure that the traditionally underserved are notified about participation opportunities and that every effort is made to gather comments from them. KIPDA also provides information to planning partners and community organizations for possible inclusion in their newsletters prior to beginning of public comment period.

Community Outreach

KIPDA is committed to reaching out to all members of the community for their input, including those who face challenges to getting involved in the metropolitan transportation planning process. Some of the ways we engage the public and transportation stakeholders include:

Events
- Presentations to neighborhood groups and community leaders
- Presentations to cultural, professional and religious organizations
- Presentations to advocacy groups and coalitions
- Participation in community events
- Advertisements and features in targeted news media outlets
- Distribution of materials to targeted businesses
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Electronic
- KIPDA Website (www.kipda.org) for community awareness and document review
- Facebook (https://www.facebook.com/KIPDA)
- Twitter (https://twitter.com/KIPDA)
- KIPDA Newsletter

If you don’t have access to a computer or you prefer a more personal way to participate please contact KIPDA:
- In person at a meeting
- By phone
- In written form

During any participation opportunity, we will offer visual aids on planning documents, presentations and other materials.

Populations of Concern
In order to provide opportunities which would allow population of concern to voice their thoughts and ideas, emphasis will be given to outreach to low income, minority, elderly, persons with disabilities, low literacy and non-English speaking individuals, and to the organizations that advocate and/or provide services on their behalf. KIPDA’s diversity outreach efforts include the following:

Low-Income & Minority Populations Outreach Methods
- Presentations to neighborhood groups and community leaders in Title VI communities of concern.
- Presentations to cultural, professional and religious organizations associated with in low income or minority groups.
- Presentations to low income or minority advocacy groups and coalitions.
- Participation in community events in in communities of concern.
- Advertisements and features in targeted minority news media outlets.
- Ensuring that meeting locations are transit accessible.
- Distribution of materials to targeted businesses located in or near Title VI areas.

Limited English Proficiency & Low Literacy Populations Outreach Methods
- Presentations to neighborhood groups and community leaders
- Development of visual materials to simplify the message
- Translation of materials into Spanish (Citizen’s Guide, Advertisements)
- Translation of materials into additional languages when requested
- Presentations to English as Second Language (ESL) classes at community centers
- Distribution of materials to ESL coordinators in the public school system
- Distribution of materials to health and employment centers
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Disabled Population Outreach Methods

- Engage persons with disabilities and their advocates through the KIPDA Alternate Mode and Access Subcommittee (AMAS). (Center for Accessible Living; TARC’s Elderly & Disabled Council)
- Ensure that all meeting locations are ADA compliant and transit accessible
- Provide audio or Braille versions of materials when requested in advance.

Outreach to Older Persons

- Develop partnerships with organizations, such as the American Association of Retired Person (AARP) and the American Automobile Association (AAA) Kentucky, to provide information on transportation planning to members, or to attendees at Safe Driving for Seniors classes.
- Partner with KIPDA Social Services staff to provide information and make presentations to community Senior Centers and retirement communities throughout the region.
Review & Evaluation of the Participation Plan

KIPDA is committed to a public involvement and engagement process that ensures a wide variety of opportunities for the community to take an active role in the regional transportation planning process. KIPDA staff provides the TPC with an array of public input on the future of transportation in the region. KIPDA staff does the following things to keep track of who we are hearing from and work to improve our outreach efforts:

- The Participation Plan will be reviewed at a minimum of every four years.
- Comment sheets will be available at all public meetings and other KIPDA events. They will include questions on the level of satisfaction about subject materials, content, location, timing and logistics of the event.
- KIPDA staff will prepare an annual report of participation effectiveness for the TPC. The report will include the following:
  - A GIS analysis including visual aids and maps to depict the geographic distribution of participation activities, comments received and other pertinent information.
  - An analysis of the KIPDA website and social media usage, including data tracking to determine how many views were seen on the KIPDA website and social media pages.
  - The results of a community-wide participation and outreach satisfaction survey
  - A GIS analysis of participation activities relative to Title VI and Environmental Justice populations and other populations of concern.
  - Results from annual participation summaries, including disposition of comments.

Modifications to the Participation Plan will be based on continued review and evaluation of the best practices for the KIPDA MPO region.
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KIPDA’s Title VI Complaint Procedure
Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant’s discretion, the complaint can be filed with KIPDA, the Kentucky Transportation Cabinet, the Kentucky Commission on Human Rights, Indiana Department of Transportation, Indiana Civil Rights Commission, and/or the Secretary of the U.S. Department of Transportation.

Submission of Complaints
All complaints, written or verbal, shall be accepted. In the event a complainant sets forth the allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made shall reduce the complaint to writing. The complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the U.S. Department of Transportation.

Complaint Format
Complaints, whether written or later reduced to writing by a staff person, should contain the following information (see Appendix D):
1. Name, address, and telephone number of the complainant; if provided.
2. The basis of the complaint; i.e., race, color, or national origin.
3. The date or dates on which the alleged discriminatory event or events occurred.
4. The nature of the incident that led the complainant to feel discrimination was a factor.
5. Names, addresses and telephone numbers of persons who may have knowledge of the event.
6. Other agencies or courts where complaint may have been filed and a contact name.
7. Complainant’s signature and date.

Determination and Investigation
The complaint will be investigated by the Director of Administrative Services. If technical assistance is needed to resolve the complaint, KIPDA may contact the Agency’s Legal Counsel, the Kentucky Transportation Cabinet, the Indiana Department of Transportation, and/or the Secretary of the U.S. Department of Transportation.

Request for Additional Information from Complainant
If necessary, additional information may be requested from the complainant. Meetings may be held with the complainant to resolve the complaint.

Notice of Disposition/Referral to Other Agencies
The complainant will be notified in writing of the disposition of the complaint. In cases where the complainant is dissatisfied with the resolution by KIPDA the complaint may be submitted to the Kentucky Transportation Cabinet, the Kentucky Commission on Human Rights, the Indiana Department of Transportation, Indiana Civil Rights Commission, and/or the Secretary of the U.S. Department of Transportation (see contact information below).
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Kentucky Transportation Cabinet
Title VI Coordinator
200 Mero Street
Frankfort, KY 40622
(800) 928-3079

Indiana Department of Transportation
Title VI Coordinator
100 North Senate Avenue, IGCN 904
Indianapolis, IN 46204
(317) 232-4005

Kentucky Commission on Human Rights
332 West Broadway, Suite 700
Louisville, KY 40202
(800) 292-5566

Indiana Civil Rights Commission
100 North Senate Avenue, IGCN 103
Indianapolis, IN 46204
(800) 628-2909

Departmental Office of Civil Rights
US Department of Transportation
400 Seventh Street SW
Washington, DC 20590
(202) 366-4648

KIPDA
Director of Administrative Services
11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-6084
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Appendix A – Transportation Policy Committee Members

Transportation Policy Committee Voting Members

Bullitt County Judge/Executive
P.O. Box 768
Shepherdsville, KY 40165
(502) 955-8578
http://bullittcountyfc.com/

Clark County, Board of Commissioners President
501 East Court Avenue
City/County Building, Room 306
Jeffersonville, IN 47130
(812) 285-6275
http://www.co.clark.in.us

Floyd County, Board of Commissioners President
214 City/County Building
New Albany, IN 47150
(812) 285-6687
http://www.floydcounty.in.gov

Jefferson County League of Cities Representative
P.O. Box 22443
Louisville, KY 40252
(502) 649-4540
http://jeffersoncountyleagueofcities.com/

City of Charlestown, Mayor
304 Main Cross Street
Charlestown, IN 47111
(812) 256-3422
http://www.cityofcharlestown.com

Town of Clarksville, Town Council President
2000 Broadway
Clarksville, IN 47129
(812) 283-1503
http://town.clarksville.in.us

Indiana Department of Transportation, Commissioners
100 North Senate Avenue #N755
Indianapolis, IN 46204
(317) 232-5526
http://www.in.gov/dot

City of Jeffersontown, Mayor
10416 Watterson Trail
Jeffersontown, KY 40299
(502) 267-5000
http://www.jeffersontownky.com

Kentucky Transportation Cabinet, Secretary
200 Mero Street
Frankfort, KY 40622
(502) 564-4890
http://www.transportation.ky.gov

Louisville Metro, Mayor
527 West Jefferson Street
Louisville, KY 40202
(502) 574-6161
http://www.louisvilleky.gov

City of New Albany, Mayor
311 Hauss Square, Suite 316
New Albany, IN 47150
(812) 948-5333
http://www.cityofnewalbany.com

City of Shively, Mayor
P.O. Box 16007
Shively, KY 40216
(502) 449-5000
http://www.shivelyky.org
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City of St. Matthews, Mayor
3940 Grandview Avenue
St. Matthews, KY 40207
(502) 895-9444
http://www.stmatthews.org

Regional Airport Authority
P.O. Box 9129
Louisville, KY 40209
(502) 368-6524
http://www.flylouisville.com

Transit Authority of River City, Board Chair
1000 West Broadway
Louisville, KY 40204
(502) 585-1234
http://www.ridetarc.org

Transportation Policy Committee Advisory Members

Federal Aviation Administration – Memphis Airport
District Office, ADO
2600 Thousand Oaks Boulevard, Suite 2250
Memphis, TN 38118
(901) 322-8180
http://www.faa.gov/airports/southern/about_airports/airports_district_offices/#mem

Federal Highway Administration – Indiana
575 North Pennsylvania Street, Room #254
Indianapolis, IN 46204
(317) 226-7489
http://www.fhwa.dot.gov/indiv/index.htm

Federal Highway Administration – Kentucky
320 West Broadway
Frankfort, KY 40601
(502) 223-6721
http://www.fhwa.dot.gov/kydiv

Kentucky Transportation Cabinet – District 5
P.O. Box 22100
Louisville, KY 40252
(502) 210-5400
http://www.kytc.state.ky.us/D5/d5.asp

Transportation Technical Coordinating Committee Chair
Changes annually. Contact KIPDA staff for current TTCC Chair information.
http://kipda.org/Transportation/MPO/TPC.aspx

Regional Airport Authority
P.O. Box 9129
Louisville, KY 40209
(502) 368-6524
http://www.flylouisville.com

U.S. Department of Housing and Urban Development,
Louisville Area Office Director
601 West Broadway
Louisville, KY 40202
(502) 582-6163
Appendix B – Transportation Technical Coordinating Committee

Bullitt County
P.O. Box 768
Shepherdsville, KY 40165
(502) 921-2970
http://bullittcountyfc.com/

Clark County
501 East Court Avenue
Jeffersonville, IN 47130
(812) 285-6286
http://www.clark.in.us

Clark County Planning Commission
501 East Court Avenue, Room #416
Jeffersonville, IN 47130
(812) 285-6287
http://www.co.clark.in.us/zoning.html

Floyd County
311 Hauss Square
New Albany, IN 47150
(812) 948-4110
http://www.co.clark.in.us

Indiana Department of Transportation
Urban & MPO Section
100 North Senate Avenue, IGCN 955-PL
Indianapolis, IN 46204
(317) 232-5485
http://www.in.gov/indot

Indiana Department of Transportation, Seymour District
185 Agrico Lane
Seymour, IN 47274
(877) 305-7611
http://www.in.gov/indot/2706.htm

City of Charlestown
304 Main Cross Street
Charlestown, IN 47111
(812) 256-3422
http://cityofcharlestown.com/

City of Charlestown
304 Main Cross Street
Charlestown, IN 47111
(812) 256-3422
http://cityofcharlestown.com/

Clark County Air Board
6003 Propeller Lane
Sellersburg, IN 47172
(812) 246-7460
http://www.clarkregionalairport.com/

Town of Clarksville
2000 Broadway
Clarksville, IN 47129
(812) 283-1510
http://townofclarksville.com/

Indiana Department of Environmental Management
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-8603
http://www.in.gov/idem/

Indiana Department of Transportation
Public Transportation
100 North Senate Avenue, N901
Indianapolis, IN 46204
(317) 232-5292
http://www.in.gov/indot/2436.htm

City of Jeffersontown
10416 Watterson Trail
Louisville, KY 40299
(502) 266-5000
http://www.jeffersontownky.com/

Kentuckiana Regional Planning and Development Agency (KIPDA)
11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-6144
http://kipda.org/

Kentucky Division of Air Quality
200 Fair Oaks Lane, First Floor
Frankfort, KY 40601
(502) 564-3999
http://air.ky.gov/Pages/default.aspx

Kentucky Transportation Cabinet
200 Mero Street
Frankfort, KY 40622
(502) 564-4890
http://transportation.ky.gov/Pages/default.aspx

Kentucky Transportation Cabinet - District 5
P.O. Box 22100

Jefferson Riverport International
P.O. Box 58010
KIPDA Participation Plan

Louisville, KY 40252
(502) 210-5400
http://www.kytc.state.ky.us/D5/d5.asp

Louisville Metro Air Pollution Control District
850 Barret Avenue, Room 205
Louisville, KY 40204
(502) 574-6000
http://www.louisvilleky.gov/apcd/

Louisville Metro Planning & Design Services
444 South Fifth Street, Suite 300
Louisville, KY 40202
(502) 574-6230
http://www.louisvilleky.gov/planningdesign/

City of New Albany
311 Hauss Square
New Albany, IN 47150
(812) 948-5333
http://cityofnewalbany.com/

Oldham County Planning Commission
100 West Jefferson Street, Suite 3
LaGrange, KY 40031
(502) 222-1476
http://www.oldhamcountyky.gov

Louisville Regional Airport Authority
P.O. Box 9129
Louisville, KY 40209
(502) 368-6524
http://www.flylouisville.com

TARC Accessibility Advisory Council
1000 West Broadway
Louisville, KY 40203
(502) 585-1234
http://www.ridetarc.org/accessibility/advisory-council/

Louisville, KY 40268
(502) 935-6024
http://www.jeffersonriverport.com/

Louisville Metro Economic Development
440 South Fifth Street, Suite 600
Louisville, KY 40202
(502) 574-4140
http://www.louisville.gov/MDA

Louisville Metro Public Works
440 South Fifth Street, Suite 400
Louisville, KY 40202
(502) 574-5945
http://www.louisville.gov/PublicWorks

Oldham County
100 West Jefferson Street, Suite 4
LaGrange, KY 40031
(502) 222-9357
http://www.oldhamcountyky.gov

Port of Indiana – Jeffersonville
1402 Port Road
Jeffersonville, IN 47130
(812) 283-9662
http://www.portsofindiana.com

Transit Authority of River City
1000 West Broadway
Louisville, KY 40203
(502) 585-1234
http://www.ridetarc.org/
Appendix C – Alternate Mode & Access Subcommittee

AARP Kentucky
10401 Linn Station Road
Louisville, KY 40223
(866) 295-7275
www.aarp.org

Bicycling for Louisville
120 West Broadway, Suite 223
Louisville, KY 40202
(502) 438-9245
http://www.bicyclingforlouisville.org/

City of Jeffersontown
10416 Watterson Trail
Louisville, KY 40299
(502) 266-5000
http://www.jeffersontownky.com/

City of New Albany
311 Hauss Square, Suite 316
New Albany, IN 47150
(812) 948-5333
http://www.cityofnewalbany.com/

Haven House Services
1613 East Eighth Street, Suite 112
Jeffersonville, IN 47130
(812) 284-3373
http://www.havenhouseservices.org/

Indiana Department of Environmental Management
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-8603
http://www.in.gov/idem/

Kentucky Transportation Cabinet – District 5
P.O. Box 22100
Louisville, KY 40252
(502) 210-5400
http://www.kytc.state.ky.us/D5/d5.asp

Americana Community Center
4801 Southside Drive
Louisville, KY 40214
(502) 366-7813
http://americanacc.org

Center for Accessible Living
501 South Second Street, Suite 200
Louisville, KY 40202
(502) 792-0620
http://www.calky.org/

City of Jeffersonville
500 Quartermaster Court
Jeffersonville, IN 47130
(812) 285-6400
http://cityofjeff.net/

Coalition for the Advancement of Regional Transportation
P.O. Box 6115
Louisville, KY 40206-0115
http://www.cartky.org/

HDB Services Group
412 East Main Street
LaGrange, KY 40031
(502) 222-6400

Jefferson County Public Schools
3332 Newburg Road
Louisville, Kentucky 40218
(502) 485-3011
http://www.jefferson.k12.ky.us/

Jefferson Riverport International
P.O. Box 58010
Louisville, KY 40268
(502) 935-6024
http://www.jeffersonriverport.com/
<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIPDA Area Agency on Aging</td>
<td>11520 Commonwealth Drive</td>
<td>(502) 299-6084</td>
<td><a href="http://www.kipda.org">http://www.kipda.org</a></td>
</tr>
<tr>
<td>Louisville WHEELS Transportation, Inc.</td>
<td>1134 South Preston Street</td>
<td>(502) 561-3690</td>
<td></td>
</tr>
<tr>
<td>Louisville Metro Air Pollution Control District</td>
<td>850 Barret Avenue, Suite 205</td>
<td>(502) 574-6000</td>
<td><a href="http://www.louisvilleky.gov/apcd/">http://www.louisvilleky.gov/apcd/</a></td>
</tr>
<tr>
<td>Southern Indiana Transit Advisory Group</td>
<td>1365 Old Highway 135</td>
<td>(812) 738-2408</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D – Transportation Agencies & Resources

Indiana Department of Transportation
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-5533
http://www.in.gov/indot/

Kentucky Transportation Cabinet – District 5
P.O. Box 22100
Louisville, KY 40252
(502) 210-5400
http://www.kytc.state.ky.us/D5/d5.asp

Indiana Department of Environmental Management
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-8603
http://www.in.gov/idem/

Kentucky Division of Air Quality
200 Fair Oaks Lane, First Floor
Frankfort, KY 40601
(502) 564-3999
http://air.ky.gov/Pages/default.aspx

Ticket-To-Ride
11520 Commonwealth Drive
Louisville, KY 40299
(502) 267-5400
http://www.tickettoride.org

U.S. Department of Transportation
400 Seventh Street SW
Washington, DC 20590
(202) 366-4000
http://www.dot.gov

Federal Transit Administration – Region 4
230 Peachtree NW, Suite 800
Atlanta, GA 30303
(404) 865-5600
http://www.fta.dot.gov/about/region4.html

U.S. Department of Transportation, Seymour District
185 Agrico Lane
Seymour, IN 47274
(877) 305-7611
http://www.in.gov/indot/2706.htm

Indiana Department of Transportation, Seymour District
185 Agrico Lane
Seymour, IN 47274
(877) 305-7611
http://www.in.gov/indot/2706.htm

Kentucky Transportation Cabinet
200 Mero Street
Frankfort, KY 40622
(502) 564-4890
http://transportation.ky.gov/Pages/default.aspx

Louisville Metro Air Pollution Control District
850 Barret Avenue, Suite 205
Louisville, KY 40204
(502) 574-6000
http://www.louisvilleky.gov/apcd/

Transit Authority of River City
1000 West Broadway
Louisville, KY 40203
(502) 585-1234
http://www.ridetarc.org

U.S. Department of Transportation Federal Highway Administration (FHWA)
400 Seventh Street SW
Washington, DC 20590
(202) 366-0537
http://www.fhwa.dot.gov

Federal Transit Administration – Region 4
230 Peachtree NW, Suite 800
Atlanta, GA 30303
(404) 865-5600
http://www.fta.dot.gov/about/region4.html

Federal Transit Administration – Region 5
200 West Adams Street, Suite 320
Chicago, IL 60606
(312) 353-2789
http://www.fta.dot.gov/about/region5.html
KIPDA Participation Plan

United States Environmental Protection Agency – Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(800) 241-1754
http://www2.epa.gov/aboutepa/about-epa-region-4-southeast

United States Environmental Protection Agency – Region 5
77 West Jackson Boulevard
Chicago, IL 60604
(800) 621-8431
http://www2.epa.gov/aboutepa/epa-region-5
Title VI Complaint Form

Note: We ask for the following information to assist in processing your complaint. If you need assistance to complete this form, please let us know using the contact information included at the bottom of the second page. Thank you.

Complainant’s Information

Name:
Address:
City, State, and ZIP Code:
Telephone (Daytime):
Telephone (Evening):

Person discriminated against (if someone other than the Complainant):

Name:
Address:
City, State, and ZIP Code:
Telephone (Daytime):
Telephone (Evening):

Which of the following best describes the reason you believe the discrimination took place?

Race/Color (Specify) ______________ National Origin (Specify) ______________
On what date(s) did the alleged discrimination take place? ______________

Describe the alleged discrimination. Explain what happened and who you believe to be responsible. If additional space is needed, add additional pages.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


KIPDA Participation Plan

List the names and contact information of persons who may have knowledge of the alleged discrimination.

Name: ___________________________ Contact Information: ___________________________
Name: ___________________________ Contact Information: ___________________________
Name: ___________________________ Contact Information: ___________________________

Have you files this complaint with any other Federal, state, or local agencies, or with any Federal or state courts? Check all that apply.

___ Federal Agency
___ State Agency
___ Local Agency
___ Federal Court
___ State Court

Please provide contact information at the agency and/or court where the complaint was filed:

Agency Name: ___________________________
Address: ___________________________
City, State, and ZIP Code: ___________________________
Telephone: ___________________________
Contact Person’s Name: ___________________________

Please sign below. You may attach any materials and/or other information you think to be relevant to the alleged discrimination event(s).

Complainant Signature: ___________________________ Date: ___________________________

Attachments: ___ YES ___ NO

Submit this form, completed and signed, as well as any additional materials to:

Kelly Tyra
Director of Administrative Services
KIPDA
11520 Commonwealth Drive
Louisville, Kentucky, 40299
Telephone: 502-266-6084
Fax: 502-266-5047
Email: kelly.tyra@ky.gov
Website: www.kipda.org
Appendix F – Commonly-Used Transportation Terms & Acronyms

(All terms throughout the Participation Plan in this font are listed here.)

**ADA**  
**Americans with Disabilities Act of 1990**  
A Federal law prohibiting discrimination against people with disabilities. Requires public entities and public accommodations to provide accessible accommodations for people with disabilities.

**AARP**  
**American Association of Retired Persons**  
A non-governmental organization and interest group for people age 50 and over.

**3C**  
A continuing, cooperative, and comprehensive planning process.

**EJ**  
**Environmental Justice**  
Report developed as part of the National Environmental Policy Act requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which Federal funding is being sought. Adverse effects could include air, water, or noise pollution; destruction or disruption of natural resources; adverse employment effects; injurious displacement of people or businesses; or disruption of desirable community or regional growth. This acronym is also added to in order to describe the current status of the EIS (i.e., FEIS: Final Environmental Impact Statement and DEIS: Draft Environmental Impact Statement).

**EPA**  
**Environmental Protection Agency**  
The Federal regulatory agency responsible for administering and the enforcement of Federal environmental laws including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.

**ESL**  
**English as Second Language**  
Persons whose first language is not English.

**GIS**  
**Geographic Information System**  
A GIS is a computerized mapping technology that allows the creation and overlay of various geographic features, commonly linked to socioeconomic and other data.

**INDOT**  
**Indiana Department of Transportation**  
INDOT is the state agency responsible for transportation funding, planning and programs at the statewide level.
KIPDA Participation Plan

KYTC Kentucky Transportation Cabinet

KYTC is the state agency responsible for transportation funding, planning and programs at the statewide level.

MAP-21

Funding surface transportation programs at over $105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.

MAP-21 is a milestone for the U.S. economy and the Nation’s surface transportation program. By transforming the policy and programmatic framework for investments to guide the system’s growth and development, MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

MPO Metropolitan Planning Organization

The organizational entity designated by law with responsibility for developing transportation plans and programs for urbanized areas of 50,000 or more in population. MPOs are established by agreement of the Governor (or Governors) and units of local government which together represent 75% of the affected population of an urbanized area. KIPDA is the MPO for the Louisville area, which includes Clark and Floyd Counties in Indiana and Jefferson, Bullitt, and Oldham Counties in Kentucky.

MTP Metropolitan Transportation Plan

A long-range plan that identifies facilities that should function as an integrated transportation system, and developed pursuant to Title 23, U.S.C. and the Federal Transit Act. It gives emphasis to those facilities that serve important national and regional transportation functions, and includes a financial plan that demonstrates how the long-range plan can be implemented.

TIP Transportation Improvement Program

A program of transportation projects drawn from, or consistent with the transportation plan and developed pursuant to Title 23, U.S.C. and the Federal Transit Act. This document is prepared by Metropolitan Planning Organizations (MPOs) listing projects to be funded with FHWA/FTA funds for the next one to three-year period.

TITLE VI

Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. If a recipient of federal assistance is found to have discriminated and voluntary compliance cannot be achieved, the federal agency providing the assistance should either initiate fund termination proceedings or refer the matter to the Department of Justice for appropriate legal action. Aggrieved individuals may file administrative complaints with the federal agency that provides funds to a recipient, or the individuals may file suit for appropriate relief in federal court. Title VI itself prohibits intentional
discrimination. However, most funding agencies have regulations implementing Title VI that prohibit recipient practices that have the effect of discrimination on the basis of race, color, or national origin.

TMA
Transportation Management Area
Any urbanized area over 200,000 in population. Within a TMA, all transportation plans and programs must be based on a continuing and comprehensive process carried out by the MPO in cooperation with States and transit operators. The TMA boundary affects the responsibility for the selection of transportation projects that receive Federal funds.

TARC
Transit Authority of River City
Provides public transportation in the Greater Louisville area with bus routes in Jefferson, Bullitt and Oldham counties in Kentucky and Clark and Floyd counties in Indiana. All TARC buses accommodate wheelchairs and are equipped with bike racks.

TPC
Transportation Policy Committee
The policy board responsible for carrying out key MPO policy functions and directing the transportation planning process for the MPA in accordance with the Federal Transportation Act, MAP-21.

TTCC
Transportation Technical Coordinating Committee
Responsible for providing technical advice and assisting the TPC in carrying out the responsibilities assigned to the MPO.

TRANSPORTATION PLANNING
A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time, and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state, and federal transportation funding. Long-range planning is typically done over a period of twenty years; short-range programming of specific projects usually covers a period of three to five years.

UZA
Census Defined Urbanized Area
UZA is defined by the Bureau of the Census as being comprised of “... one or more central places/cities, plus the adjacent densely settled surrounding territory (urban fringe) that together has a minimum of 50,000 persons.” The urban fringe consists of a contiguous territory having a population density of at least 1,000 per square mile. The UZA provides population totals for transportation-related funding formulas that require an urban/rural population number.