



2014



CASPER AREA

METROPOLITAN PLANNING ORGANIZATION

Working with the public, elected officials, and professional staff to plan our road, trail, bus, and rail systems.

Bar Nunn | Casper | Evansville | Mills | Natrona County | WYDOT

Public Participation Plan

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Chapter 1 – Introduction

The Casper Area Metropolitan Planning Organization (MPO) promotes quality transportation systems in the urbanized portion of Natrona County through a commitment to excellence and the pursuit of mutually agreed upon goals, policies, and objectives which satisfy the community’s present and future needs. The success of the MPO is dependent upon public participation core values and the following specific actions and programs:

1. Promote the cooperative recommendations through the forum of the planning process, in responding to transportation needs.
2. Assess transportation system impacts and identify solution alternatives in support of plan recommendations.
3. Solicit citizens’ participation at all levels of the planning process to ensure that matters of importance to the public are reflected in final recommendations.
4. Plan, design, and construct transportation facilities supportive of a safer, more efficiency transportation system.
5. Oversee operating and funding policies for public transportation systems within the urbanized area with an emphasis on bus service for the general public, elderly, and persons with disabilities.
6. Encourage multipurpose programs demonstrating the contribution transportation can provide to both the physical and economic environment of Natrona County.
7. Carry out the responsibilities of the transportation planning process in a cost effective manner within the constraints of available federal, state, and local funds.

Section 1.1 – Purpose and Overview

The Public Participation Plan is an adopted document of the MPO. The intent is to involve the public early on in the transportation planning process and include public involvement opportunities beyond formal hearings. The plan has also been established to help explain and describe how the public can be involved in the transportation planning process. The MPO understands the important of ensuring broad public involvement during development, review, and implementation of regional transportation projects and programs.

Public involvement incorporates public concerns, needs, and values into governmental decision making. It is two-way communication, with the overall goal of making better decisions that have public support. Public involvement goes beyond just informing the public through one-way communication, although that is an essential component of the process. Public involvement also includes two way communications that solicit the public’s ideas, issues, and concerns.

The International Association for Public Participation (IAP2) has developed seven public participation core values that provide a framework for designing a public outreach strategy. They include the following:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision making process.

2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

Federal legislation requires an MPO to develop and implement a continuing, cooperative, and comprehensive transportation planning process. Moving Ahead for Progress in the 21st Century (MAP-21) requires the MPO to design and use a public participation plan that is developed in consultation with all interested parties and provides reasonable opportunities to comment on all aspects of the MPO transportation planning process.

Section 1.2 – History of the MPO

The Casper area was designated as a metropolitan statistical area as a consequence of the 1980 Census (see Appendix A). At that time, the Casper Area Transportation Planning Process (CATPP) was authorized as an MPO. The member jurisdictions of the MPO are:

- Town of Bar Nunn
- City of Casper
- Town of Evansville
- Town of Mills
- Natrona County
- Wyoming Department of Transportation (WYDOT)

These jurisdictions use the MPO to develop transportation planning activities within the Casper Metropolitan Area. MPO staff is employed by the City of Casper and is permanently assigned to transportation planning duties. The MPO is a division of the Community Development Department. As such, it coordinates transportation planning activities under the direction of the Community Development Director. This relationship assures that transportation projects will be coordinated with the area planning process. The types of projects requiring coordination include master plans, recreational plans, and other plans which affect or are affected by transportation issues in the city, county, and state areas within the Casper metropolitan planning area boundaries. MPO staff also respond to the transportation p[planning needs of all member jurisdictions.

The work undertaken by the MPO is devoted to intermodal transportation planning activities which will eventually create a more effective and efficient transportation system. These activities include, but are not limited to:

1. Assisting member agencies, governing bodies, and officials in making decisions on the development of the urban transportation system.
2. Describing planning activities to be undertaken during the program year cooperatively by the MPO, WYDOT, and member agencies.
3. Establishing and maintaining transportation planning, and providing a guide for in-house administrative tasks, as well as more specialized assignments relating to specific transportation modes and programs.
4. Maintaining qualifications for the Casper area to participate in Federal aid highway construction and transit programs for improvements and additions to the existing urbanized area street and highway system.

Section 1.3 – Policy Framework

Transportation is one of the key contributors to the Casper area quality of life and economic viability. Generally, the need for transportation stems from our need to access goods, services, and other people within and beyond the region. The ease by which we are able to get from home to school, to a job, to medical services, to shopping centers and back again, is dependent upon the efficiency and effectiveness of the region’s transportation system. The transportation planning must be viewed in terms of regional and community goals and values such as protection of the environment, effect on the regional economy, and maintaining the quality of life that area residents enjoy. The goals, policies, and objectives are consistent with the region’s overall policy framework for regional planning as set forth in the comprehensive plans adopted by the Casper Area MPO.

Section 1.4 – Decision Making Authority

The ongoing planning program is carried out with the cooperation of the MPO’s member jurisdictions at MPO committee meetings. These meetings are open to the public. There are three committees, including the Citizens’ Advisory Committee, the Technical Committee, and the Policy Committee. Bikeway, pedestrian, transit, and highway advisory committees are developed on an ad-hoc basis as needed. The committees and their duties are discussed in further detail below.

1.3.1 – MPO Policy Committee

Coordinating the overall transportation planning process within the federally approved Casper metropolitan planning area boundaries is provided by the MPO Policy Committee. The membership of the Committee includes representatives from the City of Casper, Natrona County, Bar Nunn, Mills, and Evansville, WYDOT, the area transit operator, and the Casper/Natrona County International Airport. Only WYDOT and the municipalities have a vote on the committee. A Federal Highway Administration (FHWA) representative attends the Policy Committee as a nonvoting member.

The Policy Committee reviews and approves the Unified Planning Work Program (UPWP) and the Metropolitan Transportation Improvement Program (MTIP). It also develops and adopts policy regarding the long and short-range elements of the transportation plan. The Committee acts as the approval authority for the federally financed surface transportation projects within the MPO boundary. The UPWP is submitted to WYDOT after MPO approval by the Policy Committee, while the MTIP is submitted to WYDOT after being approved by the MPO and the governing bodies of the member jurisdictions.

After it has reviewed and approved these documents, WYDOT forwards the UPWP to FHWA for final review and approval. The MTIP is approved by the governor or his designated representative and is incorporated into the State Transportation Improvement Program (STIP), which is federally approved.

1.3.2 – MPO Technical Committee

The Technical Committee is composed of professional engineers and planners who represent the MPO's member jurisdictions, including WYDOT. This committee provides ongoing technical assistance on various planning studies. The Committee defines specific work products, aids in the development of requests for proposals (RFPs), and interviews prospective consultants.

1.3.3 – MPO Citizens' Advisory Committee

The Citizens' Advisory Committee is a grassroots organization which provides community-based input on various transportation issues to the MPO. The Committee is appointed by the local councils of the member's residence. Committee members may appoint ad-hoc committees to consider various issues on an as-needed basis. Members of the Committee inform the Technical and Policy Committees of the need for various community projects, and take information back to the community regarding construction schedules and other transportation-related information.

Chapter 2 – Regulatory Review

The MPO is required to abide by federal law and regulations in the administration of its programs. Moving Ahead for Progress in the 21st Century (MAP-21) is the current federal surface transportation legislation that funds 90% of MPO activities.

Section 2.1 – MAP 21

MAP-21 (P.L. 112-141) was signed into law by President Obama on July 6, 2012. It includes funding for federal-aid highways construction, Public Transportation, and transportation planning, among many other categories. It establishes national performance measurement criteria used to determine projects and funding levels. These measures include:

1. Safety
2. Infrastructure condition
3. Congestion reduction
4. System reliability
5. Freight movement and economic vitality
6. Environmental sustainability
7. Reduced project delivery delays

The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of a long range transportation plan and MTIP.

The MPO's Public Participation Plan shall be developed in consultation with all interested parties and shall provide that all interested parties have reasonable opportunities to comment on the contents of the LRTP and the MTIP's updates and major revisions.

The Public Participation Plan is a living document and will be continually reviewed for possible revisions. Revisions to plans are summarized in Appendix A.

Section 2.2 – Title VI

Title VI of the Civil Rights Act requires that Federal-aid recipients prevent discrimination in all programs whether these programs are federally-funded or not. The MPO is required to implement strategies of Environmental Justice that ensure that there are no barriers to citizen involvement and that minority and low income populations are engaged in transportation decision-making. The MPO will follow three general principles provided by Environmental Justice. They include:

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

By providing the opportunity for everyone to participate in the transportation planning process, the MPO is ensuring that residents have the ability to express their needs and concerns thereby influencing transportation planning in their community.

Chapter 3 – Casper Area MPO Governing Documents and Plans

Section 3.1 – Unified Planning Work Program (UPWP)

The objective of the Unified Planning Work Program (UPWP) is to provide local officials and participating agencies with a method of ensuring that local and federal transportation planning resources are allocated in accordance with established governmental policies. It also provides a tool for the financial management of the programs undertaken by the MPO. The UPWP is prepared annually and describes the work activities which will be undertaken by the MPO.

The UPWP gives a general overview of the planning process and a description of the planned work program for the coming fiscal year. The UPWP is intermodal, including highway, transit, freight, and bikeway/pedestrian planning projects. Direct aviation projects are developed and overseen by the Natrona County Airport Board of Trustees, and are not included in the UPWP.

The UPWP provides guidance and structure for development of planning projects of importance to MPO members. Development of a UPWP project listing allows for the efficient use of scarce funding. The UPWP also provides a work program for the staff of the MPO.

Section 3.2 – Long Range Transportation Plan (LRTP)

The Casper Area Long Range Transportation Plan (LRTP) represents a comprehensive, cooperative, and continuing planning process for the MPO. The LRTP analyzes existing and future roadway conditions, transit operations, non-motorized facilities, rail operations, and airport operations. Specific

recommendations to address transportation deficiencies are provided in the LRTP, but more importantly the plan is intended to be flexible and capable of responding to a constantly changing community. The LRTP, along with future updates of the plan, will help the Casper MPO plan for the changing dynamics of the regional transportation system.

The LRTP analyzes individual transportation modes but also stresses the interrelationships between modes and encourages the integration of the various transportation components into a comprehensive system to meet the mobility needs of all the area's transportation users. The LRTP reflects the vision and directions of local officials, relevant agencies, stakeholders, and the general public. The LRTP is updated every five years, is formed with a proactive public involvement process, and is designed to be financially realistic.

The MPO shall provide residents, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the LRTP and MTIP's major revisions and updates.

Section 3.3 – Transportation Improvement Program (TIP)

The Casper Area MPO Metropolitan Transportation Improvement Program (MTIP) is the product of a comprehensive, continuing, and cooperative effort to improve the regional transportation system by local officials from the City of Casper, Bar Nunn, Evansville, Mills, Natrona County, and WYDOT.

Each year, the MPO receives federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) which is used to fund a portion of the area's highway construction, planning projects, and transit programs. Regulations established by FHWA and FTA require that all urbanized areas develop a Metropolitan Transportation Improvement Program in order to avoid duplication in planning and funding. Development of the MTIP is a prerequisite to receiving federal funds.

The TIP covers three Federal Fiscal Years. Each year covers October 1 through September 30. The first year indicated in the MTIP is the annual element. The annual element is a list of projects proposed for implementation during the first year of the program. The MTIP includes capital, planning, construction, and administration costs. The MTIP provides a framework for the efficient expenditure of transportation funds in a manner consistent with local needs and priorities during that planning period.

The projects shown in the MTIP are also components of the State Transportation Improvement Program (STIP). The MTIP, therefore, implements the various goals and objectives included in the STIP.

Only projects listed in the annual element are projects for which funding has been allocated. Funding for projects shown in the remaining years of the MTIP are not guaranteed. These projects are reviewed and reevaluated every two years. During the reevaluation process, projects may be added depending on community need. Projects are deleted if they are complete, under construction, or no longer necessary.

In conformance with the Public Participation Plan, the draft MTIP is distributed for a federally mandated 40 day public review and comment period. Following completion of the review period, any comments or issues received are addressed and reflected in the final MTIP. The fully endorsed MTIP is then approved by the Policy Committee and distributed to local jurisdictions, state agencies, and the FTA and FHWA.

Section 3.4 – FTA Program of Projects

Because the City of Casper houses the MPO **and** is the designated recipient of FTA Section 5307 grant funds (transit operating assistance), this public participation plan is used to satisfy the City’s responsibilities for public participation on its annual Transit Program of Projects (POP). The City, through the MPO, develops projects for the MTIP which includes transit operations funding, rolling stock, and other capital expenses.

All public notices for the MTIP must have an explicit statement that public involvement activities and times established for public review of and comments on the MTIP will satisfy the POP requirements.

Chapter 4 – Goals, Guidelines, and Policies

This Chapter defines the goals, objectives, and policies that govern the implementation of public involvement for MPO transportation planning activities. These standards document the commitment on the part of the MPO to pursue actions that will ensure effective and continuing public involvement. These objectives may be achieved using the methods provided in this section and Chapter 5.

Section 4.1 – General Guidelines

This Public Participation Plan is intended to provide direction for public involvement activities to be conducted by the MPO and contains the policies, goals, objectives, and techniques used by the MPO for public involvement. In its public participation process, the MPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties, and segments of the community affected by transportation plans, programs, and projects (including but not limited to local jurisdiction concerns).
2. Provide reasonable public access to technical and policy information used in the development of the Long Range Transportation Plan, the Metropolitan Transportation Improvement Program, and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points.
4. Respond in writing, when applicable, to public input. This is required when significant written and oral comments are received on draft plans as a result of the public participation process.
5. Solicit the needs of those under-served by existing transportation systems, including but not limited to (1) the transportation disadvantaged, (2) minorities, (3) seniors, (4) persons with disabilities, and (5) low income households. The MPO shall provide reasonable opportunities for the affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation facilities, representatives of users of pedestrian

walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process.

6. Provide a public comment period of 45 calendar days prior to the adoption of the Public Participation Plan and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 45 day comment period. Notice will also be mailed to the entire MPO mailing list prior to the start of the 45-day comment period.
7. Provide a public comment period of not less than 30 calendar days prior to the adoption of the Long Range Transportation Plan, the Metropolitan Transportation Improvement Program, the Unified Planning Work Program, Transit Development Plans, any formal amendments or updates, and other appropriate transportation plans and projects.
8. Coordinate the Public Participation Process with statewide Public Participation Processes wherever possible to enhance public consideration of the issues, plans and programs, and reduces redundancies and costs.

Section 4.2 – Goals and Policies

Goal 1

To provide the public with thorough information on transportation planning services and project development in a convenient and timely manner, the MPO shall actively engage the public in the transportation planning process according to the policies contained in this Public Participation Plan and according to state and federal law.

Policy 1.1

The MPO shall maintain an updated database of contacts to provide all interested parties reasonable opportunities to comment on the transportation planning process and products, including, at a minimum, the following persons:

- General public
- Directly affected public
- Elected officials
- Affected public agency staff, including public works departments, Wyoming Department of Environmental Quality, Natrona County School District, etc.
- Property owners, including those of abutting properties and those in the vicinity of a proposed project
- Freight shippers, providers, and users of freight transportation services
- Providers and users of public transportation services, including private providers
- Business community
- Advocacy groups (Chamber of Commerce, Casper Area Economic Development Alliance (CAEDA), bicycle and pedestrian groups, various other interest groups
- Traditionally underrepresented communities including people with disabilities, children and youth, elderly, low income, and racial/ethnic minorities

- Non-English speaking public
- Emergency service providers and users
- Citizens' Advisory Committee

Policy 1.2

The MPO shall, when feasible, electronically mail meeting announcements to the MPO contact list or to targeted groups for upcoming activities.

Policy 1.3

The MPO shall employ visualization techniques to depict transportation plans. Examples of visualization techniques include charts, graphs, photo interpretation, maps, use of Geographic Information Systems (GIS), artist renderings, physical models, and/or computer simulation.

Goal 2

The MPO shall keep the public informed of ongoing transportation related activities on a continuous basis.

Policy 2.1

The MPO shall make all necessary publications and work products available electronically to the public via the MPO's webpage and at the MPO office. It will employ visualization techniques to describe transportation actions.

Policy 2.2

MPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice.

Policy 2.3

The MPO shall produce a regional electronic newsletter for distribution to the MPO contact list. A newsletter shall be produced a minimum of four times in a year and will be sent out to all interested parties upon request. The newsletter should include, at a minimum, updates on current or recently completed projects, design projects, announcements of upcoming meetings, and contact information.

Policy 2.4

The MPO shall maintain and update a website that will provide the most current and accurate transportation planning information available. The website shall, at a minimum, contain the following information:

- a. Contact information
- b. Current MPO committee membership
- c. Meeting dates
- d. Work products and publications
- e. Links to related agencies
- f. Current by-laws

- g. Public Participation Plan

Goal 3

The MPO shall encourage the involvement of all area citizens in the transportation planning process.

Policy 3.1

Target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners, and those traditionally underserved and underrepresented populations.

Policy 3.2

The MPO shall, whenever feasible, hold public meetings at a site convenient to potentially affected citizens.

Goal 4

The MPO shall strive to continuously improve public participation.

Policy 4.1

The MPO shall continuously evaluate public involvement techniques.

Policy 4.2:

This Public Participation Plan shall be reviewed and adopted, with revisions if necessary, at least every five (5) years in order to assess and improve the effectiveness of public involvement. If amendments are needed based on changes in local, state, or federal legislation, or in response to the assessment of the effectiveness of the public participation techniques that are used by the MPO, appropriate MPO policies must be followed. The assessment will be based upon available information, such as the availability of meeting notices and information on planning activities, number and diversity of persons attending meetings and/or providing input to the process, media coverage, visits to the MPO website, comments received from meeting attendees, and results from the public involvement survey forms.

Chapter 5 – Opportunities for Public Involvement and Input

This chapter describes the core public involvement opportunities for the key MPO work products, including the Public Participation Plan, the Long Range Transportation Plan, the Metropolitan Transportation Improvement Program, and the Unified Planning Work Program. The MPO gathers public comment on each key work product and forwards the comment to the MPO Policy Committee for consideration as part of the decision making process. Table 1 (listed on page) describes the products and shows the core public involvement tools for each key work product and some of the special work products of the Casper MPO. The core techniques form the framework for public involvement for each key MPO product. In addition, a specific public outreach strategy will be developed for the update of each work product that will include details such as location and timing, core public involvement tools to be used, as well as any additional tools as appropriate and affordable. The public outreach will be tailored to the unique aspects of the process depending on the geographic scope, the type of projects included, the characteristics of affected communities, and the level of public interest.

The intent is to provide public notice as far in advance of MPO Policy Committee’s decisions as feasible in each situation to give citizens as much time as possible to provide well-thought out comments.

Section 5.1 – General Opportunities

Public Comment Period

A formal public comment period for submission of written comment via mail, email, or fax is held prior to the adoption of the transportation plan or program or to the adoption of amendments to the plan or program. Table 1 indicates which key MPO products have a public comment period, which is 45 days for the Public Participation Plan and generally is 30 days for the other key MPO products. The Policy Committee can decide to extend the public review period. Notice of the public review period will be issued prior to the start of the public comment period by placement of an advertisement in the Casper Star-Tribune newspaper and on the MPO website. In addition, the MPO may advertise notice in other publications and send news releases and media alerts.

The MPO staff shall review all comments received from the public. A record of all comments received for any plan, program, or document shall be kept and filed with the plan/program documents, and a summary of any public comments received shall be presented to the MPO Policy Committee at the time the plan, program, or document is adopted.

Public Meetings, Workshops, and Open Houses

All notices of public meetings, public hearings, and public comment periods for regional plans and programs shall be published in a newspaper of general circulation and on the MPO website a minimum of fifteen (15) days prior to the meeting date. MPO staff shall mail all notices of meetings, public hearings, and public comment periods for regional plans and programs to any other organizations or persons expressing interest. If a special meeting is called, the notice shall be published a minimum of three (3) days prior to the meeting.

The official notice and any press releases shall note the location, time, and date of the meeting or public hearing, length of public review period, length of public comment period, and how to submit comments, and as required by other sections of this plan, the topic(s) of the meeting.

In addition, MPO staff will post notices of the public meetings at key public locations such as Casper City Hall, the Natrona County Public Library, and on local public transit to reach underserved populations.

Staff Availability

MPO staff is available at all public meetings and during regular office hours, ideally by appointment. MPO staff responds promptly to requests for information, and take any comments via email, telephone, fax, or regular mail.

Document Availability

MPO draft and final documents are available for review and comment in the City of Casper Planning Department and the Natrona County Library prior to adoption, on other electronic media (flash drive, CD, etc.), and in paper format by request. See **Appendix E**. This includes the MTIP, the LRTP, the TDP, the PPP, and all studies funded entirely or in part by funds under MPO control. MPO staff shall obtain

copies of the STIP and make them available for public review. The MPO charges a nominal fee for printing documents.

5.1.A – Summary Table of Public Involvement

Section 5.2 – Specific Outreach Tools

Direct Mail

Direct mailings are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings can be post cards, letters, or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue. Mailings may announce project-specific meetings, public hearings, workshops, open houses, corridor studies, subarea plans, other planning studies, new publications, special events, or major activities.

Email

Meeting announcements and MPO information is emailed to interested persons that have submitted their email addresses to MPO staff. This email can provide updates or announcements about, project-specific meetings, public hearings, workshops, open houses, corridor studies, subarea plans, other planning studies, new publications, special events, recruitment to the MPO Citizens' Committee, or major activities.

Meetings

There are several different types of public meetings that can be used in the public participation process. These meeting options are as follows:

Informal Meetings with other stakeholders

Informal meetings are meetings the MPO may attend or host with individual stakeholder groups that have particular interest in an activity. These meetings may be in the setting of an existing group unrelated to the MPO. They may also be held in an informal setting, such as a resident's home or a local meeting place. Informal meetings allow interested citizens and local officials to discuss issues and concerns. Staff responsible for the facility receives firsthand information from interested community members, interest groups, and elected officials, while residents have the opportunity to ask questions and explore topics of interest regarding a project in question.

Small group meetings

Meetings with small groups that have an interest in projects such as planning studies are also appropriate. Meetings could be with homeowners or neighborhood groups, civic groups, interest groups, or other groups affected. The meetings generally include a presentation by staff followed by a question/answer period. Staff follows up on questions and comments by responding back to the group and documenting the comments through meeting notes.

Town Hall meetings

This meeting format is more informal than council meetings and provides open communication between the public and members of the representative organization. The main purpose of a town

hall meeting is to develop open communication between the public and those individuals who control the organization or committee.

Public information meetings

The MPO will use the comments received during the comment period as a gauge to indicate whether a public information meeting is needed. The meeting starts with all the stakeholders, such as the decision making agencies and the representative from the member jurisdiction, briefly explaining their role, process, and the essential components of the topic. Then, the meeting is opened for questions and comments from the audience, with staff on hand to provide answers.

Public meetings

Public meetings are different from public hearings. Public hearings are regulatory requirements that provide a formal opportunity for the public to present comments and oral testimony on a proposed agency action. Public meetings, on the other hand, are less formal. There are no formal time limits on statements and the permitting agency and/or the MPO staff, committees, or representatives usually answer questions. The purpose of the meeting is to share information and discuss issues, not to make decisions. Due to their openness and flexibility, public meetings are preferable to hearings as a forum for discussing complex or detailed issues. Public meetings sometimes complement public hearings. Public meetings can be especially useful for allowing discussion before a public hearing. Comments made during a public meeting do not become part of the official administrative record as they do during a hearing. Public Meetings provide two-way communication, with community members asking questions and the permitting agency providing responses.

Newspaper or print advertisements

As with meetings, the newspaper or other print materials allow for several different options when disseminating information for public involvement. Some of these tools include:

Display ads

These ads are used to promote meetings that are not regularly scheduled, such as public workshops for the MTIP, project specific meetings, or public hearings. They are published in the local section of the newspaper to reach a larger audience than those that typically read legal ads.

Legal Notice

Legal notices are the publication of an announcement in a newspaper which has been regularly issued at least once each week for a period of fifty-two (52) consecutive weeks prior to the date of the first publication of such notice or advertisement. Where required, MPO staff will place an advertisement which includes the time, place, and agenda for any regular, special, or emergency meeting, along with contact information.

Newsletters and free publications

Placing a notice in a newsletter distributed by a local government, a civic or community organization, neighborhood association, or in another free publication (a newspaper that highlights local or community activities) is generally an inexpensive way to target a specific audience or

segment of the community. At the same time, some publications may not be appropriate for communicating information about the MPO or its projects. By publishing information through a group that has specific political interest or bias, the MPO may be perceived as endorsing these views. Permitting agencies may want to avoid associations with groups that appear to represent the agency's interests. In any case, the relationship between the MPO and the newsletter or publication should be clear to the public. Local governments, planning commissions, zoning boards, or utilities often distribute regular newsletters. They are often willing to include information about permitting activities. Newsletters distributed by civic, trade, agricultural, religious, or community organizations can also disseminate information to interested readers at low cost. Some segments of the affected community may rely on a free local flyer, magazine, independent or commercial newspaper to share information.

Newspaper advertisements

Traditionally, public notices have often appeared as legal advertisements in the classified section of a newspaper. While this method provides a standard location for the ads, display advertisements (located along with other commercial advertisements) are more likely to reach a larger audience. Display advertisements offer an advantage since they are larger, easier to read, and are more likely to be seen by the casual reader.

Newspaper inserts

Inserts stand out from other newspaper advertisements since they come as a "loose" section of the newspaper (a format often used for glossy advertisements or other solicitations). Using texture or shapes works well to set inserts apart from other text or advertising. They provide a way to reach beyond the most-involved citizens to inform a broader segment of the community.

Open House, Workshop, or Charette

Open House

Open houses are informal meetings in a public location where people can talk to involved officials on a one-on-one basis. The meetings allow residents to ask questions and express their concerns directly to project staff. This type of gathering is helpful in accommodating individual schedules. These techniques can be set up to allow residents to talk with representatives from all interested organizations, find out more about all sides of an issue, and speak with agency officials, staff, representatives, and other groups.

Workshops/Charettes

Workshops are seminars or gatherings of small groups of people, usually between 10 and 30, led by a small number of specialists with technical expertise in a specific area. In workshops, participants typically discuss a specific project or design. Experts may be invited to explain certain aspects of the project. Workshops may help improve public understanding and to prevent or correct misconceptions. Workshops may also identify residents' concerns and encourage public input. Workshops usually include some facilitated activity like a mapping exercise or design development. These are public meetings that are generally open and informal, with information displays, handouts, and project team members interacting with the public on a one-on-one basis. Usually set

up on a drop-in basis, they may include short presentations. These are used for a wide range of MPO activities from general to specific. The purpose is to provide project information to the public and to solicit public comment. An attendance record is kept and attendees are given the opportunity to sign up for the mailing list. Workshops can focus on a single site or topic area. These types of workshops may be by invitation, last up to one full day, and involve a site visit.

Public hearing

These are public meetings used to solicit public comment on a project or issue being considered by the MPO. Hearings provide a formal setting for residents to provide comments to the MPO. They are recorded and transcribed for the record. All the major MPO activities, such as the MTIP and the LRTP, will require a public hearing as part of the adoption process.

Public Service Announcement (PSA) or Press Release

Providing information about public involvement through the news media is another great tool. The following are several methods which can be used for this purpose.

Broadcast announcements and advertisements

Notices for public meetings or other information can be, and sometimes must be, broadcast over radio or another medium. Providing notice via a paid TV advertisement or over a local cable TV station can be an effective way to disseminate information. Paid advertisements can be expensive and may be seen by the public as “taking a side.” This drawback can be eliminated by limiting information to the facts (time, date, and location). Some local access cable TV stations run a text-based community bulletin board, which may provide a useful way to distribute information.

Public Service Announcements

Radio and television stations often broadcast, without charge, a certain number of announcements on behalf of charities, government agencies, and community groups. In particular, they are likely to run announcements of public meetings, events, or other opportunities for the public to participate.

Press releases and Press kits

Press releases are statements that the MPO sends to the news media. They are used to publicize progress or key milestones in the MPO process. Press releases can effectively and quickly disseminate information to large numbers of people. They also may be used to announce public meetings, report the results of public meetings or studies, and describe how resident concerns were considered in the plan or project development. Press kits consist of a packet of relevant information that the MPO distributes to reporters. The press kit should summarize key information about the permitting process or corrective action activities.

Web notice

Web notices can be issued through either a project-specific website or through the MPO website housed through the City of Casper.

Project-specific website

General or project-specific websites offer an opportunity for public input that is flexible and not staff intensive. The general MPO site provides background information about the MPO, its activities, the transportation planning process, and opportunities for the public to become involved. Project-specific websites can be used to display extensive information about individual projects, such as major MPO activities like the LRTP. These sites are used when project information is too extensive to be included on the MPO site. Project websites can contain study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys, and project team contact information. The general MPO site provides links to project sites. The public may provide input through either the MPO website or project specific websites. Websites offer the option of interactive ways to reach the public.

MPO website

The Casper Area MPO website provides basic information about the MPO process, members, meeting times, and contact information. The site includes information about specific products of the MPO, such as an update of the LRTP. MPO documents, such as the Public Participation Plan and the MTIP will also be made available for downloading from the site. The site provides many links to other transportation-related sites. The site is used to promote regular and special meeting, planning studies, publications, and work products.

Chapter 6 – Public Participation Tools

Section 6.1 – Public Participation Tools

Citizens' Committee

A local Citizens' Committee provides an opportunity for gathering input from residents. Elected officials usually appoint the members of this Committee. Typically, the committee meets several times throughout the year, depending on the issues or number of studies taking place at a given time. Their comments and concerns are forwarded to the MPO Technical and Policy committees.

Comment Form

Comment forms are often used to solicit public comment on specific issues presented at a workshop, open house, or other public meeting or hearing. Comment forms can be very general in nature or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on websites to solicit input regarding the subject of the publication and/or the format of the publication or website. These are ideal for residents who are intimidated by public speaking at a standard public hearing.

Consultation with agencies

Involving and engaging representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of pedestrian walkways and bicycle transportation

facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment is an important function given the significance these entities serve in the understanding of transportation issues and opportunities in the region. MPO staff will assemble and maintain a database of names and addresses of interested social and civic groups, neighborhood and community associations, and individuals to assist in the public outreach. The electronic list of names will also serve as a direct mailing list for notification of meetings. Notification of the meetings and documents will be made in a timely manner to provide adequate notice of public meetings and opportunities to comment on the documents. The current list of interested parties is listed in Appendix C. To supplement the database, members of the public will be asked if they would like to be included on the mailing list at each public meeting. Mailing and email addresses will be requested. Email messages and/or post cards will be sent to individuals and groups notifying them of meetings.

Focus group

Focus groups involve an invited group of participants interacting with an experienced moderator for a short time frame. The focus group consists of screened participants, usually selected randomly from a targeted group or groups. Often, the moderator uses the same discussion outline or questions to obtain input from several focus groups, each group targeting a different segment of the community, such as from a particular geographic location or age group. The focus group provides qualitative feedback from the community and offers flexibility for the moderator to probe relevant topics that arise from the discussion. Examples of uses for focus groups include identifying perceptions and misperceptions around issues, and identifying potential problem areas and barriers for particular user groups. Focus groups complement interviews during community assessments or important activities surrounding a project. The MPO may want to consider focus groups to gauge public opinion before controversial activities or processes.

Key person interviews

MPO staff interviews key persons during many planning processes to gain insight into their specializations, needs, and function in making transportation planning/engineering decisions. Key persons can be consulted throughout a planning process, but are typically consulted early on regarding existing conditions information, issues, opportunities, and goals for a given project.

Presentations

MPO staff presents information to the public and interest groups during all its planning processes. MPO staff is available to present about any MPO plan or program upon request.

Public outreach strategy

A public outreach strategy is developed for the update of each specific work product. It includes details, such as location and timing, about the core public involvement tools for the specific update as well as any additional tools (if appropriate and affordable). The public outreach strategy will be tailored to the unique aspects of the process, depending on the geographic scope, scale of the product update (major or minor), the type of projects included, the characteristics of affected communities, and the level of public interest.

Public Participation Plan

A public participation plan, sometimes called a public involvement plan, is an adopted document that directs the MPO regarding the core public involvement tools to use when developing the key MPO products. The purpose of the plan is to provide broad public participation during the development, review, and refinement of regional transportation programs.

Question and Answer session

These sessions make knowledgeable staff available to stakeholders to discuss activities, projects, or issues. Question and answer sessions typically accompany a presentation, briefing, or meeting. Anyone at the event who needs more information will have the opportunity to speak with officials after the event. These sessions can be informal or formal.

Stakeholder and community interviews

These interviews are informal, face-to-face or telephone interviews held with local residents, elected officials, community groups, and other individuals to acquire information on citizen concerns and attitudes about a study. The interviews may be conducted by facility staff, the citizens' advisory committee, or other volunteers. Interviews can play an important role in the community assessment, which usually takes place at the beginning of a process or project. Interviews will not be necessary in every situation. They are particularly helpful in situations where there is perceived controversial issues or there is potential to receive high levels of public interest. This method allows the MPO, related agencies, and public interest groups to tailor regulatory requirements and additional activities to fit the needs of particular areas. Information obtained through these interviews is typically used to assess the community's concerns and information needs and to prepare a public participation plan, which outlines a community-specific strategy for responding to the concerns identified in the interview process.

Surveys, Questionnaires, and Telephone Polls

Surveys are used when very specific input from the public is desired. A survey can be used to ask very specific questions or a broad general set of questions. Surveys are also used to gather technical data during corridor and planning studies. A survey can also be used to measure public awareness about transportation choices. Other uses for surveys include gathering information about daily travel patterns, gathering input on proposed strategies or alternatives, and asking the public about the best way to involve them in transportation planning. Surveys may be oral or written, used in person or by mail, and distributed either to specific segments of the community or to representative samples. Informal surveys can be a short questionnaire on the comment sheet, verbal at the sign-up table, or even asking meeting attendees a few questions to gauge the group's sentiment on an issue.

Task force

The task force is comprised of invited participants with a high level of knowledge about transportation planning and a willingness to commit to what is usually an extended meeting or series of meetings. The work of the task force is in depth and often technical in nature, such as identifying and evaluating strategies for achieving the goals and objectives of a specific plan,

providing input on ways to reduce demand on the transportation system, and evaluating strategies for urban development that reduce the need to rely on the automobile. The task force requires a high level of involvement on the part of both participants and staff, but provides more extensive and in-depth input than possible with outreach techniques that target the general public.

Visual preference survey

The visual preference survey involves many residents in a unique, interactive manner. Participants rate images of development and facilities based on their initial reaction. A primary goal of this technique is to offer “regular citizens” a way to participate by evaluating the desirable and undesirable physical, visual, and spatial features of transportation systems and development. A questionnaire obtains a demographic profile of the participants. Participation can be through a slide show or PowerPoint presentation at viewing events, social media, or cable television.

Section 6.2 – Information Tools

Database and distribution lists

MPO staff will maintain a master database of all contacts, both business and public, on a continuous basis. The database includes committee membership, mailing information, phone and fax numbers, and email addresses. Mailing lists are both important databases and essential communication tools. Mailing lists ensure that concerned community members receive relevant information. The database is used for maintaining up-to-date committee membership lists, interested parties, interest groups, homeowner’s association contacts, and the newsletter mailing list. Mailing lists typically include concerned residents, elected officials, appropriate federal, state, and local government contacts, local media, organized environmental groups, civic, religious and community organizations, facility employees, and local businesses. The database will be used to establish and maintain a list of email contacts for meeting notification and announcements. The database is used to enhance other public involvement activities.

Door to Door Canvassing

Canvassing is a way to collect and distribute information by calling on community members individually and directly. Public interest groups have long used such techniques, and they also may be useful for MPO staff as a way to gauge public interest during the community assessment stage. The MPO may consider using this tool to interact with the community in situations where public interest is very high or in other situations where direct contact with residents is essential. During these interactions, canvassers can field questions about activities, discuss concerns, and provide fact sheets or other materials. Some residents may want to find out more about the activity by signing up for mailing lists or by attending an upcoming event.

Exhibits, displays, signs, posters, and bulletin boards

A variety of exhibits and displays can provide general information, such as introducing a large project. Locations for the displays include community workshops, public locations, open houses, and similar events designed to attract the public. Signs can be a useful means of public notice, especially for residents and neighbors of the facility or planned facility. A sign on the site should be

large enough so that passers-by, whether on foot or in a vehicle, can read it. Another option is to place posters or bulletins on community bulletin boards where people are likely to see them. The signs should contain the same information as a written or broadcast notice.

Fact sheets or brochures

Fact sheets, infographics, or brochures provide summary information regarding MPO policy, process, programs, and projects. Fact sheets can be distributed at public meetings, on the MPO website, at grocery stores, and in public places such as libraries and community centers. Individuals and interest groups can request fact sheets directly from the MPO staff office or download them from the MPO website if posted. The fact sheet, infographic, or brochure should be public-friendly, i.e., brief, easy to read and understand, written for the eighth grade reading level, use direct language free of acronyms and jargon, and include liberal use of graphics to help deliver the message.

Information repository

An information repository is a collection of documents related to an activity, program, or corrective action. A repository can take information readily available to people who are interested in learning about MPO activities in their community in greater detail. The MPO website is a good resource for storing detailed information in an organized manner. Staff will maintain a log of all previous studies, including tagged references, available on the website. Visitors at the website can request studies based on their reference number, and an electronic copy of that study will be sent to the requestor.

Logo

A logo representing the MPO will identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products. The logo should be used on all materials, including those developed by consultants working on MPO sponsored projects.

Newsletter

Newsletters, either hard copy or in electronic version, can be used for ongoing communication or for an as-needed project-specific basis. Distribution can be general or targeted. The general mailing list includes all interest parties, agencies, media, and individuals. Targeted mailings are usually sent to residents, businesses, and property owners in the area impacted by a particular party. Residents are added to the general distribution list by their own request. Opportunities to request being added to the list occur during public meetings hosted by the MPO, on the MPO website, and when residents contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO website address, project highlights, and current planning or project status reports. The newsletter can be used to highlight major MPO projects or activities, such as the adoption of project priorities, and report information regarding significant transportation issues, MPO awards and other one-time activities. The newsletter can be used to inform the public of upcoming special meetings, alternatives being proposed in the area, planning studies, publications, and work products. When MPO or project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities,

neighborhood groups, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of the individual publishers.

Response to comments

Often called a Comments and Response Summary, this responds to the comments received during a formal public comment period. This document includes staff recommendation to decision makers for changing the draft project or document in response to the comment, and the reason for those changes. The response to comments briefly describes and responds to all significant comments that were received during the public comment period. The response to comments should be written in a clear and understandable style so that it is easy for the community to understand the reasons for the final decision and how public comments were considered.

Telephone networks, phone trees, or automated phone messages

This method provides an inexpensive, yet personal, manner of spreading information. The lead agency, facility, or organization calls the first list of people who, in turn, are responsible for calling an additional number of interested people. Phone trees are a good way to provide back up plans or reminders while reducing the number of calls made by individual staff members. As an alternative to calling the first tier, the lead agency, facility, or organization may want to distribute a short written notice. Using an automated phone message system is another alternative.

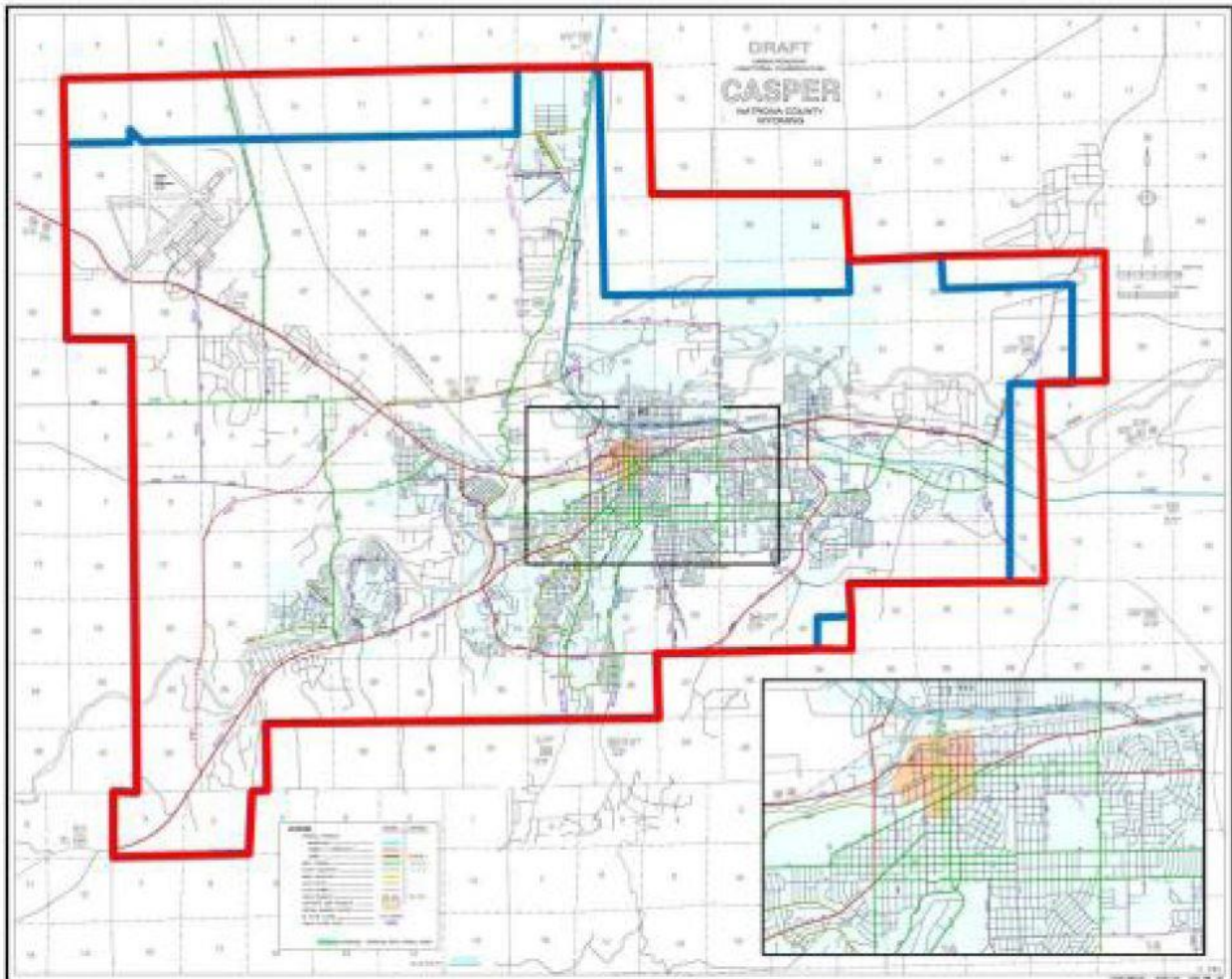
Presentations, videos, PowerPoint, and Prezi

Visual presentations can be used as informational tools and to document public involvement events. They help improve public understanding of the issues associated with a permitting or corrective action. They can be broadcast on public television channels, shown at events, loaded onto a website, and used for a presentation to public officials. These graphic tools are an effective way to stretch staff resources in making presentations and help generate interest in the topic.

Unsolicited information and office visits

Information may arrive in the form of unsolicited phone calls, letters, and meetings. While this type of information is not always asked for, it can be helpful. Resident stakeholders may want to visit the agency's office or the facility itself. In this situation, the visiting stakeholders will want to meet with the person who works most directly with their concerns.

Appendix A - Casper Area MPO Boundary Map



Appendix B – Casper Area MPO Contact Information

Mail: Supervisor
Casper Area Metropolitan Planning Organization
200 North David Street
Casper, WY 82061

Phone: (307) 235-8255
Fax: (307) 235-8362
Email: anelson@cityofcasperwy.com
Website: www.casperwy.gov

Appendix C – Interested Parties List

Name	Address	Phone	Email
Chamber of Commerce	500 N Center St, Casper, WY 82601	307-234-5311	
Casper Area Economic Development Alliance	300 So. Wolcott St., Suite 300, Casper, WY 82601	307-577-7011	bill@caeda.net noelle@caeda.net
Downtown Development Authority	109 W 2nd St, Casper, WY 82601	307-235-6710	ceo@downtowncasper.com
WYDOT District 2	900 Bryan Stock Trail, Casper, WY 82601	307-473-3200	
Wyoming Trucking Association	555 North Poplar, Casper, Wyoming 82601	307-234-7082	
Casper/Natrona County Int'l Airport	8500 Airport Parkway, Casper, WY 82604	307-472-6688	glenn@iflycasper.com
Wyoming Independent Living	305 W First Street Casper, WY 82601	307-266-6956	bthomas@wilr.org
Casper Area Transportation Coalition	1715 East 4 th Street, Casper, WY 82601	307-237-4287	marge@catcbus.com
Natrona County School District	970 North Glenn Road, Casper, WY 82601	307-253-5200	kelly_eastes@natronaschools.org
Natrona County Commission	200 North Center Street, Casper, WY 82601	307-235-9202	nccommissioners@natronacounty-wy.gov
Evansville Public Works	235 Curtis St, Evansville, WY 82636	307-234-6530	
Mills Public Works		307-234-6679	mcoleman@millswy.com
Casper Public Services	200 North David Street, Casper, WY 82601	307-235-8400	abeamer@cityofcasperwy.com
Town of Bar Nunn	4820 Wardwell Industrial Avenue, Bar Nunn	307-237-7269	townofbarnunn@townofbarnunn.com
Rocky Mountain Power	2840 E. Yellowstone Hwy, Casper WY 82609	307-577-6933	
U.S. Bureau of Land Management	2987 Prospector Drive, Casper, WY 82604	307-261-7600	
Federal Highway Administration	2617 East Lincolnway Ste D, Cheyenne WY 82001	307-772-2101	Wyoming.FHWA@dot.gov
Natrona County Emergency Mgt	200 North Center Street, Casper WY 82601	307-235-9205	ncema@natronacounty-wy.gov

Other unspecified parties which may be interested in MPO projects may include:

- Developers
- Directly affected public
- General public
- Human Service agencies
- Non-English speaking public
- Users of public transportation services
- Traditionally underrepresented communities

Appendix D – Locations for Review of MPO Documents

City of Casper Community Development Department
200 North David Street
Casper, WY 82601

Natrona County Public Library
307 East 2nd Street
Casper, WY 82601

Appendix E – Glossary of Acronyms and Definitions

Acronyms

3-C	Continuing, comprehensive, and cooperative planning process
3R	Resurfacing, restoring, and rehabilitating
AAA	American Automobile Association
AASHO	American Association of State Highway Officials
AASHTO	American Association of State Highway & Transportation Officials
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
APTA	American Public Transportation Association
BMS	Bridge Management System
BRT	Bus Rapid Transit
BTS	Bureau of Transportation Statistics
CAA	Clean Air Act
CAAA	Clean Air Act Amendments
CATPP	Casper Area Transportation Planning Process
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality Program
CMS	Congestion Management System
COG	Council of Governments
DEIS	Draft Environment Impact Statement
DEQ	Department of Environmental Quality
DOT	Department of Transportation
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
EJ	Environmental Justice
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
GPS	Global Positioning System
HCM	Highway Capacity Manual
HOW	High Occupancy Vehicle

HRB	Highway Research Board
HSR	High Speed Rail
IFB	Invitation for Bid, or sealed bid
I/M	Inspection and Maintenance
ICC	Interstate Commerce Commission
HIS	Interstate Highway System
IM	Interstate Maintenance
ITS	Intelligent Transportation Systems
IVHS	Intelligent Vehicle Highway Systems
JARC	Job Access and Reverse Commute
LCDC	Land Conservation and Development Commission
LOS	Level of Service
LRT	Light Rail Transit
L RTP	Long Range Transportation Plan (see MTP)
MAP-21	Moving Ahead for Progress in the 21 st Century
MIS	Major Investment Study
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPC	Metropolitan Policy Committee
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MTP	Metropolitan Transportation Plan (see LRTP)
MTIP	Metropolitan Transportation Improvement Program
MUTCD	Manual on Uniform Traffic Control Devices
NAA	Non-attainment Area
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act of 1969
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
PCR	Pavement Condition Rating
PE	Preliminary Engineering
PL	Planning Funds
PMS	Pavement Management System
POP	Program of Projects
PPM	Policy and Procedure Memorandum
PS&E	Plans, Specifications, and Estimates
RFP	Request for Proposal
RFQ	Request for Qualifications
ROW	Right of Way
RR	Railroad
RTP	Regional Transportation Plan
SDC	System Development Change

SHTF	State Highway Trust Fund
SIB	State Infrastructure Bank
SIP	State Implementation Plan
SOV	Single Occupancy Vehicle
SPR	State Planning and Research funds
STA	Special Transportation Area
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STPP	Surface Transportation Policy Project
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TCM	Transportation Control Measure
TDM	Transportation Demand Management
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMSF	Transportation Management System Fee
TO	Transportation Options
TOD	Transit Oriented Development
TPC	Transportation Planning Committee
TPR	Transportation Planning Rule
TRB	Transportation Research Board
TSI	Transportation System Improvements
TSM	Transportation System Management
TSP	Transportation System Plan
TUF	Transportation Utility Fee
UGB	Urban Growth Boundary
UPWP	Unified Planning Work Program
V/C	Volume to Capacity
VMT	Vehicle Miles Traveled
VPD	Vehicles per Day
WYDOT	Wyoming Department of Transportation