

Herkimer-Oneida Counties Transportation Study

PUBLIC PARTICIPATION PLAN

2016 Update

**Herkimer-Oneida Counties Transportation Study
(HOCTS)**

Boehlert Center at Union Station

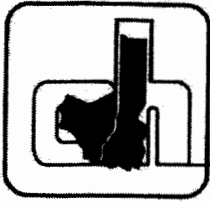
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HERKIMER-ONEIDA COUNTIES GOVERNMENTAL POLICY AND LIAISON COMMITTEE

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Program Director
Herkimer-Oneida Counties
Comprehensive Planning Program

HOCTS Resolution 2016-10

Resolution to Approve the Public Participation Plan 2016 Update.

WHEREAS, the Governmental Policy and Liaison Committee has been designated by the Governor of New York State as the Metropolitan Planning Organization (MPO) responsible, together with the State, for the continuous, cooperative, and comprehensive transportation planning and programming processes for the Utica urbanized area and Herkimer and Oneida Counties; and

WHEREAS, Title 23 CFR 450.316(a)(1) et al, provides that the MPOs must prepare a participation plan to describe the process to ensure all citizens have reasonable opportunities to be involved in transportation planning, defines the segments of population to be included in that process, and further describes the means, methods and formats used in providing those opportunities; and


WHEREAS, consistent with the declaration of the above provisions, the Herkimer Oneida Counties Transportation Study (HOCTS) as staff to the GP&L Committee, in consultation with the New York State Department of Transportation, has prepared a draft Public Participation Plan 2016 Update; and

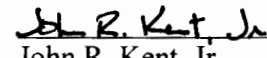
WHEREAS, pursuant to 450.316(a)(3), the MPO has provided a public comment period of forty-five (45) days for review of the draft Public Participation Plan 2016 Update prior to final MPO approval; and

WHEREAS, in meeting requirements of 450.316(a)(1)(ix), the MPO agrees to periodically review the effectiveness of procedures and strategies intended to provide a full and open public involvement process to all; and

NOW THEREFORE, BE IT RESOLVED that the Governmental Policy and Liaison Committee accepts this Public Participation Plan 2016 Update as the current policy for outreach efforts of the MPO; and

BE IT FURTHER RESOLVED, that the GP&L Committee hereby directs the Chairman to communicate this document to the appropriate State and Federal officials in the prescribed manner.

 3/17/16
Bernard Peplinski, Sr. Date
Chairman

 3.17.2016
John R. Kent, Jr. Date
Secretary

Introduction

Federal legislation requires Metropolitan Planning Organizations (MPOs) to develop and use a documented participation plan that defines a process for interested parties to be involved in the metropolitan transportation planning process. The Public Participation Plan (PPP) has evolved since it was initially adopted by the Herkimer-Oneida Counties Transportation Study (HOCTS) MPO in 1994. The July 2012 passage of the federal transportation legislation, Moving Ahead for Progress in the 21st Century Act (MAP-21), continued and expanded the requirement for public participation in the transportation planning process for MPOs. MAP-21 requires MPOs to develop and utilize a proactive public participation process that is developed “in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes [of the MPO transportation planning process].”¹

This PPP outlines the process to ensure on-going public involvement opportunities in the development and review of MPO transportation planning documents, plans, programs, projects, and for the completion, adoption, and implementation of these documents. Federal funding for transportation projects and planning continues under the Fixing America’s Surface Transportation (FAST) Act which was signed into law by President Obama on December 4, 2015. The purpose of this PPP is to update the MPO public involvement process according to current federal guidelines, and ensure equal opportunity for public involvement of all persons within the transportation planning process.

Public Participation Plan Goal and Objectives

The goal of the HOCTS PPP is:

to involve all appropriate parties of the community in the transportation planning process, further ensuring that the public has equal opportunity to provide input and express their opinions on the current transportation issues affecting their environment.

PPP involvement objectives are:

- Provide reasonable opportunities for interested parties, including minorities, elderly, low-income people, and Limited English Proficiency (LEP) populations to obtain knowledge of the HOCTS Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP), by providing information encouraging their involvement/comment, and increasing their awareness of the transportation program.
- Ensure that all decisions made in the HOCTS transportation planning process and programs are made and documented clearly and in consultation with all interested parties involved, through the identification of effective methods of obtaining public feedback.
- Ensure a proactive planning process by providing full and open access to the HOCTS transportation program through utilization of multiple information sharing resources to keep Herkimer and Oneida County residents informed about the process.
- Make available to all interested parties who participate in the HOCTS planning process, an opportunity to comment on the public participation plan prior to its approval.

Federal and State Regulations Governing the Public Participation Plan

Transportation planning is a comprehensive and complex process that requires careful planning and decision making, which includes all modes of transportation. Therefore, engaging the public early and in all applicable stages of the transportation planning process is critical to the success of any transportation project, plan, or document. This process ensures the public has meaningful opportunities to participate in the decision making on the transportation planning process. Listed below are the current Federal and State regulations and statutes pertaining to the local public involvement processes and procedures.

1. **MAP-21 (23 CFR 450.316)**

The current Federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) authorizes the Federal transportation programs, and governs the statewide and metropolitan transportation planning processes. FHWA and FTA establish the requirements regarding Statewide Transportation Planning and Metropolitan Transportation Planning (Federal Register Vol. 72, No. 30). In 23 CFR 405.316, MAP-21 defines the requirement for public participation in the metropolitan transportation planning process pertaining to interested parties, participation, and consultation; identifies the nature of “interested parties.” The legislation also requires reasonable and accessible opportunities for all interested parties to comment on all aspects of the MPO transportation planning process, including consultation with individuals with disabilities.¹

2. **Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency (LEP))**

This 2005 regulation directs each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services. They were further instructed to publish guidance to ensure meaningful access to their programs and activities by LEP persons.

3. **Executive Order 12898 (Environmental Justice)**

Enacted in 1994, the executive mandate focuses on environmental and health conditions of the minority and low-income communities. It directs each Federal agency to review its procedures and make Environmental Justice part of their policies and activities by identifying and addressing any disproportionately high and adverse human health or environmental effects of all programs, policies, and activities on minority and low-income populations.

4. **Americans with Disabilities Act of 1990 (Section 202-Discrimination)**

This law states that no qualified individual with a disability shall, for reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.

5. **Title VI of the Civil Rights Act of 1964 (Section 601)**

This provision prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

6. New York State Open Meetings Law (NYS Public Officers Law, Article 7)

This law outlines mandatory procedures on how public meetings are to be conducted. It states the public business to be performed in an open and public manner and that the citizens of New York State be fully aware of and able to observe the performance of public officials, and attend and listen to the deliberations and decisions that form into the making of public policy.

Structure

Under federal legislation, the MPOs are responsible for the planning and programming of federal transportation funds within the designated MPO planning area. The Metropolitan Planning Area (MPA) is comprised of Herkimer and Oneida Counties, therefore, as the MPO for Herkimer and Oneida Counties, the Governmental Policy and Liaison Committee (GP&L) directs the regional transportation planning process as it relates to the use of federal transportation funds. The transportation planning process is carried out by the Herkimer-Oneida Counties Transportation Study (HOCTS) staff and in consult with the Transportation Planning Committee (TPC), an advisory committee of the GP&L. The voting membership of the GP&L is composed of local elected officials and appointed officials that represent the interests of the citizens of Herkimer and Oneida Counties.

However, recognizing that the public has a substantial interest in the planning of regional transportation policies and programs, the GP&L, TPC, and HOCTS have, and will continue to strongly encourage public participation in the planning process.

Governmental Policy and Liaison Committee (GP&L)

The GP&L was created in 1963. This committee is responsible for setting transportation policy for the two-county region and programming many categories of federal funding within the urbanized area. The GP&L is the designated MPO for Herkimer and Oneida Counties and directs the regional transportation planning process as it relates to the use of federal transportation funds. The GP&L has final approval and authority on all major transportation decisions, policies, and programs developed through the HOCTS planning process. HOCTS serves as staff to the GP&L to carry out the transportation planning process and works cooperatively with local, state, and federal agencies to conduct transportation planning activities in Herkimer and Oneida Counties. The GP&L is composed primarily of locally elected and appointed officials that represent the interests of the citizens of Herkimer and Oneida Counties, officials from the State of New York, transit providers, social services agencies and other stakeholders. All scheduled committee meetings are open to the public. Public attendance and involvement is encouraged. The GP&L currently consists of the following representatives:

Voting Members

- Chairman, Herkimer County Legislature
- Oneida County Executive
- Herkimer County Administrator
- Chairman Planning & Development Committee, Herkimer County Legislature
- Chairman Highways Committee, Herkimer County Legislature
- Commissioner, Herkimer County Social Services
- Chairman, Oneida County Board of Legislators

- Majority Leader, Oneida County Board of Legislators
- Minority Leader, Oneida County Board of Legislators
- Chairman Public Works Committee, Oneida County Board of Legislators
- Mayor, City of Utica
- Mayor, City of Rome
- Mayor – Village - Herkimer County
- Supervisor, Town – Herkimer County
- Supervisor, Town – Oneida County
- Supervisor, Town – Oneida County
- Mayor, Village – Oneida County
- Mayor, Village – Oneida County
- Commissioner, NYS Department of Transportation
- Chairman, New York State Thruway Authority
- Chairman, Central New York Regional Transportation Authority

Transportation Planning Committee (TPC)

The TPC is a body subsidiary of the GP&L committee which is tasked with reviewing work program tasks, addressing developing transportation issues, and providing recommendations and technical advice to the GP&L on transportation related subjects. The TPC currently consists of the following agencies:

Voting Members

- Highway Superintendent, Herkimer County
- Program Director, Herkimer-Oneida Counties Comprehensive Planning Program
- Regional Planning and Program Manager, NYSDOT Region 2
- Commissioner, City of Rome Department of Public Works
- City Engineer, City of Utica
- President, Birnie Bus Service, Inc.
- Commissioner, Oneida County Department of Public Works
- CENTRO of Oneida
- Division Director, NYS Thruway Authority
- Chairman, Herkimer County Planning Board

Meetings of the GP&L, TPC and Sub-Committees

The GP&L Committee, TPC and various sub-committees are required to meet on a regular and as needed basis to carry out the business of the MPO. As such, meetings of committee must include an opportunity for public involvement and comment for transportation projects and programs. The general procedures for public participation opportunities for meetings of any committee directly under the oversight of HOCTS are noted below. Additional procedures may be required as they specifically relate to planning documents, transportation programs, policy documents and /or transportation projects.

- The general announcement for public involvement, public-involvement participants and the media will be sent notice at least ten (10) days in advance of all meetings.
- Meetings will be held in facilities that are accessible to persons with disabilities, and at locations accessible by public transportation.
- The public will be provided the opportunity to comment on issues relevant to the meeting agenda.
- E-meetings will be used in select situations, which meet the criteria outlined in the current HOCTS TIP.

- E-meetings shall follow the same public notification and comment process as regular TPC and GP&L meetings.
- E-meetings will utilize an e-vote on a specified date; the results of which will be recorded as part of the record of the e-meeting.
- TPC meetings will be scheduled at a minimum of one (1) and not more than three (3) weeks prior to GP&L meetings.
- These guidelines shall apply to any subcommittee or working group of either the TPC or the GP&L.

Required Transportation Planning Documents

The MPO transportation planning process is guided by three required documents: the 20-year Long-Range Transportation Plan (LRTP) (updated every 5 years), the 5-year Transportation Improvement Program (TIP) and the annual Unified Planning Work Program (UPWP). Public participation is an inherent function in the development of these documents, which are federally required to complete the transportation planning process. A detailed description of the public comment opportunity to address the transportation needs of the two-County area, as it relates to the above mentioned documents is outlined below, by specific document.

The Long Range Transportation Plan (LRTP)

The LRTP is a twenty (20) year comprehensive framework for transportation planning in Herkimer and Oneida Counties, based on the anticipated transportation needs and recommendations to address current issues and future demand. The federal metropolitan proposed planning rule (23 CFR Part 450.322, page 31830; June 2, 2012) specifies twelve planning requirements to be included in the metropolitan transportation plan. It is also federally required to be updated at least every five years.¹ The goal of HOCTS is to solicit early and continuous involvement from all interested parties of the community, including minorities, elderly, and low-income people; ensuring that the public has equal opportunity to provide input on transportation issues. The LRTP specific process for public participation is outlined below:

- The LRTP starts in-house and is publicly announced with the release of a survey to the residents of the two counties and users of the transportation network. This survey is publicly available for the first six (6) months of the project at a minimum and remains live through the conclusion of the public outreach meetings. This provides for extensive and varied comment on all aspects of the transportation network.
- The next step is to hold stakeholder meetings in an informal setting to allow for coordination and cooperation across agencies involved in the transportation network.
- After stakeholder meetings, public input meetings are to be held prior to draft plan development to share the project with and develop comment from the public. At a minimum there will be two meetings in each Oneida and Herkimer County, at times logical to encourage public input. Additional public input opportunities may be utilized through hosting additional meetings, use of alternative communication and media methods, and coordination with civic, youth, educational institutions or other groups within the community.
- Within sixty (60) days of the conclusion of the public input meetings, the LRTP draft will be released. This document is subject to public review and comment period of at least thirty (30) calendar days prior to the adoption of the plan. The public review period will be formally published in the form of a legal notice; stakeholders and interested parties will receive written notification, media notification will be provided, and the LRTP draft will be available, in hard copy, at two public locations in each Herkimer and Oneida County.
- Within the thirty (30) day review period, at least one public hearing will be held at a public location. The date, time and location of the public hearing will be published within the content of the legal notice. This is for the purpose of addressing any comments from the public on the LRTP draft. Public comments will be accepted through the end of the thirty (30) day review period.
- All public comments received throughout the process are recorded within the appendix of the LRTP. These comments are provided, in summary, to the TPC and GP&L and

used to develop the final LRTP. If there are substantial changes from the draft plan, a new review period will be initiated after the draft has been revised and will utilize the same process of legal notice for review.

- The final LRTP is presented to the GP&L for approval. The final LRTP is concurrently submitted to State and Federal partner agencies for review and approval. After which, it is transmitted to the appropriate state and federal agencies for acceptance.

The Transportation Improvement Program (TIP)

The TIP is a staged program of prioritized federally funded transportation improvement projects to be implemented within the two-county planning area. The TIP is the capital program that is developed from and consistent with the priorities of the LRTP. It is a four year program, which is required to be updated every two years, and can be amended in the interim by GP&L committee resolution. The TIP follows two separate processes for public participation opportunities, dependent on if the action is the creation of a new TIP or amendment to the existing TIP; both situations are outlined below:

- Public-involvement participants are notified at a minimum of thirty (30) days prior to the TPC meeting for their input on the TIP.
- With appropriate prior notification, the TPC meets to identify projects for possible inclusion in the TIP.
- Subsequent to the project identification meeting, a draft TIP is prepared. The public and media are notified, copies of the draft TIP are made available with a two week review period provided.
- Comments received on the draft TIP are addressed by the TPC. If there are substantial changes to the draft TIP, a new review period is initiated.
- The TIP is approved by the TPC and submitted to the GP&L for final action.
- When amendments to the TIP are required, the public is notified via a legal notice, and relevant documents are made available. There is a two week review period preceding formal action by the GP&L for TIP Amendments.

The Unified Planning Work Program (UPWP)

The UPWP is an annual outline of the budget and activities of the HOCTS and serves as a guide for staff activities over the fiscal year. The UPWP consists of various technical and administrative tasks which define the MPO's transportation planning activities. Public participation opportunities related to the UPWP include:

- The UPWP is developed through HOCTS ongoing involvement with the general public, and the joint efforts of the committees and staff of HOCTS.
- Development of the UPWP begins by soliciting project ideas from the members of the TPC and the GP&L at a minimum of forty-five (45) days prior to action.
- These ideas are combined with the continuing activities from the previous UPWP and with consult from the New York State Department of Transportation (NYSDOT). In addition, elements from the State's call letter, FTA and FHWA emphasis areas and MAP-21 legislation are incorporated.
- The TPC is provided a two (2) week period to review the draft report. The recommended UPWP is submitted to the GP&L for final action. It is also provided to NYSDOT, FTA, FHWA and related agency staff for review at this time.
- There is a two (2) week review period, where the public is notified via legal notice preceding all action on the UPWP by the GP&L.

- The final draft UPWP is reviewed, discussed and adopted by the GP&L. After approval the report is sent to NYSDOT for processing and submission to the FHWA and the FTA.

Public Participation Plan (PPP)

The following requirements and procedure for public participation will apply to the development and all updates to the HOCTS PPP.

- The public will be notified through the media of the development and update of the Public Participation Plan.
- According to federal regulations, MPOs are required to have a minimum public comment period of forty-five (45) days before the public involvement process is initially adopted or revised. This public comment period will be commenced by the publishing of a legal notice in the official newspaper of each Oneida and Herkimer County. Methods of public notification may be utilized in addition to the above.
- Partners and interested agencies will be notified a minimum of 45 days prior to GP&L action, to solicit comments on the proposed PPP.
- Any comments received during the public review will be reviewed and included in the updated Plan, as appropriate.
- The draft plan and any subsequent revisions to the Plan must be approved by the GP&L Committee.
- The approved Plan will be forwarded to the FHWA and the FTA for informational purposes, as required by law (23 CFR 450.316) MAP-21.¹

Involving the Public

Although HOCTS strives for broad public input, it is recognized that the majority of public comments and input come at the project and program level. It is HOCTS' goal to ensure that the transportation planning process is open, transparent and accessible to the community and attentive to the community's needs and concerns. It is an ongoing, interactive, and evolving process to include the public in transportation planning.

As required in MAP-21 (23 CFR 450.316), public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. HOCTS complies with the MAP-21 requirement of a PPP that is developed by the MPO in consultation with all interested parties and "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 users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process."¹

The HOCTS office is located in downtown Utica at Boehlert Center at Union Station. The facility is ADA accessible. Staff members are available to discuss issues and concerns with members of the public. Public requests and inquiries are consistently treated as high priority.

Throughout the MPO process, there are numerous opportunities for Public Involvement. Figure 1, which is provided on the next page, demonstrates that Public Involvement is welcome at nearly every stage of the MPO Process.

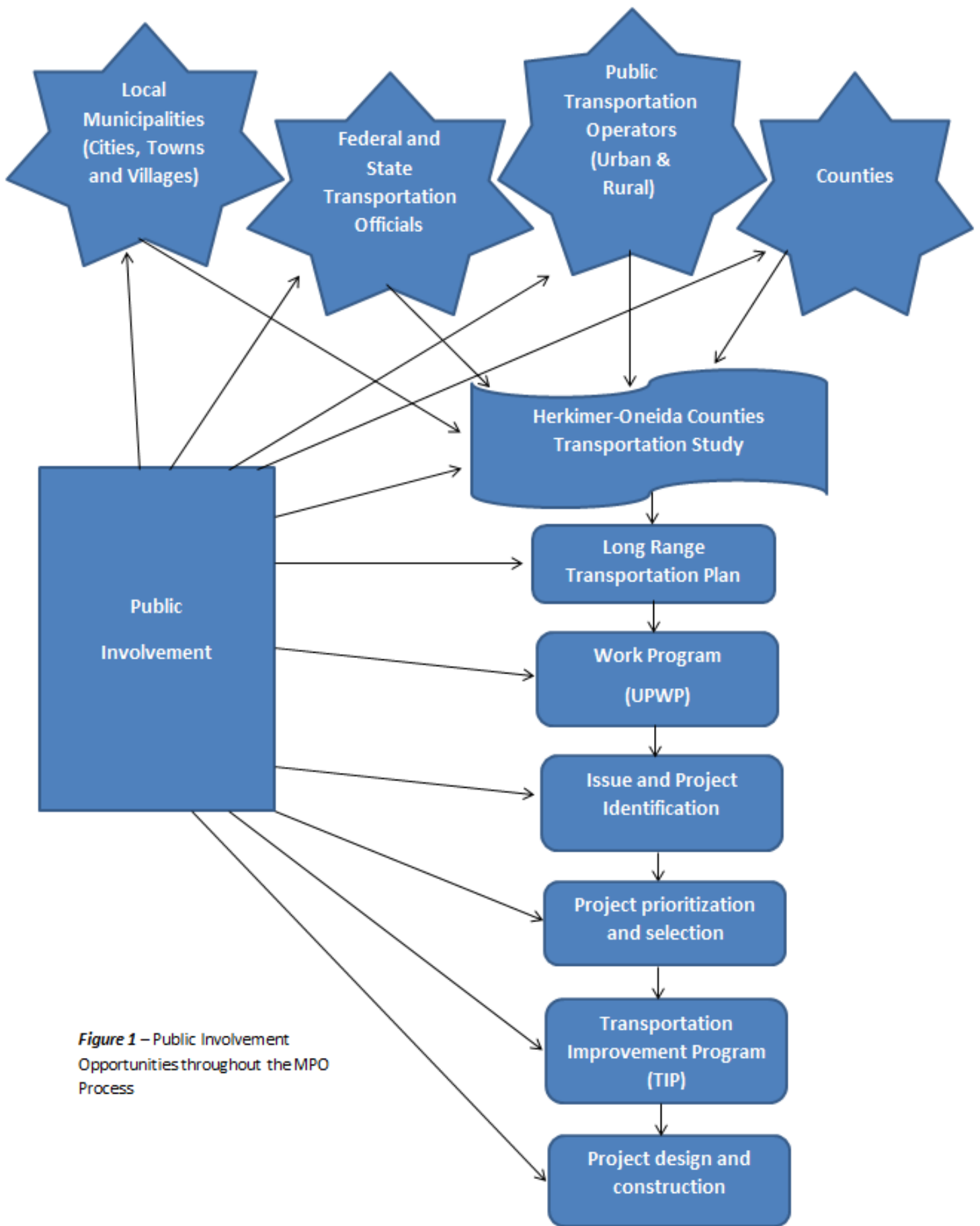


Figure 1 – Public Involvement Opportunities throughout the MPO Process

Common Methods of Providing Public Information

HOCTS uses a variety of public involvement techniques to provide opportunities for public participation in the transportation process and specific projects. The methods of contact are listed below.

▫ **Contact List**

HOCTS maintains a central contact list of public involvement participants, elected government and public officials, and advisory groups. The list is used to provide information and opportunities for public input on activities related to the transportation planning process and projects. HOCTS will revise the contact list, on an as needed basis to maintain compliance with the FAST Act.

▫ **Internet/Online Publication**

HOCTS will continue to regularly update its website (www.hocts.org) to provide the public with timely information on the status of ongoing projects, completed projects, upcoming projects and pertinent meeting information. The website information includes general MPO background and contact information; transportation planning process documents, current transportation studies, ongoing project information, and other information as it relates to MPO activities. The website will be updated no less than once per calendar month.

▫ **Public Meetings and Public Workshops**

HOCTS ensures all meetings are open to the public, held at convenient times and locations, and accessible to elderly, low income and minority individuals. As needed, HOCTS conducts Transportation Planning Committee (TPC) meetings, Governmental Policy and Liaison (GP&L) meetings, and advisory committee meetings. Other public meetings, public hearings, and public workshops are project driven and are held, as necessary, to facilitate public involvement and participation in the transportation planning process. HOCTS, when planning for public meetings, will consider all appropriate groups of interested parties as defined by the FAST Act.

▫ **Legal Notice of Meetings**

In certain cases, a legal notice is required for a HOCTS sponsored meeting, dependent on Federal program and fund source. For such meetings that require a legal notice prior to action being taken on a particular item, a legal notice shall be placed in the official newspaper of Oneida County and Herkimer County for a period of ten (10) days prior to the meeting. The legal notice shall contain information regarding the action to be taken, opportunity for public comment, location of additional information and details regarding the meeting.

▫ **Media Notification**

HOCTS will maintain a news media list to be contacted via Press Releases to announce, promote and publicize all meetings, as appropriate. Media notification for public involvement is at a minimum of ten (10) days prior to a scheduled public involvement activity and includes meeting information including, date, time, location, and description of activity.

▫ **Annual Report**

Major transportation planning activities carried out by HOCTS are described in an Annual Report produced by the Oneida County Department of Planning and circulated

to municipalities, elected officials, and other interested agencies. The document is made available to the general public annually.

▫ **Visualization Techniques**

Visualization can provide the public and decision makers a clearer idea of the proposed policies, plans and Transportation Improvement Programs and the impacts to the human and natural environment. The new technology has made it possible to communicate what proposals may look like when implemented and helps to make complex technical information more clearly understood. Examples of visualization techniques include sketches, drawings, artist renderings, physical models and maps, simulated photos, videos, computer modeled images, interactive GIS systems, GIS based scenario planning tools, photo manipulation and computer simulation. HOCTS will continue to use visualization techniques, as appropriate, in the transportation planning process to convey information to the public.

Recommendations to Increase Public Participation

Public participation in an ongoing and evolving process that is federally required for the transportation planning process. HOCTS will continue to look for additional opportunities to reach diverse populations and to investigate innovative communication tools to maximize participation.

▫ **Expanded Outreach Efforts**

In order to ensure that all interested parties have reasonable opportunities to comment on transportation planning activities, HOCTS shall attempt to contact additional community agencies for expanded outreach activities. These additional community agencies may include, but are not limited to, the Mohawk Valley Resource Center for Refugees (MVRRCR), the Resource Center for Independent Living, Central Association for the Blind and Visually Impaired, Human Technologies Corp., Mohawk Valley Community Action Agency, Oneida County ARC, Herkimer County ARC, Oneida County Office for the Aging, and Herkimer County Office for the Aging, among others.

▫ **Limited English Proficiency (LEP) Services**

According to the Civil Rights Office at the U.S. Department of Transportation, individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be Limited English Proficient, or “LEP.” These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Executive Order 13166 ensures accessibility to all federally conducted programs and activities to individuals whom English is not their primary language and who might have a limited ability to read, speak, write or understand English. It applies to all federal agencies and all programs and all operations of entities that receive funding from the federal government, including state agencies, local agencies and governments including the MPO, private and non-profit entities and sub-recipients.

HOCTS shall attempt to provide adequate translator services for Limited English Proficiency (LEP) individuals when 24-hours advance notice is given. Every effort will be made to provide translator services at all public transportation planning meetings; this will include attempts to translate significant documents or project components to a language other than English. Translator services include foreign

language and hearing impaired services and pertain to written and oral information available from the MPO.

Alternative Dispute Resolution Mechanism

If HOCTS receives a complaint, conflict, or dispute regarding any policy document, planning document, procedural policy or environmental justice element, at any stage of the transportation planning process, the following guidelines and/or process shall be adhered to.

- Informal Dispute Resolution Guidelines:
 1. All issues raised are to be seriously considered.
 2. Prioritize issues raised, noting frames of references and a clear understanding of content.
 3. Document discussions and clarify positions.
 4. Set and adhere to timeframes and/or deadlines, and escalate as necessary.
- Formal Dispute Resolution Process:
 1. All disputes should be heard and documented at the staff level. Any supporting documentation should be included: minutes, letters, dates of event occurrences, inquiries, and any other related material.
 2. Disputes should be resolved within a short amount of time, usually a two-week timeframe.

If no resolution is found by the allotted time, the process shall continue to escalate to the next appropriate level until the dispute is resolved. At each escalation level, the appropriate executives from each associated agency shall convene to discuss and resolve the issues. This may include staff from HOCTS, Oneida County Department of Planning, NYSDOT Region 2, NYSDOT Main Office, FTA, FHWA, EPA, DEC and/or other project-related agencies. Escalation should be raised until a resolution is found. Escalation shall be determined by the agreement of the HOCTS Program Manager and the Region 2 Regional Planning and Program Manager. Notification of any action which requires utilization of the Alternative Dispute Resolution Mechanism shall be made in writing via mail or e-mail by the HOCTS Program Manager to the Chairman of both the Governmental Policy and Liaison Committee and Transportation Planning Committee.

Review and Self-Evaluation

The Public Participation Plan shall be reviewed, as part of the continuing, cooperative, and comprehensive transportation planning process, to determine its effectiveness in meeting the stated goals and objectives. The Plan shall be reviewed in connection with the MPO certification process, and the Plan will be coordinated with the ongoing statewide public involvement process. The PPP shall be, at minimum, reviewed every three (3) years and whenever new transportation legislation is enacted. This effort will ensure that HOCTS maintains compliance with public participation requirements for Federal Transportation Programs.

¹ All references pertaining to the expired MAP-21 transportation bill will be updated to be in compliance with the FAST Act upon publication of the FAST Act legislation and requirements.