

**Title VI/Environmental Justice  
Non-Discrimination Plan**

**Androscoggin Valley Council of Governments (AVCOG)  
125 Manley Road  
Auburn, Maine 04210  
207-783-9186**

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## **Introduction**

### **Plan Statement**

Title VI of the Civil Rights Act of 1964 as amended 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 benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance” (FTA) 42 U.S.C. Section 2000d).

The Androscoggin Valley Council of Governments (AVCOG), established by Maine State Statute, Title 13, Paragraph 901, Title 30-A, Paragraph 2301, et seq., is committed to ensuring that no person is excluded from participation in, or denied the benefits of any AVCOG program or activity on the basis of race, color, or national origin. This plan was developed to guide AVCOG and its administration and management of Title VI-related activities.

### **Title VI Contact Information**

The Executive Director of AVCOG is responsible for ensuring the implementation of Title VI/EJ programs for AVCOG as a designated/primary recipient of Federal Transit Administration funds. On behalf of the Executive Director, AVCOG’s Regional Transportation Planner/Civil Rights Officer will responsible for the overall compliance and reporting of Title VI/EJ programs.

Robert J. Thompson, Executive Director  
AVCOG, 125 Manley Road, Auburn, ME 04210, 207-783-9186

Joan Walton, Regional Transportation Planner/Civil Rights Officer  
AVCOG, 125 Manley Road, Auburn, Maine, 04210, 207-783-9186

### **Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed in AVCOG’s office at 125 Manley Road, Auburn, Maine. AVCOG shall require all subrecipients to post Title VI information poster at all relevant locations, such as the subrecipients office and maintenance facility, its transit facility(ies), and on transit. Additional information relating to nondiscrimination can be obtained from the Civil Rights Officer.

### **Subrecipients, Subcontractors and Vendors**

All subrecipients, subcontractors and vendors who receive payments from AVCOG where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non-

discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

## **Record Keeping and Reporting**

The Civil Rights Officer shall maintain permanent records which include, but are not limited to, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations. The Civil Rights Officer shall maintain a list of all complaints, lawsuits or investigations that allege discrimination on the basis of race, color, or national origin. AVCOG shall include the list in the Title VI Program submitted to FTA every three years.

## **AVCOG Public Outreach**

AVCOG provides planning and technical assistance to its member towns and the Maine Department of Transportation assisting with rural transportation planning. Public outreach is on a project by project basis. AVCOG's level of public outreach is determined by the policies of the town/state that requested the project.

Public notice is given for all public proceedings. AVCOG posts all meeting notices in the AVCOG lobby, emails notices to the Executive Committee Members and mails a hard copy to all General Assembly Representatives. Ten (10) days' notice is given for all meetings of the General Assembly and four (4) days' notice for all Executive Committee meetings. AVCOG General Assembly and Executive Committee meetings are public proceedings and open for public attendance. The minutes of these meetings are available for inspection by the public.

## **AVCOG LEP Analysis and Plan**

### **Introduction**

On August 11, 2000, President Clinton signed Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, which requires meaningful access to all federally assisted programs and activities by persons with Limited English Proficiency (LEP).

Executive Order 13166 states that individuals who do not speak English well and who have a limited ability to read, write, speak or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit or encounter. It reads in part:

Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the

steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.

In addition to the requirement that federal agencies prepare LEP plans, all recipients of federal financial assistance have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided. The Federal Highway Administration has mandated that all "...recipients must take reasonable steps to ensure that such persons have meaningful access to the programs, services and information those recipients provide, free of charge..."

## **Who is an LEP Individual?**

As defined in the 2000 United States Census, it is any individual who speaks a language at home other than English as their primary language, and who speaks or understands English "not well" or "not at all."

## **The Four Factor Analysis**

Under guidance from the U.S. Department of Transportation, AVCOG is obligated to determine the extent of its obligation to provide LEP services to its transit-dependent population. This determination must be based on an analysis of four factors:

1. The number or proportion of LEP persons who may be serviced or are likely to encounter a program, activity or service;
2. The frequency with which LEP persons come in contact with programs, activities or services;
3. The nature and importance of programs, activities or services to the LEP population; and
4. The resources available to the recipient and overall costs to provide LEP assistance.

**Factor #1: The number or proportion of LEP persons who may be serviced or are likely to encounter a program, activity or service.** The first step towards understanding the extent of the LEP population in AVCOG's service area is a review of Census data. The analysis of Census data shows the number and percentage of persons who speak English less than "very well", within four major groups in AVCOG's three county region of Androscoggin, Franklin and Oxford Counties, falls below the 1,000 person/5% threshold in two of the three counties. Androscoggin County is comprised of 13 towns, of which four of those towns form a small Metropolitan Planning Organization and account for 68.3% of the county population. It is anticipated that the need for LEP services will be in the urban area. Data is from the 2010 Census Summary, American Fact Finder.

**Table 2**  
**Summary of Maine Limited English Proficiency (LEP) Persons 5 Years and Older**  
**AVCOG Service Area – 2010-2014 5-year Estimate ACS**

Region/City or Town	Total Persons	5 % Threshold	Persons Speaking English less than “very well”			
			Spanish	Indo-European	Asian or Pacific	Other
Androscoggin	100,764	5,038	233	1,819	353	379
Franklin	29,160	1,458	70	123	77	22
Oxford	54,794	2,740	11	163	88	19

**Factor #2: The frequency with which LEP persons come in contact with programs, activities or services.** AVCOG services are provided in the three county region primarily at the request of member towns. AVCOG does not have any documented incidences during the 3-year period 2014-2016 that required translation services. If such services are needed, Catholic Charities of Maine and/or Languageline would be used to assist. The frequency in which LEP persons come into contact will depend on the project and town from which the service and/or activity is being provided.

**Factor #3: The nature and importance of programs, activities or services to the LEP population.** AVCOG’s service area is primarily rural and the need for LEP services is non-existent. In the rural region, the nature of the service and/or activity will determine the level of importance to LEP persons who may be affected. Based on the demographics of AVCOG’s region, the LEP population is in the urban area, mainly the cities of Auburn and Lewiston. AVCOG’s transit planning focus is in the urban area, or on activities that have a trip end in the urban area. The local fixed route transit system is primarily used by low-moderate income, elderly and/or disabled individuals. Transit planning efforts focus on improving job-access, job training programs and educational opportunities. The consideration and incorporation of the regions LEP population is important to transit planning and service.

**Factor #4: The resources available to the recipient and overall costs to provide LEP assistance.** AVCOG has measures in place to ensure that the needs of individuals that require language assistance are addressed. Interpreter services are on “a pay as needed” basis. The budget will be reviewed on an annual basis to ensure that adequate funds are budgeted to meet the requests for interpretive services and for document translation.

## **Availability of Language Assistance**

Signage - Language guides/"I speak" posters will be hung in entryways and near the reception area at AVCOG's office for non-English speaking individuals to easily identify and address any language barriers. If an interpreter is required, AVCOG staff is directed to use one of the following services:

Certified International Languages  
[www.certifiedlanguages.com](http://www.certifiedlanguages.com)  
Tel: 1-800-225-5254

LanguageLine Solutions  
[www.languageline.com](http://www.languageline.com)  
Tel: 1-800-752-6096

Catholic Charities Language Partners  
[www.ccmaine.org](http://www.ccmaine.org)  
Tel: 1-866-200-3963

Meeting Outreach – Interpretation services will be made available at all public hearings on request. Individuals are required to provide a minimum 72 hours prior notice. Notices for public hearings will be posted at a minimum online, in the local newspaper, and at the relevant municipal office(s). Catholic Charities Language Partners, a Maine based organization, offers interpretive services for 35 languages. A list of additional interpreter services located in-state is attached, Appendix B.

Community Outreach – In AVCOG's two rural counties and rural towns, staff works closely with the member towns to ensure that information is distributed to residents and areas that are involved or possibly impacted by a project. Staff will work with local officials to identify any LEP individuals and ensure adequate provisions are provided. In AVCOG's more urban area, AVCOG staff works with several social service agencies, in addition to local municipal staff, to ensure that the needs of LEP individuals are met. A list of agencies to assist with community outreach is attached, Appendix C.

## **Safe Harbor Provision**

Using data from AVCOG's Four Factor analysis, data from two local schools English Language Learner program's and municipal information, three languages were identified as ones that were likely to be encountered – Somali, French and Spanish. AVCOG's Discrimination Complaint Form has been translated into these three languages and is available on AVCOG's website. [www.avcog.org](http://www.avcog.org).

Other documents will be translated as needed based on feedback and input from the community.

## **Evaluating and Updating the Language Access Plan**

AVCOG will evaluate and update its Language Access Plan based on the level of use of LEP services and feedback from towns, social service agencies and citizens. The data collected from interpreter services, the number of times the service was used in a year and the languages interpreted, will be reviewed annually. The data will be used to help assess if key documents need to be translated into any additional languages. Open communication and the use of feedback from towns and social service agencies will ensure that the focus of AVCOG's Language Access Plan is reflective of the respective community.

AVCOG will do an annual review and update of the interpreter and translation services available, as well as updating its list of community contacts. During the 3-year period, 2014-2016, AVCOG did not require language assistance or translation services for any documents.

## **Staff Training**

All AVCOG staff receives annual training to understand and know AVCOG's Limited English Proficiency policies and procedures. Staff is required to sign-off that they received the training update. All staff will be trained on how to work with an interpreter whether in-person or via the telephone. The level and extent of training will be reflective of assistance required by the LEP population.

## **Public Participation Process**

The Androscoggin Valley Council of Governments is strongly committed to seeking and encouraging public participation in the overall regional transportation planning process and in the planning process for individual projects. Public meetings, newsletters, fact sheets, email messages, and websites are just a few examples of the types of strategies AVCOG uses to solicit participation from the public. AVCOG involves the public early in the planning process, seeking out the involvement of communities most affected by particular plans or projects.

AVCOG provides financial and staff support to the regions Metropolitan Planning Organization, ATRC (Androscoggin Transportation Resource Center), which is responsible for allocating FTA 5307 funds in the urban area, and is a recipient of FTA 5303 and 5307 funds used for transit planning in the urban area. AVCOG adheres to the provisions in ATRC's Public Involvement Process (**Appendix D**) to ensure that public participation is as comprehensive and all inclusive as possible. Outreach includes, but isn't limited to contacting social service agencies serving clients in selected areas, educational institutions, adult education programs providing English Language Learner (ELL) programs, youth organizations, low-income residents, individuals with disabilities, senior housing complexes, and the immigrant community.

Meeting locations are held in facilities that are handicapped accessible. Reasonable provisions will be made to meet the needs of individuals with special requests, such as, individuals requiring a sign language interpreter, Limited English Proficiency (LEP) individuals that require language interpreters, and the need for visual tools.

### **Racial Breakdown of Board**

AVCOG is governed by its members. AVCOG membership is open to the Counties of Androscoggin, Franklin and Oxford and to any municipality within the Androscoggin Valley Planning and Development District. The municipal officials of each municipal member of AVCOG shall annually appoint Representatives to AVCOG’s General Assembly.

AVCOG’s FY2016 General Assembly membership totals 70 members of which 18 are female. Below is a table representing the population by race of AVCOG’s General Assembly membership and the three county region. (Note: According to FTA Circular 4702.1B, this information is required only of recipients that have transit-related, non-elected bodies, but it is being supplied any way.

	White	Black	American Indian	Asian	Hispanic/Latino
AVCOG’s GA	98.6%	0%	1.4%	0%	0%
Maine	95.1%	1.1%	0.6%	1.1%	1.4%
Androscoggin	92.7%	1.6%	0.2%	0.8%	1.6%
Franklin	97.0%	0.3%	0.5%	0.6%	1.1%
Oxford	96.9%	0.4%	0.3%	0.6%	1.1%

Data: 2010-2014 ACS 5-Year Estimates

### **Efforts of Primary Recipient to Ensure Title VI Compliance by Subrecipients**

AVCOG Civil Rights Officer will conduct annual reviews of subrecipients to ensure adherence to all Title VI/EJ requirements. The reviews shall be documented and submitted as part of AVCOG’s Title VI Plan every three years.

### **Title VI Analysis for Facility Construction**

AVCOG has not constructed a facility such as a bus station or storage facility. In the future, construction of any such facility will require a Title VI analysis with regard to the location of the facility.

# AVCOG Title VI Complaint Procedures

## Introduction

Any person who believe he or she has been discriminated against on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or handicap by the Androscoggin Valley Council of Governments (hereinafter referred to as "AVCOG") may file a Title VI complaint by completing and submitting AVCOG's Title VI Complaint Form.

## Purpose

The purpose of the discrimination complaint procedures is to describe the process used by AVCOG for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

## Roles and Responsibilities

The AVCOG Civil Rights Officer has overall responsibility for the discrimination complaint process and procedures. The Civil Rights Officer may, at his/her discretion, assign a capable person within AVCOG to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.

In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted by AVCOG in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

The complainant shall make him-or herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

## Filing Complaints

**Applicability.** The complaint procedures apply to the beneficiaries of AVCOG programs, activities and services including, but not limited to the public, contractors, subcontractors, consultants and other sub-recipients of federal and state funds.

**Eligibility.** Any person who believes that she/he has been excluded from participation in, denied benefits or services of any program or activity administered by AVCOG or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or disability may bring forth a complaint of discrimination under Title VI/EJ and related statutes.

**Time Limitation and Filing Options.** Title VI/EJ complaints of discrimination may be filed with:

- AVCOG
- MaineDOT's Civil Rights Office
- The Federal Highway Administration
- The Federal Transit Administration
- U.S. Department of Transportation

In all situations, AVCOG employees must contact the Civil Rights Officer immediately upon receipt of a Title VI/EJ complaint.

**Time Limitation and Filing Options.** Complaints must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event a person makes a verbal complaint of discrimination to a citylink employee, the Civil Rights Officer or other person authorized to receive complaints on behalf of AVCOG, shall interview the person. If necessary, the authorized person will assist the person in writing the complaint for the person or the person's representative to sign.

### **Complaint Processing - Initial Contact**

The Civil Rights Officer or his/her designee will provide complainants with:

- An explanation of their filing options;
- The discrimination complaint process; and
- A Title VI/EJ and Related Statutes Discrimination Complaint Form.

Use of the complaint form is not necessary for the complainant. Rather, it is intended to help the complainant provide enough information to begin processing the complaint.

## The Complaint Review Process

1. **Review of Complaint.** The Civil Rights Officer or her/his designee reviews the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and falls within the agency's jurisdiction.
2. **Investigation Required.** The complaint shall be investigated unless:
  - The complaint is withdrawn.
  - The complainant fails to provide required information.
  - The complaint is filed beyond the 180-day timeframe.
  - The complainant is not part of a protected group.
  - The complaint is determined to be more appropriately under a jurisdiction other than AVCOG. If this is the case, the complainant will be directed to the appropriate agency.
3. **Letter.** Upon determination that the complaint warrants AVCOG investigation, the complainant is sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.
4. **Notification of Respondent.** The respondent – the person alleged to have committed the discrimination -- is notified by mail that she/he has been named in a complaint. The letter also includes the investigator's name and informs the respondent that she/he will be contacted for an interview.

## Investigation Plan

The investigator shall prepare a written plan which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for the complaint;
- Issues, events or circumstances that caused the person to believe that she/he has been discriminated against;
- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line; and
- Remedy sought by the complainant(s).

## Conducting the Investigation

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.

- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

## **Investigation Reporting Process**

- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the Civil Rights Officer or her/his designee for review.
- The Civil Rights Officer or designee reviews the file and investigative report. Subsequent to the review, the Civil Rights Officer makes a final determination of “probable cause” or “no probable cause” and prepares the final decision letter.

## **Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and the Civil Rights Officer’s final decision letter, is forwarded to the Federal Transit Administration within 60 days of the date the complaint was received.

## **Records**

All records and investigative working files are maintained on a confidential basis. Records are kept for three years.

## **Appeals**

Complainants who are not satisfied with the agency’s determination as to whether or not there is probable cause that discrimination has occurred, or the steps the agency is taking to resolve the complaint, may appeal to the Maine Human Rights Commission, #51 State House Station, 19 Union Street, Augusta, Maine 04333.

## **What Happens to the Complaint after it’s Filed?**

- 1. Review of Complaint.** The Civil Rights Officer or her/his designee reviews your complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and falls within the agency’s jurisdiction.
- 2. Investigation Required.** Your complaint shall be investigated unless:
  - You withdraw the complaint.
  - Your complaint fails to provide required information.
  - Your complaint is filed beyond the 180-day timeframe.
  - You are not part of a protected group.

- Your complaint is determined to be more appropriately under a jurisdiction other than AVCOG. If this is the case, you will be directed to the appropriate agency.

You must make yourself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

3. **Letter.** Upon determination that the complaint warrants AVCOG investigation, you will be sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.
4. **Notification of Respondent.** The respondent – the person alleged to have committed the discrimination – will be notified by mail that she/he has been named in a complaint.
5. **Agency Investigation.** AVCOG’s Civil Rights Officer will conduct an investigation.
  - The investigation will address only those issues relevant to the allegations in the complaint.
  - Confidentiality will be maintained as much as possible.
  - Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
  - Within 40 days of receiving the complaint, the Civil Rights Officer will make a final determination of “probable cause” or “no probable cause” and prepares the final decision letter to be sent to you. If there is probable cause that discrimination has occurred, the letter will outline the steps that will be taken to resolve your complaint.

### **What if I am not satisfied with the Outcome?**

If you are not satisfied with the agency’s determination as to whether or not there is probable cause that discrimination has occurred, or if you are dissatisfied with the steps the agency is taking to resolve your complaint, you may appeal to the Maine Human Rights Commission, #51 State House Station, 19 Union Street, Augusta, Maine 04333.

### **AVCOG Title VI Investigations**

There have been no Title VI investigations, complaints or lawsuits filed with the agency during the past three calendar years - 2014, 2015 and 2016.

## **Public Notice**

The Androscoggin Valley Council of Governments (AVCOG) hereby gives the public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964 and all related statutes and guidelines. Title VI and related statutes and guidelines prohibiting discrimination in federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age or disability be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding AVCOG and its programs, has the right to file a formal complaint with AVCOG. Any such complaint must be in writing and submitted to AVCOG's Civil Rights Officer within one hundred eighty (180) days following the date of the alleged occurrence. For more information regarding civil rights complaints, please contact:

Civil Rights Officer, AVCOG  
125 Manley Road  
Auburn, Maine 04210  
207-783-9186

Appendix A

**DISCRIMINATION COMPLAINT FORM**  
**Androscoggin Valley Council of Governments**  
**Title VI/Environmental Justice and Related statutes**

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Name of person charged with discrimination (respondent): \_\_\_\_\_

\_\_\_\_\_

5. Date of alleged discriminatory act: \_\_\_\_\_

6. Type of discrimination: \_\_\_\_\_

\_\_\_\_\_

7. Please write a summary of the facts supporting your complaint (use additional pages as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Names of witnesses to the alleged discriminatory act: \_\_\_\_\_

\_\_\_\_\_

9. What do you want as a remedy for the alleged discrimination? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B

### Additional Interpreter Services

**(Note: This is only a partial list and none of these services are being endorsed over any other).**

#### **Catholic Charities Maine**

P. O. Box 10660, Portland, ME 04104-6060, Phone: 871-7437

Acholi, Albanian, Amharic, Arabic, Bosnian/Croatian, Serbian, Bulgarian, Chinese (Mandarin), Farsi, French, German, Khmor (verbal interpreting only), Kikongo, Korean, Mongolian, Romanian, Russian, Somali, Spanish, Swahili, Tigrigna, Ukrainian, Vietnamese (verbal interpreting only)

#### **Language Line® 1-800-874-9426**

Hiddo Services Center-Interpretation and Translation Services

Somali, Swahili, Arabic, Amharic, Oromo (Ethiopian)

PO Box 122

Lewiston, ME 04240

Phone: 783-6666, Fax: 795-1111

Smart Interpreters

The Professional Building

12 Bates Street

Lewiston, ME 04240

Phone: 783-4744, Fax: 783-4644, Pager: 818-1525

#### **FARSI**

• Reza Jalali, P. O. Box 1005, Portland, ME 04104, Phone: 878-4618

• Rona O'Conner, 261 Commercial St., Portland, ME 04101, Phone: 772-4110 / 871-1655

#### **JAPANESE**

• Yaeko Collier, 97 Montrose Ave., Portland, ME 04103, Phone: 774-6481

#### **SOMALI, SWAHILI**

• Abdi Ahmed Musa, 48 Salem St., #605, Portland, ME 04102, Phone: 874-4063

#### **SOMALI, SWAHILI, ARABIC**

• Interpreter Services of the United Somali Women of Maine, P.O. Box 397, Lewiston, ME 04243, Office

Phone: 344-6616, Cell Phone: 423-2890

#### **SPANISH**

• Leticia Foss, 104 Sand Pond Rd., Sanford, ME 04073, Phone: 490-3705

- Rosalinda Burch, 25 Sequoia Dr., Freeport, ME 04032, Phone: 865-4207
- Jenny Howitt, 230 Howitt Rd., Lyman, ME 04002, Phone: 324-3464
- Karen Taylor, 77 Torrington Ave., Peaks Is., ME 04108, Phone: 766-2811
- Rosito Roberge, Portland, ME, Phone: 787-6972

#### **VIETNAMESE**

- Ricky Ho, 52 Birchwood Dr., Portland, ME 04102, Phone: 772-8318, Pager: 821-5227
- Ty Ly, 149 Holm Ave., Portland, ME 04102, Phone: 774-4664
- Tuyen Nguyen, 63 Holm Ave., Portland, ME 04102, Phone: 780-0130

#### **SIGN LANGUAGE**

- Hands On, Inc. 317 State St., Bangor, ME 04401, Phone: 947-2341
- Certified Interpreting, P. O. Box 6808, Portland, ME 04101, 798-7995
- Professional Interpreting Services, 14 Torrey St., Portland, ME 04103, Phone: 774-3068
- Pine Tree Easter Seals, Nonesuch River Plaza, 51 US Rt. 1, Suite G, Scarborough, ME 04074, Phone 885-0536

## Appendix C

### **COMMUNITY OUTREACH RESOURCE LIST**

- GA Hotline 1-800-442-6003
- 211 Dial 211 for telephone information service for area resources.
- American Red Cross located at 137 East Avenue, Lewiston (795-4004) assists fire victims with 3 days of lodging; \$130.00 per person with clothing; food vouchers vary in amounts depending on family size.
- Auburn Housing Authority located at 20 Great Falls Plaza, Auburn (784-7351) operates subsidized housing programs.
- AVESTA Housing located in Norway (744-4046) Judy Arsenault) Operates the Section 8 Housing Voucher Program.
- AWAP (SAFE VOICES) is a shelter for abused women and their children (795-4020).
- B Street Health Center located at 57 Birch Street, Lewiston (786-8793) offers medical care on a sliding fee scale.
- Career Center located at 5 Mollison Way, Lewiston (753-9000) assists with employment searches and employment related workshops.
- Catholic Charities Maine located at 27 Pine Street, Lewiston (344-6615) offers case management assistance to Primary and Secondary refugees. For interpreter/translation services call 871-7437.
- Central Maine Family Practice located at 12 High Street, Lewiston (795-2800) offers medical care on a sliding fee schedule.
- Common Ties Wellness and Recovery Center located at 100 Pine Street, Lewiston (795-6710), is a program for people who are consumers of mental health services. The Center is open M-T-W-F from 9-5 pm, and Thursday, and Saturday from noon- 8pm. Individuals are asked to become a member of the Center, a very short process. The Center offers a laundry, shower, phone, social, recreational, and peer support opportunities.
- Common Ties Mental Health Services located at 140 Canal Street, Lewiston manages a number of community support programs, including housing. Please call 795-6710 for an appointment.
- Community Concepts Inc. located at 57 Birch Street, Lewiston (784-0836) administers the fuel assistance program (HEAP). The 79 Main Street, Auburn location (795-4065). Administers the fuel assistance program (LIHEAP), and other programs.

- Department of Health and Human Services located at 200 Main Street, Lewiston (795-4300) offers TANF, Food Stamps and Maine Care programs. The department also offers the Emergency Assistance Program for families with children under the age of 21 with evictions and disconnects. The max for housing evictions is \$250.00 and for utility disconnects is \$150.00. The Department also offers mental health case management and outreach.
- Hope Haven Gospel Mission located at 209 Lincoln Street, Lewiston (783-6086) is a shelter for single individuals and has limited space for families. Shelter doors open at 5:30PM, Monday - Saturday and on Sunday at 4:00 PM for check in (on Cedar Street side). Doors are locked at 8:00 PM. No other admittances after the door has been locked. Breakfast is served Sunday-Saturday at 8:00 A.M. Lunch is served on M, W, and F from 12:00-12:30 P.M. Lunch is served on Sunday at 2:30 P.M. and a bag lunch is provided on Saturday at 4:30 P.M. Dinner is served Monday –Friday from 4:30-5:30 PM and on Sunday at 2:30. On Monday- Friday from 9:30-11:30 A.M. and 1:00 P.M.-4:00 P.M. there is a give-away program for clothes, toys, house hold items, baked goods and sometimes fruits.
- LAASH Security Deposit/ First Month's Rent Program (SDLP) applications are taken at the Lewiston (513-3130 x 3260) and Auburn (333-6601 x1412) Social Services Departments and at the Lewiston (783-1423) and Auburn (784-7351) Housing Authorities.
- Lewiston Housing Authority located at 1 College Street, Lewiston (783-1423) operates subsidized housing programs.
- New Beginnings Drop in Center located at 245 Lisbon Street in Lewiston (795-6831)) is open M-F from 1:30 P.M. -6:30 P.M. Youth aged 14-21 can use the telephone and other basic services. The Center offers a laundry, shower, phone, social, recreational, and peer support opportunities.
- New Beginnings Shelter located at 491 Main Street, Lewiston (795-4070) is a shelter for 12 youth ages 12-19. The maximum length of stay is 3 weeks. Referrals accepted 24 hours a day, seven days a week. Walk-ins are welcome.
- Pine Tree Legal located at 37 Park Street, Suite 401, Lewiston (784-1558) offers free legal advice and representation to qualified individuals for evictions etc.
- Salvation Army located at 67 Park Street, Lewiston (783-0801) offers limited assistance with food, utilities (current amount only), oil, wood and propane.
- Salvation Army Canteen serves lunch on the Spruce Street side of Kennedy Park in Lewiston on M, W, F. People can eat their lunch inside of the Jubilee Center if they so choose.
- Sisters of Charity Food Pantry located at the corner of Walnut and Bates Street, Lewiston is open M-F from 9-11:00 A.M.
- St. Martin De Porres Shelter located at 23 Bartlett Street, Lewiston (786-4690) is a shelter for single individuals only. Guests must be referred. Shelter is open

from 5:00P.M. to 8:00 A.M., 7 days a week. The thrift store is open M, W, F from 10:00 A.M. to 4:00 P.M. Household goods and some furniture is sold at modest prices. Food is available only for the guests and clothing is no longer distributed.

- Saint Vincent De Paul Thrift Store located at 101 Ash Street, Lewiston (782-8309) assists with clothing, blankets and small household items with a referral.
- Sexual Assault Crisis Center Auburn 784-5272; Statewide 1-800-871-7741
- Tri-County Crisis Intervention 484 Main Street Lewiston 783-4695
- Tri-County Mental Health Crisis Hotline 783-4680
- Tri-County Mental Health Referral Line 1-888-304-4673
- Tri-County Mental Health Services 1155 Lisbon Street Lewiston 783-9141
- Trinity Jubilee Center located at 247 Bates Street in Lewiston (777-1863) is open M-F from 8:00 A.M. -3:00 P.M.; Saturday from 9:00 A.M-1:00 P.M.; Sunday from 1:00 P.M.-6:00 P.M. Lunch is served at 11:00 A.M. Tuesday, Thursday and Saturday. Dinner is served at 4:45 P.M on Sunday. The food pantry/diaper program is open Thursday from 9:00 A.M. – 12:00 P.M.
- 
- United Somali Women of Maine located at 265 Lisbon Street in Lewiston (753-0061) offers interpreting services and cultural brokering.
- Volunteers of America offers a Homeless Youth Transitional Living program in Lewiston/Auburn. Melissa Moody (207) 689-9172 or Mary O'Leary (207) 442-0181.

Appendix D

**ATRC**

**PUBLIC PARTICIPATION PLAN**



October 13, 2015

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## **I. Introduction**

A public participation plan needs to be proactive and inclusive in order to effectively integrate the concerns of a wide variety of affected parties. Therefore, Androscoggin Transportation Resource Center's (ATRC) goals, objectives, policies and programs are created in direct response to the needs of the citizens of Lewiston, Auburn, Lisbon and Sabattus. The Intermodal Surface Transportation Efficiency Act, or ISTEA, mandated that each Metropolitan Planning Organization (MPO) develop a comprehensive public participation plan to enhance the interaction between ATRC and the public, to be more inclusive in transportation planning and projects and to include the public much earlier in the process.

In response to ISTEA's mandate ATRC endorsed its first Public Participation plan on September 30, 1992. ATRC's Public Participation plan has been revised and updated several times to include changes in the guidance received from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as well as to reflect changes in the ATRC communities.

This document is intended to give ATRC committee members and staff guidance in providing for public participation in its transportation planning and programming processes and other transportation documents to include additional requirements under the 1990 Americans with Disabilities Act and the recent federal transportation reauthorization known as the Moving Ahead for Progress in the 21st Century (MAP-21).

An effective public information process not only serves ATRC by meeting state and federal requirements, but also encourages greater participation in the development of programs or projects that may be controversial.

ATRC provides access to plans and programs through the internet. An e-mail address will be presented and made available for the public to make and receive comments. ATRC maintains a website at [www.ATRCMPO.org](http://www.ATRCMPO.org). Using this medium, transportation planning documents and programming documents, meeting locations and agendas, meeting minutes contact information and a variety of other information such as traffic data are made available to the general public who have access to the internet.

ATRC has expanded the interactive nature and content of the website over time. Draft documents are provided to the public online and the public has an opportunity to comment on projects via e-mail or by other means. Comments will be received, answered by project staff, and become part of the public record. Final documents are posted on the website providing efficient access. Special sections of the website are dedicated to ongoing studies or processes to keep relevant information current, upfront, and available for efficient and timely comment to the public.

## **II. Federal Regulations**

Under the United States Department of Transportation's (USDOT) Metropolitan

Planning Regulations (23 CFR 450), all Metropolitan Planning Organizations (MPOs) are required to develop a Public Participation Plan for the development and update of their Transportation Plan and Transportation Improvement Program (TIP).

The Metropolitan Planning Regulations contain the criterion listed below by which ATRC's Public Participation Plan should be administered and evaluated.

A minimum public comment period of 45 days must be provided before the Public Participation Plan is initially adopted or revised.

Timely information regarding transportation issues and processes must be provided to:

- citizens,
- affected public agencies,
- representatives of transportation agency employees,
- private providers of transportation,
- segments of the community, including underserved populations, affected by transportation plans, programs, and projects and;
- other interested parties.

Reasonable public access will be granted to technical and policy information used in the development of plans, TIPs, and open public meetings, where matters related to the federal-aid highway and transit programs is being considered.

Provide adequate public notice of public involvement activities and time for public review and/or comments at key decision points including, but not limited to, approval of plans and TIPs.

Demonstrate explicit consideration and response to public input received during the planning and program development process.

Seek out and consider the needs of those traditionally underserved by existing transportation systems including, but not limited to, low-income and minority households.

When significant written and oral comments are received on either the draft transportation plan or TIP as a result of the public participation plan or the interagency consultation process required under the U.S. Environmental Protection Agency's (EPA) conformity regulations, a summary, analysis and report on the disposition of comments will be made part of the final plan and TIP.

If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the ATRC and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP will be made available (not less than 10 days).

The Public Participation Plan will be periodically reviewed by ATRC in terms of its effectiveness in assuring that the process provides full and open access to all.

These procedures will be reviewed by both FHWA and FTA to assure that full and open access is provided to ATRC's decision-making process.

Metropolitan public involvement processes will be coordinated with the statewide public involvement process, wherever possible to enhance public consideration of the issues, plans and programs and reduce to redundancies and costs.

MAP-21 further provides that MPOs, to the maximum extent practicable: "(i) hold any public meetings at convenient and accessible locations and times; (ii) employ visualization techniques to describe plans; and (iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information." ATRC will utilize its website ([www.atrcmpo.org](http://www.atrcmpo.org)) to host all of its policies, maps, plans, studies, and transportation documents to be publicly available.

### **TITLE VI/Environmental Justice Non-Discrimination Plan**

ATRC is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants, and to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ATRC program or activity on the grounds of race, color, national origin, income, sex, age, disability, or limited English proficiency. ATRC assures that all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

ATRC conducts its Title VI/Environmental Justice Program in a team approach involving all ATRC personnel. The Director of ATRC is responsible to ensure ATRC's compliance with the Title VI/Environmental Justice implementing regulations. All publications from ATRC will include language such as: "In accordance with the Civil Rights Act of 1964, ATRC does not discriminate on the basis of race, color or national origin. For more information about these protections or to file a complaint, please contact ATRC, 125 Manley Road, Auburn, ME 04210."

### **III. State Regulations**

On September 10, 2008, the Sensible Transportation Policy Act rule was adopted pursuant to the Sensible Transportation Policy Act, 23 Maine Revised Statute §73. The decisions made in the transportation sector are of critical importance to the people of Maine. The field of transportation is diverse ranging from pedestrian to motorized vehicles to telecommunications. This rule reflects the diversity in the decision-making

which occurs in the planning and development of Maine's transportation network.

The rule provides a framework for examining a range of choices. It recognizes there are benefits and costs (social, financial, energy, and environmental quality) to transportation decisions. The safety of the traveling public is of paramount importance, but transportation as a resource needs to be both supplied as well as conserved. The livability of a community can be significantly influenced by transportation and land use decisions. The rule identifies policies and management strategies for the analysis of these diverse issues.

This rule has been developed in response to the Sensible Transportation Policy Act, as amended. There are other state and federal statutes that significantly affect the Maine Department of Transportation's activities. These statutes (e.g. 23 USC §101 *et seq.*, Intermodal Surface Transportation Efficiency Act of 1991, ((ISTEA)) Pub. L. No. 102-240, 105 Stat 1914 and its subsequent authorizations, the National Environmental Policy Act, 42 U.S.C. §4321 *et seq.*; Clean Air Act, 42 U.S.C. §7401 *et seq.* and the Clean Water Act 33 U.S.C. §1251 *et seq.*) and others have specific processes and evaluations which may require a substantial commitment of resources by the Maine Department of Transportation (MaineDOT). To the extent possible MaineDOT shall avoid duplication when utilizing the processes and evaluations set forth in this rule to meet its obligations under other state and federal laws.

Transportation planning within Maine's Metropolitan Planning Areas is the responsibility of each respectively designated Metropolitan Planning Organization (MPO). MPOs carry out their planning activities in cooperation with MaineDOT, and are subject to the same state and federal planning policies, processes and requirements as MaineDOT.

The transportation plans and transportation improvement programs developed by the MPOs are incorporated into MaineDOT's long-range plans and capital improvement plans. The MPOs are responsible for self-certifying to MaineDOT and FHWA that the MPO planning process conforms to both State and Federal rules for transportation planning.

When developing or updating MPO long range plans, MPOs in cooperation with MaineDOT and the Regional Councils will develop and maintain an inventory of existing and proposed transportation systems. This inventory will be comprehensive and will include such elements as system usage, system characteristics and system condition.

MPO long-range plans should also include consideration of municipal or multimunicipal land use development patterns and management efforts within the MPO planning area. MPO long-range plans may include transportation and land use planning policies that guide MPO and MaineDOT capital investment decisions and planning processes. MPOs may also include recommendations to MaineDOT and MPO area municipalities for land use and transportation goals, policies, objectives and strategies that assure the long-term benefits of the regional transportation system.

When an MPO Long-Range Plan includes recommendations for projects which add new highway capacity, the MPO long-range plan may document existing land use conditions in the area(s) affected by the proposed project(s) and include land use policy recommendations to municipalities to preserve any added capacity.

#### **IV. ATRC Committee Meetings**

ATRC has two standing committees that meet on a regular basis throughout the year. The ATRC Policy Committee is the governing body of ATRC and responsible for developing the 20-Year Transportation Plan, the Transportation Improvement Program, and overseeing the management of the planning process. The Technical Committee is responsible for the technical input to the plans and programs. All committee meetings are open to the public. Policy Committee meetings are typically held on the 4th Thursday of the month at 10:00am, and Technical Committee meetings are typically held on the 2nd Thursday of the month at 10:00am, unless a meeting cancellation is distributed seven (7) days prior to the meeting date.

Meeting notices and agendas will be sent to all voting and nonvoting members of the ATRC Technical and Policy Committees at least seven (7) days prior to the scheduled meeting. With seven (7) days prior notice, regular Policy Committee meetings can also be scheduled for other dates. A special meeting may be called by either committee's chairperson or any three voting members at any time. Notification to members may be written, oral, or via electronic means. Significant efforts to provide notification to the media and the public will be made. Representatives for both the Policy and Technical Committees are listed below:

##### **A. Voting Members**

- City of Auburn - (2 voting members)
- City of Lewiston - (2 voting members)
- Town of Lisbon - (2 voting members)
- Town of Sabattus - (1 voting member)
- Maine Department of Transportation (MDOT) - (1 voting member)
- Androscoggin Valley Council of Governments (AVCOG) - (2 voting members)
- Maine Turnpike Authority (MTA) – (1 voting member)

##### **Non-Voting Members**

- Androscoggin County Chamber of Commerce
- Lewiston-Auburn Transit Committee (LATC)
- Western Maine Transportation Services (WMTS)
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Federal Railroad Administration (FRA)
- Federal Aviation Administration (FAA)

Procedures and protocol for ATRC's committee meetings can be reviewed by obtaining a copy of the *Organizational Bylaws of the Androscoggin Transportation Resource Center* adopted September 29, 1995, and last amended December 22, 2005.

Meeting notices and agenda will be sent out to all "interested and affected parties". The list will remain open to any new agencies or individuals wishing to be notified of ATRC's activities. Meeting announcements are also available on the ATRC Web site: ([www.atrcmpo.org](http://www.atrcmpo.org)) Member communities are encouraged to post these notices and announcements on their respective municipal websites as well.

ATRC has and will continue to identify and include agencies and individuals that represent the transportation needs of persons and groups who have been traditionally underserved by existing transportation systems into the transportation planning process.

ATRC will maintain and update the affected and interested parties list so that stakeholders in the region's planning process can be actively involved. The list will be used to keep individuals, groups and agencies informed regarding the development of the transportation plan and the TIP and to notify them about specific opportunities for public involvement. Anyone can be put on the email notification list by contacting [avcog@avcog.org](mailto:avcog@avcog.org) requesting so.

### **How to Connect with Us**

ATRC is committed to a public participation plan that includes opportunities for interaction with the Policy Committee, other elected officials, local planning and public works directors, business, community, and education leaders, and other key stakeholders. Public workshops, meetings, and other outreach efforts provide forums for input and feedback on ATRC policy, program, project, and funding decisions.

#### **Get on Our Contact Lists**

ATRC maintains email and mailing lists so we can provide information to those who request it. Contact ATRC at [avcog@avcog.org](mailto:avcog@avcog.org) or (207) 783-9186 and let us know when and how you want to hear from us.

#### **Visit [www.ATRCMPO.org](http://www.ATRCMPO.org)**

The comprehensive ATRC website is your resource for regional information, project updates, traffic data, meeting schedules, agendas and minutes, and reports and other publications.

#### **View Our Calendar**

Visit [www.ATRCMPO.org/mpocalendar](http://www.ATRCMPO.org/mpocalendar) for a comprehensive calendar of all Technical and Policy Committee meetings, planning study meetings, public meetings, and more. These meetings are open to the public and agendas are typically posted seven days in advance of the meeting.

## **V. Development of the Unified Planning Work Program (UPWP)**

To ensure that the biennial ATRC Work Plan, the Unified Planning Work Program (UPWP), provides for effective public involvement, ATRC will solicit comments on proposed planning activities through:

- (1) a direct email to the affected and interested parties listed above; and
- (2) a solicitation on the ATRC website ([www.atrcmpo.org](http://www.atrcmpo.org))

Comments will be made available to the ATRC Technical Committee before they begin the development of the UPWP. Copies of the Draft UPWP and approved UPWP will be available to the general public upon request and on the ATRC website. A 21-day public notice period will be provided for comment on this document.

## **VI. Access to the ATRC Committees**

ISTEA and the subsequent Transportation Efficiency Act for the 21st Century (TEA-21) and MAP-21 each specifies that the public must be granted access information to the technical and policy committees and assumptions underlying the planning and emissions models used to carry out transportation decision-making and air quality conformity determinations. ATRC will satisfy this requirement in four ways:

### **Public Notice for ATRC Meetings**

A notice for all ATRC meetings will be made available to the media for publication in the local paper as well as in the ATRC web page. Meeting notices will be given a minimum of a week in advance.

### **The Androscoggin Valley Council of Governments' Newsletter**

The AVCOG provides staff time to ATRC under contract. AVCOG publishes a quarterly newsletter, which has wide distribution throughout Androscoggin, Franklin and Oxford Counties. The newsletter contains a section on ATRC news. ATRC staff will continue to include timely articles on demographic and land use projections, transit fares, roadway levels of service, traffic model information, air quality information, etc. Traffic data for the state and MPO area such as road counts, vehicle classification, turning movement counts, and high crash locations are available as interactive maps on the ATRC website ([www.atrcmpo.org](http://www.atrcmpo.org)).

### **Information Center**

Service requests are handled expeditiously by staff and are seen as a real benefit to the individuals and organizations in the community who utilize the information. ATRC takes care to keep its online traffic data maps updated for public use on demand.

### **Transportation Plan and TIP Development**

The public will have ample opportunity to review technical and policy information and assumptions through the Public Participation plan outlined in Section VII and VIII below. Additionally, ATRC documents the project selection procedures used to develop every TIP. This document will be made available to the public for review and comment, along with the Draft TIP document. This document is available on the ATRC website ([www.atrcmpo.org](http://www.atrcmpo.org)).

## ATRC Informational Presentations and Brochure

Appearances may be done with an ATRC brochure and presentation before various groups. Because ATRC might be considered a unique organization, every effort will be made to provide as clear as possible information on what it does and what role citizens and public officials have in the area's transportation planning process. Information will be made available at city halls and public libraries as well as on the ATRC web page with a document explaining what ATRC is.

## **VII. Updating the Long Range Transportation Plan**

ATRC is responsible for updating the Long Range Transportation Plan on a recurring basis as required by federal regulation 23 CFR Part 450. The Long Range Transportation Plan is required to look out a minimum of 20 years.

### Public Notification of Transportation Plan Development

ATRC will provide notice to the public of the intent to develop or update the transportation plan at the start of the development process. This notice will be published in local media; posted in the town offices and city halls of each community in the ATRC area, on the ATRC website, and sent to those interested groups and agencies included on the list of "interested and affected parties". ATRC will also attempt to reach those interested in the development of the transportation plan by using various public outreach strategies, which may include, but are not limited to, newsletters, news releases, newspaper inserts, bulletin boards, transit distribution and public service advertisements.

The public notice will include at least the following information:

- a brief description of the planning process,
- a schedule for when decisions will be made,
- how the transportation plan may affect the region,
- what opportunities exist for public participation, and;
- ATRC's contact for obtaining further information.

### **A. Public Forums/Workshops**

At appropriate points during the development of the transportation plan, ATRC will hold separate public forums to discuss the bicycle/pedestrian, transit, freight, highway and bridge as well as any other components of the Long-Range Transportation Plan identified by the Technical or Policy Committees and/or other interested parties.

A public informational meeting will then be held to discuss the development of the entire transportation plan, including transportation system deficiencies, alternative solutions, project priorities and other issues deemed appropriate. A 30-day public notice period will be provided for each of these meetings.

Public notices for these meetings will be published in the local daily newspaper, in the

towns or city halls of each ATRC community and will be sent to those interested groups and agencies included on the list of “interested and affected parties” at least ten days prior to the meeting as well as being on the ATRC website. ATRC will endeavor to identify neighborhoods readily affected by system deficiencies and attempt to involve them as an “interested or affected party.” ATRC may use a variety of approaches to foster effective public involvement.

### **Public Meeting on Draft Transportation Plan**

Upon completion of the Draft Transportation Plan, ATRC will schedule a public meeting on the document. Individuals and organizations identified on the “interested and affected parties” list will be notified and offered the opportunity to participate in and/or offer comment. The purpose of the hearing will be primarily for ATRC to collect comments regarding the content of the Draft Transportation Plan.

A Public Notice will be created and displayed using various media and will encourage submission of written comments by those unable to attend the hearing. A comment period of 30 days beginning from the date of the hearing notice will be provided during which time any comments may be submitted for consideration by ATRC’s Policy Committee. The draft transportation plan will be made available for inspection at the time of the hearing notice. Copies of the plan will be made available at AVCOG, 125 Manley Road, Auburn, at the town and city halls of the four ATRC communities, and in an electronic format on ATRC’s Web site: <http://www.atrcmpo.org>.

At the public meeting, ATRC will present pertinent information contained in the draft transportation plan and receive comments from the public. If a Significant Highway Project is determined under MSTPA, the ATRC Policy Committee will tailor a specific public involvement strategy after the required interagency consultation process is accomplished. This strategy will engage the public in the consideration of the purpose and need for the major investment as well as development and evaluation of all “reasonable” alternatives.

An Executive Summary of the Transportation Plan will be made available to the attendees at the meeting. All substantive comments received during the proceedings will be documented by ATRC. All written comments received will be acknowledged in writing.

### **Preparation of Final Transportation Plan**

ATRC will prepare the final transportation plan after carefully considering all of the comments and input received from the public process. All substantive written or oral comments received on the draft plan will be included in the final plan.

If the final plan contains substantive changes from the one which was made available for public comment, or raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, ATRC will provide an

additional duly noticed public comment period on the revised draft plan of not less than ten days.

The final Transportation Plan will contain ATRC's responses to all comments received on the draft and, if necessary, the final plan. ATRC will provide a copy of the final Transportation Plan to each Town Office or City Hall and library in the ATRC area electronically. As the plan is updated, so will these copies.

## **VIII. Development of the TIP**

The biennial process of updating the TIP should, generally follow the same notification provisions as the Long Range Transportation Plan.

### **A. Public Notification of TIP Development**

ATRC will provide notice to the public of the intent to develop or update the TIP at the start of the development process. This notice will be posted in the town and city halls of each community in the ATRC area, posted to the ATRC website (<http://www.atrcmpo.org>), and sent to those interested groups and agencies included on the list of "interested and affected parties". ATRC will also attempt to reach those interested in the TIP's development by using various public outreach strategies, which may include, but are not limited to, newsletters, news releases, newspaper inserts, bulletin boards, transit distribution and public service advertisements.

The public notice will include at least the following information: a brief description of the planning process tied to a schedule for when decisions will be made; how the TIP may affect the region; what opportunities exist for public participation; and ATRC's contact for obtaining further information.

### **Project Selection at ATRC Technical Committee Meetings**

Recommendations for potential TIP projects will be solicited from member organizations. Projects from the municipalities will be endorsed by their respective communities. A description of each proposed project will be placed on file at municipal offices at least 21 days prior to proceeding with the ATRC Project Selection Process. Notification that this list is available to be reviewed by the general public at AVCOG or municipal offices will be made in various media, on the ATRC website and the email lists to the Technical and Policy Committees. Further, a project that is submitted to ATRC for funding consideration must be certified by the municipality or organization that it has undergone a public participation process prior to its consideration by the ATRC. This certification will be noted in the written project information form provided by ATRC and filled out by each municipality.

### **MaineDOT STIP Process and Capital Work Plan**

The Maine Department of Transportation develops an annual list of projects for funding to the State Legislature to secure state funding for capital projects. This document is, among statewide projects, a combination of MaineDOT and ATRC sponsored projects. Upon completion of the draft list of prioritized projects for submittal for funding in the MaineDOT Capital Work Plan, ATRC will make that list available to the public. Individuals and organizations identified on the “interested and affected parties” list will be notified and offered the opportunity to comment.

The Public Notice will be posted on the ATRC website, ATRC community websites, and will encourage submission of written comments. A 21-day comment period begins the date of the notice will be provided during which time comments may be submitted for consideration by the ATRC Policy Committee. Copies of the list will be made available at AVCOG, 125 Manley Road, Auburn, and at the town office and city halls of the four ATRC communities as well as in electronic format on ATRC’s Web site ([www.atrcmpo.org](http://www.atrcmpo.org)) All substantive comments received during the comment period will be documented by ATRC. All written comments received will be acknowledged in writing.

### **Preparation of Final TIP**

ATRC will prepare its final TIP after receiving an updated list of projects scheduled for funding from the Maine Department of Transportation.

The final TIP will contain ATRC’s responses to all comments received on the draft TIP. The ATRC will provide an electronic copy of the final TIP to each town and city hall and other gathering places in the ATRC area. As the TIP is updated, so will these copies.

### **Updating Project Selection Criteria/Formula**

Any substantive change in ATRC’s TIP project selection criteria or formula is subject to public review and comment. Amendments to the TIP selection criteria and formula will be accomplished before the initiation of the TIP development process. ATRC will notify the public of its intent to update the TIP selection criteria and/or formula and make said material available to the public for comment. The ATRC TIP project selection criteria document is available on its website ([www.atrcmpo.org](http://www.atrcmpo.org)).

## FTA Public Hearing Requirements

Both the Lewiston-Auburn Transit Committee and Western Maine Transportation System (WMTS), FTA Section 5307(c) applicants have consulted with ATRC and concur that the public participation plan adopted by the ATRC for the development of the TIP satisfies the requirements that pertain to the development of the Program of Projects for Section 5307, Urbanized Area Formula Program, grant application including the provision for public notice and the time established for public review and comment.

For FTA projects that are not routine, such as Section 5307 applications that require an environmental impact statement, the public involvement provided for herein for TIP review is not sufficient. Any additional public involvement as present in the joint FHWA/FTA environmental regulations 23 CFR part 771 will be required by FTA for grant approval.

## Transportation Plan and TIP Amendments

In general, the 20-Year Transportation Plan is updated every five years, and the TIP is developed every two years. For 2014, changes to MaineDOT transportation processes have a conversion to an annual calendar year process, which ATRC mimics by updating and confirming its 2-year TIP on an annual basis. Whenever action is taken by the ATRC Policy Committee at the project level and is between these time periods, an amendment is necessary. ATRC will publish the proposed amendment to the Transportation Plan or TIP with a brief description or summary of the amendment(s) included. All technical analysis in support of the amendment including any air quality/conformity analysis will be referenced in the public notice and made available to the public for review and comment. A 14-day comment period beginning from the date of the public notice will be provided in which comments may be submitted to ATRC for consideration.

**Chart 1: Public Participation Comment Periods**

<u>Program</u>	<u>Posting and Comment Period</u>	<u>Document Updated</u>
<u>Public Participation Plan</u>	<u>45 Days*</u>	<u>Periodically</u>
<u>TIP Publication</u>	<u>21 Days</u>	<u>2 Years</u>
<u>TIP Amendment</u>	<u>14 Days</u>	<u>As Needed</u>
<u>TIP Modification</u>	<u>N/A</u>	<u>As Needed</u>
<u>TIP Project Candidate List</u>	<u>21 Days</u>	<u>1 Year</u>
<u>UPWP</u>	<u>21 Days</u>	<u>2 Years</u>
<u>Long Range Plan</u>	<u>30 Days*</u>	<u>5 Years</u>
<u>Long Range Plan Amendment</u>	<u>14 Days</u>	<u>As Needed</u>

\*Federal Mandated Time Period