



## Minutes of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

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### POLICY COMMITTEE MEETING July 28, 2021

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The Policy Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization met in session on **July 28, 2021** at 10:00 a.m. in the Community Room of the Hattiesburg Intermodal Facility in Hattiesburg, Mississippi and via the HPFL-MPO Virtual Meeting Room.

#### **Policy Committee Members Present-Virtual Attendance:**

Perry Brown	MDOT (Voting)
Shundreka Givan, Project Development Team Leader	FHWA (Non-voting)

#### **Policy Committee Member Present-In Person Attendance:**

Warren Byrd, Supervisor	Lamar County (Voting) – Vice Chairman
Ginger Lowrey, Planner	City of Hattiesburg (Voting)
Chris Bowen, Supervisor	Forrest County (Voting)

#### **MPO/HCT Staff**

Armendia Esters, MPO Division Manager	City of Hattiesburg (In-Person)
Stephanie Hall Campos, Public Engagement Coordinator	City of Hattiesburg (Virtual Attendance)
Deanna Chapman, MPO Division Administrative Asst.	City of Hattiesburg (In-Person)

#### **Visitors**

Larry Byrd, District 104	House Representative (In-Person)
Nick Connolly, County Engineer	Forrest County (In-Person)
Don Walker, County Engineer	Lamar County (Virtual Attendance)
Michael Hershman, Senior County Planner	Lamar County (Virtual Attendance)

#### **Call to Order/Introductions:**

Hattiesburg-Petal-Forrest-Lamar MPO Policy Committee Meeting was called to order by the Vice Chairman, Warren Byrd. Voting Delegates were identified.

**AGENDA SESSION:**

**There came the matter of Item III, Approval of the HPFL-MPO Policy Committee meeting agenda of July 28, 2021.** A motion was made by Chris Bowen and seconded by Ginger Lowrey to approve the agenda. The motion was unanimously approved.

**There came the matter of Item IV, Approval of the HPFL-MPO Policy Committee meeting minutes of April 28, 2021.** A motion was made by Chris Bowen and seconded by Ginger Lowrey to approve the agenda. The motion was unanimously approved.

**There came the matter of Item V, Approval of the proposed TIP Amendment-Safety Performance Targets Inclusion.** A motion for approval was made by Chris Bowen and seconded by Ginger Lowrey to approve the TIP Amendment-Safety Performance Targets. The motion was unanimously approved.

*Discussion:* Armendia Esters, MPO Division Manager

- Federal Government requires an Inclusion of Transit Safety Performance Targets documentation in all programs including the Transportation Improvement Plan (TIP) Program.
- The Transit Safety Performance Targets were adopted in January 2021 by HPFL-MPO Policy Committee

**There came the matter of Item VI, Approval of the proposed UPWP Amendments.**

A motion for approval was made by Chris Bowen and seconded by Ginger Lowrey to approve the UPWP Amendments. The motion was unanimously approved.

*Discussion:* Armendia Esters, MPO Division Manager

- MPO Transit Specialist – New Position added within the MPO – added to Public Transportation Task 6 on FY2021-2022 Unified Planning Work Program Budget
- HPFL-MPO Organization Chart – adding: HPFL-MPO Administrative Assistant and HPFL-MPO Transit Specialist

**There came the matter of Item VII, Approval of the proposed Public Participation Plan (PPP) Amendments.** A motion was made by Chris Bowen and seconded by Ginger Lowrey to approve the Public Participation Plan (PPP) Amendments. The motion was unanimously approved.

*Discussion:* Armendia Esters, MPO Division Manager

- Updating the Metrics of outreach efficacy, Social Media sites, tracking public responses, MPO office contact information, and MPO staff changes.

**There came the matter of Item VIII, Acknowledgement of the HPFL-MPO TIP 2021-2024**

**Modification-Bus Stop Improvement (BSI) Project, total cost increase.** A motion for approval was made by Chris Bowen and seconded by Ginger Lowrey to approve the Acknowledgement of the HPFL-MPO TIP 2021-2024 Modification-Bus Stop Improvement (BSI) Project, total cost increase.

*Discussion:* Armendia Esters, MPO Division Manager

- City of Hattiesburg being awarded with a discretionary award of 1.8 million dollar for several sidewalk improvements and bus stops.
- Group Page for sidewalk improvements – FTA required more specific details on the improvements being made.
- An update to the BSI Group Page was made for construction phases and acknowledging future grants.

**There came the matter of Item IX, Call for Project Amendments for FY 2022.**

*Discussion:* Armendia Esters, MPO Division Manager

- The HPFL-MPO is committing to more accurate project management in TIP
- Cost of projects have increased, due to ROW costs and other factors
- TIP Amendments & Modifications may now be required due to these factors

**There came the matter of Item X, Public Comment Opportunity**

Larry Byrd, District 104 – House Representative, request information on the proposed I-59/US 49 project.

**There came the matter of Item XI, Other Business/Local Business**

Warren Byrd, Vice Chairman of HPFL-MPO facilitated discussions regarding:

- Discussion: Transit Master Plan Status
  - The full HPFL-MPO Area is impacted.
  - Surveys were conducted in the City of Petal and Forrest County.
  - Micro transit (On-Demand Transit)
  - Expanding and Improving HubCity Transit System
- Discussion: Project Updates – LPAs
- Lamar County – Don Walker, Engineer
  - Project: Old Hwy 11 widening and Multiuse pathway. Obtain all the ROW review. Ongoing now- working with Utility companies and utility relocation phase. Submission of office review plans to MDOT.
  - Project: Roundabout Project at the intersection of Oak Grove Rd. and Weathersby Rd. – talked and met with MDOT regarding proposed layout at the intersection. Reviewed and looked at Modeling Level Services. A final recommended layout was discussed with Lamar County Board of Supervisors begins preliminary engineering as suggested construction begins in FY22.
- Discussion: East Hardy/Hall Ave Overpass Corridor Study
  - Ginger Lowrey, Planning Division Manager
  - Goal of the Study: Growth in the area, Land Use and Design regulations as an overlay.

**There came the matter of Item XII, New Fiscal Year Preparation**

- New Chairman and Vice Chairman for Policy Committee
- New Proxy Forms to be submitted in to the MPO Staff
- 2021-2022 MPO Meeting Calendar

**There came the matter of Item XIII, MSA Update**

- Census Recommendation on MSA update
  - OMB's 2020 Standards will maintain the MSA Threshold of 50,000, for the next 10 years.
  - HPFL-MPO Boundaries will change in Spring or Summer of FY22.

**There came the matter of Item XIII, Meeting Adjournment.** The next scheduled Policy Committee meeting is on October 27, 2021. There being no further business, a motion was made by Chris Bowen to adjourn the meeting. The motion was seconded by Ginger Lowrey. The meeting was adjourned.

  
Andrew Ellard, Executive Director of HPFL-MPO

Date: 10/23/21

Attest:

  
Deanna Chapman, Recording Secretary

Date: 11/2/21



Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
Hattiesburg Train Depot Community Room \* 308 Newman Street \* Hattiesburg,  
Mississippi

**POLICY COMMITTEE MEETING**  
July 28, 2021 - 10:00 a.m.

**POLICY AGENDA**

1. Call to Order Policy Committee Vice – Chairperson  
Warren Byrd, Lamar County Supervisor
2. Introductions/Identification of the LPA’s voting delegates
3. Approve Agenda of the July 28, 2021 Policy Committee Meeting  
Approve, Deny or Amend the HPFL-MPO Policy Committee Meeting Agenda of July 28, 2021.
4. Approve Minutes of the April 28, 2021 Policy Committee Meeting  
Approve, Deny or Amend the HPFL-MPO Policy Committee Meeting Minutes of April 28, 2021.
5. Approve the proposed TIP Amendment-Safety Performance Targets Inclusion.
6. Approve the proposed UPWP Amendments.
7. Approve the proposed Public Participation Plan (PPP) Amendments.

**ROUTINE AGENDA**

1. Acknowledgement of the HPFL-MPO TIP 2021-2024 Modification-Bus Stop Improvement (BSI) project, total cost increase.
2. Call for Project Amendments for FY 2022

**OTHER**

1. Public Comment Opportunity  
Discussion: This time is allotted for public input or comment

2. Other Business/Local Business  
Discussion: Transit Master Plan status  
Discussion: Project Updates-LPAs  
Discussion: East Hardy/Hall Ave Overpass Corridor Study
3. Announcements
  - A. New Fiscal Year Preparation
4. Meeting Adjourned



## **Minutes of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization**

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### **POLICY COMMITTEE MEETING April 28, 2021**

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The Policy Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization met in session on **April 28, 2021** at 10:00 a.m. in the Community Room of the Hattiesburg Intermodal Facility in Hattiesburg, Mississippi and via the HPFL-MPO Virtual Meeting Room.

#### **Policy Committee Members Present-Virtual Attendance:**

Mayor Toby Barker	City of Hattiesburg (Voting) - Chairman
Warren Byrd, Supervisor	Lamar County (Voting) – Vice Chairman
Mayor-Elect Tony Ducker	City of Petal (Voting)
Evan Wright, P.E.	MDOT (Voting)
Shundreka Givan, Project Development Team Leader	FHWA (Non-voting)

#### **Policy Committee Member Present-In Person Attendance:**

Chris Bowen, Supervisor	Forrest County (Voting)
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#### **MPO/HCT Staff**

Andrew Ellard, Executive Director of HPFL-MPO	City of Hattiesburg (In-Person)
Armendia Esters, MPO Division Manager	City of Hattiesburg (In-Person)
Stephanie Hall Campos, Public Engagement Coordinator	City of Hattiesburg (Virtual Attendance)
Deanna Chapman, MPO Division Administrative Asst.	City of Hattiesburg (In-Person)

#### **Visitors**

Nick Connolly, P.E.	Forrest County (In-Person)
Ginger Lowrey, Planner	City of Hattiesburg (Virtual Attendance)
Don Walker, County Engineer	Lamar County (Virtual Attendance)
Michael Hershman, Senior County Planner	Lamar County (Virtual Attendance)
Perry Brown, P.E.	MDOT (Virtual Attendance)
Lamar Rutland, P.E.	City of Hattiesburg (In-Person)

#### **Call to Order/Introductions:**

Hattiesburg-Petal-Forrest-Lamar MPO Policy Committee Meeting was called to order by the Chairman, Toby Barker. Voting Delegates were identified.

**AGENDA SESSION:**

**There came the matter of Item III, Approval of the HPFL-MPO Policy Committee Meeting Agenda of April 28, 2021.** A motion was made by Warren Byrd and seconded by Chris Bowen to approve the agenda. The motion was unanimously approved.

**There came the matter of Item IV, Approval of the HPFL-MPO Policy meeting minutes for January 27, 2021.** A motion was made by Warren Byrd and seconded by Chris Bowen to approve the minutes. The motion was unanimously approved.

**There came the matter of Item V, Acknowledgement of the HPFL-MPO TIP 2021-2024 Modifications from March 2021.**

Armendia Esters provided the following comments related to the HPFL-MPO TIP 2021-2024 Modifications from March 2021:

- The TIP Project pages for the LPAs have received an updated format.
- New Comments on the LPAs project status were added.
- The approved Amendments from January 27, 2021 were inserted.

A motion was made by Warren Byrd and seconded by Chris Bowen to acknowledge the HPFL-MPO TIP 2021-2024 Modifications from March 2021. The motion was unanimously approved.

**There came the matter of Item VI, Public Comment Opportunity.**

Discussion was held on the need for improvements to the interchange at Interstate 59, US Hwy 11 and US Hwy 98 and the possible methods for securing funding for the future project.

**There came the matter of Item VII, Other Business/Local Business**

Andrew Ellard facilitated discussion regarding:

*A. Discussion: Transit Master Plan Status*

- a. Andrew Ellard informed the committee that:
  - i. Phase 1 of the Transit Master Plan is in process with Community surveys going live.
  - ii. Existing riders survey went live last week.
  - iii. Physical mail out will be completed this week.
  - iv. Forming of Technical Advisory Group (TAG) will initiate in May

*B. Discussion: Project Updates – LPAs*

- a. Chris Bowen informed the committee that:
  - i. There is a possibility that new Federal Regulations may have an impact on the total job cost of future construction projects

*C. Discussion: Census Recommendation on MSA*

- a. Andrew Ellard mentioned letters being sent from HPFL-MPO committee members, and other Elected Officials, in opposition to the proposed changes to the MSA.
- b. No further updates on this matter.

**There came the matter of Item VIII, Meeting Adjournment.** The next scheduled Policy Committee meeting is on July 28, 2021. There being no further business, Chairman Toby Barker adjourn the meeting. The meeting was adjourned.

\_\_\_\_\_  
Andrew Ellard, Executive Director of HPFL-MPO

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

Attest:

\_\_\_\_\_  
Deanna Chapman, Secretary

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



## PERFORMANCE MANAGEMENT

Transportation Asset Management is a process to strategically manage transportation systems in a cost-effective, safe, efficient, and environmentally sensitive manner. This approach focuses on performance to manage systems for optimal results. Requirements to implement Asset and Performance Management were introduced by MAP-21 and, subsequently, the FAST Act. While MDOT has been monitoring the asset condition of the state-maintained pavements and bridges and investing in maintenance and preservation for decades, efforts have been made to ensure current Asset and Performance Management activities meet the new Federal objectives.

As a result of MAP-21, 7 national goals were established to address safety, current infrastructure, traffic congestion, efficiency, environment, transportation delays, and project delivery delays;

1. **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System (NHS).
4. **System Reliability** - To improve the efficiency of the surface transportation system.
5. **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

The HPFL-MPO and MDOT cooperatively develop and share information related to transportation performance data, the selection of performance targets, and the reporting of performance targets. The reporting of performance is to be used in tracking progress toward attainment of critical outcomes for the urbanized area of the HPFL-MPO. The HPFL-MPO will support Hub City Transit's State of Good Repair targets by programming capital improvement transit projects in the MTP and TIP. The HPFL-MPO collaborates with MDOT on Safety, pavement and bridge, system performance and freight performance by reviewing STIP and TIP project to assess their impacts and identifying projects from HPFL-MPO planning to support the measures. This TIP was developed in consideration of the established performance measures and targets. As required under current the most recent transportation act, the HPFL-MPO will establish performance targets, and track progress towards target achievement, for the following performance measures except as noted:



## 1. Safety

FIXED-ROUTE MODE	SAFETY PERFORMANCE TARGETS	NON-FIXED ROUTE MODE
1	TOTAL NUMBER OF FATALITIES	0
.05	FATALITY RATE PER 50,000 VEHICLE REVENUE MILES (VRM)	0
1	TOTAL NUMBER OF INJURIES	0
.05	INJURY RATE PER 50,000 VRM	0
0	TOTAL NUMBER OF SAFETY EVENTS	0
0	SAFETY EVENT RATE PER 50,000 VRM	0
10,000 VRM	SYSTEM RELIABILITY: (The mean distance between mechanical failures)	25,000 VRM

### 2. Pavement Condition

1. Percentage of pavements on the Interstate System in Good condition.
2. Percentage of pavements on the Interstate System in Poor condition.
3. Percentage of the non-interstate National Highway System in Good condition.
4. Percentage of the non-interstate National Highway System in Poor condition.

### 3. Bridge Condition

1. Percentage of National Highway System bridges classified as in Good condition.
2. Percentage of National Highway System bridges classified as in Poor condition.

### 4. NHS Travel Time Reliability

1. Percent of the Person-Miles Traveled on the Interstate that are reliable.
2. Percent of the Person Miles Traveled on the Non-Interstate National Highway System that are reliable.

### 5. Freight Reliability

1. Percentage of Interstate System mileage providing reliable truck travel time.

### 6. Traffic Congestion

2. Annual hours of peak hour excessive delay per capita.
3. Percentage of Non-Single Occupancy Vehicle Travel.

### 7. Total Emissions Reduction

1. Total emissions reductions by applicable pollutants under the CMAQ program.



Every five years MDOT, in conjunction with the MPOs, updates the long-range transportation plan, known as the Mississippi Unified Long-Range Transportation Infrastructure Plan (MULTIPLAN). Through this effort, and predating MAP-21 requirements, MDOT has incorporated performance-based planning by establishing long-term planning goals supported by investment strategies to accomplish these goals. While several funding strategies were identified and analyzed, the final plan places emphasis on the top two – Expected Funding and Adequate Funding. The Expected Funding Scenario is based on historical revenues and places the top priority on maintenance and preservation of the existing system. The Adequate Funding Scenario also emphasizes maintenance and preservation but outlines capacity improvements that could be accomplished if additional funding was to be provided. Until additional revenue becomes available, MDOT’s program will be based on the Expected Funding Scenario.

This STIP was developed in consideration of the established performance targets by allocating the maximum available funding to maintenance and preservation of State Maintained pavements and bridges and to safety. MDOT uses extensive data collection efforts and pavement, bridge, and safety management systems to analyze data, identify and prioritize projects, and optimize available funds (see Project Prioritization above). The resulting projects are evaluated by MDOT staff and reprioritized as needed to achieve performance targets and link investment decisions to goals. In addition, MDOT will continue to coordinate with the MPOs and other stakeholders through the development of the STIP to support regional goals, objectives, and targets, to the maximum extent practicable.



**Attachment 1**  
**Transportation Improvement Plan Procedures**



## PERFORMANCE MANAGEMENT

Transportation Asset Management is a process to strategically manage transportation systems in a cost-effective, safe, efficient, and environmentally sensitive manner. This approach focuses on performance to manage systems for optimal results. Requirements to implement Asset and Performance Management were introduced by MAP-21 and, subsequently, the FAST Act. While MDOT has been monitoring the asset condition of the state-maintained pavements and bridges and investing in maintenance and preservation for decades, efforts have been made to ensure current Asset and Performance Management activities meet the new Federal objectives.

As a result of MAP-21, 7 national goals were established to address safety, current infrastructure, traffic congestion, efficiency, environment, transportation delays, and project delivery delays;

1. **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
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5. **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

The HPFL-MPO and MDOT cooperatively develop and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the urbanize area of the HPFL-MPO. The HPFL-MPO will support Hub City Transit's State of Good Repair targets by programming capital improvement transit projects in the MTP and TIP. The HPFL-MPO collaborates with MDOT on Safety, pavement and bridge, system performance and freight performance by reviewing STIP and TIP project to assess their impacts and identifying projects from HPFL-MPO planning to support the measures. This TIP was developed in consideration of the established performance measures and targets. As required under current the most recent transportation act, the HPFL-MPO will establish performance targets, and track progress towards target achievement, for the following performance measures except as noted:

### 1. Safety

1. Total number of traffic related fatalities on all public roads.
2. Rate of traffic related fatalities on all public roads per 100 million VMT.
3. Total number of traffic related serious injuries on all public roads.



4. Rate of traffic related serious injuries on all public roads per 100 million VMT.
5. Total number of non-motorized fatalities and serious injuries on all public roads.

## **2. Pavement Condition**

1. Percentage of pavements on the Interstate System in Good condition.
2. Percentage of pavements on the Interstate System in Poor condition.
3. Percentage of the non-interstate National Highway System in Good condition.
4. Percentage of the non-interstate National Highway System in Poor condition.

## **3. Bridge Condition**

1. Percentage of National Highway System bridges classified as in Good condition.
2. Percentage of National Highway System bridges classified as in Poor condition.

## **4. NHS Travel Time Reliability**

1. Percent of the Person-Miles Traveled on the Interstate that are reliable.
2. Percent of the Person Miles Traveled on the Non-Interstate National Highway System that are reliable.

## **5. Freight Reliability**

1. Percentage of Interstate System mileage providing reliable truck travel time.

## **6. Traffic Congestion**

2. Annual hours of peak hour excessive delay per capita.
3. Percentage of Non-Single Occupancy Vehicle Travel.

## **7. Total Emissions Reduction**

1. Total emissions reductions by applicable pollutants under the CMAQ program.

Every five years MDOT, in conjunction with the MPOs, updates the long-range transportation plan, known as the Mississippi Unified Long-Range Transportation Infrastructure Plan (MULTIPLAN). Through this effort, and predating MAP-21 requirements, MDOT has incorporated performance-based planning by establishing long-term planning goals supported by investment strategies to accomplish these goals. While several funding strategies were identified and analyzed, the final plan places emphasis on the top two – Expected Funding and Adequate Funding. The Expected Funding Scenario is based on historical revenues and places the top priority on maintenance and preservation of the existing system. The Adequate Funding Scenario also emphasizes maintenance and preservation but outlines capacity improvements that could be accomplished if additional funding was to be provided. Until additional revenue becomes available, MDOT's program will be based on the Expected Funding Scenario.

This STIP was developed in consideration of the established performance targets by allocating the maximum available funding to maintenance and preservation of State Maintained pavements and bridges and to safety. MDOT uses extensive data collection efforts and pavement, bridge, and safety management systems to analyze data, identify and prioritize projects, and optimize available funds (see Project Prioritization above). The resulting projects are evaluated by MDOT staff and reprioritized as needed to achieve performance targets and link investment decisions to goals. In addition, MDOT will continue to coordinate with the MPOs and other stakeholders through the development of the STIP to support regional goals, objectives, and targets, to the maximum extent practicable.



**Attachment 1**  
**Transportation Improvement Plan Procedures**



## **Transportation Improvement Program Procedures Summary**

The Transportation Improvement Program (TIP) is one of the most important products of the MPO's planning process.

### **What is the TIP?**

The Transportation Improvement Program (TIP) is a financially constrained four-year program for addressing short-term transportation priorities that are consistent with the area's long-range transportation plan (LRTP).

The TIP allocates the limited transportation resources among the various capital and operating needs of the area, based on locally developed priorities. The TIP:

- | Outlines federally funded transportation investments for a four-year period
- | Covers an agreed upon list of priority projects for the region
- | Is updated every two years
- | May be amended every 6 months or as needed
- | Is realistic in terms of available funding
- | Is approved by the MPO and the Governor
- | Will be financially constrained
- | Is incorporated into the Statewide Transportation Improvement Program

### **What role does the MPO play?**

The TIP is developed and approved by the MPO and is included, without modification, in the Statewide Transportation Improvement Program (STIP) following approval by the Governor. The TIP can be modified at any time subject to approval of the MPO technical and policy committees.

### **How is the TIP funded?**

Federal funding made available through the Surface Transportation Block Grant (STBG) is transferred first to the Mississippi Department of Transportation (MDOT), and then allocated to the MPO in a population-based formula. The funds are allocated through the MPO to local public agencies for eligible transportation improvement projects.

### **What roads are eligible in the Hattiesburg Urbanized Area?**

Any functionally classified road within the urbanized area is eligible for Federal funding.

### **What are the funding requirements?**

Safety projects may be 100% federally funded but may not exceed 10% of the annual STBG allocation. Other projects are eligible for 80% federal funding.

### **Eligible Projects Include:**

Projects that improve traffic flow, reduce congestion, enhance safety, reduce vehicle idling, reduce vehicle miles traveled, provide access to public transit, and improve the modal options and intermodal connectivity for people and goods.

- | New signals, signal upgrades, signal systems
- | Turn lanes, intersection geometry improvements

PUBLIC NOTICE  
PUBLIC COMMENT PERIOD  
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
FY 2021-2024 TRANSPORTATION IMPROVEMENT PLAN (TIP)

The Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO) will hold a 15-day public comment period beginning **Thursday, May 20, 2021** for the public to review and provide comments regarding the proposed amendment to the current FY 2021-2024 Transportation Improvement Plan (TIP). This process is being conducted in accordance with State and Federal guidelines and the HPFL-MPO Public Participation Plan procedures. The HPFL-MPO TIP for the Hattiesburg Urbanized Area is a part of the Statewide Transportation Improvement Program (STIP) document.

The proposed amendments include the following project:

The new Hub City Transit/HPFL-MPO Safety Performance Targets

Safety performance targets for 2021 are based upon a review of the last five (5) years of Hub City Transit's (HCT) safety performance data and vehicle revenue miles (VRM) which were reported to the National Transit Database (NTD), and also the data from the internal safety occurrence reports.

Fixed-Route Mode	Safety Performance Targets	Non-Fixed Route Mode
1	Total Number of Fatalities	0
.05	Fatality Rate per 50,000 Vehicle Revenue Miles (VRM)	0
1	Total Number of Injuries	0
.05	Injury Rate per 50,000 VRM	0
0	Total Number of Safety Events	0
0	Safety Event Rate per 50,000 VRM	0
10,000 VRM	System Reliability: (The mean distance between mechanical failures)	25,000 VRM

The proposed amendment will be available for review at [www.hattiesburgms.com/mpo](http://www.hattiesburgms.com/mpo). A hard copy of the documents can be requested by contacting the MPO office at 601.554.1008. The official review and comment period will be held from May 20, 2021 – June 3, 2021.

Written comments regarding the proposed FY 2021-2024 TIP amendment should be emailed to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com) or mailed to:

Deanna Chapman, MPO Division Administrative Assistant  
P.O. Box 1898  
Hattiesburg, MS 39403

Anyone who may require auxiliary aids or special accommodations to participate in this comment period should advise the HPFL-MPO by calling 601.554.1008 or emailing [aesters@hattiesburgms.com](mailto:aesters@hattiesburgms.com) for assistance.

PUBLISH Once (1) in the Legal Section of the Hattiesburg Post: May 20, 2021

## Financial Summary

The estimated funding available to the HPFL-MPO for 2021 and 2022, respectively, totals **\$1,739,388.00** in federal, state, and local funds. The Federal and Local funding will be available over the two year period. Please be aware that funding estimates are based upon prior years' authorizations; approvals are made contingent upon legislation for continued funding.

The Unified Planning Work Program currently addressed planning funds administered by the U.S. Department of Transportation under three programs.

- Federal Highway Administration Planning Funds (PL-Funds)
- Federal Transit Administration Flex Funding Program (5305 Funds)
- PL carryover funds have been reduced by paid invoices and pending invoices

The Mississippi Department of Transportation provides a share of the non-federal matched for the Flex Fund programs. The City of Hattiesburg provides local monies and in-kind services for PL-funds and transit funds.

ITEM	PL Funds	5305 FLEX Funds	MDOT Match	Local Match	TOTAL
<b>Carryover</b>	\$ 589,942.00	\$ 210,519.00	\$ 52,630.00	\$ 147,485.00	\$ 1,000,576.00
<b>FY2021</b>	\$ 234,040.00	\$ 58,559.00	\$ 14,640.00	\$ 58,510.00	\$ 365,749.00
<b>FY 2022</b>	\$ 238,721.00	\$ 59,730.00	\$ 14,932.00	\$ 59,680.00	\$ 373,063.00
<b>Total</b>	\$ 1,062,703.00	\$ 328,808.00	\$ 82,202.00	\$ 265,675.00	<b>\$ 1,739,388.00</b>
Task	PL	5305 FLEX	MDOT Match	Local Match	Total
<b>1</b>	\$ 340,515.00	\$ 201,100.00	\$ 50,275.00	\$ 85,129.00	\$ 677,019.00
<b>2</b>	\$ 173,780.00	\$ 68,369.00	\$ 17,091.00	\$ 43,445.00	\$ 302,685.00
<b>3</b>	\$ 157,853.00	\$ -	\$ -	\$ 39,464.00	\$ 197,317.00
<b>4</b>	\$ 27,575.00	\$ -	\$ -	\$ 6,894.00	\$ 34,469.00
<b>5</b>	\$ 362,980.00	\$ -	\$ -	\$ 90,745.00	\$ 453,725.00
<b>6</b>	0.00*	\$ 59,338.40	\$ 14,834.60	0.00*	\$ 74,173.00
<b>TOTAL</b>	\$ 1,062,703.00	\$ 328,807.40	\$ 82,200.60	\$ 265,677.00	<b>\$ 1,739,388.00</b>

\*The financial source for this item will be provided by the CARES Act, and will not include PL funds.

**FY 2021-2022 UNIFIED PLANNING WORK PROGRAM BUDGET**

<b>Work Task</b>	<b>Program/System</b>	<b>PL-Funds</b>	<b>MDOT 5305 Flex Funds</b>	<b>MDOT Match</b>	<b>LOCAL/in kind</b>
<b>Task 1.0</b>	<b>Administration/Management</b>	<b>\$ 340,515.00</b>	<b>\$ 201,100.00</b>	<b>\$ 50,275.00</b>	<b>\$ 85,129.00</b>
1.1	Program Administration	\$ 253,900.00	\$ 201,100.00	\$ 50,275.00	\$ 63,475.00
1.2	Committee Support	\$ 37,121.00	\$ -	\$ -	\$ 9,280.00
1.3	Staff Travel and Training	\$ 19,797.00	\$ -	\$ -	\$ 4,949.00
1.4	Interagency Coordination	\$ 12,374.00	\$ -	\$ -	\$ 3,094.00
1.5	Public Participation	\$ 17,323.00	\$ -	\$ -	\$ 4,331.00
<b>Task 2.0</b>	<b>Data Development</b>	<b>\$ 173,780.00</b>	<b>\$ 68,369.00</b>	<b>\$ 17,091.00</b>	<b>\$ 43,445.00</b>
2.1	Transportation Data Collection	\$ 101,780.00	\$ 43,369.00	\$ 10,841.00	\$ 25,445.00
2.2	Technical Assistance	\$ 52,000.00	\$ 25,000.00	\$ 6,250.00	\$ 13,000.00
2.3	Training	\$ 20,000.00	\$ -		\$ 5,000.00
<b>Task 3.0</b>	<b>Planning</b>	<b>\$ 157,853.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,464.00</b>
3.1	Manage Program Documents	\$ 102,682.00	\$ -	\$ -	\$ 25,671.00
3.2	Coordination with Transit Service Providers	\$ 55,171.00	\$ -	\$ -	\$ 13,793.00
<b>Task 4.0</b>	<b>Metropolitan Transportation Plan</b>	<b>\$ 27,575.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,894.00</b>
4.1	(MTP) Management and Planning	\$ 27,575.00	\$ -	\$ -	\$ 6,894.00
<b>Task 5.0</b>	<b>Special Studies</b>	<b>\$ 362,980.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,745.00</b>
5.1	Major Corridor Studies	\$ 71,490.00	\$ -	\$ -	\$ 17,872.00
5.2	Drainage Study relative to potential future project	\$ 171,490.00	\$ -	\$ -	\$ 42,873.00
5.3	Pavement Management Planning	\$ 120,000.00	\$ -	\$ -	\$ 30,000.00
<b>Task 6.0</b>	<b>Public Transportation</b>	<b>\$ -</b>	<b>\$ 59,338.00</b>	<b>\$ 14,835.00</b>	<b>\$ 74,173.00</b>
6.0	MPO Transit Specialist	\$ -	\$ 34,338.00	\$ 8,585.00	\$ -
6.1	Regional Transit Planning Study	\$ -	\$ 25,000.00	\$ 6,250.00	\$ -

\*FHWA AND FTA Planning funds are consolidated under the Consolidated Planning Grant (CPG)  
 \*\*The financial source for this item will be provided by the CARES Act, and will not include PL funds.

**Public Involvement**

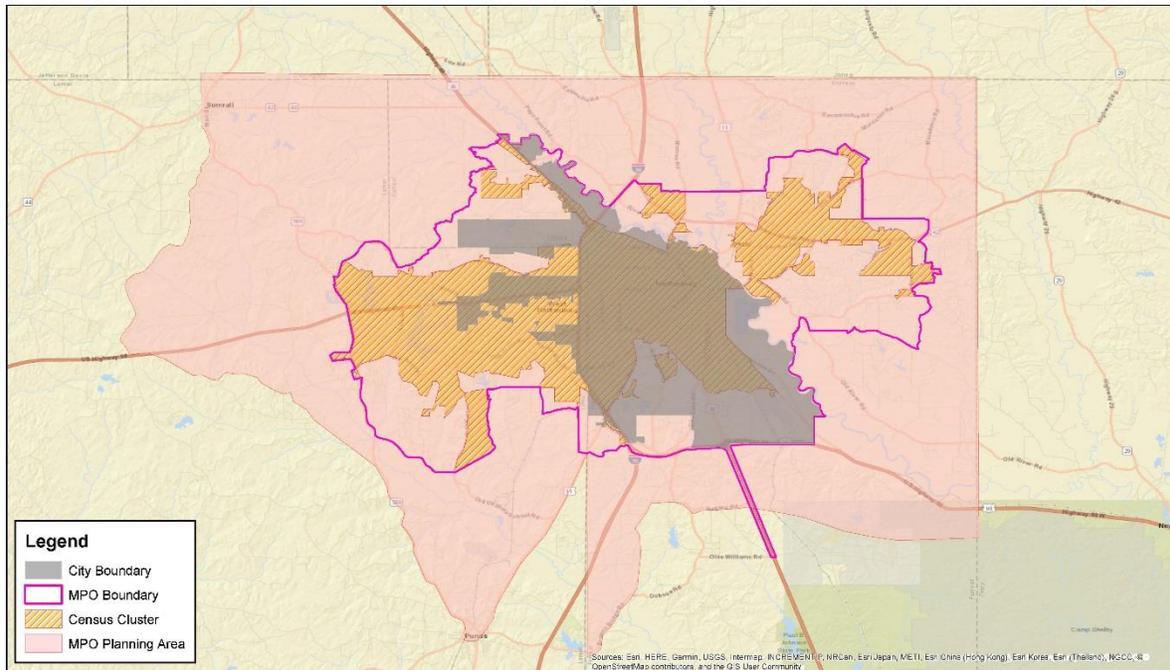
Public involvement is conducted in accordance with the adopted Public Participation Plan. Staff sends notification of all Technical Committee and Policy Committee meetings, Transportation Improvement Program (TIP), or Metropolitan Transportation Plan (MTP) meetings to a mailing (email) list comprised of citizens, businesses, federal, state, and local agencies related to or interested in transportation planning. Meeting notices are posted on the HPFL-MPO website and advertised in the local newspaper.

**Definition of Area**

The Metropolitan Planning Area (MPA) of the HPFL-MPO consist of the jurisdictional boundary of the City of Hattiesburg, the City of Petal, a portion of Forrest and Lamar counties as depicted in Figure 1.

Figure 1

MPO Boundary and Planning Area





## Organization

### ***Organization***

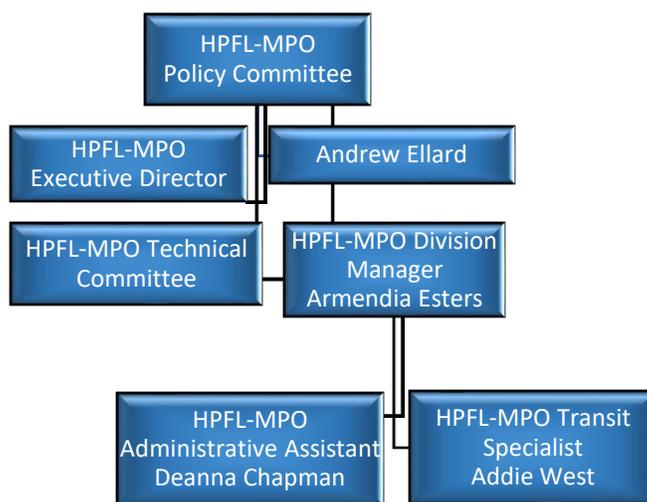
The HPFL-MPO Policy Committee is the governing and final decision-making body for the organization. It is comprised of the Mayors of the City of Hattiesburg and City of Petal, Presidents of the Forrest County and Lamar County Board of Supervisors or their designees, Executive Directors of the Mississippi Department of Transportation Federal Highway Administration and the Federal Transit Administration and the Executive Director of the MPO.

The HPFL-MPO Technical Committee (TC) is responsible for advising the Policy Committee on all urban transportation planning matters and to help guide the metropolitan transportation planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations on HPFL-MPO policy issues. The TC is comprised of engineers, planners, technicians, city/county full-time staff and consultants, and staff of state and federal transportation agencies. A current list of Policy Committee and Technical Committee members is provided in Figure 4. Individuals are typically members by virtue of their role with an agency, organization or jurisdiction, which may change as entities experience staff turnover.

The MPO Staff and the Technical Committee assist MPO board with planning and recommendations. The HPFL-MPO currently operates with the following staff positions: Executive Director, MPO Division Manager, MPO Administrative Assistant and the MPO Transit Specialist (Figure 2).



Figure 2



As a small organization, the HPFL-MPO's effectiveness also depends on its ability to form collaborative partnerships with a variety of stakeholders, including community groups, health care professionals, school/college administrators, utility companies, the Chamber of Commerce, and economic development groups on programs, projects and initiatives.



## *Unified Planning Work Program Tasks*



## **TASK 1.0 - ADMINISTRATION/MANAGEMENT**

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4609  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### **OBJECTIVE**

The objective of Task 1.0 is to ensure that the metropolitan transportation planning process is a continuing, comprehensive and coordinated (3C), regional transportation planning program conducted in compliance with applicable federal, state, and local laws and regulations in order to address the transportation needs within the Metropolitan Planning Boundary and ensure that all modes of transportation are considered as viable elements in the overall planning process.

**POLICY PURPOSE:** The MPO will maintain offices and staff for the purpose of administration operations of the MPO. The MPO administrative staff will maintain fiscal accountability in accordance with federal regulations for grant administration, including the in-kind program; project managers will monitor staff and/or consultant performance on work assignments as required accomplishing UPWP tasks

### **EXPECTED PRODUCTS**

Expected products from this task include the implementation of the metropolitan transportation planning process through:

- Program Administration/Management;
- Committee Support;
- Travel and Training;
- Interagency Coordination; and
- Public Participation

### **SUBTASKS**

#### **1.1 Program Administration**

Administer the program by:

- Accomplishing planning objectives and ensuring compliance with applicable federal, state, and local laws and regulations
- Carrying out accounting and records management
- Providing office space for HPFL-MPO staff. Managing HPFL-MPO staff, including assignment of tasks, oversight of responsibilities, performance evaluations, and administration of employees' leave;
- Implementing, maintaining and updating policy documents including the HPFL-MPO Bylaws, the Public Participation Plan and the Limited English Proficiency Plan;
- Developing and managing contracts necessary for carrying out the program;
- Participation in the Association of Metropolitan Planning Organizations (AMPO), and other organizations that enhance the planning process; and
- Monitor federal and state legislation related to or impacting transportation issues.

### **1.2 Committee Support**

Provide support to the Policy Committee (PC), Technical Committee (TC) and other designated subcommittees by:

- Preparing and distributing meeting schedules;
- Securing meeting locations and coordinating room arrangements;
- Advertising and posting meeting notices in accordance with the Public Participation Plan;
- Preparing and delivering committee packets and supporting information;
- Preparing resolutions supporting planning projects from member agencies; and
- Provide meeting minutes or notes, as appropriate, to committee members.

### **1.3 Staff Travel and Training**

Attend workshops, conferences, seminars, webinars and other events that support the work of the HPFL-MPO and further enhance staff knowledge, skills and abilities. Attendance at the following is anticipated, subject to prior approval from MDOT for all out-of-state travel:

- FHWA and MDOT Training Sessions
- MDOT Statewide MPO's Executive Committee, Subcommittee and Membership Meetings
- Association of MPO's (AMPO) Annual Conference
- ESRI National Conference
- Transportation Research Board (TRB) Innovations in Travel Modeling
- National Training Institute Training (NTI)
- Mississippi Automated Resource Information System (M.A.R.I.S.) Forums
- MDOT Statewide Transit Summit

### **1.4 Interagency Coordination**

Coordinate with agencies and community groups on transportation-related issues within the HPFL-MPO planning area.

These groups include, but are not limited to:

- MDOT State and District VI
- City of Hattiesburg
- City of Petal
- Forrest County
- Lamar County
- University of Southern Mississippi
- William Carey University
- Hattiesburg Laurel Regional Airport
- Railroad Agencies
- Forrest County Industrial Park Commission
- Bobby Chain Municipal Airport
- Area Development Partnership
- Southern Mississippi Planning and Development District
- Hattiesburg Convention & Visitors Bureau
- Hattiesburg Downtown
- Medical Centers
- Social Service Agencies
- Bicycling Advocacy Groups

**1.5 Public Participation**

The HPFL-MPO will engage the public in accordance with the Public Participation Plan (3P) and will meet the requirements of U.S. Title I of the Civil Rights Act of 1964 by:

- Conducting appropriate public hearings, public meetings and community outreach activities;
- Maintaining a database of media contacts for dissemination of public participation materials and notices;
- Producing and distributing a quarterly newsletter;
- Extending HPFL-MPO’s outreach using the HPFL-MPO website, surveys, electronic newsletters, visualization tools and appropriate innovative participation techniques;
- Complying with the FTA/MDOT directive to maintain a Limited English Proficiency Program (LEP), wherein information and documents will be made available to the public in other languages upon request, to facilitate participation in HPFL-MPO plans, programs and activities; and
- Attending and participating in local meetings addressing transportation issues or issues that impact transportation concerns.

**Previous Work**

- MPO Administration and Management
- Unified Planning Work Program (UPWP)
- Quarterly Transportation Policy Committee (TPC) and Technical Coordinating Committee (TCC) meetings
- MPO self-certification review
- Maintain interagency agreements
- MPO Planning and Technical Support
- Transportation Improvement Program (TIP)
- Professional Development for MPO Staff and MPO Members
- Functional Roadway Classifications
- Supervision of staff assigned to Transportation Planning and MPO tasks
- Participation and coordination of federal and state programs
- Memorandum of Understanding between HPFL-MPO and MDOT
- Invoice, Budget and Quarterly Reports
- Participate in federal and state meetings
- Annual Audit

<b>TASK 1.0 - ADMINISTRATION/MANAGEMENT</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>1</b>	<b>\$340,515.00</b>	<b>\$201,100.00</b>	<b>\$50,275.00</b>	<b>\$85,129.00</b>	<b>\$677,019.00</b>



## **TASK 2.0 - DATA DEVELOPMENT & MAINTENANCE**

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4609  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

The objective of Task 2.0 is to collect, update, analyze, model and maintain the basic data, inventories and tools necessary for use in implementing the HPFL-MPO transportation plans, programs and projects.

Private sector professional services may be utilized in order to supplement staff efforts under this task.

### **EXPECTED PRODUCTS**

Expected products from this task include:

- Collection, analysis, and maintenance of transportation data;
- Maintain and update databases and inventories of transportation data and facilities;
- Maintain and update the travel demand model;
- Maintain and update the Geographic Information System (GIS).

### **PREVIOUS WORK**

- Provision of land use, socioeconomic, population data to be used by communities in long range transportation planning
- Provision of maps, traffic counts, inventory data and other technical information
- Continuous monitoring and surveillance of growth patterns and other factors (such as subdivision development) for effect on transportation
- Coordination of transportation planning process
- Technical assistance, including maps traffic statistics and planning data

### **SUBTASKS**

#### **2.1 Transportation Data Collection and Analysis**

HPFL-MPO staff, in cooperation with member agencies, will develop, analyze, update and maintain data relative to the transportation system. Socioeconomic data, transportation data, information services, travel demand modeling and analytical support will be developed and utilized in carrying out the transportation planning process, to the extent that resources allow, by:

- Collecting and maintaining population, employment, land use, and socio-economic data;
- Developing and maintaining maps and inventories of transportation system components;
- Collecting, updating and maintaining Geographic Information System (GIS) data for use in data retrieval, analysis, projections, mapping and the presentation of transportation planning products and activities in support of public participation and environmental justice programs;

- Establish an annual program for collecting traffic volume and turning movement counts.

**2.2 Technical Assistance, including Maps, Traffic Statistics and Planning Data**

To provide technical assistance to the MPO entities in transportation planning and coordination of MPO plans, activities and policies in order to promote overall cooperation, long/short term planning and capital.

- Train staff on the GIS/TMS system, Arc View and TRANSCAD software.
- Provision of current land use, population, socioeconomic data.
- General monitoring and surveillance to assure the metropolitan urbanized area is in compliance with current land use, planning and transportation plans.
- Maintain current and accessible inventory of land use, zoning changes, traffic counts and additional planning data for transportation planning purposes.
- Update zoning maps with changes.
- Obtain digital aerial photography in order to verify land use by consulting current aerial photography and conducting field checks.
- Provide other technical assistance as requested. This assistance will include many functions required for proper daily operations of the MPO. This will include items such as surveying, researching legal documents, traffic counting, TMS/GIS maintenance, software updating and personnel scheduling.
- Purchase of GIS equipment and software for upgrade and implementing Transportation Management System (TMS).
- Purchase of capital equipment for transit system, including bus tracking and computer equipment and onboard data gathering equipment.
- Technical assistance in implementing tracking program for transit system.

**2.3 Training**

Develop a training program to continually monitor, evaluate and identify priority projects and funding sources for projects to improve all components of transportation including safety and mobility. Continue MPO agency staff professional growth through participation in training courses, seminars and workshops that promote the 3C planning process and overall administrative techniques for continuation of MPO activities.

- Continue staff training on the GIS/TMS system, Arc View and TRANSCAD software
- Provide training for MPO members
- Staff training for transportation initiatives. (FTA, MPO, Federal and State)

<b>TASK 2.0 – DATA DEVELOPMENT &amp; MAINTENANCE</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>2</b>	<b>\$173,780.00</b>	<b>\$68,369.00</b>	<b>\$17,091.00</b>	<b>\$43,445.00</b>	<b>\$302,686.00</b>



## TASK 3.0 - PLANNING

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4609  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### OBJECTIVE

The objective of Task 3.0 is to implement and maintain short-term transportation planning activities associated with FY 2021-2022. To evaluate the existing transportation network and infrastructure in terms of operational efficiency and development of alternative strategies for reducing congestion, improving safety, and enhancing the mobility of people and goods. The HPFL-MPO does anticipate utilizing private sector professional services in this work task.

### EXPECTED PRODUCTS

Products expected from this task include:

- Management of the FY 2021-2024 Transportation Improvement Program (TIP);
- Implementation the 2021-2022 Unified Planning Work Program (UPWP);
- Development of the 2023-2026 TIP;
- Development of the 2023-2024 UPWP;
- Development and submittal to MDOT, FHWA, and FTA of the Self-Certification Statements and the Annual List of Projects (ALOP), as required;
- Coordination with transit service providers; and
- Monitoring the Regional Intelligent Transportation System (ITS) Architecture

### PREVIOUS WORK

- Develop and execute Unified Planning Work Program (UPWP)
- Develop and coordinate local Transportation Improvement Plan (TIP)
- Partnership and continued development of the Long Range Transportation Plan
- Conduct special studies (i.e. alternative truck route, corridor analysis, parking, access, etc.)
- Update of major thoroughfare plan
- Long-range planning, Short-range planning
- Develop and maintain project prioritization (construction) list

## SUBTASKS

### 3.1 Manage Program Documents

- The following programmatic documents will be managed:
- Unified Planning Work Program (UPWP) - the 2021-2022 UPWP will be monitored and amended as necessary and the 2023-2024 UPWP will be developed;
- Transportation Improvement Program (TIP) – the 2021-2024 TIP will be monitored and amended as necessary and the 2023-2026 TIP will be developed. Changes that impact projects or available funding will be submitted to the HPFL-MPO staff by member agencies;
- Annual Listing of Obligated Projects (ALOP) – the 2017 ALOP and the 2018 ALOP will be developed and made available to the public by posting on the HPFL-MPO website; and
- Self-Certification Statement – the Self-Certification Statement will be prepared and included in the UPWP and the TIP documents (see Appendix F).

### 3.2 Coordination with Transit Service Providers

The HPFL-MPO will coordinate with transit service providers, when requested and to the extent that HPFL-MPO resources allow, by:

- Providing assistance with planning projects for public transportation services in underserved areas within the HPFL-MPO planning area;
- Participating in efforts to maintain the Coordinated Regional Public Transportation Plan;
- Providing assistance for city level planning analyses in support of Environmental Justice/Title VI requirements to ensure compliance with FTA requirements;
- Participating in opportunities for transportation demand management;
- Participating in public education/awareness activities; and
- Supporting member agency applications for transit related grants and other funding sources.

TASK 3.0 – PLANNING					
Task	PL	5305	MDOT Match	Local Match	Total
3	\$157,853.00	\$0.00	\$0.00	\$39,464.00	\$197,317.00



## TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4609  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### OBJECTIVE

The objective of Task 4.0 is to implement, monitor and amend as necessary, the 2045 Metropolitan Transportation Plan (MTP) which identifies transportation needs for the region between 2020 and 2045.

Section 134 (i)(2), U.S.C., as amended by MAP-21 and the FAST ACT, A transportation plan----shall contain, at a minimum, the following: C (2)(E) FINANCIAL PLAN: (i) A financial plan that (I) demonstrates how the adopted transportation plan can be implemented; (II) indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan; and (III) recommends any additional financing strategies for needed projects and programs. (ii) The financial plan may include for illustrative purposes, additional projects that would be included in the adopted transportation plan if reasonable additional resources beyond those identified in the financial plan were available. (Note: These additional projects that may be included for illustrative purposes are usually referred to as vision projects.) Therefore, the purpose of this subtask is to produce a financial component for the MTP.

### EXPECTED PRODUCTS

- Management of the current MTP;
- Planning, development, and management of the 2045 Metropolitan Transportation Plan

### PREVIOUS WORK

- The 2040 MTP was adopted by the MPO in January 2016;
- The 2040 MTP included a Financial Plan that listed all proposed street and highway improvements for each stage of the plan; and
- The estimated cost was shown, and the funding source for each proposed improvement was identified.

### SUBTASKS

#### **4.1 Metropolitan Transportation Plan (MTP) Management and Planning**

The HPFL-MPO will implement the current MTP and continue to evaluate the impact of changes that occur in planning policy, project priority, available funding and federal legislation and amend the MTP as necessary.

TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN					
Task	PL	5305	MDOT Match	Local Match	Total
4	\$27,575.00	\$0.00	\$0.00	\$6,894.00	\$34,469.00



## TASK 5.0 - SPECIAL STUDIES

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4609  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### OBJECTIVE

The objective of Task 5.0 is to further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff and consultants in support of existing or projected national, statewide, and/or regional transportation related issues and needs.

### EXPECTED PRODUCTS

- Serve as project manager for consultant-led activities
- Coordinate and facilitate meetings, provide oversight of the project managers
- Conduct special studies (i.e. alternative truck route, corridor analysis, parking, access, etc.)
- Long-range planning, Short-range planning
- Develop transit related programs
- Development of major corridor studies

### PREVIOUS WORK

- Planning and management of public transportation system
- Development of Transit Studies

### SUBTASKS

#### **5.1 Major Corridor Studies**

The HPFL-MPO will develop a regional concept for corridor analysis that would address economic development, emergency evacuations, land use and increasing congestion. Leaders, staff and transportation stakeholders at the cities of Hattiesburg and Petal; the HPFL-MPO; Forrest and Lamar County; the MDOT; and the University of Southern Mississippi will be solicited for input to develop priorities to improve corridor development. Studies may be general, encompassing corridors in general or may be specific to jurisdictions, areas, or particular corridors.

#### **5.2 Drainage Study Relative to Potential Future Project**

The HPFL-MPO supports a study of the drainage area in the vicinity of Gordon's Creek, particularly as it pertains to potential impacts that future expansions or other projects along Lincoln Road – a significant East-West corridor – may have on the area.

### **5.3 Pavement Management Planning**

The goal of the Pavement Management Plan is to provide each HPFL-MPO entity with an effective, data-driven approach toward active pavement maintenance. The intended outcome of this project is a planning document that complements the MPO's Long Range Transportation Plan (2015-2040) by way of specific attention to pavement maintenance, which local jurisdictions will find useful in planning and implementing future projects.

#### **Activities in support of the corridor studies include:**

- Contract management;
- Data Support for the Consultant;
- Webpage maintenance and Map production;
- Coordinating public participation activities related to the study;
- Meeting coordination and facilitation;
- Document review; and
- Invoice processing.

<b>TASK 5.0 – SPECIAL STUDIES</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>5</b>	\$362,980.00	\$0.00	\$0.00	\$90,745.00	\$453,725.00



## TASK 6.0 -- PUBLIC TRANSPORTATION

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4609  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

**OBJECTIVE:** To provide planning and grant management for Hub City Transit and to provide general operating assistance. The staff will work with Hub City Transit to support a coordinated transportation plan and engage them in the regional transportation planning process to include public involvement, Title VI compliance, and DBE Program implementation. The operation of an efficient transit system in the Hattiesburg Urbanized Area will include funding applications, finance management, marketing plans, planning for local and regional mobility infrastructure; activities identifying transportation projects and related improvements to reduce congestion, improve air quality and create economic and employment impacts.

### EXPECTED PRODUCTS

- Administrative Oversight of Transit Study to improve routes in the urbanized area.
- Transit System Performance Monitoring
- Service Expansion Planning
- Transit and Paratransit Planning Activities
- Administrative Oversight of Transit Study to improve routes in the urbanized area.
- Carry out public involvement activities related to transit and paratransit as needed.

### SUBTASKS

#### **6.1 Regional Transit Planning**

Facilitate regional transit planning among transit providers including local, state and regional providers. The MPO will monitor, as needed, data for Transit Quality Level of Service for transit services as the fixed-route system ITS components are brought fully on-line. Update the Hattiesburg Urbanized Area Regional Plan for urbanized area cities and Counties, manage the required minor update annually; and manage the required major update every five years, incorporating a 10-year planning horizon. Assist in implementation of the bus stop and shelter installation program to study best locations for future phases of shelter/bench installations while keeping in mind Title VI requirement.

**EXPECTED PRODUCTS**

- Financial Management Plan: Develop budget for operating expenses,
- Fiscal and managerial oversight of HCT Operating and Capital expenses
- Preparation of plans and studies needed to improve efficiency of HCT
- Transit System Performance Monitoring
- Service Expansion Planning
- Executing marketing activities: advertising, and public relations plan and strategy for communicating and promoting Hub City Transit.
- Passenger Waiting Facility Improvement Studies
- Identifying and prioritizing transportation projects for developing a multimodal transportation system.

<b>TASK 6.0 – PUBLIC TRANSPORTATION</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>6</b>	<b>\$0*</b>	<b>\$59,338.00</b>	<b>\$6,250.00</b>	<b>\$0*</b>	<b>\$74,173.00</b>

\*The financial source for this item will be provided by the CARES Act, and will not include PL funds.





## UPWP Amendment Process

After the adoption of the FY 2021/2022 UPWP, any major change in the document must go through an amendment process. Changes in the UPWP, such as tasks priorities, inclusions or exclusion of projects or availability of additional funds, will require an amendment, to the adopted FY 2021-2022 UPWP.

An amendment to the UPWP must be considered by the MPO's Technical Committee and approved and adopted by the HPFL-MPO Policy Committee.

Figure 4



## Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

### *Policy Committee Members*

<i>Toby Barker, Mayor</i>	<i>City of Hattiesburg, Mississippi</i>
<i>Tony Ducker, Mayor</i>	<i>City of Petal, Mississippi</i>
<i>Warren Byrd, Board of Supervisors</i>	<i>Lamar County, Mississippi</i>
<i>Chris Bowen, Board of Supervisors</i>	<i>Forrest County, Mississippi</i>
<i>Jeff Altman</i>	<i>Mississippi Department of Transportation Jackson, Mississippi</i>
<i>Shundreka R. Givan (Non-Voting Member)</i>	<i>Federal Highway Administration Jackson, Mississippi</i>
<i>Yvette Taylor (Non-Voting Member)</i>	<i>Federal Transit Administration Atlanta, Georgia</i>



## Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

### *Technical Committee Members*

Andrew Ellard	HPFL-MPO Executive Director
Alan Howe	City of Hattiesburg
Ginger M. Lowrey	City of Hattiesburg
Charles Paige	City of Hattiesburg
Perry Thomas	City of Hattiesburg
Maurice Sutton	City of Hattiesburg
Lamar Rutland	City of Hattiesburg
Shundreka R. Givan	Federal Highway Administration
Billy Wilson	Federal Highway Administration
Lee Frederick	Mississippi Department of Transportation
Evan Wright	Mississippi Department of Transportation
Kelly Castleberry	Mississippi Department of Transportation
Perry Brown	Mississippi Department of Transportation
Necole Baker	Mississippi Department of Transportation
April Fairley	Mississippi Department of Transportation
Sammy Holcomb	Mississippi Department of Transportation
David Seyfarth	MDOT District 6 LPA Coordinator
Bob Taylor	Forrest County
Corey Proctor	Forrest County
Kyle Wallace	Forrest County
Nick Connolly, P.E.	Forrest County
Mike Slade	Forrest County
Burkett Ross	Forrest County
Amy Heath	City of Petal
John Weeks, P.E.	City of Petal
Don Walker, P.E.	Lamar County
Jason Lamb	Lamar County
Michael Hershman	Lamar County
Geoffrey Crosby, P.E.	Neel & Schaffer
Allison Hawkins	Southern Mississippi Planning and Development District
Callison Richardson	Area Development Partnership
Dr. Robert Blevins	William Carey College
Dr. Rodney Bennett	University of Southern Mississippi
Thomas Heanue	Hattiesburg-Laurel Regional Airport
Calvin Russell	Hub City Transit

*Staff*

Armendia Esters  
Deanna Chapman  
Addie West

MPO Division Manager  
MPO Administrative Assistant  
MPO Transit Specialist

### **Public Involvement**

Public involvement is conducted in accordance with the adopted Public Participation Plan. Staff sends notification of all Technical Committee and Policy Committee meetings, Transportation Improvement Program (TIP), or Metropolitan Transportation Plan (MTP) meetings to a mailing (email) list comprised of citizens, businesses, federal, state, and local agencies related to or interested in transportation planning. Meeting notices are posted in the City of Hattiesburg and the City of Petal's City Halls, Forrest and Lamar County's Offices, posted on the HPFL-MPO website and advertised in the local newspaper.

### **Definition of Area**

The Metropolitan Planning Area (MPA) of the HPFL-MPO consist of the jurisdictional boundary of the City of Hattiesburg, the City of Petal, a portion of Forrest and Lamar counties as depicted in Figure 1.



## **Organization**

### **Organization**

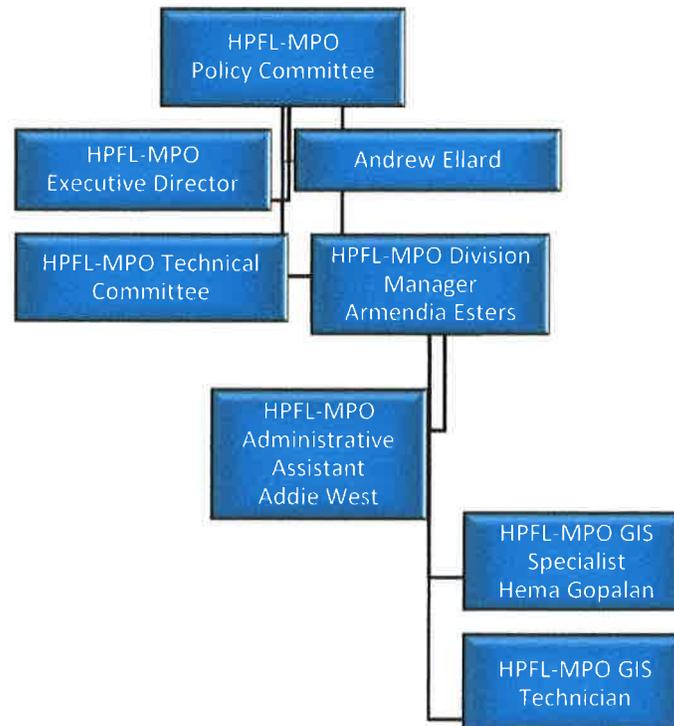
The HPFL-MPO Policy Committee is the governing and final decision-making body for the organization. It is comprised of the Mayors of the City of Hattiesburg and City of Petal, Presidents of the Forrest County and Lamar County Board of Supervisors or their designees, Executive Directors of the Mississippi Department of Transportation Federal Highway Administration and the Federal Transit Administration and the Executive Director of the MPO.

The HPFL-MPO Technical Committee (TC) is responsible for advising the Policy Committee on all urban transportation planning matters and to help guide the metropolitan transportation planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations on HPFL-MPO policy issues. The TC is comprised of engineers, planners, technicians, city/county full-time staff and consultants, and staff of state and federal transportation agencies. A current list of Policy Committee and Technical Committee members is provided in Figure 2. Individuals are typically members by virtue of their role with an agency, organization or jurisdiction, which may change as entities experience staff turnover.

The MPO Staff and the Technical Committee assist MPO board with planning and recommendations. The HPFL-MPO currently operates with the following staff positions: Executive Director, MPO Division Manager, GIS Specialist, GIS Technician and MPO Office Assistant and interns as necessary.



Figure 1



As a small organization, the HPFL-MPO's effectiveness also depends on its ability to form collaborative partnerships with a variety of stakeholders, including community groups, health care professionals, school/college administrators, utility companies, the Chamber of Commerce, and economic development groups on programs, projects and initiatives.



## Financial Summary

The estimated funding available to the HPFL-MPO for 2021 and 2022, respectively, totals **\$1,739,388.25** in federal, state, and local funds. The Federal and Local funding will be available over the two year period. Please be aware that funding estimates are based upon prior years' authorizations; approvals are made contingent upon legislation for continued funding.

The Unified Planning Work Program currently addressed planning funds administered by the U.S. Department of Transportation under three programs.

- Federal Highway Administration Planning Funds (PL-Funds)
- Federal Transit Administration Flex Funding Program (5305 Funds)
- PL carryover funds have been reduced by paid invoices and pending invoices

The Mississippi Department of Transportation provides a share of the non-federal matched for the Flex Fund programs. The City of Hattiesburg provides local monies and in-kind services for PL-funds and transit funds.

Table of Revenue

ITEM	PL funds	5305 Funds	MDOT Match	Local Match	Total
Carryover	\$589,942.00	\$210,519.00	\$52,630.00	\$147,485.00	\$1,000,576.00
FY 2021	\$234,040.00	\$58,559.00	\$14,640.00	\$58,510.00	\$365,749.00
FY 2022	\$238,721.00	\$59,730.00	\$14,932.00	\$59,680.25	\$373,063.25
<b>Total</b>	<b>\$1,062,703.00</b>	<b>\$328,808.00</b>	<b>\$82,202.00</b>	<b>\$265,675.25</b>	<b>\$1,739,388.25</b>

Task	PL	5305	MDOT Match	Local Match	Total
1	\$340,515.00	\$235,439.00	\$58,859.75	\$85,128.25	\$719,942.00
2	\$173,780.00	\$68,369.00	\$17,092.25	\$43,445.00	\$302,686.25
3	\$157,853.00	\$0.00	\$0.00	\$39,463.25	\$197,316.25
4	\$27,575.00	\$0.00	\$0.00	\$6,893.75	\$34,468.75
5	\$362,980.00	\$0.00	\$0.00	\$90,745.00	\$453,725.00
6	\$0*	\$25,000.00	\$6,250.00	\$0*	\$31,250.00
<b>Total</b>	<b>\$1,062,703.00</b>	<b>\$328,808.00</b>	<b>\$82,202.00</b>	<b>\$240,675.75</b>	<b>\$1,739,388.25</b>

\*The financial source for this item will be provided by the CARES Act, and will not include PL funds.

## FY 2021-2022 UNIFIED PLANNING WORK PROGRAM BUDGET

<b>Work Task</b>	<b>Program/System</b>	<b>PL-Funds</b>	<b>MDOT 5305 Flex Funds</b>	<b>MDOT Match</b>	<b>LOCAL / In-kind</b>
<b>Task 1.0</b>	<b>Administration/Management</b>	<b>\$340,515.00</b>	<b>\$235,439.00</b>	<b>\$58,859.75</b>	<b>\$85,128.25</b>
1.1	Program Administration	\$253,900	\$235,439	\$58,859.75	\$63,474.25
1.2	Committee Support	\$37,121	\$0	\$0	\$9,280
1.3	Staff Travel and Training	\$19,797	\$0	\$0	\$4,949
1.4	Interagency Coordination	\$12,374	\$0	\$0	\$3,094
1.5	Public Participation	\$17,323	\$0	\$0	\$4,331
<b>Task 2.0</b>	<b>Data Development</b>	<b>\$173,780.00</b>	<b>\$68,369.00</b>	<b>\$17,092.75</b>	<b>\$43,445.00</b>
2.1	Transportation Data Collection	\$101,780	\$43,369	\$10,842.25	\$25,445
2.2	Technical Assistance	\$52,000	\$25,000	\$6,250	\$13,000
2.3	Training	\$20,000	\$0	\$0	\$5,000
<b>Task 3.0</b>	<b>Planning</b>	<b>\$157,853.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,463.25</b>
3.1	Manage Program Documents	\$102,682	\$0	\$0	\$25,670.50
3.2	Coordination with Transit Service Providers	\$55,171	\$0	\$0	\$13,792.75
<b>Task 4.0</b>	<b>Metropolitan Transportation Plan</b>	<b>\$27,575.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,893.75</b>
4.1	Metropolitan Transportation Plan (MTP) Management and Planning	\$27,575	\$0	\$0	\$6,893.75
<b>Task 5.0</b>	<b>Special Studies</b>	<b>\$362,980.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,745</b>
5.1	Major Corridor Studies	\$71,490	\$0	\$0	\$17,872.50
5.2	Drainage Study relative to potential future project	\$171,490	\$0	\$0	\$42,873
5.3	Pavement Management Planning	\$120,000	\$0	\$0	\$30,000
<b>Task 6.0</b>	<b>Public Transportation</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$6,250</b>	<b>\$0</b>
6.1	Regional Transit Planning Study	\$0**	\$25,000	\$6,250	\$0**

\*FHWA AND FTA Planning funds are consolidated under the Consolidated Planning Grant (CPG)

\*\*The financial source for this item will be provided by the CARES Act, and will not include PL funds.



## *Unified Planning Work Program Tasks*



## **TASK 1.0 - ADMINISTRATION/MANAGEMENT**

Responsible Party and Contact Information:

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601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### **OBJECTIVE**

The objective of Task 1.0 is to ensure that the metropolitan transportation planning process is a continuing, comprehensive and coordinated (3C), regional transportation planning program conducted in compliance with applicable federal, state, and local laws and regulations in order to address the transportation needs within the Metropolitan Planning Boundary and ensure that all modes of transportation are considered as viable elements in the overall planning process.

**POLICY PURPOSE:** The MPO will maintain offices and staff for the purpose of administration operations of the MPO. The MPO administrative staff will maintain fiscal accountability in accordance with federal regulations for grant administration, including the in-kind program; project managers will monitor staff and/or consultant performance on work assignments as required accomplishing UPWP tasks

### **EXPECTED PRODUCTS**

Expected products from this task include the implementation of the metropolitan transportation planning process through:

- Program Administration/Management;
- Committee Support;
- Travel and Training;
- Interagency Coordination; and
- Public Participation

### **SUBTASKS**

#### **1.1 Program Administration**

Administer the program by:

- Accomplishing planning objectives and ensuring compliance with applicable federal, state, and local laws and regulations
- Carrying out accounting and records management
- Providing office space for HPFL-MPO staff. Managing HPFL-MPO staff, including assignment of tasks, oversight of responsibilities, performance evaluations, and administration of employees' leave;
- Implementing, maintaining and updating policy documents including the HPFL-MPO Bylaws, the Public Participation Plan and the Limited English Proficiency Plan;
- Developing and managing contracts necessary for carrying out the program;
- Participation in the Association of Metropolitan Planning Organizations (AMPO), the Texas Metropolitan Planning Organization (TEMPO) and other organizations that enhance the planning process; and
- Monitor federal and state legislation related to or impacting transportation issues.

### **1.2 Committee Support**

Provide support to the Policy Committee (PC), Technical Committee (TC) and other designated subcommittees by:

- Preparing and distributing meeting schedules;
- Securing meeting locations and coordinating room arrangements;
- Advertising and posting meeting notices in accordance with the Public Participation Plan;
- Preparing and delivering committee packets and supporting information;
- Preparing resolutions supporting planning projects from member agencies; and
- Provide meeting minutes or notes, as appropriate, to committee members.

### **1.3 Staff Travel and Training**

Attend workshops, conferences, seminars, webinars and other events that support the work of the HPFL-MPO and further enhance staff knowledge, skills and abilities. Attendance at the following is anticipated, subject to prior approval from MDOT for all out-of-state travel:

- FHWA and MDOT Training Sessions
- MDOT Statewide MPO's Executive Committee, Subcommittee and Membership Meetings
- Association of MPO's (AMPO) Annual Conference
- ESRI National Conference
- Transportation Research Board (TRB) Innovations in Travel Modeling
- Mississippi Chapter of the American Planning Association (APA MS)
- American Planning Association (APA) National Conference
- TRB Small and Medium-Sized MPO Conference
- National Training Institute Training (NTI)
- Mississippi Automated Resource Information System (M.A.R.I.S.) Forums
- MDOT Statewide Transit Summit

### **1.4 Interagency Coordination**

Coordinate with agencies and community groups on transportation-related issues within the HPFL-MPO planning area.

These groups include, but are not limited to:

- MDOT State and District VI
- City of Hattiesburg
- City of Petal
- Forrest County
- Lamar County
- University of Southern Mississippi
- William Carey University
- Hattiesburg Laurel Regional Airport
- Railroad Agencies
- Forrest County Industrial Park Commission
- Bobby Chain Municipal Airport
- Area Development Partnership
- Southern Mississippi Planning and Development District
- Hattiesburg Convention & Visitors Bureau
- Hattiesburg Downtown
- Medical Centers
- Social Service Agencies
- Bicycling Advocacy Groups

### **1.5 Public Participation**

The HPFL-MPO will engage the public in accordance with the Public Participation Plan (3P) and will meet the requirements of U.S. Title I of the Civil Rights Act of 1964 by:

- Conducting appropriate public hearings, public meetings and community outreach activities;
- Maintaining a database of media contacts for dissemination of public participation materials and notices;
- Producing and distributing a quarterly newsletter;
- Extending HPFL-MPO's outreach using the HPFL-MPO website, surveys, electronic newsletters, visualization tools and appropriate innovative participation techniques;
- Complying with the FTA/MDOT directive to maintain a Limited English Proficiency Program (LEP), wherein information and documents will be made available to the public in other languages upon request, to facilitate participation in HPFL-MPO plans, programs and activities; and
- Attending and participating in local meetings addressing transportation issues or issues that impact transportation concerns.

### ***Previous Work***

- MPO Administration and Management
- Unified Planning Work Program (UPWP)
- Quarterly Transportation Policy Committee (TPC) and Technical Coordinating Committee (TCC) meetings
- MPO self-certification review
- Maintain interagency agreements
- MPO Planning and Technical Support
- Transportation Improvement Program (TIP)
- Professional Development for MPO Staff and MPO Members
- Functional Roadway Classifications
- Supervision of staff assigned to Transportation Planning and MPO tasks
- Participation and coordination of federal and state programs
- Memorandum of Understanding between HPFL-MPO and MDOT
- Invoice, Budget and Quarterly Reports
- Participate in federal and state meetings
- Annual Audit

<b>TASK 1.0 - ADMINISTRATION/MANAGEMENT</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>1</b>	\$340,515.00	\$235,439.00	\$58,859.75	\$85,128.25	\$719,942.00



## TASK 2.0 - DATA DEVELOPMENT & MAINTENANCE

Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

The objective of Task 2.0 is to collect, update, analyze, model and maintain the basic data, inventories and tools necessary for use in implementing the HPFL-MPO transportation plans, programs and projects. Private sector professional services may be utilized in order to supplement staff efforts under this task.

### EXPECTED PRODUCTS

Expected products from this task include:

- Collection, analysis, and maintenance of transportation data;
- Maintain and update databases and inventories of transportation data and facilities;
- Maintain and update the travel demand model;
- Maintain and update the Geographic Information System (GIS).

### PREVIOUS WORK

- Provision of land use, socioeconomic, population data to be used by communities in long range transportation planning
- Provision of maps, traffic counts, inventory data and other technical information
- Continuous monitoring and surveillance of growth patterns and other factors (such as subdivision development) for effect on transportation
- Coordination of transportation planning process
- Technical assistance, including maps traffic statistics and planning data

### SUBTASKS

#### 2.1 Transportation Data Collection and Analysis

HPFL-MPO staff, in cooperation with member agencies, will develop, analyze, update and maintain data relative to the transportation system. Socioeconomic data, transportation data, information services, travel demand modeling and analytical support will be developed and utilized in carrying out the transportation planning process, to the extent that resources allow, by:

- Collecting and maintaining population, employment, land use, and socio-economic data;
- Developing and maintaining maps and inventories of transportation system components;

- Collecting, updating and maintaining Geographic Information System (GIS) data for use in data retrieval, analysis, projections, mapping and the presentation of transportation planning products and activities in support of public participation and environmental justice programs;
- Establish an annual program for collecting traffic volume and turning movement counts.

**2.2 Technical Assistance, including Maps, Traffic Statistics and Planning Data**

To provide technical assistance to the MPO entities in transportation planning and coordination of MPO plans, activities and policies in order to promote overall cooperation, long/short term planning and capital.

- Train staff on the GIS/TMS system, Arc View and TRANSCAD software.
- Provision of current land use, population, socioeconomic data.
- General monitoring and surveillance to assure the metropolitan urbanized area is in compliance with current land use, planning and transportation plans.
- Maintain current and accessible inventory of land use, zoning changes, traffic counts and additional planning data for transportation planning purposes.
- Update zoning maps with changes.
- Obtain digital aerial photography in order to verify land use by consulting current aerial photography and conducting field checks.
- Provide other technical assistance as requested. This assistance will include many functions required for proper daily operations of the MPO. This will include items such as surveying, researching legal documents, traffic counting, TMS/GIS maintenance, software updating and personnel scheduling.
- Purchase of GIS equipment and software for upgrade and implementing Transportation Management System (TMS).
- Purchase of capital equipment for transit system, including bus tracking and computer equipment and onboard data gathering equipment.
- Technical assistance in implementing tracking program for transit system.

**2.3 Training**

Develop a training program to continually monitor, evaluate and identify priority projects and funding sources for projects to improve all components of transportation including safety and mobility. Continue MPO agency staff professional growth through participation in training courses, seminars and workshops that promote the 3C planning process and overall administrative techniques for continuation of MPO activities.

- Continue staff training on the GIS/TMS system, Arc View and TRANSCAD software
- Provide training for MPO members
- Staff training for transportation initiatives. (FTA, MPO, Federal and State)

TASK 2.0 – DATA DEVELOPMENT & MAINTENANCE					
Task	PL	5305	MDOT Match	Local Match	Total
2	\$173,780.00	\$68,369.00	\$17,092.25	\$43,445.00	\$302,686.25



## TASK 3.0 - PLANNING

### Responsible Party and Contact Information:

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601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### OBJECTIVE

The objective of Task 3.0 is to implement and maintain short-term transportation planning activities associated with FY 2021-2022. To evaluate the existing transportation network and infrastructure in terms of operational efficiency and development of alternative strategies for reducing congestion, improving safety, and enhancing the mobility of people and goods. The HPFL-MPO does anticipate utilizing private sector professional services in this work task.

### EXPECTED PRODUCTS

Products expected from this task include:

- Management of the FY 2021-2024 Transportation Improvement Program (TIP);
- Implementation the 2021-2022 Unified Planning Work Program (UPWP);
- Development of the 2023-2026 TIP;
- Development of the 2023-2024 UPWP;
- Development and submittal to MDOT, FHWA, and FTA of the Self-Certification Statements and the Annual List of Projects (ALOP), as required;
- Coordination with transit service providers; and
- Monitoring the Regional Intelligent Transportation System (ITS) Architecture

### PREVIOUS WORK

- Develop and execute Unified Planning Work Program (UPWP)
- Develop and coordinate local Transportation Improvement Plan (TIP)
- Partnership and continued development of the Long Range Transportation Plan
- Conduct special studies (i.e. alternative truck route, corridor analysis, parking, access, etc.)
- Update of major thoroughfare plan
- Long-range planning, Short-range planning
- Develop and maintain project prioritization (construction) list

## SUBTASKS

### 3.1 Manage Program Documents

- The following programmatic documents will be managed:
- Unified Planning Work Program (UPWP) - the 2021-2022 UPWP will be monitored and amended as necessary and the 2023-2024 UPWP will be developed;
- Transportation Improvement Program (TIP) – the 2021-2024 TIP will be monitored and amended as necessary and the 2023-2026 TIP will be developed. Changes that impact projects or available funding will be submitted to the HPFL-MPO staff by member agencies;
- Annual Listing of Obligated Projects (ALOP) – the 2017 ALOP and the 2018 ALOP will be developed and made available to the public by posting on the HPFL-MPO website; and
- Self-Certification Statement – the Self-Certification Statement will be prepared and included in the UPWP and the TIP documents (see Appendix F).

### 3.2 Coordination with Transit Service Providers

The HPFL-MPO will coordinate with transit service providers, when requested and to the extent that HPFL-MPO resources allow, by:

- Providing assistance with planning projects for public transportation services in underserved areas within the HPFL-MPO planning area;
- Participating in efforts to maintain the Coordinated Regional Public Transportation Plan;
- Providing assistance for city level planning analyses in support of Environmental Justice/Title VI requirements to ensure compliance with FTA requirements;
- Participating in opportunities for transportation demand management;
- Participating in public education/awareness activities; and
- Supporting member agency applications for transit related grants and other funding sources.

TASK 3.0 – PLANNING					
Task	PL	5305	MDOT Match	Local Match	Total
3	\$157,853.00	\$0.00	\$0.00	\$39,463.25	\$197,316.25



## TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN

Responsible Party and Contact Information:

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601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### OBJECTIVE

The objective of Task 4.0 is to implement, monitor and amend as necessary, the 2045 Metropolitan Transportation Plan (MTP) which identifies transportation needs for the region between 2020 and 2045.

Section 134 (i)(2), U.S.C., as amended by MAP-21 and the FAST ACT, A transportation plan----shall contain, at a minimum, the following: C (2)(E) FINANCIAL PLAN: (i) A financial plan that (I) demonstrates how the adopted transportation plan can be implemented; (II) indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan; and (III) recommends any additional financing strategies for needed projects and programs. (ii) The financial plan may include for illustrative purposes, additional projects that would be included in the adopted transportation plan if reasonable additional resources beyond those identified in the financial plan were available. (Note: These additional projects that may be included for illustrative purposes are usually referred to as vision projects.) Therefore, the purpose of this subtask is to produce a financial component for the MTP.

### EXPECTED PRODUCTS

- Management of the current MTP;
- Planning, development, and management of the 2045 Metropolitan Transportation Plan

### PREVIOUS WORK

- The 2040 MTP was adopted by the MPO in January 2016;
- The 2040 MTP included a Financial Plan that listed all proposed street and highway improvements for each stage of the plan; and
- The estimated cost was shown, and the funding source for each proposed improvement was identified.

**SUBTASKS**

**4.1 Metropolitan Transportation Plan (MTP) Management and Planning**

The HPFL-MPO will implement the current MTP and continue to evaluate the impact of changes that occur in planning policy, project priority, available funding and federal legislation and amend the MTP as necessary.

<b>TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>4</b>	\$27,575.00	\$0.00	\$0.00	\$6,893.75	\$34,468.75



## TASK 5.0 - SPECIAL STUDIES

Responsible Party and Contact Information:

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601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

### OBJECTIVE

The objective of Task 5.0 is to further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff and consultants in support of existing or projected national, statewide, and/or regional transportation related issues and needs.

### EXPECTED PRODUCTS

- Serve as project manager for consultant-led activities
- Coordinate and facilitate meetings, provide oversight of the project managers
- Conduct special studies (i.e. alternative truck route, corridor analysis, parking, access, etc.)
- Long-range planning, Short-range planning
- Develop transit related programs
- Development of major corridor studies

### PREVIOUS WORK

- Planning and management of public transportation system
- Development of Transit Studies

### SUBTASKS

#### 5.1 Major Corridor Studies

The HPFL-MPO will develop a regional concept for corridor analysis that would address economic development, emergency evacuations, land use and increasing congestion. Leaders, staff and transportation stakeholders at the cities of Hattiesburg and Petal; the HPFL-MPO; Forrest and Lamar County; the MDOT; and the University of Southern Mississippi will be solicited for input to develop priorities to improve corridor development. Studies may be general, encompassing corridors in general or may be specific to jurisdictions, areas, or particular corridors.

#### 5.2 Drainage Study Relative to Potential Future Project

The HPFL-MPO supports a study of the drainage area in the vicinity of Gordon's Creek, particularly as it pertains to potential impacts that future expansions or other projects along Lincoln Road – a significant East-West corridor – may have on the area.

### **5.3 Pavement Management Planning**

The goal of the Pavement Management Plan is to provide each HPFL-MPO entity with an effective, data-driven approach toward active pavement maintenance. The intended outcome of this project is a planning document that complements the MPO's LongRange Transportation Plan (2015-2040) by way of specific attention to pavement maintenance, which local jurisdictions will find useful in planning and implementing future projects.

#### **Activities in support of the corridor studies include:**

- Contract management;
- Data Support for the Consultant;
- Webpage maintenance and Map production;
- Coordinating public participation activities related to the study;
- Meeting coordination and facilitation;
- Document review; and
- Invoice processing.

<b>TASK 5.0 – SPECIAL STUDIES</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>5</b>	<b>\$362,980.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90,745.00</b>	<b>\$453,725.00</b>



## TASK 6.0 -- PUBLIC TRANSPORTATION

### Responsible Party and Contact Information:

Andrew Ellard  
Urban Development Department  
601-545-4690  
[aellard@hattiesburgms.com](mailto:aellard@hattiesburgms.com)

**OBJECTIVE:** To provide planning and grant management for Hub City Transit and to provide general operating assistance. The staff will work with Hub City Transit to support a coordinated transportation plan and engage them in the regional transportation planning process to include public involvement, Title VI compliance, and DBE Program implementation. The operation of an efficient transit system in the Hattiesburg Urbanized Area will include funding applications, finance management, marketing plans, planning for local and regional mobility infrastructure; activities identifying transportation projects and related improvements to reduce congestion, improve air quality and create economic and employment impacts.

### EXPECTED PRODUCTS

- Administrative Oversight of Transit Study to improve routes in the urbanized area.
- Transit System Performance Monitoring
- Service Expansion Planning
- Transit and Paratransit Planning Activities
- Administrative Oversight of Transit Study to improve routes in the urbanized area.
- Carry out public involvement activities related to transit and paratransit as needed.

### SUBTASKS

#### **6.1 Regional Transit Planning**

Facilitate regional transit planning among transit providers including local, state and regional providers. The MPO will monitor, as needed, data for Transit Quality Level of Service for transit services as the fixed-route system ITS components are brought fully on-line. Update the Hattiesburg Urbanized Area Regional Plan for urbanized area cities and Counties, manage the required minor update annually; and manage the required major update every five years, incorporating a 10-year planning horizon. Assist in implementation of the bus stop and shelter installation program to study best locations for future phases of shelter/bench installations while keeping in mind Title VI requirement.

**EXPECTED PRODUCTS**

- Financial Management Plan: Develop budget for operating expenses,
- Fiscal and managerial oversight of HCT Operating and Capital expenses
- Preparation of plans and studies needed to improve efficiency of HCT
- Transit System Performance Monitoring
- Service Expansion Planning
- Executing marketing activities: advertising, and public relations plan and strategy for communicating and promoting Hub City Transit.
- Passenger Waiting Facility Improvement Studies
- Identifying and prioritizing transportation projects for developing a multimodal transportation system.
- The assessment of recommendation for other types of services as warranted

**PREVIOUS WORK**

An application was submitted for the CARES Act grant (5307 funds) and was awarded for the Regional Transit Planning Study.

<b>TASK 6.0 – PUBLIC TRANSPORTATION</b>					
<b>Task</b>	<b>PL</b>	<b>5305</b>	<b>MDOT Match</b>	<b>Local Match</b>	<b>Total</b>
<b>6</b>	<b>\$0*</b>	<b>\$25,000.00</b>	<b>\$6,250.00</b>	<b>\$0*</b>	<b>\$182,500.00</b>

\*The financial source for this item will be provided by the CARES Act (5307 funds), and will not include PL funds or a local match.



### Fiscal Year 2021-2022 Tasks Schedule

<b>Month</b>						
<b>Tasks</b>	<b>1.0 Admin</b>	<b>2.0 Data</b>	<b>3.0 Planning</b>	<b>4.0 MTP</b>	<b>5.0 Special</b>	<b>6.0 Trans</b>
<b>FY 2021</b>						
<b>Sub Tasks</b>						
Oct	.1 .2 .3 .5	.1 .2	.1 .2	.1	.2 .3	
Nov	.1 .4	.1 .2	.1 .2	.1	.1 .2 .3	
Dec	.1 .4	.1 .2	.1 .2	.1	.1 .2 .3	.1
Jan	.1 .2 .3 .5	.1 .2 .3	.1 .2	.1	.1 .2 .3	.1
Feb	.1 .4	.1 .2	.1 .2	.1	.2 .3	.1
Mar	.1 .3 .4	.1 .2 .3	.1 .2		.2	.1
Apr	.1 .2 .3 .5	.1 .2	.1 .2		.2	.1
May	.1 .4	.1 .2	.1 .2		.2	.1
Jun	.1 .4 .3	.1 .2	.1 .2		.2	.1
Jul	.1 .2 .3 .5	.1 .2 .3	.1 .2		.2	.1
Aug	.1 .4	.1 .2	.1 .2	.1	.2	.1
Sep	.1 .4	.1 .2	.1 .2		.2	.1
<b>FY 2022</b>						
<b>Sub Tasks</b>						
Oct	.1 .2 .3 .5	.1 .2	.1 .2		.2	.1
Nov	.1 .4	.1 .2	.1 .2		.2	.1
Dec	.1 .4	.1 .2	.1 .2		.2	
Jan	.1 .2 .3 .5	.1 .2 .3	.1 .2		.2	
Feb	.1 .4	.1 .2	.1 .2	.1	.2	
Mar	.1 .3 .4	.1 .2 .3	.1 .2		.2	
Apr	.1 .2 .3 .5	.1 .2	.1 .2			
May	.1 .4	.1 .2	.1 .2			
Jun	.1 .4 .3	.1 .2	.1 .2			
Jul	.1 .2 .3 .5	.1 .2 .3	.1 .2			
Aug	.1 .4	.1 .2	.1 .2	.1		
Sep	.1 .4	.1 .2	.1 .2			



### **UPWP Amendment Process**

After the adoption of the FY 2021/2022 UPWP, any major change in the document must go through an amendment process. Changes in the UPWP, such as tasks priorities, inclusions or exclusion of projects or availability of additional funds, will require an amendment, to the adopted FY 2021-2022 UPWP.

An amendment to the UPWP must be considered by the MPO's Technical Committee and approved and adopted by the HPFL-MPO Policy Committee.

### MPO Boundary and Planning Area

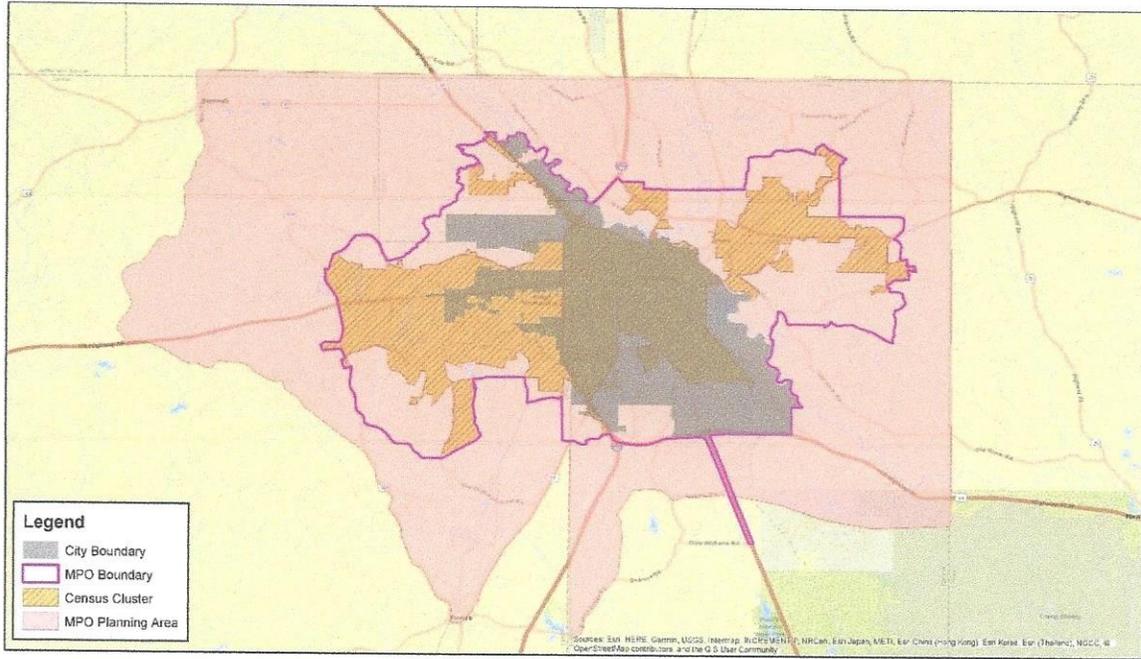


Figure 3



## Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

### *Policy Committee Members*

*Toby Barker, Mayor*

*City of Hattiesburg, Mississippi*

*Hal Marx, Mayor*

*City of Petal, Mississippi*

*Warren Byrd, Board of Supervisors*

*Lamar County, Mississippi*

*Chris Bowen, Board of Supervisors*

*Forrest County, Mississippi*

*Melinda McGrath*

*Mississippi Department of Transportation  
Jackson, Mississippi*

*Don Davis  
(Non-Voting Member)*

*Federal Highway Administration  
Jackson, Mississippi*

*Yvette Taylor  
(Non-Voting Member)*

*Federal Transit Administration  
Atlanta, Georgia*



## Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

### *Technical Committee Members*

Andrew Ellard	HPFL-MPO Executive Director
Alan Howe	City of Hattiesburg
Ginger M. Lowrey	City of Hattiesburg
Charles Paige	City of Hattiesburg
Perry Thomas	City of Hattiesburg
Maurice Sutton	City of Hattiesburg
Lamar Rutland	City of Hattiesburg
Shundreka R. Givan	Federal Highway Administration
Billy Wilson	Federal Highway Administration
Lee Frederick	Mississippi Department of Transportation
Evan Wright	Mississippi Department of Transportation
Kelly Castleberry	Mississippi Department of Transportation
Perry Brown	Mississippi Department of Transportation
Necole Baker	Mississippi Department of Transportation
April Fairley	Mississippi Department of Transportation
Sammy Holcomb	Mississippi Department of Transportation
David Seyfarth	Mississippi Department of Transportation
Bob Taylor	MDOT District 6 LPA Coordinator
Corey Proctor	Forrest County
Kyle Wallace	Forrest County
Nick Connolly, P.E.	Forrest County
Mike Slade	Forrest County
Burkett Ross	Forrest County
Amy Heath	Forrest County
John Weeks, P.E.	City of Petal
Don Walker, P.E.	City of Petal
Jason Lamb	Lamar County
Michael Hershman	Lamar County
Geoffrey Crosby, P.E.	Lamar County
Allison Hawkins	Neel & Schaffer
Callison Richardson	Southern Mississippi Planning and Development District
Dr. Robert Blevins	Area Development Partnership
Dr. Rodney Bennett	William Carey College
Thomas Heanue	University of Southern Mississippi
	Hattiesburg-Laurel Regional Airport
	Hub City Transit

*Staff*

Armendia Esters  
Hema Gopalan

Addie West

MPO Division Manager  
GIS Division Manager  
GIS Technician  
MPO Administrative Assistant

PUBLIC NOTICE  
PUBLIC COMMENT PERIOD and VIRTUAL PUBLIC HEARING  
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
Public Participation Plan (PPP) Amendment

In accordance with guidelines requiring the regular review and updating of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO) Public Participation Plan (PPP), the proposed amendments to the HPFL-MPO PPP will be presented to the public for official review and comments.

The draft amendments will be available for review at [www.hattiesburgms.com/mpo](http://www.hattiesburgms.com/mpo). A hard copy of the document can be requested by contacting the MPO office at 601.554.1008. The official review and comment period will be held from May 20, 2021 until July 5, 2021.

Topics of the proposed amendments include:

- Updates of department contact information
- Addition of the updated Limited English Proficiency (LEP) Plan (Appendix C)
- Addition of virtual public town hall meeting venues for community involvement in projects and studies
- Changes to certain methods and metrics of performance of Social Media and Website usage (Appendix E)

Written comments regarding the PPP amendment should be emailed to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com) or mailed to:

Armendia Esters, MPO Division Manager  
P.O. Box 1898  
Hattiesburg, MS 39403-1898

Additionally, HPFL-MPO is hosting a virtual public meeting on the matter at 5:30 p.m. on June 1, 2021. This will provide the public with another opportunity to make comments on the proposed PPP amendment.

Individuals who would like to participate in the virtual public meeting should contact the HPFL-MPO at 601.554.1008 by 1:00 p.m. on Friday, May 28, 2021. Access to the hearing will be available by computer, smart phone, or land line telephone.

Anyone who may require auxiliary aids or special accommodations to participate should advise the HPFL-MPO at least 10 business days in advance by calling 601.554.1008 or emailing [aesters@hattiesburgms.com](mailto:aesters@hattiesburgms.com).

PUBLISH Once (1) in the Legal Section of the Hattiesburg Post: May 20, 2021

# PUBLIC PARTICIPATION PLAN **DRAFT**



7/28/21

Hattiesburg-Petal- Forrest-Lamar  
Metropolitan Planning Organization

#### **Notation of Financial Assistance**

The preparation of this document has been financed in part through grants from the United States Department of Transportation, Federal Highway Administration, and the Federal Transit Administration and the Mississippi Department of Transportation

# Public Participation Plan

HATTIESBURG-PETAL-FORREST-LAMAR MPO

## MISSION STATEMENT:

The HPFL- MPO's mission is to invite cooperating agencies, develop consensus among a wide range of stakeholders with diverse interests, resolve conflict, and ensure that quality transportation decisions are fully explained. These responsibilities will force the transportation projects that are implemented to balance transportation needs, costs, environmental resources, safety, and public input in order to arrive at objective and responsible transportation decisions.

## SECTION I

### A. Introduction and Purpose

The Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization's (HPFL-MPO) transportation planning decisions affect the lives of people living and traveling through the Hattiesburg Urbanized Area (HUZA). A Public Participation Process will provide an opportunity for people to directly engage in the transportation decision-making process and influence transportation choices in the region. This process will promote diverse input in the transportation planning process as well give the public a sense of ownership of developed transportation solutions.

The participation process must be a proactive process in which governing bodies strive to find innovative ways to identify and engage the affected public, provide a wide variety of opportunities for agencies to become involved, and create a meaningful process that is transparent and ensures effective communication about how public contribution influences transportation decisions. It is also important that a public participation process be continuously evaluated and improved to ensure that under-represented communities are given a voice.

The major component of this document is to provide the HPFL-MPO with information that includes:

- the identification of the locations of socio-economic groups, including low-income and minority populations as covered by the Executive Order on Environmental Justice and Title VI provisions
- the planning process with methods to secure full and fair participation of low-income and minority populations
- a continuing public education process which focuses on the 3-C transportation planning process of continuing, comprehensive, coordinated planning.

- useful demographic information, which will be used to examine the distribution of the benefits and burdens of the transportation investments across these groups included in the plan and TIP to address these needs.

This includes but is not limited to lower income households, minorities, persons with disabilities, representatives from community services organizations, tribal councils and other public agencies. This element also assists in identifying and addressing environmental justice and social equity issues.

## B. Background of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

Metropolitan Planning Organizations (MPOs) are regional transportation planning agencies, which provide a forum for cooperative decision-making concerning area-wide transportation issues. The MPO was created by Federal and State law to develop transportation plans and programs which encourage and promote the implementation of transportation systems that embrace the various modes of transportation in a manner that will maximize the mobility of people and goods. The Federal legislation focuses on planning for urban areas, rather than individual cities. Every urbanized area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization for transportation to qualify for federal highway or transit assistance. All transportation projects should be supported and coordinated with the MPO's long range plans to be eligible for Federal funds.

Mississippi Governor William Winter established the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization in August 1982. The HPFL-MPO was established when the Hattiesburg central area reached a population status of 50,000 plus. The HPFL-MPO area consists of the City of Hattiesburg, the City of Petal, a portion of Forrest County and a portion of Lamar County. **(Appendix A - Urbanized Area Map)**

The smallest of MPO's in the State of Mississippi, representatives from the City of Hattiesburg, City of Petal, Forrest County and Lamar County, the Mississippi Department of Transportation and the Federal Highway Administration, Federal Transit Administration are involved in the transportation planning process for the MPO. Their purpose is to provide effective leadership in the development of transportation plans and programs.

The HPFL-MPO functions include, but are not limited to, the preparation of the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), Public Participation Plan, Long Range Transportation Plan (LRTP) and special studies. The MPO is responsible for ensuring all modes of transportation and transportation related projects are included in the planning process.

The Hattiesburg-Petal-Forrest-Lamar MPO Policy Committee serves as the official governing authority for the MPO and is responsible for making policy decisions regarding the transportation planning process. The HPFL-MPO Policy Committee is comprised of local elected and appointed officials representing the counties and municipalities located in the Hattiesburg MPO urbanized area, as well as leadership from the Mississippi Department of Transportation (MDOT), the Executive Director of the MPO, the Division Administrator for the Federal Highway

Administration (FHWA) and Regional Administrator Federal Transit Administration. The MPO Staff and the Technical Committee assist HPFL-MPO Policy Committee with planning and recommendations.

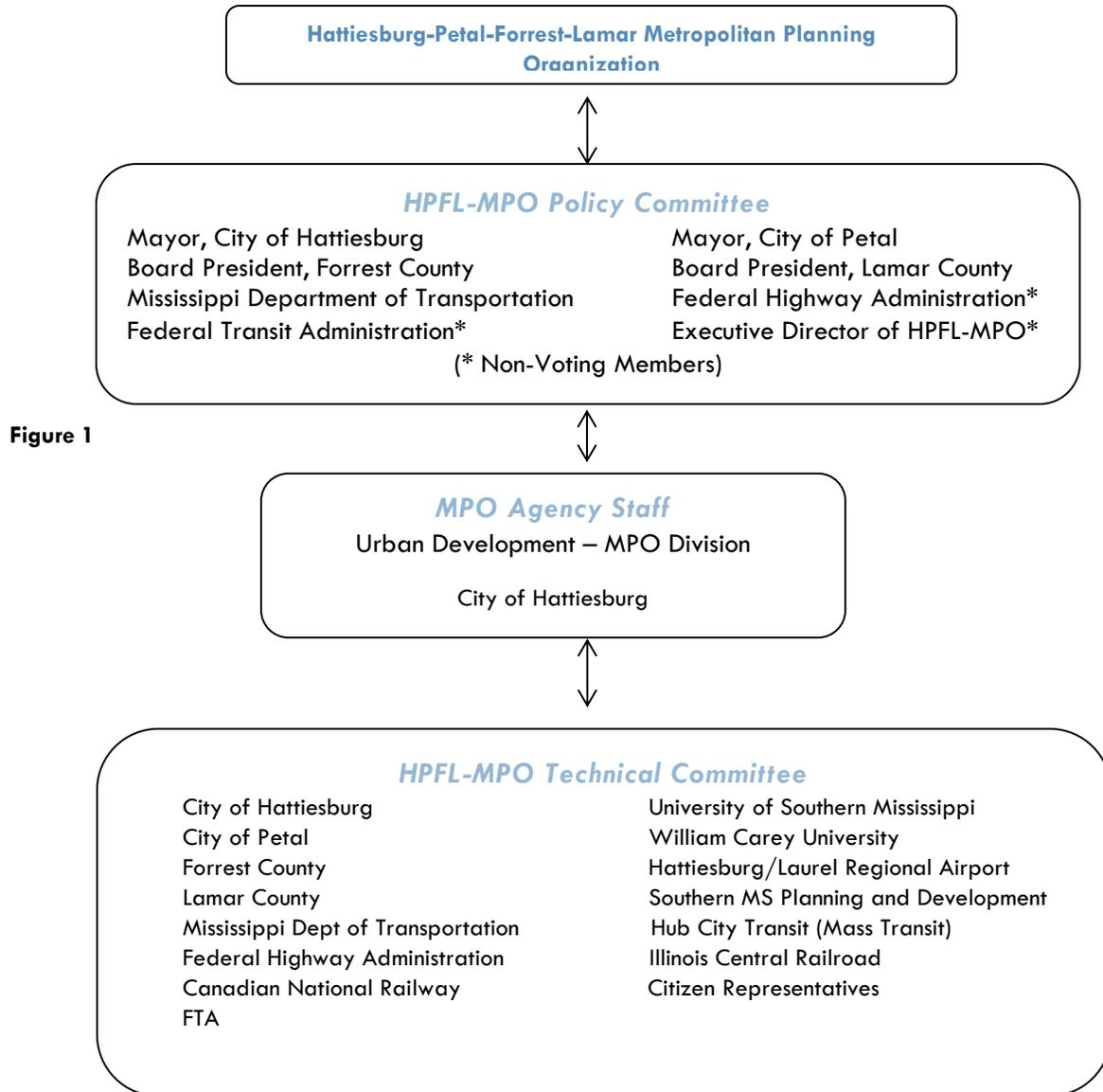


Figure 1

The Mississippi Department of Transportation (MDOT) supports the planning efforts of the HPFL-MPO, which is vital because of the diverse array of projects that can be funded in the HUZA.

The official purpose of the MPO is to develop and coordinate the transportation planning process in the urbanized area. Citizen participation objects include involvement of interested citizens, stakeholders and representatives of community organizations in agency work through timely workshops on transportation issues, fully noticed public hearings and ongoing citizen involvement in the planning and decision-making processes.

Citizen and community participation are crucial to the success of program plans and projects of the HPFL-MPO. Ideas for public participation include:

- Early and continued opportunities for public involvement.
- Timely dissemination of information about transportation plans and programs.
- Reasonable public access to technical and policy information.
- Adequate notice to the public regarding public involvement opportunities and activities early in the planning process.
- Documentation of public comments in MPO plans and programs and provision of reports that are clear, timely and broadly distributed.
- Periodic review and revision of the public participation process.
- Promotion of dialogue and partnership among the community, the business community, organizations, other interested citizens and public officials.

## SECTION II FEDERAL REQUIREMENTS

### C. Guiding Regulations

Public outreach in Long Range transportation plan has long been a federal requirement. Federal law includes a number of specific requirements and performance standards and expectations for state departments of transportation and MPOs to follow during the transportation planning process. These requirements have been amended and reinforced through various transportation and environmental legislation, and related regulations and orders addressing environmental justice and persons with disabilities. Guiding regulations for the transportation process include, but may not necessarily be limited to the following:

- Title 23 United States Code (USC) Sections 134 and 135
- Federal regulation Title 23 Code of Federal Regulations (C.F.R.) Section 450
- Federal regulation Title 49 Code of Federal Regulations (C.F.R) Section 613
- The American with Disabilities Act of 1990, which was updated in 2010, requires coordinating with disabled communities and providing access to sites where public involvement activities occur as well as the information presented.
- Executive Order #12898 of February 11, 1994, reinforces the requirements of Title VI of the Civil Rights Act of 1964 and focuses attention to address Environmental Justice in Minority Populations and Low-Income Populations.
- Executive Order # 13166 of August 11, 2000, requires federal agencies and other entities that receive federal funds via grants, contracts, or subcontracts to make their activities accessible to persons with Limited English Proficiency.
- Fixing America's Surface Transportation (FAST) Act, Public Law, 114-94, December 2015

- Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, July 2012
- Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU), Public Law 109-59, August 2005
- Transportation Equity Act for the 21st Century (TEA-21), Public Law 105-178; June 1998
- Intermodal Surface Transportation Efficiency Act (ISTEA), Public Law 102-240; December 1991

The Public Participation Plan is a living document and will be periodically reviewed for possible revisions.

The HPFL-MPO will continually strive to consult with agencies that are involved in the transportation planning process in the MPO area. With the unique situation of the HPFL-MPO being the smallest MPO in the state, housed in the Hattiesburg City Hall, the HPFL-MPO functions within the Department of Urban Development. Consultation between local planning agencies, engineering consultants and other departments of city, county and regional government (i.e. Emergency Management) is continual.

The HPFL-MPO shall appropriately involve the American Indian Tribes in the development of the Long Range Transportation Plan and the TIP. When the HUZA includes Federal public lands, the HPFL-MPO shall appropriately involve the Federal land management agencies in the development of the Long Range Transportation Plan and the Transportation Improvement Plan.

## SECTION III PUBLIC PARTICIPATION PLAN

The HPFL- MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. The process includes the entire community in developing feasible alternatives and encourages community leaders to support the transportation system. The process also increases public awareness of transportation services and programs.

### D. MPO Objectives and General Guidelines

This Public Participation Plan (PPP) is intended to provide direction for public involvement activities to be conducted by the MPO for public involvement. In its public participation process, the HPFL-MPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to local jurisdiction concerns).

2. Provide reasonable public access to technical and policy information used in the development of the Long Range Transportation Plan, the Transportation Improvement Plan (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the Long Range Transportation Plan, the state, local, transit TIP and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the MPO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.
4. Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft Long Range Transportation Plan and TIP (including the financial plans for the TIP and Long Range Transportation Plan developed in cooperation with the Mississippi Department of Transportation as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP and TIP.
5. Seek out and consider the needs of those traditionally under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households who may face challenges accessing employment and other services. Fast Act requires that the MPO shall provide reasonable opportunities for 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 a reasonable opportunity to comment on the transportation planning process via Section 1201(i)(6)(A).
6. Provide a minimum public comment period of 45 calendar days prior to the adoption of the PPP and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 45-day comment period. Notice will also be mailed to the entire HPFL-MPO mailing list prior to the start of the 45-day comment period.
7. Provide a public comment period of not less than 45 calendar days prior to adoption of the Long Range Transportation Plan, the TIP, any formal amendments or updates, and other appropriate transportation plans and projects.
8. Coordinate the PPP with the statewide transportation planning public involvement and consultation processes wherever possible to enhance public consideration of the issues, plans and programs, and reduces redundancies and costs.

9. To ensure the MPO provides coordination for the City of Hattiesburg Hub City Transit (HCT) and recipients of assistance under title 49 U.S.C. Chapter 53 (FTA funds), the City's system, Hub City Transit, (HCT) relies on the MPO Public Participation Plan, Long Range Transportation Plan, and the Transportation Improvement Plan processes to ensure public awareness and involvement for the HCT Program of Projects (POP). The Program of Projects listing shall be included within the MPO Transportation Improvement Program (TIP).

## E. Public Participation Goals and Objectives

The HPFL-MPO shall actively engage the public in the transportation planning process and employ visualization techniques to depict transportation plans. Examples of visualization techniques include: charts, graphs, photo interpretation, maps, use of GIS systems and/or computer simulation.

When feasible, the HPFL-MPO shall electronically mail meeting announcements to the MPO contact list or to targeted groups for upcoming activities. The HPFL-MPO shall maintain an up-to-date database of contacts to assure that all interested parties have reasonable opportunities to comment on the transportation planning process and products. **(See Appendix B)**

The HPFL-MPO shall keep the public informed of on-going transportation related activities on a continued basis by making all publications and work products available electronically to the public via the MPO's web page (via internet) and at the MPO office by furnishing printed or digital media and displaying maps, as a visualization technique, to describe transportation actions as part of the Long Range Transportation Plan.

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

The HPFL-MPO provides the website [hattiesburgms.com/MPO](http://hattiesburgms.com/MPO) for the public use. The HPFL-MPO shall maintain a website that will be compliant with Section 508 of the Americans with Disabilities Act for disabled users. The website shall be updated and maintained to provide the most current and accurate transportation planning information available. The website shall, at a minimum, contain the following information:

- A. *Contact Information*
- B. *Current HPFL-MPO Committee Membership*
- C. *Meeting Calendars and Agendas*
- D. *Work Products and Publications (Transportation Improvement Plan, Long Range Transportation Plan, Unified Planning Work Program, etc.)*
- E. *Comment/Question Form*
- F. *Links to Related Agencies*
- G. *Current By-Laws and Operatina Procedures (includina the Public Participation Plan and*

The HPFL-MPO shall encourage the involvement of all area citizens in the transportation planning process. The target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved and underrepresented populations, including but not limited to, low income and minority households, within the study area. The Limited English Proficiency (LEP) Plan identifies populations within the study area with limited proficiency in reading, speaking, or writing in English (**See Appendix C**). The HPFL-MPO shall, when feasible, hold public meetings at a site convenient to potentially affected citizens.

The HPFL-MPO shall participate in public participation activities for individual transportation improvement projects from the planning phase through construction. The MPO shall actively assist the Mississippi Department of Transportation, local governments and transportation agencies in the development and implementation of public involvement techniques for planning and other studies, including Major Corridor/Feasibility Studies, and Project Development and Environmental Studies or other documents to support planning.

In accordance with Federal regulations, the Public Participation Plan (PPP) shall be assessed periodically based on changes in local, state, or federal legislation, and in response to periodic evaluations of the effectiveness of public participation techniques outlined in the PPP. The PPP is a living document that shall be updated as needed. However, at the minimum, the PPP shall be formally reviewed every five-years and modified as needed to expand its usefulness as a tool to encourage public input into the transportation planning process.

## F. Public Participation Techniques

Public participation is an ongoing activity of the MPO. Public participation is also an integral part of one-time activities such as corridor studies and regularly repeated activities such as the annual Transportation Improvement Program process and Long Range Transportation Plan updates.

This section contains descriptions of public participation tools currently being used by the MPO:

## **MPO WEBSITE**

**Description:** The site was established to provide basic information about the MPO process, members, meeting's times and contact information. Work products, such as the Draft, and Adopted, Public Participation Plan, Unified Planning Work Program, Transportation Improvement Program, Long Range Transportation Plan, Pathways Master Plan, and other studies are available from the site. The website address is [hattiesburgms.com/MPO](http://hattiesburgms.com/MPO). HPFL-MPO staff, in conjunction with City of Hattiesburg staff, maintain, update and regularly review the website.

**Activities:** The website is used to list current and topical information on regular and special meetings, planning studies, publications, related public events and work products.

## **MPO MASTER DATABASE**

**Description:** HPFL-MPO staff maintains a master database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists, special interest groups and neighborhood/homeowners association contacts. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

**Activities:** The database is used to enhance public involvement activities.

## **SOCIAL MEDIA**

**Description:** HPFL-MPO staff may utilize social media to further encourage the interaction between the MPO and the public. Facebook may be used to present the public with information concerning the MPO and other programs, projects, activities, events, etc. YouTube, a video-sharing website may be used as an education tool for the public about the MPO and the transportation process. YouTube also presents opportunities for disseminating information to public with low literacy. (See **Social Media Policy, Appendix D**) Designated HPFL-MPO staff maintains and regularly reviews all social media sites.

**Activities:** Public awareness of projects, meetings, workshops, etc. Provides opportunities for public comment and discussion on various MPO and transportation-related topics.

## LEGAL ADVERTISEMENTS

**Description:** The **Mississippi Open Meetings Act** legislates the methods by which public meetings are conducted. Title 25, Chapter 41, Sections 1-17 of the Mississippi Code define the law. The law requires posting a written notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts notices of the HPFL-MPO Transportation Policy Committee and HPFL-MPO Technical Committee meetings.

**Activities:** Regular and other meetings seeking public input are posted.

## DISPLAY ADS

**Description:** Publication of ads are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in selected newspapers, both English and Spanish, in order to reach a larger audience than those that typically read legal notices.

**Activities:** Public awareness of project specific meetings, workshops, or open houses.

## OTHER MEDIA

**Description:** Opportunities are sought for articles in other newsletters produced by municipalities, neighborhood/homeowners' associations, church groups, civic groups, or others that may have an interest in the MPO. Opportunities are also sought to present to civic and social agencies, participate on radio talk shows, and provide television news highlights.

**Activities:** Increased opportunities to make public aware of corridor studies, small-area studies, other planning studies or major activities.

## DIRECT MAILINGS

**Description:** Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

**Activities:** Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies or major activities.

## PRESS RELEASES

**Description:** Formal press releases are sent to local media (newspaper, TV, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

**Activities:** Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

## **PROJECT WORKSHOPS/OPEN-HOUSES**

**Description:** These are targeted public meetings that are generally open, informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment and a sense of public priorities. Virtual Meeting Rooms will be made available for these meetings and all meetings will be accessible via land-line telephones, smartphones, and other devices.

**Activities:** Metropolitan planning studies, prioritization of projects, public input prior to drafting major multimodal plans such as the Pedestrian Plan and other major MPO activities.

## **E-MAIL ANNOUNCEMENTS/ CALENDARS**

**Description:** Meeting announcements and MPO information are e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. The dates of Technical Committee, Policy Committee, and all public meetings are posted to the HPFL-MPO website.

**Activities:** Corridor studies, small-area studies, other planning studies, regular meetings, public hearings, amendments/updates, workshops, open houses, and other major MPO activities.

## **MPO LOGO**

**Description:** A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

**Activities:** A logo is used on all MPO publications; including those developed by consultants working on MPO sponsored projects to create a community awareness of the MPO deliverables.

## **PUBLIC HEARINGS**

**Description:** These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body.

**Emergency Accommodations:** In order to provide a venue for a public hearing that does not include social contact and provides flexibility regarding any safety concerns about the meeting facility or general meeting location, the MPO staff will create a virtual meeting option for all of the HPFL-MPO public hearings.

**Activities:** Long Range Transportation Plan, Transportation Improvement Program, corridor studies, Project Development & Environmental studies, and other planning studies as needed for other MPO activities.

## COMMENT FORMS

**Description:** Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives being considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or website. (See Appendix F)

**Activities:** Public workshops, open houses, hearings and other meetings, general MPO activities.

## SURVEYS

**Description:** Surveys are used when very specific input from the public is desired. A survey can be used in place of comment forms to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies such as the Bicycle and Pedestrian Plans. For example, participants may be asked about their daily travel patterns or areas of improvement within the multimodal system. The MPO also uses brief one-question surveys through the MPO Website, Facebook page, or other survey applications to gather public input on general transportation planning issues.

**Activities:** Conduct on-line surveys on issues and needs to provide input into the plans, conduct surveys at the transit terminal station or public meetings, and attach surveys or survey links to flyers and ads.

## POSTERS AND FLYERS

**Description:** Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of a meeting, the time (s) and location (s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailing and/or newsletters.

**Activities:** Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

## GROUPING OF PROJECTS

**Description:** MPOs make use of statewide project groupings in their Transportation Improvement Plans (TIP). MDOT in cooperation with the Federal Highway Administration developed statewide programs that are identified by a statewide project number. This number provides a more efficient method of project identification, programming and contracting which minimizes the necessity for TIP revisions.

**Activities:** The MPO recognizes the use of these grouping categories and will use them as appropriate. Individual projects eligible for statewide project groupings may be included in the MPO/TIP for informational purposes only. The information only project lists will be clearly annotated as such and may be included as an appendix.

## ANNUAL PROJECT LISTINGS

**Description:** MPOs publish an annual listing of projects, which include investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds were obligated the preceding year. This listing shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public update. The listing shall be consistent with the funding categories identified in each TIP.

**Activities:** The HPFL-MPO posts the projects on the website for public review as the projects are let. These posts also include the status of the project throughout the duration of the project.

## SECTION IV SUMMARY PUBLIC PARTICIPATION POLICY TABLE

<b>Program Adoption</b>	<b>Public Meetings</b>	<b>Comment Period (minimum)</b>	<b>Purpose/Remarks</b>
Long Range Transportation Plan (LRTP)	Two meetings prior to Technical Policy Committee approval  Updated Every 5 years	45 Days	A summary of all oral and written comments will be provided to the Technical Policy Committee and available for public review and placed in MPO minutes.
Transportation Improvement Plan (TIP) (Short Range Plan)	Two meetings prior to TPC approval  Updated Every 2 years	45 Days	A summary of all oral and written comments will be provided to the TPC and available for public review and placed in MPO minutes.
Unified Planning Work Plan (UPWP)	Presented at MPO Policy and Technical Committee Meeting for public comment.	N/A	Updated every 2 years. Comments received are recorded and placed in MPO minutes for public review.
Public Participation Plan	Public Meeting on Draft and MPO Technical and Policy Committee Public Hearing/Meeting	45 days	Updated every 5 years. Comments received are recorded, distributed and placed in MPO minutes for public review.
Annual Project Listing	Not Applicable	N/A	An Update is provided by the MPO on an annual basis and made available for viewing at the MPO website.
<b>Program Amendments</b>			
Long Range Transportation Plan	MPO Policy and Technical Committee Public Hearing/Meeting	10 days	Amendments are applied as needed.

Transportation Improvement Plan	MPO Policy and Technical Committee Public Hearing/Meeting	10 days	Amendments are applied as needed.
Unified Planning Work Program	MPO Policy and Technical Committee Public Hearing/Meeting	N/A	Amendments are applied as needed.
<b>Open Meetings</b>			
Transportation Policy Committee (TPC)	Regular Meetings are held on a quarterly basis.	N/A	Website is updated with meeting dates.
Transportation Technical Committee (TTC)	Regular Meetings are held on a quarterly basis.	N/A	Website is updated with meeting dates.

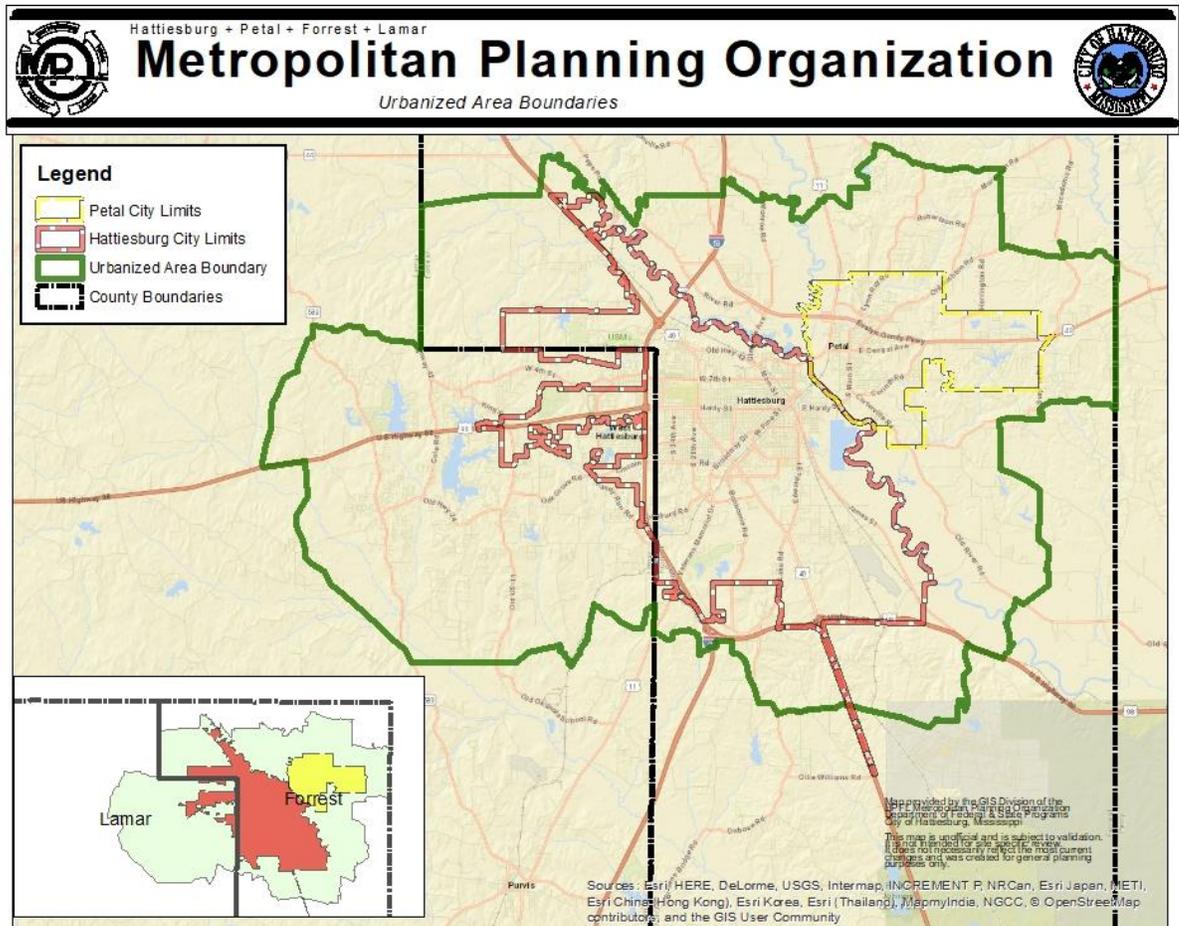


# APPENDICES

APPENDIX A:	HATTIESBURG URBANIZED AREA MAP
APPENDIX B:	LIST OF AGENCIES FOR CONSULTATION
APPENDIX C:	LEP PLAN POLICY
APPENDIX D:	SOCIAL MEDIA POLICY
APPENDIX E:	PPP EVALUATION GUIDE
APPENDIX F:	COMMENT FORM

# Appendix A

## HATTIESBURG URBANIZED AREA MAP



# Appendix B

## LIST OF AGENCIES FOR CONSULTATION

Various provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) require expanded consultation and cooperation with Federal, State, Local and Tribal agencies responsible for land use, natural resources and other environmental issues. The following is a list of Federal, State, Local and Tribal agencies with which the State DOT or MPO may choose to consult:

- A. Elected Officials
  - B. Local Government Staff
  - C. Transportation Agencies (Airports, Transit, Freight Services, etc.)
  - D. Local Media (TV, Radio, Print, etc.)
  - E. Homeowners Associations/Neighborhood Associations
  - F. Civic Groups
  - G. Special Interested Groups
  - H. Libraries (For Public Display)
  - I. Consultation with Federal, State and local agencies responsible for land use management, natural resources, environmental protection, Conservation and historic preservation, and other environmental issues.
  - J. Consultation with parties that would have an interest in the planning and development of the transportation network including affected public agencies in the metropolitan planning area.
  - K. Private Freight Shippers
  - L. Representatives of Public Transportation Employees
  - M. Providers of Freight Transportation Services
  - N. Private Providers of Transportation
  - O. Representatives of Users of Public Transportation
  - P. Representatives of Users of Pedestrian Walkways
  - Q. Representatives of Users of Bicycle Transportation Facilities
  - R. Representatives of the Disabled
  - S. American Indian Tribes
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## PUBLIC DISTRIBUTION LOCATIONS

City of Hattiesburg, City Hall (MPO Offices)	200 Forrest Street, Hattiesburg, MS 39401
City of Petal, City Hall	102 West 8 <sup>th</sup> Avenue, Petal, MS 39465
Forrest County Administrative Office	641 North Main Street, Hattiesburg, MS 39401
Lamar County Administrative Office	203 North Main Street, Purvis, MS 39475
Hattiesburg Public Library	329 Hardy Street, Hattiesburg, MS 39401
Purvis Public Library	122 Shelby Speights Dr., Purvis, MS
Petal Public Library	714 South Main, Petal, MS
Oak Grove Public Library	4958 Old Hwy 11, Hattiesburg, MS 39401

## MEDIA CONTACTS

### **PRINT MEDIA**

*Impact of Hattiesburg*  
*The Hattiesburg American*  
*Hattiesburg Post*  
*The Lamar Times*  
*The Advertiser News*  
*The Petal Advocate*  
*The Independent*  
*The Student Printz* (University of Southern Mississippi)

### **TELEVISION MEDIA**

WHLT (CBS)  
WDAM (NBC)  
WLOX (ABC)  
WFOX (FOX)

### **RADIO MEDIA**

B-95 Radio – WBBN  
Clear Channel Radio  
The HOT FM's Radio  
Kicker 108 –WZKX  
Rock 104 -- WXRR  
American Family Radio – WAll 89.3  
Supertalk MS – WFMM  
WHSY 950  
Zoo 107 – WKNZ  
SL 100 – WNSL  
WORV 1580 AM  
WJMG 92.1

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# Appendix C

## LIMITED ENGLISH PLAN (LEP)

This LEP Plan exists as a component of the City of Hattiesburg's Title VI Plan as it existed as of the year 2020 copied herein with minor corrections for Scribner's errors.

# Hub City Transit

## Title VI & LEP Plan

2020

Prepared for:



By



**Hattiesburg-Petal-Forrest-Lamar**  
**Metropolitan Planning Organization**  
*Hattiesburg City Hall \* P.O. Box 1898 \**

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## LIMITED ENGLISH PROFICIENCY PLAN

This document complies with the requirements of Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP). It incorporates implementation guidance published through the Federal Transit Administration and the U.S. Department of Transportation. The goal of this plan is to identify actions which will be taken to reduce language barriers for LEP individuals in Hattiesburg, MS who seek to utilize services provided by Hub City Transit (HCT). To achieve this goal, HCT will undertake reasonable steps required to ensure meaningful access by LEP persons interested in participating in the agency’s programs, services and activities. HCT will ensure that language will not prevent staff from effectively providing information and responding to inquiries made by LEP individuals. In turn, LEP individuals will not be prohibited from accessing program information, understanding rules and operational changes, participating in proceedings and any other agency activity.

### Legal basis for language assistance requirements

Title VI of the Civil Rights Act of 1964 states that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance.” The Supreme Court, in *Lau v. Nichols*, 414 U.S. 563 (1974), held that this requirement prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination.

Executive Order 13166 states that recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. U.S. DOT published guidance for its recipients on December 14, 2005, which clarified that their recipients are required to take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are LEP.

### Who are the Limited English Proficient (LEP)?

LEP individuals do not speak English as their primary language and have a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information (e.g., medical information, eyewitness accounts, information elicited in an interrogation, etc.) in English.

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## Four Factor Analysis

In order to ensure meaningful access to programs and activities, HCT uses the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. A careful analysis can help a recipient determine if it communicates effectively with LEP persons and will inform language access planning. The Four Factor Analysis is an individualized assessment that balances the following four factors:

**Factor #1            Assessing the number and proportion of LEP persons served or encountered in the eligible service population**

US Census Bureau data for Hub City Transit (HCT) service area has been obtained for the year 2010 to complete this analysis. 2010 census data summary for the City of Hattiesburg Spanish LEP populations.

County	Spanish speakers with low or no English Proficiency
City of Hattiesburg	1561

This data suggests that there is likely population of LEP individuals that may benefit from HCT services and languages-specific outreach.

**Factor #2:            Assessing the frequency with which LEP individuals come into contact with the program, activity, or service**

HCT drivers noticed an increase in individuals using transit who appeared not to speak or understand English. Some of this increase is attributed to a rise in migrant labor that came to work on recovery and reconstruction projects following Hurricane Katrina and elected to stay in the region permanently.

In 2006, HCT implemented a program of providing Spanish-language materials (schedules, flyers, fare information and public announcements) to address the growing number of Spanish-speaking riders in the system. The 2010 census data confirms a 20% increase in the Spanish population across the Urbanized Area.

As part of the ongoing Title VI Demographic review of the system, on-board passenger surveys are conducted to monitor passenger characteristics and demographics. The results of these surveys include information on the number of riders who speak or understand English “not well” or “not at all”. Survey results consistently indicate that 97% of respondents identify English as their primary language. Of those indicating another language, the majority identified Spanish as their primary language.

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**Factor #3: Assessing the nature and importance of the program, activity, or service provided by the program**

HCT provides general public transportation to individuals who have no or very limited English skills on a daily basis. Some of these individuals, based upon HCT staff comments and observations, have a limited knowledge of English or travel with individuals who possess the necessary skills to communicate with the bus driver.

Recognizing an increase in the Spanish speaking, HCT has taken steps to accommodate LEP individuals in the HCT service area. These steps are outlined in the following Section.

**Factor #4: Assessing the resources available to the recipient and costs**

Without a dedicated local source of match for FTA funds, local funding comes from a combination of local government appropriations and fare revenues.

As such, the amount of local funding for operations will vary from year-to-year based upon passenger volume and competing local demands of other community service providers.

HCT has taken several steps to enhance its ability to communicate effectively with LEP individuals and provide the necessary language and translation services to those who require assistance. This includes the provision of schedules, notices and forms in Spanish and English. Translation services are made available, upon request, prior to all public hearings.

## **Language Assistance Plan**

HCT uses results of the four factor analyses to determine which language assistance services are appropriate.

## **Language Assistance Measures**

HCT uses a variety of methods to provide support for those who may require language assistance in order to fully participate in offered services, programs and activities including:

- Provision of Spanish-language materials for all HCT route schedule announcements posted on vehicles and in transit facilities.
-

- Update to the HCT Riders Guide continue to include English and Spanish-language schedules for the general public.
- Title VI Complaint forms and notices included in this plan are translated to Spanish.
- Publishing public notices and engagement materials in both Spanish and English.
- LEP targeted outreach is conducted as needed
- Coordination of interpreters for meetings and other events.

HCT also makes available its management and operations staff to meet with groups to discuss options available within its service area and individual communities. These sessions include orientation to routes and help understanding schedules and existing services. Requests to have such meetings or events can be made by the community to the Executive Director's office.

### **Training Staff**

HCT staff is instructed to direct LEP persons to the designated Spanish language specialists on HCT's permanent staff. Phone calls which come into the HCT offices from LEP persons are connected to these individuals. If HCT personnel (drivers or staff) encounter an individual on route that is LEP, they place this individual in radio contact with the appropriate HCT staff for translation.

### **Providing Notice to LEP Persons**

HCT makes available all public notices regarding changes and updates in services provided in English and Spanish language through the following outlets:

- HCT Administrative Offices, 1001 S Tipton Street, Hattiesburg, MS.
- Posting on all HCT fixed route and demand-response buses for a period of at-least 30 days concurrently with all advertised changes.

The following service-related items are made available at no cost to the LEP population:

- Provision of Spanish-language materials for all HCT route schedule announcements posted on vehicles and in transit facilities.
  - Update to the general schedule books continue to include English and Spanish-language schedules for the general public.
  - All announced changes in HCT services in response to natural disaster or general public emergency, are made in English and Spanish. (Translation/production of notices in response to emergencies will be produced as timely as possible.)
-

## Monitoring and Updating the LEP Plan

This plan will be reviewed and re-evaluated every three years as part of the Title VI Plan update process required by FTA. The review will determine if changes in the LEP population within the HCT service area require an update to currently used measures to provide information and communication. At a minimum, this review will follow the identified Title VI program schedule for service expansion/retraction. Consideration will be given to the following:

- Level of current LEP populations in the HCT service area;
  - Frequency of LEP population encounters, based upon HCT surveys and staff reports;
  - Requests for translation and second language information to HCT staff;
  - Review of contact with community agencies and others representing LEP persons and requests made for transit information and services;
  - Participation of LEP groups (or their representatives) at public meetings or hearings regarding changes in service;
  - Whether the materials provided and methods used are meeting the needs of the LEP population.
-

The following items, at a minimum, will be assessed using the checklist provided below

<b>Monitoring Checklist, LEP Populations in HCT Service Area</b>	
<u>Transit Centers</u> – locations on the HCT system where transfers would occur between 2 or more HCT Fixed-routes or from HCT Demand-Response services to Fixed-Route	Have translated instructions on how to make fare payments been made available?
	Have translated schedules, route maps, or information on how to use the system been made available?
	Has the information been placed in a visible location?
	Can a person who speaks limited English or another language receive assistance from HCT staff when asking for directions? How is this assistance provided?
<u>HCT Revenue Vehicles</u> – All buses which are used in revenue service on the fixed-route and demand-response systems	Have translated instructions on how to make fare payments been made available?
	Is the same information included in existing schedules and route books?
	Has the information been placed in a visible location on all vehicles?
<u>Customer Service</u> – All interactions with the public by HCT transit service personnel (Administrative staff, Drivers) regarding services provided	How many customer service calls come in from an individual who speaking languages other than English?
	Can customer service representatives describe to a caller what language assistance the agency provides and how to obtain translated information or oral interpretation?
	Can a person speaking limited English or a language other than English request information from a customer service representative?
<u>Community Outreach</u> – All interactions with the public by HCT transit service personnel (Administrative staff, Drivers) regarding updates/changes in services and programs	Have translators been requested or made present at community meetings?
	Are translated versions of any written materials that are handed out at a meeting provided?
	Can members of the public provide oral as well as written comments in languages other than English?
	Are meeting notices, press releases, and public service announcements requested to be translated into languages other than English?

### **Dissemination of the LEP Plan**

The LEP plan has been incorporated into the HCT Title VI Plan to provide a single source for non-discrimination compliance. Electronic copies of the complete plan can be downloaded from the HCT website or requested via email to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com). Printed copies are available for review at the HCT administrative office on 1001 S Tipton Street and at Intermodal Facility on 308 Newman Street. People requesting a copy in an alternative format should mail their request to MPO Division, 200 Forrest Street, Hattiesburg, MS 39401, can email their request to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com) or call in their request to 601-554-1008.

## APPENDIX D

### SOCIAL MEDIA POLICY



## SOCIAL MEDIA POLICY

### 1. Vision & Purpose for Using Social Media

In support of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization's Public Participation Plan's guidelines and goals, the HPFL-MPO is seeking to further engage the public in the transportation planning process by developing outreach strategies through the use of various social media tools.

The HPFL-MPOs social media outlets serve as discussion and information sharing opportunities between the HPFL-MPO and the public about the HPFL-MPO, and/or other transportation-related programs, projects, activities, and events. The comments and opinions of others on official HPFL-MPO social media sites do not represent the opinions or views of the HPFL-MPO or its staff. The HPFL-MPO encourages the public to submit any comments, questions, or concerns as related to the discussion topics presented on any social media sites, however the HPFL-MPO will moderate all comments and reserves the right to remove comments which violate the social media policy guidelines provided below.

Social Media should be used as a means of additional public notification and to seek public input, but neither staff nor the public should expect the use of social media by MPO staff to replace more traditional methods of conducting business.

### 2. Definition of Social Media

As defined by the Federal Highways Association (FHWA), "Social Media and Web 2.0 are umbrella terms used to define the various activities integrating Web technology, social interaction, and user generated content. Examples of Social Media/Web 2.0 technologies include, but are not limited to, blogs, wikis, podcasts, social network sites, and internet-based services that emphasize collaboration and sharing (such as Facebook, Twitter, Flickr, and YouTube).

### 3. Employee Access

Access to social media sites will be reserved to HPFL-MPO Staff authorized by the HPFL-MPO Executive Director based on their role within the agency. Authorized staff will be restricted to professional use of the HPFL-MPO's official social media sites. While approved staff is expected to check on social media daily (see *Account Management*), staff time must be properly allocated to higher priority tasks, unless otherwise directed by a supervisor or Executive Director.

Personal use of social media is limited to access through personal devices. (Employees may consult the City of Hattiesburg Employee Handbook on "breaks".) Employees shall be advised to maintain proper privacy settings on personal accounts to prevent misrepresentation of the HPFL-MPO as an organization. While personal accounts are not linked to official HPFL-MPO social media sites, it is recommended for staff to refrain from publicly posting information that would reflect negatively on staff and the organization.

### 4. Account Management

Technology is ever-changing, as are the social media outlets used by the public to communication and gather new information. The HPFL-MPO currently utilizes Facebook and YouTube as a means of communicating with the public and sharing information about local transportation issues, however the need may arise in the future for the creation of other social media tools. The following are guidelines for managing social media accounts:

1. The creation and closing of social media accounts must have final approval from the Executive Director of the HPFL-MPO.
2. The Executive Director and assigned staff will retain a record of all passwords and login
3. A log of social media statistics shall be kept by assigned staff members and shall be updated periodically as deemed reasonable.
4. Social media sites should be checked on a periodic basis in order to respond to public comments. Efforts will be made to respond in a timely fashion. Sites may be checked more or less frequently as deemed reasonable given recent relevant posts or topics.
5. Staff will be responsible for moderating social media sites on a periodic basis as may be reasonable given relevant posts or recent topics that may have been presented.
6. The MPO makes no claims as to whether or not communication existing on social media may constitute a public record. The MPO cannot control edit or deletions of content by persons or entities other than MPO staff.

## **5. Employee Conduct**

All staff approved to use or maintain social media shall abide by the following guidelines:

1. Staff shall not post personal opinions on any official HPFL-MPO social media sites.
2. All information must be presented in a politically neutral, informative, and respectful manner. No vulgar language will be tolerated.
3. Staff shall respond to comments relevant to the discussion topics. Responses should be positive, polite, and neutral.
4. Staff shall present accurate information. Information that is later found to be incorrect shall be publicly corrected.
5. Staff shall respect the privacy of the public interacting on social media sites.
6. Employees should refrain from posting information that would bring embarrassment to themselves or the HPFL-MPO or the member entities.
7. Staff shall abide by all federal regulations, including Title VI/LEP policies.

## **6. Content**

Information placed on all official HPFL-MPO social media sites shall relate to the HPFL-MPO transportation planning process, MPO-related projects, events, activities, and/or news, research, discussion topics related to transportation planning. The HPFL-MPO staff will not promote information not related to topics previously discussed, unless otherwise approved by the Executive Director. All content shall remain politically neutral and shall not endorse or promote specific political parties or organizations. All content is the sole responsibility of the HPFL-MPO unless cited as otherwise.

Information presented on HPFL-MPO social media will be used for discussion and does not represent the views or opinions of the HPFL-MPO.

## **7. Security**

As a security measure, the use of instant messaging (IM) through approved social media sites will not be allowed, unless deemed appropriate by the Executive Director. Additionally, the exchanging of files will be limited and will only be allowed through trusted sites. While most information is considered public record, staff is advised to never send confidential information via social media. When in doubt as to whether to send certain information via social media, staff shall consult with the Executive Director.

## **8. Legal Issues**

The use of social media by HPFL-MPO staff is limited as a business communication tool for reaching the public about MPO and other transportation-related topics. Although informal, staff is

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required to adhere to all federal, state and local regulations. Additionally, all information posted to social media sites is considered public record. Any violations by staff will be handled on a case by case basis at the discretion of an immediate supervisor and the Executive Director.

### **9. External User Guidelines (Citizen Conduct)**

The HPFL-MPO encourages the public to submit any comments, questions, or concerns on any of our official social media sites, however please note that all sites will be moderated and the following guidelines will apply:

1. We review all comments and reserve the right to delete any comments containing inappropriate and/or offensive content.
2. We do not allow obscene, graphic or discriminatory content that may infringe upon a person's Title VI rights under the Civil Rights Act of 1964 that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
3. We do not allow comments that suggest or encourage illegal activity.
4. All comments shall remain constructive and relevant to the posted discussion topics.

### **10. Public Records Comment**

The HPFL-MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling the HPFL-MPO at (601) 545-6259.

Written comments may be:

1. E-mailed to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com); or
2. Mailed to the HPFL-MPO, P.O. Box 1898, Hattiesburg, MS 39403-1898.

The public may also submit comments to their respective HPFL-MPO representatives for transmittal to the respective full committees. Comments on HPFL-MPO plans, reports, and programs may be made at public input meetings. Time scheduled on a HPFL-MPO Policy and/or Technical Committee meeting agenda also may be requested by members of the public or a representative of a group, to offer input to the full committees. All questions or concerns regarding the HPFL-MPO social media sites can be forwarded through the following outlets:

Mail To:

HPFL-MPO, P.O. Box 1898, Hattiesburg, MS 39403-1898.

Phone: 601-545-6259

Website: [www.cityofhattiesburgms.com](http://www.cityofhattiesburgms.com)

<sup>2</sup>Please see our Title VI Nondiscrimination Statement

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# Appendix E

## PPP EVALUATION GUIDE

## PPP EVALUATION GUIDE

Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Interactive Strategies	MPO Website	ADA Compliance  Adequate User Experience	# of ADA Compliant elements achieved  80% of survey responses indicate acceptable Web Page	Annual Web Page Evaluation Survey at the beginning of the Fiscal Year
	Social Media			
	Comment Forms	#of responses by phone calls, letters, emails, etc.	Measure meeting attendees who fill out comment forms: and/or # of website visitors submitted forms.	Identify methods for submitting public comment on all notices and through other PPP tools.
	Surveys	# of responses	# of email/mail recipients respond to survey and/or reach a goal over 150 respondents.	Make surveys available on all other PPP tools, including social media and website.
Media Outreach	Legal Advertisements	n/a required	n/a	Advertise all public engagements opportunities on newspapers with large reach
	Press Releases	# of printed or broadcasted press releases per year.	Measure # of press releases sent to media that are published.	Update contacts periodically  Provide information in a "ready to print" or broadcast format.
	Other Media	N/A	N/A	Provide basic information in "print ready" format.
Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Data Distribution	MPO Master Database	# of returned items	Maximum of 10% return per mailing	Make immediate corrections when items are returned

	Display Ads	# of meetings attendees who were notified via mentioned PPP tool.		Work with City Administration to produce eye-catching ads with basic information on each flyer; ads should have contact information and link to website.
	Direct Mailings	# of meeting attendees who were notified via mentioned PPP tool	# of meeting attendees/survey respondents were reached via mentioned PPP tool	Update mailing list regularly distribute to areas affected
	Email Announcements/ Calendars	# of meeting attendees who were notified via mentioned PPP tool		Update regularly; increased distribution to online websites with high traffic
	MPO Logo	None	Recognition of logo	Placement of logo on all published media, including materials for MPO sponsored activities
<b>Technical to Inform</b>	<b>Public Involvement Tool</b>	<b>Evaluation Criteria</b>	<b>Performance Goal(s)</b>	<b>Method to Meet Goal(s)</b>
<b>Data Distribution</b>	Grouping of Projects	N/A	N/A	N/A
	Annual Project Listings	N/A	N/A	Promote individually on website annually
<b>Public Speaking</b>	Project Workshops/Open Houses	# of meeting attendees		<ul style="list-style-type: none"> <li>Promote public meetings via all other PPP tools</li> <li>Schedule meetings at convenient locations and times</li> </ul>
	Public Meetings/Hearings	# of meeting attendees		<ul style="list-style-type: none"> <li>Promote public meetings via all other PPP tools</li> <li>Schedule meetings at convenient locations and times.</li> </ul>

The HPFL-MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling the HPFL-MPO at (601)545-6259.

Written comments may be:

1. E-mailed to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com); or
2. Mailed to the HPFL-MPO, P.O. Box 1898, Hattiesburg, MS 39403-1898.

The public may also submit comments to their respective HPFL-MPO representatives for transmittal to the respective full committees. Comments on HPFL-MPO plans, reports, and programs may be made at public input meetings. Time scheduled on a HPFL-MPO Policy and/or Technical Committee meeting agenda also may be requested by members of the public or a representative of a group, to offer input to the full committees.

# Appendix F

## HPFL PUBLIC COMMENT FORM





# PUBLIC PARTICIPATION PLAN



07/25/2018

Hattiesburg-Petal- Forrest-Lamar  
Metropolitan Planning Organization

Revised 1/27/2021

#### NOTATION OF FINANCIAL ASSISTANCE

*THE PREPARATION OF THIS DOCUMENT HAS BEEN FINANCED IN PART THROUGH GRANTS FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION, AND THE FEDERAL TRANSIT ADMINISTRATION AND THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION*

# Public Participation Plan

HATTIESBURG-PETAL-FORREST-LAMAR MPO

## MISSION STATEMENT:

The HPFL- MPO's mission is to invite cooperating agencies, develop consensus among a wide range of stakeholders with diverse interests, resolve conflict, and ensure that quality transportation decisions are fully explained. These responsibilities will force the transportation projects that are implemented to balance transportation needs, costs, environmental resources, safety, and public input in order to arrive at objective and responsible transportation decisions.

## SECTION I

### A. Introduction and Purpose

The Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization's (HPFL-MPO) transportation planning decisions affect the lives of people living and traveling through the Hattiesburg Urbanized Area (HUZA). A Public Participation Process will provide an opportunity for people to directly engage in the transportation decision-making process and influence transportation choices in the region. This process will promote diverse input in the transportation planning process as well give the public a sense of ownership of developed transportation solutions.

The participation process must be a proactive process in which governing bodies strive to find innovative ways to identify and engage the affected public, provide a wide variety of opportunities for agencies to become involved, and create a meaningful process that is transparent and ensures effective communication about how public contribution influences transportation decisions. It is also important that a public participation process be continuously evaluated and improved to ensure that under-represented communities are given a voice.

The major component of this document is to provide the HPFL-MPO with information that includes:

- the identification of the locations of socio-economic groups, including low-income and minority populations as covered by the Executive Order on Environmental Justice and Title VI provisions
- the planning process with methods to secure full and fair participation of low-income and minority populations
- a continuing public education process which focuses on the 3-C transportation planning process of continuing, comprehensive, coordinated planning.

- useful demographic information, which will be used to examine the distribution of the benefits and burdens of the transportation investments across these groups included in the plan and TIP to address these needs.

This includes but is not limited to lower income households, minorities, persons with disabilities, representatives from community services organizations, tribal councils and other public agencies. This element also assists in identifying and addressing environmental justice and social equity issues.

## B. Background of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

Metropolitan Planning Organizations (MPOs) are regional transportation planning agencies, which provide a forum for cooperative decision-making concerning area-wide transportation issues. The MPO was created by Federal and State law to develop transportation plans and programs which encourage and promote the implementation of transportation systems that embrace the various modes of transportation in a manner that will maximize the mobility of people and goods. The Federal legislation focuses on planning for urban areas, rather than individual cities. Every urbanized area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization for transportation to qualify for federal highway or transit assistance. All transportation projects should be supported and coordinated with the MPO's long range plans to be eligible for Federal funds.

Mississippi Governor William Winter established the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization in August 1982. The HPFL-MPO was established when the Hattiesburg central area reached a population status of 50,000 plus. The HPFL-MPO area consists of the City of Hattiesburg, the City of Petal, a portion of Forrest County and a portion of Lamar County. **(Appendix A - Urbanized Area Map)**

The smallest of MPO's in the State of Mississippi, representatives from the City of Hattiesburg, City of Petal, Forrest County and Lamar County, the Mississippi Department of Transportation and the Federal Highway Administration, Federal Transit Administration are involved in the transportation planning process for the MPO. Their purpose is to provide effective leadership in the development of transportation plans and programs.

The HPFL-MPO functions include, but are not limited to, the preparation of the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), Public Participation Plan, Long Range Transportation Plan (LRTP) and special studies. The MPO is responsible for ensuring all modes of transportation and transportation related projects are included in the planning process.

The Hattiesburg-Petal-Forrest-Lamar MPO Policy Committee serves as the official governing authority for the MPO and is responsible for making policy decisions regarding the transportation planning process. The HPFL-MPO Policy Committee is comprised of local elected and appointed officials representing the counties and municipalities located in the Hattiesburg MPO urbanized area, as well as leadership from the Mississippi Department of Transportation (MDOT), the Executive Director of the MPO, the Division Administrator for the Federal Highway

Administration (FHWA) and Regional Administrator Federal Transit Administration. The MPO Staff and the Technical Committee assist HPFL-MPO Policy Committee with planning and recommendations.

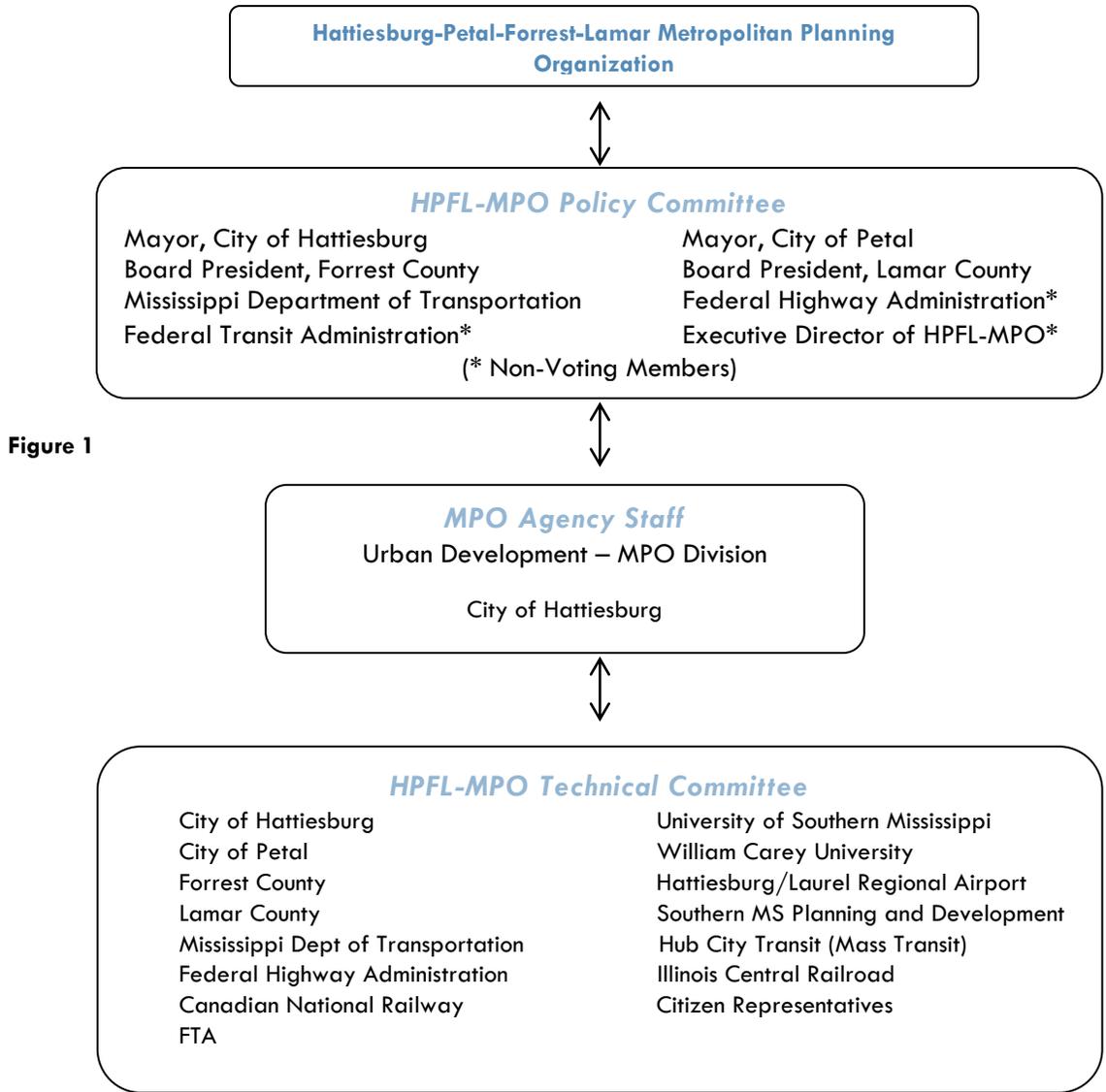


Figure 1

The Mississippi Department of Transportation (MDOT) supports the planning efforts of the HPFL-MPO, which is vital because of the diverse array of projects that can be funded in the HUZA.

The official purpose of the MPO is to develop and coordinate the transportation planning process in the urbanized area. Citizen participation objects include involvement of interested citizens, stakeholders and representatives of community organizations in agency work through timely workshops on transportation issues, fully noticed public hearings and ongoing citizen involvement in the planning and decision-making processes.

Citizen and community participation is crucial to the success of program plans and projects of the HPFL-MPO. Ideas for public participation include:

- Early and continued opportunities for public involvement.
- Timely dissemination of information about transportation plans and programs.
- Reasonable public access to technical and policy information.
- Adequate notice to the public regarding public involvement opportunities and activities early in the planning process.
- Documentation of public comments in MPO plans and programs and provision of reports that are clear, timely and broadly distributed.
- Periodic review and revision of the public participation process.
- Promotion of dialogue and partnership among the community, the business community, organizations, other interested citizens and public officials.

## SECTION II FEDERAL REQUIREMENTS

### C. Guiding Regulations

Public outreach in Long Range transportation plan has long been a federal requirement. Federal law includes a number of specific requirements and performance standards and expectations for state departments of transportation and MPOs to follow during the transportation planning process. These requirements have been amended and reinforced through various transportation and environmental legislation, and related regulations and orders addressing environmental justice and persons with disabilities. Guiding regulations for the transportation process include, but may not necessarily be limited to the following:

- Title 23 United States Code (USC) Sections 134 and 135
- Federal regulation Title 23 Code of Federal Regulations (C.F.R.) Section 450
- Federal regulation Title 49 Code of Federal Regulations (C.F.R) Section 613
- The American with Disabilities Act of 1990, which was updated in 2010, requires coordinating with disabled communities and providing access to sites where public involvement activities occur as well as the information presented.
- Executive Order #12898 of February 11, 1994, reinforces the requirements of Title VI of the Civil Rights Act of 1964 and focuses attention to address Environmental Justice in Minority Populations and Low-Income Populations.
- Executive Order # 13166 of August 11, 2000, requires federal agencies and other entities that receive federal funds via grants, contracts, or subcontracts to make their activities accessible to persons with Limited English Proficiency.
- Fixing America's Surface Transportation (FAST) Act, Public Law, 114-94, December

2015

- Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, July 2012
- Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU), Public Law 109-59, August 2005
- Transportation Equity Act for the 21st Century (TEA-21), Public Law 105-178; June 1998
- Intermodal Surface Transportation Efficiency Act (ISTEA), Public Law 102-240; December 1991

The Public Participation Plan is a living document and will be periodically reviewed for possible revisions.

The HPFL-MPO will continually strive to consult with agencies that are involved in the transportation planning process in the MPO area. With the unique situation of the HPFL-MPO being the smallest MPO in the state, housed in the Hattiesburg Intermodal Facility of the City of Hattiesburg, the HPFL-MPO functions within the Department of Urban Development. Consultation between local planning agencies, engineering consultants and other departments of city, county and regional government (i.e. Emergency Management) is continual.

The HPFL-MPO shall appropriately involve the American Indian Tribes in the development of the Long Range Transportation Plan and the TIP. When the HUZA includes Federal public lands, the HPFL-MPO shall appropriately involve the Federal land management agencies in the development of the Long Range Transportation Plan and the Transportation Improvement Plan.

### SECTION III PUBLIC PARTICIPATION PLAN

The HPFL- MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. The process includes the entire community in developing feasible alternatives and encourages community leaders to support the transportation system. The process also increases public awareness of transportation services and programs.

#### **D. MPO Objectives and General Guidelines**

This Public Participation Plan (PPP) is intended to provide direction for public involvement activities to be conducted by the MPO for public involvement. In its public participation process, the HPFL-MPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other

interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to local jurisdiction concerns).

2. Provide reasonable public access to technical and policy information used in the development of the Long Range Transportation Plan, the Transportation Improvement Plan (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the Long Range Transportation Plan, the state, local, transit TIP and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the MPO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.
4. Respond in writing, when applicable, to public input. When significant written and oral comments are received on the draft Long Range Transportation Plan and TIP (including the financial plans for the TIP and Long Range Transportation Plan developed in cooperation with the Mississippi Department of Transportation as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP and TIP.
5. Seek out and consider the needs of those traditionally under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households who may face challenges accessing employment and other services. Fast Act requires that the MPO shall provide reasonable opportunities for 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 a reasonable opportunity to comment on the transportation planning process via Section 1201(i)(6)(A).
6. Provide a minimum public comment period of 45 calendar days prior to the adoption of the PPP and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 45-day comment period. Notice will also be mailed to the entire HPFL-MPO mailing list prior to the start of the 45-day comment period.
7. Provide a public comment period of not less than 45 calendar days prior to adoption of the Long Range Transportation Plan, the TIP, any formal amendments or updates, and other appropriate transportation plans and projects.

8. Coordinate the PPP with the statewide transportation planning public involvement and consultation processes wherever possible to enhance public consideration of the issues, plans and programs, and reduces redundancies and costs.

9. To ensure the MPO provides coordination for the City of Hattiesburg Hub City Transit (HCT) and recipients of assistance under title 49 U.S.C. Chapter 53 (FTA funds), the City's system, Hub City Transit, (HCT) relies on the MPO Public Participation Plan, Long Range Transportation Plan, and the Transportation Improvement Plan processes to ensure public awareness and involvement for the HCT Program of Projects (POP). The Program of Projects listing shall be included within the MPO Transportation Improvement Program (TIP).

## E. Public Participation Goals and Objectives

The HPFL-MPO shall actively engage the public in the transportation planning process and employ visualization techniques to depict transportation plans. Examples of visualization techniques include: charts, graphs, photo interpretation, maps, use of GIS systems and/or computer simulation.

When feasible, the HPFL-MPO shall electronically mail meeting announcements to the MPO contact list or to targeted groups for upcoming activities. The HPFL-MPO shall maintain an up-to-date database of contacts to assure that all interested parties have reasonable opportunities to comment on the transportation planning process and products. **(See Appendix B)**

The HPFL-MPO shall keep the public informed of on-going transportation related activities on a continued basis by making all publications and work products available electronically to the public via the MPO's web page (via internet) and at the MPO office by furnishing printed or digital media and displaying maps, as a visualization technique, to describe transportation actions as part of the Long Range Transportation Plan.

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

The HPFL-MPO shall produce a quarterly newsletter for distribution by mail and via email to the HPFL-MPO contact list, available at public libraries and city halls, and available at the HPFL-MPO website [hattiesburgms.com/MPO](http://hattiesburgms.com/MPO). The newsletter includes, at a minimum, updates on current or recently completed projects, announcements of upcoming meetings, and contact information. The HPFL-MPO shall maintain a website that will be compliant with Section 508 of the Americans with Disabilities Act for disabled users. The website shall be updated and maintained to provide the most current and accurate transportation planning information available. The website shall, at a minimum, contain the following information:

- A. *Contact Information*
- B. *Current HPFL-MPO Committee Membership*
- C. *Meeting Calendars and Agendas*
- D. *Work Products and Publications (Transportation Improvement Plan, Long Range Transportation Plan, Unified Planning Work Program, etc.)*
- E. *Comment/Question Form*
- F. *Links to Related Agencies*
- G. *Current By-Laws and Operating Procedures (including the Public Participation Plan and Updates)*

The HPFL-MPO shall encourage the involvement of all area citizens in the transportation planning process. The target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved and underrepresented populations, including but not limited to, low income and minority households, within the study area. The Limited English Proficiency (LEP) Plan identifies populations within the study area with limited proficiency in reading, speaking, or writing in English (**See Appendix C**). The HPFL-MPO shall, when feasible, hold public meetings at a site convenient to potentially affected citizens.

The HPFL-MPO shall participate in public participation activities for individual transportation improvement projects from the planning phase through construction. The MPO shall actively assist the Mississippi Department of Transportation, local governments and transportation agencies in the development and implementation of public involvement techniques for planning and other studies, including Major Corridor/Feasibility Studies, and Project Development and Environmental Studies or other documents to support planning.

In accordance with Federal regulations, the Public Participation Plan (PPP) shall be assessed periodically based on changes in local, state, or federal legislation, and in response to periodic evaluations of the effectiveness of public participation techniques outlined in the PPP. The PPP is a living document that shall be updated as needed. However, at the minimum, the PPP shall be formally reviewed every five-years and modified as needed to expand its usefulness as a tool to encourage public input into the transportation planning process.

## **F. Public Participation Techniques**

Public participation is an ongoing activity of the MPO. Public participation is also an integral part of one-time activities such as corridor studies and regularly repeated activities such

as the annual Transportation Improvement Program process and Long Range Transportation Plan updates.

This section contains descriptions of public participation tools currently being used by the MPO:

## **MPO WEBSITE**

**Description:** The site was established to provide basic information about the MPO process, members, meeting's times and contact information. Work products, such as the Draft, and Adopted, Public Participation Plan, Unified Planning Work Program, Transportation Improvement Program, Long Range Transportation Plan, Pathways Master Plan, and other studies are available from the site. The website address is [hattiesburgms.com/MPO](http://hattiesburgms.com/MPO). HPFL-MPO staff, in conjunction with City of Hattiesburg staff, maintain, update and regularly review the website. Basic statistics are tracked through the website on a monthly basis. Data gathered and logged include the number of visits and the sources of visits to the website.

**Activities:** The website is used to list current and topical information on regular and special meetings, planning studies, publications, related public events and work products.

## **MPO MASTER DATABASE**

**Description:** HPFL-MPO staff maintains a master database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists, special interest groups and neighborhood/homeowners association contacts. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

**Activities:** The database is used to enhance public involvement activities.

## **SOCIAL MEDIA**

**Description:** HPFL-MPO staff may utilize social media to further encourage the interaction between the MPO and the public. Facebook may be used to present the public with information concerning the MPO and other programs, projects, activities, events, etc. YouTube, a video-sharing website may be used as an education tool for the public about the MPO and the transportation process. YouTube also presents opportunities for disseminating information to public with low literacy. (**See Social Media Policy, Appendix F**) Designated HPFL-MPO staff maintains and regularly reviews all social media sites. Basic statistics are tracked by social media sites and are reviewed on a monthly basis by staff. Data gathered and logged include the total number of comments, likes and shares, traffic sources, some demographics, etc.

**Activities:** Public awareness of projects, meetings, workshops, etc. Provides opportunities for public comment and discussion on various MPO and transportation-related topics.

## LEGAL ADVERTISEMENTS

**Description:** The **Mississippi Open Meetings Act** legislates the methods by which public meetings are conducted. Title 25, Chapter 41, Sections 1-17 of the Mississippi Code define the law. The law requires posting a written notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts notices of the HPFL-MPO Transportation Policy Committee and HPFL-MPO Technical Committee meetings.

**Activities:** Regular and other meetings seeking public input are posted.

## DISPLAY ADS

**Description:** Publication of ads are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in selected newspapers, both English and Spanish, in order to reach a larger audience than those that typically read legal notices.

**Activities:** Public awareness of project specific meetings, workshops, or open houses.

## OTHER MEDIA

**Description:** Opportunities are sought for articles in other newsletters produced by municipalities, neighborhood/homeowners' associations, church groups, civic groups, or others that may have an interest in the MPO. Opportunities are also sought to present to civic and social agencies, participate on radio talk shows, and provide television news highlights. The MPO further spreads community awareness of planning activities by disseminating public service announcements (PSA) to local news channels, city cable networks and websites, local movie theaters, and local independent school districts and universities.

**Activities:** Increased opportunities to make public aware of corridor studies, small-area studies, other planning studies or major activities.

## DIRECT MAILINGS

**Description:** Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

**Activities:** Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies or major activities.

## **PRESS RELEASES**

**Description:** Formal press releases are sent to local media (newspaper, TV, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

**Activities:** Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

## **PROJECT WORKSHOPS/OPEN-HOUSES**

**Description:** These are targeted public meetings that are generally open, informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment and a sense of public priorities.

**Activities:** Metropolitan planning studies, prioritization of projects, public input prior to drafting major multimodal plans such as the Pedestrian Plan and other major MPO activities.

## **E-MAIL ANNOUNCEMENTS/INTERNET MESSAGE BOARDS/ CALENDARS**

**Description:** Meeting announcements and MPO information are e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Interactive message boards are used to facilitate discussion and solicit public comment regarding specific MPO projects or issues. The dates of Technical Committee, Policy Committee, and all public meetings are posted to the HPFL-MPO website and other local community calendars and city hall and county calendars.

**Activities:** Corridor studies, small-area studies, other planning studies, regular meetings, public hearings, amendments/updates, workshops, open houses, and other major MPO activities.

## **MPO LOGO**

**Description:** A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

**Activities:** A logo is used on all MPO publications; including those developed by consultants working on MPO sponsored projects to create a community awareness of the MPO deliverables.

## **PUBLIC HEARINGS**

**Description:** These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body.

**Emergency Accommodations:** In order to provide a venue for a public hearing that does not include social contact and provides flexibility regarding any safety concerns about the meeting facility or general meeting location, the MPO staff will create a virtual meeting option for all of the HPFL-MPO public hearings.

**Activities:** Long Range Transportation Plan, Transportation Improvement Program, corridor studies, Project Development & Environmental studies, and other planning studies as needed for other MPO activities.

## COMMENT FORMS

**Description:** Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives being considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or website. (See Appendix F)

**Activities:** Public workshops, open houses, hearings and other meetings, general MPO activities.

## SURVEYS

**Description:** Surveys are used when very specific input from the public is desired. A survey can be used in place of comment forms to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies such as the Bicycle and Pedestrian Plans. For example, participants may be asked about their daily travel patterns or areas of improvement within the multimodal system. The MPO also uses brief one-question surveys through the MPO Website, Facebook page, or other survey applications to gather public input on general transportation planning issues.

**Activities:** Conduct on-line surveys on issues and needs to provide input into the plans, conduct surveys at the transit terminal station or public meetings, and attach surveys or survey links to flyers and ads.

## POSTERS AND FLYERS

**Description:** Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of a meeting, the time (s) and location (s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailing and/or newsletters.

**Activities:** Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

## GROUPING OF PROJECTS

**Description:** MPOs make use of statewide project groupings in their Transportation Improvement Plans (TIP). MDOT in cooperation with the Federal Highway Administration developed statewide programs that are identified by a statewide project number. This number provides a more efficient method of project identification, programming and contracting which minimizes the necessity for TIP revisions.

**Activities:** The MPO recognizes the use of these grouping categories and will use them as appropriate. Individual projects eligible for statewide project groupings may be included in the MPO/TIP for informational purposes only. The information only project lists will be clearly annotated as such and may be included as an appendix.

## ANNUAL PROJECT LISTINGS

**Description:** MPOs publish an annual listing of projects, which include investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds were obligated the preceding year. This listing shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public update. The listing shall be consistent with the funding categories identified in each TIP.

**Activities:** The HPFL-MPO posts the projects on the website for public review as the projects are let. These posts also include the status of the project throughout the duration of the project.

## SECTION IV SUMMARY PUBLIC PARTICIPATION POLICY TABLE

<b>Program Adoption</b>	<b>Public Meetings</b>	<b>Comment Period (minimum)</b>	<b>Purpose/Remarks</b>
Long Range Transportation Plan (LRTP)	Two meetings prior to Technical Policy Committee approval  Updated Every 5 years	45 Days	A summary of all oral and written comments will be provided to the Technical Policy Committee and available for public review and placed in MPO minutes.
Transportation Improvement Plan (TIP) (Short Range Plan)	Two meetings prior to TPC approval  Updated Every 2 years	45 Days	A summary of all oral and written comments will be provided to the TPC and available for public review and placed in MPO minutes.
Unified Planning Work Plan (UPWP)	Presented at MPO Policy and Technical Committee Meeting for public comment.	N/A	Updated every 2 years. Comments received are recorded and placed in MPO minutes for public review.
Public Participation Plan	Public Meeting on Draft and MPO Technical and Policy Committee Public Hearing/Meeting	45 days	Updated every 5 years. Comments received are recorded, distributed and placed in MPO minutes for public review.
Annual Project Listing	Not Applicable	N/A	An Update is provided by the MPO on an annual basis and made available for viewing at the MPO website.
<b>Program Amendments</b>			

Long Range Transportation Plan	MPO Policy and Technical Committee Public Hearing/Meeting	10 days	Amendments are applied as needed.
Transportation Improvement Plan	MPO Policy and Technical Committee Public Hearing/Meeting	10 days	Amendments are applied as needed.
Unified Planning Work Program	MPO Policy and Technical Committee Public Hearing/Meeting	N/A	Amendments are applied as needed.
<b>Open Meetings</b>			
Transportation Policy Committee (TPC)	Regular Meetings are held on a quarterly basis.	N/A	Website is updated with meeting dates.
Transportation Technical Committee (TTC)	Regular Meetings are held on a quarterly basis.	N/A	Website is updated with meeting dates.

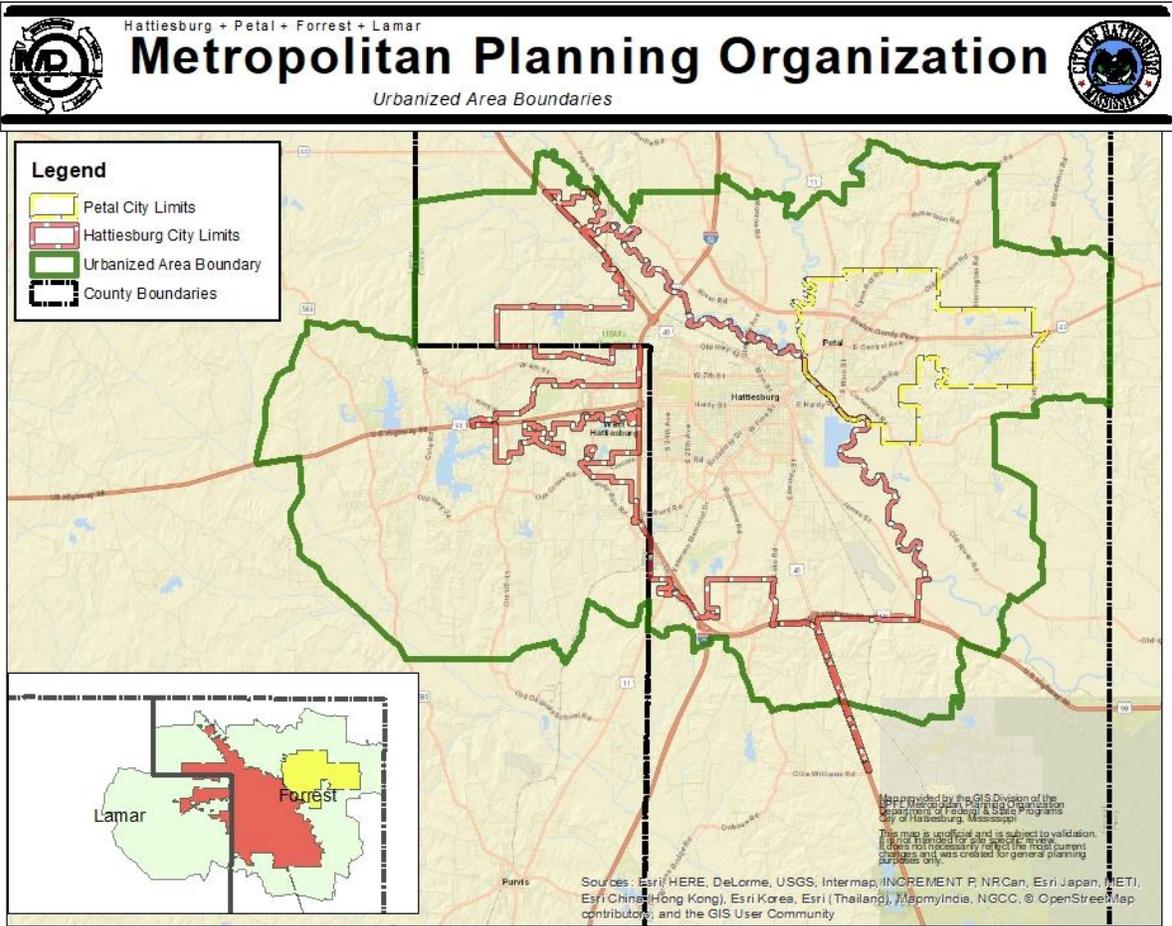


# APPENDICES

APPENDIX A:	HATTIESBURG URBANIZED AREA MAP
APPENDIX B:	LIST OF AGENCIES FOR CONSULTATION
APPENDIX C:	LEP PLAN POLICY
APPENDIX D:	SOCIAL MEDIA POLICY
APPENDIX E:	PPP EVALUATION GUIDE
APPENDIX F:	COMMENT FORM

# Appendix A

## HATTIESBURG URBANIZED AREA MAP



# Appendix B

## LIST OF AGENCIES FOR CONSULTATION

Various provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) require expanded consultation and cooperation with Federal, State, Local and Tribal agencies responsible for land use, natural resources and other environmental issues. The following is a list of Federal, State, Local and Tribal agencies with which the State DOT or MPO may choose to consult:

- A. Elected Officials
- B. Local Government Staff
- C. Transportation Agencies (Airports, Transit, Freight Services, etc.)
- D. Local Media (TV, Radio, Print, etc.)
- E. Homeowners Associations/Neighborhood Associations
- F. Civic Groups
- G. Special Interested Groups
- H. Libraries (For Public Display)
- I. Consultation with Federal, State and local agencies responsible for land use management, natural resources, environmental protection, Conservation and historic preservation, and other environmental issues.
- J. Consultation with parties that would have an interest in the planning and development of the transportation network including affected public agencies in the metropolitan planning area.
- K. Private Freight Shippers
- L. Representatives of Public Transportation Employees
- M. Providers of Freight Transportation Services
- N. Private Providers of Transportation
- O. Representatives of Users of Public Transportation
- P. Representatives of Users of Pedestrian Walkways
- Q. Representatives of Users of Bicycle Transportation Facilities
- R. Representatives of the Disabled
- S. American Indian Tribes

## PUBLIC DISTRIBUTION LOCATIONS

City of Hattiesburg, City Hall (MPO Offices)	200 Forrest Street, Hattiesburg, MS 39401
City of Hattiesburg, City Hall	200 Forrest Street, Hattiesburg, MS 39401
City of Petal, City Hall	102 West 8 <sup>th</sup> Avenue, Petal, MS 39465
Forrest County Administrative Office	641 North Main Street, Hattiesburg, MS 39401
Lamar County Administrative Office	203 North Main Street, Purvis, MS 39475
Hattiesburg Public Library	329 Hardy Street, Hattiesburg, MS 39401
Purvis Public Library	122 Shelby Speights Dr., Purvis, MS
Petal Public Library	714 South Main, Petal, MS
Oak Grove Public Library	4958 Old Hwy 11, Hattiesburg, MS 39401

## MEDIA CONTACTS

### **PRINT MEDIA**

*Impact of Hattiesburg*  
*The Hattiesburg American*  
*Hattiesburg Post*  
*The Lamar Times*  
*The Advertiser News*  
*The Petal Advocate*  
*The Independent*  
*The Student Printz* (University of Southern Mississippi)

### **TELEVISION MEDIA**

WHLT (CBS)  
WDAM (NBC)  
WLOX (ABC)  
WFOX (FOX)

### **RADIO MEDIA**

B-95 Radio – WBBN  
Clear Channel Radio  
The HOT FM's Radio  
Kicker 108 –WZKX  
Rock 104 -- WXRR  
American Family Radio – WAll 89.3  
Supertalk MS – WFMM  
WHSY 950  
Zoo 107 – WKNZ  
SL 100 – WNSL  
WORV 1580 AM  
WJMG 92.1

# Appendix C

## LIMITED ENGLISH PLAN (LEP)

This LEP Plan exists as a component of the City of Hattiesburg's Title VI Plan as it existed as of July 25, 2018, copied herein with minor corrections for Scribner's errors.



## LEP Plan

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*City of Hattiesburg, Limited English Proficiency Plan*

*Title VI of the Civil Rights Act of 1964*

Department of Federal and State Programs  
In partnership with the  
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization  
Mississippi Department of Transportation

*July 2017*

## INTRODUCTION

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and 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. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"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."

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Hattiesburg receives funds from the US Department of Transportation via the Federal Highway Administration and Federal Transit Administration.

The U.S. Department of Transportation published Policy Guidance Concerning Recipients responsibilities to Limited English Proficient Person in the December 14th, 2005 Federal Register.

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations.

This is true even if only one part of the recipient receives the Federal assistance.

### **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing and LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the US DOT.

These recommended plan elements have been incorporated into this plan.

### **Methodology for Assessing Needs for an Effective LEP Policy**

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Hattiesburg.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub recipients to take steps to ensure meaningful access their programs and activities to LEP persons. More information for recipients and sub recipients can be found at <http://www.lep.gov>.

## The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Hattiesburg's services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

### **Factor 1:**

The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are 'very well', 'not well', 'well', and 'not at all'. For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons. As seen in Table #1 (below), the U.S. Census American Community Survey Selected Population Tables (2015 American Fact Finder 2). Data for City of Hattiesburg shows that 2,417 (5.6%) individuals speak a language other than English; of those individuals, 1,255 (2.9%) individuals have identified themselves as speaking English less than 'very well.' Data for West Hattiesburg shows that 188 (3.1%) individuals speak a language other than English; of those individuals, 74 (1.2%) have identified themselves as speaking English less than 'very well'.

Table 1  
*City of Hattiesburg*

LANGUAGE SPOKEN AT HOME	# Individuals	Percent
Population 5 years and over	43,451	100%
English only	41,034	94.4%
Language other than English	2,417	5.6%
Speak English less than "very well"	1,255	2.9%
Spanish	1,305	3.0%
Speak English less than "very well"	791	1.8%
Other Indo-European languages	509	1.2%
Speak English less than "very well"	139	0.3%
Asian and Pacific Islander languages	505	1.2%
Speak English less than "very well"	278	0.6%
Other languages	98	0.2%
Speak English less than "very well"	47	0.1%

*West Hattiesburg*

LANGUAGE SPOKEN AT HOME	# Individuals	Percent
Population 5 years and over	6,037	100%
Language other than English	188	3.10%
Speak English less than "very well"	123	2.00%
Spanish	79	1.30%
Speak English less than "very well"	74	1.20%
Other Indo-European languages	43	0.70%
Speak English less than "very well"	0	0.00%
Asian and Pacific Islander languages	66	1.10%
Speak English less than "very well"	49	0.80%
Other languages	0	0.00%
Speak English less than "very well"	0	0.00%

**Factor 2:**

## Frequency of Contact with LEP Individuals

With the City of Hattiesburg's LEP population less than 5% and 1,000 individuals the frequency of contact is definitely at a minimum. Because the City of Hattiesburg does not have large population LEP services are provided on minimal level and as needed basis due to the unpredictable and infrequent request for services. The City reaches out to the LEP population by providing information in English and Spanish in public areas, such as transit and public facilities, including but not limited to vehicles, train depot, ticket kiosks, and city offices.

The City of Hattiesburg identifies safety as its most critical service to provide the LEP population. With limited resources available and a population base of less than 1% for those who speak English less than "very well", the city utilizes resources in the community such as the two major universities, to provide translation services.

The city has partnered with additional agencies such as the Mississippi Department of Transportation, to assist with providing materials and information to disseminate during major incidents or activities.

**Factor 3:**

## The Nature and Importance of the Program, Activity, or Service to LEP

The City of Hattiesburg being a small urban area in the area of finances, the city utilizes outside resources and organizations to assist in providing information for the LEP population. The LEP community is involved in city functions such as church, school, transit, shopping and other activities, and the COH is focused on helping the LEP population with daily functions. The City plans utilization of additional resources such the internet, television, radio and Spanish speaking church congregations to disseminate pertinent information. In addition, the city's Department of Human Resources and Hattiesburg Police

Department and Department of Federal and State Programs have listing of employees who are able to assist with translation and interpretation services.

**Factor 4:**

The Resources Available to the City of Hattiesburg and Overall Cost

U.S. Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

"A recipient's level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons. Smaller recipients with more limited budgets are not expected to provide the same level of language services as larger recipients with larger budgets. In addition, "reasonable steps" may cease to be reasonable where the costs imposed substantially exceed the benefits. Recipients should carefully explore the most cost-effective means of delivering competent and accurate language services before limiting services due to resource concerns. "

Based on this guidance, we have reviewed our resources and deemed that given the low concentration of LEP individuals in our city, upon request we will translate our vital documents into the language requested to ensure accessibility.

Although there will not be a fixed amount allocated from our yearly budget for the translation of documents, the cost associated with the necessary translation of document in order to comply with LEP requirements will be allocated on an as-needed basis.

The City of Hattiesburg will, on a continuing basis, identify documents that are routinely provided to the citizens of Hattiesburg that will be translated into languages other than English as well as ensure meaningful access to all programs, activities and/or benefits for LEP persons.

**Safe Harbor Stipulation**

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "safe harbor" means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary.

Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances. Strong evidence of compliance with the recipient's written translation obligations under "safe harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. Given the low concentration of LEP individuals (as seen in Table #1) we have deemed that the City of Hattiesburg will provide written translations of all vital documents upon request. Vital documents will include, but not be limited to: the complaint form, complaint procedures, and all public meeting notices.

### **Providing Notice to LEP Persons**

U.S. DOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand. The guidance provides several examples of notification including:

1. Signage in languages that an LEP would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organization and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services. Statements in languages that an LEP individual would understand will be placed in public information and public notices that persons requiring language assistance or special accommodations will be provided the requested assistance at no cost, with reasonable advance notice to the City of Hattiesburg.

### **LANGUAGE ASSISTANCE PLAN**

Considering the relatively small scale of the City of Hattiesburg, the small concentration of LEP individuals in the service area, and the City's financial resources; it necessary to limit language aid to the most basic and cost-effective services. Other than the previously mentioned vital documents, if there is additional language assistance measures required for LEP individuals, the City shall proceed with oral interpretation options to meet all requests for those language groups to ensure equal access while also complying with LEP regulations.

- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the Translators Resource List as provided by the LEP Liaison of the City of Hattiesburg for translation services and verbal interpretation.
- Ensure placement of statements in notices and publications in languages other than English that interpreter services are available for public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, an agency from the Translator's Resource List will be contacted to provide interpretation services.
- Publications of the city's complaint form available at public meetings.

## **LEP Services**

The LEP Liaison will identify and maintain an inventory of Language Assistance Services (LAS) providers available to all City personnel.

- Contract language service providers (LSP). All LAS will be made available to LEP persons at the expense of the City, where the circumstances indicate the provision of LEP services is appropriate and required.

## **Training**

The City of Hattiesburg, Hub City Transit and sub-recipients should know their obligations to provide meaningful access to information and services for LEP persons, and all persons in public contact positions should be properly trained. An effective training objective would likely include training to ensure Hub City Transit operations and their sub recipients:

- Hub City Transit and sub-recipients know about LEP policies and procedures.
- Hub City Transit and sub-recipients who have contact with the public (or those in a recipient's custody) are trained to utilize interpreter services effectively.
- Hub City Transit and sub-recipients shall include this training as part of the orientation provided for new employees.

Management staff, even if they do not interact regularly with LEP persons, should be fully aware of and understand the plan so they can reinforce its importance and ensure its implementation by staff. Training will be arranged by the Department of Federal and State Programs

## **LEP Accommodations**

The LEP Liaison and management will, on a continuing basis, identify vital documents that are routinely provided to stakeholders that will be translated into languages other than English. The translation of vital documents into languages other than English is particularly important where a significant number or percentage of the customers served and/or eligible to be served have limited English proficiency. Whether or not a document is vital depends on how significant the impact on the health, safety, legal rights, or livelihood of an LEP person may be. Written documents include electronic documents and web-sites. Vital documents may include materials such as:

- Emergency transportation information;
- Notices of public hearings and proposed transportation plans;
- Community education materials;
- Notices notifying LEP persons of language assistance at no cost to the LEP person;
- Markings, signs and packaging for hazardous materials and substances;
- Signs in waiting rooms, reception areas, and other initial points of entry;
- Instructions on how to participate in a recipient's program.

The LEP Liaison will coordinate with the LSP to have identified documents translated accordingly. Translated documents will be made available as requested.

## **COMPLAINT PROCEDURE**

- a. Any LEP individual has a Right to File a Complaint against the city where he or she believes that the city did not provide necessary LEP services as appropriate. These complaints include those available under Title VI of the Civil rights Act of 1964.
- b. All complaints, alleging a violation under Title VI will be referred to the Title VI Coordinator or the City Attorney.
- c. The Title VI Coordinator and the City Attorney will take appropriate steps to resolve all complaints in accordance with the agency's discrimination complaint procedures.
- d. The Title VI Liaison will maintain a database tracking requests for all complaints and their resolution. The Complaint Resolution Form will be completed and served to the aggrieved resident. A database will include the following items:
  1. Source of complaint
  2. LEP request including relevant contact information
  3. Nature of complaint request
  4. Date complaint/request received
  5. Date complaint/request resolved
  6. Manner of resolution
  7. Comments
- e. Fact-finding procedures by Title VI Liaison and City Attorney will follow the investigation protocol in the Title VI Plan.
- f. Mediation and Hearings
- g. Interpreters will be made available to hearing participants upon request or where CRD staff identifies a need for an interpreter.

## **OFFICE**

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from the Translators Resource List.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

## **ROAD**

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from the Translators Resource List to provide telephonic interpretation.

3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the Translators Resource List to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conference into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified we will proceed with providing the requested assistance to the LEP individual.

***LEP Plan Access***

A copy of the LEP plan document can be requested at the City of Hattiesburg Department of Federal and State Programs, HPFL-MPO Division. The City of Hattiesburg will also post the LEP Plan on a bulletin board at the Hattiesburg's City Hall and make the plan available on the City of Hattiesburg website [www.hattiesburgms.com](http://www.hattiesburgms.com).

Any person or agency may also request a copy by contacting:

**HPFL-MPO Division Manager City of Hattiesburg  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
601-545-6259**

# Appendix D

## SOCIAL MEDIA POLICY



## SOCIAL MEDIA POLICY

### 1. Vision & Purpose for Using Social Media

In support of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization's Public Participation Plan's guidelines and goals, the HPFL-MPO is seeking to further engage the public in the transportation planning process by developing outreach strategies through the use of various social media tools.

The HPFL-MPO's social media outlets serve as discussion and information sharing opportunities between the HPFL-MPO and the public about the HPFL-MPO, and/or other transportation-related programs, projects, activities, and events. The comments and opinions of others on official HPFL-MPO social media sites do not represent the opinions or views of the HPFL-MPO or its staff. The HPFL-MPO encourages the public to submit any comments, questions, or concerns as related to the discussion topics presented on any social media sites, however the HPFL-MPO will moderate all comments and reserves the right to remove comments which violate the social media policy guidelines provided below.

Social Media should be used as a means of additional public notification and to seek public input, but neither staff nor the public should expect the use of social media by MPO staff to replace more traditional methods of conducting business.

### 2. Definition of Social Media

As defined by the Federal Highways Association (FHWA), "Social Media and Web 2.0 are umbrella terms used to define the various activities integrating Web technology, social interaction, and user generated content. Examples of Social Media/Web 2.0 technologies include, but are not limited to, blogs, wikis, podcasts, social network sites, and internet-based services that emphasize collaboration and sharing (such as Facebook, Twitter, Flickr, and YouTube).

### 3. Employee Access

Access to social media sites will be reserved to HPFL-MPO Staff authorized by the HPFL-MPO Executive Director based on their role within the agency. Authorized staff will be restricted to professional use of the HPFL-MPO's official social media sites. While approved staff is expected to check on social media daily (see *Account Management*), staff time must be properly allocated to higher priority tasks, unless otherwise directed by a supervisor or Executive Director.

Personal use of social media is limited to access through personal devices. (Employees may consult the City of Hattiesburg Employee Handbook on "breaks".) Employees shall be advised to maintain proper privacy settings on personal accounts to prevent misrepresentation of the HPFL-MPO as an organization. While personal accounts are not linked to official HPFL-MPO social media sites, it is recommended for staff to refrain from publicly posting information that would reflect negatively on staff and the organization.

### 4. Account Management

Technology is ever-changing, as are the social media outlets used by the public to communication and gather new information. The HPFL-MPO currently utilizes Facebook and YouTube as a means of communicating with the public and sharing information about local transportation issues, however the need may arise in the future for the creation of other social media tools. The following are guidelines for managing social media accounts:

1. The creation and closing of social media accounts must have final approval from the Executive Director of the HPFL-MPO.
2. The Executive Director and assigned staff will retain a record of all passwords and login information for all HPFL-MPO social media accounts. If for any reason the assigned staff members are removed from social media tasks or are no longer employed by the HPFL-MPO, all passwords will be reset and stored.
3. A log of social media statistics shall be kept by assigned staff members and shall be updated periodically as deemed reasonable..
4. Social media sites should be checked on a periodic basis in order to respond to public comments. Efforts will be made to respond in a timely fashion. Sites may be checked more or less frequently as deemed reasonable given recent relevant posts or topics.
5. Staff will be responsible for moderating social media sites on a periodic basis as may be reasonable given relevant posts or recent topics that may have been presented.
6. The MPO makes no claims as to whether or not communication existing on social media may constitute a public record. The MPO cannot control edit or deletions of content by persons or entities other than MPO staff.

## 5. Employee Conduct

All staff approved to use or maintain social media shall abide by the following guidelines:

1. Staff shall not post personal opinions on any official HPFL-MPO social media sites.
2. All information must be presented in a politically neutral, informative, and respectful manner. No vulgar language will be tolerated.
3. Staff shall respond to comments relevant to the discussion topics. Responses should be positive, polite, and neutral.
4. Staff shall present accurate information. Information that is later found to be incorrect shall be publicly corrected.
5. Staff shall respect the privacy of the public interacting on social media sites.
6. Employees should refrain from posting information that would bring embarrassment to themselves or the HPFL-MPO or the member entities.
7. Staff shall abide by all federal regulations, including Title VI/LEP policies.

## 6. Content

Information placed on all official HPFL-MPO social media sites shall relate to the HPFL-MPO transportation planning process, MPO-related projects, events, activities, and/or news, research, discussion topics related to transportation planning. The HPFL-MPO staff will not promote information not related to topics previously discussed, unless otherwise approved by the Executive Director. All content shall remain politically neutral and shall not endorse or promote specific political parties or organizations. All content is the sole responsibility of the HPFL-MPO unless cited as otherwise.

Information presented on HPFL-MPO social media will be used for discussion and does not represent the views or opinions of the HPFL-MPO.

## 7. Security

As a security measure, the use of instant messaging (IM) through approved social media sites will not be allowed, unless deemed appropriate by the Executive Director. Additionally, the exchanging of files will be limited and will only be allowed through trusted sites. While most information is considered public record, staff is advised to never send confidential information via social media. When in doubt as to whether to send certain information via social media, staff shall consult with the Executive Director.

## 8. Legal Issues

The use of social media by HPFL-MPO staff is limited as a business communication tool for reaching the public about MPO and other transportation-related topics. Although informal, staff is required to adhere to all federal, state and local regulations. Additionally, all information posted to social media sites is considered public record. Any violations by staff will be handled on a case by case basis at the discretion of an immediate supervisor and the Executive Director.

#### **9. External User Guidelines (Citizen Conduct)**

The HPFL-MPO encourages the public to submit any comments, questions, or concerns on any of our official social media sites, however please note that all sites will be moderated and the following guidelines will apply:

1. We review all comments and reserve the right to delete any comments containing inappropriate and/or offensive content.
2. We do not allow obscene, graphic or discriminatory content that may infringe upon a person's Title VI rights under the Civil Rights Act of 1964 that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
3. We do not allow comments that suggest or encourage illegal activity.
4. All comments shall remain constructive and relevant to the posted discussion topics.

#### **10. Public Records Comment**

The HPFL-MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling the HPFL-MPO at (601) 545-6259.

Written comments may be:

1. Faxed to the HPFL-MPO staff at (601) 545-6327;
2. E-mailed to [mpo@hattiesburgms.com](mailto:mpo@hattiesburgms.com); or
3. Mailed to the HPFL-MPO, P.O. Box 1898, Hattiesburg, MS 39403-1898.

The public may also submit comments to their respective HPFL-MPO representatives for transmittal to the respective full committees. Comments on HPFL-MPO plans, reports, and programs may be made at public input meetings. Time scheduled on a HPFL-MPO Policy and/or Technical Committee meeting agenda also may be requested by members of the public or a representative of a group, to offer input to the full committees. All questions or concerns regarding the HPFL-MPO social media sites can be forwarded through the following outlets:

Mail To:

HPFL-MPO, P.O. Box 1898, Hattiesburg, MS 39403-1898.

Phone: 601-545-6259

Website: [www.cityofhattiesburgms.com](http://www.cityofhattiesburgms.com)

<sup>2</sup>Please see our Title VI Nondiscrimination Statement

# Appendix E

## PPP EVALUATION GUIDE

## PPP EVALUATION GUIDE

Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Interactive Strategies	MPO Website	# of hits	Measure # of hits per quarter looking for 5% annual increases	Placement of website url on all published media and through use of other PPP tools
	Social Media			
	<ul style="list-style-type: none"> <li>Facebook</li> </ul>	# of likes, comments, shares, fans, etc.	Measure # of fans/reach annually looking for 2% annual increases.	Provide valuable information, activities, workshops, meetings, surveys, etc. on a regular basis.
	<ul style="list-style-type: none"> <li>Comment Forms</li> </ul>	#of responses by phone calls, letters, emails, etc.	Measure meeting attendees who fill out comment forms: and/or # of website visitors submitted forms.	Identify methods for submitting public comment on all notices and through other PPP tools.
	Surveys	# of responses	# of email/mail recipients respond to survey and/or reach a goal over 150 respondents.	Make surveys available on all other PPP tools, including social media and website.
Media Outreach	Legal Advertisements	n/a required	n/a	Advertise all public engagements opportunities on newspapers with large reach
	Press Releases	# of printed or broadcasted press releases per year.	Measure # of press releases sent to media that are published.	Update contacts periodically  Provide information in a "ready to print" or broadcast format.
	Other Media	N/A	N/A	Provide basic information in "print ready" format.

Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Data Distribution	MPO Master Database	# of returned items	Maximum of 10% return per mailing	Make immediate corrections when items are returned
	Display Ads	# of meetings attendees who were notified via mentioned PPP tool.		Designed eye catching ads with basic information on each flyer; ads should have contact information and link to website.
	Direct Mailings	# of meeting attendees who were notified via mentioned PPP tool	# of meeting attendees/survey respondents were reached via mentioned PPP tool	Update mailing list regularly distribute to areas affected
	Email Announcements/ Internet message/Boards/ Calendars	# of meeting attendees who were notified via mentioned PPP tool		Update regularly; increased distribution to online websites with high traffic
	MPO Logo	None	Recognition of logo	Placement of logo on all published media, including materials for MPO sponsored activities
	Poster/Flyers	# of meetings attendees who were notified via mentioned PPP tool.	# of meeting attendees/survey respondents were reached via mentioned PPP tool	Design eye-catching ads with basic information on each flyer; ads should have contact information and link to website.
Technical to Inform	Public Involvement Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Data Distribution	Grouping of Projects	N/A	N/A	N/A
	Annual Project Listings	N/A	N/A	Promote individually on website annually

<b>Public Speaking</b>	Project Workshops/Open Houses	# of meeting attendees		<ul style="list-style-type: none"> <li>• Promote public meetings via all other PPP tools</li> <li>• Schedule meetings at convenient locations and times</li> </ul>
	Public Meetings/Hearings	# of meeting attendees		<ul style="list-style-type: none"> <li>• Promote public meetings via all other PPP tools</li> <li>• Schedule meetings at convenient locations and times.</li> </ul>

The HPFL-MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling the HPFL-MPO at (601)545-6259.

Written comments may be:

1. Faxed to the HPFL-MPO staff at (601)545-6259;
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The public may also submit comments to their respective HPFL-MPO representatives for transmittal to the respective full committees. Comments on HPFL-MPO plans, reports, and programs may be made at public input meetings. Time scheduled on a HPFL-MPO Policy and/or Technical Committee meeting agenda also may be requested by members of the public or a representative of a group, to offer input to the full committees.

# Appendix F

HPFL PUBLIC COMMENT FORM





ID	Hub City Transit	Total Project Cost	<b>\$4,819,826.00</b>
Project Name/Route	Bus Stop Improvements (BSI)		
Termini	N/A		
Project Length	Continuous		
Project Description	Hub City Transit plans to enhance pedestrian access and ADA accessibility across the service area. Improvements will include sidewalks, shelters and other bus stop amenities, pedestrian signals, and crosswalks to increase connectivity, accessibility, and safety along bus routes. Such improvements may be funded with a combination of Section 5307, Section 5339, or other eligible funds.		

Fiscal Year	Phase	Funding Source 5339	Funding Source 5307	State Funds MDOT 5339 Small Urban Allocation	Federal Funds TOTAL	Local Funds City of Hattiesburg	Total Funds
2021	Prelim. Eng./ ENV	\$0	\$0	\$65,100.00	\$65,100.00	\$27,900.00	\$93,000.00
2022	ENG/DES	\$0	\$0	\$238,700.00	\$238,700.00	\$102,300.00	\$341,000.00
2022	ROW	\$0	\$171,416.00	\$94,584.00	\$266,000.00	\$114,000.00	\$380,000.00
2022	CON	\$1,831,200.00	\$972,878.00	\$0	\$2,804,078.00	\$1,201,748.00	\$4,005,826.00
2023	CON	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>		<b>\$1,831,200.00</b>	<b>\$1,144,294.00</b>	<b>\$398,384.00</b>	<b>\$3,373,878.00</b>	<b>\$1,445,948.00</b>	<b>\$ 4,819,826.00</b>

Bus Stop Improvements (BSI)		
AGENCY	PROJECT NAME	Phase of Work
Hattiesburg	Hub City Transit -001 BSI	Preliminary Engineering 2021
Hattiesburg	Hub City Transit -002 BSI	Preliminary Engineering 2021

Action History	
\$1,831,200.00 Grant Awarded (5339 Funds)	8/11/2020
Amendment: TIP Page Change to new Grouping, BSI Projects	1/27/2021
Amendment: TIP Page Change-Total Project Cost Increase due to required Environmental work.	7/28/2021



ID	Hub City Transit	Total Project Cost	<b>\$4,280,365.00</b>
Project Name/Route	Bus Stop Improvements (BSI)		
Termini	N/A		
Project Length	Continuous		
Project Description	Hub City Transit plans to enhance pedestrian access and ADA accessibility across the service area. Improvements will include sidewalks, shelters and other bus stop amenities, pedestrian signals, and crosswalks to increase connectivity, accessibility, and safety along bus routes. Such improvements may be funded with a combination of Section 5307, Section 5339, or other eligible funds.		

Fiscal Year	Fund Source	Federal Funds	State Funds	Local Funds	Total Funds
2021	5339/5307	\$2,442,691.00	\$0	\$937,674.00	\$3,380,365.00
2022	5339/5307	\$240,000.00	\$0	\$60,000.00	\$300,000.00
2023	5339/5307	\$240,000.00	\$0	\$60,000.00	\$300,000.00
2024	5339/5307	\$240,000.00	\$0	\$60,000.00	\$300,000.00
<b>TOTAL</b>		<b>\$3,162,691.00</b>	<b>\$0</b>	<b>\$1,117,674.00</b>	<b>\$4,280,365.00</b>

<b>Bus Stop Improvements</b>			
<b>AGENCY</b>	<b>PROJECT NAME</b>	<b>Phase of Work</b>	<b>Federal Funds</b>
Hattiesburg	Hub City Transit -001 BSI	E/D/ROW/CONS	\$1,831,200.00
Hattiesburg	Hub City Transit -002 BSI	E/D/ROW/CONS	\$611,491.00

<b>Action History</b>	
\$1,831,200.00 Grant Awarded (5339 Funds)	8/11/2020
Modification: TIP Page Change to Grouping BSI Projects	1/27/2020

## Esters, Armendia

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**From:** KELLY ONEAL <kellyoneal@me.com>  
**Sent:** Saturday, June 5, 2021 3:03 PM  
**To:** Esters, Armendia  
**Cc:** Chapman, Deanna  
**Subject:** Western Beltway Phase II

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Public Participation

Good afternoon Mrs. Esters,

You had asked that I send you my questions before the July Technical Committee meeting. Unfortunately I will be out of town then and unable to attend, but here are my questions and the reasons I'm asking.

In 2018 I became aware of the planned Western Beltway Phase II. There were 2 alignments proposed both connecting Peps Point Road to Evelyn Gandy Parkway/ Hwy 42. Alignment 1 is more direct and is parallel to River Rd. Alignment 2 loops north and would cross my family property where I live on **JC Bryant Rd**.

On the 2040 MPO Plan there are 2 projects listed that seem to be involved in this route. #125 "MS 42 Realignment" (from US 49 to Eatonville Rd.) and #154 "Western Bypass Phase II" (from "Hwy 98 to Realign 42).

On the 2045 MPO Plan I do not see on the map any project comparable to #125 for the previously mentioned Hwy42 Realignment. Also the Western Bypass II is now #147. In addition there is now project #202 "Western Bypass III" (**JC Bryant to I 59**).

My questions:

- 1) What is the significance of changing project numbers? Does the change into project #202 mean that a decision has been made to use Alignment 2 for the Western Beltway Phase II? I have been told "no", but Alignment 1 does not involve **JC Bryant Rd** in any way.
- 2) Who determines the projects to be included in the MPO Plan? I notice some that were on the 2040 plan that are no longer on the maps for 2045. Can the public find out why?
- 3) Are there other committees that I should be following that provide information important to these decisions? Is there a person or committee in charge of the Beltway-other than the MPO?

I realize that funding is a major issue and this Beltway will likely not be completed in my lifetime, but decisions that affect its planning will be happening during my lifetime. My family has owned this land for 65 years, and I am concerned for how this proposed road would destroy this property for my children and grandchildren and their descendants.

Thanks for you helping me understand the process.

Dr. K. R. O'Neal  
Sent from my iPad

**NAME OF LPA:** \_\_\_\_\_

**MPO COMMITTEE/PROXY DESIGNATION FORM**

**FY 2022-2023**

**POLICY COMMITTEE**

The first list is for the Policy Committee. Your title/position is placed first as the person specifically identified by the By-Laws. Please name as many people as necessary, in the order in which they are preferred, to serve as your proxy. In your absence, the MPO staff or presiding committee member will identify the next “highest” person on your list.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_

**TECHNICAL COMMITTEE**

The By-Laws now give voting authority on the Technical Committee to one engineer/planner from each voting entity. Please list in order of preference those that may represent your entity with the engineering/planning vote. It is allowable for a person to be named as both for voting purposes. A person with voting authority may choose to designate a “lower” person on the list as the proxy for the meeting.

**ENGINEER**

**PLANNER**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

TIP AMENDMENTS  
PROCESSING INFORMATION

I. TIP Amendment Thresholds (excerpts from the TIP Handbook v. 2018)

Change Requested	Change Type
Addition or deletion of a project	Amendment
Major changes in design or scope such as changes that <b>do</b> impact travel demand models or an approved air quality conformity analysis ( i.e. travel lanes, etc.)	Amendment
Termini changes	Amendment
Financial changes in a project’s total programmed amount of federal funds greater than that listed on the “Administrative Modification Sliding Scale”  <i>Table 2.0</i>	Amendment

Administrative Modification for Funding - Sliding Scale	Federal Funds Allocated	Percent Change Allowed
	\$500,000 or less	50 %
	\$500,001- \$1,500,000	25%
	\$1,500,001-\$2,500,000	20%
	\$2,500,001 or more	15%

II. The TIP Amendment Process (12-week process):

**III. TIP Amendment Public Comment Requirements**

Staff receives and prepares New TIP Page and public notice	6 weeks prior to the next Technical Committee meeting
Staff submits Public Notice of the comment period and Acknowledgements to LPAs	5 weeks prior to the next Technical Committee meeting
Public Comment Period of 10 days begins	4 weeks prior to the next Technical Committee meeting
HPFL-MPO Committee quarterly meeting Agenda is released with the proposed Amendment, including any public comments	1 week prior to the next Technical Committee Meeting

**IV. TIP Approval-MPO Level**

HPFL-MPO Technical Committee Meeting	Votes to recommend or to not recommend the proposed amendments
	<b>2 weeks after the Technical Committee Meeting</b>
HPFL-MPO Policy Committee Meeting	Votes to approve or to deny the proposed amendments

**V. TIP Approval-State & Federal Level**

The MS Transportation Commission meets every 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month in Jackson, MS and will review and approve or deny TIP/STIP amendments.	<b>4-6 weeks after the Technical Committee Meeting</b>
The Federal Highway Administration reviews for final approval of the proposed TIP amendments.	<b>4-6 weeks after the Technical Committee Meeting</b>
Upon the Transportation Commission's and Federal approval, MDOT will update the TIP/STIP.	<b>6 weeks after the Technical Committee Meeting</b>

**VI. TIP Revision and Distribution**

HPFL-MPO Staff will update and distribute the revised TIP.	<b>6 weeks after the Technical Committee Meeting</b>
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Policy Committee Meeting – Wednesday, July 28, 2021

Sign In (Please Print)

Name	Organization	Telephone #	Email
Chris Byrd	FC	601-545-6000	chris@co.forest.ms.us
Michael Westwood	LCBOS	601-408-2102	michael@lcbos.org
Ginger Laurie	LAMAR CO	601-794-1024	mbershan@lamarcounty.ms.gov
L. Ann Byrd	Hiborg	601-545-4599	GLOUREY@haticsborg.ms.com
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		601-310-7819	nick@pd-w.com