



MEMORANDUM

TO: CAMPO Policy Board and Technical Committee

FROM: Ashley Beckort

DATE: April 21, 2025

RE: *Resolution 2025-07: Updates to the Public Participation Plan*

Document Description:

CAMPO is required to maintain a Public Participation Plan (PPP) that is adopted by the Policy Board and coordinated with the INDOT participation process, and defines public participation standards for all CAMPO activities. Public participation takes place in a variety of ways, including social media, public meetings, open houses, and stakeholder workshops. The PPP is updated when warranted by changes in federal laws and regulations, or if necessary to ensure a full and open participation process. The original PPP was adopted in 2007, and was updated in 2018 based on changes to federal law. In 2020, the PPP was amended to allow remote participation by the public during periods when in-person participation may not be feasible, such as during the COVID-19 pandemic.

PPP Update Timeline:

Any changes to the PPP require a 45-day public comment period prior to approval. CAMPO issued a legal ad and posted the draft PPP on the CAMPO website for review.

Summary of Proposed Changes from previous CAMPO PPP:

- Update information on Technical Committee and Citizens Advisory Committee including intent and procedures consistent with associated proposed bylaws changes.
- Update TIP modification procedures based on best practices and associated proposed bylaws and Draft TIP changes.
- Proposal to amend the notice requirements for Policy Board meetings (currently a legal ad is in the newspaper 10 days prior to the meeting). A list of meeting dates would be provided to the media and posted online at the beginning of the year. Notice of any special meetings would be a minimum of 48 hours (consistent with Indiana's Open Door Law). Agenda and materials would be posted online a minimum of 48 hours before any Policy Board meeting (consistent with Indiana's Open Door Law), with the goal of posting materials a week before the meeting.
- Proposal to amend the public input process of the Unified Planning Work Program (UPWP). Currently there is a 30-day comment period. After doing research, this is not required. In the past, staff has not received any comments during this review period. The UPWP would be included in the Policy Board packet (which is posted online for public to view), and be approved at the Policy Board meeting (which is a public meeting) but no formal public comment window would be required.
- The PPP document now clearly describes the intended public involvement for each plan update with "inform", "consult" and "collaborate" as the options. Some documents are made available to view (inform), others are shared for public comment prior to final approval (consult), and others are written with the input of stakeholders (collaborate).
- The PPP document now clearly describes required plans and committee details, any legal requirements associated with them, and CAMPO's policy related to public participation.

RESOLUTION 2025-07

**A RESOLUTION BY THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)
POLICY BOARD FOR THE PURPOSE OF**

ADOPTING AN UPDATED PUBLIC PARTICIPATION PLAN (PPP)

WHEREAS, the Columbus Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization responsible for transportation planning in the City of Columbus and Bartholomew County; and

WHEREAS, the development of a Public Participation Plan, which includes explicit procedures and strategies for engaging public involvement in the transportation planning process, is a requirement of the U.S. Department of Transportation and part of the comprehension planning process; and

WHEREAS, the Safe Accountable Flexible Efficient Transportation Equity Act of 2005 (SAFETEA-LU) included new requirements for MPO Public Participation Plans, and the CAMPO Policy Board approved its first PPP in 2007, and a new PPP was adopted in 2018 in response to requirements included in the Moving Ahead for Progress in the 21st Century Act of 2012 (MAP-21) and the Fixing Americas Surface Transportation Act of 2015 (FAST Act), and in 2020 the plan was updated to address public participation policies during the COVID-19 pandemic; and

WHEREAS, CAMPO staff, with the assistance of ColumBUS Transit, have developed the updated PPP for CAMPO and ColumBUS Transit use; and

WHEREAS, the process defined in the current CAMPO Public Participation Plan was followed in making the draft PPP available to the public for review and comment; and

WHEREAS, the Policy Board gives the CAMPO staff permission to make changes to the PPP that are required by the FHWA, the FTA, and the INDOT after their review, and requests that the Policy Board be notified of any such changes.

NOW THEREFORE BE IT RESOLVED by the CAMPO Policy Board that the Public Participation Plan is hereby approved the 12th day of May, 2025.

Tom R. Finke, Chair

Attest: Ashley E. Beckort, CAMPO Manager



Public Participation Plan

Adopted _____



CITY OF COLUMBUS - BARTHOLOMEW COUNTY PLANNING DEPARTMENT
123 Washington Street, Columbus, IN 47201 - (812) 376-2550 - www.columbus.in.gov

Columbus Area Metropolitan Planning Organization (CAMPO)

Staff and Contact Information

Ashley Beckort, CAMPO Manager

Jessie Boshell, Long-Range Planner / Bicycle and Pedestrian Coordinator

City of Columbus-Bartholomew County Planning Department

123 Washington Street

Columbus, IN 47201

Phone: 812-376-2550

Website: <https://www.columbus.in.gov/planning>

Email: planning@columbus.in.gov

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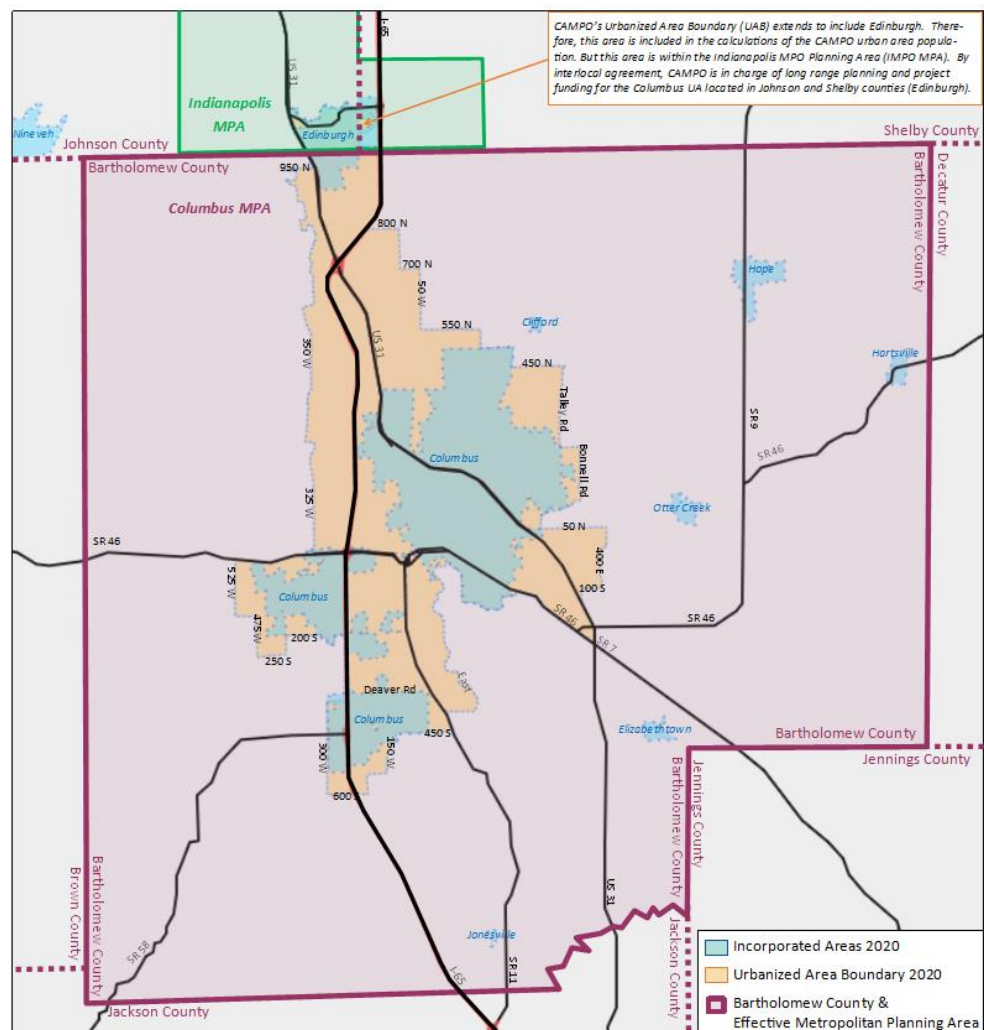
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INTRODUCTION

WHAT IS AN MPO: Metropolitan Planning Organizations (MPOs) were authorized under the Federal Highway Act of 1962 for the purpose of setting policy and carrying out planning for an integrated transportation system. Metropolitan Planning Organizations (MPO) are established in urbanized areas of 50,000 or more in population and who participate in a continuing, comprehensive, and cooperative (3-C) planning process as mandated by Federal law. MPOs carry out transportation planning in Metropolitan Planning Areas (MPA). Each MPO is required to establish a MPA that includes its Urban Area (UA), plus the contiguous area expected to become urbanized within the 20-year forecast period of the Metropolitan Transportation Plan (MTP). The UA is based on population density and is re-evaluated after each Decennial Census. This UA population calculation determines an MPO's funding allocation.

CREATION OF CAMPO: The Columbus Area Metropolitan Planning Organization (CAMPO) was designated by the Governor of Indiana in 2004. The following map represents the current CAMPO MPA boundary and Urban Area as determined by the 2020 Census. CAMPO's Urbanized Area Boundary (UAB) is mostly focused around Columbus, but it extends north to also include the area around Edinburgh. Therefore, Edinburgh is included in the calculations of the CAMPO urban area population. However, this Edinburgh area is within the Indianapolis MPO Planning Area (IMPO MPA), with IMPO therefore having responsibilities for air quality monitoring. Per a 2023 Memorandum of Agreement with IMPO, CAMPO continues to be responsible for "long range planning [MTP] and project funding [TIP] for the Columbus UA located in Johnson and Shelby counties [Edinburgh]". The CAMPO effective MPA is Bartholomew County.

CAMPO FUNDS OVERVIEW: Federal transportation funds are dispensed in Indiana to INDOT, the MPOs, and local governments. As an MPO, CAMPO receives dedicated funds each year for construction projects, including Surface Transportation Block Grant funds (STBG),



Highway Safety Improvement Program funds (HSIP), and Transportation Alternative Program funds (TAP). CAMPO also receives transportation planning funds, which may be used for staff, equipment and supplies, training, consultants, and other transportation planning-related expenses.

HISTORY OF THE PUBLIC PARTICIPATION PLAN: Following the Act of 1962, subsequent legislation enhanced the role of MPOs. The Safe, Accountable, Flexible, Efficient Transportation Equity Act of 2005 (SAFETEA-LU) included new requirements for MPO Public Participation Plans. The CAMPO Policy Board approved its first Public Participation Plan in 2007. A new Public Participation Plan was adopted in 2018 in response to requirements included in the Moving Ahead for Progress in the 21st Century Act of 2012 (MAP-21), and the Fixing Americas Surface Transportation Act of 2015 (FAST Act). In 2020, the plan was updated to address public participation policies during the COVID-19 pandemic.

CAMPO'S PUBLIC PARTICIPATION PHILOSOPHY: CAMPO recognizes the role of Columbus and Bartholomew County residents in shaping transportation decisions in the Metropolitan Planning Area (MPA). We all rely on a system that facilitates the safe and efficient movement of people and goods. In order to ensure that that local transportation needs are met, it is important for CAMPO to receive and consider public input on proposed plans, studies, projects, and services prior to making decisions. Therefore, it is the policy of CAMPO to promote public involvement opportunities, and to involve the public throughout the transportation planning process. CAMPO will make every effort to engage residents by creative means such as having booths at festivals, fairs, and similar events, creating incentives for people to participate, making live-streamed meetings available if possible, developing surveys and quizzes to promote its website, and distributing information in a variety of languages and formats.



CAMPO PLANS AND DOCUMENTS

OVERVIEW: Among CAMPO's planning responsibilities are the preparation of a Metropolitan Transportation Plan (MTP) which is a long-range plan with a minimum horizon of 20 years and is updated every five years, development of a four-year Transportation Improvement Program (TIP) which is updated every two years, and preparation of a two-year Unified Planning Work Program (UPWP) which is updated each year. As a recipient of federal transportation funds, CAMPO is also required to prepare a Title VI Implementation Plan to ensure that federal anti-discrimination regulations are met; the CAMPO Policy Board adopted such a plan in 2017. As part of the transportation planning process, CAMPO provides opportunities for public input during updates of these plans, as outlined in this Public Participation Plan. CAMPO documents are public records. Current documents such as meeting schedules, agendas, minutes, plans and studies, budgets and costs projections, and requests for proposals are available on the CAMPO website. Older documents not posted on the website may be requested from CAMPO staff.

CAMPO MINIMUM PUBLIC PARTICIPATION REQUIREMENTS

CAMPO BOARDS AND COMMITTEES

Overview

CAMPO's decision-making body is the Policy Board. There are two advisory committees: Technical Committee and Citizen Advisory Committee. The following table summarizes the purpose for each board/committee, their typical meeting dates, and public involvement. On the following pages are more details about each board/committee.

Board/Committee	Purpose	Meeting Dates	Public Involvement
Policy Board	Decision-making Body.	Generally quarterly basis or as needed for special business.	Public Meeting
Technical Committee	Advisory: Technical Review.		Not Public Meeting
Citizens Advisory Committee	Advisory: Structured Public Input. Typically during MTP update.	As-needed.	Not Public Meeting

Public Meeting Notice Standards

Minimum Notice Required by Law: Indiana "Open Door Law" requires the governing body to give public notice of the date, time, and place of any public meetings at least 48-hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. The governing body shall post a copy of the notice where the meeting is to be held, and notify the media. For reoccurring meetings, annual notice of meeting dates to the news media is permitted.

CAMPO's Notice Policy: Policy Board is CAMPO's only reoccurring public meeting. Specific dates, times, and meeting locations are to be posted on the CAMPO's website. CAMPO staff will post Policy Board meeting agendas and materials a minimum of 48-hours before the meeting on CAMPO's website for the public to view. CAMPO staff will aim for materials to be ready a week before the meeting to allow additional review time. An agenda will be posted in the meeting room a minimum of 48-hours before the meeting.



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CAMPO Policy Board Meetings and Special Meetings

The Policy Board meets quarterly, typically in February, May, September, and November. In addition, special meetings may be called as needed. Materials for those meetings will be posted here approximately one week prior to each meeting. The Policy Board meeting is open to the public. This is an in-person meeting with the option for non-voting members and the public to join remotely. If you should require an accommodation to participate in the meeting, including an invitation to the virtual meeting, please contact the Planning Department at least 3 business days before the meeting.

Meeting Location: Council Chambers, Columbus City Hall, 123 Washington Street
(click on meeting date for materials)

[Monday, February 10, 2025 - 1:30 pm \(Regular Meeting\)](#)
Monday, May 12, 2025 - 1:30 pm (Regular Meeting)
Monday, September 8, 2025 - 1:30 pm (Regular Meeting)
Monday, November 10, 2025 - 1:30 pm (Regular Meeting)

Policy Board Emergency Amendments

In some instances, the Policy Board is permitted to approve emergency amendments to the Transportation Improvement Program (TIP) or the Unified Planning Work Program (UPWP) without holding a public meeting. Emergency amendments will be shared with the public at the next Policy Board Meeting.

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- Boards and Committees
- Metropolitan Transportation Plan
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- Unified Planning Work Program
- Other Documents/RFPs

Policy Board

The Policy Board is CAMPO’s decision-making body, and includes representatives from several entities in the Metropolitan Planning Area, as well as representatives from the Indiana Department of Transportation (INDOT), the Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The membership, purpose, and powers of the Policy Board are regulated by the CAMPO bylaws and interlocal agreement; the current “Agreement for Cooperative Action between the City of Columbus, Bartholomew County, and the Town of Edinburgh” was adopted in 2024. According to current policies, there are seven voting members and two ex-officio members. Each board member may appoint an alternate with the approval of the board. The following are the agencies represented:

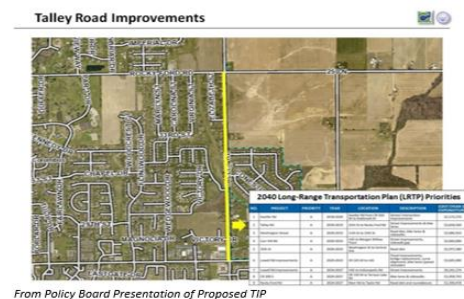
- Columbus City Council
- Bartholomew County Council
- Columbus Mayor
- Bartholomew County Commissioners
- Columbus Plan Commission
- Bartholomew County Plan Commission
- INDOT Seymour District
- Federal Highway Administration – Indiana Division (non-voting)
- Federal Transit Administration – Region 5 (non-voting)
- Town Manager of Edinburgh (*if Edinburgh chooses to join the MPO per Agreement between the City of Columbus, Bartholomew County, and the Town of Edinburgh*)

The Policy Board participates in the development of, and adopts major products, including the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Title VI Implementation Plan, the Coordinated Public Transit Human Services Plan, and the Public Participation Plan. Other plans may be adopted or endorsed by the board if CAMPO has implementation responsibilities. In addition, the board must also approve amendments to the TIP and UPWP before the activities that are the subject of the amendment can be funded. The CAMPO Manager may approve administrative modifications to the TIP and UPWP if they meet criteria established by the CAMPO Policy Board and INDOT.

Meetings of the Policy Board are scheduled by CAMPO staff, open to the public, and held on a generally quarterly basis or as needed for special business. Policy Board meetings are streamed live and are also recorded for later viewing on the City of Columbus website at www.columbus.in.gov/video/live-streaming. Meetings are wheelchair accessible. Those who require other accommodations may contact CAMPO staff at 812-376-2550 at least 3 business days prior to the meeting.



Regular items on the Policy Board agenda include updates on construction projects from the City and County engineers and a report from the CAMPO Manager. The CAMPO Manager’s report typically includes sharing any recent administrative modifications, and updates on any plans or studies being conducted by CAMPO. Typically, the meeting agenda also includes TIP amendments for Policy Board review and action. CAMPO staff will also utilize a power point presentation, as needed, to visually showcase project details.



Technical Committee

The Technical Committee advises the Policy Board on transportation decisions. The membership, purpose, and powers of the Technical Committee are regulated by the CAMPO bylaws. Members of this committee include representatives of agencies with an interest in and knowledge of transportation issues; members include planning and engineering specialists from CAMPO's Metropolitan Planning Area, as well as representatives from the Indiana Department of Transportation (INDOT), the Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The purpose of the committee is to review plans, studies and projects that require Policy Board approval, and to provide feedback to the Policy Board. Meetings of the Technical Committee are scheduled by CAMPO staff and held on a generally quarterly basis or as needed for special business. These meetings are not open to the public, but any comments are reported to the Policy Board by CAMPO staff. The following are the agencies represented:

- Bartholomew County Engineer
- Columbus City Engineer
- Columbus-Bartholomew County Planning Director
- Columbus Transit Transportation Director
- Columbus Police Chief
- Columbus Municipal Airport Director
- Columbus City Utilities Director
- Columbus-Bartholomew GIS Coordinator
- Columbus Parks & Recreation Director
- Bartholomew Consolidated School Corporation Transportation Director
- A Freight Carrier Representative
- INDOT Office of Asset Planning and Management Representative
- INDOT Office of Transit Representative
- INDOT Seymour District Representative
- Federal Highway Administration Representative – Indiana Division
- Federal Transit Administration Representative – Region 5
- Town Manager of Edinburgh (*unless Edinburgh chooses to join the MPO per Agreement between the City of Columbus, Bartholomew County, and the Town of Edinburgh*)

Citizens Advisory Committee

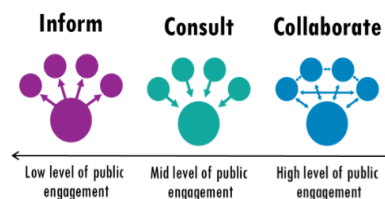
The Citizens' Advisory Committee (CAC) represents the formal means through which active citizen participation provides the Policy Board with public input on official decision making for transportation planning matters. The membership, purpose, and powers of the Citizens Advisory Committee are regulated by the CAMPO bylaws. The committee is composed of members of the public who are interested in participating in the transportation planning process. The membership of the Citizens Advisory Committee is comprised of residents of the City of Columbus and Bartholomew County, with the goal of a diverse committee that represents all areas of the Metropolitan Planning Area. According to the CAMPO bylaws, the Citizens Advisory Committee is an advisory group for MPO plans or plan updates, specifically the long-range plan, currently called the Metropolitan Transportation Plan (MTP). CAMPO staff may determine if any other plan update would benefit from committee review. The committee does not take any formal action but rather provides feedback on plans brought before the committee. Meetings are scheduled by CAMPO staff on an as-needed basis. Although the committee is made up of members of the public, it is not intended to be a public meeting. Members of the public apply to be participants, and the applications are approved by Policy Board.

CAMPO PLANS, STUDIES, AND REPORTS

Overview

Types of Plans: CAMPO creates and implements multiple plans, studies and reports. Many of the plans are required by the Indiana Department of Transportation (INDOT), the Federal Highway Administration (FHWA), or Federal Transit Administration (FTA) for an MPO to continue to obtain federal funding. Others plans and studies are done to provide details of a specific area, corridor, intersection, or mode of transportation. All anticipated studies and reports are documented in the annual CAMPO work plan (the Unified Planning Work Program).

Summary Table: The following table lists CAMPO's required plans and reports, who typically creates the document, and who provides final approval of the document. The table also includes CAMPO's policy on the level of public involvement. Some documents are made available to view (inform), others are shared for public comment prior to final approval (consult), and others are written with the input of stakeholders (collaborate).



Required Plans and Reports	Typically Created By	Approved By	Public Involvement
Public Participation Plan (PPP) -Amendment	Staff Staff	Policy Board Policy Board	Consult (45 days) Consult (45 days)
Metropolitan Transportation Plan (MTP) -Amendment	Staff/Consultant Staff	Policy Board Policy Board	Collaborate & Consult (30 days) Consult (30 days)
Transportation Improvement Program (TIP) -Amendment -Administrative Modification	Staff Staff Staff	Policy Board Policy Board Staff	Consult (30 days) Inform Inform
Annual List of Obligated Projects (ALOP)	Staff	Staff	Inform
Unified Planning Work Program (UPWP) -Amendment -Administrative Modification	Staff Staff Staff	Policy Board Policy Board Staff	Inform Inform Inform
Annual Completion Report (ACR)	Staff	Staff	Inform
Coordinated Public Transit Human Services Transportation Plan	Staff/Consultant	Policy Board	Collaborate
Title VI Implementation Plan	Staff	Policy Board	Inform

Development of Plans: Throughout the development of plans, CAMPO will provide reasonable regard to people with disabilities, as well as low income, minority, and Limited English Proficiency populations.

Visual Displays: During the creation and explanation of plans, CAMPO staff may utilize displays or presentations to visually showcase project details.

Public Comment Period: If a comment period is required, the document will be posted on the CAMPO website. This comment period can be right before the Policy Board meeting or CAMPO may provide a deadline prior to the meeting to allow time for staff to address any concerns. Notice will be provided by a media release (the media release may include the comment period and deadline, and Policy Board meeting date on the same release).

Policy Board Approval: Most CAMPO plans are approved by the Policy Board, which is a public meeting. Policy Board packets (which include draft plans) are made available online prior to the meeting. CAMPO staff will post Policy Board meeting agendas and materials a minimum of 48-hours before the meeting on CAMPO's website for the public to view. CAMPO staff will aim for materials to be ready a week before the meeting to allow additional review time. The Policy Board may allow public to comment and ask questions during the meeting.

Posting: When complete, all required plans and reports (those listed above) are posted on the CAMPO website for public view.

Public Participation Plan (PPP)

Plan Details: CAMPO is required to maintain a Public Participation Plan that is adopted by the Policy Board and coordinated with the INDOT participation process [§ 450.316]. This plan defines public participation standards for all CAMPO activities.

Approval/Changes: Federal Law requires “a minimum public comment period of 45 days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable” [§ 450.316(a)(3)]. The PPP is updated when warranted by changes in federal laws and regulations, or if necessary to ensure a full and open participation process. CAMPO’s policy is that the document is to be posted on the CAMPO website for a minimum of 45-day comment period prior to the Policy Board meeting (this comment period can be right before the meeting or provide a deadline prior to the meeting to allow time for staff to address any concerns). Notice will be provided by a media release (the media release may include the comment period and deadline, and Policy Board meeting date on the same release). The approved PPP will be posted on CAMPO’s website for the public to view.

Metropolitan Transportation Plan (MTP)

Plan Details: The Metropolitan Transportation Plan (formerly called the Long-Range Transportation Plan) is a comprehensive transportation plan for the CAMPO Metropolitan Planning Area (MPA). The Metropolitan Transportation Plan (MTP) forecasts changes in the MPA, sets goals for the future, identifies and prioritizes transportation needs, and establishes a financial plan to pay for those needs. The MTP is updated every 5-years but it also occasionally amended to include regional projects of significance.

Development of the 5-year Update: “The MPO shall review and update the MTP every 5 years to confirm the transportation plan’s validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon” [§ 450.324]. The current MTP was developed over a period of several months, and included numerous opportunities for public participation including: media releases, social media postings, online surveys, stakeholder interviews, booths at public events, open houses, and public meetings. CAMPO’s policy is to continue to use multiple public engagement options in the creation of the MTP. The Citizens Advisory Committee will be utilized as an advisory committee for the MTP.



MTP Display at Bartholomew County Fair

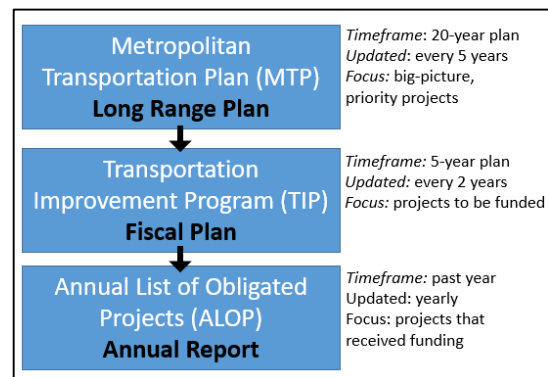
Approval/Changes: The initial document or any amendments are to be reviewed and approved by the Policy Board at a public meeting. The initial document or amendments are to be posted on the CAMPO website for a minimum of 30-day comment period prior to the Policy Board meeting (this comment period can be right before the meeting or provide a deadline prior to the meeting to allow time for staff to address any concerns). Notice will be provided by a media release (the media release may include the comment period and deadline, and Policy Board meeting date on the same release). Any approved and/or amended MTP will then be posted on CAMPO’s website for the public to view.

Transportation Improvement Program (TIP)

Plan Details: The Transportation Improvement Program (TIP) is a four-year work program used to implement the MTP. *“The TIP shall reflect the investment priorities established in the current metropolitan transportation plan and shall cover a period of no less than 4 years, be updated at least every 4 years, and be approved by the MPO and the Governor” [§ 450.326(a)].* In Indiana, the MPO TIP is updated every 2 years consistent with the State Transportation Improvement Program (STIP). The TIP document assigns funding for projects that have been identified as priorities in the MTP. The program year follows the State of Indiana fiscal year (July 1st to June 30th). The TIP must be fiscally constrained, and funds cannot be carried over between years, therefore funding for each year is generally limited by CAMPO’s federal funding allocation, unless CAMPO is able to trade funds with another Indiana MPO. Projects are intended to improve the safety and connectivity of the transportation network and can include road, bicycle-pedestrian, and transit projects. Projects of regional significance are included in the TIP regardless of funding source, as well as all state and federally-funded projects proposed for the MPA.

Approval: *“The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by § 450.316(a). In addition, the MPO shall publish or otherwise make readily available the TIP for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in § 450.316(a)” [§ 450.326(b)].* The TIP must be reviewed and approved by the Policy Board at a public meeting. The draft document is to be posted on the CAMPO website for a minimum of 30-day comment period prior to the Policy Board meeting (this comment period can be right before the meeting or provide a deadline prior to the meeting to allow time for staff to address any concerns). Notice will be provided by a media release (the media release may include the comment period and deadline, and Policy Board meeting date on the same release). The approved TIP will then be posted on CAMPO’s website for the public to view. Per INDOT, the original approved TIP (without any amendments) must always be posted.

Changes (Amendments or Modifications): The CAMPO TIP is frequently updated to reflect changes in project schedules and funding. These changes are reviewed and approved by the CAMPO staff or Policy Board per the criteria and procedures noted in the approved TIP. Approved changes are then forwarded to INDOT for processing into the STIP (STIP changes follow INDOT and FHWA criteria for amendments and modifications). CAMPO’s policy is to post TIP changes on the CAMPO website to be viewed by the public.



Annual List of Obligated Projects (ALOP)

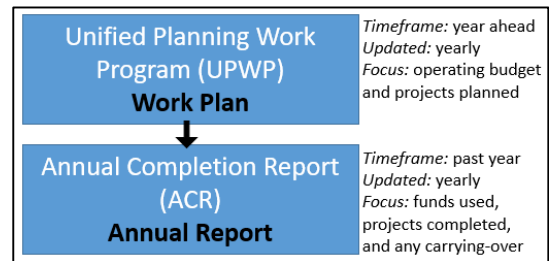
Report Details: CAMPO is required to publish a list of projects for which construction funds were obligated in the preceding program year, called the Annual List of Obligated Projects. In Indiana, the program year follows the State of Indiana fiscal year (July 1st to June 30th). This list is developed cooperatively by INDOT, ColumBUS Transit, and CAMPO. It typically includes road improvements, bicycle and pedestrian facilities, bridge repair and replacement, transit operating and capital costs, and safety projects.

Deadline and Posting: Per Federal Law, the ALOP is required to be completed *“on an annual basis, no later than 90 calendar days following the end of the program year”*, or by September 28th. The purpose of this report is to improve transparency for federal transportation fund expenditures. Per Federal Law, the ALOP *“shall be published or otherwise made available in accordance with the MPO’s public participation criteria for the TIP” [§ 450.334].* CAMPO’s policy is to post the ALOP on the CAMPO website for the public to view.

Unified Planning Work Program (UPWP)

Plan Details: The Unified Planning Work Program (formerly the Statement of Work) is a two-year work plan, updated annually, that describes specific plans, studies, reports, and other activities that will be conducted, along with anticipated costs [§ 450.308]. CAMPO's UPWP and associated funding follows a calendar year.

Approval/Changes: This plan, and any amendments, are approved by the Policy Board at a public meeting. CAMPO's policy is to include the UPWP in the Policy Board packet (the packet is posted on CAMPO's website prior to the meeting), and post the final version on CAMPO's website for the public to view.



Annual Completion Report (ACR)

Report Details: The Annual Completion Report describes the activities completed by CAMPO each year through the UPWP. The ACR provides accountability and transparency in the expenditure of federal transportation planning funds.

Deadline and Posting: This report is submitted each year to the Indiana Department of Transportation (INDOT) no longer than 90 days after the end of the calendar year, or by March 31. CAMPO's policy is to post the ACR on the CAMPO website for the public to view.

Coordinated Public Transit Human Services Transportation Plan

Plan Details: The Federal Transit Authority (FTA) requires that projects funded under Title 49 U.S. Code Section 5310 be included in a locally developed human services transportation plan. Section 5310 relates to enhanced mobility for seniors and people with disabilities, and provides funding for buses and vans, wheelchair lifts and ramps, acquisition of transportation services, and other expenditures. The CAMPO Coordinated Human Services Transportation Plan identifies needs, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation.

Approval/Changes: This plan is updated when warranted by changes in federal laws and regulations, or to re-prioritize project funding based on changing needs. CAMPO's policy is to coordinate with the ColumBUS Transit Advisory Committee in the development and approval of the plan, for the plan to be reviewed and approved by the Policy Board at a public meeting, and to post the final version on CAMPO's website for the public to view.

Title VI Implementation Plan

Plan Details: The Federal Highway Administration (FHWA) and Indiana Department of Transportation (INDOT) require agencies receiving federal funds to maintain a Title VI Implementation Plan. This is part of a continual and ongoing effort to proactively meet and exceed the compliance requirements established under Title VI of the Civil Rights Act of 1964, and the related anti-discrimination laws, regulations, and executive orders. In conjunction with the Implementation Plan, CAMPO also maintains a Title VI complaint process.

Approval/Changes: CAMPO's Title VI Implementation Plan was last adopted by the Policy Board in 2017. This plan is updated periodically, specifically when warranted by changes in federal laws and regulations. CAMPO's policy is to post this on the CAMPO website for the public to view.

Other: Technical Reports and Sub-area, Corridor, or Mode-Specific Studies

Technical Report Details: CAMPO conducts and/or funds technical reports related to transportation construction projects, data compilation and analysis, and other topics. These are typically reported on at Policy Board meetings and may be posted on the CAMPO or sponsor website for public review.

Special Plan Details: CAMPO conducts and/or funds various plans and studies. Past projects have included neighborhood plans, corridor studies, bicycle facility design, and similar efforts. For each project that is funded by CAMPO, the project sponsor will develop an individual public participation plan that is consistent with the project goals. Depending on the scale and topic of the plan, public engagement efforts could include: media releases, social media postings, online surveys, steering committee meetings, stakeholder interviews, booths at public events, charrettes, open houses, and public meetings. Updates of the project are typically reported on at the Policy Board meetings. Depending on the plan, the final product may be presented to the Policy Board for approval or for informational purposes only.



Columbus Central Neighborhood Plan Charrette

Special Circumstances/Electronic Participation

Consistent with the CAMPO bylaws, electronic participation can be used as a resources for public meetings or events. Participation standards and declared emergency standards shall be consistent with the CAMPO bylaws in effect. In the event of a declared emergency, CAMPO staff will utilize electronic participation options as appropriate to continue to obtain public opinion on projects.

COLUMBUS TRANSIT PUBLIC PARTICIPATION REQUIREMENTS

CAMPO AND COLUMBUS TRANSIT

Transit planning is an integral part of CAMPO's overall transportation planning process. It is considered in the development of the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). CAMPO has one transit department in its jurisdiction, ColumBUS Transit. The CAMPO Manager is a member of the City's Transit Advisory Committee, and the Transit Coordinator is a member of CAMPO's Technical Committee. Further, CAMPO coordinates with ColumBUS Transit per a "Memorandum of Agreement by and between Columbus Area Metropolitan Planning Organization, Indiana Department of Transportation, and ColumBUS Transit", most recently signed in 2023. The following content regarding the public involvement policy for fare and service changes was provided by ColumBUS Transit.

PUBLIC INVOLVEMENT POLICY FOR CHANGES TO FARES, SERVICES, OR ROUTES

Overview

Federal Transit Administration (FTA) grantees are required to develop a local process to solicit and consider public comment prior to a fare increase, major service reduction, or major route modification. As a recipient of FTA funds, ColumBUS Transit must solicit public input and consider public comment from low income, those with disabilities, minority, and limited English proficient (LEP) populations in compliance with Title VI of the Civil Rights act of 1964. ColumBUS Transit operates its programs and services without regard to race, color, and national origin. This policy describes when an opportunity for a public meeting will be provided, how meetings will be conducted, and how the results of the meeting will be considered in the decision-making process.

Changes Criteria and Procedures

Significant Changes Criteria and Procedure: Public involvement is especially crucial when significant changes to the current service are being considered. Specifically, those significant changes include:

1. **Fare increase:** increase in basic fare structure. The Board of Public Works shall approve any increase in fares after a public meeting. Fare decreases are excluded.
2. **Major Service Reduction(s):** any reduction in service miles or hours exceeding twenty-five (25%) percent of the total service miles or hours provided. All other service reductions are considered routine and minor and are not subject to these procedures. The Board of Public Works and Safety shall approve any major service reductions after a public meeting.
3. **Major Route Modification(s):** a change in any fixed-route transit service that exceeds twenty-five (25%) of the total inbound and outbound trip mileage of a route. All other modifications are considered routine and minor, and are not subject to these procedures. ColumBUS Transit's Director of Transportation reviews route modifications. If the recommendation is to move forward with a major route modification, the Board of Public Works and Safety shall approve such modification after a public meeting.

Minor Changes Procedure: If implementation of minor route or service change is to take place, a public meeting will not be held. At least one (1) week prior to the change, new route schedules will be made available to the public at the ColumBUS Transit website at <https://www.columbus.in.gov/columbus-transit>, printed material at the transit hub, and on buses. When minor changes take place, ColumBUS Transit staff will be available to provide travel assistance to passengers who may not be aware of the modifications. Information regarding the changes will remain available to the public for a 30-day period beyond the implementation of the changes.

Public Notice and Public Input Protocol for Significant Changes

Input Techniques Overview: ColumBUS Transit understands that active public participation is a necessary and integral part of the transit planning and provision of service. ColumBUS Transit will actively seek public input through a variety of techniques and outlets which may include formal and informal public notices, informational public meetings, comment periods, advertising through the local newspaper and other media outlets, and postings on the ColumBUS Transit website. ColumBUS Transit will make efforts to include maps or other visual tools to aid in assisting passengers in understanding the proposed changes. When transit plans, maps, or programs are to change, copies of the existing document and proposed changes will be available as well. Comment cards will be provided at the transit hub. While written comments are encouraged, ColumBUS Transit staff will record verbal comments.

What: Notices to include an explanation of the content, along with the date, time, and location of the meeting(s) with the instructions for submitting comments, contact information for questions or additional information, any due date for the comments and a note regarding where to find additional information on the website.

Where/Who: Notices will be posted on the city website: www.columbus.in.gov/columbus-transit, inside buses, at the transit hub, and at other suitable locations. Notices may also be directly provided to interested persons, neighborhood groups, area colleges, area schools, service organizations, local advocacy groups, businesses, senior centers or other organizations, particularly those deemed by the Transit Coordinator to be directly affected by the proposed change.

When: ColumBUS Transit will make every effort to seek public involvement early before the scheduled public meeting. All information will be provided at least thirty (30) days in advance of the scheduled public meeting date.

Meeting Accommodations: ColumBUS Transit will ensure the scheduling and locations of the meetings are accessible to the public. This includes a location near public transportation, a time when public transportation is available, as well as an accessible building/room for individuals with disabilities. In addition, special services should be available when practical, and subject to the availability of services and resources. These services may include interpreters of those individuals who do not speak English, materials for individuals with visual impairments, and sign language interpreters. Individuals who are planning to attend the meeting and need a sign language interpreter or other accommodation should notify the Transit Coordinator by phone at 812-376-2506 or letter to Transit Coordinator, Columbus City Transit Department, 850 Lindsey Street, Columbus IN 47201. Requests need to be made five days prior to the meeting.

Documentation of Public Comments and Responses: The public meeting will allow individuals to ask questions, comment and voice their opinions. ColumBUS Transit will document comments received during the course of the public meeting, and respond to questions or comments. A written summary of comments and responses of the major points made during the public meetings to the proposed change (fare, service or route) and action will be summarized and provided to the Board of Public Works and Safety prior to their Board meeting.



TRANSIT ADVISORY COMMITTEE (TAC)

Required Roles and Responsibilities

The INDOT Office of Transit requires Section 5310 applicants to actively participate in a local Transit/Transportation Advisory Committee (TAC). The Section 5310 grant application instructions (Section V, Part A) lists the intended purpose of TAC, its primary tasks, and its recommended membership:

"The TAC should focus on the transportation needs of the seniors, disabled, low income, and other mobility-impaired individuals. In most instances, the TAC will perform in an advisory function, making recommendations to improve transportation services.

The primary tasks of the TAC are:

- *To serve as a forum for the ongoing dialogue with community representatives on key issues, strategies, and plans for implementation as identified in the local Coordination Plan.*
- *Engaging in outreach efforts that enhance the coordinated process and identifying the opportunities that are available in building a coordinated system.*
- *Reviewing, commenting, and prioritizing on the proposed Section 5310 grant application(s) ability to address any identified senior/disabled transportation service gaps/needs in the service area, or to achieve efficiencies in service delivery, as identified in the local Coordination Plan.*

Broad-based representation is important to the credibility of the TAC. Suggested membership is as follows:

- *Private for-profit transportation operators (nursing home, taxi, paratransit, ambulance, etc.)*
- *Private non-profit transportation operators (aging, rehabilitation, mental health, Head Start, Red Cross, schools, community centers, religious organizations, etc.)*
- *Public transportation operators*
- *Human service agencies*
- *Local and regional planners*
- *Local elected officials*
- *Seniors and disabled transportation consumers"*

According to the INDOT Office of Transit, Transit Advisory Committees are required to meet on a quarterly basis. As of November 2024, there are currently two active Section 5310 grantees in Columbus: REACH Columbus and Just Friends. Mill Race Senior Center, along with Developmental Services, are former Section 5310 grantees.

History of the Columbus Area TAC

In 2007, the Mayor's Transit Advisory Committee was established to recommend transit policy and operating direction to the Mayor of Columbus; the board consisted of 13 members appointed by the Mayor.

In 2018, the Columbus area TAC was rebranded as the ColumBUS Transit Advisory Committee. According to a committee structure guide, TAC is intended to advise the ColumBUS Transit Manager and Board of Public Works on matters concerning the ColumBUS Transit System for the City of Columbus. This is a non-governing committee that has no ability to influence or approve fiscal appropriations. The City Council for the City of Columbus is the fiscal body and the Board of Public Works is the governing body of the ColumBUS Transit System.

In 2021, the INDOT Office of Transit provided state transit planning funds to CAMPO to complete an update of the Coordinated Transportation Plan, which was adopted by CAMPO Policy Board February 14, 2022. The Transit Advisory Committee played a vital role in the development of this plan.

ColumBUS Transit Advisory Committee Make-up and Policies

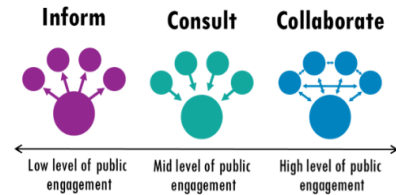
The committee's membership represents a broad cross section of community needs and interests. As of 2021, members from the following organizations have been invited: United Way, Development Services Inc., Mill Race Center, Just Friends, Department of Public Works, City Engineer, Bartholomew Consolidated School Corporation, ARa Cities, transit riders, and the MPO Manger.

The Transit Advisory Committee meets quarterly, typically in February, May, August, and October of each year. The date, time, and place for each meeting are posted at the beginning of each year on the City of Columbus calendar at www.columbus.in.gov. TAC meetings are open to the public. The agenda is provided to local media, including newspapers and radio stations, at least a week before each meeting. Minutes are prepared and distributed to members prior to the next meeting.

ENGAGEMENT EVALUATION

The Public Participation Plan is not a static document, but rather an ongoing strategy that is reviewed and updated based on experiences and the changing circumstances in the region. CAMPO will evaluate the engagement process on an ongoing basis to ensure its effectiveness.

Some documents are made available to view (inform), others are shared for public comment prior to final approval (consult), and others are written with the input of stakeholders (collaborate). CAMPO will collect data to measure and analyze public involvement. Examples of data that will be collected are shown in the bulleted lists, below.



Analyzing Policy Board Public Meetings:

- Number of meetings
- Number of attendees at meetings
- Number/type of comments received at each meeting
- Data from Title VI Voluntary Public Involvement Survey

Measuring Visibility (Inform):

- Number/type of media releases
- Number/type of social media posts
- Number of visitors to the CAMPO website
- Number of emails sent to people on CAMPO distribution lists
- Number of requests for public records of CAMPO documents

Measuring Feedback (Consult):

- Number of projects out for public comment
- Number/type of verbal or written comments received on projects out for public comment

Measuring Engagement with Stakeholders (Collaborate):

- Number of stakeholder groups/interviews
- Topics discussed by stakeholder groups
- Number/type of verbal or written comments received

Measuring Engagement at Public Events (Collaborate):

- Number of public events
- Number of attendees to public events
- Number of notations on maps and other visual material
- Number/type of verbal or written comments received
- Number of printed or electronic surveys returned

Measuring Over-all Effectiveness:

- Reviewing meeting formats and communication tools
- Assessing public understanding of process
- Quality of comments received

APPENDICES

APPENDIX A: COMMON ACRONYMS AND TERMS

3-C	Continuing, Comprehensive and Cooperative Planning Process
ACR	Annual Completion Report
ADA	Americans with Disabilities Act
ALOP	Annual List of Obligated Projects
CAC	Citizens Advisory Committee
CAMPO	Columbus Area Metropolitan Planning Organization
CY	Calendar Year
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
HSIP	Highway Safety Improvement Program
INDOT	Indiana Department of Transportation
LPA	Local Public Agency
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PL Funds	Planning Funds
PPP	Public Participation Plan
SAFETEA-LU	Safe, Affordable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SRTS	Safe Routes to School
STBG	Surface Transportation Block Grant
TAC	Transit Advisory Committee
TC	Technical Committee
TIP	Transportation Improvement Program
UAB	Urban Area Boundary
UPWP	Unified Planning Work Program

APPENDIX B: KEY STAKEHOLDERS

Throughout the development of plans, CAMPO will provide reasonable regard to people with disabilities, as well as low income, minority, and Limited English Proficiency populations. Depending on the scale and topic of the plan, key stakeholders could include the follow:

- Chambers of commerce
- Economic development organizations
- Business owners
- Developers
- Real estate professionals
- Major employers
- Military bases
- Neighborhood organizations
- Social service agencies
- Senior organizations
- Young professionals
- Students
- Bicycle clubs and co-ops
- Transit riders
- Ethnic and cultural organizations
- People with disabilities
- Health care providers
- School corporations
- Foundation for Youth
- Community colleges
- Local government officials and employees
- State and regional transportation agencies including INDOT, FHWA, and FTA

APPENDIX C: FEDERAL REGULATIONS

The CAMPO public participation process shall be consistent with U.S. Department of Transportation regulations CFR 23, Section 450.316: Interested Parties, Participation, and Consultation, as follows:

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
 - (1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP);
 - (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
 - (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
 - (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
 - (v) Holding any public meetings at convenient and accessible locations and times;
 - (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
 - (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 - (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
 - (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
 - (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

APPENDIX C: FEDERAL REGULATIONS – CONT.

- (3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
- (b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
 - (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
 - (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - (3) Recipients of assistance under 23 U.S.C. 204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.