REGIONAL COMMUNITY ENGAGEMENT PLAN

ACCESS

VALUE

RESULTS

ARC

ATLANTA REGIONAL COMMISSION

regional impact + local relevance

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ou are the engine of metro Atlanta –

its vitality comes from you.

May we as partners work together

to realize our common goals and aspirations.

Please use this community engagement plan

as an aid in our working together.

Much can be accomplished.

Much can be understood.

COMMUNITY PARTNERSHIP WITH THE ATLANTA REGIONAL COMMISSION

ARC's *purpose* is to serve the citizens of the Atlanta region, local governments and the broader regional community by providing services, support and leadership on issues that cross jurisdictional lines and require comprehensive regional solutions. Its *vision* is to be a regional leader in identifying values, developing policies and executing plans that matter to residents and communities, that ensure competitive advantage and that preserve long term sustainability and livability. Its *mission* is to demonstrate professional and forward-looking leadership to ensure sustainable growth, livability and competitive advantage by focusing and balancing environmental responsibility, economic growth and social needs. Appendix C provides more information about the structure of ARC.

ARC Values

ARC adopted an internal strategic plan in 2011 to ensure focus and concerted effort towards achieving critical, regional objectives. Among its organizational values illustrating its culture, beliefs and characteristics were the following that are integral to community engagement:

Creative Regional Solutions: *We anticipate challenges and develop creative solutions based on professional knowledge, public involvement and collaboration with our partners.*

Public Service: *We are accountable to our stakeholders, try to exceed their expectations and exhibit the highest standard of ethical conduct.*

Collaborative Teamwork: *We work with each other, with partners and with residents of the region in a concerted effort to build the highest quality of life for the metropolitan region.*

[1] Ten counties and 68 cities including the City of Atlanta comprise ARC's planning region. Those counties are Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale. For transportation planning purposes, all or part of another 8 counties join in a metropolitan planning organization, or MPO, area: Barrow, Bartow, Coweta, Forsyth, Newton, Paulding, Spalding, and Walton. Appendix C provides more detail as to ARC structure and organization.

ARC Planning Focus Areas

ARC is organized in the following focus areas that serve as the structure through which it carries out its work with a stated outcome of regional impact and local relevance:

- AGING SERVICES
- DATA SERVICES
- ECONOMIC & WORKFORCE DEVELOPMENT
- ENVIRONMENT/WATER SUPPLY & QUALITY
- LAND USE
- LOCAL GOVERNMENT SERVICES
- TRANSPORTATION PLANNING & SERVICES

Operations within this structure work closely together in an internal networked coordination where lines are often blurred as regional issues are seen through multiple lenses. In addition, these focus areas each have broad and deep external networks that connect ARC to county and municipal governments, regional partners, state legislators and the residents of the region.

REGIONAL COMMUNITY ENGAGEMENT PLAN

Community Engagement Vision

Community engagement is a philosophy and a process that is developed over time and through efforts that show metro Atlantans that ARC cares about making a connection with them. This cannot be manufactured and there is no one-size-fits-all for regional plans and programs – each activity seeks creative relationship building. Community engagement is also about what actions come next through the knowledge obtained in planning processes and from the plans themselves. It's about how community engagement builds public capacity to respond to community needs that require regional solutions.

The ARC Strategic Plan provides direction to ARC in how it conducts its business. Success in accomplishing its mission cannot be achieved without community ownership. Community engagement is therefore essential and core. To achieve its desired future, Metro Atlanta needs a robust and creative regional community:

"ARC has an increased commitment to developing creative solutions for addressing regional challenges and confronting the complex issues we face in the years ahead. Partnership and collaboration will become more important than ever before and we remain committed to working with local and state officials, partners in the nonprofit and business communities and the public in order to create the highest quality of life for the region." (2011 ARC Annual Report)

The vision for the Regional Community Engagement Plan therefore is coupled with the vision for ARC:

To provide an engagement process that facilitates identification of community values, development of policies and implementation of plans that matter to residents and communities, ensuring competitive advantage and preserving long term sustainability.

Community Engagement Goals

The Regional Community Engagement Plan focuses on three primary directions: Access, Value and Results. Participants in ARC's planning processes require value for their time and energy and to also feel comfortable that their input is adding value. In order to facilitate this, direct and easy access to components of the planning process is essential with access points based on how communities are structured and how information is best obtainable. Therefore, the engagement plan has as its goals:
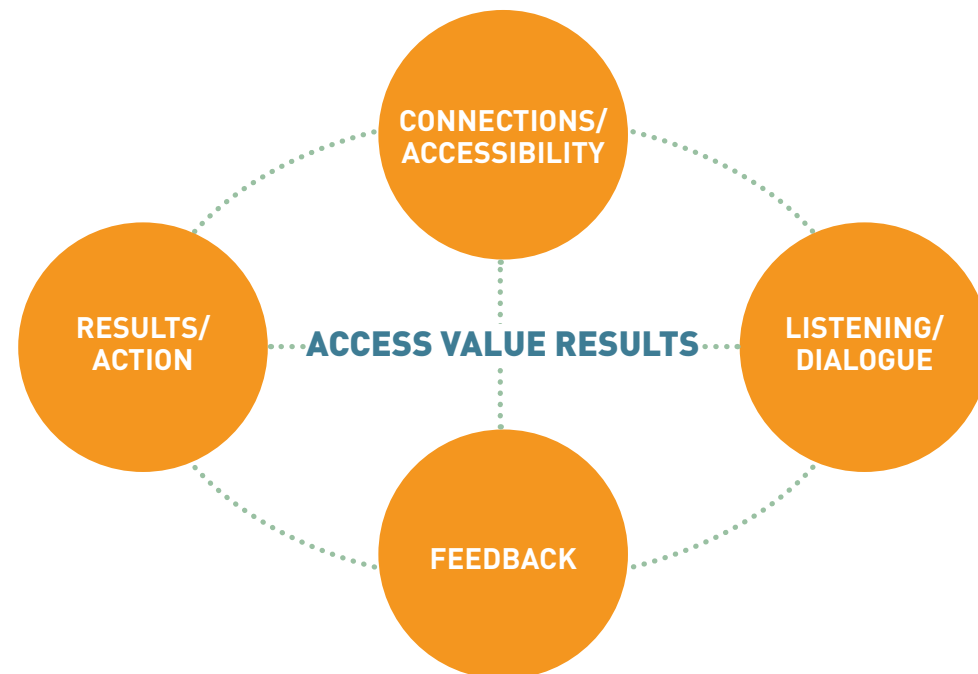
- **ACCESS: Connections/Accessibility** – the regional community is invited to participate and to expect involvement to be accessible

  - Implement an open and ongoing community engagement process that ensures general public, agency and interested party participation in, and input into, regional planning and programming

  - Provide full public access and information to key decisions in the regional planning process

  - Disseminate clear, concise and timely information to the general public, affected agencies and interested parties

  - Enhance the participation process, including reaching out to those communities that have been underrepresented and/or underserved.

- **VALUE: Listening/Dialogue** – valued community engagement is a two-way conversation: What are the issues? What's under consideration? What do you think? What do you suggest? What's happened so far? What happens next?

- **VALUE: Feedback** – valued feedback requires the following: Here is what we heard. Here is what we've done with your input and why.

  - Provide timely responses to issues, concerns and comments raised by the public regarding the development and implementation of regional plans, programs and projects.

  - Ensure that the comments received are considered and incorporated into the deliberations regarding proposed plans and programs.

- **RESULTS: Action** - residents in the Atlanta region can take information learned in the planning process to implementation. Due to limited government resources, civic involvement and responses are crucial.

Community Engagement Challenges

The metro region is large and immensely diverse in viewpoint, visions and goals. Metro residents most want to focus on their individual community needs; so seeing the interconnections between these local communities and between counties up to a regional level can be challenging. Because of this, ARC provided in its strategic plan the emphasis on:

Regional Impact | Local Relevance

There is a realization that regional planning depends on a core understanding of community input. Regional boundaries and responsibilities provide the jurisdiction for community engagement throughout and solutions/designs should reflect back what the community wants and needs. Community engagement must leverage work done in local settings and tie those together for collective solutions.

We must also be wary of uncritical inclusion, as tools develop to help residents engage more meaningfully with the public sector and we must develop policies to ensure that engagement is for the benefit of both the residents and the institutions that serve them.

Basic Tenets of Community Engagement

Throughout the planning processes described in this plan, there is a common definitional base from which to develop engagement practices as described below:

Who is the community?

- Those who have a mutual interest and/or are impacted by regional decision-making
- Local, state and regional organizations with concurrent, relevant and intersecting missions
- Those who need special consideration to have their voices included
- Planning partners from federal, state, regional and local jurisdictions
- Media organizations

How do we come together?

- Face-to-face and small group discussions
- Committee work: ad hoc and standing committees
- Briefings, workshops, town-halls, public meetings
- Telephone formats
- Online formats: meeting organizers, webinars, social media and surveys

When do we come together?

- On an ongoing basis, building up understanding and relationships
- Before decisions are made and as often as necessary
- When provided adequate advance notice
- When adequate information is provided ahead
- Based on accessibility considerations
- When in an online format – 24/7

What do we talk about?

- Participant experiences and knowledge
- Local community issues and goals
- Regional goals and challenges
- Possible regional and individual responses
- Draft recommendations and results of input
- Decisions that have been made and next steps

What happens afterwards?

- How was input delivered to decision-makers?
- How was input used?
- What is the next step in the process?

ARC's Role in the Engagement Process

ARC has a distinctive role in the engagement process which is to facilitate regional stewardship by bringing diverse perspectives and coalitions together, by being a connector between communities:

Through this integration, identification of community values, development of policies and implementation of plans that matter to residents and communities can be facilitated.

INCORPORATING LESSONS LEARNED, ARC IS

MOVING FROM:	TO:
Public involvement	Community engagement and partnership
Informing	Listening and dialogue
Data gathering	Promoting action and civic ownership

Community Engagement Coordination and Networking

Coordination is key to carrying out local or regional community engagement – logistically to get things done as well as through the sharing of ideas, needs and issues. Coordination is needed both internally between ARC focus areas and with ARC external partners and the general public as well.

To provide for internal and external community engagement coordination and networking is a newly formed entity called the Community Engagement Network (CEN). Its predecessor was the Public Involvement Advisory Group (PIAG) managed by the Transportation Planning Division. The purpose of CEN is to be a resource for and developer of creative community engagement on matters of public policy, plans and programs and their impact on the daily lives of the Atlanta region residents. Information areas considered in this network are communication, education, market research, media relations, community involvement and evaluation.

While CEN is managed by ARC, its programs are formed through a Regional Advisory Group. This group is composed of community engagement practitioners, communications professionals and civic leadership, as well as county/city representatives, social equity representatives, homeowner's representatives and/or others from the general public. The Advisory Group meets every other month either electronically or at ARC. The role of the Advisory Group is to plan CEN programs including webinars, coordination with grassroots organizations and face-to-face events bringing the full network together.

Principles of Social Equity

ARC will fully consider social equity environmental justice principles throughout planning and decision-making processes in its development of programs, policies and activities, using the principles of federal statutes, regulations and guidance that address or affect infrastructure planning and decision-making; social, economic or environmental matters; public health; and public involvement.

All planning work (whether the components of the plans themselves or the engagement processes employed to develop plans) includes provision for the following:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, caused by our programs, policies or activities on minority populations and low-income populations.

- To ensure the full and fair participation of all potentially affected communities in the decision-making processes.

- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

- **Limited English Proficiency (LEP) Plan**
  In keeping with the above principles of social equity and consistent with Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," ARC has developed a plan to assist persons with limited English skills so that they will not be disadvantaged in the engagement process. Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English may be entitled to language assistance with respect to a particular type of service, benefit or encounter.

  ARC seeks to remove communication barriers, make a targeted effort to overcome linguistic, institutional, cultural, economic, historical or other barriers that may prevent minority and low-income persons and populations from effectively participating in a decision-making process.

  As a recipient of federal funding, ARC has taken a broad range of steps to ensure meaningful access to the planning process, as well as to the information and services it provides. The LEP plan ensures that where substantial numbers of residents of the Atlanta region live who do not

speak or read English proficiently, these LEP individuals will have access to planning processes and published information. And, that the production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits. Appendix I provides a summary of the current LEP plan. The full plan is located on the ARC website.

- **Americans with Disabilities**
  In accordance with the Americans with Disabilities Act (ADA), ARC will strive to provide reasonable accommodations and services for persons who require special assistance to participate in its engagement activities in the community. Services are available, with a reasonable notice for requests, for persons with hearing or speech loss, who have a physical disability, who are visually disabled or reading disabled. Access to participation is fundamental to the outcomes stated in this plan.

- **Equitable Target Areas (ETAs)**
  In early 2011, ARC developed the Equitable Target Area (ETA) Index to identify environmental justice communities in the Atlanta region. The index was based on five demographic and socioeconomic parameters (age, education, median housing value, poverty and race), and is utilized to measure the impacts of plan investments and programs on ETA communities. The ETA index can be further employed for project prioritization and evaluation, resource allocation and decision-making at the regional and local levels. ETA communities serve as the starting point for environmental justice engagement. ARC will strive to understand the ETA communities in a deeper way through individual interactions in cooperation with local community organizations and will seek to expand its index to additional parameters to facilitate better policy decisions.

ARC Official Policy for Citizen Input

ARC welcomes advice, suggestions and ideas related to regional issues from interested persons from the Atlanta regional community. There are many opportunities and levels of involvement for citizens related to public policy development. ARC encourages citizens to be involved through the decision-making process. In certain instances, ARC will host official public review and comment periods to solicit input on draft plans and programs. This policy relates specifically to the process for citizens to directly address ARC Board

Committees or the full ARC Board. The Commission also encourages interested citizens to become involved at the local government levels to affect public policy in the earliest stages of its formation.

Appendix D provides procedures for direct citizen comment to ARC Board Committees and full Board as well as a guide on giving public comment.

Social Media Policy

ARC recognizes that emerging online collaboration platforms are fundamentally changing the way businesses, governments and non-profits work and engage with co-workers, partners, clients and the public. As social computing networks are enjoying explosive growth in popularity and influence, it is strategically important for ARC to explore how these networks might assist us as planning professionals and regional thought leaders.

Online social networks are built on a communications model that relies on masses of communicators rather than mass communications. These new communicators and the online forums that host them have become increasingly important media for sharing news and opinions and forming issues-oriented networking groups. It is in ARC's interest to be aware of, listen to and, when appropriate, participate in those social networks that publish information and provide for the exchange of ideas in areas related to ARC's regional interests.

Opportunities to Reflect

ARC will continuously evaluate its community engagement activities, assessing whether traditional models serve the agency's strategic goals and whether participants in the engagement process are receiving value for their time and have an ease of accessibility. ARC will evaluate outcomes from large group engagement/outreach as well as from small group deep-dive discussions.

ARC will continue to monitor how others, both public and private sector organizations, are structuring and conducting their community engagement in order to discover new ideas and see how their practices are producing effective and efficient results. It is also important to continue to understand what community means and how engagement can be expanded to meet contemporary interpretations. Virtual communities are now just as vital as traditional ones. Having robust, multifaceted social media outreach is now mandatory – expanding ways to meet the personal agendas of the region's residents while, at the same time, meeting the objectives of ARC planning. Finding methodologies online to expand listening and dialogue will continue as well as investigating additional ways to overcome barriers in accessibility.

Change is widespread and there is a universal push by organizations to catch up to the revolutionary impacts of technology while at the same time, provide for very personal and meaningful discourse among the region's residents. ARC will continue to push for better linkage between community engagement, communication, research, planning, and information technology. Social collaboration, content and communication tools will be assessed simultaneously to understand and leverage the benefits of technological advances.

Measuring Success

Reflection is the basis for the next step in ARC's community engagement – our measurement of its impacts and successes. As ARC is continuously evolving in its commitment to community partnership, we will work on measurements that help us clearly identify the difference community engagement makes in our plans and projects – what would it look like if we didn't do any involvement and what it looks like because we did.

Not only should we know intuitively if activities, formats, or technologies are meeting our goals, but by how much. "How much" can be both qualitative and quantitative, measured against stated outcomes and serve as a strong basis upon which to allocate future agency as well as community resources. These resources, both people and monetary, can then be marshaled to go forward in community engagement and partnerships with a clear focus and determined purpose.

UNIFIED REGIONAL PLANNING FOR LAND USE AND TRANSPORTATION

Why Regional Planning?

Changes in population, jobs and economic growth impact everyone in the region — regardless of locale or activity. How do we deal with issues of traffic congestion, an aging population, a shrinking workforce, air quality and water quality across community and political boundaries? The Atlanta Regional Commission (ARC) and its planning partners develop and track growth-related data in order to develop plans for metro Atlanta. The process for accomplishing regional land use and transportation plans is a collaborative effort between local, state and regional agencies, as well as the community at large.

Through regional collaboration, infrastructure and human service needs and strategies across city and county boundaries are anticipated and studied for impact. The outcomes of a plan are meant to provide people access to services required for a better quality of life— including education, healthcare and retail, to name a few.

On a regular basis, it is good for communities (both local and regional) to consider their current status and re-examine their goals. This helps them better determine where they want to be in the future, both economically and in terms of quality of life. Regional plans help public agencies identify issues so they can determine policies and investment strategies to guide the future direction of their communities and the region. Even though different planning functions have different regional boundaries, joining together collectively helps individual jurisdictions develop policies targeted at the overall common good. While regional planning is critical to the health and continued prosperity of the Atlanta region, it is also required by law.

The Georgia Planning Act requires local governments to develop plans for their future and stipulates how their plans should be developed. Those plans are taken into account in the regional planning process. The federal government requires a regional transportation plan to be in place before the region can receive transportation funds.

Regional Planning Boundaries

ARC develops plans through its focus areas, including the Area Plan on Aging, Water Resources plans and Economic Development plans. The emphasis in this section will be on the land development and transportation plans. Land development plans study the 10-county regional commission area and the transportation planning area includes all or portions of an additional eight counties. When land development and transportation plans are coordinated together, the land development information is included for the additional

transportation plan counties. Air quality computations add another two counties as shown below:

Atlanta Transportation Planning Boundaries

Boundary Color				
Boundary Name	Regional Commission (RC)	Metropolitan Planning Organization (MPO)	Ozone-Non Attainment Area (8-hour standard time)	Pariculate Matter (PM 2.5) Non-Attainment Area
Number of Counties	10 counties	All of 13 counties; parts of 5 counties	20 counties	20 counties plus parts of 2 counties.
Planning Responsibilities	ARC is a State designated Metropolitan Area Planning &Development Commission (MAPDC), with the resposibilities of an RC. Every Georgia county is a member of one of the 12 Georgia RCs. RCs facilitate intergovernmental cooridination and provide comprehensive planning and provide comprehensive planning assistance and other services to constituent jurisdictions.	ARC is the designated MPO for the 18 county Atlanta area, responsible for carrying out the federally required metropolitan transportation planning process. By agreement, the Gainesville-Hall MPO conducts planning for a small area of the Atlanta urbanized area within Hall County.	In April 2004, EPA implemented a new 8-hour standard for ozone. ARC performs the required technical analyses for the entire 20 county non-attainment area to demonstrate conformity to ozone requirements. ARC also coordinates with the planning activities of the Gainesville-Hall MPO as Hall County is included in the Atlanta non-attainment areas.	EPA designated this non-attainment area in 2004. ARC performs the required technical analyses for the entire 20+ county non-attainment area to demonstrate conformity to PM 2.5 requirements. ARC also coordinates with the planning activities of the Gainesville-Hall MPO as Hall County is included in the Atlanta non-attainment areas.

- **Metropolitan Area Planning and Development and Regional Commission**

  ARC is a comprehensive land use planning agency and is designated as a Metropolitan Area Planning and Development Commission as well as a Regional Commission under the laws of Georgia. It operates under the rules made by the Georgia Department of Community Affairs. It convenes and advises communities on decisions and actions that impact more than one jurisdiction. It assists local governments in the preparation of local comprehensive plans, creates and implements regional plans, identifies and manages Regionally Important Resources, and reviews Developments of Regional Impact (DRI).

- **Atlanta Metropolitan Planning Organization**

  Under the requirements of the federal legislation, SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), ARC serves as the regional forum for cooperative transportation decision-making as the federally designated Metropolitan Planning Organization (MPO) for the 18-county Atlanta metropolitan transportation urbanized planning area.

- **Atlanta Nonattainment Areas**

  Transportation choices have a big impact on the air we breathe. Increased use of cars and trucks over the years has contributed to pollution proven to be harmful to the environment and to human health. The Federal Clean Air Act establishes standards to protect air quality and reduce air pollutant emissions, including those that are produced from motor vehicles. The U.S. Environmental Protection Agency (EPA) has set limits on the amount of certain harmful pollutants allowed in the air we breathe. These limits, referred to as National Ambient Air Quality Standards (NAAQS), apply to six air pollutants: ozone, lead, nitrogen dioxide, particulate matter, carbon monoxide, and sulfur dioxide. Areas that exceed the limits for any of these pollutants are known as non-attainment areas. Twenty counties in the Atlanta region are in non-attainment for ozone and fine particulate matter (PM).

Regional Planning Process Components

City and county governments set local priorities based on the needs of their constituents. However, the resulting policies may impact neighboring communities. When a regional plan takes local planning efforts into consideration, collective impacts can be measured and considered. Throughout this process, public agencies are sharing planning data and ideas. They are also gathering input from citizens, community organizations, businesses, property owners and others. This input is considered in each step of the regional plan development.

Regional planning includes:

- Assessing where the region is currently

- Determining a vision of the region's desired future

- Developing measures of progress toward the vision

- Developing different paths to achieve the vision and testing them

- Settling on a preferred path of action

- Developing policies to achieve that path

- Adopting the plan formally

REGIONAL AGENDA AND THE REGIONAL TRANSPORTATION PLAN

The following discussion will provide a detailed summary of the components of the Regional Agenda and the Regional Transportation Plan (RTP). Even though these plans are governed by different regulations (state and federal as discussed above) and have to meet separate guidelines, they are developed together as a coordinated and unified land use/transportation plan. The latest example of this is PLAN 2040 adopted in July, 2011. Refer to Appendices A and B for more information on state and federal regulations.

Regional Agenda

The Regional Agenda guides ARC's programs, resources and actions in response to its many opportunities and challenges. The Agenda includes a vision for the region's future and the specific strategies and tools needed to realize that vision. It is developed with the collaboration of all parties critical to successful planning, particularly local governments, and provides many of the resources local governments need in order to develop programs consistent with the new regional plans and policies outlined in the plan. The following comprise the Regional Agenda for PLAN 2040:

PLAN 2040 Framework outlines and describes the framework of the PLAN 2040 planning process and resulting planning documents.

Regional Assessment provided a starting point for a regional dialogue on issues, opportunities and trends around the region that impact the region's citizens, local governments and regional planning partners, including the State of Georgia.

Unified Growth Policy Map and Regional Development Guide provide direction for future growth based on the Areas and Places of the Unified Growth Policy Map (UGPM). The UGPM represents local plans as well as PLAN 2040 policies and forecasts.

Regional Resource Plan allows ARC to coordinate activities and planning of local governments, land trusts and conservation or environmental protection groups in the region, as well as state agencies, toward the protection and management of Regionally **Important Resources.**

Local Government Plan Implementation Georgia DCA rules require ARC to establish Minimum and Excellence standards for local government implementation of PLAN 2040. Minimum Standards are activities essential to the implementation of PLAN 2040. Excellence Standards are activities that are desirable.

Regional Planning and Implementation Partners Regional implementation partners

identified areas where their mission and recommended activities can be integrated with PLAN 2040 recommendations and policy.

Regional Transportation Plan (RTP)

The RTP reflects environmental, land use and intermodal considerations and provides a financially balanced vision of future transportation investments for the transportation planning area. The current RTP (PLAN 2040) is a unified plan developed in two sections, Regional Agenda and the federally required long range transportation plan with its associated short range program. It was adopted by ARC in July 2011.

Transportation Improvement Program (TIP)

The TIP is the priority spending program developed out of the RTP. A new TIP is prepared, at a minimum, every four years and is recognized as the metro Atlanta area's portion of the Statewide Transportation Improvement Program (STIP).

Conformity Determination Report (CDR)

For a nonattainment area such as the Atlanta region, the CDR is a report accompanying a regional transportation plan that signifies that emissions from travel on the metro area's transportation system, shown in the plan, are consistent with the area's goals for air quality. Air quality goals are prescribed by the federal Environmental Protection Agency and the federal Clean Air Act.

Unified Planning Work Program (UPWP)

As part of the planning process, the MPO is responsible for the development, in cooperation with the state and operators of publicly owned transit, of a Unified Planning Work Program (UPWP), an instrument for coordinating transportation and comprehensive planning in the metropolitan region. The intent of the UPWP is to broaden MPO awareness of activities and plans that impact surface transportation. It also helps ensure that planned improvements are based on a common set of existing conditions and forecasts and that all key decisions affecting growth and development within the metropolitan area are coordinated, thus lessening the potential for duplicative or conflicting planning efforts of partner agencies

Regional Community Engagement Plan

The Community Engagement Plan provides ARC with a formal participation and engagement policy and specific procedures so that anyone interested or impacted by regional planning efforts knows how the process works and where they can participate. The Plan is updated regularly by assessing prior participation evaluations and through a public consultation process and provides a 45-day public review and comment period.

Other Current Plans and Studies

The following table illustrates those plans and studies that provide input into the Regional Agenda and the Regional Transportation Plan. They encompass modal, geographic and consumer-based research, testing and recommendations.

CATEGORY	TITLE / DATE
Bicycle Pedestrian Plan	Atlanta Region Bicycle Transportation & Pedestrian Walkways Plan, 2007
Congestion Management	Congestion Management Process (CMP), 2005 to 2010
Comprehensive Transportation Plans	County-level plans that are incorporated into a county's overall comprehensive plan as required by the Georgia Department of Community Affairs. (various)
Economic Development	Metro Atlanta Regional Economic Development Strategy, 2012
Future Growth	Unified Growth Policy Map (UGPM), 2011
Freight	Atlanta Regional Freight Mobility Plan, 2008
Freight	Atlanta Strategic Truck Route Master Plan (ASTRoMaP), 2010
Human Services Transportation	A Coordinated Plan for the Atlanta Region, 2010 (required to access RTA funds for special transportation needs for elderly individuals and persons with disabilities)
Intelligent Transportation Systems (ITS)	Atlanta Regional ITS Architecture, 2004, and 2011 Status Report
Lifelong Communities Community	ARC works with partners to incorporate Lifelong principles at sites across the Atlanta region (various)
Livable Centers Initiatives	LCI is a program that awards planning grants on a competitive basis to local governments and nonprofits to prepare plans for enhancement of existing centers and corridors. (various)
Regional Resource Plan	PLAN 2040 Resource Plan, 2011
Regional Transportation System	Regional Strategic Transportation System (RSTS), 2011
Safety	Regional Safety Profiles. 2012
Thoroughfares	Strategic Regional Thoroughfare Plan (SRTP) with Regional Thoroughfare Network (RTN), 2011
TIP Blueprint	TIP/RTP Blueprint, 2010 – A user's manual for the Atlanta Region's TIP and RTP
Transit	Regional Onboard Transit Survey. 2009
Transportation Fact Book	Transportation Fact Book, 2011
Travel	Regional Household Travel Survey, 2011

Planning Approval Structure

The following committees make recommendations to the ARC Board on regional plans. The Environment and Land Use Committee (ELUC) and the Land Use Coordinating Committee (LUCC) advise on land use issues/plans. The Transportation and Air Quality Committee (TAQC), the Regional Transit Committee (RTC) and the Transportation Coordinating Committee (TCC) provide recommendations on transportation and air quality issues:

Environment and Land Use Committee (ELUC)

ELUC is a committee of the ARC Board which oversees the work programs and activities of ARC's Land Use, Research and Environment Divisions. ELUC provides guidance towards the development of ARC's Regional Agenda, Livable Centers Initiative (LCI), Developments of Regional Impact (DRI) reviews and other planning issues. ELUC members consist of elected officials as well as non-profit and private business persons appointed by the ARC Chairman. Each committee member serves two-year terms and until their successors have been appointed.

Transportation and Air Quality Committee (TAQC)

The 32 member TAQC is the transportation and air quality policy committee of the ARC. The primary function of TAQC is to develop consensus recommendations among ARC (members and limited members), including the Metropolitan Atlanta Rapid Transit Authority (MARTA), the Georgia Department of Transportation (GDOT), the Georgia Regional Transportation Authority (GRTA) and the Georgia Environmental Protection Division (EPD) regarding metropolitan or multi-jurisdictional transportation related policy matters.

The current membership of TAQC, as defined in ARC bylaws, includes representation from the 18 county planning area. This includes the County Commission Chair or CEO of each of the 10 counties in the ARC, a designated Commissioner from each of the 8 counties in the Atlanta nonattainment area outside the ARC, the Mayor of the City of Atlanta; the Chair of the Metro Atlanta Mayors Association (MAMA), seven additional representatives from the ARC Board, a member from each of the MARTA, GDOT and GRTA boards, the GDOT Planning Director and a representative from the Georgia EPD.

TAQC provides policy direction to ARC on all transportation planning matters. TAQC's guidance is very important because its membership includes GDOT, GRTA and MARTA, which implement regional transportation policy, as well as EPD, which provides state leadership in attaining air quality goals.

Regional Transit Committee (RTC)
In January 2010, the 34 member Regional Transit Committee was established as a function of the Atlanta Regional Commission on an interim basis until a standalone organization is legally constituted. A key mission of the RTC is implementation of Concept 3, the consensus vision and guiding document for future transit investments in the Atlanta region. Concept 3 will be used in upcoming RTP and TIP development. It was developed by the predecessor of the RTC (the Transit Planning Board) and adopted by ARC in 2008

The RTC has the lead role in providing transit planning input in the regional transportation planning process. All RTC transit policy planning recommendations that impact RTP/TIP development or the regional federal/state legislative agenda will feed through the TCC and TAQC as part of the "bottoms up" planning process. Other actions of the RTC that are more operational in nature, will feed directly to the ARC Board or to transit operating agency boards, as appropriate.

Transportation Coordinating Committee (TCC)
The 24 member Transportation Coordinating Committee (TCC) is responsible for providing technical advice and recommendations to TAQC on transportation issues. TCC is comprised of the Chief of ARC's Transportation Division and a representative (typically the planning or transportation director) from MARTA, GDOT, GRTA, EPD, the City of Atlanta and each of the eighteen (18) counties in the Atlanta transportation planning area. Representatives from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the U.S. Environmental Protection Agency (EPA), the Gainesville-Hall MPO and other municipalities in the region. Interest groups and the general public typically attend and participate in TCC meetings.

TCC is also responsible for providing transportation technical advice and recommendations to the RTC on transit related issues, and for receiving input from RTC for consideration in the transportation planning process.

Land Use Coordinating Committee (LUCC)
Implemented in 2000, LUCC makes recommendations to the Environment and Land Use Committee (ELUC). Membership includes planning directors or titled equivalents from the planning departments of the counties in the ARC MPO planning area, the City of Atlanta, cities with mayors currently on the ARC Board, and categorical members. LUCC reviews and makes recommendations on implementation of regional policies, reviews progress and makes recommendations on programs.

Technical Committees

Task forces and subcommittees provide additional planning support for specific land use and transportation-related issues.

Airport Area Working Group
This group works with local governments to review the policy, development and future of the area around the Hartsfield-Jackson International Airport to develop a unified vision and implementation program for the HJIA airport with surrounding jurisdictions that can be used to guide development.

Bicycle and Pedestrian Task Force
The Task Force meets on an as needed basis to update the Regional Bicycle and Pedestrian Plan and address other bicycle and pedestrian issues as part of the long and short range transportation planning process.

Community Engagement Network (CEN)
This group's predecessor, the Public Involvement Advisory Group (PIAG) is a network for coordinating public engagement and other activities in the region, sharing public participation techniques, and providing resources information on Title VI and environmental justice guidance as well as other regulatory standards. Recommends engagement strategies and tools to the ARC planning efforts and encourage and support new approaches to community engagement that promote equity and ongoing system change in decision making on publicly funded projects in the Atlanta region.

Financial Planning Team
The Financial Planning Team is an ARC-led group comprised of representatives from GDOT, State Road & Tollway Authority (SRTA), MARTA, GRTA, and USDOT. The Team is used extensively for the development of financial forecasts for new or updated Regional Transportation Plans. The primary role of the Team is to build consensus and support on financial forecasting assumptions and methodologies. The Team also acts as a regional forum for input and discussion of regional, state, and national financial issues.

Freight Advisory Task Force
The Task Force is comprised of freight community and public sector representatives including railroads, airports, ports, trucking industry, chambers, and GDOT. Private sector participants include those from the supply chain industry including shippers, carriers, third-party logistics provider (3PLs), and land brokers. The Task Force focuses on the implementation of the Freight Improvement Program of the TIP and assist in State Freight Plan recommendations. The Task Force will also provide input into the development Plan

Management procedures impacting freight related activities, including input on appropriate freight related metrics.

Healthy Aging Coalition

This collaborative network of professionals meets quarterly to focus on the development of a comprehensive approach towards health and wellness planning for the regions' older adults.

Human Services Transportation Advisory Committee

The HST AC is comprised of organizations such as public and private transportation providers, human service agencies, planning agencies, community-based organizations, disability advocates, job training and placement agencies, and riders. This committee helps ARC implement short range action items recommended in the 2010 Coordinated HST Plan.

Interagency Consultation Group

The Clean Air Act requires intergovernmental consultation for the development and submittal of applicable State Implementation Plan revisions and before findings of conformity of transportation plans, programs and projects within the SIP, in air sheds designated as nonattainment. To fulfill this requirement, an Interagency Consultation Group facilitated by ARC, was established and meets on a regular basis to discuss and resolve matters relative to air quality and transportation. Formal membership in this Group includes ARC, GDOT, EPD, EPA, FHWA, FTA, MARTA, and ARC counties receiving federal transportation funding to provide transit services (Cobb, Douglas and Gwinnett). Additional agencies participate including GRTA, the State Road & Tollway Authority (SRTA), and the Gainesville-Hall MPO (GHMPO).

Lifelong Communities Partnership

This collaborative network of professionals meets quarterly to focus on the development of a comprehensive approach to creating communities for all ages and abilities with a focus on housing and transportation options.

Local Agriculture Committee

This committee provides an opportunity for ARC to work with its partners of providing input on how to promote Agriculture and eco-tourism activities in the Atlanta Region.

Long Range Regional Forecast Technical Advisory Group

The group assists ARC staff in the production of regional control forecasts for the forecast study area as a whole. The small area forecasts derived using these controls support the development of regional transportation plans. Every three to four years, the TAG advises

regarding inputs to the Regional Econometric Model used to produce the regional control forecasts; reviews results of the model calibration runs; reviews model output after each iteration and suggests revisions; and recommends the final results to the ARC for adoption.

Management & Operations Subcommittee

An Intelligent Transportation System Subcommittee composed of all ARC planning partners involved in ITS technology planning and deployment in the region, provided technical support for the development of the Atlanta Regional ITS Architecture in 2004. The subcommittee will also serve other related functions such as providing technical direction for: (1) monitoring and managing the Regional Thoroughfare Network (RTN) developed from the Strategic Regional Thoroughfare Plan; (2) the Multimodal Corridor Scoping and Concept Design Studies Program; and (3) the General Purpose Roadway Operations and Safety Program.

Mobility Management Consortium

Mobility management is a strategic approach for managing and delivering coordinated transportation services to all customers. ARC with a consortium of partners is developing a Regional Mobility Management Program with the goal to link accessible and responsive transportation with community needs.

Model Users Group

The Model Users Group was formed to provide a forum to foster, develop and aid in coordinating the design and implementation of travel demand models among local governments.

Regional Breeze Task Force

This group includes membership from the region's transit providers to coordinate regional fare policy and the implementation of the regional Breeze fare collection system. The Breeze system collects fares using smart cards instead of tokens or magnetic stripe cards and features entry gates, vending machines, "tap-and-go" card readers, and a computer system that links everything together.

Senior Air Quality Partners

This group is a forum to discuss air quality issues on a statewide basis. The Partners also address any issues that cannot be resolved by the Interagency Consultation Group. Membership includes the directors of the FHWA Georgia Division, the FTA Region 4, the USEPA Region 4, ARC, GDOT, EPD, MARTA, and ARC counties receiving federal transportation funding to provide transit services (Cobb, Douglas and Gwinnett). Additional agencies participate including GRTA, the State Road & Tollway Authority (SRTA), and the Gainesville-Hall MPO (GHMPO) and representatives of other Georgia

nonattainment areas (e.g., the Macon and Rome MPOs).

Service Coordination Council
Comprised of staff representing the region's transit providers, this group identifies, discusses, and makes recommendations on service coordination issues and opportunities affecting the operations of the regional transit systems to ensure efficiency and coordinated public transportation service in the Atlanta region.

Social Equity Advisory Committee
This group assists in the integration of environmental justice into the regional transportation planning process consistent with Title VI of the Civil Rights Act of 1964, Executive Order 12898 and subsequent federal and local guidance. The group considers impacts on low-income, minorities and other traditionally underserved populations including the elderly and persons with disabilities.   The group is chaired by an ARC citizen board member and is composed of stakeholders representing grassroots/ community-based organizations, environmental groups, educational institutions, civic and advocacy organizations, and the faith-based community.

TIP/RTP Blueprint Working Group
Comprised of TCC members and other interested stakeholders, the group does not have a formally defined membership and is convened only as necessary. The group's purpose will be to refine and modify business rules related to TIP/RTP documentation, as adopted by ARC in the TIP/RTP Blueprint in July 2010. The Blueprint is intended to be a living document and updated on a regular basis in conjunction with the development of each new TIP and/or RTP

Transit Operators Subcommittee (TOS)
The Transit Operators Subcommittee includes membership from agencies currently providing or scheduled to provide public transportation (MARTA; Cherokee, Cobb, Douglas and Gwinnett and Henry Counties; and GRTA). Additionally, agencies with transit funds programmed in the TIP for future transit service as well as other interested parties are invited to participate. The mission of the TOS is to discuss, evaluate and coordinate regional transit issues for presentation to the RTC and TCC and incorporation into the regional transportation planning process.

TransAQ
A technical subcommittee of the Atlanta Interagency Consultation Group and its membership consists of the air quality specialists from ARC, GRTA, GDOT, EPD, FHWA, FTA and EPA. The group meets on an as-needed basis to discuss the technical aspects of

transportation conformity that cannot be handled effectively within the larger Interagency Group. Discussion topics include, but are not limited to such things as emissions modeling, scheduling of conformity analyses, and mobile source control measures.

Plan Amendment Processes
Regional plans must be changed from time to time according to procedures adopted by the ARC Board based on state and federal requirements. A summary of those procedures is included below with the detailed amendment process for the Regional Transportation Plan included in Appendix E.

Regional Agenda Amendments
The Land Use Division staff works through the Land Use Coordinating Committee (LUCC) and ARC Board committee, Environment and Land Use Committee (ELUC) on the amendments to the plan.

Regional Transportation Plan Amendments
ARC maintains a regular update schedule for the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP). With this goal in mind, ARC works with its planning partners to accommodate revisions to the TIP/RTP as expeditiously as possible within the limits imposed by federal guidelines and regulations. The TIP/RTP revision process should be considered a continual process, with requests accepted at any time and held for processing at the next scheduled opportunity.

There are two types of revisions: administrative modifications and amendments. Depending on the classification assigned to the change request, the timing, public participation and approval processes can vary substantially.

Regional Community Engagement Plan Amendments
From time to time, ARC updates the Regional Community Engagement Plan. This may be due to the changing of official planning regulations and procedures or updating of ARC planning process policies. These draft revisions are considered through a consultation process with impacted parties and ARC planning partners. A draft revised plan is available for review and comment for not less than 45 days. Comments from the review period are documented and made available to ARC committees and the public. The TAQC and TCC committees and the ARC Board then consider adoption of the plan revisions. Once adopted, the plan, as amended, becomes the policy document of the agency for purposes of transportation planning participation.

COMMUNITY ENGAGEMENT PROCESS FOR LAND DEVELOPMENT AND TRANSPORTATION PLANS

This section details the engagement process that provides for inspection and input into land development and transportation plans as they are being developed and drafted through the time they go into the ARC approval process.

Community Engagement – Step by Step

The following components of the community engagement can be a part of any planning activity. As much as possible, engagement will occur continuously, not just around a planning process. In this way, relationships are built over time and knowledge is current and useful to all concerned. These components do not represent all of the possibilities for outreach and discussion – only the major components:

- Public dialogue about the needs in the community

- Public consideration and discussion of a proposed project

- Review and comment on a proposed project

- Public input on regional policies, goals, and strategies that will determine how the project will look in the future.

- Public review of a plan's technical framework during its development

- Public review of results of plan testing for financial constraints and air quality conformity to federal and state requirements

- Public review of draft plan

- Feedback to public on how their input influenced the planning effort

- Plan presented to ARC committees for consideration and adoption with public comment period

- Formal public hearing on major plan changes

- Plan is adopted by governmental agencies and projects within the plan are then available for funding.

The following are details of the approval processes used to produce a draft Regional Agenda, RTP and TIP. The participation process provides for inspection of land use and transportation plans as they are being developed and drafted through the time they go into

the ARC approval process. As the plan progresses to a draft document that incorporates recommendations for ARC Board approval, the interested public can assume that the following procedures will take place:

Public Notice: ARC provides the public notice of a review and comment period through a legal organ (such as the *Fulton County Daily Report*); the ARC website; and through media advisories to major regional and local print and broadcast media. ARC also provides its mailing list of interested parties and targeted audiences with the same. The notice will detail the schedule for review and comment, how to obtain more information and how to comment on the plans.

Reasonable Opportunity for Review and Comment: ARC provides no less than a 30-day review and comment period on the final draft of the Regional Agenda and the transportation RTP and TIP. This is in addition to an extensive participation period throughout plan development that includes multiple outreach opportunities. All plans are developed in consultation with interested parties before the final drafts are submitted to the review process.

For the Conformity Determination Report (CDR), ARC provides public access to technical and policy information associated with the conformity determination at the beginning of the comment period, to include a detailed listing of planning and modeling assumptions used in the conformity analysis and documentation supporting the conformity determination.

For the Regional Community Engagement Plan there is a 45-day review and comment period where comments are taken, addressed and reported on the draft plan.

Additional Review and Comment Periods: The public review and comment period will be extended up to a maximum of 30 additional days only in the event that the original period results in a recommendation to add or delete a project which impacts the fiscal constraint or air quality conformity analysis for the overall plan. Changing the timeframe of a project or a phase of a project already included in the fiscally constrained plan will not result in the extension of the review and comment period. All recommended changes to the original plan will be posted on the ARC website a minimum of three days prior to action being taken by TCC. Comments on these changes may be made prior to or during the regular public comment period at the beginning of the TCC and will be taken into consideration prior to any vote. If no comments are received prior to or during the meeting, the modified plan shall be considered the one approved by TCC and forwarded to TAQC and other approval bodies.

Comment Documentation and Distribution: Comment is regularly captured in report format and made available to policy makers, interested parties and the general public. (Non-ARC comments are forwarded to planning partners for responses). Each comment is given a response based on the nature of the comment. After the review and comment period on the draft plans concludes, all comments are consolidated into a report and provided to the decision-making committees as well as to the public at large.

This report provides the comment in summary form under categories such as air quality, projects in a certain county, or participation formats, among others. Responses are included in this report under each comment to indicate how action was taken. The public and policy makers are provided a further summary to show how public comment impacted the content in the plan.

Refer to Appendix D for information on Citizen Input Policy and Guidelines.

Environmental Justice and Social Equity Considerations

Environmental justice considerations apply to planning and programming activities, and early planning activities are a critical means to avoid disproportionately high and adverse effects in future programs, policies, and activities. Activities with the potential to have a disproportionately high and adverse effect on human health or the environment will include explicit consideration of the effects on minority populations and low-income populations. ARC procedures provide meaningful opportunities for community engagement and access to public information by members of minority populations and low-income populations during the planning and development of programs, policies, and activities. This information will address the concerns of minority and low-income populations regarding the health and environmental impacts of any planning proposals.

ARC provides for considerable participation activity towards this environmental justice goal. A major component is opportunity, both formal and informal, for minority and low-income residents to share their ideas and concerns throughout the planning and decision-making process. The utilization of a range of formats for community engagement includes planning teams, advisory groups, special surveys and studies, and strategic partnerships with community-based organizations.

All planning work (whether the components of the plans themselves or the engagement processes employed to develop plans) includes provision for the following:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, caused by our programs,

policies or activities on minority populations and low-income populations.

- To ensure the full and fair participation of all potentially affected communities in the decision-making processes.

- To prevent the denial of, or reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

- To make sure information and locations for ARC-sponsored meetings meet ADA accessibility requirements.

Limited English Proficiency (LEP) Plan

In keeping with the above principles of social equity and consistent with Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency", ARC has developed a plan to assist persons with limited English so that they will not be disadvantaged in the engagement process. This is a federal requirement as well because federal agencies and their recipients (as ARC is) are to improve access to federally-sponsored programs for persons with limited English proficiency. Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

As a recipient of federal funding, ARC has taken a broad range of steps to ensure meaningful access to the planning process, as well as to the information and services it provides. The LEP plan ensures that where substantial numbers of residents of the Atlanta region live who do not speak or read English proficiently, these LEP individuals will have access to planning processes and published information. And, that the production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits.

In developing the plan, ARC utilized the U. S. Department of Transportation Four-Factor LEP analysis, inclusive of the following:

- The number or proportion of LEP persons served or encountered by ARC programs, activities, or services;

- The frequency with which LEP individuals come in contact with ARC programs, activities or services;

- The nature and importance of the program activity or services provided;

- The resources available and overall cost to ARC.

Implementation of the LEP plan includes the following:

- Make notice of available language assistance in ARC reception areas, on the ARC website, and through distribution at upcoming ARC-sponsored meetings and in non-English speaking media.
- Ascertain the need for language assistance at ARC sponsored meetings and provide, when appropriate, interpreters and translators.

Appendix F provides more information on the LEP plan.

Equitable Target Areas (ETAs)

In early 2011, ARC developed the Equitable Target Area (ETA) Index to identify environmental justice communities in the Atlanta region. The index was based on five demographic and socioeconomic parameters (age, education, median housing value, poverty, and race), and was utilized to measure the impacts of plan investments and programs on ETA communities. The ETA index can be further employed for project prioritization and evaluation, resource allocation and decision-making at the regional and local levels. ETA communities serve as the starting point for environmental justice engagement. ARC will strive to understand the ETA communities in a deeper way through community interaction along with community organizations and seeks to expand its index to additional parameters to facilitate better policy decisions.

Equitable Target Areas (ETA)
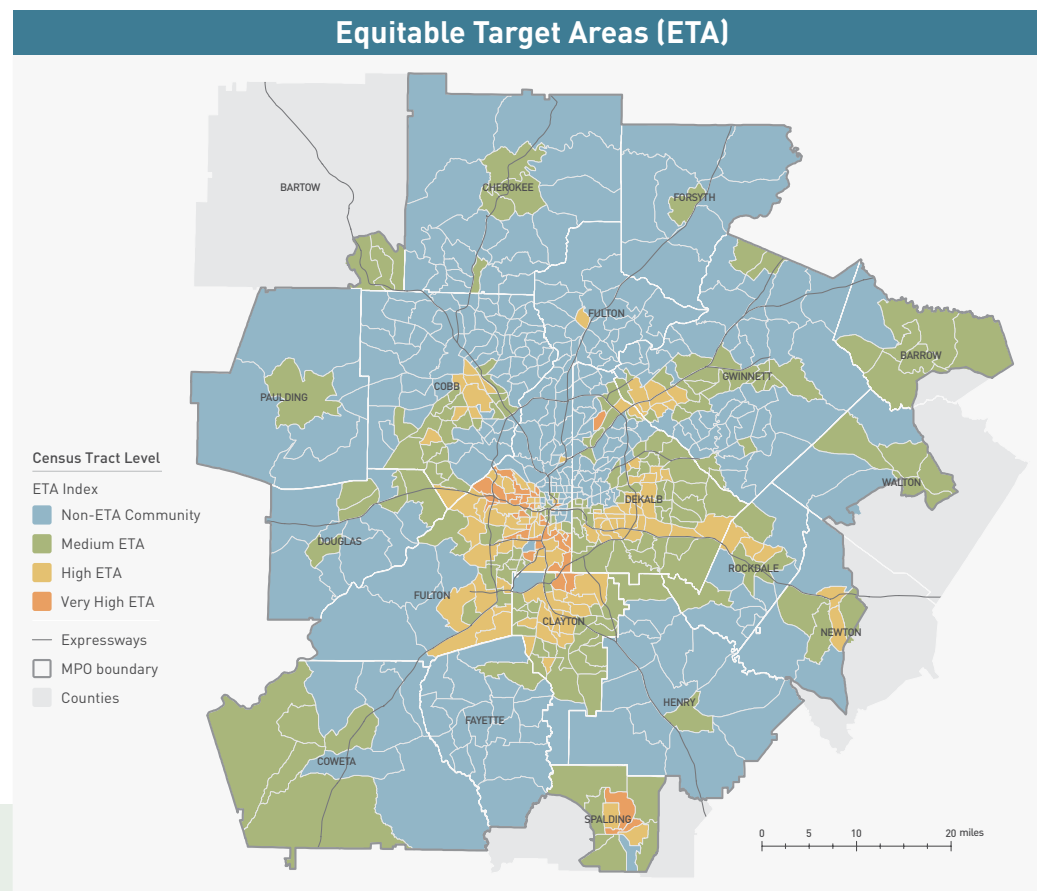
Specific Engagement Assurances related to Social Equity

Utilizing the LEP plan and the ETA Index, the following are specific ways in which ARC will engagement environmental justice communities:

- Ascertain geography of environmental justice populations and design outreach activities to represent a diversity of communities
- Develop relationships within populations through grassroots organizations to gain a direct understanding behind the data.
- Utilize the types of activities that most relate to population culture and characteristics to make sure the participants obtain value for their time and input
- Provide communities information that is accessible and relatable to their lives and needs to underpin the dialogue and feedback from the community.

Regional Engagement Coordination

ARC seeks to provide all interested parties with the opportunity to participate in the transportation planning process that includes regional projects, studies, plans and programs. Due to the diverse and multiple activities ongoing at any time in an extensive planning area, it is necessary to coordinate with local, regional and state planning agencies to effectively meet engagement goals.

Community Engagement Network (CEN)

This group is a network for coordinating public engagement and other activities in the region, sharing public participation techniques, and providing resources information on Title VI and environmental justice guidance as well as other regulatory standards. It recommends engagement strategies and tools to the ARC planning efforts and encourages and supports new approaches to community engagement that promote equity and ongoing system change in decision making on publicly funded projects in the Atlanta region.

ARC utilizes extensive and creative methods to maximize its reach to the general public. Utilizing ongoing networks helps facilitate this in large measure. A primary vehicle for participation coordination is CEN.

For effective coordination, the following resources are important to draw upon in communicating with a broad public:

- ARC internal planning networks (including Transportation Division, Land Use Planning Division, Aging Services Division, Environmental Planning Division, Workforce

Development Division, Governmental Services Division, and the Office of the Director).

- Umbrella/regional organizations (including religious, economic development organizations, educational institutions, schools and advocacy groups).
- Community leadership (including local and regional leadership organizations).
- Local and regional media.
- Civic/community/homeowners organizations, Neighborhood Nexus, coalitions
- ARC website.
- ARC planning partner networks and websites.

Local Government and Project Sponsor Coordination

Jurisdictions sponsoring transportation projects and plans within the Atlanta metropolitan transportation planning area are responsible for providing outreach opportunities for their individual projects or plans and to keep ARC informed. Local projects included by ARC in regional plans and programs receive additional opportunity for public review and comment as part of the regional plan and program public involvement activities. ARC provides guidance and acts as a resource to enhance the quality of local outreach activities, if needed, so that existing local outreach programs are documented at the regional level for purposes of the TIP/RTP.

Statewide Transportation Studies/Projects, Plan and Program Coordination

For transportation studies or projects conducted by the State either within the Atlanta metropolitan transportation planning area or impacting the area, the State (Georgia Department of Transportation [GDOT], Georgia Regional Transportation Authority [GRTA], State Road and Tollway Authority [SRTA] or others) are responsible for public involvement activities and provide ARC the opportunity for involvement.

For transportation plans developed by the State, the applicable state agency is responsible for participation activities and for providing ARC with the opportunity for involvement. For the State Transportation Improvement Program (STIP) developed annually by GDOT which incorporates the ARC Transportation Improvement Program (TIP) and all other state MPO TIPs in their totality, the State may consider public involvement activities conducted by the MPOs in their area for their TIPs to be valid for that portion of the STIP. For public outreach activities in any county in the Atlanta nonattainment area that is not included in an MPO planning area, the State is responsible for public involvement activities and provides ARC and GHMPO the opportunity for involvement.

Comprehensive Transportation Plan Coordination

Each year ARC awards selected counties funding for the transportation portion of their

comprehensive plan. Outreach for these comprehensive transportation plans is guided by the ARC Regional Community Engagement Plan. These counties coordinate their participation activities with the Community Engagement Network.

Regarding other studies and plans conducted by local governments, ARC endeavors to connect these activities to regional outreach opportunities where it is advantageous to the local government and applicable to regional plans.

Livable Centers Initiatives Coordination

ARC awards funding annually for Livable Centers Initiative (LCI) planning studies. These studies have an extensive outreach component and coordinate their activities with the Community Engagement Network and use the Regional Community Engagement Plan as guidance for their outreach.

Lifelong Communities Coordination

ARC is working collaboratively with partners across the region to implement strategies and support best practices that create communities that provide an array of housing types that appeal to individuals both young and old, opportunities for healthy living with ways to get around that meet the needs of individuals who do not drive and convenience access to services.

Human Services Transportation Planning Coordination

Coordination is a critical component of HST planning. A number of federal, state and local governments as well as private non-profit agencies operate or provide resources for HST services. The goal of HST planning is to coordinate these programs into one efficient system.

Special Transportation Studies Coordination

ARC regularly conducts special transportation studies on corridors, modes, or other issue areas to provide input into the regional transportation planning process. The consultants chosen to conduct these studies base their participation activities on the ARC Regional Community Engagement Plan and coordinate their activities with the Community Engagement Network.

Coordination with Other Planning Agencies

ARC will coordinate planning functions to the maximum extent practicable, such as comparing its plans and programs as they are developed, with plans, maps, inventories and planning documents developed by other agencies. These agencies may include State, local and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation.

Coordination with Other Planning Activities

The ARC Transportation and Land Use Divisions coordinate land use and transportation outreach activities with other ARC planning activities to the maximum extent possible to connect the impacts of planning with other plans and services.

This coordination includes the Metropolitan North Georgia Water Planning District's regional water management and supply plans, the Area Plan on Aging, and other planning activities for older adult services.

Community Engagement Techniques and Formats

The techniques below constitute a list from which to choose activities for appropriate engagement of the community. The choice of technique or format will be dependent on the planning goals, the participants' needs, and the resources available.

Advisory Committees/Groups	Open house/open forum hearings
Aging Information/Referral System	Paid advertising
Blogs	Press conference
Brainstorming	Press releases
Briefings	Printed materials
Brochures	Public hearings
Charrettes	Public information meetings
Citizens Guides	Public opinion surveys
Collaborative task forces	Public service announcements
Computer presentations/simulations	School curriculum
Conferences and summits	Simulations
Crowdsourcing	Site visits
Editorial boards	Small group discussions
Facilitation	Social marketing
Focus groups	Social networking
Games and contests	Strategies for persons with disabilities
Geographic Information Systems mapping	Strategies for non-English speaking or limited English proficiency populations
Guest columns and editorials	
Handheld instant voting	Telephone hotlines
Interactive mapping	Telephone/Electronic townhalls
Internet-based communications/social media	TV and radio programming
	Transportation fairs
Key person interviews	Video techniques
Mailing lists and direct mail	Video streams
Mash-ups	Visioning
Media Advisories	Visualization techniques
Media plan	Websites
News and feature stories	Wikis
Newsletters	Wireside (Electronic) chats
Online photo gallery	Workshops and retreats
Online public meetings	World cafe
Online surveys	

Community Engagement Planning Evaluations

To assess existing and future community engagement activities, ARC will utilize various evaluation methods to gauge the level of success and ensure compliance with state and federal agency regulations.

To maintain an up-to-date and effective community engagement program, ARC will continuously evaluate the effectiveness of its activities and techniques. General community engagement activities such as outreach events, the website, and developed resources can be evaluated on an annual basis. In contrast, due to their dynamic nature, modal plans, county comprehensive plans, targeted population plans, and regional plan updates will be evaluated at their completion and shall meet the goals set by their specific community engagement plans.

When evaluating the effectiveness of ARC's community engagement plan, ARC will identify applicable performance measures and will utilize evaluation methods such as surveys, small group discussions, and debriefings. Improvements to the community engagement plan will be based on these results.

Evaluation assessments will be considered on measurable quantitative indicators as well as qualitative analyses and commentary. Indicators can include the following;

- General public recognition of the project/plan
- Quantity, quality and relevance of comments received
- Number of opportunities for engagement
- Number of meeting attendees both online and face-to-face
- Number of participants in online social media formats and other online events
- Amount of media coverage
- Translation of materials
- Public interest in project/plan
- Staff debriefings
- Diversity of participation by geographic, age, ethnic diversity
- Quality of environmental justice dialogue/feedback
- Clarity of informational resources, including visualization/interactivity/printed documents/videos
- Number and effectiveness of partnerships and coordination with partner agencies, non-profit organizations and other outreach organizations.

Appendix A: Federal Regulations

Transportation Planning: SAFETEA-LU

In August, 2005, the President signed into law the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). With guaranteed funding for highways, highway safety and public transportation, it represented the largest surface transportation investment in US history to date. SAFETEA-LU addresses the challenges facing our transportation system such as improving safety, reducing traffic congestion, improving efficiency in freight movements, increasing intermodal connectivity, and protecting the environment as well as laying the groundwork for addressing future challenges. The Congress is currently debating a transportation reauthorization bill to succeed SAFETEA-LU.

SAFETEA-LU has specific requirements for public involvement as found in 23 Code of Federal Regulations (CFR) Part 450.210 and 450.316 to guide the development of statewide, local and metropolitan plans and programs. These regulations include the following:

Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

    i.   Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

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

    iii.   Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;

    iv.   Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));

    v.   Demonstrate explicit consideration and response to public input received during the planning and program development processes;

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

vii. When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

viii. If the final transportation plan or TIP differs significantly from the one which 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, an additional opportunity for public comment on the revised plan or TIP shall be made available;

ix. Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

x. These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;

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

Title VI of the Civil Rights Act of 1964 – Nondiscrimination in Federally Assisted Programs

Section 601. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Three protected classes: Race: U.S. Census categories define race. Persons of any race are protected classes. Color: Discrimination based on skin color or complexion is prohibited.

National Origin: foreign born ancestry. Title VI applies institution-wide and it applicable to both federal aid recipients and subrecipients.

The Americans with Disabilities Act of 1990

CHAPTER 126 - EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The Congress finds that

(1) physical or mental disabilities in no way diminish a person's right to fully participate in all aspects of society, yet many people with physical or mental disabilities have been precluded from doing so because of discrimination; others who have a record of a disability or are regarded as having a disability also have been subjected to discrimination;

(2) historically, society has tended to isolate and segregate individuals with disabilities, and, despite some improvements, such forms of discrimination against individuals with disabilities continue to be a serious and pervasive social problem;

(3) discrimination against individuals with disabilities persists in such critical areas as employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public services;

(4) unlike individuals who have experienced discrimination on the basis of race, color, sex, national origin, religion, or age, individuals who have experienced discrimination on the basis of disability have often had no legal recourse to redress such discrimination;

(5) individuals with disabilities continually encounter various forms of discrimination, including outright intentional exclusion, the discriminatory effects of architectural, transportation, and communication barriers, overprotective rules and policies, failure to make modifications to existing facilities and practices, exclusionary qualification standards and criteria, segregation, and relegation to lesser services, programs, activities, benefits, jobs, or other opportunities;

(6) census data, national polls, and other studies have documented that people with disabilities, as a group, occupy an inferior status in our society, and are severely disadvantaged socially, vocationally, economically, and educationally;

(7) the Nation's proper goals regarding individuals with disabilities are to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for such individuals; and

(8) the continuing existence of unfair and unnecessary discrimination and prejudice denies people with disabilities the opportunity to compete on an equal basis and to pursue those opportunities for which our free society is justifiably famous, and costs the United States billions of dollars in unnecessary expenses resulting from dependency and nonproductively.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations.

This order was signed by President Clinton in 1994 reinforced the requirements of Title VI of the Civil Rights of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency

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

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Land Use Planning

In 1989, the Georgia Planning Act set the stage for ARC's most current planning approach. The Act requires all local governments and regional commissions in the state, including ARC representing the 10-county metro region, to prepare comprehensive plans that feature a "bottom up" approach, with local plans coming first and regional plans following. This allows regional plans to combine, interrelate, and provide a regional umbrella for local planning efforts.

ARC must prepare and adopt a Regional Development Plan (RDP) pursuant to the Georgia Planning Act and consistent with minimum standards and procedures for regional planning developed by the Georgia DCA. In 2008, Georgia DCA adopted revisions to Chapter 110-12-6, Standards and Procedures for Regional Planning, "Regional Planning Requirements." The regional plan seeks to anticipate and apply comprehensive approaches to accommodate economic and population growth that will occur in the Atlanta region during the next 25 years.

State of Georgia Open Meetings Law (Georgia Code 50-14-1)

(recent changes signed into law on April 17, 2012)

1. Currently the Open Meetings Act (in defining a "meeting"), cover any gathering of the quorum of the governing board of a public body or a committee of that board at which any official business, policy, or public matter of the agency (or committee) is formulated, presented, discussed or voted upon. Now the Act covers any committee created by the board, not just committees made up of board members. 50-14-1(a)(3)(A)(ii) L-45

2. The Act has been amended to exclude from the definition of a meeting and from its coverage: (i) meetings to inspect property if no other official business is discussed or action taken, (ii) attendance at seminars and training courses and meetings with state and federal officials if no official action is taken, and (iii) gatherings to travel together or attendance at social, civic or religious functions so long as no official business is discussed or voted upon. 50-14-1(a)(3)(B)(i) L-54, 61, 74

3. Any legal action to challenge an action taken at a meeting in violation of the Act must be filed within 90 days after the action is taken, and if it is alleged that the meeting was held in a manner not permitted by law, legal action must be taken within 90 days of discovery by the complainant of the alleged violation, but in all events, within 6 months after the meeting was held. 50-14-1(b)(2) L-91

4. Notice of regular meetings must be posted a week in advance at the meeting place and on the agency's website. 50-14-1(d)(1) L-102

5. Notice of special meetings must be given by email or fax 24 hours in advance to any news media requesting notice, along with an agenda. In case of emergency meetings with less than 24 hours' notice, notice must be given by telephone if requested. 50-14-1(d)(2) L-123, 137

6. An agenda of all committee meeting must be posted and made available as far in advance as possible, but not required more than 2 weeks in advance. 50-14-1(e)(1) L-141

7. A written summary of each meeting must be made available within 2 business days of the meeting, and include the subjects acted upon and members in attendance. 50-14-1(e)(2)(A) L-149

8. Minutes of all meetings subject to the Act once approved must be available no later than immediately following the next meeting, and must include names of members present, description of each motion made, identity of persons making and seconding the motion, and names of those voting for and against the motion, unless action is unanimous. 50-14-1(e)(2)(B) L-159 2

9. Minutes of executive sessions must be kept, but not made available to the public. The minutes must identify each subject discussed, except substance of discussion is not required if subject to attorney-client privilege. Minutes may be inspected by court if dispute arises. 50-14-1(e)(2)(C) L-164

10. In cases of emergency involving public safety, or preservation of property or public services, agencies or committees may meet by teleconference, if required notice is given and public has access to teleconference. 50-14-1(g) L-175

11. A member of an agency or committee may participate in a meeting by teleconference if necessary due to health reasons or absence from jurisdiction so long as a quorum is present in person limited to twice a year. 50-14-1(g) L-181

12. Open Meeting Act does not apply (i) to gatherings of a quorum of an agency or committee where only incidental conversation unrelated to the business of the agency or the committee occurs, and (ii) to email communications among members of an agency, but the email may be subject to production under the Open Records Act. 50-14-3(a)(7) L-228, 229

13. Executive sessions may be held (i) to discuss purchase, sale or lease of property, and (ii) to discuss settlement of a legal matter, but any decision is not binding until the terms are disclosed and a vote is taken in a subsequent open meeting. 50-14-3(b)(1) L-250

14. Executive sessions may be held to discuss the appointment, employment, compensation, hiring, disciplinary action, dismissal, or periodic review of performance of a public officer or employee, and to interview applicants for the executive head of an agency; but this exception does not apply (i) to the receipt of evidence and (ii) when hearing argument on personnel matters, including whether to impose disciplinary action or dismiss a public officer or employee. However, final votes on these matters must be taken in an open meeting. 50-14-3(b)(2) L-258

15. Executive sessions may be held to discuss items which would be exempt from production under the Open Records Act. 50-14-3(b)(4) L-275

16. An agency may adopt a requirement that all members present sign the required affidavit stating the grounds for going into executive session. 50-14-4(b)(1) L-296

17. If, while in executive session, someone starts to discuss matters not authorized by the Open Meeting Act, the presiding officer must rule the discussion out of order and the discussion must be ceased. If the discussion continues the presiding officer must adjourn the executive session. 50-14-4(b)(2) L-302

18. The maximum fine for criminal violation of the Open Meeting Act is increased from $500 to $1,000. Also, a civil penalty may be imposed for negligently violating the act of up to $1,000. A fine of up to $2,500 may be imposed for additional violations within a 12 month period. Good faith has been added as a defense for a criminal violation. 50-14-6 L-3

State of Georgia Open Records Law (Georgia Code 50-18-70)
(recent changes signed into law on April 17, 2012)

1. A statement of legislative intent has been added to the Act to guide the courts in interpreting it. It states that the policy of the state is to favor openness, and establishes a presumption that all public records, unless excepted under the Act, are open for inspection. The wording of the Act is to be interpreted broadly to allow inspection, and exceptions are to be interpreted narrowly. 50-18-70(a) L-341

2. Definition of public records has been expanded to include "data" and "data fields".

Also the definition now includes records prepared and maintained or received by a private person or entity in the performance of a service or function for a public agency. 50-18-70(b)(2) L-359, 360

3. A requirement has been added that all records be maintained "to the extent and in the manner required by" the Georgia Records Act (Art. 5, Ch. 18, Title 50, Ga. Code). That Act requires that records be managed and retained in accordance with requirements established or approved by a 'state records committee' headed by the Secretary of State. 50-18-71(a) L-421

4. An agency still has three business days to respond to a request for inspection of public records. If all of the records can't be located and made available within three days, the agency must make available that portion of the requested records that can be made available within that time, and also provide the requester a description of the records and timeline for when the rest of the records will be provided, which must be "as soon as practicable". 50-18-71(b)(1)(A) L-438

5. A request for inspection can be made orally or in writing, but an action to enforce the Act or to impose a fine is not available unless the request is made in writing. 50-18-71(b)(1)(B), (3) L-448, 473-476

6. An agency may require that one of the following persons be served with a written request for inspection: the agency's director, its chairperson, its chief executive officer, a clerk designated as custodian of its records, or an open records officer designated by the Agency. However the absence of the designated officer will not delay the agency's response. 50-18-71(b)(1)(B), L-448, 466

7. An agency may designate one or more open records officers. It must make the designation in writing, make the designation known to any inquirer, notify the legal newspaper of the county, and post the information on the agency's website. 50-18-71(b)(2), L-462-466

8. An agency may permit written requests to be made and received by email or fax. 50-18-71(b)(2), L-469-4724

9. As under the previous law, an agency may charge for the cost of (a) searching, retrieving, redacting, and producing the records, and (b) for copying the records. The charge for searching, retrieving, redacting and producing the records remains the same. The copying charge has been reduced to 10 cents per page for letter and legal sized documents. The copying charge for other sizes is the

actual cost of producing the copy. An agency is not required to copy documents – only produce them for the requester to copy. However, if documents contain confidential information that must be redacted, an agency may insist that it copy them, and provide the copies to the requester. 50-18-71(c)(2), (b)(1)(B) L-489,457

10. If the estimated cost for responding to a request is more than $25, the agency must notify the requester of the estimated costs within 3 days of receipt of the request, and is not required to produce the records until the requester agrees to pay the costs. If the estimated cost is more than $500, the agency may require that the costs be paid in advance. If a requester fails to pay after the records have been produced, the agency can collect in any manner authorized by law for the collection of taxes, fees, or assessments by such agency. In ARC's case, this would be through a simple collection lawsuit. Also an agency may require prepayment for all future requests until the unpaid amount is paid. 50-18-71(d), L-507, 513, 494, 515

11. If a request is made for records the agency keeps in digital form, the agency must produce an electronic copy of the records or data from data base fields that the agency maintains using the computer programs possessed by the agency, or a print out of the data if requested. An agency can't refuse to provide the data because it would require additional commands, so long as it can be produced with the agency's existing programs. 50-18-71(f), L-532-541

12. Request to inspect or copy emails must be accompanied by sufficient detail to allow the agency to locate the requested records. 50-18-71(g), L-551

13. In lieu of providing separate printouts or copies of records, an agency may provide access to records through a website accessible to the public. However, if an agency receives a request for data fields, it can't refuse to provide it based on the data being on the website if it can be provided in the format maintained by the agency. 50-18-71(h), L-587

14. The carpool exemption has been broadened to include all records acquired for the purpose of establishing or implementing a carpool or ride share program. 50-18-72(a)(24), L-936

15. The exemption for trade secrets has been rewritten to clarify the procedure to follow in the event a request is made for records which may contain a trade secret. 50-18-72(a)(34), L-1021

16. The exemption for records subject to the attorney client privilege has been

revised to exclude factual findings not involving pending claims or litigation from the exemption. 50-18-72(a)(41), L-1098 5

17. The exemption for records containing confidential attorney work product has been revised to exclude factual findings not involving pending claims or litigation from the exemption. 50-18-72(a)(42), L-1120

18. The agency itself may now be charged with violating the Act and fined. Knowingly and willingly frustrating or attempting to frustrate access to records by intentionally making records difficult to obtain or review is now a violation of the Act. The maximum fine for criminal violation of the Act is increased from $500 to $1,000. Also, a civil penalty may be imposed for negligently violating the Act of up to $1,000. A fine of up to $2,500 may be imposed for additional violations within a 12 month period. Good faith has been added as a defense for a criminal violation. Destruction of records to prevent their disclosure has been made a felony. 50-18-74(a), L-1232

Appendix C: ARC Board and Policy Committees

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency for the Atlanta area. As the state designated comprehensive planning agency for the Atlanta region, ARC coordinates planning efforts for ten member counties (Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale) in the areas of aging, community services, environmental planning, governmental services, job training, land use and public facilities, as well as transportation planning. The 39-member ARC Board membership is defined in state code and is required to be a combination of elected public officials and citizens. (Georgia Code 50-8-84.)

The Atlanta Regional Commission Board is composed of officials of political subdivisions and private citizens representing districts of approximately the same population within the 10-county, 68-city Atlanta Region as follows:

- Chair from each county commission in the region
- One mayor from each county (except Fulton)
- One mayor from the northern half of Fulton County
- One mayor from the southern half of Fulton County
- The mayor of the City of Atlanta
- One member of the Atlanta City Council
- Fifteen private citizens, one from each of 15 multi-jurisdictional districts of roughly equal population
- One non-voting member from the Georgia Department of Community Affairs.

Committees established within the Commission include:

- Aging Advisory Committee
- Aging Services Committee
- Communications/Public Involvement Committee
- Environment and Land Use Committee
- Land Use Coordinating Committee
- Transportation and Air Quality Committee

- Transportation Coordinating Committee
- Regional Transit Committee

Agency Structure

Office of the Director
The Office of the Director is responsible for the overall management of the Atlanta Regional Commission through administrative operations. In addition, the Office is responsible for ARC Board policy coordination and Commission support; intergovernmental cooperation; state and congressional legislative coordination; and the building of civic partnerships. Strategic planning is also a key function within the Office of the Director.

Communications
The Department of Communications is responsible for coordinating the development and implementation of a comprehensive communications program to support the goals of ARC and develop an understanding of its programs and purposes.

Community Services
The Department of Community Services provides assistance to local governments, community groups and citizens of the Region in order to build and maintain their civic infrastructure. The department is responsible for insuring its constituents have access to information, data and management expertise, and to serve as a resource towards active community involvement in the planning process. This is accomplished through the efforts of staff work at various levels of governmental and community involvement. The department is on-call as facilitators and organizers of community and local government efforts.

Comprehensive Planning
The Department of Comprehensive Planning integrates various aspects of physical planning and data resources to achieve a greater balance of consideration for each area in the Commission's plans and programs. Activities undertaken by the Department of Comprehensive Planning include the development and maintenance of the Region's long-range development plan and other functional plans such as the regional transportation plan and water supply plan. The Department of Comprehensive Planning also works closely with local governments in the development of regional plans and programs, review of local comprehensive plans and reviews of Developments of Regional Impact (DRI). In addition, the Department of Comprehensive Planning is responsible for producing much of the demographic data used both for ARC's planning activities as well as throughout the Region.

Support Services
The Department of Support Services consists of the Information Technology Division, Human Resources Division and the Financial Services Division. The Facilities Management function also reports to the Director. Facilities Management provides day-to-day management of ARC office space and agency office equipment. Activity centers on ensuring that office space is well maintained, reporting problems to building management, and coordinating improvements. Facilities Management is also responsible for acquiring and ensuring the efficient operation and maintenance of agency equipment and supplies.

Appendix D: Citizen Input Policy and Guidelines
ARC Official Policy for Citizen Input Procedures
In order to properly hear from interested persons and respond to their comments, the procedures for direct citizen comment to an ARC Board Committee or to the full ARC Board are as follows:

1. Persons wishing to bring a matter before the ARC shall contact the Director's office. If it appears a committee of the Commission should consider the matter prior to the full Board, the Director may arrange for the interested party or parties to attend and speak at the next regularly scheduled meeting of the appropriate committee.

2. All task force meetings or committee meetings are open to the public and time is allowed for the public to ask questions or offer comments. Ten minutes at the beginning of each Committee meeting are designated for the public to address the Committee on any agenda item without obtaining a vote of the Committee.

   a. A summary of public comments presented to a committee will be made part of the committee meeting notes.

   b. A brief verbal summary of such comments shall be included in the committee's report to the full Board.

   c. Written comments may be submitted to the Director at any time and will be shared with the appropriate committee.

3. Should the interested party or parties, after addressing the appropriate committee, desire to address the full Board, a request shall be made to the Director at least 10 days prior to the Board meeting. The Director will then place such request on the agenda of the next regular meeting for a decision by a majority vote of the Committee members present as to whether or not to grant the request.

4. Persons appearing at full Board meetings without prior arrangement who wish to address the Board should make their request known to the Director and shall be allowed to address the Commission only if approved by two-thirds of the Commission members present.

5. When the planning process requires a formal public hearing, one of the hearings will be held before the full Commission at the beginning of its regularly scheduled meeting.

ARC encourages input throughout the decision-making process. Particularly, certain regulatory requirements may prescribe official public review and comment periods where public input is invited on certain policy documents. Comments are generally accepted either in writing or orally at public hearing(s) during the comment period. In instances when an official public review and comment period is held, the full Board and committee as appropriate, will be given the opportunity to discuss the comments received priori to decision-making action.

The full Board meetings occur at 1:00 pm on the fourth Wednesday of each month, January through October and on the first Wednesday in December. ARC Bylaws require that an agenda listing the items to be considered be sent to the members seven days prior to the meeting.

HOW-TO Guide for Making Public Comments at ARC Committee Meetings
At the beginning of the ARC Committee Meetings, members of the public have an opportunity to make comments. This is a very important, regular, on the record opportunity to be heard by ARC members. This How-To Guide gives you a series of questions that will help you determine if making comments at ARC Committee meetings is your most effective strategy for getting your message heard, and will give you hints about how to make the most impact.

1. **What do you want to accomplish by making comments at an ARC Committee meeting?**

- *I want to share information with the ARC.*

  Before doing this, you should decide if the members are already aware of your information. If so, do they need to hear it again? There may be value in repeating information to emphasize a position or opinion, but it also may come across as repetitive and unnecessary.

- *There is an action I want ARC to take.*

  This is likely to be the most effective use of this time. For example, you want ARC to include or take out a particular project from a Plan or Program, or you want them to hear a new idea or concept.

- *I want to discuss an issue with ARC*

  The opportunity for public comment at an ARC committee meeting is much more of a formal hearing structure than an informal dialogue format. The ARC members will hear your comments, but, with a full agenda to follow, they are not likely to engage in much discussion.

2. **Are you sure you're talking to the right people? Does the ARC have the authority to do what you're asking them to do?**

- *Yes*

  You want the ARC to consider your comments on a regional plan or planning effort that ARC sponsors or adopts, or some aspect of either of those documents.

- *No*

  If you are concerned about a change in bus service or perhaps the site of a future service, you should be aware of two facts: first, the ARC is not responsible for operating different services. Second, the ARC is not responsible for project planning. Once a project has been approved to take place (the ARC role), the how and where become the responsibility of the local jurisdictions or the state.

3. **Are there other strategies you might use to accomplish your purpose?**

- *Yes, I can talk with ARC members on a one-to-one informal basis.*

  Taking advantage of informal opportunities for discussing issues can be very effective. In fact, discussing issues on an informal basis with ARC members should lay the groundwork for a formal testimony that you give.

- *Yes, I can participate at subcommittee meetings.*

  A great deal of work that supports ARC's decisions goes on at various subcommittees and task force meetings. Observing these meetings, asking questions and making comments can be a good way to get your ideas across.

- *Yes, I can submit written comments.*

  Written comments work for some participants but not all. If you can submit written comments, you'll be on record. Again, don't overuse their opportunity or it will lose its effectiveness.

- No, this is the best strategy to accomplish my purpose.

  If the community engagement opportunity at the ARC Committee meetings is truly the best strategy for you, make sure you consider the guidelines in the next section.

Guidelines for Making Public Comments

- Decide what you want the ARC to do. Have something specific in mind. If you don't, your comments will have much less impact.

- Use the community engagement opportunity wisely. In other words, make sure you are making comments at times when they will make the most impact. If you overuse this opportunity, your comments will be much less effective.

- Do your own evaluation. If you have presented comments a number of times, look back over those times and try to determine if you've made an impact. If it's difficult to figure out, ask one or more ARC members to talk to you about when your comments had the biggest impact on them.

- Be creative. Reading from a sheet of paper is a standard way of presenting comments. Work on grabbing the members' attention by showing maps, passing around a report that supports your position, passing around pictures of a problem area or service, or bringing others to testify with you. Make sure you are prepared to pass around copies of handouts.

- Understand the power of numbers. An individual testifying on behalf of an organization will almost always have more impact with a single individual. If you don't belong to an organization, bring in others who support your position to testify too.

- Check with the Community Engagement Staff. If you're unsure what you want the ARC to do, or how best to present your information, check in with the Community Engagement Planner who can give you some guidance.

Appendix E: Regional Transportation Plan Amendment Process

ARC maintains a regular update schedule for the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP). With this goal in mind, ARC works with its planning partners to accommodate revisions to the TIP/RTP as expeditiously as possible within the limits imposed by federal guidelines and regulations. The TIP/RTP revision process should be considered a continual process, with requests accepted at any time and held for processing at the next scheduled opportunity.

There are two types of revisions: administrative modifications and amendments. Depending on the classification assigned to the change request, the timing, public participation and approval processes can vary substantially.

'The timing for advancing revisions is determined largely by the nature of the request itself. Requests for minor changes (administrative modifications) are typically reviewed and processed on a quarterly basis. More significant changes (amendments), however, may take anywhere from two to six months to complete and require significant public and agency coordination, review and approval efforts. The time required depends on whether there are implications on the regional travel demand and air quality modeling processes and the timing of the request within the regular TIP/RTP update schedule. In some situations, the nature of the change may be so extensive or the timing of its submittal may require that it be deferred for incorporation into a full TIP/RTP update

Administrative Modifications

Administration modifications to the TIP or RTP are processed by staff with no official action required by the ARC Board. An administrative modification is processed on a quarterly basis under a three-week review period in accordance with these procedures provided that:

- It does not affect the air quality conformity determination, nor the network conformity years found in the travel demand model and the plan for the Atlanta nonattainment area.

- It does not impact financial constraint.

- It does not require public review and comment.

Typical administrative modifications include:

- Revising a project description without changing the overall project scope and intent (e.g., less than 10% change in project length), conflicting with the environmental document or changing the conformity finding.

- Splitting or combining projects, provided the overall scope of the phased or consolidated

project(s) remains consistent and does not impact air quality conformity.

- Changing a federal funding category.

- Making routine changes in lump sum allocations for transit programs.

- Increasing the costs of project phases by less than $2 million or 20% of the amount to be authorized. The 20% scenario amount may not exceed $10 million.

- Delaying or advancing one or more phases of a project within the timeframe of the TIP.

- Breaking out and funding projects from lump sum programs, provided the projects are consistent with policies and priority networks/areas associated with those programs.

- Programming of new federal discretionary funds. Competitive grant programs selected by USDOT, such as the TIGER and Clean Fuels Programs, give projects additional funding opportunities apart from traditional funding sources. Funding applications are typically coordinated with the MPO prior to being submitted and funds must be reflected in the TIP before they can be obligated.

- Occasionally, administrative modifications may be deemed time-sensitive and unable to be postponed until the next scheduled modification opportunity. At the request of the project sponsor, ARC staff reviews the proposed change to determine eligibility of the administrative modification for processing. Once the change has been reviewed, the special administrative modification is processed consisting of an email describing the change to partner agencies and the project sponsor. An updated project list with the processed change is posted to the ARC website upon distribution of the notification of the special administrative modification.

Public participation procedures for administrative modifications

There is no formal comment required to process administrative changes, but full advance disclosure of the proposed changes, via appropriate communication channels, will be made to all agencies with a vested interest in the affected project. Members of ARC's Transportation Coordinating Committee (TCC) receive an Excel version of the processed project list and information is available to all project sponsors and the general public via the PlanIt website.

The administrative modification process consists of a three-week review and processing period based on a two-phase approach. Administrative modifications will only be undertaken on changes not deemed to be controversial in nature. Determination of what is considered controversial will be based substantially on direct communication by ARC

staff with other stakeholder agencies. Projects that are non-controversial and entail minor administrative modification changes that have not violated TIP/RTP Blueprint guidelines may be handled during the first phase of the administrative modification process. However, under the second phase, projects are placed on an exceptions list and required to submit justification for the delay with review by TCC. Projects on the exceptions list have violated TIP/RTP Blueprint guidelines.

During the third week of the administrative modification process, TCC members and other partner agencies will have the opportunity to review the exceptions list and provide comments or request additional explanation related to the proposed change.. If there are no objections to the proposed changes, the processing of projects on the exceptions list may proceed without having to wait until the next administrative modification opportunity or as an amendment. Lists for the minor administrative modifications and the exceptions list will be distributed to TCC a week prior to the finalizing and processing of the updated project list and fact sheets.

Should an administrative modification generate unexpected significant negative reaction after it has already been processed, ARC reserves the right to revoke the administrative modification and require the project sponsor to resubmit the request as an amendment or in conjunction with a full TIP/RTP update.

Amendments
Amendments affect the TIP/RTP conformity determination and require the opportunity for formal review and comment. The impacts on the conformity determination may be due to a scope change which alters the travel demand modeling and air quality conformity analysis and/or a cost adjustment which requires that fiscal constraint of the overall TIP/RTP be thoroughly reviewed. The programming of new earmarks to the TIP is handled only through the amendment process. Earmarks are targeted funds specifically defined in federal legislation or an annual appropriations bill and are considered different from competitive grant programs because advance coordination with the MPO typically does not occur prior to the earmark being awarded. Typically a 20% local match is required and expected of all earmarks.

Unlike administrative modifications, TIP/RTP amendments must be formally approved by ARC, GRTA (acting as signatory for the Governor of Georgia) approves the TIP and USDOT must make a conformity determination.

ARC attempts to minimize the number and scale of amendments made outside the context of a full TIP/RTP update due to the length of time and amount of effort involved. ARC will work with sponsors on a case-by-case basis to determine the most appropriate method in

which to handle change requests.

The following actions are eligible as amendments to the TIP or RTP:

- Adding or deleting a federally-funded or regionally-significant project

- Adding new earmarks or increasing existing earmark funding amounts.

- Adding or deleting a phase of a federally-funded project.

- Increasing the cost of project phases in excess of the thresholds described in the Administrative Modification section.

- Making a major change to scope of work of an existing project. A major change would be any change that alters the original intent (e.g., a change in the number of through lanes, a change in project length of more than 10% or a change in location).

- Shifting federally funded phases moving in or out of the TIP period.

The amendment process is as follows:

o Project sponsor submits project changes to ARC

o ARC determines proposed change to be either an administrative modification or an amendment and works with the project sponsor to address any clarifications to submittal. Determination of what is considered controversial will be based substantially on direct communication by ARC staff with other stakeholder agencies.

o ARC provides transportation partners with the list of all amendments to be considered. GRTA, in its role as approval agency, will receive this packet with a formal cover letter.

o ARC will begin a 10-calendar day to 30-calendar day public review and comment period on the amendment list.

o Comments will be considered and addressed prior to ARC's approval vote.

o Approval votes will be considered by the Transportation Coordinating Committee (TCC), the Transportation and Air Quality Committee (TAQC), and the ARC Board.

o Upon the ARC Board approval, the amendments will be brought before the GRTA Board for approval on behalf of the Governor of the State of Georgia.

o Upon GRTA Board approval, the TIP as amended will be incorporated into the Statewide TIP by GDOT.

Public participation procedures for amendments

A formal comment period is required to process amendments and participation procedures will vary as to the content of the amendment. ARC staff will make this determination based on the project change and its impact on the planning process. Because of the wide variability of what an amendment can include, ARC reserves the right to determine what participation procedures are most appropriate as it recognizes outreach measures should fit the amendment content. At all times, however, the interested public, policy makers and agency partners are able to obtain the full extent of information about each project change as well as engage the project sponsor or ARC staff.

The following public participation process will be provided:

- *Full advance disclosure of the proposed changes*, via appropriate communication channels, to all agencies and the interested public concerning affected projects. Those channels will include announcements in ARC's transportation newsletter, at ARC transportation meetings, on ARC transportation website pages, through a display in ARC's Information Center and use of other media as appropriate.

- *Notification* of amendments will be published in the Fulton County Daily Report.

- *Disclosure of proposed changes* will include at a minimum: current status of project, extent of proposed change, and justification for the proposed change.

- *Public review periods* for amendments will be a minimum of 10 calendar days to a maximum of 30 days, depending on the nature of the amendment and its impact. The length of the comment period will also take into account the scheduled meetings of the Transportation Coordinating Committee (TCC) and the Transportation and Air Quality Committee (TAQC). All amendments impacting conformity will have a 30-day comment period.

- *Public hearings or public meetings* will be provided as necessary depending on the nature of the amendment and its impact.

- *For all amendments deemed controversia*l in nature, there will be thorough participation opportunities to hear from the public and agencies regarding their views on the proposed changes. Determination of what is considered controversial will be based substantially on direct communication by ARC staff with other stakeholder agencies, even if those agencies are not the official sponsor of record, or in consultation with the members of the Transportation Coordinating Committee (TCC).

- *All comments received on amendments will be addressed* with the project sponsor and other interested parties and reported to the public as well as the approving transportation committees as to content and resolution.

- There will be *presentations* to the Transportation Coordinating Committee (TCC), Transportation and Air Quality Committee (TAQC), and the ARC Board outlining proposed changes. TCC, TAQC, and ARC Board approvals are required.

Depending on the character of the amendment, a conformity determination may be required from USDOT in consultation with U.S. Environmental Protection Agency (USEPA).

Appendix F: Acronyms used in the Regional Community Engagement Plan

ADA: Americans with Disabilities Act

ARC: Atlanta Regional Commission

CAA: Clean Air Act

CDR: Conformity Determination Report

CEN: Community Engagement Network

CFR: Code of Federal Regulations

CMS: Congestion Management System

CTP: Comprehensive Transportation Plans

DCA: Department of Community Affairs

DRI: Developments of Regional Impact

ELUC: Environment and Land Use Committee

EPA: Environmental Protection Agency

EPD: Environmental Protection Division

ETA: Equitable Target Areas

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

GDOT: Georgia Department of Transportation

GRTA: Georgia Regional Transportation Authority

HST: Human Services Transportation

ITS: Intelligent Transportation System

LCI: Livable Centers Initiative

LEP: Limited English Proficiency

LUCC: Land Use Coordinating Committee

MARTA: Metropolitan Atlanta Regional Transportation Authority

MPO: Metropolitan Planning Organization

PIAG: Public Involvement Advisory Group

RC: Regional Commissions

RTC: Regional Transit Committee

RTP: Regional Transportation Plan

SAFETEA-LU: Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

STIP: Statewide Transportation Improvement Program

SRTA: State Road and Tollway Authority

TAQC: Transportation and Air Quality Committee

TCC: Transportation Coordinating Committee

UPWP: Unified Planning Work Program

TIP: Transportation Improvement Program

TOS: Transit: Operators Subcommittee

USDOT: U.S. Department of Transportation

Appendix G: Evaluation of Public Participation in PLAN 2040

At the conclusion of the PLAN 2040 process and adoption in July 2011, an evaluation was undertaken and completed in January 2012. Below is a summary of the recommendations provided and used in the development of this document.

Audiences
- Increase numbers of young adults and new audiences of ordinary people (employees, homeowners associations, civic associations)
- Expand reach into equitable target areas identified by PLAN 2040.

Meetings
- Increase number of local meetings, identifying local needs and priorities. Bring together twice a year regional meetings, tying local jurisdictions together.
- Continue with emphasis on face-to-face/small group stakeholder meetings to further full and rich discussions of planning issues.

Internet
- Utilize continuous web-based outreach with simple interactive interfaces with built-in feedback loops.
- Continue with online public meetings but make them more interactive and spontaneous.

Social Media
- Provide pathways for sharing ideas, notifying of events, building online communities
- Increase avenues and platforms for accessing new audiences

Visualization
- Employ multiple ways to visualize planning issues, impacts, and recommendations through videos and planning technologies.
- Increase use of visualization tools on the internet to inform about planning issues

Communication
- Clarify planning activities across the region by drawing connections between their focus areas for common outreach.
- Develop a guide to planning activities and update it annually.

Appendix H. Community Engagement Plan Update Process

The Regional Community Engagement Plan is an update to the 2008 Regional Transportation Participation Plan. The update process was initiated in January, 2012 using input from the recent public participation evaluation performed in November-December, 2011. Provided below is a description of the update activities.

Plan Update Process

The following general categories of milestones comprise the update to the participation plan.

PLAN 2040 Evaluation:	November, 2011 – January, 2012
Limited English Proficiency Plan Update:	January – April, 2012
Plan/Research for PIP Update	January – February, 2012
Draft Plan and Input:	March – mid-May, 2012
Community Review/Comment	May 18 – July 1st, 2012
Committee Review/Action:	~~July, 2012~~ August, 2012
ARC Board Review/Action:	~~July 25, 2012~~ August, 2012

Update Activities

Consultation is integral to the development of a new and revitalized community engagement plan. Many voices were sought and input was central to this document. Below starting from the ARC Board vote to the beginning of the update process are the components of this consultation:

~~July 25, 2012~~ August 22, 2012	ARC Board vote
~~July 12, 2012~~ August 16, 2012	Transportation and Air Quality Committee vote
~~July 6, 2012~~ August 3, 2012	Transportation Coordinating Committee vote
July 1, 2012	End of Public Comment Period
June 14, 2012	Communications/PI Committee report
June 6, 2012	Social Equity Advisory Group input
May 18 – July 1	External online survey on draft plan
May 18, 2012	Start of Public Comment Period with Public Notice

May 16, 2012	Georgia Department of Transportation review of draft
May 8-11, 2012	Federal Highway Administration review of draft
May 7-17, 2012	Write plan with comments and internal review
April 27, 2012	Human Services Transportation Committee review
April 27, 2012	Transit Operators Subcommittee review
April 19, 2012	Survey link to Aging Services Advisory Committee
April 18, 2012	Morehouse University Students Input
April 12, 2012	Just Transportation Circle input
April 11, 2012	Survey link out to TSPOT
April 4, 2012	Georgia Standup survey link to membership
April 4, 2012	Survey link to Bicycle/Pedestrian Committee
April 1-27, 2012	Interviews and Surveys of high school/university students
March 29, 2012	Social Equity Committee review
March 29, 2012	Survey link to Transportation Coordinating Committee
March 29, 2012	Land Use Coordinating Committee Announcement
March 29, 2012	Survey link to Land Use Coordinating Committee
March 29, 2012	Survey link to Social Equity Advisory Committee
March 29, 2012	Georgia Institute of Technology Students Input
March 28, 2012	Survey link to Health Impact Assessment mailing list
March 28, 201	Survey link to Livable Communities Coalition
March 28, 2012	Survey link to Georgia StandUp
March 26, 2012	ARC Facebook/Twitter announcement
March 23, 2012	Georgia StandUp written survey handout to seniors
March 23, 2012	Transportation Coordinating Committee Work Session

March 19 – May 17, 2012   Update Process webpage with surveys and documents

March 19-30, 2012   Civic League for Regional Atlanta Survey

March 22 – April 30, 2012   PIAG Survey, plus inclusion on PIAG Post

Community Request for Input: Results

Participation:

Results of CEP Input: March – May 17, 2012

4 Community Surveys   268 responses

Open Format Input   221 shared thoughts

6 Committee Discussions   170 participants

2 Young Adult Discussions   100 students_____

Participation/Input   538 contacts

Results of CEP Official Review and Comment: May 18 – July 1, 2012

Community online Survey

Committee Discussions

What We Heard:

The results below represent input through small group discussions and surveys. The questions were designed to focus on Value and Access. ARC received input from a diversity of ages, geography, interests, and population.

How to Build Value into Process

1. **What do you value most in your interactions with ARC?**

   Getting information about the Atlanta region as a whole: 13%

   Communicating with ARC staff: 31%

   Getting information about my community: 49%

   Most remarked in Other/Open Format:

   - ARC should reflect the value of the community
   - Value rests in having an impact on decisions
   - To have an opportunity to give input
   - I value unbiased information from ARC
   - I want ARC to facilitate consensus among divergent perspectives and special interest groups
   - I want to give ARC staff information rather than receive it from ARC

2. **What is the VALUE-ADDED to You as a participant in a community planning effort?**

   - I don't need anything in return for my participation – just to know I'm involved and active in my community is enough.
   - It's important to be involved through school as well – through internships, planners engaging classes.
   - Being involved in community planning really helps me to be aware of what's going on and makes me feel valued.
   - I want to be involved in planning that will do something, that will be implemented for the good or it's just a waste of time.
   - I want to be heard and my thoughts respected and considered
   - I want to see community interest and energy
   - I want to see progress and results
   - Should be thorough clarity of information
   - Knowing that I could be a part of a community effort is the most value to me
   - The project should be relatable to me

3. **What would you be willing to give to a planning effort as an average resident?**

   - I definitely want to use my special knowledge (problem solving, design) for the benefit of my community
   - I could share how my community works and the issues it encounters
   - I could help organize community efforts
   - Giving financially might not be an option
   - My experiences in other places could be of particular value to my community

- Many people just don't know that their special knowledge is of benefit to planning efforts

4. **What would energize you to take action on your own to see a plan set into place?**

- Could help by my labor; not monetarily
- Direct impact to me would energize to act; need a personal stake
- Through a community volunteer program
- Need to know more before acting on my own
- Work to bring my ideas to reality
- People's involvement could energize me to action
- I would consider what's it's potential is; needs a clear goal

5. **What is the most important thing you can communicate to ARC regarding issues in your community?**

Identifying your needs and challenges	46%
Identify planning impacts on people in the region	15%
Identify changes to planning discussions	6%
Provide review and comment on planning recommendations	27%

Most remarked in Other/Open Format:

- To listen to what we have to say and show us you have heard us
- Increase the involvement of the community in ARC affairs
- Keep the current character of local communities; don't tell us how we should change
- What are the impacts to the "regular" people in the region – not the business and development interests
- Needs to be a stronger channel of input, not just "input" or "comments"

How to Provide Access to Engagement

6. **What is the best way to notify you of regional planning activities?**

Email	85%

Mail	4%
Organization Newsletter	2%
Social Media	5%

Most remarked in Other/Open Format:

- There needs to be significant and comprehensive outreach to improve the quality of input received and provided by residents. Needs to be a comprehensive education component.
- Surveys like this one (online) are very easy to fill out but then forums and face-to-face must happen.

7. **In what format (email, social media, face-to-face) would you want to be a participant?**

- Both social media and email are essential
- Face-to-face meetings are important but less convenient. They can be the result of social media/email contacts.
- If you want to engage the younger generation, social media is the best avenue
- Emails
  - o easy, non-time consuming, need convenience, quick
  - o might not be interested in content unless it's a local event
  - o with link to website with resources; good for updates
- Social media
  - o if interested from emails, then move to social media
  - o best tool because everyone has smartphones; easy to spread word
  - o could be restricted as some people only allow certain things on their account
  - o best for our generation; use to set up face to face
  - o easy to pass information on and follow over time
  - o allows quick feedback and updates
  - o viral videos and meme-sharing – 21st century, engaged through visual entertainment

o Information finds you

- Face to face

    o talking directly to planners, seeing body language, more effective to make sure things aren't passed over

    o like personal involvement

    o works for smaller communities and medium-sized groups

    o not necessary because of social media and busy schedules

    o people not as honest when they're face to face

    o best for group discussions – best for sharing thoughts

- Other

    o depends on what you need; could be all of the above

    o local events get my attention

    o need on-campus presence

    o need anonymous ways to get feedback as well

    o use electronic means for face to face too (go-to-meeting)

8. **What is the best way to obtain your input about planning challenges in the metro area?**

• Social media	9%
• Blogs	2%
• Email	45%
• Face-to-face meetings or forums	27%
• ARC committee meetings	10%

- Most remarked in Other/Open Format:

    o Planning 101, offered twice a year to understand basic of land use planning and political decision making – to form the foundation to give input

- Go to the hinterlands – meeting the people!

9. **How much do you use social media like Facebook, Twitter, blogs to get**

information about the planning activities in the Atlanta region?

Regularly	16%
Frequently	9%
Seldom	42%
Not at all	32%

Most remarked in Other/Open Format:

- The number of residents who have access to the internet and even email is surprisingly low in many neighborhoods

- It's OK for meeting notices but not a substantive way to collect meaningful input for planning

- Too high a harassment face on TwiFace

- Facebook and social media aren't appropriate forums to implement formal communications between citizens and government. Should be documentable and legitimate

- Social media is overrated – at some point it just becomes noise

- Only if it finds me – I don't seek information out on social media.

10. **How can ARC best improve its information online to be clearer to the general public?**

Interactive maps	29%
Visual images	25%
Videos	18%
Explanatory text	18%

Most remarked in Other/Open Format:

- See example of Kahn Academy online

- I wouldn't mid hearing both sides of an issue – there is nothing wrong with having opposing opinions displayed along with ARC points.

- Video can incorporate all of the suggestions above

- Organize website so that it's easy to find information about the planning status

affecting you (type in zip code, get list of everything planned in a 5-mile radius, including status and date/time/location of next meeting or decision)

- Brief, concise videos for smart videos with the person drawing on the white board with cute figures that tell a story. People won't watch long videos

- No lectures

- Be the central repository for all regional plans in an electronic format to get big picture and identify potential conflicts.

- There is really no way to be complete "clear" with the public if you are not completely engaged in the process because there are many details you are unaware of that could change your opinion.

- Data shows people watch the internet more than read on it.

- Maps are most impactful

- Outline full costs involved; too much of ARC's vision is based on overly optimistic data

- Make it prominent on ARC website – need for input

- Interactive maps are sometimes too large to be useful.

- Videos generally contain too much editorial information/personal opinion – best information from ARC should be fact-based and identify potential implications of choices.

- Develop a more effective and responsive search window and retrieval process.

11. **When is the best time for you to participate at a forum?**

Weeknights from 6 to 8pm	51%
Weeknights from 7 to 9pm	30%
Saturday mornings from 9 to 11am	20%
Saturday mornings from 10am to noon	21%

Most remarked in Other/Open Format:

- Other times; midday at lunch; weekdays 8:30-10am, 9 to 5, 9-11am, Saturdays 2-4; after church

- If I go home first, I am likely to stay in for the rest of the night.

- Depends on location and proximity to transit

12. **When do you want to be informed about major planning processes and community feedback?**

At plan's major decision points	20%
When plan recommendations are developed	28%
Or would you rather engage with ARC in an ongoing dialogue regardless of planning decisions	50%

Most remarked in Other/Open Format:

- I don't want to hear about done deals, I want to participate

- Definitely before it becomes a "Dog and Pony Show"

- When criteria are debated.

- Before decisions are made.

Teenage Involvement: Improving Teenage Involvement in Transportation*

What method(s) of communication are most effective in communicating with teenagers?

Newspapers:	4
Email List:	9
Website:	5
Social media	58
Total:	**76**

Are college students more/less interested in transportation decisions than high school students?

Kennesaw Mountain High School and Kennesaw State University Students – KSU University students had a significantly higher interest rating.

Are urban students more/less interested in transportation decisions than suburban students?

Not a significant difference between Georgia State University and Kennesaw State University student interest.

*This study was undertaken as a class project by a student at Kennesaw Mountain High School.

Community Engagement Network (CEN)

Do you support the remaking of PIAG into the Community Engagement Network and its new purpose?

I enthusiastically support	44%
I think it's OK	56%
Not sure	0

Most remarked in Other/Open Format:

- Make sure it actively addresses effective Title VI and LEP outreach. This may overlap with the Social Equity Advisory Committee but the two should be working hand-in-hand.

- It's great to incorporate others from other areas of expertise

- Considering including ARC focus planning areas: aging, land use, water, as well as transportation.

- Creative engagement devoid of a focus area or specific activity/product might seem amorphous, distant and unaffecting to busy residents.

- Consider: "creative community engagement on matters of public policy and the development of plans and activities and their impacts on the daily lives…"

- This is a great way to leverage resources and perspectives of the entire region.

- There needs to be a solid, transparent and easy method for folks outside of the Advisory Group to be a part of the discussion and feel empowered.

- Will be important for the Advisory Group to be diverse and drawn from all sectors of
   the region.

- Planners planning plans and programs aimed at the planning community – planners should not serve on the Advisory Group.

Possible Formats for CEN	Support
One collaborative project a year with a grassroots organization	89%

Quarterly webinars on pertinent subjects with experts/panels	78%
CEN Weekly posts with opportunity to blog	89%
CED webpage	100%
One networking event per year	89%

Most remarked in Other/Open Format:

- Need commitment of those involved to deliver quality programs

- There would be at least quarterly events to bring the network together more than a single collaborative program with a grassroots organization – political implications regarding the choice of that organization.

- Good format is like Beltline – different websites for different needs.

- Instead of quarterly webinars – twice a year would be enough

Most Remarked/Other Thoughts in Open Format:

- How are you tracking your efforts on citizen engagement to know if it is working?

- More focus on how inner city communities impact regional growth and how service-related nonprofits and community development organizations impact the region.

- Do a better job reflecting values of communities

- Planners must listen to community input

- More frequent community meetings that are easier to attend

- You are not public enough – the majority of citizens do not know who you are or what you do

- It is often unclear to the public to what extent their input is reflected in the final version of plans

- Find a way to express the value ARC offers to participants – might increase participation rate.

- The biggest challenge is how to reach and explain the impact on metro residents of NOT participating in the process.

- Provide a way for ma and others to engage our elected officials more – especially

the higher ranked ones

- Please include contact information on your webpages, emails and handouts

- Stop relying on telephone surveys as your gauge of community input.

- Demonstrate "how we used your input" explicitly in your decisions to reinforce the fact that you are listening to the public.

- Consider utilizing the Context Sensitive Solutions (CSS) in the engagement process so that the input can relate specifically to environment, community characteristics and land-based issues
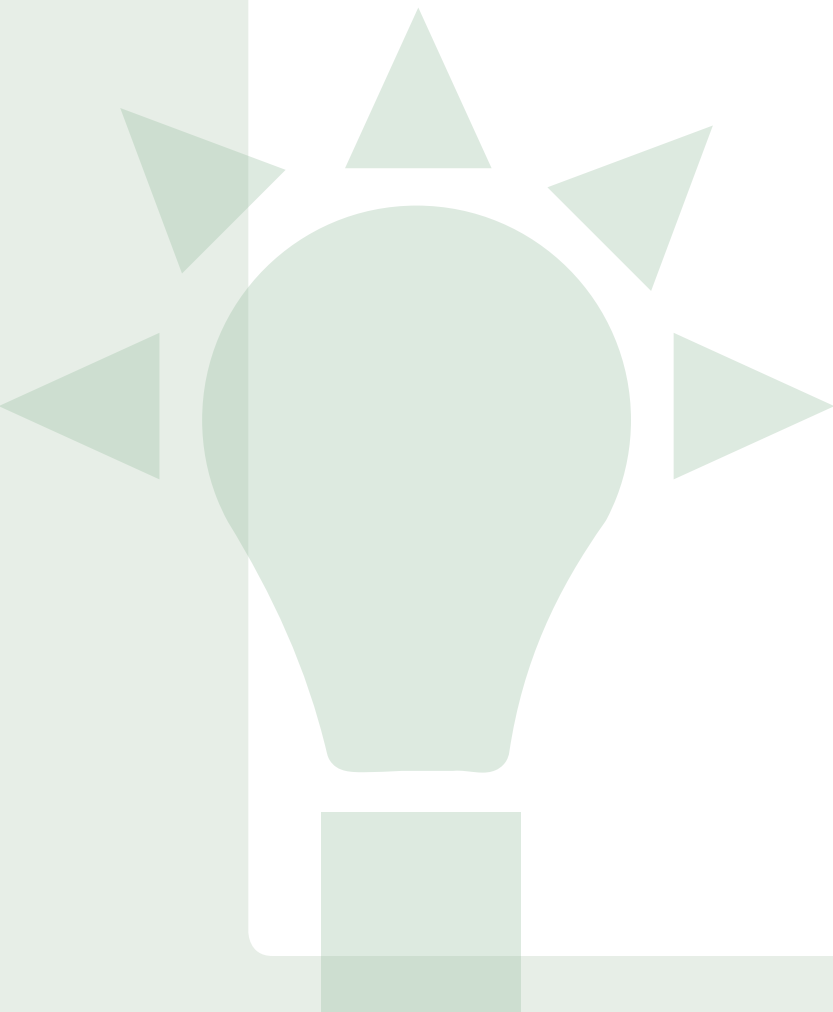
Legal Ad for 45-Day Public Review and Comment Period
(publication date in Fulton County Daily Report, May 18, 2012)

Atlanta Regional Commission Invites Public Review and Comment on an update to the Regional Transportation Participation Plan to be called the Regional Community Engagement Plant

The Atlanta Regional Commission (ARC) will open a public review and comment period on May 18, 2012 to consider an update to the Regional Transportation Participation Plan to be called the Regional Community Engagement Plan.

The Regional Community Engagement Plan has the following three purposes: 1) as a regional planning community engagement guide for the public; 2) as the official participation policy for its land use and transportation planning for ARC *; and 3) as an ARC response to the U.S. Department of Transportation directive to develop a participation plan for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP).

A full copy of the proposed update to the participation plan is available on the ARC website at www.atlantaregional.com/transportation or at the ARC offices.

Written, verbal or electronic comments concerning this document are welcome and should be given to ARC at transportation@atlantaregional.com or by phone to 404-463-3272 (this number includes TTY) or faxed to 404-463-3254.

The Public Review and Comment period will run through Sunday, July 1, 2012, a 45-day public comment period. ARC must receive comments prior to midnight on this date in order to be considered in the official record of comments. A summary of all comments received during this period and responses to those comments will be presented to ARC's technical and policy committees and the ARC Board for their consideration before taking action on this update.

Please address your written comments on the proposed update to:

Ms. Jane Hayse, Chief
Transportation Division
Atlanta Regional Commission
40 Courtland Street, NE
Atlanta, GA 30303

*Covering a planning area including the counties of Barrow (partial), Bartow (partial), Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton (partial), Paulding, Rockdale, Spalding (partial), Walton (partial) and the City of Atlanta.

Adopting Resolution

A Resolution by the Atlanta Regional Commission

Adopting the 2012 Update of the Regional Community Engagement Plan

WHEREAS, the Atlanta Regional Commission, pursuant to the Georgia Code Section 50-8-80 et seq., is the agency responsible for comprehensive regional planning, including transportation and land use planning for the ten-county Atlanta Region; and

WHEREAS, the Atlanta Regional Commission is the designated Metropolitan Planning Organization (MPO) for transportation planning in the Atlanta Metropolitan Planning Area which includes all or parts of eighteen counties; and

WHEREAS, the current surface transportation reauthorization - Moving Ahead for Progress in the 21st Century (MAP-21) requires development, adoption and implementation of a transportation participation plan; and

WHEREAS, the Commission is committed to carrying out its responsibilities in a manner that provides ample opportunities for early, ongoing and meaningful involvement by federal, state and local government representatives, the private sector and the general public; and

WHEREAS, the Commission adopted the original Atlanta Region Transportation Public Involvement Plan, on November 27, 1993, an update on May 26, 1999, an amendment on February 28, 2001; an update on October 23, 2002, an amendment on January 25, 2006, an update on December 6, 2006, an update on September 24, 2008; and

WHEREAS, the Commission, as part of a continuous effort to increase public involvement and general outreach in the transportation and land use planning process, has developed an update to the previous regional transportation participation plan to update the vision and goals of the plan, to provide a broad commission foundation for the plan based on the ARC Strategic Plan, to incorporate changes to administrative modifications and amendments to the Regional Transportation Plan/Transportation Improvement Program, to provide the foundation for a Community Engagement Network, to incorporate the Limited English Proficiency Plan and Equitable Target Areas to the environmental justice base of the plan, and to add recent changes in the State of Georgia Open Records/Open Meetings law; and

WHEREAS, the proposed regional community engagement plan update, as described in the attached document, has been evaluated by the appropriate technical and review processes, including a formal public review period; and

WHEREAS, the proposed regional community engagement plan update received no public comment during the public review period,

NOW, THEREFORE, BE IT RESOLVED that the Atlanta Regional Commission adopts the Regional Community Engagement Plan, 2012 update.

BE IT FURTHER RESOLVED that the Atlanta Regional Commission directs staff to begin efforts immediately to implement the provisions of the 2012 update to the Regional Community Engagement Plan.
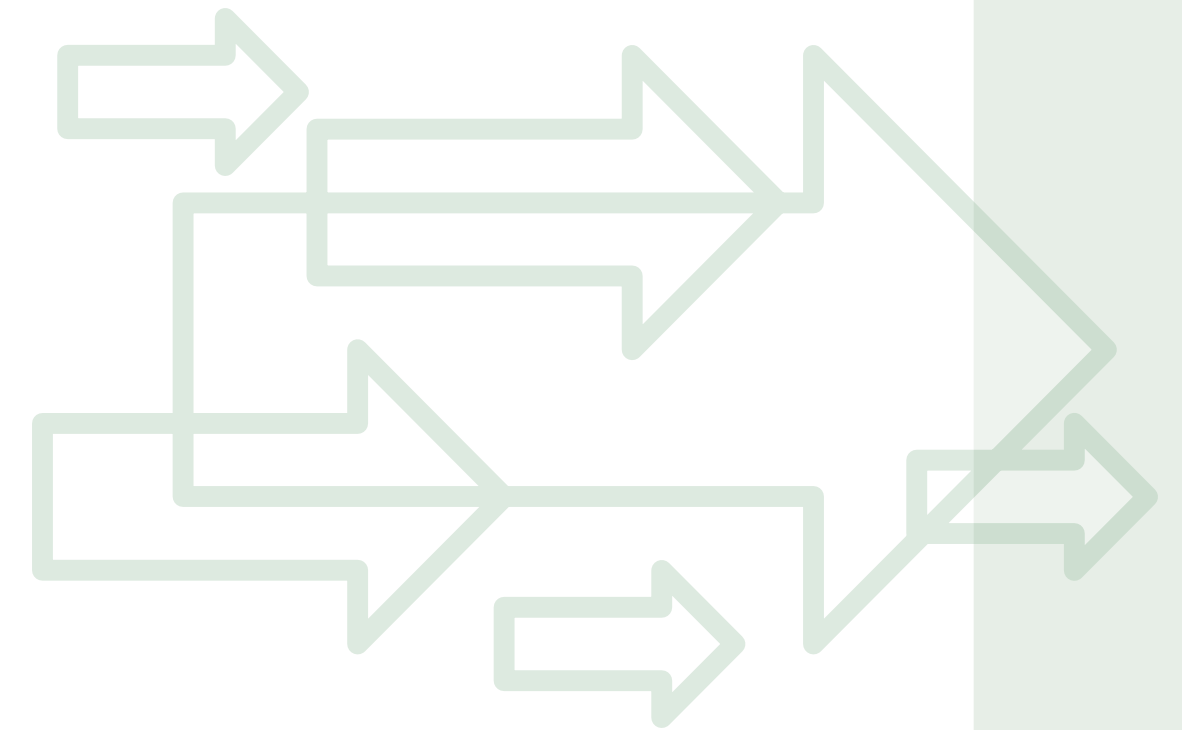
APPENDIX I: LIMITED ENGLISH PROFICIENCY PLAN SUMMARY

The purpose of this Limited English Proficiency Plan is to outline the responsibilities of the Atlanta Regional Commission in regards to Limited English Proficient (LEP) persons and establish a process for providing assistance to ensure meaningful access to ARC programs, activities, and services pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166. A LEP person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

Title VI of the Civil Rights Act of 1964

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Executive Order 13166

"Improving Access to Services for Persons with Limited English Proficiency". Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination. Executive Order 13166 directs each Federal agency that is subject to the requirements of Title VI of the Civil Rights Act of 1964 to publish guidance for its respective recipients and sub-recipients clarifying that obligation. The U.S. Department of Transportation (USDOT) published policy guidance on December 14, 2005 to clarify the responsibilities of recipients of Federal financial assistance from the USDOT.

As a recipient of federal funding, the Atlanta Regional Commission has taken reasonable steps to ensure meaningful access to the planning process, information and services it provides. The LEP plan will include elements to ensure that where substantial numbers of residents of the Atlanta region live who do not speak or read English proficiently, these LEP individuals have access to the planning process and published information. ARC will also work toward ensuring the production of multilingual publications and documents and/or interpretation at meetings/events when needed. The LEP plan will focus primarily, but not exclusively, on ARC's role as the designated Atlanta Metropolitan Planning Organization (MPO) for the 18 county Atlanta area.

In developing the LEP Plan, ARC used the Four Factor LEP analysis which considers the following:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by ARC programs, activities, or services in the 18 county metropolitan planning area.

2. The frequency with which LEP individuals come in contact with ARC programs, activities, or services.

3. The nature and importance of the program, activity or service provided to the LEP population.

4. The resources available to ARC and overall cost to provide assistance.

A summary analysis is provided on the following pages.

FACTOR 1: **Number or proportion of LEP persons eligible to be served or likely to encounter ARC programs, activities, or services.**

The American Community Survey (ACS), 2006-2010, was the major data source used to determine the number of LEP persons in the 18-county metropolitan planning area. Consistent with the Safe Harbor Clause of the LEP guidance, these data also determined language groups that equal or exceed 5% of the regional population that speak English less than very well.

- According to the ACS data, the 18-county metropolitan planning area has a total population of 4,313,135 persons 5 years old and older. Of this total, the Census estimates that 354,143 or 8.2% of the region's population speak English "less than very well".

- Gwinnett County accounts for the largest group of LEP persons in the region, 113,819 or 32.1%, followed by DeKalb County, 58,101 or 15.9%, Fulton County 53,458 or 14.7% and Cobb County, 14.1% or 51,357.

- There are 3,614,395 persons 5 years and older in the 10-county Atlanta region, accounting for 326,818 or 9.0% speaking English "less than very well".

- Based on ACS estimates, 225,105 or 63.56% of the Limited English speakers 5 years and older in the 18 county planning area speak Spanish, following by Korean, 20,625 or 6.0% Vietnamese, 19,814 or 5.6% and Chinese, 14,868 or 4.2%.

FACTOR 2: **Frequency with which LEP individuals come in contact with programs, activities, or services.**

The ARC assesses the frequency of contact with LEP persons by documenting phone inquiries and surveying public meeting attendees. The MPO received no requests in 2011 for language assistance from individuals or groups. It is anticipated that the size of the LEP population will continue to increase and, as a result, so will the probability of future contact with ARC.   As the program expands, ARC will continue to monitor requests for language assistance to evaluate the effectiveness of outreach to these populations.

There are other internal and external options for ARC to utilize in assessing frequency of contact that potentially provide valuable information for future planning efforts. Examples include:

- The Social Equity Advisory Committee, the Community Engagement Network and roughly 19 other ARC task forces and subcommittees providing planning support related to public land use and transportation-related issues

- ARC planning studies and projects

- An extensive community engagement and reporting process

- Services and programs receiving inquiries for services such as AgeWise Connection and RideShare

- Coordination with planning partners such as the Georgia Department of Transportation, MARTA, GRTA, county and other jurisdictional entities and

- Coordination with community partners such as the Center for Pan Asian Community Services, Latin American Association and others.

Factor 3: **Nature and importance of the program, activity or service provided to the LEP population.**

ARC has analyzed programs and services based on ARC's function as MPO for the 18-county planning area to determine their value and importance to the LEP population. The internal assessment extended beyond responsibilities for carrying out the metropolitan transportation planning process to include those involving all functional divisions within the organization. This is consistent with ARC's coordinated agency wide approach to planning.

Based on the assessments and ARC's role as the Atlanta MPO, it was determined that the

following should be considered vital documents.

- Long Range Transportation Plan (RTP)

- Transportation Improvement Program (TIP)

- Unified Planning Work Program

- Coordinated Human Services Transportation Plan (HST)

- Regional Community Engagement Plan (PDF)

- Policy for Citizen Input

All or parts of vital documents or notices with a direct impact on populations representing the primary language groups analyzed should be considered for translation.

Externally, ARC has ongoing contacts and working relationships with organizations serving areas with large concentrations of LEP persons. These and other organizations and community groups that work with Spanish, Korean, Vietnamese, Chinese and other languages will be called upon to assist in the coordination of vital documents requiring translation services.

FACTOR 4: **Resources available to and overall costs to provide LEP assistance.**

Assessing available resources is an ongoing activity and inclusive of identifying the availability of staff and volunteer language interpreters, the amount paid professional interpreter and translation services, identifying appropriate documents for translation and the examination of appropriate financial and in-kind sources needed. Typically, translation is priced as a per-word cost, and based on the number of words in the original source content. For professional translation via a translation agency, costs may vary, depending on the language, turnaround times and specialized content. ARC is committed to providing professional and cost-effective language services

A staff survey was conducted earlier this year to identify languages, other than English, spoken by ARC staff. From this listing, volunteer translators and interpreters are identified by language and level of proficiency. It is expected that language resources within ARC will be expanded during the next survey. ARC will also utilize community agency partners for translation or interpreter needs as well as other language service resources in the region.

To meet the needs of the substantial and growing LEP population in the 18-county MPO planning area, ARC will offer a broad range of language assistance, including some actions

phased in over the next 12 months. Emphasis will be placed on those areas with large concentrations of LEP persons. Examples include:

Identifying LEP Individuals Who Need Language Assistance

ARC will implement the following processes:

- Establish and implement a clear process when LEP individuals are encountered, for both internal purposes and external ARC sponsored meetings or activities.

- Post written notice of the availability of free language assistance in the reception area in Spanish, Korean, Vietnamese and Chinese.

- Provide reception area staff access to the Census Bureau's "I speak" cards to help identify the primary language of the LEP individuals during face to face contact and a listing of ARC Volunteer Staff Interpreters.

- Expand ARC's website to include selected general information about the organization and accessing services and products in Spanish, Korean, Vietnamese and Chinese.

- Work with community partners such as the Center for Pan Asian Community Services and the Latin American Association and others to distribute notices of available assistance for upcoming ARC sponsored events and activities.

- Distribute notices of language assistance to multilingual radio and television stations as well as multilingual newspapers and magazines.

Language Assistance Measures

Language assistance will be provided for LEP individuals through the translation of key documents and through language interpretation. Actions to facilitate the availability of translation services are summarized below.

Key ARC documents will be available in languages other than English, including the following:

- ARC Overview, including a general description and access to services - Spanish, Korean, Vietnamese and Chinese

- Policy for Citizen Input –Spanish, Korean, Vietnamese and Chinese

- Title VI Complaint Form- Spanish, Korean, Vietnamese and Chinese

- RTP and TIP Summaries – Spanish and other languages based on demand

- Regional Community Engagement Plan Section IV.1 Community Engagement Process for Land Development and Transportation Section – Spanish and other languages based on demand

- Human Services Transportation Plan section listing transportation providers/programs/options – Spanish and other languages based on demand

ARC will also explore the use of the Language Line Services, an AT&T service that provides translators for more than 170 languages. This service is currently utilized by ARC's Gateway/ADRC information specialists.

For purposes of oral/interpreter language assistance, the initial point of contact with LEP persons is most likely the front desk receptionist and/or Outreach/Community Engagement staff. It is assumed that the Title VI Officer or other designated staff will be the primary contacts for the front desk receptionists. Other contact points will be identified as the process is implemented.

Examples of actions to be undertaken to facilitate interpretation services are summarized below.

- Maintain and update annually, the ARC Staff Volunteer Interpreter and Translator Resource Guide, initiated in 2012, including employee names, languages spoken, level of proficiency in speaking and/or writing a language other than English. To date, staff volunteers are fluent in Arabic, Chinese, French, German, Haitian Creole, Korean, Spanish and Vietnamese.

- Develop and update annually, a listing of professional translators and interpreters, including associated costs.

Staff Training

All ARC staff will be notified of the availability of the LEP Plan on ARC's website and will be educated on procedures and services available. This information will also be part of the ARC staff orientation process for all newly hired employees and integrated into periodic overviews during staff meetings.

Providing Notice of Available Language Service to LEP Persons

ARC processes to inform LEP persons of language services, at no charge, are summarized below.

- Posting signs in Spanish, Korean, Vietnamese and Chinese and English at the Reception desk and on the ARC website to notify LEP individuals of any available services and how to obtain these services.

- Providing information in key documents that language assistance is available in Spanish, Korean, Vietnamese and/or Chinese as well as English.

- Notifying key community based organizations of available language assistance.

Monitoring and Updating the LEP Plan

ARC will follow the Title VI Program monitoring and reporting schedule for the LEP Plan. The Social Equity Advisory Committee and other appropriate ARC committees will be asked to assist in this evaluation process. A record of LEP services provided will be maintained by the Title VI Officer, or other designated staff and will make it available during the appropriate review process.

The Atlanta Regional Commission has a LEP policy, complaint procedure and process that meet Title VI requirements at http://www.atlantaregional.com/about-us/public-involvement/title-vi-compliance

"The Limited English Proficiency Plan is subject to adoption by the
Atlanta RegionalCommission Board on August 22, 2012.
To view the full draft plan -
Draft EnglishProficiency Plan (PDF)"