

# **Columbia Area Transportation Study Organization (CATSO) Public Participation Plan**

## **Approved by the CATSO Coordinating Committee on December 1, 2011**

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Disclaimer: The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the Missouri Highways and Transportation Commission, the Federal Highway Administration or the Federal Transit Administration.

## **Introduction and Background**

By federal law, long-range transportation planning in urban areas in excess of 50,000 persons is conducted by inter-governmental organizations called Metropolitan planning organizations (MPOs). The Columbia Area Transportation Study Organization (CATSO) is the MPO for the City of Columbia and central Boone County. Currently the CATSO boundary encloses 180 square miles, including all of the City of Columbia. The metropolitan area represents the area currently urban *or* expected to become urban within 20 years. An urban area is defined by the U.S. Census Bureau by a population density of 1,000 persons or more per square mile. The organization and certification of an MPO is a condition of any federal spending on transportation.

In keeping with federal law, CATSO's purpose is to carry out transportation planning according to the 3-C model: "Cooperative, Comprehensive and Continuing." CATSO is a partnership between the City of Columbia, Boone County, and the Missouri Department of Transportation (MoDOT) Central District and Central Office. Its administrative structure consists of both the Coordinating Committee, the policy board, and the Technical Committee, a technical advisory board. The CATSO Coordinating Committee includes elected and senior management officials from Boone County and the City of Columbia, Missouri and technical staff from the Missouri Department of Transportation. Representatives from the Federal Highway Administration the Federal Transit Administration serve as *ex-officio* members. The Technical Committee includes the City of Columbia, Boone County, and MoDOT staff. The University of Missouri-Columbia, as the largest employer and property owner in the region, holds an *ex-officio* membership on the Technical Committee. Collectively, CATSO members from local governments and area transportation agencies make recommendations on draft MPO plans, programs, studies and issues. Both committees meet a minimum of four times a year to carry out CATSO business.

The day-to-day functions of CATSO are executed by staff in the City of Columbia Community Development Department. CATSO receives a federal grant for transportation planning, Consolidated Planning Grant (CPG) funds, determined by a formula in the federal transportation legislation. Eighty percent of the costs of transportation planning are paid by CPG funds and 20 percent by the City of Columbia.

The City of Columbia, Bureau of Public Roads (predecessor of the Federal Highway Administration), and State Highway Department (now Missouri Department of Transportation) organized CATSO in November 1964. The organization has produced a succession of transportation plans, special studies, and programs for the Columbia Metro area. Since its inception, the Metro area has grown significantly in size. In 1968, the *CATSO Major Roadway Plan* cited a metropolitan area of 95 square miles that was projected to grow to 120,000 by 1990. The Metro area population was 134,500 following the 2010 Census. CATSO estimates that the population of the Metro area will grow to approximately 157,000 by 2030. Such expansive physical growth underscores the importance of coordinated planning of transportation facilities, programs and systems across the Metropolitan region.

## Responsibilities

CATSO is responsible for preparation and periodic revision of the following planning documents:

- **Long-Range Transportation Plan (LRTP).** The plan must be updated not less frequently than every five years and must look forward at least 20 years. The plan must “*include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.*” The plan contains population and employment projections, maps and lists of existing and recommended future facilities, and financial details for transportation improvements throughout the Columbia metropolitan area.
- **Transportation Improvement Program (TIP).** The TIP is a four-year schedule of all planned improvements using federal funding that details the sources and uses of funds for transportation projects by year. The TIP must be updated at least once every four years. CATSO’s policy is to update it every year.
- **Unified Planning Work Program (UPWP).** The UPWP is the annual work program of the MPO which details the activities, tasks, and studies to be carried out by the MPO, and its sources and uses of funds. The UPWP may include activities for one or two years and must include all work activities of the MPO supported by federal funds.
- **Title VI Plan.** The Title VI Plan is a policy document which outlines the responsibilities of the MPO in communications and public involvement, planning and programming and Title VI assurances and complaint and procedures. It also outlines the specific tasks staff will undertake to fulfill Title VI requirements. CATSO’s Title VI plan also addresses Limited English Proficiency (LEP) and Environmental Justice policies and procedures. The Title VI Plan may be amended from time to time.
- **Major Roadway Plan (MRP).** The MRP is a geographic representation of existing and proposed future roadway alignments for the metropolitan area. The MRP may be revised by amendment or through administrative modification. Administrative modifications, as described herein, require no public comment period. Administrative modifications will be provided to the public and CATSO’s Technical and Coordinating Committee in the form of an updated MRP map placed on the CATSO website with the date of the most recent update.
- This document, a **Public Participation Plan (PPP)**, sets policy to keep the public informed and involved in transportation planning at all stages of the transportation planning process. It may be amended from time to time. A Public Participation Plan or plan revision requires a minimum public comment period of 45 days.
- **By-Laws.** By-laws describe the form, function, membership and rules of procedure for the Technical and Coordinating Committees. By-laws are reviewed following federal review of CATSO’s planning process and are updated as needed.

## **Public Participation Goals & Objectives**

Public participation is a critical component of transportation planning. SAFETEA-LU requires MPOs to “*develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of pedestrian walkways, and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the Metropolitan transportation planning process.*” This is an update to the CATSO Public Participation Plan adopted in 2008.

The goals of this plan are:

- Continuous improvement of two-way communications between CATSO, citizens, and stakeholders;
- Involvement of citizens in all stages of transportation planning and decision-making;
- Development of broad-based community support for transportation investment decisions.

Objectives:

- Provide a general notice of meetings, particularly public hearings and other public input forums, in a manner understandable to all area populations;
- Hold meetings in locations which are accessible and reasonably available to all area residents, including low-income and minority individuals and those with disabilities;
- Provide avenues for two-way communication and input from populations not likely to attend meetings;
- Use visualization techniques to convey information, including maps, photos, charts, and the Internet.

The *Public Participation Plan* is intended to comply in full with the requirements of the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), the comprehensive transportation legislation passed in August 2005. SAFETEA-LU modified a number of MPO planning requirements including a requirement that this plan be developed in consultation with “interested parties” who have a stake in Metro transportation. The new legislation requires posting of planning documents on the world-wide web and encourages the use of “visualization techniques” in the solicitation of public comments.

### **1. General Public Involvement Policies**

**1.1 Scope of the Metropolitan Planning Process.** As defined by SAFETEA-LU, the CATSO “...*MPO transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:*

- a) *Support the economic vitality of the Metropolitan area;*
- b) *Increase the safety of the transportation system for motorized and non-motorized users;*

- c) *Increase the security of transportation system for motorized and non-motorized users;*
- d) *Increase the accessibility and mobility of people and freight;*
- e) *Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;*
- f) *Enhance the integration and connectivity of the transportation system, across the between modes, for people and freight;*
- g) *Promote efficient system management and operation; and*
- h) *Emphasize the preservation of the existing transportation system.*

**1.2 Environmental Justice.** CATSO is committed to the principles of environmental justice in the planning and implementation of transportation investments. It will make a special effort to notify, inform, involve, and serve groups and individuals who are traditionally under-served by transportation investments. Low-income persons, minorities, elderly and disabled persons will be given equality of opportunity to participate in transportation planning. CATSO will give due consideration to access to, and benefit from, transportation improvements and services by low-income, minority, elderly and disabled persons in the plan-making process.

**1.3 Availability of Up-To-Date Information.** CATSO will make meeting agendas, reports, meeting minutes, studies, plans, the Unified Planning Work Program, the Transportation Improvement Program, and Long-Range Transportation Plan available to the public on both the webpage at:  
<http://www.gocolumbiamo.com/Planning/Commissions/CATSO/index.php/>  
 and in hard copy format at the Community Development Department, City of Columbia, 701 East Broadway, Columbia, Missouri 65203. The approved CATSO Long-Range Transportation Plan will be available for inspection at these locations as well as the Boone County Planning Department offices and the Daniel Boone Regional Library. Stakeholders may register to receive agendas and announcements from CATSO via the City of Columbia web mail service.

**1.4 Public Education and Outreach Efforts.** CATSO will make a continuing effort to inform the public and interested parties of CATSO's purpose and responsibilities through brochures, posters and other media; concise descriptions on the CATSO web page; speaking engagements with business, professional and civic organizations; and periodic press releases.

**1.5 Multiple Opportunities for Public Involvement.** The public shall be involved in every stage of transportation planning, from initiation of plans and planning documents, the formulation of goals and strategies, the development of alternatives, to the adoption of a plan or planning document.

**1.6 Use of Local Media to Promote Public Awareness.** CATSO shall notify local media outlets of any public meetings, public hearings, and milestones in the planning process and shall pro-actively distribute press releases of any significant events or information. Press packets shall be offered to the media so local journalists have the same information as CATSO Technical and Coordinating Committee members.

**1.7 Intergovernmental and Interagency Coordination.** CATSO shall maintain an up-to-date list of governmental offices and agencies that affect or are affected by transportation investment decisions. CATSO shall consult with such offices and agencies on a regular basis and provide ample opportunity to review and comment on transportation plans and planning documents in draft form.

**1.8 Compliance with Federal Transportation Planning Law.** In its planning programs and general and public participation policy in particular, CATSO will comply with all requirements of the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) and the rules and regulations to implement SAFETEA-LU and its successors. The final rule that guides metropolitan planning organizations is found at *23 CFR Parts 450* and *49 CFR Part 613*. If any part of this policy is found to be out of compliance with SAFETEA-LU, CATSO will take timely action to amend the policy to achieve compliance.

**1.9 Timeliness of Plans and Programs.** By CATSO policy, CATSO must meet its obligations to produce timely planning products, including the annual updates of the TIP, UPWP, and the update of the Coordinated Public Transit Human Services Transportation Plan and LRTP every five years. Toward that end, CATSO will balance the duration of public review, comment, and response periods with the need to meet deadlines for deliverables in the planning process.

**1.10 Accessible and Open Public Meetings.** All meetings of the Technical Committee and the Coordinating Committee shall be conducted in convenient and accessible locations and times, with reasonable accommodation of persons with disabilities. All meetings shall be open to the public, and persons attending the meetings may be recognized and may offer comments for the record on transportation matters. Public notice of at least 15 days is given.

**1.11 Policy for Electronic or Telephone Voting.** When necessitated by grant or award or other time-sensitive deadlines, the Technical and Coordinating Committees may vote on UPWP, TIP or MRP amendments through e-mail or by phone. No other plan amendments, including, but not limited to the Title VI Plan and the PPP, may be voted on through e-mail or over the phone. A record of the vote of each Technical and Coordinating Committee member will be made public on the CATSO website and read into the record of the next scheduled CATSO Technical and Coordinating Committee meetings.

**1.12 Access to Public Records.** All records of CATSO, except those which may be exempt from the Missouri Sunshine Law or must remain confidential for legal reasons, shall be made available to any citizen or organization requesting such access. CATSO may recover a reasonable charge for reproduction of requested documents.

**1.13 Visualization Techniques.** CATSO will make extensive use of the web, geographic information systems (GIS), projectors, graphics and other “visualization techniques” to make transportation planning concepts intelligible to the general public.

**1.14 Meeting Public Notification.** CATSO will provide public notice for both Technical and Coordinating Committee meetings. A display ad will be placed in a local newspaper at least 15 days prior to the meeting.

## **2. Stakeholders**

**Figure 1. CATSO Metro Area Population Totals**

<b>Category</b>	<b>Total</b>	<b>Percentage</b>
Total Population	134,572	100
Population One Race	130,366	96.87
White (One Race)	107,528	79.9
Black (One Race)	14,854	11.04
American Indian & Alaska Native	487	0.36
Asian	6,034	4.48
Native Hawaiian & Pacific Islander	80	0.06
Other (One Race)	1,383	1.03
Two or More Races	4,206	3.13
Hispanic or Latino	4,528	3.36

Source: U.S. Census Bureau, 2010

Note: percentages sum over 100% due to cross-categorization

CATSO has identified a number of groups and organizations that it regards as partners in transportation planning. A “stakeholder” is a group or organization that affects or is affected by transportation investments, either directly or indirectly. CATSO will review the attached stakeholder list annually.

**2.1 Citizens.** There are 134, 272 citizens in the CATSO Metro Area. Approximately 80% of area individuals consider themselves as solely of the white race, and over 88 percent of the population speaks only English. Thus, the percentage of the population identifying as a minority race or more than one race is roughly 1/5 of the area population. All citizens of the CATSO metropolitan area are users of the region’s transportation system and therefore have a stake in planning and transportation investment decisions. To incorporate the point of view of citizens who are independent of special interest groups, CATSO encourages all citizens to register to receive notices by e-mail or regular mail. Anyone interested in being added to the CATSO contact list may contact CATSO staff at (573) 874-7239 or at [planning@gocolumbiamo.com](mailto:planning@gocolumbiamo.com). Subsequent notices of public meetings, agendas, and announcements will be sent to all citizens who have registered as interested parties.

**2.2 Minority and Low-Income Populations.** Minority and low-income populations are protected population groups under Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) and the President’s Executive Order 12898 (1994) entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.”

Title VI prohibits discrimination on the basis of race or national origin under any program or activity receiving federal assistance. The environmental justice executive order reiterated Title VI and added low-income populations to the protected list.

**Minorities:** Blacks make up the largest minority group in the CATSO Metro area, comprising 11 percent of the population. Asians account for approximately 4.5 percent. Individuals identifying themselves as of more than one race make up just over 3 percent of the population, with Other (One Race) comprising 1 percent. American Indian/Alaska native and Hawaiian/Pacific Islander persons make up less than ½ percent each.

**Low-income:** Approximately 26 percent of persons in the area are considered to be below the poverty level. Low-income individuals should be given reasonable opportunity to provide input on transportation plans and programs. While low-income persons may have access to traditional means of public involvement discussed previously, they may be less likely to become involved or offer input. Methods of receiving input from this population include focus groups and agency/advocacy group contacts.

**2.3 Limited English Proficiency.** Title VI of the 1964 Civil Rights Act and the President’s Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency,” (2000) requires any agency that receives federal funds to include persons of limited English proficiency in agency decision-making processes and to provide “meaningful access” to the agency’s information and services. CATSO will arrange for language interpretation services on request.

Over eleven percent of citizens speak a language other than English, and just over 33 percent of these individuals (nearly 4 per cent of the overall population) report they speak English less than “very well.”

Communicating with minority and low-English proficiency populations can be difficult, as language and cultural differences are not always compatible with traditional means of public outreach. CATSO staff will make reasonable efforts to engage minority populations with a variety of techniques. Use of advocacy groups as a resource for contact with such populations, and contacts with local translators will be maintained. CATSO is housed within the City of Columbia organization, and a number of City employees have foreign language skills. These translators will be used as needed.

**2.4 Elderly, Disabled, and Persons with Limited mobility.** CATSO includes the elderly, persons with disabilities, and persons who lack access to transportation in its public involvement procedures and CATSO includes the needs of these groups in its transportation needs assessments.

**2.5 Transportation Providers.** Any public agency and private not-for-profit or for-profit company that administers or provides passenger and freight transportation in the CATSO metropolitan area will be included in CATSO notices and consultations.

**2.6 Local Jurisdictions and Public Agencies.** Local, county, regional, and state agency staffs who affect and are affected by transportation, land use planning, economic development, public security and safety operations, and environmental protection in the

CATSO metropolitan area are stakeholders. CATSO will include those agencies listed in the appendix in its planning consultations, including but not limited to the LRTP and TIP.

**2.7 Private business and civic organizations.** Businesses, business and professional organizations, and civic organizations that have an interest in transportation issues will be included in CATSO notices and consultations. Those organizations that are not included in the CATSO contacts list may register to be included in CATSO notices and announcements.

### **3. Transportation Improvement Program (TIP)**

**3.1 Definition of the TIP.** The Transportation Improvement Program is a multiple-year schedule of the expenditure of federal funds and other funds on transportation projects and programs within the CATSO boundary. A TIP must be updated no less frequently than once every four years and the TIP must list projects over a period of at least four years. CATSO reviews and updates its TIP annually.

**3.2 Procedure and Schedule for Preparation of the TIP.** The TIP is reviewed annually between May and October. CATSO staff begins the process by soliciting transportation providers (section 2.5 above) in writing for projects and programs and their anticipated funding amounts to include in each year's TIP. CATSO staff then reviews the requests in consultation with all local jurisdictions and public agencies (section 2.6 above) and prepares a draft TIP. Upon completion of this review, the draft TIP is posted for general public comment and sent to the CATSO Technical Committee at least thirty (30) calendar days before the August Technical Committee meeting. Members of the Technical Committee will review the document and provide a recommendation to the Coordinating Committee for approval or denial. The Coordinating Committee then convenes a public hearing. Upon conclusion of the hearing, the Coordinating Committee may 1) Approve the TIP as presented; 2) Approve the TIP with documented modifications; or 3) Table the TIP to a date certain for further consideration. Upon approval, the TIP is sent to the MoDOT Transportation Planning Division. From there, approval from the Governor of Missouri and then the Federal Highway Administration – Missouri Division (FHWA) and Federal Transit Administration (FTA) . The TIP is then incorporated into MoDOT's Statewide Transportation Improvement Program (STIP) by reference.

**3.3 Inter-Agency Consultation.** As required by SAFETEA-LU, CATSO will consult with local jurisdictions and public agencies during the development of the TIP. A copy of the draft TIP will be provided to appropriate agency staff and a period of 30 days will be allowed for their review and comment. Comments of agencies will be provided to the Coordinating Committee.

#### **3.4 Changes to the TIP:**

**1. TIP Amendments: (Major changes).** TIP Amendments are major revisions which require the official approval of the CATSO Coordinating Committee. The approval is followed by submission to the MoDOT for approval by the Governor of Missouri and subsequent approval by FHWA and FTA. Amendments require a public comment

period of 15 days prior to consideration by the Coordinating Committee, with a public hearing according to the procedure in Section 3.2. Public notice will be given by a press release, and listing on the CATSO website.

#### **REVISIONS REQUIRING TIP AMENDMENTS:**

1. Addition or deletion of any project (except as noted in the Administrative Modifications section below);
2. Substantial changes to the scope of a project (e.g. changing the number of through traffic lanes, changing the type of project such as from rehabilitation to system expansion);
3. Changes in the availability (adding or deleting funds by Congressional action) of earmarked (special appropriation) funds;
4. Moving a project into or out of the first four Federal Fiscal Years of a TIP;
5. Changes in a project's total programmed amount greater than 15% (or any amount greater than \$2,000,000);
6. Changes in a project's fund source(s) from non-federal to federal; and
7. Changes in the termini of a capacity project of any length OR any project in which the total length changes more than 1/4 mile.

**2. TIP Administrative Revisions (Minor changes).** TIP Administrative Revisions are minor changes which can be made directly by CATSO staff once it has been verified that the change applies to this category. Notification of administrative modifications will be provided to the Technical Committee, Coordinating Committee, MoDOT, FHWA and FTA. TIP Administrative Modifications will require no public comment period.

#### **REVISIONS ALLOWED AS ADMINISTRATIVE MODIFICATIONS:**

1. Changes in a project's programmed amount less than 15% (up to \$2,000,000);
2. Minor changes to the scope of a project;
3. Minor changes to the termini of a non-capacity project (one that increases or decreases the total length of the project by no more than 1/4 mile);
4. Adding or deleting a project development phase of a project (Construction, Engineering, or ROW) without major changes to the scope to the project;
5. Moving a project's funds to another Fiscal Year provided they are not being moved into or out of the first four FY's of a TIP;
6. Minor Changes to funding sources between federal funding categories or between state and local sources;
7. Changes in a project's fund source(s) from Federal to non-Federal with no changes to the project's scope (however, the disposition of the "freed-up" Federal funds remain under the authority of CATSO and are subject to TIP Revisions as appropriate);
8. Changing a project's lead agency when agreed upon by the two agencies affected;

9. Changes made to an existing project's amount of local or state non-matching funds provided no other funding, scoping or termini changes are being made to the project;
10. Changes made to an existing project's programmed federal funds, in order to reflect the actual amount awarded by the federal agency and the corresponding required amount of matching funds;
11. Adding a project to the TIP which is split from a "parent project" provided the cumulative, total amount of Federal funding in each funding category in the parent and split projects remains intact and the overall scope of work intended to be accomplished does not change;
12. Combining two or more projects already in the TIP provided the cumulative, total amount of Federal funding in each funding category of the combined projects remains intact and the overall scope of work intended to be accomplished does not change; and
13. Moving a project from a prior adopted TIP to the current TIP.

**3.5 Environmental Justice Information.** MPO staff will perform an environmental justice analysis of the TIP to ensure that programmed transportation investments are proportionate to geographic areas and service needs for protected populations.

**3.6 Annual Listing of Obligated Projects.** Each year, the TIP will include a listing of federally funded projects for which funding was obligated in the previous year.

#### **4. Long-Range Transportation Plan (LRTP)**

**Scope and purpose.** The Long Range Transportation Plan consists of short and long-range actions and strategies "*that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.*" The LRTP must be updated no less frequently than every five years and must look forward at least 20 years.

**4.1 Planning process.** Preparation of the plan entails three phases: 1) Assessment of existing conditions: Collection of data, background information, existing and concurrent plans, and development of population, employment, housing and land use projections; 2) Analysis of transportation needs and alternatives: Solicitation of goals and objectives from stakeholders and interested parties and the preparation of alternative plan scenarios and strategies designed to satisfy the goals and objectives; and 3) Preparation of the draft plan for public review and comment and adoption of the plan by the CATSO Coordinating Committee following a public hearing that will have not less than thirty (30) days notice. CATSO will make every effort to include public involvement at each stage of this process, including but not limited to: posting of draft plan products for public review and comment; notices of public meetings; distribution of comment cards; active solicitation of comments from stakeholder groups and public hearings. During preparation and consideration of the Plan, CATSO will observe all of the general public involvement policies enumerated in Section 1 of this *Public Participation Plan*.

**4.2 Required content.** SAFETEA-LU requires the CATSO Long Range Transportation Plan to have the following contents:

- a. The projected transportation demand of persons and goods over the period of the transportation plan;
- b. Existing and proposed transportation facilities that should function as an integrated transportation system, with emphasis on facilities that serve national and regional functions;
- c. Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
- d. An assessment of capital investment and other strategies to preserve the existing and projected future Metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs;
- e. Proposed transportation facilities in sufficient detail to develop preliminary cost estimates;
- f. Discussion of types of environmental mitigation activities and potential areas to carry out these activities;
- g. Pedestrian walkway and bicycle transportation facilities;
- h. Transportation and transit enhancement activities; and
- i. A financial plan that demonstrates how the adopted transportation plan can be implemented.

**5. Unified Planning Work Program (UPWP)**

**5.1 Definition of the UPWP.** The Unified Planning Work Program (UPWP) is a description of the proposed work activities of CATSO. The program is prepared annually and serves as a basis for requesting federal planning funds from the U. S. Department of Transportation. It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document is prepared by CATSO staff with assistance from various agencies, including the Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Columbia Transit System, and members of the Technical Committee.

**5.2 Procedure and Schedule for Preparation of the UPWP.** The UPWP is developed by CATSO with input from local governments, area private transit providers, and the Missouri Department of Transportation (MoDOT). When comments are being solicited during the public review period, notice will be posted on the CATSO web site. All public comments received pertaining to the UPWP will be reviewed and considered. An effective means of incorporating public input into the UPWP is to review comments received the previous year that relate to similar new projects. When developing the work program, the UPWP project manager should take this public comment into consideration.

The UPWP is updated annually beginning in June, and released for public review and comment for a minimum of 30 days prior to formal adoption. Included is the posting of the draft UPWP on the CATSO website, as well as providing the draft UPWP to contacts

at MoDOT, FHWA, FTA, and local transportation providers for their review. Final approval is made in August at the Technical and Coordinating Committee meetings. Amendments can be made throughout the year and are released for public comment when tasks are either added or deleted, or when significant changes are made to the document.

### **5.3 Changes to the UPWP.**

**1. UPWP Amendments: (Major changes).** UPWP Amendments are major revisions which require the official approval of the CATSO Coordinating Committee. The approval is followed by submission to the MoDOT for approval and subsequent approval by FHWA and FTA. An example of a major change is revising the UPWP budget to include additional CPG federal funding. Amendments require a public comment period of 15 days prior to consideration by the Coordinating Committee, with a public hearing according to the procedure in Section 5.2. Public notice will be given by a press release, and listed on the CATSO website.

**2. UPWP Administrative Revisions (Minor changes).** UPWP Administrative Revisions are minor changes which can be made directly by CATSO staff once it has been verified that the change applies to this category. Notification of administrative modifications will be provided to the Technical Committee, Coordinating Committee, MoDOT, FHWA and FTA. UPWP Administrative Modifications will require no public comment period.

## **6. Title VI Plan**

**6.1 Definition of the Title VI Plan.** The Title VI Plan is a policy document which outlines the responsibilities of the MPO in communications and public involvement, planning and programming and Title VI assurances and complaint procedures. It also outlines the specific tasks staff will undertake to fulfill Title VI requirements. CATSO's Title VI plan also addresses Limited English Proficiency (LEP) and Environmental Justice policies and procedures.

**6.2 Procedure and Schedule for updating the Title VI Plan.** The plan will be amended from time to time to reflect changes in federal law or CATSO policy. One of the five responsibilities outlined in the Title VI plan is annual review of the plan and assurance of federal compliance. A Title VI Plan revision requires a minimum public comment period of 30 days. When comments are being solicited during the public review period, notice will be posted on the CATSO web site and all comments will be shared with the Coordinating Committee.

**6.3 Administrative Revisions to the Title VI Plan (Minor changes).** Only changes to the Title VI Complaint Form shall be considered administrative revisions. CATSO staff will advise the Coordinating Committee members of administrative revisions to the Title VI Complaint Form at the next scheduled meeting following the change.

## **7. Major Roadway Plan**

**7.1 Definition of the Major Roadway Plan.** The MRP is a geographic representation of existing and proposed future roadway alignments for the metropolitan area. The MRP may be revised by amendment or through administrative modification.

**7.2 Amendments to the Major Roadway Plan (Major changes).** MRP amendments require a minimum public comment period of 15 days. Amendments are appropriate when a roadway is added or removed from the Major Roadway Plan. Reclassification of a roadway or segment shall also follow the amendment process.

**7.3 Administrative modifications to the Major Roadway Plan (Minor revisions).** Administrative modifications do not require a public comment period. Administrative modifications include limited changes to the spatial representation of the roadway plan, such as for GIS linework updates. Administrative modifications shall be made known to the Technical and Coordinating Committees through the publication of an updated MRP map. The MRP map shall be placed on the CATSO website and shall be dated to reflect the most recent update.

## **8. Public Participation Plan (PPP) Update and Review**

The Public Participation Plan will be reviewed annually and updated as conditions require by CATSO staff. The following section describes the process for the development and adoption of the PPP. These procedures will be followed for revisions to the PPP.

**8.1. Updates.** Draft updates will be presented to the Technical Committee, in advance of a regularly scheduled public meeting, for review and recommendations by the Technical Committee.

Once a draft update is recommended for approval by the Technical Committee, a draft of the Public Participation Plan will be forwarded to the Coordinating Committee for their review. The Coordinating Committee will initiate a public comment period of at least 45 days and hold at least one public hearing to obtain public input and hear oral testimony on the changes to the PPP.

**8.2. Notification.** Announcements will also be sent to the CATSO Interested Parties Contact List. Anyone who so requests will be added to the Interested Parties Contact List. The draft document will also be made available at the CATSO website, as well as via email.

**8.3. Document Availability.** At the end of this comment period, the PPP will become the official public participation process for plans and programs of CATSO. If the PPP has major revisions, another 45 day public comment period will occur. Printed copies of the PPP will be available at the office of the City of Columbia Community Development Department, 701 East Broadway, Columbia, MO 65201, by phone at (573) 874-7239, or online at: <http://www.gocolumbiamo.com/Planning/Commissions/CATSO/index.php>

## **9. Bylaws Update and Review**

CATSO bylaws will be reviewed periodically to ensure that it articulates current roles and responsibilities of the planning partners. Bylaws will be assessed in the year following each federal planning process review of the region's MPO planning process to capture any

changes in federal transportation authorizations, federal regulations and guidance, comments that were part of the planning process review, and changes within the partners of the planning process.

Bylaws may be amended by a majority vote of the Coordinating Committee, and each change in the bylaws must be presented to the members for consideration at a regularly scheduled meeting of the committee. This will be followed by a vote on the change at the next scheduled meeting, which shall be at least two weeks after the first meeting at which the change was introduced.

Bylaw revisions will be subject to a 15 day public notice period prior to the public hearing held at the Coordinating Committee meeting.

## **11. Non-discrimination Policy**

CATSO does not discriminate based on race, color, national origin, sex, religion, age, or disability and maintains information on and processes for complaints related to discrimination.

No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.

Those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration, 901 Locust, Room 404, Kansas City, MO, 64106, 816-329-3920, and/or the Federal Highway Administration, 3220 W. Edgewood, Suite H, Jefferson City, MO, 573-636-7104, and /or the CATSO Title VI Coordinator by phone at 573-874-7239. Individuals may also contact the City of Columbia Title VI Officer in the City of Columbia City Manager's Office by phone at 573-874-7214, by mail at P.O. Box 6015, Columbia, MO 65205, or in person at 701 East Broadway, Columbia, MO 65201.

CATSO is administered by the City of Columbia, Community Development Department, 701 East Broadway, Columbia, MO, 65201. CATSO will forward complaints to the CATSO Title VI Coordinator.

Persons who feel that they have been subjected to discrimination should contact the CATSO or federal offices for information on local and federal procedures and forms for filing discrimination complaints.

## **12. Notice under the Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) of 1990, the Columbia Area Transportation Study Organization (CATSO) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

*Employment:* The CATSO does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

*Effective Communication:* The CATSO will provide appropriate aids and services leading to effective communication for qualified persons with disabilities upon request and wherever possible, so they can participate equally in the CATSO's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Additionally, materials on the CATSO website will adhere to the information technology guidelines outlined in Section 508 of the Rehabilitation Act. If you use assistive technology (such as a screen reader) and the format of any material on the CATSO site interferes with your ability to access the information, please contact the CATSO Title VI Coordinator, Mitch Skov, at 573-874-7243, for assistance.

*Accessibility for those with Disabilities:* The CATSO offices and Coordinating and Technical Committee Meetings are ADA Accessible. For information on the ADA accessible route to the CATSO offices and/or meeting locations, please contact the CATSO Title VI /ADA Coordinator, Mitch Skov, at 573-874-7243, or visit the web at: [www.gocolumbiamo.com/Planning/Commissions/CATSO/index.php](http://www.gocolumbiamo.com/Planning/Commissions/CATSO/index.php)

*Modifications to Policies and Procedures:* The CATSO will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in CATSO offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of CATSO should contact the CATSO Title VI Coordinator, Mitch Skov, at 573-874-7243. Persons who are hearing impaired may contact the ADA Coordinator, Mitch Skov, at 573-874-7243 as soon as possible but no later than 48 hours before the scheduled event. A telecommunications device for the deaf (TDD) is available at 1-800-MOR-ELAY.

The ADA does not require CATSO to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service, or activity of the CATSO is not accessible to persons with disabilities should be directed to the CATSO Title VI /ADA Coordinator, Mitch Skov, at 573-874-7243.

CATSO will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## **Appendices**

**Appendix A: CATSO By-Laws**

**Appendix B: CATSO Coordinating Committee members, October 2011**

**Appendix C: CATSO Technical Committee members, October 2011**

**Appendix D: CATSO Stakeholders and Interested Parties**

**Appendix E: Commonly Used Transportation Terms and Acronyms**

**Appendix F: CATSO meeting schedule**

**Appendix G: CATSO Metropolitan Area Map**

**Appendix H: Planning Document Revision Schedule and Process**

## **APPENDIX A**

### **BY-LAWS**

#### **COLUMBIA AREA TRANSPORTATION STUDY ORGANIZATION**

These bylaws describe the form, function and rules of procedure for the Columbia Area Transportation Study Organization (CATSO), the designated Metropolitan Planning Organization (MPO) for the Columbia, Missouri metropolitan area. It is the role and purpose of CATSO to provide transportation policy and oversee the federal transportation planning process for the Columbia region.

#### **Article 1 - Introduction**

The Columbia Metropolitan Planning Organization shall be hereafter referred to as the Columbia Area Transportation Study Organization or CATSO. CATSO is comprised of two permanent committees: the Coordinating Committee and Technical Committee. These two committees have separate responsibilities for the policy making and technical work of the organization.

#### **Article 2 – Committee Overview**

- A. The major committee of CATSO is the Coordinating Committee. The Coordinating Committee is the policy making governing body and provides a forum for cooperative decision-making for the transportation planning process. The primary function of the Coordinating Committee is to provide guidance, establish policy, and coordinate the planning of the transportation systems in the organization.
- B. The Coordinating Committee will appoint ad hoc committees or study groups as necessary. Such ad hoc committees shall have a specific charge and operate for a defined period stated in the motion(s) creating them.
- C. The Technical Committee is a working committee under the direction of the Coordinating Committee composed of persons concerned with the planning, design and operation of the transportation system. This committee is appointed by the Coordinating Committee and advises the Coordinating Committee on technical matters and standards, techniques and procedures, and ideas/concepts concerning solutions to the technical problems of the transportation system.
- D. CATSO staff support is provided by the City of Columbia Department of Planning & Development. The Memorandum of Understanding (MOU) outlines the roles and responsibilities of CATSO staff.

#### **Article 3 – Officers**

The officers of the organization shall consist of a Chair and Vice-Chair of each committee, who shall be elected every two years by the membership of the respective committees. Elections shall take place on the first meeting of the calendar year.

## **Article 4 – Coordinating Committee**

### **Section 1: Responsibilities**

The Coordinating Committee is composed of elected and appointed officials of local governmental jurisdictions and providers of transportation in the metropolitan area. This Board provides the forum for cooperative decision making and has the following responsibilities:

- A. Approve goals and objectives of the transportation planning process.
- B. Review and approve the Unified Planning Work Program (UPWP) and amendments.
- C. Review and adopt the Transportation Improvement Program (TIP), including project priorities, and approve requested amendments to the TIP.
- D. Review and approve the metropolitan transportation planning process self-certifications.
- E. Review and adopt the Long-Range Transportation Plan (LRTP) and revisions.
- F. Serve as liaison between governmental units within the study area to obtain cooperation in implementing various elements of the LRTP.
- G. Ensure citizen participation in the transportation planning process through the Public Participation Plan.
- H. Review and adopt the CATSO Public Participation Plan, CATSO Metro Planning area boundary changes, Coordinated Public Transit Human Services Transportation Plan, and other documents as required by federal regulations governing MPOs.
- I. Maintain compliance with all applicable state and federal laws and regulations.

### **Section 2: Membership**

The voting membership of the Coordinating Committee shall include the following, or their designated representative:

- Mayor or designated City Council member of the City of Columbia
- City Manager, City of Columbia
- Director of Public Works, City of Columbia
- Director of Planning and Development, City of Columbia
- A member of the Boone County Commission
- Manager of Design and Construction, Boone County Public Works

- Central District Engineer, Missouri Department of Transportation
- Transportation Planning Director, Missouri Department of Transportation
- Multimodal Operations Director, Missouri Department of Transportation

The following, or their designated representative, may serve as ex-officio members of the Coordinating and Technical Committees:

- Missouri Division Administrator, Federal Highway Administration
- Region VII Administrator, Federal Transit Administration
- Central Region Administrator, Federal Aviation Administration

### **Section 3: Duties of the Chair**

- A. The Chair shall preside at all meetings of the Coordinating Committee.
- B. The Chair shall authenticate, by signature, all certifications adopted by the Coordinating Committee.
- C. The Chair shall represent the committee at hearings, conferences, and other events as required or designate another member of the Coordinating Committee.

### **Section 4: Duties of the Vice-Chair**

- A. In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the duties of the Chair.
- B. Should the Chair be unavailable, the Vice-Chair shall represent the committee as required at hearings, conferences, and other events.

## **Article 5 – Technical Committee**

### **Section 1: Responsibilities**

The Technical Committee is a working committee composed of appointed officials and staff concerned with the planning, design, and operation of the transportation system in the metropolitan area. This committee serves as a sub-committee of the Coordinating Committee and has the following responsibilities:

- A. Advise the Coordinating Committee on technical matters related to the transportation system.
- B. Provide initial review and needed revisions to the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), Title VI plan and Major Roadway Plan (MRP) and amendments, and make a recommendation on adoption to the Coordinating Committee.

- D. Provide ongoing review and suggest changes and corrections during the Long-Range Transportation Plan (LRTP) preparation process, and during the formal revision process.
- E. Undertake other tasks as assigned by the Coordinating Committee.

## **Section 2: Membership**

The voting membership of the Technical Committee shall include the following, or their designated representative:

- Director, Community Development Department, City of Columbia
- Assistant Director, Department of Public Works, City of Columbia
- Senior Transportation Planner, Community Development Department, City of Columbia
- Engineering Supervisor, Traffic, Department of Public Works, City of Columbia
- Transportation Manager, Department of Public Works, City of Columbia
- Director, Department of Planning, Boone County
- Manager of Design and Construction, Department of Public Works, Boone County
- Central District Area Engineer, Missouri Department of Transportation
- Central District Transportation Planning Manager, Missouri Department of Transportation
- A representative of Transportation Planning, Missouri Department of Transportation
- A representative of Multimodal Operations, Missouri Department of Transportation

The following, or their designated representative, may serve as ex-officio members of the Technical Committee:

- Chief of Police, City of Columbia
- Manager of Parking and Transportation Services, University of Missouri
- Sheriff, Boone County

Changes in membership to either committee may be done by the amendment of these bylaws by the Coordinating Committee.

## **Section 3: Duties of the Chair**

- A. The Chair shall preside at all meetings of the Technical Committee.
- B. The Chair shall present and coordinate all work assignments referred to the Committee by the Coordinating Committee.

## **Section 4: Duties of the Vice-Chair**

- A. In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the duties of the Chair.

- B. Should the Chair be unavailable, the Vice-Chair shall present and coordinate all work assignments referred to the Committee by the Coordinating Committee.

### **Article 6 – Meetings**

- A. The Coordinating and Technical Committees shall meet quarterly for the purpose of reviewing and taking action on such items identified in Article 3, Section I or other matters deemed necessary. Meetings will be held following formal public notice citing the agenda of business to be covered, time and place of meeting.
- B. The meetings will be held in accordance with the Missouri Sunshine Law and the adopted CATSO Public Participation Plan.
- C. The Coordinating or Technical Committee Chairs may cancel a regularly scheduled meeting or call additional meetings if necessary due to special circumstances.
- D. In the absence of the Chair and Vice-Chair from a regular or special meeting of the Committees at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice-Chair.
- E. Minutes of all meetings shall be kept and recorded by CATSO staff or their designee.

### **Article 7 – Finances**

Funds may be provided for consultant work through allocations from the participating jurisdictions. Staff time costs for those individuals involved in committee work shall be paid by their respective agencies, as will travel expenses and other operating costs.

### **Article 8 – Terms of Office**

Each member of the Coordinating Committee or Technical Committee holds their position by virtue of an appointment or election to that specific position from the agency he or she represents. A term of membership ends when he or she leaves that position with that agency.

### **Article 9 – Quorum and Voting**

#### **Section 1: Quorum**

A majority of the voting members of the Coordinating Committee and the Technical Committee must be present for a quorum to exist. For the Coordinating Committee, five members constitute a quorum. For the Technical Committee, six members constitute a quorum. An affirmative vote of a majority of those members present shall be required to approve a motion.

## **Section 2: Voting**

Voting may occur by telephone poll or electronic mail rather than by formal meeting for minor changes such as amendments to the Transportation Improvement Program or the Unified Planning Work Program. The Coordinating and Technical Committee Chairs may authorize electronic mail and telephone voting on such other issues as deemed appropriate. Should time concerns require that an electronic mail or telephone vote be taken by the Coordinating Committee without prior review by the Technical Committee, the Technical Committee shall be copied on all correspondence notifying the Coordinating Committee of the vote. All votes shall be recorded and made available to the public.

### **Article 10 – Parliamentary Procedure**

Roberts Rules of Order shall be the parliamentary authority for all activities of either committee and of any ad hoc committees established.

### **Article 11 – Periodic Review of Bylaws**

These bylaws will be reviewed periodically to ensure that it articulates current roles and responsibilities of the planning partners. These bylaws will be assessed in the year following each federal planning process review of the region’s MPO planning process to capture any changes in federal transportation authorizations, federal regulations and guidance, comments that were part of the planning process review, and changes within the partners of the planning process.

### **Article 12 – Amendments to Bylaws**

These bylaws may be amended by a majority vote of the Coordinating Committee, but each change in the bylaws must be presented to the members for consideration at a regularly scheduled meeting of the committee. This will be followed by a vote on the change at the next scheduled meeting, which shall be at least two weeks after the first meeting at which the change was introduced.

**APPENDIX B**

**CATSO  
COORDINATING COMMITTEE**

**MEMBERS:**

Mike Matthes, City Manager (Chair)  
City of Columbia

Robert McDavid, Mayor  
City of Columbia

Skip Elkin, Northern Boone  
County Commissioner (Vice Chair)

David Silvester, MoDOT Central District  
Engineer

John Glascock, Public Works Director  
City of Columbia

Tim Teddy, Community Development  
Director, City of Columbia

Jenni Jones, Senior Transportation  
Planner, MoDOT Transportation Planning

Michelle Teel, Director  
MoDOT Multi-Modal Operations

Derin Campbell, Manager of  
Design and Construction,  
Boone County Public Works

**EX-OFFICIO**

Brad McMahon  
Federal Highway Administration

Mark Bechtel  
Federal Transit Administration

Christopher Blum, Regional Administrator  
Federal Aviation Administration

**OTHERS:**

Edward Seigmund, Executive Director  
Mid-MO Regional Planning Commission

Dwayne Carey  
Boone County Sheriff

**STAFF:**

Mitch Skov – Community Development  
Rachel Bacon – Community Development  
John Fleck – GIS Office

## **APPENDIX C**

### **CATSO TECHNICAL COMMITTEE**

#### **MEMBERS:**

Tim Teddy, Director  
Community Development (Chair)  
City of Columbia

Dave Nichols, Assistant Director,  
Department of Public Works  
City of Columbia

Mitch Skov, Senior Planner  
City of Columbia

Derin Campbell, Manager,  
Design and Construction,  
Boone County

Thad Yonke, Senior Planner  
Boone County

Mike Schupp, Area Engineer  
MoDOT Central District

Steve Engelbrecht, Planning Manager,  
MoDOT Central District

Jenni Jones, Senior  
Transportation Planner  
MoDOT Transportation Planning

Bill Robinett, Senior  
Transportation Planner  
Multi-Modal Operations  
MoDOT

Scott Bitterman, Engineering  
Supervisor, Traffic  
City of Columbia

Ken Koopmans, Transportation Manager  
City of Columbia

#### **EX-OFFICIO**

Ken Burton, Police Chief  
City of Columbia Police Department

James Joy, Manager  
Parking Operations  
University of Missouri-Columbia

Brad McMahon  
Federal Highway Administration

Mark Bechtel  
Federal Transit Administration

Dwayne Carey  
Boone County Sheriff

## **APPENDIX D**

### **CATSO STAKEHOLDERS**

#### **Public Agencies & Commissions**

Boone County Commission

Boone County Planning and Zoning Commission

City of Columbia City Council

City of Columbia Planning and Zoning Commission

City of Columbia Special Business District

Columbia Public Schools

Daniel Boone Regional Library

Hallsville Public School District

Housing Authority of Columbia

Mid-Missouri Regional Planning Commission

Missouri Highways and Transportation Commission

Missouri Department of Conservation

Missouri Department of Economic Development

Missouri Department of Natural Resources

Missouri State Historic Preservation Office (SHPO)

United States Army Corps of Engineers

United States Department of Agriculture

United States Environmental Protection Administration

United States Geological Survey

University of Missouri Board of Curators

University of Missouri-Columbia, Campus Facilities

University of Missouri-Office of Social and Economic Data Analysis (OSED)

University of Missouri-Columbia, Department of Geography, Geographic Resources Center

### **Civic, Professional and Business Organizations**

Boone County Council on Aging

Boone County Smart Growth Coalition

Central Missouri Development Council

City of Columbia Neighborhood Organizations (78 recognized by City) c/o City Manager's Office, City of Columbia

Columbia Audubon Society

Columbia Chamber of Commerce

Columbia League of Women Voters

Home Builders Association of Columbia

Missouri Parks Association

Regional Economic Development, Inc. (REDI)

Sierra Club, Osage Group

Voluntary Action Center

### **Representatives of Public Transportation Employees**

Local 773, Driver's Union (Columbia Transit employees)

### **Freight Shippers and Providers of Freight Transportation Services**

City of Columbia COLT Railroad

Freight or trucking transportation brokers and motor freight carriers doing business in the Columbia Metropolitan area

### **Private Providers of Transportation**

Advantage Medical Transport

Alternative Community Training

Assisted Transportation Services

Burrell Behavioral Health, Inc.

First Student Transportation (school buses)

Delta Airlines (service at Columbia Regional Airport)

OATS, Inc.

Other - licensed taxicab, livery, and motor coach services in the CATSO metropolitan area

### **Representatives of Public Transportation Users**

Mid-Missouri Transportation Alliance

### **Representatives of Users of Pedestrian and Bicycle Transportation Facilities**

City of Columbia - Bicycle and Pedestrian Commission

The PedNet Coalition

### **Representatives of the Disabled**

City of Columbia Disabilities Commission

Services for Independent Living (SIL)

### **Other Interested Parties**

Columbia College

Stephens College

## APPENDIX E

### Commonly Used Transportation Terms and Acronyms

**REVISIONS** – The Final Rule defines as a change to a long-range statewide or metropolitan transportation plan, TIP or STIP that occurs between scheduled periodic updates. A major revision is an “*amendment*” while a minor revision is an “*administrative modification*”. Amendments require public review and comment, and a demonstration of fiscal constraint. Administrative modifications allow minor changes without such actions.

**UPDATE** – The Final Rule defines as “making current a long-range statewide transportation plan, metropolitan transportation plan, TIP, or STIP through a comprehensive review.” Updates are significant events and require public review and comment, re-establishment of a 20-year horizon year for metropolitan transportation plans and long-range statewide transportation plans, a re-established four-year program period for TIP’s and STIP’s, and demonstration of fiscal constraint.

ADA	Americans with Disabilities Act
ALOP	Annual Listing of Obligated Projects
APBP	Association of Pedestrian & Bicycle Professionals
CATSO	Columbia Area Transportation Study Organization
CPG	Consolidated Planning Grant
CTS	Columbia Transit System
DBE	Disadvantaged Business Enterprise
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
LRTP	Long-Range Transportation Plan
MoDOT	Missouri Department of Transportation
MPO	Metropolitan Planning Organization
MRP	Major Roadway Plan
NRI	Natural Resources Inventory

PPP	Public Participation Plan
SAFETEA-LU Act:	Safe, Accountable, Flexible, Efficient Transportation Equity A Legacy for Users (2005)
STIP	Statewide Transportation Improvement Program
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

## **APPENDIX F**

### **CATSO Meeting Schedule for 2012**

#### **CATSO Technical Committee**

2 <sup>nd</sup> Quarter	1 <sup>st</sup> Wednesday in February (February 1, 2012)
3 <sup>rd</sup> Quarter	1 <sup>st</sup> Wednesday in May (May 2, 2012)
4 <sup>th</sup> Quarter	1 <sup>st</sup> Wednesday in August (August 1, 2012)
1 <sup>st</sup> Quarter	1 <sup>st</sup> Wednesday in November (November 7, 2012)

#### **CATSO Coordinating Committee**

2 <sup>nd</sup> Quarter	4 <sup>th</sup> Thursday in February (February 23, 2012)
3 <sup>rd</sup> Quarter	4 <sup>th</sup> Thursday in May (May 24, 2012)
4 <sup>th</sup> Quarter	4 <sup>th</sup> Thursday in August (August 23, 2012)
1 <sup>st</sup> Quarter	1 <sup>st</sup> Thursday in December (December 6, 2012)

Note 1:

Technical Committee meetings are at 1:30 P.M.

Coordinating Committee meetings at 2:30 P.M.

Note 2: Quarters are based on the fiscal year which begins on October 1.



## APPENDIX H

### Planning Document Revision Schedule and Process

<b>Document</b>	<b>Revision Schedule</b>	<b>Public Comment Period</b>	<b>Public Hearing</b>
<b>Transportation Improvement Program</b>	Updated Annually	30 days prior to Public Hearing	Yes
Amendments	As needed	15 days prior to Public Hearing	Yes
Administrative Revisions	As needed	None <sup>1</sup>	No
<b>Long-Range Transportation Plan</b>	Updated every 5 years	30 days prior to Public Hearing	Yes
<b>Unified Planning Work Program</b>	Updated Annually	30 days prior to Public Hearing	Yes
Amendments	As needed	15 days prior to Public Hearing	Yes
Administrative Revisions	As needed	None <sup>2</sup>	No
<b>Title VI Plan</b>	Reviewed annually		
Amendments	As needed	30 days prior to Public Hearing	Yes
Administrative Revisions	As needed	None <sup>2</sup>	No
<b>Major Roadway Plan</b>	As needed		
Amendments	As needed	15 days prior to Public Hearing	Yes
Administrative Revisions	As needed	None <sup>3</sup>	No
<b>Public Participation Plan</b>	As needed	45 days prior to Public Hearing	Yes
<b>By-Laws</b>	As needed <sup>4</sup>	30 days prior to Public Hearing	Yes

<sup>1</sup>Coordinating Committee & planning partners advised of changes

<sup>2</sup>Coordinating Committee advised of changes

<sup>3</sup>Date of last update noted on plan

<sup>4</sup>Reviewed for compliance following a federal planning process review