Part 1: An Introduction to Transportation.................................3
Part 2: The Process of Making Transportation Decisions.............5
Part 3: Some Common Transportation Scenarios..........................7
Part 4: Becoming a Transportation Leader in Your Community....9
Illustrated Glossary...............................................................11
Do you have a transportation idea, problem or challenge? Do you want to participate in the process of making decisions about transportation plans and projects? Do you currently have little to no experience with these types of decisions?

Then the Toolkit is for you!

This Toolkit will help you learn how to:

- Get involved in a meaningful way in the process of making transportation decisions in your community, region and state
- Take a proactive approach to improving transportation in your community
- Get involved early and often
- Learn who to contact and when
- Understand how transportation is planned, funded, designed, built and maintained
- Find answers to common transportation questions
PART 1: An Introduction to Transportation

What’s in this section?
- When and why you should get involved in transportation decisions
- How we used to make transportation decisions
- What is public involvement
- What to do if you don’t get the outcome you want
- What should you know about civil rights: Title VI, Environmental Justice, Americans with Disabilities Act (ADA) and the Air Carrier Access Act (ACAA)

Terms to Know
- Decide-announce-defend
- Disparate impact
- Disparate treatment
- Equitable development
- Goods
- Infrastructure
- Transit agency
- Transportation system
- Underrepresented
- Underserved
- Underrepresented

Meeting Notes
- EJ
- Title VI
- ADA

We need curb ramps installed at the sidewalk by the City Recreation Center.

You can talk about civil rights concerns at public meetings.

Crosswalk signals along College Avenue should have sounds to let me know when it’s safe to cross.

You’re proposing to cut late night bus service, but we have residents who rely on it.

We need curb ramps installed at the sidewalk by the City Recreation Center.

Why is freight truck traffic going through my neighborhood and not Main Street?

Many of my neighbors do not speak English. We need materials in other languages.

What if you don’t get the outcome you want?
Here are a few reasons that public involvement may not result in the outcome you want or expect:
- There is not enough money to fund all possible projects.
- The idea will have a negative impact on the environment, an aspect of the project or another community.
- The idea may cause safety risks.

When the process does not yield the result you want, speak to the planner, the project manager or the public involvement representative at the transportation agency and your elected leaders to better understand why the decision was made and how you can be involved in the next project or plan.
How do ADA, EJ, and Title VI help you get involved?

<table>
<thead>
<tr>
<th>Who must follow?</th>
<th>Americans with Disabilities Act (ADA)</th>
<th>Title VI</th>
<th>Environmental Justice (EJ)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• State and local governments</td>
<td>• State and local governments that receive grants or other assistance from federal agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• All public organizations</td>
<td>• Governmental organizations that receive federal assistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Any organization that receive federal assistance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What are agencies required to provide?</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Accessible buildings, buses, trains, sidewalks, and more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When agencies provide transportation options, they must be accessible for persons with disabilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Title VI Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Notice to the public</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Translation and interpreters for persons who are limited English proficient</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Meaningful public participation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adopt the DOT EJ Guiding Principles (see pg. 83)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where can you get involved?</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• At public meetings for new projects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Through state or local disability councils</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• By filing a complaint with a local, state or federal agency if something is not accessible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• At public meetings when governmental organizations do transportation planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• At public meetings during the NEPA process for a project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• By filing a complaint with a local, state or federal agency if you feel that a project discriminates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• At public meetings for projects affecting your community</td>
<td></td>
</tr>
</tbody>
</table>

EJ/Title VI Streams

In this illustration, the streams called Title VI, NEPA and Public Involvement feed the river named EJ, which feeds the ocean titled Equity.

More information can be found on pages 9-21 of the Transportation Toolkit.
Part 2 shows you the transportation decision-making process in five basic steps. These will help you understand what activities and decisions help move a project from an idea to a reality. You can find out who manages each step and how you can get involved.
Transportation agencies are required to provide public involvement opportunities and reach out to people like you. But you don’t have to wait for them to take the first step. Here are some ways that you can influence transportation decisions at each step of the process.

PUBLIC INVOLVEMENT IS A SHARED RESPONSIBILITY.

**PLAN**
- Contact planning agency with ideas for projects
- Attend public meetings to set goals
- Review and provide comments on plans
- Attend public meeting scheduled during certification review
- Sit on citizen advisory committees

**FUND**
- Review and provide comments on Transportation Improvement Programs (TIP) and other funding documents
- Work with neighbors to start ballot initiatives, taxes or other measures

**DESIGN**
- Attend a meeting about scoping, design, preliminary engineering
- Review and provide comments on a draft Environmental Assessment (EA) or Environmental Impact Statement (EIS)
- Ask your transportation agency how they make design decisions

**BUILD**
- Ask your transportation agency how construction will affect you
- Monitor mitigation efforts agreed upon during Design

**MAINTAIN**
- Participate in transportation and Census surveys
- Educate yourself about transportation needs in your region

More information can be found on pages 22 – 40 of the Transportation Toolkit.
PART 3:  Some Common Transportation Scenarios

What do you need to know to get involved?

- Who should you contact?
- What types of information will you need?
- When should you get involved?
- What considerations should you have?

Scenarios

This section features four common transportation scenarios that can help you learn how to solve the types of issues you may face in your community.

- How to express your needs about a road project
- How to make your case for moving or adding a bus stop
- How to provide input on an airport runway construction project
- How to work to make a rail crossing safer

Some examples of decisions made about roads:

- Constructing a new road
- Reconstruct a road to add or remove lanes
- Resurface, restore, rehabilitate or preserve a road
- Maintain a road

Not sure who owns or maintains a road?

The signs you see on the side of that road may help you find the answer.

Interstate Highway
U.S. Highway
State Highway
County Highway/Road
Local Road/Street
Some examples of decisions made about aviation:

- Flight paths
- Noise: voluntary noise abatement procedures (FAA, Airline, Airport decision)
- Airport or runway construction or repair

*Individual airports can propose mandatory restrictions on noise, subject to approval by FAA.

Some examples of decisions made about transit:

- Location and design of bus stops and train stations
- Hours of transit service
- New bus routes or route changes
- Cost of transit fares

Some examples of decisions made about rail:

- Location, design and construction of high-speed passenger rail alignment and stations
- Location of rail crossings
- Maintenance of rail crossings
- Designation of quiet zones
PART 4: Becoming a Transportation Leader in Your Community

What’s in this section?
- You are an emerging transportation leader
- How to add value to the process: getting heard
- How to make your case
- How you can get involved in transportation decision-making

Ways to get involved
- Stay informed
- Attend public meetings
- Talk with decision-makers
- Work with your neighbors
- Join a group
- Serve on a committee
- Submit comments to the official record

How to make your case
- Put yourself in the shoes of the person or group responsible for making a final decision
- Find data and facts to support your request
- Collaborate with others who are interested in the same issue
- Pick the right place and time
- Decide whether to change your tactics
How You Can Get Involved in Transportation Decision-making

Stay informed
Pay attention to stories about transportation in the newspaper, on the radio and on television. Sign up to receive newsletters — U.S. Postal Mail and e-mail — from local and state agencies and community based organizations that focus on transportation. Like or follow transportation-related pages on social media.

Work with your neighbors
Find out if anyone in your neighborhood is interested in the same transportation issue(s) as you. Reach out to your neighborhood association and local civic organizations.

Attend public meetings
Transportation agencies hold regular and special meetings to inform the public about plans and projects and to hear public comments via breakout sessions, open forum or timed statements. You can find out about these meetings in the local paper and on the websites of these agencies, or by picking up a flier at a library. The agenda can help you figure out what may be decided at the meeting, such as alternatives for a transportation project, impacts on the community and the environment, costs and benefits, and potential location and route information.

Submit comments to the official record
Look for opportunities to speak during formal public hearings. Send a letter or statement.

Talk with decision-makers
Contact elected officials and staff at your local and state transportation agencies. Ask them for information about current and upcoming plans and projects, how to get your ideas on the agenda, and how you can get involved.

Join a group
Look for groups that match your interest(s), whether that is a specific transportation plan or project, or broader transportation policy or funding issues.

Serve on a committee
Find out how to apply for or be appointed to an advisory group, commission or committee on an issue you care about. Local transportation agencies often have citizen advisory groups, as well as groups that focus on the needs of transit riders, people with disabilities, young people and older Americans.

More information can be found on pages 59-65 of the Transportation Toolkit.
ILLUSTRATED GLOSSARY

Here are some words and terms people use to talk about the process of making transportation decisions (Plan, Fund, Design, Build, Maintain).

**National Environmental Policy Act (NEPA):** NEPA requires federal agencies to consider environmental impacts in decision-making, and to include the public in the decision-making process.

**Highway Trust Fund:** This U.S. transportation fund receives money from the federal taxes of 18.3 cents per gallon on gasoline and 24.4 cents per gallon on diesel fuel.

**Infrastructure:** This term refers to all the physical pieces, or framework, of the transportation system.

**Long Range Transportation Plan (LRTP):** This plan covers at least 20 years and sets goals and targets for transportation issues. The Metropolitan Planning Organization (MPO), Regional Transportation Planning Organization or State DOT develops the LRTP. Some MTPs are also called LRTPs.

**Metropolitan Transportation Plan (MTP):** Federal law requires metropolitan planning organizations (MPOs) to create this plan to include long- and short-range actions the region will take to invest in its transportation system, including roadways, transit, bikeways, walkways and connections between modes.

**Statewide Transportation Improvement Program (STIP):** State DOTs develop STIPs, which are short-range, four-year lists of priority transportation projects that are drawn from the long-range transportation plan and include the projects in the MPO TIP.

**Transportation Improvement Program (TIP):** The TIP is a short-range, four-year list of priority transportation projects that are drawn from the long-range transportation plan and help the region achieve its goals and targets. The Metropolitan Planning Organization (MPO) develops the TIP.

**Transportation Planning:** This is the process that transportation agencies use with members of the public and other interested organizations to identify transportation policies, goals and projects to prepare for future needs to move people and goods.

More information can be found on pages 66 – 88 of the Transportation Toolkit.
Who’s Who?

Airport: Airports may be owned and operated by state, county or municipal units of government, or by independent government authorities.

Federal agencies: These organizations work at the national level to develop and implement policies and to distribute federal funding. This toolkit focuses on four agencies: the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Rail Administration (FRA) and the Federal Transit Administration (FTA)

Metropolitan Planning Organization (MPO): This is an organization that makes transportation plans and policies at the regional level, with responsibility for making decisions about federal funds.

Regional Transportation Planning Organization (RTPO): Similar to MPOs, these organizations are responsible for transportation planning, but in nonmetropolitan areas.

State Department of Transportation (State DOT): Each state in the U.S. has a department that is responsible for transportation planning, design, construction, operations and maintenance.

State Rail Transportation Authority (SRTA): This group is responsible for setting policy for both freight rail and for intercity and commuter passenger rail within their boundaries.

How do you contact your...

Local government bit.ly/FindUSMayors
Local transit agency bit.ly/LocalTransitlinks
Metropolitan Planning Organization (MPO) bit.ly/PlanningCapacity
State Department of Transportation (DOT) bit.ly/StateTransportationSites

U.S. DOT agencies Transportation.gov
Federal Aviation Administration (FAA) bit.ly/FAAoffices
Federal Highway Administration (FHWA) bit.ly/FHWAoffices
Federal Railroad Administration (FRA) bit.ly/FRAoffices
Federal Transit Administration (FTA) bit.ly/FTAoffices
Departmental Office of Civil Rights (DOCR) bit.ly/CivilRightsOffice

This Toolkit is a plain language explanation of the transportation decision-making process for educational and informational purposes.