

**Public Involvement Plan**

**For the**

**Southeast Alabama Rural  
Planning Organization**

**Adopted**  
**September 25, 2007**  
**(As amended)**

## **Vision Statement**

It is the vision of the Southeast Alabama Rural Planning Organization to have a community that understands the transportation planning process and actively participates in the process.

## **Goals**

**I. Open Process:** It is the goal of the Southeast Alabama Rural Planning Organization to have an open planning process that encourages early and continued public participation.

**II. Information Access:** It is the goal of the Southeast Alabama Rural Planning Organization to provide complete and timely information regarding the plans, programs, procedures, policies, and technical data produced or used during the planning process to interested parties and the general public.

**III. Notice of Activities:** It is the goal of the Southeast Alabama Rural Planning Organization to provide timely and adequate public notice of hearings, meetings, document reviews, and document availability.

**IV. Public Input and Organization Response:** It is the goal of the Southeast Alabama Rural Planning Organization to demonstrate consideration and recognition of public input and to provide appropriate responses to public input.

**V. Inclusive Process:** It is the goal of the Southeast Alabama Rural Planning Organization to encourage participation in the planning process by low-income groups, minorities, persons with disabilities, and the elderly; and to consider the needs of these groups when developing programs and plans.

## **Strategies**

A. The Southeast Alabama Rural Planning Organization will conduct local public forums. The standing committees are the Policy Committee, and the Technical Coordinating Committee.

Goals Addressed: I, II, III, IV, V

B. All meetings of the Southeast Alabama Rural Planning Organization will be open to the public and will provide non-committee members an opportunity to participate in the planning process.

Goals Addressed: I, IV, V

C. The Southeast Alabama Rural Planning Organization will provide a notice for all standing committee meetings. The notice will include the agenda, date, time, and location of the meeting. The notice will be provided to local media representatives and groups that address the needs of low-income groups, minorities, persons with disabilities, and senior citizens.

Goals Addressed: I, II, III, V

D. Southeast Alabama Rural Planning Organization will provide a notice for all standing committee meetings to groups that address the needs of persons with disabilities. The notice will include the agenda, date, time, and location of the meeting. The notice will request that interested individuals, who need special accommodations, notify the Southeast Alabama Regional Planning & Development Commission at least 2 days prior to the date of the meeting so necessary arrangements can be made. The Southeast Alabama Rural Planning Organization will follow all of the requirements of the Americans with Disabilities Act.

Goals Addressed: I, II, III, IV, V

E. The Southeast Alabama Rural Planning Organization will consider all legitimate inquiries and comments regarding transportation planning activities. When warranted a written response will be provided.

Goals Addressed: I, IV, V

F. The Southeast Alabama Rural Planning Organization will maintain a record of public involvement. The record will document the public involvement activities of the Southeast Alabama Regional Planning & Development Commission for a 1-year period.

Goals Addressed: I, II, IV

G. The Southeast Alabama Rural Planning Organization will make available to the general public and government agencies all documents and appropriate technical data produced for the transportation planning process.

Goals Addressed: I, II, IV, V

H. The Southeast Alabama Rural Planning Organization will encourage the publication of news articles on the transportation planning process.

Goals Addressed: I, II, III, V

I. The staff of the Southeast Alabama Rural Planning Organization will be available for speaking engagements concerning the transportation planning process.

Goals Addressed: I, II, III, IV, V

J. The Southeast Alabama Rural Planning Organization will make available the Public Involvement Plan and any amendments to the plan. The public will be given opportunity to provide comments related to the plan.

Goals Addressed: I, II, III, IV, V

K. The Southeast Alabama Rural Planning Organization will review the Public Involvement Plan at least every 5 years.

Goals Addressed: I, II, IV

## **Performance Measures**

1. What was the attendance at the local public forums?

Strategy Measured: A

2. How many citizens who were not committee members or transportation agency employees attended standing committee meetings? What was the ratio of citizens to members and employees?

Strategy Measured: B

3. What was the ratio of standing committee meetings to meeting notices provided?

Strategy Measured: C

4. How many standing committee meeting notices were posted in the local newspapers?

Strategy Measured: C

5. Was the mailing list updated annually or more frequently?

Strategy Measured: C, D

6. What was the ratio of requests for special meeting accommodations to special arrangements made?

Strategy Measured: D

7. How many persons with disabilities attended standing committee meetings and the annual training session? What percentage of meeting attendees were persons with disabilities?

Strategy Measured: D

8. How many complaints regarding the transportation planning process were received?

Strategy Measured: E

9. What was the ratio of inquiries or comments to responses?

Strategy Measured: E

10. Was the record of public involvement produced?

Strategy Measured: F

11. How many documents were produced?

Strategy Measured: G

12. How many documents were available on the web site?

Strategy Measured: G

13. How many requests for information were received (in-person, by telephone, and by mail)?

Strategy Measured: G

14. How many documents were distributed?

Strategy Measured: G

15. How many newspaper articles were published on the transportation planning process in the local newspapers?

Strategy Measured: H

16. How many speeches or presentations did the staff provide?

Strategy Measured: I

17. Was the Public Involvement Plan produced / updated?

Strategy Measured: J

18. Did the Southeast Alabama Rural Planning Organization provide opportunity for public comment prior to adopting the Public Involvement Plan or any amendments?

Strategy Measured: J

19. How frequently was the Public Involvement Plan reviewed?

Strategy Measured: K