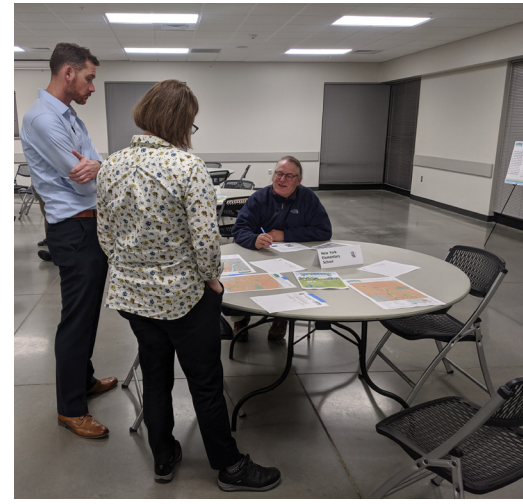


PUBLIC PARTICIPATION PLAN



Approved March 17, 2022 by MPO Policy Board

Approved May 17, 2022 by
Lawrence City Commission

Funding Note: This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

Title VI Note: The L-DC MPO hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the L-DC MPO receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the L-DC MPO. Any such complaint must be in writing and filed with the L-DC MPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at www.lawrenceks.org/mpo.

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INTRODUCTION

Purpose

The Lawrence-Douglas County Metropolitan Planning Organization (MPO) and Lawrence Transit work closely on transportation planning. This Public Participation Plan (PPP) outlines recommended methods to engage the public during the transportation planning & decision making process and informs members of the public how they can be involved.

Public participation is an integral part of the transportation planning process. The information and perspectives provided through the public participation process assist decision-makers and lead to a more meaningful and comprehensive planning process. Good public participation techniques allow planners to identify issues and understand aspects of the transportation system directly from its users that may be missed when considering a project from a purely technical or political point of view. Effective transportation planning must include the participation of those whose everyday lives are affected by how they are able to get to work, home, school, stores, and services.

We anticipate this document may evolve as we work through the community engagement processes based on community feedback. We will amend this document as needed to accommodate feedback we receive in an effort to ensure we are being responsive to the communities expectation for engagement.

Access for All

The MPO and Lawrence Transit strives to make the transportation planning process as inclusive.

Educate & Encourage - people to be involved the in the planning processes. 72% of respondents to the 2021 Public Participation Survey indicated they had not provided any input in past transportation or planning projects despite previous public input opportunities. There is an increased need foe increased outreach.

Opportunity - must be given to residents to participate throughout the transportation planning process. The demand for public participation and outreach will always be greater than available resources. This Plan provides standards for different planning efforts so they are consistent over time and the public understands their opportunities to be involved. Please see the MPO Core Documents/Processes sections to view the standard document public comment periods.

Incorporate - public comments to help shape policies and plans. Public comments will be documented in the planning processes.

Specific policies and plans have been developed to ensure sensitive populations are accommodated in the planning process. This includes the Title VI population, persons with a disability, the Limited English Proficiency (LEP) population, the Environmental Justice (EJ – low income and high minority) populations and other traditionally underserved groups. It is our intent to ensure we are doing our best to achieve engagement with these populations.

Title VI

The MPO's and Lawrence Transit's Title VI Program Manuals outline responsibilities to ensure compliance with all civil rights laws and ensure that no person will — on the grounds of race, color, religion, age, gender, disability, national origin, or economic status — be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any transportation planning program or activity.

Staff promotes the full and fair participation of all affected populations in the transportation decision making process. Any transportation/transit planning information, educational materials, and transportation planning participation opportunities will be equally accessible to all people covered by Title VI. The Title VI Program Manual includes a complaint form and process for use by anyone who believes they have been discriminated against in the MPO or Lawrence Transit operations. All Title VI complaints will be reviewed by the policy set out in the Title VI Program Manual.

The MPO's Title VI Program Manual can be accessed at: www.lawrenceks.org/mpo/title6.

Lawrence Transit's Title VI Program Manual can be accessed at: <https://lawrencetransit.org/civil-rights/>.

Persons with a Disability

No one should be excluded from participating in the transportation planning process. To ensure the location and setup of public meetings do not exclude people from participating, public meetings should be held in locations accessible by transit and in buildings compliant with the Americans with Disabilities Act (ADA).

Limited English Proficiency (LEP) Population

The MPO maintains a Limited English Proficiency (LEP) Plan. Lawrence Transit maintains a Language Assistance Plan (LAP). These plans determine the level of language assistance measures to be taken in the planning process. The percentage of population in Douglas County that does not communicate well in English is small and the MPO is not required to provide written translations of MPO materials. However, the staff will make reasonable attempts to provide translations when requested. I Speak Cards (Figure 1) will be utilized at all public meetings and are located at the Planning Office and the Lawrence Transit office.

The MPO's LEP Plan can be accessed at: www.lawrenceks.org/mpo/public_participation.

The Lawrence Transit LEP Plan can be accessed at: <https://lawrencetransit.org/civil-rights/>.

Figure 1: I Speak Cards

2004 Census Test	United States Census 2010
LANGUAGE IDENTIFICATION FLASHCARD	
<input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/> Ինքզուգ լեզու՝ հայերենը այս բանախոսում, եթե խոսում կամ կարգում եք հայերեն:	2. Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/> ព្រមទាំងក្នុងប្រអប់នេះ បើអ្នកមាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/> Motka i kahhon ya yangin untungnu' manaitai pat untungnu' kumentos Chamorro.	5. Chamorro
<input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese

Environmental Justice Population

The low-income and minority populations are traditionally underserved groups. As such the term Environmental Justice (EJ) zones was delineated in order to identify these groups (Figure 2). It is a priority to communicate with these traditionally under-represented and underserved groups and incorporate them into the planning process. The Techniques Toolbox section of this plan discusses how staff conducts outreach to these specifically underrepresented groups.

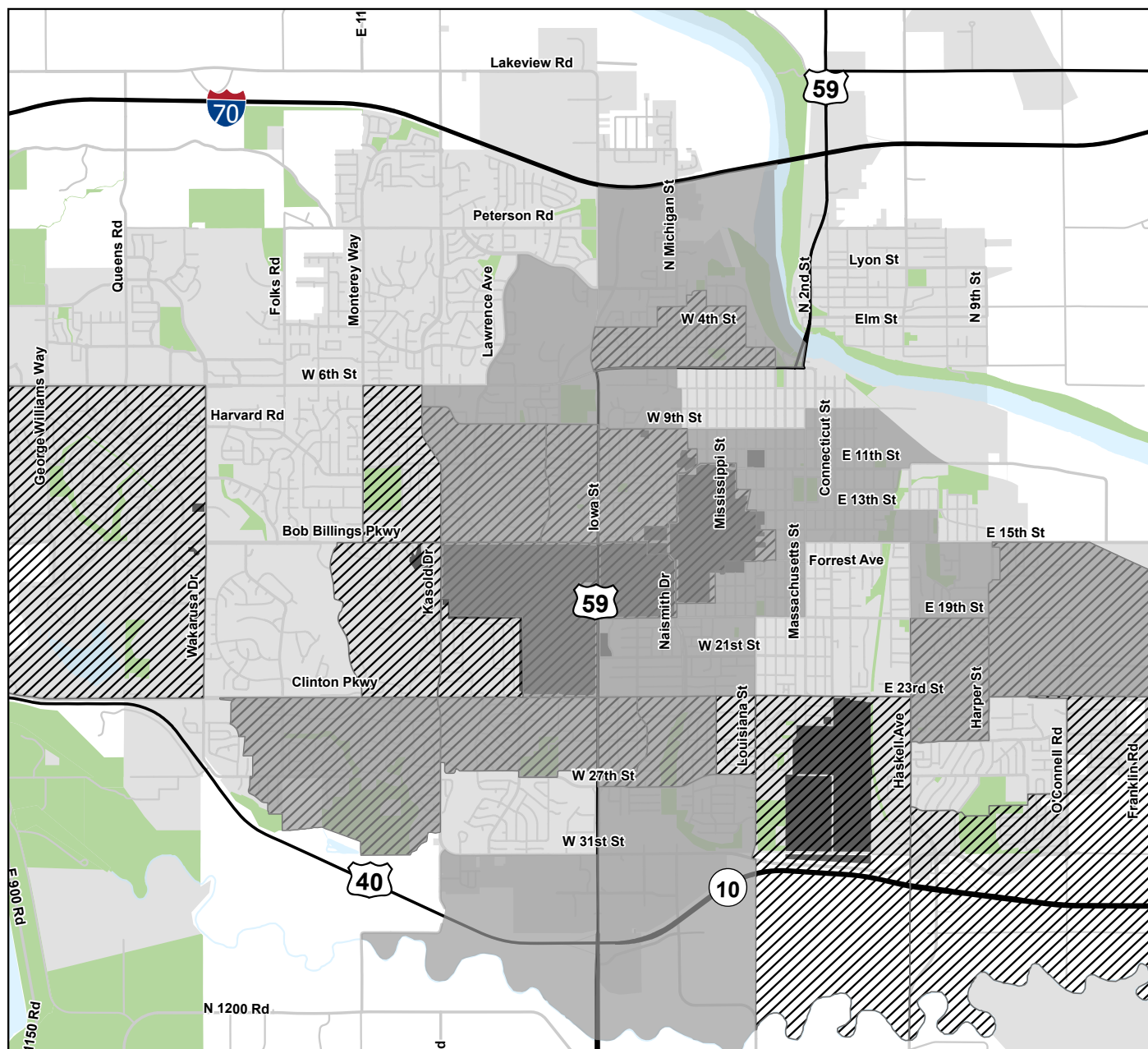
Transportation Disadvantaged Population

The MPO developed an index for typically Transportation Disadvantaged Populations. People who are transportation disadvantaged experience challenges achieving basic access to services, employment, and/or education. Not only do socio-demographic characteristics factor into being transportation disadvantaged, but also where people live and what travel options are available to them. The index uses characteristics and more information about the index is available at <https://lawrenceks.org/mpo/transportation-disadvantaged>.

Populations with transportation challenges include:

- Households with a person who has a disability,
- People who have less than a high school education,
- Minorities,
- Single parent households,
- Zero vehicle households,
- Population under 18 and over 65, and
- Low-moderate income households.

Figure 2: Lawrence-Douglas County Environmental Justice Zones



Environmental Justice (EJ) zones are comprised of low to moderate income households (shown in gray) and/or minority households (indicated with diagonal lines) populations. These zones are updated utilizing income information from the US Housing & Urban Development (HUD) Department and race data from the US Census Bureau American Community Survey.

- Low-Moderate Income Block Groups
- Parks
- Water
- 99% Confidence Interval Minority Block Groups
- University
- City Limits

DISCLAIMER NOTICE

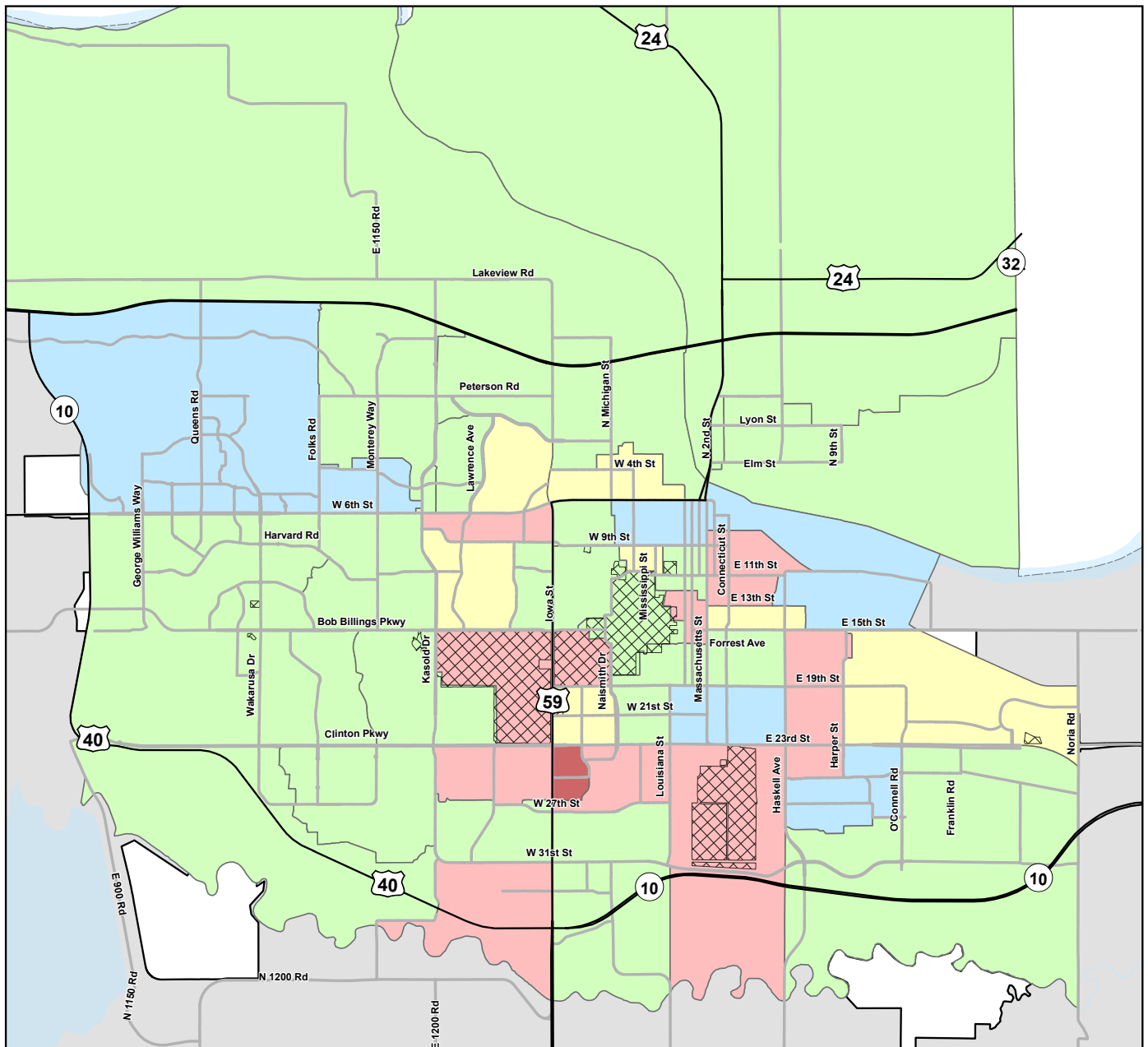
The map is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The City of Lawrence makes no warranties, express or implied, as to the use of the map. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the map, including the fact that the map is dynamic and is in a constant state of maintenance, correction and update.

0 1 2 Miles

Date Exported: 8/21/2020
Source: 2018 ACS 5-yr Est. & CDBG Income
Produced: Lawrence-Douglas County MPO

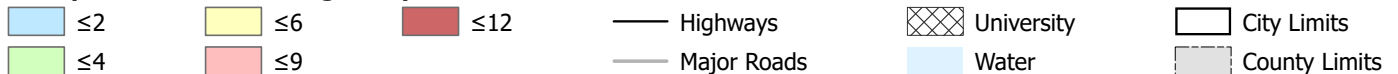


Figure 3: Transportation Disadvantaged Population - Lawrence Version



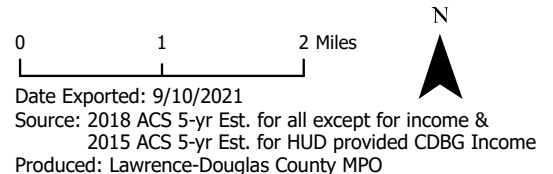
Transportation Disadvantaged Population scoring is comprised of US Census Bureau American Community Survey (ACS) data and Community Development Block Group (CDBG) income data. 2018 ACS data includes: people who have a disability, people who have less than a high school education, minorities, single parent households, zero vehicle households, and population under 18 and over 65. Higher points indicate a greater deviation from the regional average.

Transportation Disadvantaged Population Score



DISCLAIMER NOTICE

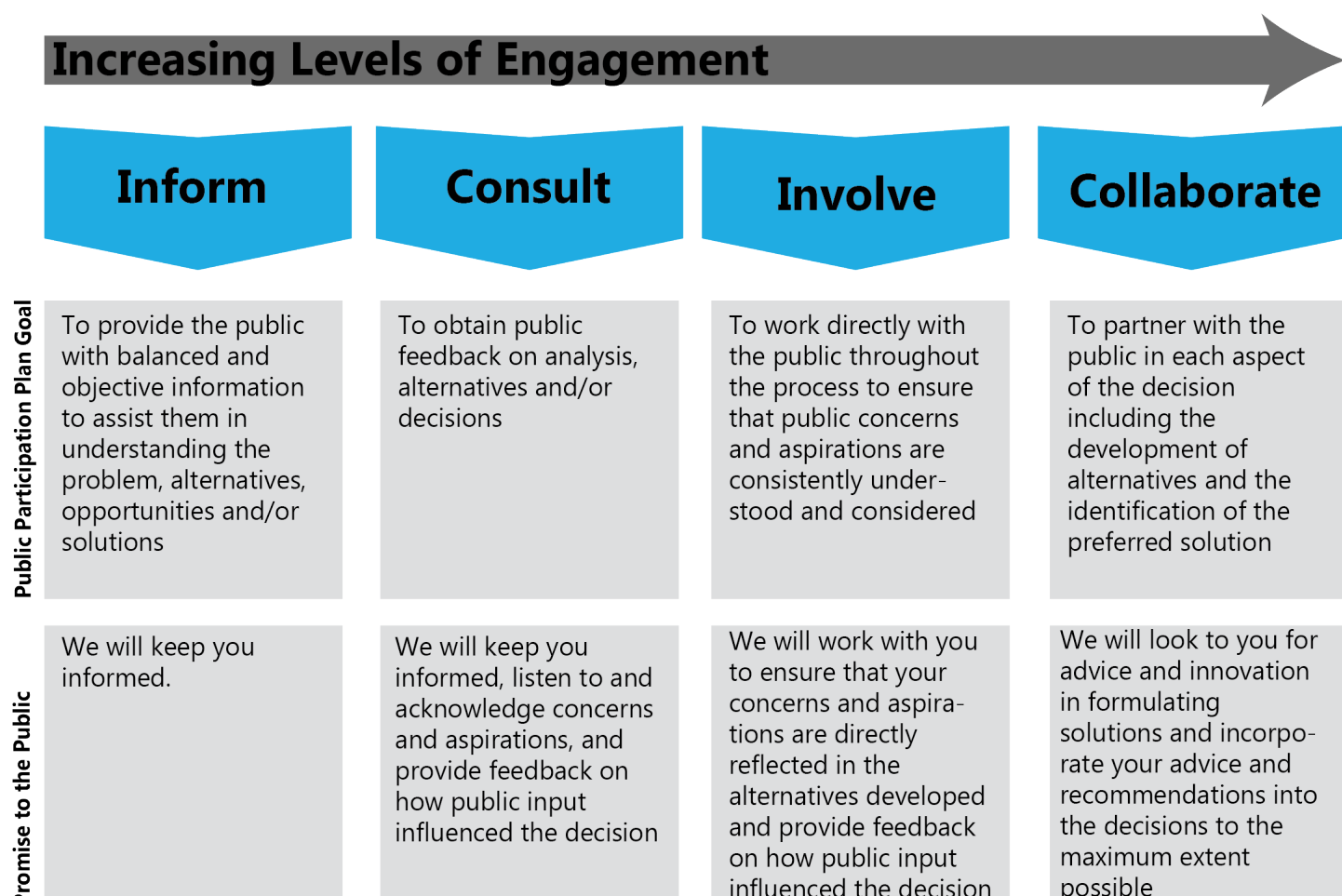
The map is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The City of Lawrence makes no warranties, express or implied, as to the use of the map. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the map, including the fact that the map is dynamic and is in a constant state of maintenance, correction and update.



International Association for Public Participation (IAP2)

The International Association for Public Participation, also known as IAP2, provides a framework for developing and implementing public participation processes to help inform better decisions that reflect the interests and concerns of the community. The City of Lawrence, the MPO, and Lawrence Transit are utilizing the spectrum shown in Figure 4. It has four levels: Inform, Consult, Involve, and Collaborate.

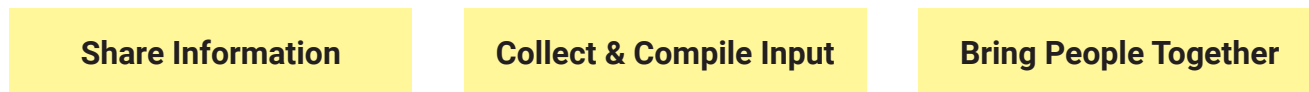
Figure 4: IAP2 Spectrum of Public Participation



Based on the International Association for Public Participation (IAP2). (2016). Foundations in Effective Public Participation: Techniques for Effective Public Participation. p 3.

There are a limited number of formats available for conducting public participation. Figure 5 shows the IAP2 formats of public participation methods. These categories will be assigned to the Techniques Toolbox chapter. Figure 6 shows the IAP2 five step process for public participation. The MPO and Lawrence Transit will use for our planning processes.

Figure 5: IAP2 Formats for Public Participation Techniques



Based on the International Association for Public Participation (IAP2). (2016). Foundations in Effective Public Participation: Techniques for Effective Public Participation. p 8..

Figure 6: IAP2 5 Steps for Public Participation Planning



Based on the International Association for Public Participation (IAP2). (2016). Foundations in Effective Public Participation: Techniques for Effective Public Participation. p 6..

Coordination

The MPO and Lawrence Transit coordinate with:

- Kansas Department of Transportation
- Federal Highway Administration
- Federal Transit Administration

Depending on the scope of the project, interested parties are invited to participation in the planning process. For example, the MPO projects have a scope that extends into Eudora, Baldwin City, Lecompton and the unincorporated parts of Douglas County, therefore additional parties are engaged in the process. Other agencies, governments, and interested groups are listed in “Appendix B: Interested Parties”.

MPO PLANNING

What is an MPO?

Each urbanized area with a population of 50,000 people or more is required to have a MPO which acts as a liaison between local communities, their citizens, and the state and federal departments of transportation. MPOs are important because they help direct how and where available state and federal dollars for transportation improvements will be spent. The MPO also develops four core documents that create a regional vision for how the multi-modal transportation system will function and grow – now and into the future. These documents have planning horizons dependent on their type of product and are displayed in Figure 7. These four documents will be further described in the MPO Core Documents section of this plan.

Figure 7: Primary MPO Documents

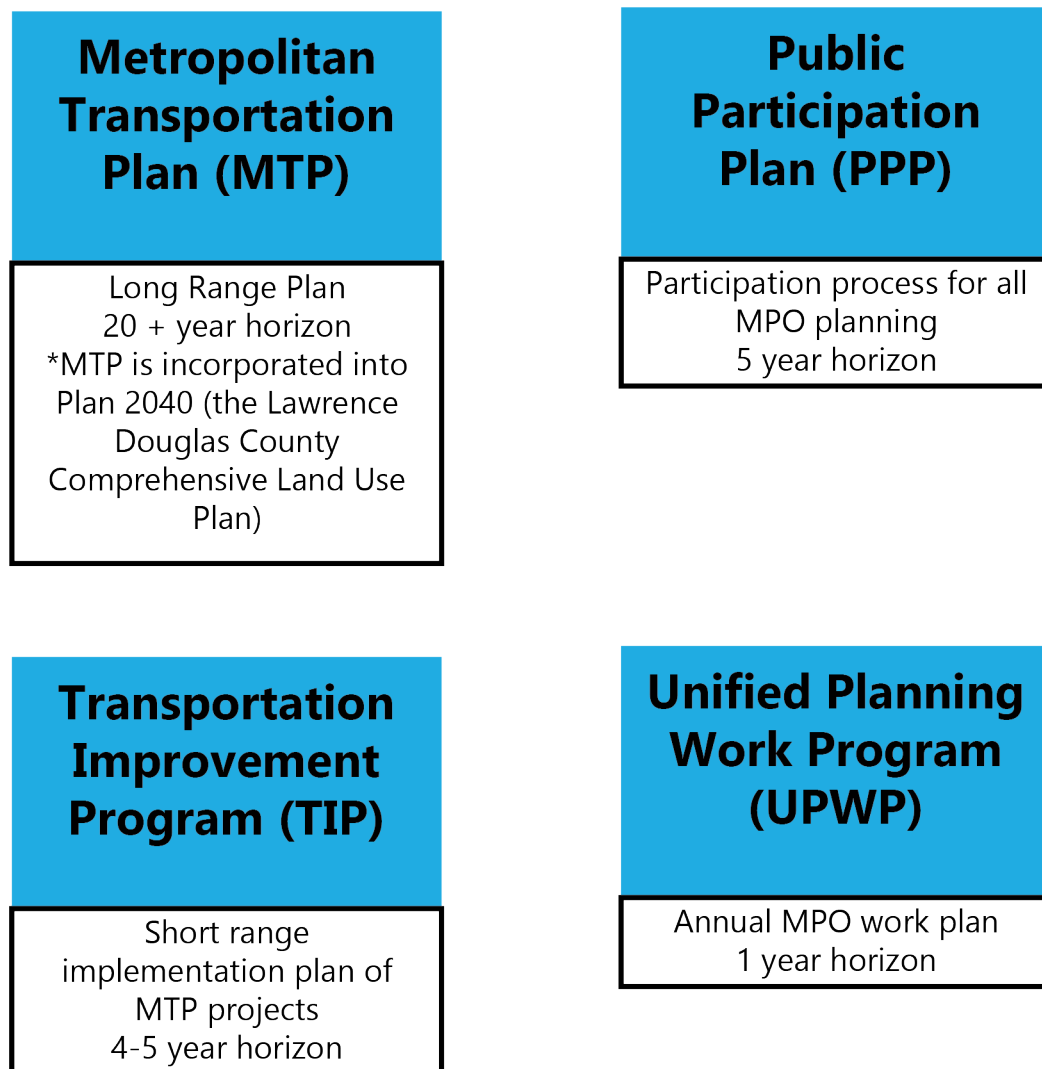
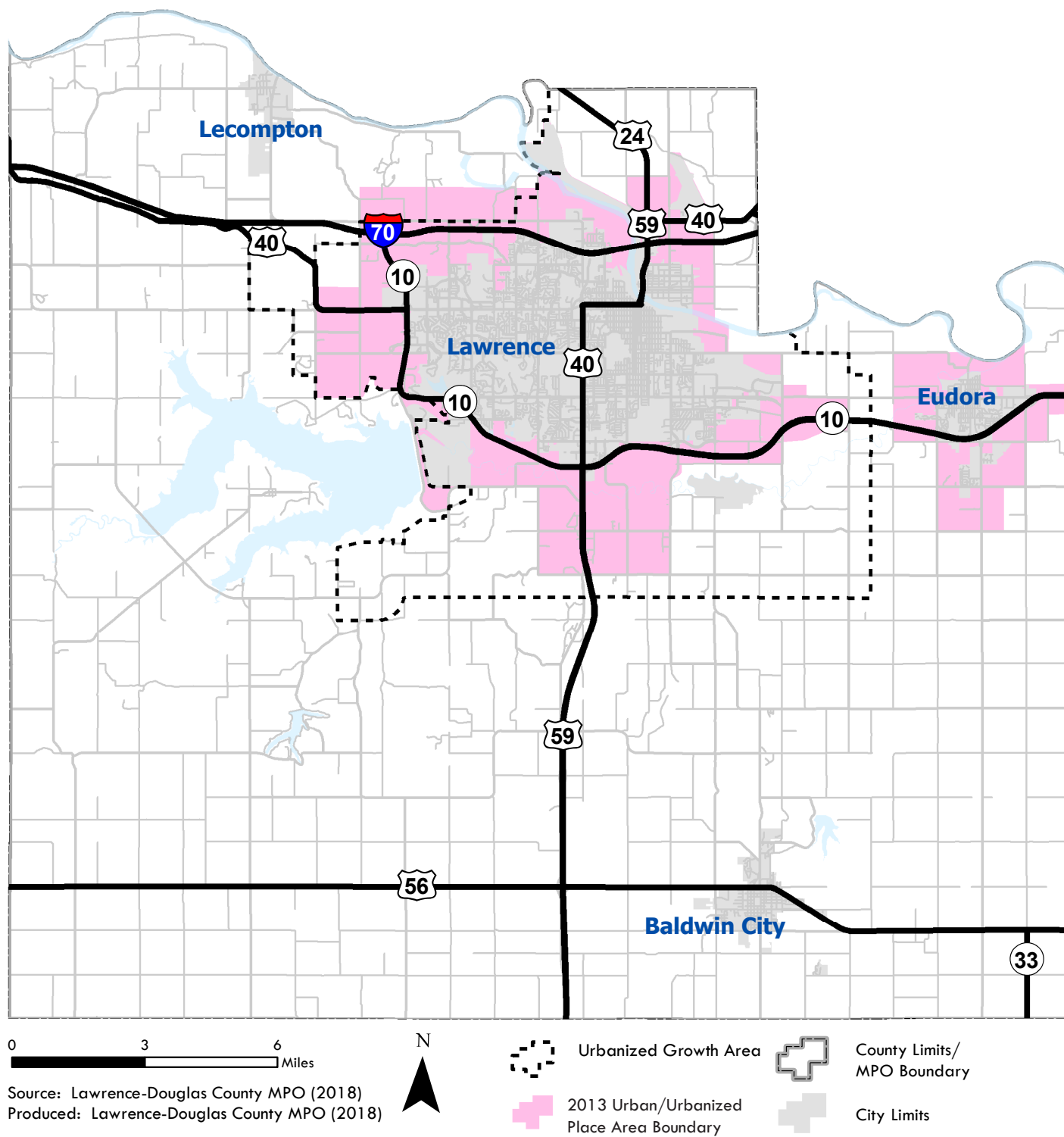


Figure 8 displays the geographic area covered by the MPO called the Metropolitan Planning Area (MPA). The MPA for our region is all of Douglas County including the four cities in the county: Baldwin City, Eudora, Lawrence and Lecompton.

Figure 8: Lawrence-Douglas County Metropolitan Planning Area (MPA)



Access to MPO Planning

The following note is included on all MPO documents to meet Title VI requirements:

Title VI Note: The L-DC MPO hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the L-DC MPO receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the L-DC MPO. Any such complaint must be in writing and filed with the L-DC MPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at www.lawrenceks.org/mpo.

The following note is included on all MPO agendas to meet Limited English Proficiency requirements:

Special Accommodations: Please notify the Lawrence-Douglas County Metropolitan Planning Organization (MPO) at (785) 832-7700 at least 72 hours in advance if you require special accommodations to attend this meeting (i.e., qualified interpreter, large print, reader, hearing assistance). We will make every effort to meet reasonable requests.

The MPO programs do not discriminate against anyone on the basis of race, color, national origin, sex, age, or handicap/disability according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, see www.lawrenceks.org/mpo/title6 or call (785) 832-7700

MPO 3C Planning Process

MPOs are guided by the 3C process which means the transportation planning process is continuing, cooperative, and comprehensive as shown in Figure 9.

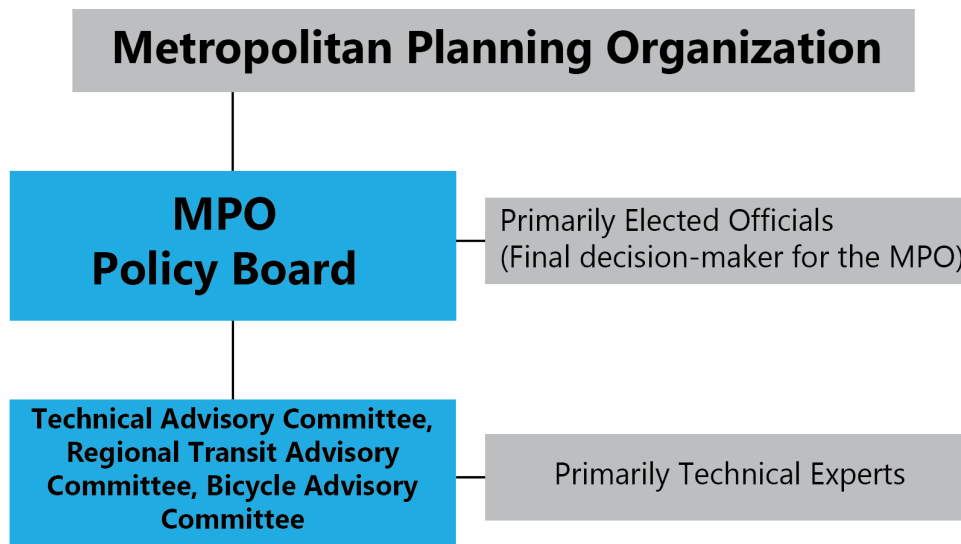
Figure 9: 3C process

3-C Process		
Continuous	Cooperative	Comprehensive
Key documents are continously reviewed and updated when necessary	The MPO works with local, federal, and state stakeholders - including interested individuals and special interested individuals and special interest groups	Multiple transportation modes are considered: personal vehicle, public transport, biking, walking, freight, and air, as well as multiple factors including air quality, social justice, and employment

MPO Structure

The MPO structure is composed of MPO staff, the MPO Policy Board, a Technical Advisory Committee, a Regional Transit Advisory Committee, a Bicycle Advisory Committee, and other advisory groups that may be formed from time to time to help the MPO staff with major projects. The MPO structure is shown in Figure 10. The number of official MPO advisory committees and their composition is determined by the MPO Policy Board and specified in the MPO bylaws and/or in the bylaws for each MPO advisory committee.

Figure 10: MPO Structure



During the pandemic, per the Attorney General's orders and City Resolution No. 7345, we are required to live broadcast all virtual/zoom city board and commission meetings. Meetings are broadcast on YouTube and on MIDCO public access cable channel 25. Live meeting broadcasts can be found here: www.lawrenceks.org and at the City's YouTube page, along with recorded meetings, here: <https://www.youtube.com/user/lawrenceksvideo/playlists>

All of the MPO Policy Board and advisory committee meetings are open to the public, agendas are posted online prior to the meeting and public comment opportunities are provided at those meetings.

Metropolitan Planning Organization Policy Board (MPO)

<https://lawrenceks.civicweb.net/portal/members.aspx?id=60>

The MPO Policy Board is charged with maintaining a regional transportation planning process that is continuing, comprehensive and cooperative. The Policy Board is the final decision-maker in the MPO process. It has the authority to approve the regional transportation vision (included in the Metropolitan Transportation Plan) and then prioritize and choose projects (included in the Transportation Improvement Program and Unified Planning Work Program) to implement that vision.

In 1982, the Lawrence-Douglas County Planning Commission, which is comprised of appointed officials, was designated as the MPO for the Lawrence Urbanized Area. In 2008 the MPO was re-designated to be primarily composed of elected officials.

Today the MPO Policy Board is comprised of seven voting members and serves as an important forum for cooperative decision making on transportation issues affecting the region. The seven voting and five non-voting members of the MPO are listed below.

MPO Policy Board – Voting Members

- 2 Lawrence City Commissioners;
- 1 Douglas County Commissioner;
- 2 Lawrence-Douglas County Metropolitan Planning Commission members (one that was appointed by the Lawrence City Commission and one that was appointed by the Douglas County Board of County Commissioners);
- 1 elected official from the governing body of Baldwin City, Eudora, or Lecompton (rotating seat); and
- 1 representative from the Kansas Department of Transportation (KDOT).

MPO Policy Board – Non-Voting Members

- 1 representative from the Federal Highways Administration (FHWA) Kansas Division Office
- 1 representative from the Federal Transit Administration (FTA) Region 7 Office
- 1 representative from the University of Kansas
- 1 elected official from the governing body of Baldwin City, Eudora and/or Lecompton not presently represented on the MPO Policy Board by a voting member (two members).

Technical Advisory Committee (TAC)

<https://lawrenceks.civicweb.net/portal/members.aspx?id=62>

The Technical Advisory Committee (TAC) is the main advisory committee for the MPO Policy Board and is made up of expert personnel from constituent agencies. These committee members advocate for their own community's interests, provide expert advice to board members, oversee studies, and assist MPO staff. The TAC is composed of nine voting members and four non-voting members as listed below.

TAC Voting Members

- Douglas County - Public Works Director or designee
- Lawrence - Public Works Director or designee
- Eudora - City Manager or designee
- Baldwin City – City Manager or designee
- Lecompton – City Clerk or designee
- Lawrence-Douglas County Planning & Development Services Department - Director or designee (not transportation planning/MPO staff)
- Kansas Department of Transportation (KDOT) – Comprehensive Transportation Planning Unit designee
- Lawrence - Transit System Administrator or designee
- University of Kansas – KU on Wheels Manager or designee

TAC Non-Voting Members

- Lawrence – Public Transit Advisory Committee Chair or designee
- Lawrence-Douglas County – Bicycle Advisory Committee Chair or designee
- Representative from the Federal Highway Administration (FHWA) as designated by the Kansas Division Administrator

- Representative from the Federal Transit Administration (FTA) as designated by the Region 7 Administrator
- Representative from the Lawrence-Douglas County Public Health as designated by the Department Director

Regional Transit Advisory Committee (RTAC)

<https://lawrenceks.civicweb.net/portal/members.aspx?id=65>

The Regional Transit Advisory Committee (RTAC) is a MPO advisory committee formed in 2011 to provide the MPO with technical support for regional transit planning, assist the MPO with carrying out the Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP), assist the MPO with the transit planning process throughout Douglas County, and provide a forum for MPO staff and transit operators to discuss transit related issues affecting the Lawrence-Douglas County Region. The RTAC is composed of nine voting members and four non-voting members as listed below.

Voting Members:

- Lawrence - Transit System Administrator or designee
- Lawrence Housing Authority- Board of Commissioners or designee
- University of Kansas – KU on Wheels Manager or designee
- Independence Inc. – Representative or designee
- Cottonwood Inc. – Representative or designee
- Douglas County Senior Services – Representative or designee
- Bert Nash Community Mental Health Center – Representative or designee
- Douglas County Private sector providers - Representative
- Assisted Living Centers Transit Provider - Representative

Ex-Officio Non-Voting Members:

- Representative from the Kansas Department of Transportation (KDOT) designated by the Secretary of Transportation
- Representative from the Federal Transit Administration (FTA) designated by the Region 7 Administrator
- Representative or designee from each of the Douglas County Private Transit Provider, or Assisted Living Centers not presently represented on the RTAC by a voting member.
- Representative or designee from Johnson County Transit/KCATA/Ride KC

Bicycle Advisory Committee (BAC)

<https://lawrenceks.civicweb.net/portal/members.aspx?id=61>

The Bicycle Advisory Committee (BAC) is a MPO advisory committee formed in 2016 to provide the MPO with technical support for regional bicycle planning and to assist it in carrying out the Lawrence-Douglas Countywide Bikeway System Plan. It coordinates in the development of bicycle planning activities and provides technical support in the preparation of the Metropolitan Transportation Plan (MTP) and amendments as needed. The MPO BAC is composed of seven voting members and three non-voting members as listed below. The voting members are appointed by their respective local governments.

Voting Members:

- Two (2) Lawrence Residents
- One (1) Eudora Resident

- One (1) Baldwin City Resident
- One (1) Lecompton Resident
- Two (2) Douglas County Residents

Ex-Officio Non-Voting Members

- One (1) representative from the Kansas Department of Transportation (KDOT) designated by the Secretary of Transportation
- One (1) representative or designee from the University of Kansas Bicycle Advisory Committee (KU BAC)
- One (1) representative or designee from the Lawrence – Douglas County Public Health Department

MPO Core Documents

The MPO's core documents are the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). Each document is described in the following pages. All core documents are available on the MPO web page (www.lawrenceks.org/mpo) and available in print **by request**.

Metropolitan Transportation Plan (MTP)

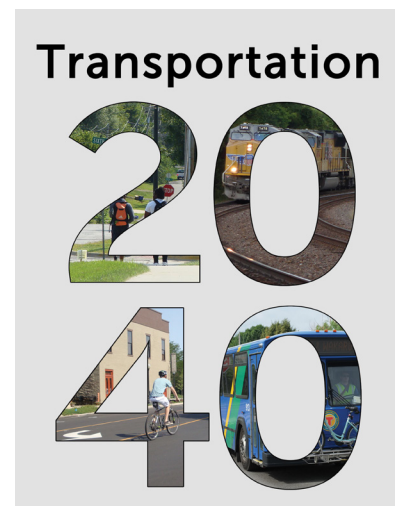
www.lawrenceks.org/mpo/t2040

The Metropolitan Transportation Plan (MTP) represents the best attempts by citizens, governing bodies, planners and transportation experts to develop a vision for a healthy, safe, and efficient multi-modal transportation system which will adequately serve the Lawrence-Douglas County Region for the next 20 years and beyond. This plan identifies future transportation needs, investments, and recommendations for all modes of surface transportation (automobile, truck, public transit, bicycle, and pedestrian). The MTP is updated every 5 years; however, if Douglas County is designated as an air quality non-attainment area the MTP will need to be updated every 4 years.

After the MPO approves the new MTP it is sent to the four cities in the region (Baldwin City, Eudora, Lawrence, and Lecompton) and to Douglas County. Those local governments may then choose to adopt the MTP as the transportation portion of their comprehensive plan. The MPO-approved MTP is also sent to KDOT, FHWA and FTA for information purposes. See Table 1 for the development and review public participation process for the MTP.

MTP Amendments

Amendments to the MTP may be made between full updates to add new projects, funding sources, or programs. The draft MTP will be approved for release to public comment period by either TAC or the MPO Policy Board depending on the nature of the amendment. The appropriate strategies will be utilized as needed to properly engage the public. The public comment period is 30 days for full updates and amendments with new MTP projects and 15 days if the project is already in the MTP but moving from illustrative to fiscally constrained. Only chapters with proposed amendments will be presented for public comment and approval.



MTP Administrative Revisions

Administrative revisions are minor revisions to the MTP that do not require public review and comment or re-demonstration of fiscal constraint. Revisions may be made to correct minor inaccuracies or minor language, grammatical, format or other corrections that do not change the approved intent or content of the document. Once the administrative revision is processed it should be posted online and shared with the TAC and the Policy Board at their next regularly scheduled meeting.

Performance Measures (PM)

Federal transportation legislation requires performance based planning with specific performance measures. The federal and local performance measures are located in Appendix F of the MTP. Based on federal requirements the measures and targets will be updated. TAC discusses targets when they are set or amended. Proposed targets are available for a 15 day public comment before they are approved by the MPO Policy Board. Data updates, which do not adjust targets, do not have a public comment period or require approval.

Transportation Improvement Program (TIP)

www.lawrenceks.org/mpo/tip

The TIP is a fiscally constrained short range multi-year listing of projects or improvements to the region's multi-modal transportation system that are anticipated to receive federal funds, as well as all other regionally significant transportation projects, whether or not those projects receive federal funding. The TIP is developed in cooperation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Kansas Department of Transportation (KDOT), the area's public transit operators, the area's local governments and other agencies that have TIP projects. The TIP also serves as the Program-of-Projects (POP) for the Lawrence Transit System (Lawrence Transit) and the TIP approval process is used to satisfy the FTA's public hearing requirements for federal transit funds.

Projects included in the TIP are typically drawn from local city and/or county Capital Improvement Programs (CIP), from KDOT funding programs, and from projects listed as recommended system improvements in the MTP. The local CIP processes have their own public involvement procedures involving publication of public notices initiating the process, public hearings by the Planning Commission, City Commission, and/or County Commission, as appropriate. The detailed definitions of Transportation Improvement Program (TIP) updates, amendments, and administrative revisions are found in the latest TIP document approved by the MPO.

The TIP is required to be updated every 4 years; however, the MPO typically updates it every 2 years. The MPO-approved TIP is sent to KDOT, FHWA and FTA for further approval and then incorporated by reference into the State Transportation Improvement Program (STIP). See Table 1 for the development and review public participation process for the TIP. See Table 1 for the development and review public participation process for the TIP.



Emergency TIP Amendments

In the event of declared state and/or federal emergencies, or at the discretion of the MPO's Secretary, the MPO may elect to process any emergency-related TIP amendments through an expedited public participation process – a seven-day review instead of 15 days. Information will be posted on the MPO website. It should be shared with stakeholders through the E-Subscription service. The TAC and MPO Policy Board will have special meetings called with seven-day notice to approve the emergency-related TIP amendments.

TIP Amendments

Projects are added, removed, or altered through the regularly scheduled amendment process. Amendments to the TIP often consist of major changes to total project cost. Those types of fiscal changes may have impacts on the ability of the TIP and/or the MTP to remain fiscally constrained. The following types of project changes are always handled as TIP amendments:

- Addition or deletion of a project within the first four (4) years of the TIP (federal regulations require this part of the TIP to show fiscal constraint)
- Total costs of a project and/or funding amounts for a project listed in the TIP increase by more than 20% of the total project cost (in the existing TIP);
- Change to a funding source (such as changing from state funding to federal)
- Change to a project scope and/or location (project limits)

TIP Administrative Revisions

Administrative revisions to the TIP may be made if they meet specific criteria. Administrative revisions include all revisions that are not formal amendments. These revisions usually involve, but are not limited to:

- Obvious minor data entry errors or editing corrections to text, map, and/or other graphics
- Splitting or combining projects (project scopes and costs cannot change)
- Changes or clarifying elements of a project description (with no major changes in scope)
- Change in funding program or category (such as changing from STP to HSIP funding)
- Change of program year of project within the four-year fiscally constrained TIP
- Minor change of less than 20% of total project cost No public participation requirements apply to TIP administrative revisions. Once the administrative revision is processed it should be posted online and shared with the TAC and Policy Board at their next regularly scheduled meeting.

Unified Planning Work Program (UPWP)

www.lawrenceks.org/mpo/UPWP

The UPWP outlines the status of MPO planning activities, gives details about MPO work done in the previous year, and describes the MPO work that is scheduled for the upcoming year.

The MPO staff in consultation with TAC members drafts a new UPWP for the coming year and have it ready for initial TAC review in September or sooner. Typically, the UPWP for the next year is approved at the October or November MPO meeting. The UPWP also requires KDOT and FHWA/FTA approval. See Table for the development and review public participation process for the UPWP.



2022
UNIFIED PLANNING WORK PROGRAM
MPO Policy Board Approval
November 18, 2021

UPWP Amendments

Major changes to the UPWP are made through formal amendments. Amendments are used when projects/work tasks are either added or deleted, or when significant changes are made to the UPWP text and/or budget that exceed 10% of the overall UPWP budget amount. UPWP amendments also require KDOT and FHWA/FTA approval. UPWP amendments have a 15 day public review period.

UPWP Administrative Revisions

Minor corrections or changes and routine data updates can be made to the UPWP by the TAC and then sent to the MPO Policy Board for concurrence at their next meeting. Revisions will be used for routine technical changes and updates to the UPWP text, graphics, and minor budget changes of 10% or less (of the UPWP budget total). Changes to the non-staff budget items (e.g., equipment and supplies budget and movement of hours between tasks) may be changed by more than 10% through an administrative revision as long as they do not change the UPWP budget total cost by 10% or more. UPWP changes customarily made by administrative revision include corrections of spelling or grammar errors, updates of hourly rates for MPO staff to reflect salary increases, document formatting revisions, and graphic improvements in the document. No public comment period is required for UPWP administrative revisions.

Public Participation Plan (PPP)

www.lawrenceks.org/mpo/public_participation

The Public Participation Plan outlines how the MPO works to achieve essential public participation in all planning activities. It also recommends methods to engage the public during the regional transportation planning decision making process. Furthermore, it states how members of the public can be involved in the transportation planning process. Utilizing a new public participation survey would constitute a full update. See Table 1 for the development and review public participation process for the PPP.



The Public Participation Plan is updated at least once every five years prior to the Metropolitan Transportation Plan (MTP) development. The engagement techniques need to be evaluated between update cycles to further improve the plan. The PPP may also be reviewed and updated if new planning regulations are enacted or if other changes occur that prompt the MPO to direct staff to update the plan.



PPP Amendments

Amendments consist of small changes including: clarifying or making minor changes to processes or strategies and incorporating federal requirements.

Development and Approval Process

The core MPO documents are developed in a standardized process to enable consistency to encourage participation (Table 1).

Table 1: Core MPO Document Development Summary

	MTP				PM Targets (MTP Appendix F)			TIP			UPWP			PPP	
	Full Update	Amendment - Includes New MTP Project	Amendment - Project Already in MTP	Administrative Revision	Setting	Amending	Annual Report	Full Update	Amendment	Administrative Revision	Full Update	Amendment	Administrative Revision	Full Update	Amendment
How Often	5 yrs	As needed	As needed	As needed	As needed	As needed	Annually	4 yrs	Quarterly	As needed	Annually	As needed	As needed	5 yrs	As needed
DEVELOPMENT PROCESS															
Discuss the plan with TAC and/or MPO Policy Board during development															
Public Engagement Strategies - Survey/data collection - Open house/public meeting - Other techniques	Required	As needed	As needed											As needed	
REVIEW PROCESS															
KDOT and FHWA/FTA reviews the draft															
MPO Committee/MPO Policy Board approval to release Draft for public comment			Only TAC												
Paid newspaper notice announcing public comment period															
Place draft for review on MPO website															
Draft Available: Lawrence City Hall Riverfront															
Draft Available: Lawrence Public Library															
Draft Available: Eudora Public Library															
Draft Available: Baldwin City Public Library															
Draft Available: Lecompton City Hall															
Public comment period --> MPO Website Posting and Email Notice about comment period to E-Subscription Lists (includes media) (in days)	30	30	15		15	15		30	15		30	15		45	30
Compile all public comments received															
Provide a summary of how comments were considered and/or addressed to TAC and Policy Board															
TAC reviews draft making a recommendation to MPO Policy Board															
MPO Policy Board considers the final draft for approval															
The approved document is sent to KDOT, FHWA, FTA and posted online					MTP Appendix F										
Green indicates the row is applicable to the item															

MPO Public Participation Process for Non-Core Documents

The following steps 1-5 demonstrate the process and strategies used to build and implement a public participation process for MPO processes that are not included in the core documents processes listed above. MPO staff commits to proceeding through this process for each planning process that requires or would benefit from public participation.

1. Gain Internal Commitment

Clarify the scope of the decision

MPO staff will explore the scope of the project, what decision needs to be made, and what elements of the decision the public can influence. Staff will determine if the decision involves internal, local, state, or federal regulations.

Identify the decision makers

MPO staff will work with TAC and the MPO Policy Board to determine possible decision makers for MPO plans would be the MPO Policy Board and local Commissions (Lawrence, Douglas County Eudora, Baldwin City, Leocompton). The project scope and partners involved will indicate which decision making bodies need to be consulted and at which points in the process.

Action

[Fill out Community Engagement Plan Pre-Assessment Worksheet.](#)

Identify preliminary stakeholders and values

Staff will undertake a process to determine a list of stakeholders with the goal of being as inclusive and transparent as possible. Identification of stakeholders may include analysis of impacts related to geographic location, eligibility of impacted services, demographic groups who may be adversely impacted, and other criteria as appropriate. Staff will also begin identifying public values by consulting the Community Satisfaction Survey and the MTP. Staff can consider presenting draft versions of the Community Engagement Project Values Worksheet to TAC for feedback.

Action

[Fill out Community Engagement Project Values Worksheet.](#)

Identify MPO resource availability and context

Before undertaking a public participation process, MPO staff will determine potential impacts like timeline, budget, staff availability, and timing with other public engagement processes in the community. MPO staff will consult with local jurisdictions to better understand ongoing and upcoming projects and processes led by other working groups.

Action

[Fill out Community Engagement Plan Worksheet, section 1.](#)

Assess internal expectations of the level of participation

Discuss internally with MPO staff what level of public participation seems appropriate for a given project, program, or planning process. Resolve differences in opinion by weighing competing factors such as staff capacity and ideal experience for public who may be involved in the process.

Action

[Fill out Internal Expectations Worksheet.](#)

2. Assess Decision Impacts and Their Significance

Understand how people perceive the decision

MPO staff will identify, to the greatest extent possible, the potential issues and the stakeholders who might be affected. While staff should not presume to understand all stakeholder impacts and perceptions, there may be some insight based on prior community engagement work. In the early stages of engagement plan development, staff will know more about the full project scope and in some respects can assess and identify (on behalf of the public) any impacts that might be actual hazards or perceived hazards. Gaining a clearer picture of stakeholder perceptions will require one or more feedback techniques such as stakeholder interviews, community polling through Lawrence Listens or social media, or small focus groups. Additionally, MPO staff will use advisory committees to weigh in on external/public expectations as necessary.

Action

[Fill out External/Public Expectations Worksheet.](#)

Identify stakeholders

MPO staff will use the list of stakeholders found in Appendix B to identify which stakeholders should be engaged for the specific project, using tools like GIS when appropriate to identify stakeholders based on location, (for city specific plans), and/or Environmental Justice or Transportation Disadvantaged Populations.

Assess internal and external expectations

Staff will compare Internal & External Expectations Worksheets to understand a general sense of the level of public participation that should be pursued. The scores below are not prescriptive, but provide a good starting point. Unique factors may result in adjusting the level of participation up or down from the scoring guidance, particularly if the answer to any one question is "Very High."

- "Very Low" to "Low" (1-2): Information program at the Inform level to satisfy public concerns.
- "Low" to "Moderate" (2-3): Consult level likely appropriate, supplemented by Inform strategies.
- "Moderate" to "High" (3-4): Involve level likely appropriate, possibly Consult depending on project.
- Supplement with Inform strategies.

Action

[Fill out Community Engagement Plan Worksheet, section 2.](#)

Review/refine the scope of the planning process

It is difficult to conduct a planning process when the Internal and External stakeholders do not fully agree on the scope of work. Using the appropriate advisory group and/or stakeholders identified in section 2 of the Community Engagement Plan Worksheet, confirm the accurateness of the scope developed in step 1, or consider listserv, Facebook poll, or one question survey. Only once there is agreement on the scope can the participation plan be further developed.

3. Select the Level of Participation

Select level on the IAP2 spectrum

Average scores from the Internal & External Expectations Worksheets should help determine the level of public participation. If organizational expectations exceed that of the public, select a level that the public is willing to participate at. If public expectations exceed organizational, reconsider what level is feasible given constraints and warranted based on the potential impacts of the decision.

For almost all Mode specific plans, the anticipated level of engagement is Involve and/or Collaborate and for the MTP the level is anticipated to be Collaborate.

Action

[Fill out the Overall Community Engagement Level in the Community Engagement Plan Worksheet, section 3.](#)

Asses capacity of staff

Consider project workload and determine if additional resources are needed to execute the selected level of participation. Additional resources may include coordination with other local staff or partner organizations, or contracted services.

4. Define the Planning Process and Identify Public Participation Objectives

Understand the existing decision process

By this stage in the process, the scope of work has been defined, and there is a timeline for the planning process. The process between those two points needs to be further defined so that the public has an expectation of how the process will go. Although the specific engagement strategies are not yet known, it is time to begin plotting out the phases of this process by identifying high-level phases of the work, as shown in the sample decision process below. Each of these phases can be considered a Project Phase, as shown in the Community Engagement Plan Worksheet, section 3.

Action

[Fill out the Community Engagement Level per Project Phase in the Community Engagement Plan Worksheet, section 3.](#)

Set public participation objectives for each phase in the process

Once the engagement level has been selected for each project phase, it is important to define the objective for each phase to understand measureable outcomes at each phase in the process.

Action

Fill out the Community Engagement Objective per Project Phase in the Community Engagement Plan Worksheet, section 3.

5. Design the Community Engagement Plan

Identify public participation techniques

Select techniques from the Community Engagement Spectrum with Techniques Toolbox for each project phase that best help meet each phase's objective.

Action

Consult the Community Engagement Spectrum with Techniques Toolbox and fill out the Community Engagement/Communications Techniques per Project Phase in the Community Engagement Plan Worksheet, section 3.

Develop communications strategy and plan to support process

Define communication objectives overall, and for each phase of the project. Identify key messages to communicate at each phase of the project. Determine appropriate communication tools for each phase of the project.

Define personnel roles and responsibilities

Determine who will be coordinating, drafting content and images for communications. Determine who will ensure the right communication channels are used for each phase of project. Determine who will be finding meeting spaces, setting up Zoom meetings. Determine who will be attending meetings and their roles at those meetings. Roles and responsibilities for each technique will be included in the Community Engagement Plan Worksheet, section 3.

Action

Add staff roles to the Community Engagement/Communications Techniques per Project Phase in the Community Engagement Plan Worksheet, section 3.

Plan for timing of the process

There are many factors that influence a public participation process. Consider questions related to timing to inform the project timeline.

Action

Fill out the Plan for Timing Worksheet form.

Plan for evaluation

Evaluation is an important part of refining the public outreach process. The MPO documents techniques used and their outcomes to understand how to best communicate and reach the public.

Action

Fill out the Public Outreach Evaluation form.

TRANSIT PLANNING

Introduction

Together, Lawrence Transit and the University of Kansas provide safe, convenient, affordable, reliable and responsive public transportation services to enhance the social, educational, economic and environmental well-being of the community. This encompasses 20 fixed routes: 10 city routes, 2 coordinated routes, and 8 university routes, covering 31 square miles within the city limits of Lawrence. Lawrence Transit also provides complementary Americans with Disabilities Act paratransit services (T Lift), and night-time demand response service (Night Line).

KU on Wheels has operated at KU since 1971, with 36 years as a student-run system before becoming a part of KU Transportation Services in 2007; the city launched Lawrence Transit in 2000. Beginning with a coordination study in 2006, Lawrence Transit and KU have worked together to coordinate their fixed route services. Today, they publish a single joint Transit Guide, jointly fund two routes, and share a single Transit Facility. Together, city and university transit services provided 2.98 million rides in 2019. Although ridership declined in 2020 due to COVID-19 impacts, the City avoided making any service cuts to ensure equitable access for our community.

Working together, Lawrence Transit and KU have received multiple ridership awards in FTA Region 7, an APTA AdWheel award for the coordinated Transit Guide, and achieved efficiencies in almost every area of their operations. Other transportation services are provided in Lawrence and Douglas County by a variety of non-profit, public and quasi-public agencies such as Independence, Inc. and the Douglas County Senior Resource Center for disabled, elderly and general public use.

Lawrence Transit's Mission, Vision, and Structure

Mission

Together, the City of Lawrence and University of Kansas will provide safe, convenient, affordable, reliable and responsive public transportation services to enhance the social, economic and environmental well-being of the community.

Vision

The City of Lawrence – supporting an unmistakably vibrant community with innovative, equitable, transparent and responsible local government.

Structure

Lawrence Transit

Lawrence Transit is a part of the Transit & Parking Division of the City of Lawrence. Policies for Lawrence Transit are set by the Lawrence City Commission, with recommendations from the Public Transit Advisory Committee.

Public Transit Advisory Committee

<https://lawrenceks.civicweb.net/portal/members.aspx?id=45>

This committee advises on all matters regarding the city public transit system, such as proposed routes, service changes, ridership policies, fare structures, funding, and budgets. The ordinance establishing PTAC, PTAC's bylaws, the City's ethics policy, the City's advisory board policy, and the PTAC meeting calendar are located at PTAC's iCompass webpage: <https://lawrenceks.civicweb.net/portal/members.aspx?id=45>

During the pandemic, per the Attorney General's orders and City Resolution No. 7345, we are required to live broadcast all virtual/zoom city board and commission meetings. Meetings are broadcast on YouTube and on MIDCO public access cable channel 25. Live meeting broadcasts can be found here: www.lawrenceks.org and at the City's YouTube page, along with recorded meetings, here: <https://www.youtube.com/user/lawrenceksvideo/playlists>

Consideration for Traditionally Underserved Populations

Emphasis has been placed on recruiting PTAC board members who represent a cross-section of our community. While not a requirement of board membership, we maintain a mix of riders, non-riders and community leaders and/or organizations that include the disabled, racial and ethnic minorities, and low-income residents. In addition, all public meetings are held in locations that are accessible by public transit and are compliant with the Americans with Disabilities Act. Upon advance notice interpreters, translators, and Braille documents can be provided for public meetings. How to Ride Guides for fixed route and paratransit and paratransit applications are available on tape, in Braille, and in Spanish. Other requests for alternate formats would be met upon request.

KU on Wheels

KU on Wheels is the transit system of the University of Kansas, a division of KU Transportation Services. Policies for KU on Wheels are set by the Provost based upon recommendations from the university's Transit Commission.

KU Transit Commission

<https://transportationservices.ku.edu/about>

The Transit Commission is the body that makes decisions regarding the transportation services, in particular KU on Wheels, JayLift, SafeRide, and SafeBus. Operational decisions made by the Transit Commission — those affecting day to day service — are considered final and are implemented as directed by Parking & Transit staff. Policy decisions are forwarded to the Provost for approval before implementation.

Meeting Information:

Meetings are scheduled on an as-needed basis by KU Transportation Services staff.

Key Links

- [Members](#)

Regulations and Policies Relevant to Lawrence Transit's Public Participation Plan

General Purpose

Public participation is a necessary and integral part of the Lawrence Transit planning process. This document contains the public participation process that will be followed. In addition to the broad goals and processes that Lawrence Transit aims to follow, there are some specific federal requirements related to public comment periods for mandates programs and policies.

Lawrence Transit's Public Participation Plan was developed in accordance with applicable federal law and the following federal documents:

- FTA C 4702.1B – Title VI Requirements and Guidelines for Federal Transit Administration Recipients
- FTA C 4703.1 – Environmental Justice Policy Guidance for Federal Transit Administration Recipients
- Chapter 50 or title 49, United States Code – Section 5307 b Program of Projects
- Federal Register/Volume 70, Number 239/Wednesday, December 14, 2005/Notices

Disadvantaged Business Enterprises (DBE) Goal

Lawrence Transit, a division of the City of Lawrence, Kansas, has established an overall race-neutral goal of 0.4% for DBE participation on federally-assisted programs in Federal Fiscal Years 2020, 2021, and 2022.

The proposed goal was established in accordance with regulations of the US Department of Transportation (DOT), 49 CFR Part 26, as amended. In establishing this goal, Lawrence Transit must provide opportunity for consultation with minority, women's and general contractor groups, community organizations, and other entities which could provide valuable information concerning the availability of DBEs. In addition, the proposed goal and its rationale are available for inspection during normal business hours, at Lawrence Transit, 933 New Hampshire Street, Lawrence, Kansas, 66044. Comments may be directed to the Transit Manager at PO Box 708, Lawrence, KS 66044.

Title VI

Lawrence Transit is committed to providing high-quality public transportation services and that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Any person who believes they have been subjected to any unlawful discriminatory practice under Title VI may file a complaint by emailing, submitting a complaint form, or delivering or mailing a written complaint to Lawrence Transit. For more information about civil rights and Title VI program obligations, please visit <https://lawrencetransit.org/civil-rights/>.

Language Assistance Plan

The Federal Transit Administration (FTA) wants to ensure that all recipients of federal funds are fulfilling their responsibilities to assist Limited English Proficient (LEP) persons' access to services, and also the ability to participate in decisions made about those services. Lawrence Transit's Language Assistance Plan incorporates all reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of programs and activities for LEP individuals. LEP persons refer to:

Persons for whom English is not their primary language and who have a limited ability to

read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The plan has the following key elements:

- Identification of LEP individuals who need language assistance in the Lawrence Transit service area (using the Four Factor Analysis that follows);
- Determination of the appropriate language assistance measures;
- Training of all employees regarding LEP policies and procedures;
- Providing notification to LEP persons of the language services offered by Lawrence Transit; and,
- Procedures to monitor and update the Language Assistance Plan.

Four Factor Analysis

There are four factors to consider in determining “reasonable steps” have been taken to ensure meaningful access to programs and activities and to determine the specific language services that are appropriate. This Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by Lawrence Transit;
2. The frequency with which LEP persons come into contact with Lawrence Transit services and programs;
3. The nature and importance of Lawrence Transit services and programs in people’s lives; and,
4. The resources available to Lawrence Transit for LEP outreach, as well as the costs associated with that outreach.

The latest analysis conducted in 2020 indicates a low percentage of LEP persons served by Lawrence Transit, with the highest percentage being persons who speak Spanish (0.2% of population). Even with the low percentage, Lawrence Transit strives to provide translated materials and other staff support for LEP individuals as is feasible with current staff time and resources. The full LEP plan can be accessed at: <https://lawrencetransit.org/civil-rights/>.

Program of Projects

As found in Chapter 53 of Title 49 of the United States Code, Recipients of 5307 Urbanized Area Formula Grants are required to have a publicly available Program of Projects that outlines funding amounts received under this grant. The Lawrence Transit Program of Projects can be found in the Transportation Improvement Program (TIP). The TIP is a multi-year listing of federally funded and locally significant non-federal funded improvements to the region’s transportation system. This document is developed in cooperation with FHWA, FTA, KDOT and affected transit operators. The TIP is reviewed on an annual basis, following regulations for public comment periods. At a minimum, the TIP shall include all projects that are anticipated to receive any federal funds, as well as all other regionally significant transportation projects, whether or not these projects receive federal funding. All projects to which federal funding is pledged must be consistent with the long-range transportation plan. The current version is [FFY 2021-2024](#).

The requirements for 5307 funding also require a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation, as outlined below.

Fare Increases

The City of Lawrence shall not propose and/or consider an increase in the regular passenger fare per trip within 12 months of the last fare increase without a majority vote of PTAC authorizing the increase proposal. Any increase in rates or fares shall be reviewed by PTAC and approved. Prior to approval, the general public shall be given an opportunity to make comment on the proposed fare increase using tools at the Consult level of the Community Engagement Spectrum with Techniques Toolbox.

Service Reductions

A major service reduction shall be any reduction in system-wide service hours exceeding five percent (5%) of the current number of daily service hours provided. Any major service reduction shall be reviewed by PTAC and approved. Prior to approval, the general public shall be given an opportunity to make comment on the proposed service reduction, using tools at the Consult level of the Community Engagement Spectrum with Techniques Toolbox.

Lawrence Transit's Public Participation Goals & Process

The City of Lawrence wants to listen, share, and engage with our community to drive action and build trust in City government. We invite and welcome all community members to collaborate and innovate with us. Through strong and equitable engagement with our community, we share and receive information about important city services and community life.

The following steps 1-5 demonstrate the process and strategies used to build and implement a public participation process. Lawrence Transit staff commits to proceeding through this process for each project, program, or plan that requires or would benefit from public participation.

1. Gain Internal Commitment

Clarify the scope of the decision

Lawrence Transit staff will explore the purpose of the project, what decision needs to be made, and what elements of the decision the public can influence. Staff will determine if the decision involves internal, local, state, or federal regulations.

Identify the decision makers

Possible decision makers for Lawrence Transit would be transit and other city staff, PTAC, KU's Transit Commission, and the Lawrence City Commission. The project scope and partners involved will indicate which decision-making bodies need to be consulted and at which points in the process. If it is not clear who the decision makers are, Lawrence Transit will collaborate with the City Community Engagement Commitment Area Champion and team to determine.

Action

Fill out [Community Engagement Plan Pre-Assessment Worksheet](#).

Identify preliminary stakeholders and values

Staff will undertake a process to determine a list of stakeholders with the goal of being as inclusive and transparent as possible. Identification of stakeholders may include analysis of impacts related to geographic location, eligibility of impacted services, demographic groups who may be adversely impacted, and other criteria as appropriate. Staff will also begin identifying public values by consulting the Community Satisfaction Survey and the MTP. Staff can consider presenting draft versions of the Community Engagement Project Values Worksheet to PTAC or focus groups of stakeholders.

Action

Fill out [Community Engagement Project Values Worksheet](#).

Identify Lawrence Transit resource availability and context

Before undertaking a public participation process, transit staff will determine potential impacts like timeline, budget, staff availability, and timing with other public engagement processes in the community. Lawrence Transit staff will consult with City department directors to better understand ongoing and upcoming projects and processes led by other working groups.

Action

Fill out [Community Engagement Plan Worksheet, section 1](#).

Assess internal expectations of the level of participation

Discuss internally with Lawrence Transit staff what level of public participation seems appropriate for a given project, program, or planning process. Resolve differences in opinion by weighing competing factors such as staff capacity and ideal experience for public who may be involved in the process.

Action

Fill out [Internal Expectations Worksheet](#).

2. Assess Decision Impacts and Their Significance

Understand how people perceive the decision

Lawrence Transit staff will identify, to the greatest extent possible, the potential issues and the stakeholders who might be affected. While staff should not presume to understand all stakeholder impacts and perceptions, there may be some insight based on prior community engagement work. In the early stages of engagement plan development, staff will know more about the full project scope and in some respects can assess and identify (on behalf of the public) any impacts that might be actual hazards or perceived hazards. Gaining a clearer picture of stakeholder perceptions will require one or more feedback techniques such as stakeholder interviews, community polling through Lawrence Listens or social media, or small focus groups.

Action

Fill out [External/Public Expectations Worksheet](#).

Develop a comprehensive list of stakeholders

Lawrence Transit staff will develop a stakeholder list, using tools like GIS when appropriate to identify stakeholders based on location, eligibility (like T-Lift changes), and Transportation Disadvantaged Populations.

Assess internal and external expectations

Staff will compare Internal & External Expectations Worksheets to understand a general sense of the level of public participation that should be pursued. The scores below are not prescriptive, but provide a good starting point. Unique factors may result in adjusting the level of participation up or down from the scoring guidance, particularly if the answer to any one question is "Very High."

- "Very Low" to "Low" (1-2): Information program at the Inform level to satisfy public concerns.
- "Low" to "Moderate" (2-3): Consult level likely appropriate, supplemented by Inform strategies.
- "Moderate" to "High" (3-4): Involve level likely appropriate, possibly Consult depending on project. Supplement with Inform strategies.
- "High" to "Very High" (4-5): Collaborate level likely appropriate, possibly Involve depending on project. Supplement with Inform strategies.

Action

Fill out [Community Engagement Plan Worksheet, section 2.](#)

Review/refine the scope of the decision

It is difficult to make decisions when the Internal and External stakeholders do not fully agree on the problem (decision statement). With the stakeholders identified in section 2 of the Community Engagement Plan Worksheet, confirm the accurateness of the decision statement developed in step 1, or consider listserv, Facebook poll, or a one question survey. Only once there is agreement on this statement can the participation plan be further developed.

3. Select the Level of Participation

Select level on the IAP2 spectrum

Average scores from the Internal & External Expectations Worksheets should help determine the level of public participation. If organizational expectations exceed that of the public, select a level that the public is willing to participate at. If public expectations exceed organizational, reconsider what level is feasible given constraints and warranted based on the potential impacts of the decision.

Action

Fill out the [Overall Community Engagement Level in the Community Engagement Plan Worksheet, section 3.](#)

Asses 'readiness' of Lawrence Transit

Consider project workload and determine if additional resources are needed to execute the selected level of participation. Additional resources may include coordination with other City departments or partner organizations, or contracted services.

4. Define the Decision Process and Identify Public Participation Objectives

Understand the existing decision process

By this stage in the process, the decision to be made has been defined, and there is a timeline to make that decision. The process between those two points needs to be further defined so that the public has an expectation of how the process will go. Although the specific engagement strategies are not yet known, it is time to begin plotting out the phases of this process by identifying high-level phases of the work, as shown in the sample decision process below. Each of these phases can be considered a Project Phase, as shown in the [Community Engagement Plan Worksheet, section 3.](#)

Figure 11: Establishing a Decision Process



Action

Fill out the Community Engagement Level per Project Phase in the [Community Engagement Plan Worksheet, section 3](#).

Set public participation objectives for each phase in the process

Once the engagement level has been selected for each project phase, it is important to define the objective for each phase to understand measureable outcomes at each phase in the process.

Action

Fill out the Community Engagement Objective per Project Phase in the Community Engagement Plan Worksheet, section 3.

5. Design the Community Engagement Plan

Identify public participation techniques

Select techniques from the [Community Engagement Spectrum](#) with Techniques Toolbox for each project phase that best help meet each phase's objective.

Action

Consult the [Community Engagement Spectrum](#) with Techniques Toolbox and fill out the Community Engagement/Communications Techniques per Project Phase in the Community Engagement Plan Worksheet, section 3.

Develop communications strategy and plan to support process

Define communication objectives overall, and for each phase of the project. Identify key messages to communicate at each phase of the project. Determine appropriate communication tools for each phase of the project.

Define personnel roles and responsibilities

Determine who will be coordinating, drafting content and images for communications. Determine who will ensure the right communication channels are used for each phase of project. Determine who will be finding meeting spaces and setting up Zoom meetings. Determine who will be attending meetings and their roles at those meetings. Roles and responsibilities for each technique will be included in the Community Engagement Plan Worksheet, section 3.

Action

Add staff roles to the Community Engagement/Communications Techniques per Project Phase in the [Community Engagement Plan Worksheet, section 3.](#)

Plan for timing of the process

There are many factors that influence a public participation process. Consider questions related to timing to inform the project timeline.

Action

Fill out the [Plan for Timing Worksheet form.](#)

Plan for evaluation

Evaluation is an important part of refining the public outreach process. Lawrence Transit documents techniques used and their outcomes to understand how to best communicate and reach the Lawrence public.

Action

Fill out the [Public Outreach Evaluation form.](#)

TECHNIQUES TOOLBOX

Transportation planners are responsible for developing a unique public engagement strategy for each project that uses the appropriate techniques. The strategy should include a timeline showing engagement techniques and other relevant activities, and should outline target audiences and expected outcomes. The following techniques and strategies will serve as a guide for the decision-makers to use when developing the public participation component of each project.

To promote the involvement of everyone (including traditionally underserved populations such as low income, minority communities, and people with disabilities) in the transportation planning process, technical jargon should be avoided in presentations and information should be displayed using visualization techniques and graphics. Staff should be available to answer questions and work to verify that the messages presented are being understood by the audience. Likewise, the staff should actively listen to participants at meetings and make sure that the staff understands the comments made by the public. Figure 13 displays other techniques transportation planners will employ to specifically reach the traditionally underrepresented groups.

Figure 12: Specific Techniques to Encourage Participation Among Traditionally Underserved Populations

- Conduct interviews orally so that low literacy will not be a barrier.
- Divide larger groups into smaller, more comfortable sizes.
- Utilize local residents to help interview people in their own community.
- Provide a comfortable meeting space.
- Involve local officials and community insiders.
- Hold meetings in “neutral” locations, like schools or community centers that are accessible by transit.
- Work with existing organizations
- Attend scheduled and special events.
- Use interpreters and translated materials where appropriate and feasible.

Brochures and Fact Sheets

Brochures and Fact Sheets are a presentation of data in a format emphasizing brevity, key points of interest or concern, a fairly minimalist design aesthetic, and a general desire to convey the most relevant information in the least amount of space. Fact sheets condense information into an easy-to-read, straightforward, portable, and modular form of knowledge. They often contain lists, statistics, and answers to common questions. In some cases they may include a summary or abridgement of a longer document. The MPO will utilize this tool when disseminating information about major plans and studies.

Inform

Share Information

Bus Operator Roundtable Discussion

Bus operators are the eyes and ears of the system. Seeking their input and perspective is a useful and effective strategy, both for identifying ways to improve the system, and for building support, momentum, and ownership for projects overall.

Consult

Share Information

Collect & Compile Input

Document Availability

When select major documents, maps or programs are proposed to be changed, copies of the existing documents and the proposed changes will be made available during the public comment period at the following locations:

Inform

Share Information

MPO locations:

- Baldwin City Public Library, 800 7th Street, Baldwin City
- Eudora Public Library, 14 E. 9th Street, Eudora
- Lecompton City Hall, 333 Elmore, Lecompton
- Lawrence City Hall Riverfront, 1 Riverfront Plaza, Planning & Development Services, Lawrence,
- Documents are also published online at: www.lawrenceks.org/mpo

Transit locations:

- 933 New Hampshire Street, Lawrence
- Documents are also published online at: <https://lawrencetransit.org>

Shared locations

- Lawrence Public Library, 707 Vermont Street, Lawrence

E- Subscription Lists

The staff maintains lists of MPO and Transit committee members including the standing committees (MPO Policy Board, TAC, RTAC, PTAC) and temporary groups set up for particular projects (e.g. MTP update advisory committee, special studies. etc.).

Inform

Share Information

Staff encourages people to use the City of Lawrence subscription lists online to sign up to receive notes and agendas about transportation/transit meetings and events. The subscription service allows any individual, organization, agency or other interested party to use their email address and request that it be added to the email list so they are notified about upcoming meetings (including meeting agenda packets) and the release of major transportation planning

products for public review. Anyone interested can subscribe to the meeting agenda announcements at www.lawrenceks.org/subscriptions.

You can also ask to be added to the list by contacting the MPO at mpo@lawrenceks.org or Lawrence Transit at info@lawrencetransit.org or 785-864-4644.

Information Tables and Staff at Local Events/Meetings

People like special events. These unique occasions are light-hearted and have a holiday-like feeling clearly different from public information/project meetings. They give people opportunities to meet others in a friendly, non-threatening setting and share their ideas. This is a great strategy to inform, educate and solicit comments from a diverse and large group of people who are traditionally not involved in the transportation planning process. Staff should use these events to gain public input on transportation issues as staff time and schedules allow. Staff should use events sponsored by other larger agencies (e.g., bike fair hosted by the University of Kansas, Earth Day event hosted at South Park in Lawrence, Douglas County Fair, Maple Leaf Festival in Baldwin City, etc.) to provide opportunities for the public to voice their comments about the region's transportation system and participate in the transportation planning process (Figure 14 and Figure 15). Staff should also attend existing community meetings, for example the Lawrence Association of Neighborhoods (LAN) as shown in Figure 16

Involve

Share Information

Collect & Compile Input

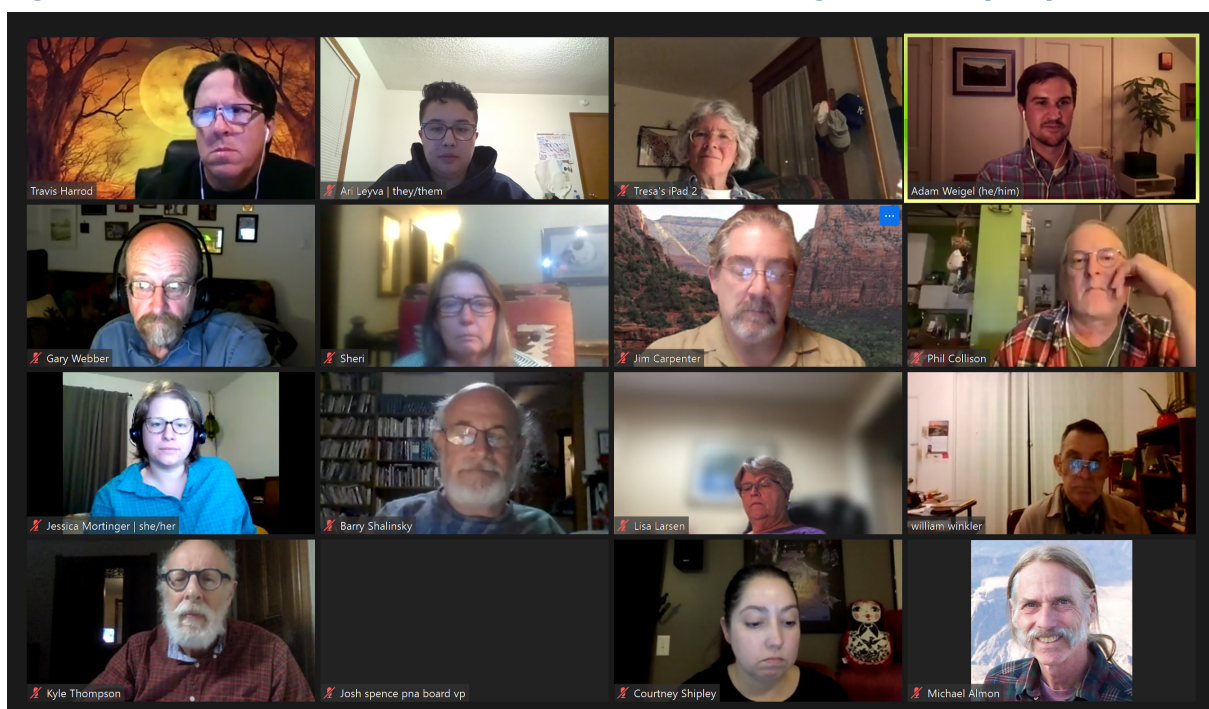
Figure 13: Tabling at the Lawrence Farmer's Market - October 23, 2021



Figure 14: Tabling at Lawrence High - November 14, 2021



Figure 15: Presentation for the Lawrence Association of Neighborhoods (LAN) - October 20, 2021



Local Newspaper Articles, Advertisements, and Public Notices

Every effort to involve the local media should be used when providing information to the public or encouraging participation. Press releases will be sent out whenever notable transportation planning activities are taking place. Staff will be available to answer media questions and for interviews. Public Notices may also be taken out in the Lawrence Journal-World officially notifying the public of comment periods related to updates of selected major transportation/transit planning documents including the Metropolitan Transportation Plan. Other selected transportation planning document updates and amendments may be described in shorter public notices printed in the newspaper.

Inform

Share Information

Mailings

Mailings are a staple of most public involvement programs. Agencies use mailing lists throughout the planning and project development processes to “keep a thumb on the pulse” of the community at-large and for key stakeholders. Mailing lists reach an audience with announcements of upcoming events, meeting invitations, newsletters, summary reports, and other information about its activities and/or about particular projects that a segment of the community is likely to be keenly interested in. These mailings may go to some of the same people or groups that have signed up to get transportation/transit planning information via the E-Subscription List, but these mailings are often used for target area or target interest audiences (e.g., all landowners within a half-mile radius of a new interchange, or all persons who have bought a bus pass in the last year). The City of Lawrence newsletter, The Flame, is used to disseminate information in the utility billings.

Inform

Share Information

Figure 16: Mailing Example from 2019



Neighborhood Newsletters

Neighborhood Newsletters will also be utilized to keep the community informed about transportation planning activities. Neighborhood newsletters can be targeted and tailored to specific areas, therefore increasing the effectiveness of the newsletter outreach efforts. The Lawrence Association of Neighborhoods (LAN) and similar organizations that exist in other parts of Douglas County are resources staff should use when soliciting public participation.

Inform

Involve

Share Information

Collect & Compile Input

On-Board/Bus Platform Intercept Survey

Surveys assess widespread public opinion on a topic. In an effort to obtain feedback on transit-related items staff may conduct on-board and/or bus platform intercept surveys. This means staff goes to where transit riders are located to ask them about transit related items. Typically these surveys are conducted on paper and staff inputs them into the online Lawrence Listens/Tell Us Portal.

Consult

Share Information

Collect & Compile Input

On-Site Tour/Discussion

Tours give people an on-site experience providing them the opportunity to ask questions. This is especially helpful to get a feel for conditions, opportunities, and constraints.

Involve

Share Information

Collect & Compile Input

Bring People Together

Public Meetings/Open Houses

Public meetings are effective at gathering questions and comments from stakeholders; they are also useful in providing information to all participants. Public meetings can be tailored to specific issues or community groups. They should be formal or informal depending on the situation.

Involve

Bring People Together

An open house is typically an informal “come and go” type of public meeting. Staff is available to answer questions for a set period of time and participants can attend at any time during the time frame. A formal presentation is normally not given at an open house. Instead it features various informational stations where participants can ask questions and provide feedback at each station. Staff should use this type of meeting when gathering input and feedback on proposed alternatives. Public meetings, of any type, should be held at a variety of locations at convenient, accessible locations and times, typically after-work hours. Ideally

Figure 17: 2018 Open House at the Lawrence Public Library



meeting notices/announcements will be posted at least two weeks in advance of the scheduled meeting, but at a minimum they will be posted seven days in advance. Notices will be posted on the MPO or Lawrence Transit’s website (depending on the project) and through appropriate neighborhood association newsletters if available.

Resident/Community-Led Engagement Partnership

A resident/community-led engagement partnership is a process where the residents/community direct the engagement effort. This is a very flexible format and does not need to happen in a specific way. It allows for creative engagement.

Collaborate

Bring People Together

Signage/Signage on Bus/Posters

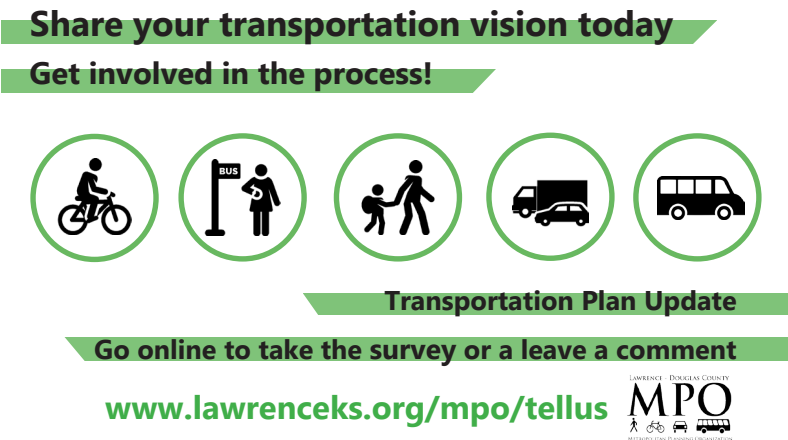
Signage/posters can be used to convey information about planning opportunities. Buses have areas to place signage, which is especially helpful to inform people transit-specific items. Figure 19 shows an example of a past bus poster.

Inform

Share Information

Collect & Compile Input

Figure 18: Transportation 2040 Bus Poster



Social Media

Social media is an advantageous way to reach people who may not read press releases or other “traditional” forms of communication. Thus, planners write social media posts to be posted on the City of Lawrence, City of Eudora, City of Baldwin City, the City of Lecompton, Lawrence Transit, KU Transportation Services, and other partner agency social media accounts. Each of the cities have their own Facebook page, while Lawrence also has a Twitter page. Social media posts are written to encourage participation in surveys and open houses.

Inform

Share Information

Stakeholder Interviews/Direct Agency Consultation

One-on-one stakeholder interviews/direct agency consultation will facilitate dialogue between the staff and interested parties, including various resource agencies. This enables staff to ensure the correct data is being used, methods of analysis are sound, and that all agencies agree on what the analysis is saying. This strategy is usually utilized in the Metropolitan Transportation Plan (MTP) development process.

Involve

Collect & Compile Input

Surveys/Tell Us Portal/Lawrence Listens/Document Review

Public opinion surveys assess widespread public opinion. The MPO administers electronic surveys via the MPO website/Tell Us portal.

Lawrence Transit uses Lawrence Listens (Figure 20). Both departments alert interested parties to the survey through the use of the e-subscription list and other contact lists. Paper surveys are also available. If someone desires a paper version of a survey conducted in Tell Us/Lawrence

Listens, please contact MPO or Lawrence Transit staff and we would be happy to provide a paper copy of the survey.

Involve

Collect & Compile Input

The Tell Us and Lawrence Listens portals are online tools for community engagement. The Portals can be used for multiple purposes included administering surveys and as an alternative to in-person community outreach events. An advantage of the tool is that it is completely transparent. Responses are available online for people to read and the developer of the software maintains civility within the forums. Furthermore, the online tool allows people who cannot attend traditional meetings to receive information and provide feedback at a time that is convenient to them.

Transit surveys will be open for a minimum of 15 days and MPO surveys for a minimum of 15 days. Staff will incorporate the survey findings into the document/report following the end of the public comment period. For surveys that are part of formal public comment periods, staff will include those as part of the record and share them with the appropriate advisory committee and governing body.

The portals are located at www.lawrenceks.org/mpo/tellus and www.lawrenceks.org/listens/surveys.

Figure 19: Tell Us and Lawrence Listens Logos



Transit App Push Notifications

My Bus Lawrence - used to inform transit riders who have downloaded the app of re-routes, service changes, and other time sensitive information transit riders need to use or be involved in the transit system.

Inform

Share Information

Collect & Compile Input

Videos

Staff will utilize videos to explain or educate the public about transportation topics whenever feasible. This might include creating a video presentation to incorporate with the Tell Us Portal/Lawrence Listens or a recording of an open house presentation to be posted to the project page. Videos have been used in the past to explain the downtown transfer center and the pedestrian plan update (Figure 20).

Inform

Share Information

Figure 20: Videos Created in 2021



Visualization

Visualization techniques will be used in all core transportation plans, programs, and projects to the extent they are feasible. Visualization techniques promote improved understanding of existing and proposed transportation activities to those who do not have a background in transportation planning. Effective visualization techniques help build consensus and clarify ideas between the public and decision-makers. Tailoring visualization techniques for a specific document or population will help interested people better understand regional transportation planning goals and activities. These techniques will include the use of colors, diagrams, tables, maps and photos that better illustrate the ideas and concepts represented in transportation plans, projects and programs.

Inform

Involve

Share Information

Collect & Compile Input

Furthermore, various forms of online mapping, such as wiki mapping, will be used so participants can provide input and specific concerns in a visual map format either at a community outreach event or online on their own schedule.

Voting Activities

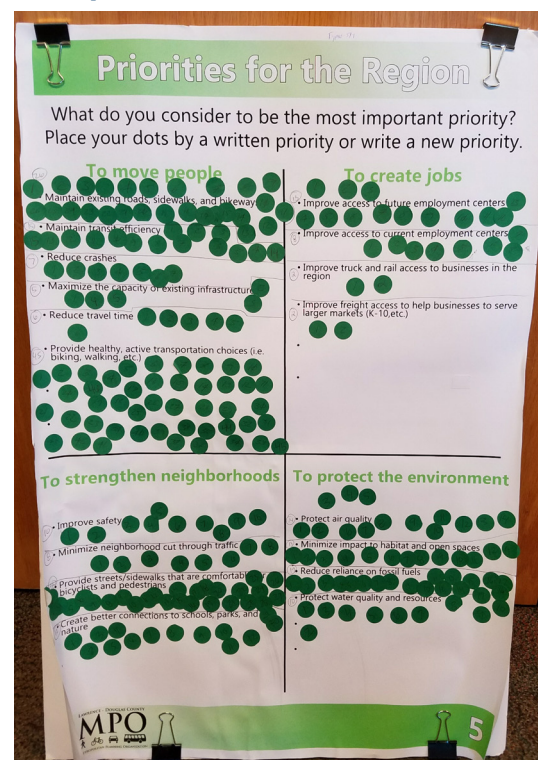
Voting activities is another technique that generally falls into two broad categories: 1) paper or 2) technology. There are many types of paper voting, in one instance participants are given dot stickers that can be put on a large voting sheet in the front of the room (Figure 21). This allows instant feedback as the preferred option has the majority of the dot stickers. However, the drawback to this method of voting is that others may see the results and be swayed into voting with the majority, even if it is not how they truly feel.

Involve

Collect & Compile Input

Technology voting employs the use of small remotes that are connected to a computer presentation. Participants are given several options for each question. After participants select their answer the results are displayed on the screen. This technique provides instant feedback and gives participants the opportunity to vote without being swayed by the general tone in the room.

Figure 21: Dot Voting for Transportation 2040 in 2017



Websites

Online services provide communication 24 hours a day. The MPO website provides comprehensive information on MPO activities and regional transportation planning issues. Also housed on the MPO website are necessary reports, core documents, agendas and meeting minutes for all MPO committees and other advisory boards staffed by the MPO. The website is located at www.lawrenceks.org/mpo. Information related to Lawrence Transit can be found at <https://lawrencetransit.org>.

Inform

Share Information

Workshops

A workshop is a collaborative type of public meeting. Workshops allow the public to hear a presentation on a particular item. Then the audience is split into smaller group discussions to create alternatives and ideas. Next, the small groups are reconvened into the larger group, where workshop outcomes are shared with decision makers.

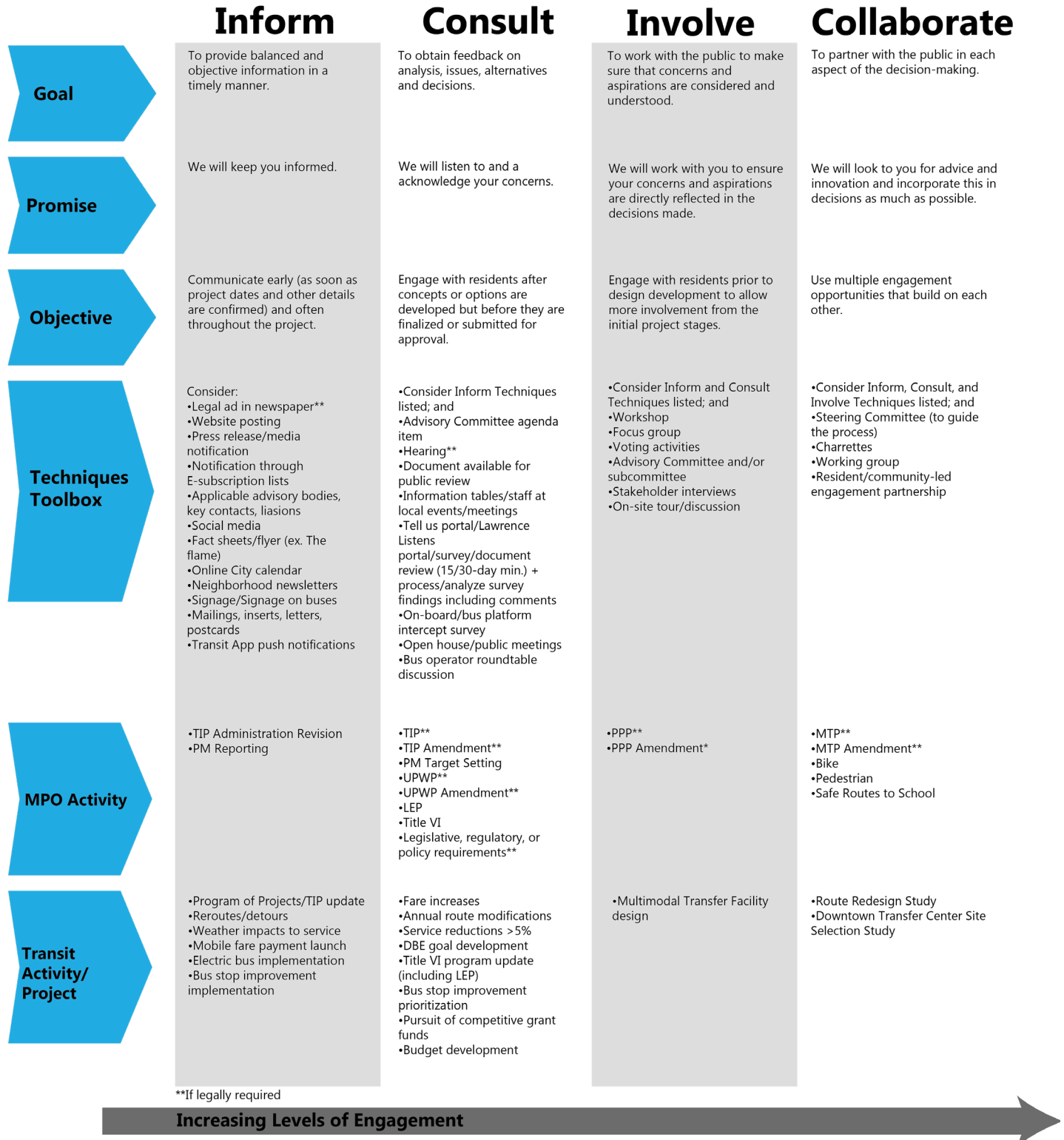
Involve

Bring People Together

PLANNING IN ACTION

The implementation of Figure 23 is contingent on staff capacity and unprecedented events (like covid).

Figure 22: Community Engagement Spectrum with Techniques Toolbox

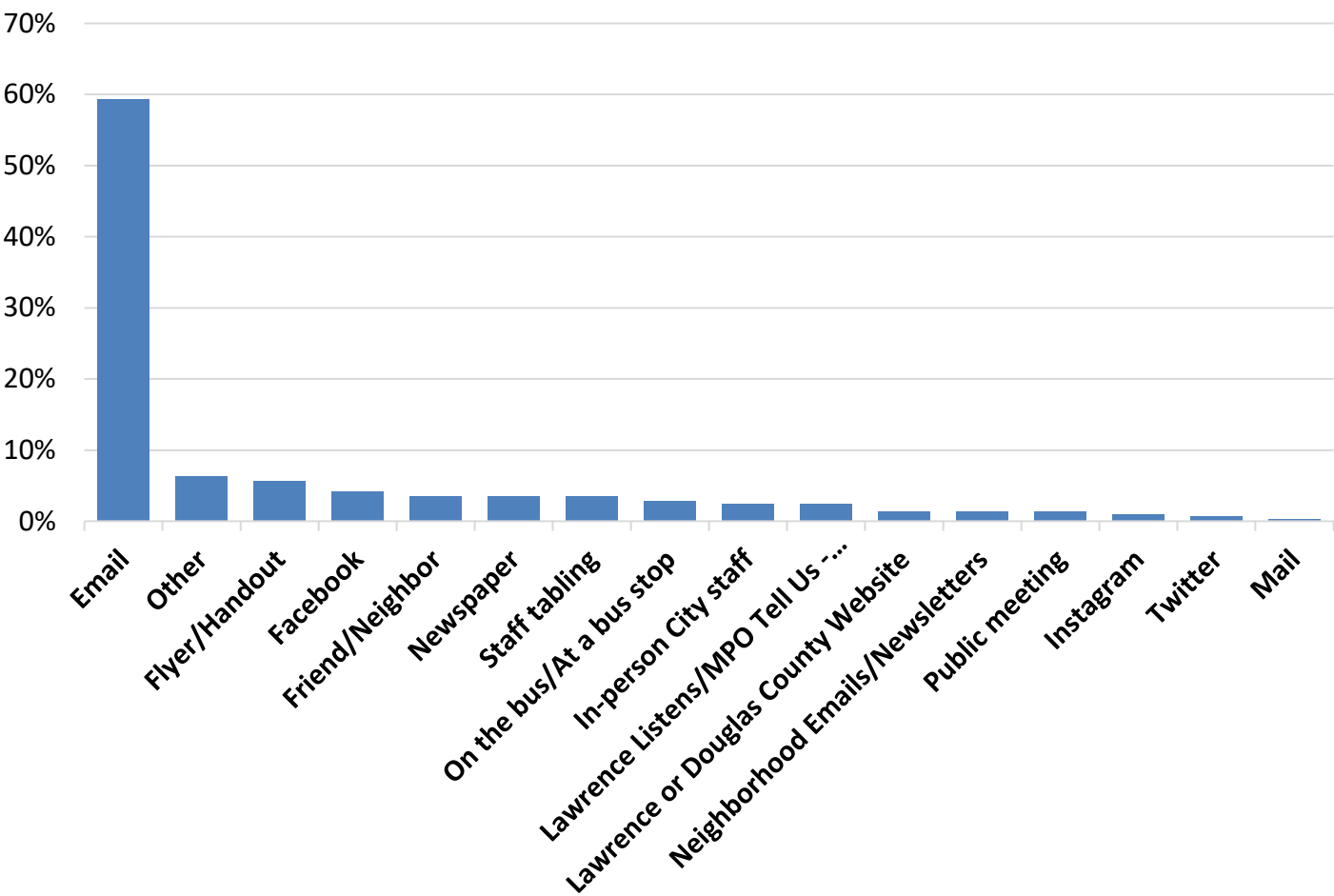


APPENDIX A: COMMUNITY ENGAGEMENT FOR PLAN DEVELOPMENT

This survey was available October 25 - November 19, 2021. The survey received 285 responses.

When asked “How did you hear about this survey? (select all that apply)” respondents indicated:

Figure A1: Learned of Survey



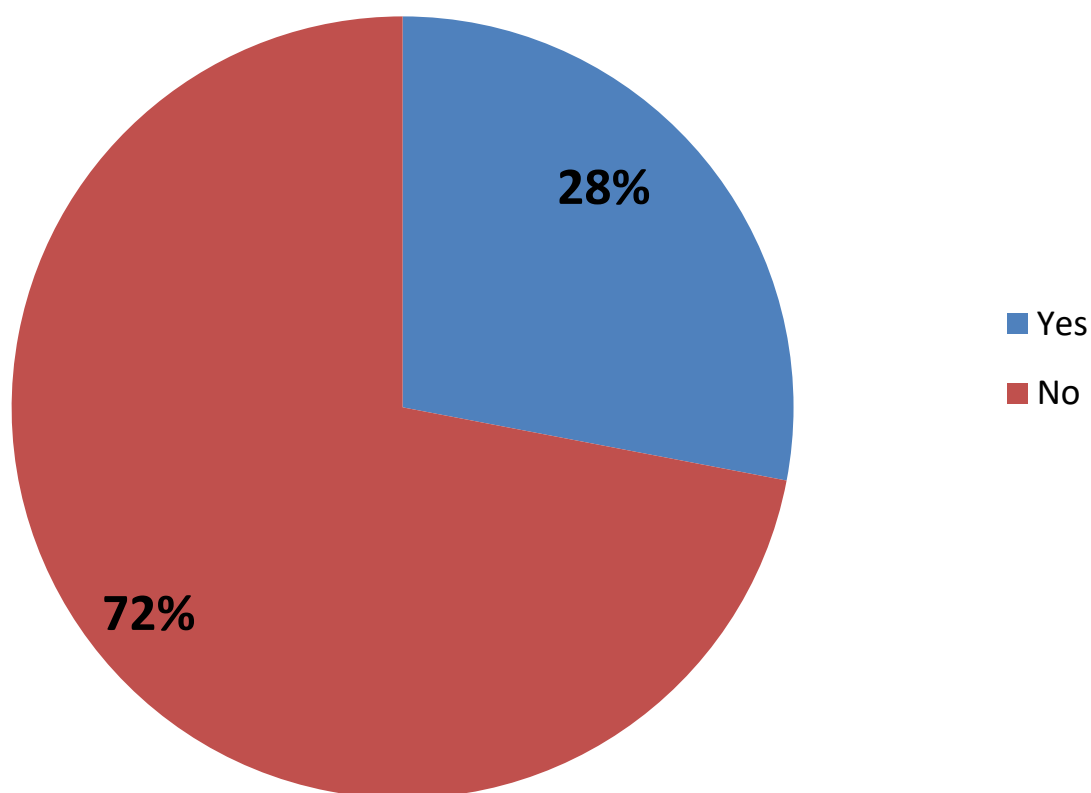
Number of Responses - 285

Other:

- Directed to another survey that was on this site and discovered this one; no idea it existed
- Farmers market
- Farmers market
- Farmers market
- I also heard about this from other community members.
- KU
- League of Women Voters
- library
- News Break app
- Presented for league of women voters
- Rotary
- Student of mine
- Teacher
- Television news
- transit app
- USD497 Daily Post

When asked “Have you provided input to any transportation or transit planning projects in the last two years?” respondents indicated:

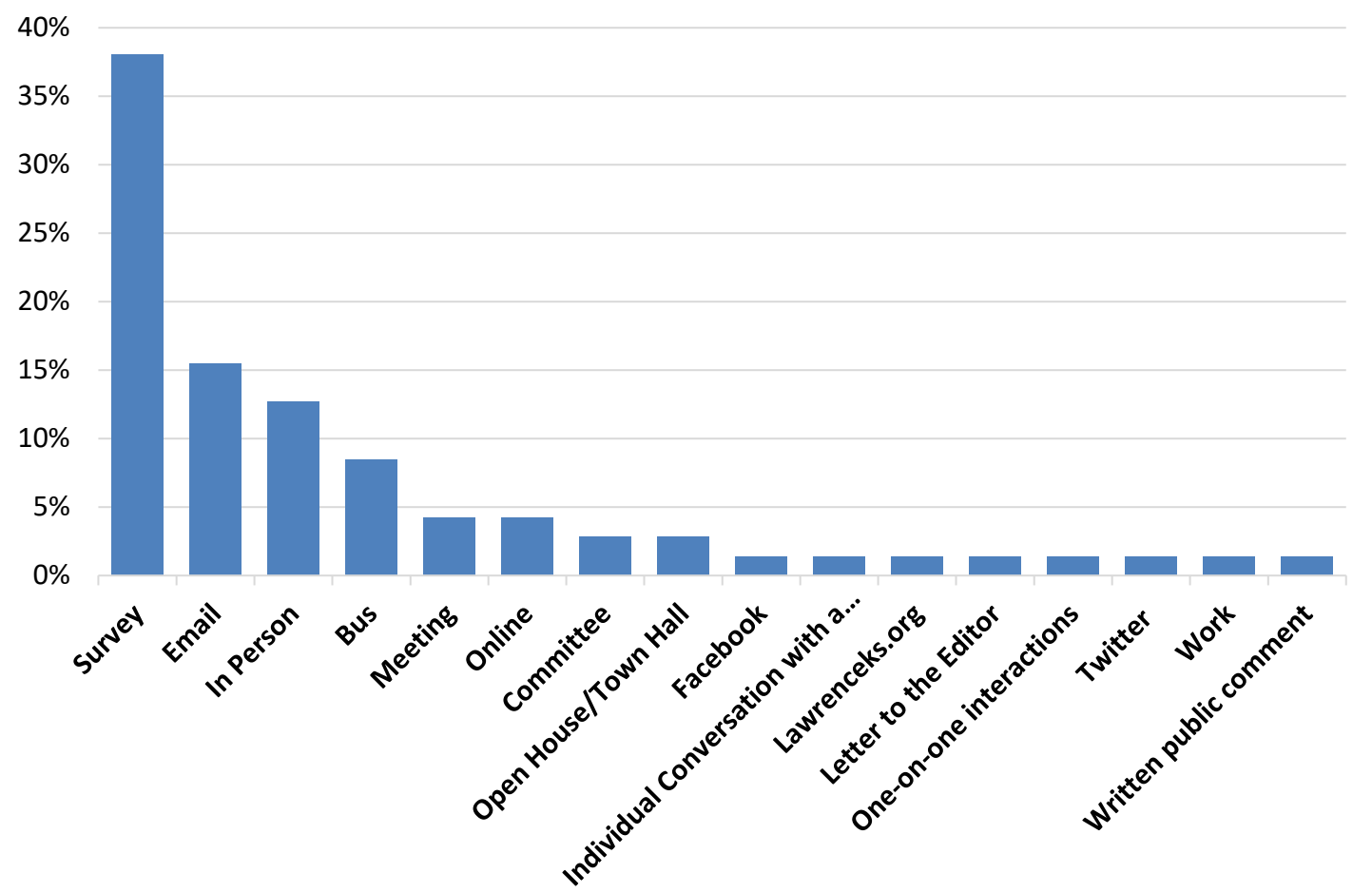
Figure A2: Past Participation



Number of Responses - 250

When asked “If you answered YES to question 2, which methods have you preferred to use in the past?” respondents indicated:
**Note: This was an open ended question with no prompts.*

Figure A3: Preferred Input Methods



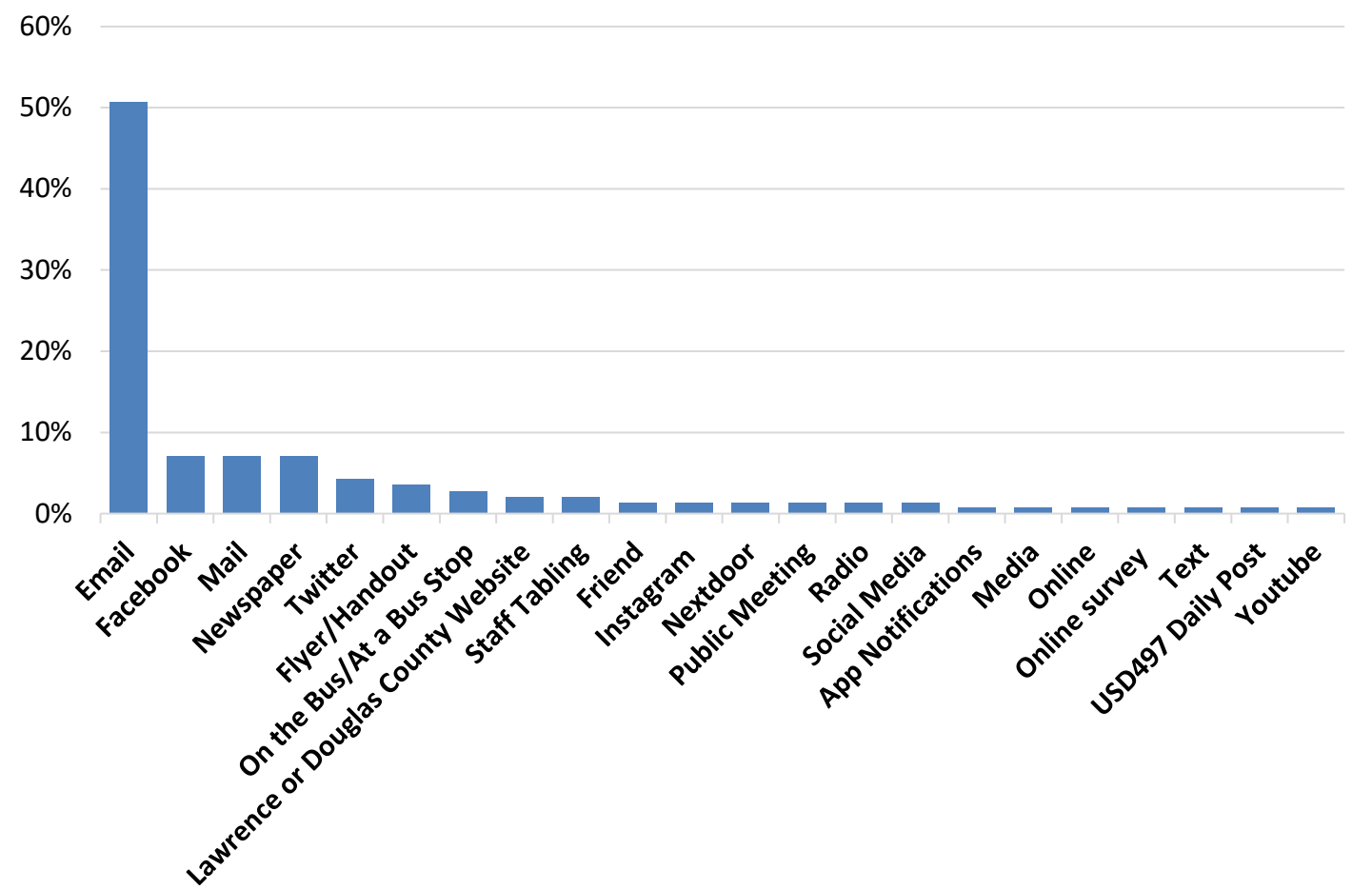
Number of Responses - 71

Other:

- I have used the fixed route busses and I have also used the door to door service.
- I think the 10 needs to continue to go down Wakarusa to 15 and then on to campus. I believe this was initially established with Student Senate at KU and the city and needs to remain.
- don't understand the question. Methods of which?
- Can't remember
- Is there an option?

When asked “If you answered NO to question 2, how would you like to be informed of opportunities to provide input?” respondents indicated:
**Note: This was an open ended question. It asked respondents to refer to question 1 for ideas.*

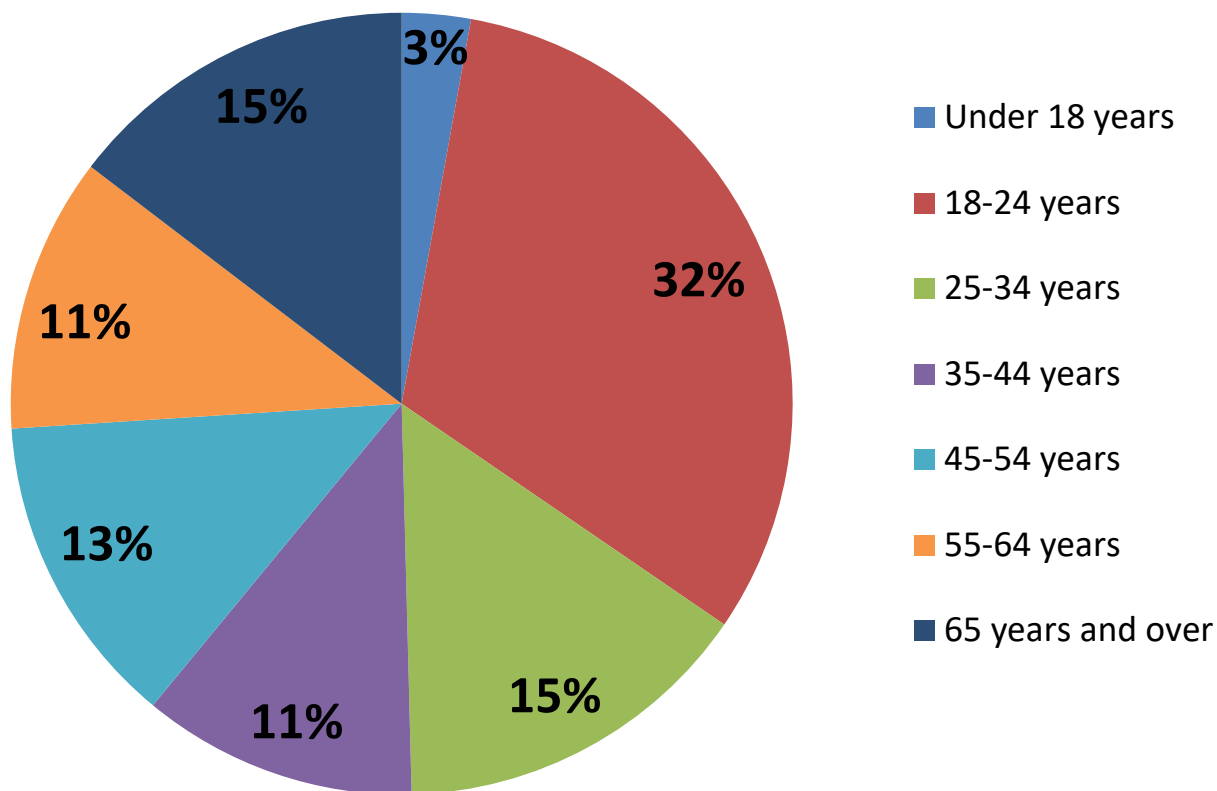
Figure A4: Informed of Participation Opportunities



Number of Responses - 142

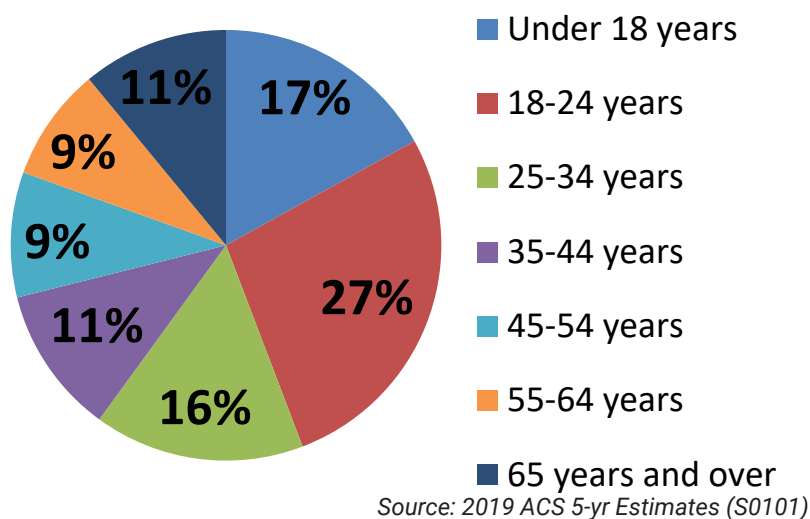
When asked: “What is your age?” respondents indicated:

Figure A5: Age



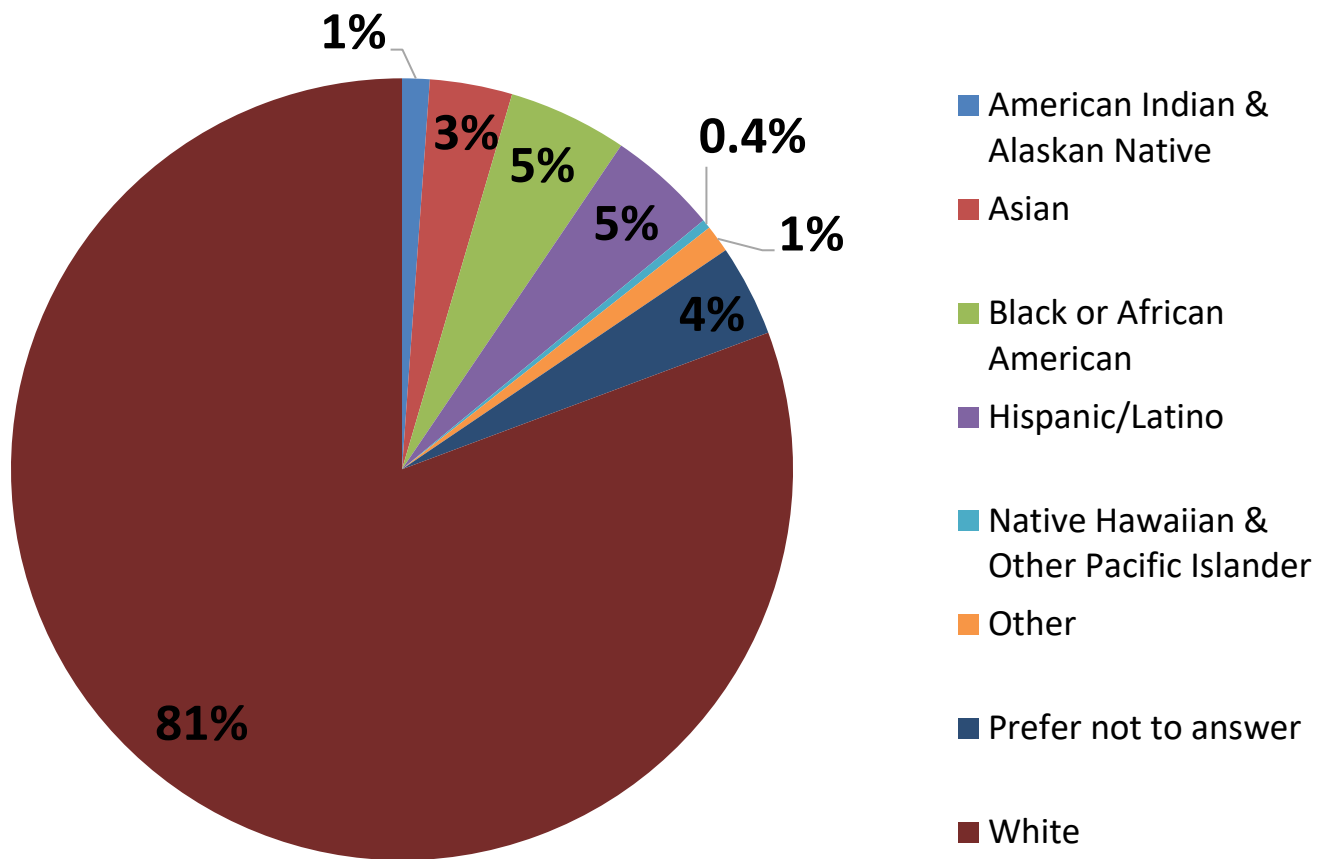
Number of Responses - 246

Figure A6: City of Lawrence Census Information for Comparison to the Survey Distribution - Age



When asked: “Which race/ethnicity best describes you? (select all that apply)” respondents indicated:

Figure A7: Race/Ethnicity

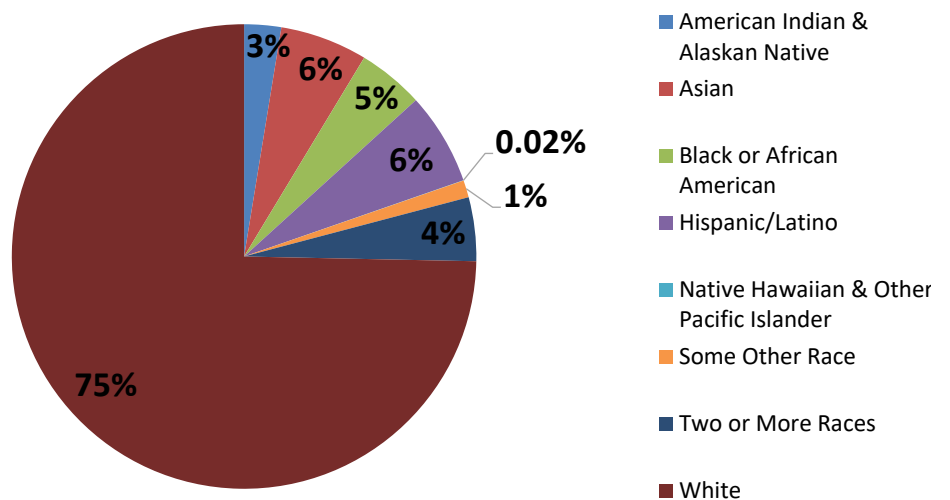


Number of Responses - 264

Other:

- Middle Eastern
- North African
- Other

Figure A8: City of Lawrence Census Information for Comparison to the Survey Distribution - Race/Ethnicity



Source: 2019 ACS 5-yr Estimates (DP05)

The Public Participation Plan was available for public comment from January 14 - February 28, 2022. Comments were collected via the MPO Tell Us Portal, or written comments were to be emailed to mpo@lawrenceks.org or mailed to the Lawrence-Douglas County Metropolitan Planning Organization, PO Box 708, Lawrence, KS 66044-0708. No comments were received.

APPENDIX B: INTERESTED PARTIES

All Government and Land Management/Resource Agencies listed below are provided the opportunity to participate in Stakeholder Interviews/Direct Agency Consultation during the MTP development process. These groups include: advisory committees, boards and commissions, freight shippers, private providers of transportation, providers of freight transportation services, representatives of the disabled representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of users of public transportation, the media, and state and local agencies dealing with planning functions for economic development, planned growth, environmental protection, airport operations, freight movements, environmental justice areas, bicycle/pedestrian and other planning activities affected by transportation.

Additional groups will be included as they are identified in the process. This list is not exclusive.

- All Neighborhood Associations
- Baker University
- Baldwin City – Police Department
- Baldwin City Chamber of Commerce
- Baldwin City Council and Mayor
- Baldwin City School District (USD 348)
- Berry Plastics
- Burlington Northern Santa Fe Railway
- Bus Operators - Lawrence Transit, KUOW
- Bus Passengers - Lawrence Transit, KUOW
- Centro Hispano
- City of Baldwin City
- City of Eudora
- City of Lawrence
- City of Lawrence - Municipal Services & Operations
- City of Lecompton
- Contracted Public Transit Service Provider Admin - Lawrence Transit, KUOW (Currently First Transit)
- Douglas County
- Douglas County Air Quality Advisory Committee
- Douglas County Commission Members
- Douglas County Community Foundation
- Douglas County Emergency Communications
- Douglas County Emergency Management
- Douglas County Housing Authority
- Douglas County Senior Resource Center
- Douglas County Sheriff
- Douglas County-Public Works
- Downtown Lawrence Inc.
- Environment Work Group members
- Eudora – Police Department
- Eudora Chamber of Commerce
- Eudora City Commission and Mayor
- Eudora School District (USD 491)
- Explore Lawrence
- FBO Hetrick Air Services, Inc.
- Federal Highway Administration – KS Division Office
- Federal Land Management Agencies if federal lands exist in the area
- Federal Transit Administration – Region 7 Office
- Freight Shippers
- Full Circle Youth Program
- Glaser Williams Inc.
- Graham Ship By Truck Company
- Ground Transportation Inc.
- Hamm Sanitary Landfill
- Haskell Indian Nations University
- Haskell Wetlands Preservation Organization
- Human Services Coalition - Anti Poverty Workgroup
- ICL Performance Products
- Independence Inc. Accessibility Task Force
- Indian Tribal Governments if tribal lands exist in the area
- Jayhawk Audubon Society

- Kansas Department of Health & Environment
- Kansas Department of Transportation
- Kansas Motor Carriers Association – Members
- Kansas Turnpike Authority
- Kaw Valley Heritage Alliance
- KCSout
- KS Highway Patrol
- KU Bicycle Advisory Committee
- KU Office of Institutional Opportunity & Access
- KU Public Safety Office
- KU Transportation Research Center
- KU Transportation Services (KU on Wheels)
- Lawrence – Fire & Med Department
- Lawrence – Police Department
- Lawrence Aviation Advisory Board
- Lawrence Bicycle Club
- Lawrence Central Rotary Club
- Lawrence Chamber of Commerce
- Lawrence City Commission members
- Lawrence Community Shelter
- Lawrence Convention and Visitor's Bureau
- Lawrence County Chamber of Commerce members
- Lawrence Douglas County Public Health
- Lawrence Historic Resource Commission and Staff
- Lawrence Home Builders Association
- Lawrence Journal World Newspaper
- Lawrence KS Times News
- Lawrence Mountain Bike Club
- Lawrence Multi-Modal Transportation Commission and Staff
- Lawrence Municipal Airport
- Lawrence Paper Company
- Lawrence Preservation Alliance
- Lawrence Restaurant Association
- Lawrence School District (USD 497)
- Lawrence Transit
- Lawrence-Douglas County Health Board members
- Lawrence-Douglas County MPO – Bicycle Advisory Committee (BAC) members
- Lawrence-Douglas County MPO – Policy Board members
- Lawrence-Douglas County MPO – Regional Transit Advisory Committee (RTAC) members
- Lawrence-Douglas County MPO – Technical Advisory Committee (TAC) members
- Lawrence-Douglas County Planning & Development Services Department - Staff
- Lawrence-Douglas County Sustainability Advisory Committee and Staff
- League of Women Voters
- Lecompton City Council and Mayor
- Lecompton Historical Society
- LiveWell Douglas County
- Parks and Recreation Advisory Board members
- Passenger Rail Kansas
- Perry-Lecompton School District (USD 343)
- Plan 2040 Steering Committee
- Public Transit Advisory Committee-PTAC
- Riverside Transport Inc.
- Safe Routes To School – School Teams and Others
- Seaboard Foods
- Small World of Lawrence, Kansas
- Sustainability Action Network
- The DARE Center
- Transit Commission – KU on Wheels
- Union Pacific Railroad
- Urban Corridor- CTD #1
- Wakarusa Group of the Kansas Sierra Club
- Westar Energy
- Wilson Transport Inc.
- YRC Worldwide

APPENDIX C: COMMUNITY ENGAGEMENT FORMS

Community Engagement Plan Pre-Assessment Worksheet

Do I need a community engagement plan?	
What is the decision to be made?	
Can the public contribute to the decision? (Y/N)	
What is the public's role in the decision making?	
Who are the final decision makers?	
What is required by internal, local, state, or federal regulations?	
<p><i>If the public CAN contribute to the decision, then you should make a community engagement plan.</i></p> <p><i>If the public CANNOT contribute to the decision, your project may be limited to the "Inform" level of engagement, and a communications plan may be better.</i></p>	

Community Engagement Project Values Worksheet

[illegible]

Internal & External Expectations Worksheets

Internal Expectations Worksheet

Assessment Questions	Very Low	Low	Moderate	High	Very High
What is the legally required level of public participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To what extent do internal staff members believe the public could help improve the outcome of this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At what level do internal staff members perceive public interest in this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the potential for the public to influence the decision-making process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What level of media interest do you anticipate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the likelihood that decision-makers will fully consider public input?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What resources are likely to be available to support public participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the anticipated level of political controversy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scoring: Total the number of checks in each column					
Multiply the total of checks in each column by weighting in each column	*1	*2	*3	*4	*5
Enter the result for each column					
Add the column scores together and enter in the next column					
Divide the total score by the number of questions	/8				
Enter the result in the next column. This is the average score.					

External/Public Expectations Worksheet

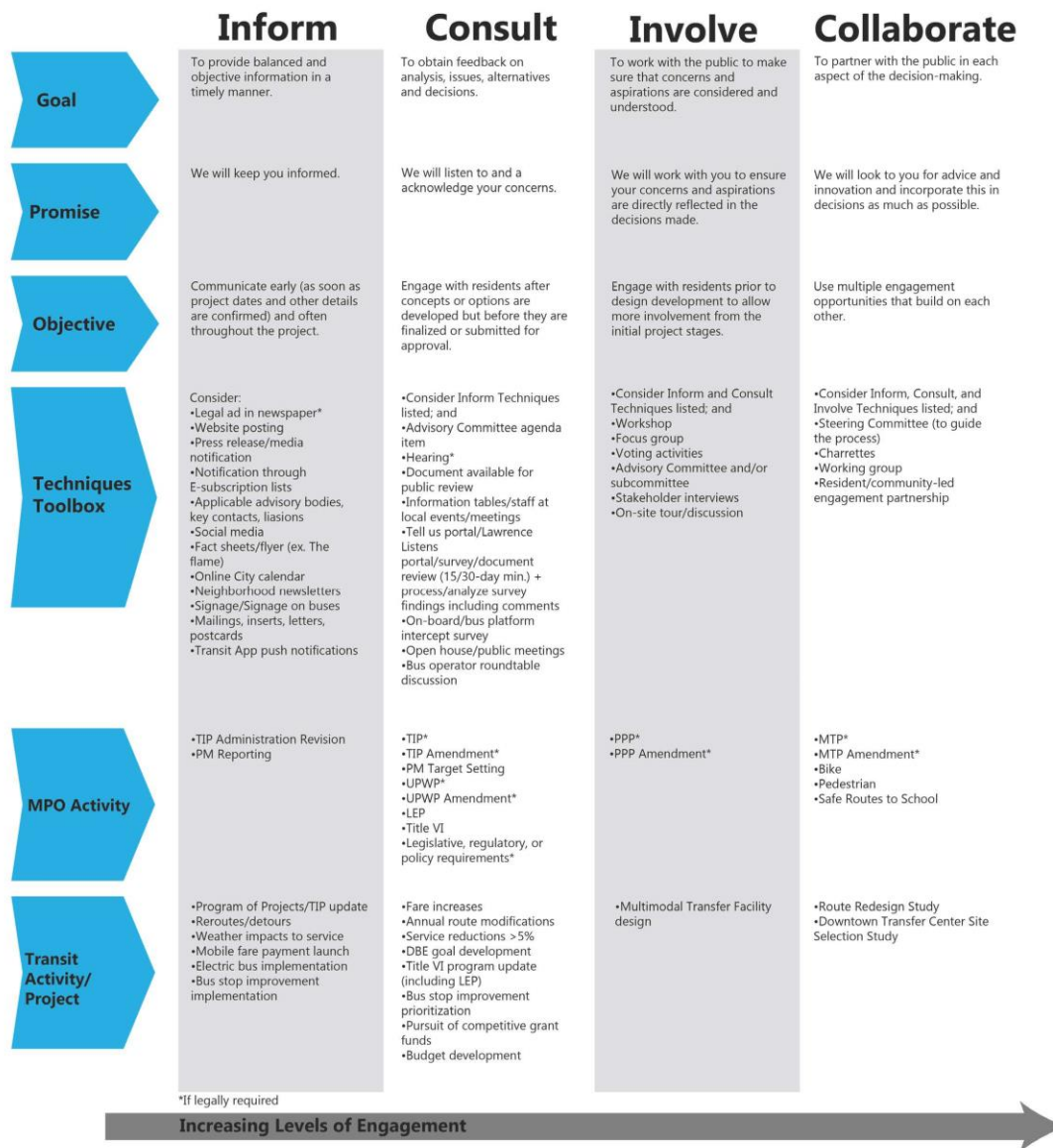
Assessment Questions	Very Low	Low	Moderate	High	Very High
What is the probable level of difficulty in addressing the problem/opportunity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the potential for public outrage related to the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How important are the potential impacts to the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How much do stakeholders care about the problem/opportunity to be addressed and the decision to be made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What degree of participation does the public appear to want?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scoring: Total the number of checks in each column					
Multiply the total of checks in each column by weighting in each column	*1	*2	*3	*4	*5
Enter the result for each column					
Add the column scores together and enter in the next column					
Divide the total score by the number of questions	/5				
Enter the result in the next column. This is the average score.					

Community Engagement Plan Worksheet

Core Project Information					
Section 1	Project Name				
	Purpose				
	Objective(s)				
	Values				
	Decision				
	Location				
	Schedule				
	Budget				
	Regulatory Constraints				
	Project Phases				
	Phase 1				
	Phase 2				
	Phase 3				
	Phase 4				
	Project Context				
	Yes	Somewhat	No	Notes	
Does this project relate to the Strategic Plan, Comprehensive Plan, CIP, or other City plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have members of the public had an opportunity to provide input into the project prior to this point in time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there projects/considerations in the immediate geographic area that are important to be aware of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there any potential benefits and/or concerns for nearby residents and/or businesses (health/safety, traffic, parking, property value, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there any greater needs that this project fulfills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there community support for this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there community concerns and/or opposition for this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 2	Internal Stakeholders				
	Stakeholder	Interest/Impact/Views	Point of Contact	Email	Phone
	Average score from Internal Expectations Worksheet				
	External/Public Stakeholders				
	Stakeholder	Interest/Impact/Views	Point of Contact	Email	Phone

	Average score from External/Public Expectations Worksheet		
Section 3	Overall Community Engagement Level		
	Community Engagement Level per Project Phase		
	Project Phase	Engagement Level	Objective(s)

Community Engagement Spectrum with Techniques Toolbox



Public Outreach Evaluation Worksheet

Sample Project			
Outreach Toolbox		Responses	
Lawrence Listens /Tell Us Survey	Number of responses		
	Date announced		
	# of people emailed survey		
	# of people opened survey notice		
	Time frame		
	Promotion used for survey		
Intercept Survey	Location		
	Date		
	# survey collected		
	Other		
Public Meeting	Date of meeting		
	Types of notices sent	Paid ads <input type="checkbox"/>	Mailchimp <input type="checkbox"/>
		Direct mail <input type="checkbox"/>	Boosted posts <input type="checkbox"/>
		Flyer <input type="checkbox"/>	Sample <input type="checkbox"/>
		Radio <input type="checkbox"/>	Sample <input type="checkbox"/>
		PSA <input type="checkbox"/>	Other <input type="checkbox"/>
		Social Media <input type="checkbox"/>	_____
	Format of meeting + location (zoom, open house, presentation)		
	# of attendees	Staff	
		Board	
Public			
# of comment cards collected			
Event feedback			
Tabling	Location		
	Date		
	# of attendees		
	# of comment cards collected		
	Event feedback		
Advisory Board	Date project on agenda		
	# of public comments received		
Additional tools as needed based upon spectrum level			

Plan for Timing Worksheet

Question	Y/N	Response	Action
Will the organization be able to respond in real-time to the public during the process? If not, a system to bridge the gaps must be implemented.			
Are there any fixed or planned milestones in the decision process?			
Are there any legal, legislative or budgetary deadlines being imposed?			
Are there any lead times involved that are necessary for gathering public resources, hiring consultants or augmenting the team's participation skills?			
Are there any elections or other political factors affecting timing?			
How much time is required within each decision process step to effectively employ the desired techniques?			
How long will needed studies or data gathering take to generate adequate information for the public?			
How much time does the public require to respond to inquiries?			
Can the schedule be adjusted if the public asks for more time?			
Does the original schedule for making decisions provide sufficient time for the public to become meaningfully involved?			
If not, is there sufficient flexibility in the schedule to achieve the public participation objectives?			