

# NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION



## PUBLIC PARTICIPATION PLAN

February 2025



*DRAFT 12/18/2024*

## NWARPC PUBLIC PARTICIPATION PLAN (PPP)

### Providing Public Participation and Involvement within the Metropolitan Planning Process

for the  
NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION (NWARPC)

designated as the  
METROPOLITAN PLANNING ORGANIZATION (MPO)

for the  
NORTHWEST ARKANSAS REGIONAL TRANSPORTATION STUDY (NARTS)

**Adopted by the  
Northwest Arkansas Regional Planning Commission/Policy Committee on**

---

**NWARPC DISCLAIMER:** This notice is in accordance with the NWARPC 2045 Metropolitan Transportation Plan, the Federal Transportation Act (BIL/IIJA) in cooperation with local agencies, the Arkansas Department of Transportation, the Missouri Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Documents are funded in part through grant(s) from the FHWA, FTA, and/or the U.S. Department of Transportation. The views and opinions of the NWARPC expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

**NWARPC NOTICE OF NONDISCRIMINATION POLICY:** The NWARPC complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Nicole Gibbs, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voice/TTY 711 or 1-800-285-1131) or [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org); Para llamadas en español, marque el 866-656-1842; para llamadas en inglés, marque el 711 o directamente al 800-285-1131 o [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org). This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact NWARPC at least 48 hours before the meeting. Si se necesita información en otro idioma, comuníquese con NWARPC al menos 48 horas antes de la junta.

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PUBLIC PARTICIPATION PROCESS FOR PROGRAM OF PROJECTS (POP):** The public participation procedures outlined in the NWARPC Public Participation Plan (PPP) with respect to TIP development serve as the public participation process required for the development of transit projects as per FTA Circular 9030.1E.

## TABLE OF CONTENTS

### SECTION 1 | Background

<b>Introduction</b> .....	5
About NWARPC.....	5
Purpose & Structure of the Public Participation Plan.....	6
Reasonable Public Access to Technical and Policy Information .....	6
Development of the Public Participation Plan.....	6
<b>Laws And Requirements Framing Public Participation</b> .....	8

### SECTION 2 | Strategies & Desired Outcomes

<b>Goals and Desired Outcomes</b> .....	11
<b>Public Engagement Policies</b> .....	12
<b>Methods, Strategies, and Stakeholders</b> .....	13
Typical Engagement Methods.....	13
Communication Strategies and Stakeholders .....	14
Reaching Different Audiences.....	15
Working with Local Governments and Other Agencies.....	16
<b>Performance Measures</b> .....	17

### SECTION 3 | Procedures

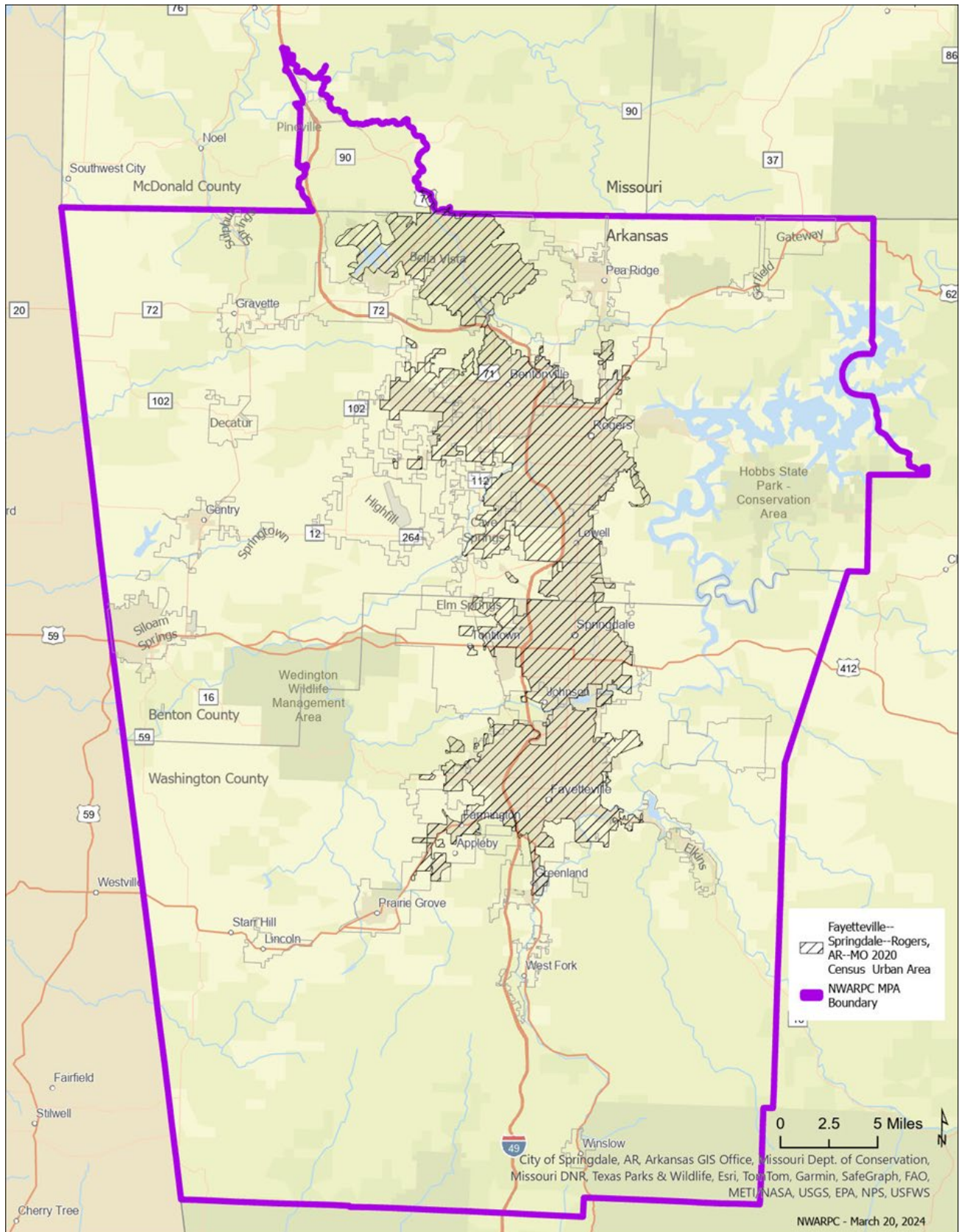
<b>Public Comments &amp; Public Meetings</b> .....	19
<b>NWARPC Work Products</b> .....	22

APPENDIX I. Glossary of Terms, Abbreviations, and Acronyms

APPENDIX II. NWARPC Complaint Procedure and Complaint Form (Title VI/ADA/504) – English

APPENDIX III. NWARPC Procedimientos y Forma de Quejas (ADA/504/Título VI) – Español

### NWARPC PLANNING AREA



## SECTION 1 | Background



### Introduction

#### About NWARPC

The Northwest Arkansas Regional Planning Commission (NWARPC) is a planning organization that serves local governments in Benton, Madison, and Washington Counties, Arkansas and a portion of McDonald County, Missouri including the City of Pineville and the Village of Jane.

In addition to serving as a regional planning organization, NWARPC is also the region’s Metropolitan Planning Organization (MPO). The MPO is charged with maintaining and conducting a “cooperative, continuous and comprehensive” regional transportation planning and project programming process for the Northwest Arkansas Regional Transportation Study (NARTS) area. NARTS is the cooperative effort by participating governmental units, Arkansas Department of Transportation (ARDOT), transportation and transit providers, and other interested parties to develop the long-range transportation plan for the metropolitan area.

In 2013, the MPO was designated a Transportation Management Area (TMA) by federal law after the recorded 2010 Census urbanized area population exceeded 200,000. This designation brought enhanced planning and funding responsibilities, requiring the MPO to develop more detailed transportation plans, monitor and plan for air quality, and engage in more comprehensive public participation processes to address the transportation needs of the growing population. As a TMA, the MPO also became eligible for additional federal funding to support transportation improvements and infrastructure projects.

The MPO has two permanent committees: the Northwest Arkansas Regional Planning Commission/Policy Committee (RPC/Policy Committee) and the Technical Advisory Committee (TAC). The RPC/Policy Committee, made up of chief elected officials or their representatives, is the MPO's primary decision-making body. The TAC handles the technical aspects of plans and reports, providing recommendations to the RPC/Policy Committee. Together, they form the Northwest Arkansas Regional Transportation Study (NARTS). Both committees hold regular, public meetings with opportunities for public comment.

### **Purpose & Structure of the Public Participation Plan**

The NWARPC Public Participation Plan (PPP) outlines procedures that are designed to promote and encourage public participation and involvement in the transportation planning process. These procedures will provide opportunities for citizens, employers, and transportation providers to contribute ideas and opinions early and at every stage of the planning process. Efforts will be made to ensure participation by traditionally underserved individuals, including elderly, low income and minority individuals, persons with disabilities, and persons with limited English proficiency (LEP).

This Plan:

- Emphasizes the importance of providing complete information, timely public notice, full access to key decisions, and early, ongoing public involvement in developing and implementing regional plans.
- Acknowledges regional growth and changing demographics by providing flexible tools that adapt to evolving technologies.
- Focuses and follows successful past public participation efforts and identifies potential future strategies, rather than listing every possible involvement opportunity.

This document has been developed to ensure that NWARPC's transportation planning process complies with federal public participation requirements. To the extent feasible and practical, NWARPC will ensure that the Public Participation Plan meets these requirements.

### **Reasonable Public Access to Technical and Policy Information**

The NWARPC staff are available during normal business hours to discuss technical and policy information with citizens and other interested parties. NWARPC staff are also available to meet with interested parties and groups after normal business hours. Arrangements for staff to attend meetings after normal business hours must be made at least one (1) week in advance of the meeting. Copies of relevant documents and other materials are available to the public.

### **Development of the Public Participation Plan**

NWARPC adopted its first Public Participation Plan in 2007, with formal updates adopted in 2014 and 2020. Refinements have been made based on effective outreach strategies used during plan development and following updated federal and state guidance. The 2025 Public Participation Plan consolidates NWARPC's public involvement practices, consultation with stakeholders, interagency collaboration, and agency governance and operations into one comprehensive document for public reference.

NWARPC worked with its member organizations, Technical Advisory Committee (TAC) project subcommittee, interested parties, and the public to develop appropriate public involvement practices. This Public Participation Plan was released for a 45-day public comment period from December 20, 2024 to February 7, 2025.

The 45-day public comment period included:

- Publishing notification in area newspapers
- Notifying NWARPC's member organizations, interested parties, stakeholders, human services agencies, and community organizations, as well as federal resource agencies of the opportunity to comment on the plan.
- Posting the draft plan for comment on NWARPC's website, [www.nwarpc.org](http://www.nwarpc.org) and opportunity to comment online or via email.
- Sending notification to media outlets, including news outlets that serve diverse and Limited English Proficient audiences.
- Agenda information items to NWARPC Board and Committees.
- Presentations to NWARPC committees and opportunities to provide public comment in-person at NWARPC's Technical Advisory Committee (TAC) and Board (RPC/Policy Committee) meetings.
- Information on social media channels.

Public comments received will be summarized along with staff recommendations on how to address any substantive changes recommended for Board review before final approval action is taken.

### **2025 NWARPC PPP Development & Approval Schedule:**

#### **DEVELOPMENT**

- PPP Development Announced and TAC Subcommittee Formed – July 18, 2024
- Subcommittee Meeting #1 – August 22, 2024
- Subcommittee Review – November 22, 2024 through December 4, 2024
- Subcommittee Meeting #2 – December 3, 2024
- Draft PPP sent to Planning Partners and TAC for Review and Comment – December 12, 2024

#### **APPROVAL**

- Public Notice Published – NWA Democrat Gazette on Sunday, November 17, 2024; La Prensa Libre on Wednesday, November 20, 2024; and McDonald County Press on Thursday, November 21, 2024

#### **(PROJECTED, as of 12/12/2024)**

- TAC Review and Approval for Public Comment – Thursday, December 19, 2024
- Draft PPP Posted on NWARPC Website – Friday, December 20, 2024
- Display Ad Published – NWA Democrat Gazette (English) on Sunday, January 5, 2025; and La Prensa Libre (Spanish) on January 8, 2025
- Public Comment Period – held December 20, 2024 through February 7, 2025
- Approval Notice Published – NWA Democrat Gazette on Sunday, February 9, 2025; La Prensa Libre on Wednesday, February 12, 2025; and McDonald County Press on Thursday, February 13, 2025
- RPC/Policy Committee Approval – Wednesday, February 26, 2025

## Laws And Requirements Framing Public Participation

The following federal policies provide the framework for developing a Public Participation Plan for federally regulated transportation agencies like the Northwest Arkansas Regional Planning Commission (NWARPC). NWARPC views these regulations as a starting point, not the final step, in the iterative development of its Public Participation Plan (PPP).

NWARPC adheres to these federal requirements through its policies, activities, and processes outlined in the Public Participation Plan (PPP), the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and other planning documents and procedures. Specific policies, activities, and processes are detailed in **Section 3**.

### Civil Rights and Title VI Program

The NWARPC is committed to ensuring all individuals have access to its transportation planning process, programs, and services. NWARPC shall not exclude anyone on the grounds of race, color, or national origin (as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987) from participation in, deny the benefits of, or be subjected to discrimination under any program/activity receiving Federal monies. Other statutes designate additional legally protected classes, specifically age, sex, and disability (Age Discrimination Act of 1975, Federal-Aid Highway Act of 1973, 23 USC Section 324, and the Rehabilitation Act of 1973/ADA of 1990, respectively).

The [NWARPC's Title VI Program](#) covers how these policies relate to the organization and provides information on the various processes in place as well as an analysis of the populations and programs impacted by Title VI requirements.

### Environmental Justice

Pursuant to Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), NWARPC considers its impact in all planning activities, including public engagement. This means ensuring that consideration and accommodation of low-income and minority populations are taken to ensure adequate representation and sensitive engagement.

As a recipient of federal funding, NWARPC must comply with federal and state legislative regulations pertaining to Civil Rights, including:

- **Transportation Planning Regulations – Sections 134 and 135 of Title 23 U.S.C. and Section 5303 and 5304 of Title 49 U.S.C.**
- **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d-1) and **49 CFR part 21**.
- **Equal Employment Opportunity (EEO) - 23 CFR part 230** – regarding Federal and Federal aid highway construction contracts.
- **Section 5332 of Title 49 U.S.C.**, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
- **Disadvantaged Business Enterprises (DBE) – 49 CFR part 26** regarding the involvement of in USDOT funded projects.
- **Americans with Disabilities Act of 1990** (42 U.S.C. 12101 et seq.), **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and **49 CFR parts 27, 37, and 38** regarding discrimination against individuals with disabilities; AND any other federal, state, and/or local laws, rules and regulations.
- **Clean Air Act** (nonattainment and maintenance areas) Sections 174 and 175 (c) and (d) of the, as amended (42 U.S.C. 7504,7506 (c) and (d)) and **40 CFR part 93**.
- **The Older Americans Act**, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- **Section 324 of Title 23 U.S.C.**, regarding the prohibition of discrimination based on gender.



### **Limited English Proficiency (LEP)**

Pursuant to Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), NWARPC must provide meaningful access to materials to eligible LEP persons. Federal guidance identifies language groups eligible for support, which are those that constitute 5% of the population or 1,000 people, whichever is less. NWARPC's LEP Plan is a component of the [Title VI Program](#) and can be found on the NWARPC website ([www.nwarpc.org/civil-rights/](http://www.nwarpc.org/civil-rights/)).

**Language assistance is available free of charge to all persons.**

### **Disability**

The Americans with Disabilities Act (ADA) prohibits discrimination based on disability and requires that people with disabilities be given equal opportunity to benefit from the programs, services, and activities that may be offered, including access to meetings, meeting sites, and information about decision-making processes. NWARPC must make reasonable modifications to policies, practices, and procedures where necessary and make reasonable accommodations to communicate effectively with people who have hearing, vision or speech impairments.

### **Infrastructure Investment and Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL)**

The current five-year transportation act, IIJA (aka BIL), emphasizes early and continuous public engagement and outreach to underserved and underrepresented communities and builds upon previous transportation legislation, especially FAST Act and MAP-21, to provide states and MPOs specific direction in conducting and promoting broad-based public involvement activities.

### **Arkansas Freedom of Information Act**

To ensure adequate public notice and provision of timely information, all NWARPC public meetings are subject to the provisions of the Arkansas Annotated Code, 25-19-101. For resources on the Arkansas Freedom of Information Act see the [Arkansas Freedom of Information Handbook](#).

### **Transit Projects**

NWARPC is the designated recipient for Federal Transit Administration (FTA) Urban Area grants apportioned to the region and coordinates with the State and public transportation providers to cooperatively determine mutual responsibilities in carrying out the metropolitan transportation planning process, including the planning and programming of federal transit funding.

The public participation procedures outlined here serve as the public participation process required for the development of transit projects as per FTA Circular 9030. Specifically, the public participation procedures outlined here will serve to satisfy the Program of Projects (POP) requirements of the Section 5307, Urbanized Area Formula Grant Program for the Ozark Regional Transit and the University of Arkansas/Razorback Transit.

NWARPC and all public transit operators in the Northwest Arkansas Transportation Study (NARTS) will address the POP requirements as per FTA Circular 9030. Additionally, any and all public transit operator's capital projects and operational costs are included in the NARTS TIP which is developed through a cooperative and collaborative process with interested parties and other private and public transportation providers.

## Civil Rights and Environmental Justice in Practice

The mobility needs of minority populations are identified through engagement efforts, data collection, and analysis of the US Census data, public comments, and other sources. NWARPC's public engagement policy includes outreach to underserved groups, such as minorities, the elderly, low-income households, and people with disabilities. NWARPC periodically reviews public comment processes to ensure full and open access through surveys, meetings, open houses, public notices, website postings, emails, and public comments opportunities.

Underrepresented populations often face barriers like time constraints and limited resources, making engagement difficult. NWARPC uses GIS and the Northwest Arkansas Travel Demand Model to target these groups, identifying them by demographic factors like race, national origin, income, age, disability, car ownership, and employment status.

To reach non-traditional participants in the public participation process, NWARPC translates public notices, surveys, and announcements into Spanish, and more recently into Marshallese. Public meetings are held in ADA-accessible locations, such as libraries or community centers, and when possible, are accessible by public transit or pedestrian/bike facilities.

The three fundamental principles of **Environmental Justice** are:

1. Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
3. Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority or low-income population.

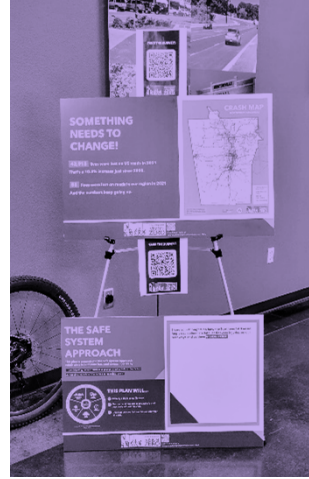
## Non-Electronic Outreach

The NWARPC public involvement process includes multiple electronic channels for information and public comments. However, not all citizens have access to or the ability to use electronic devices effectively. While hard copies of all documents are available at the NWARPC office (1311 Clayton, Springdale, AR 72762), NWARPC may also reach out to those without access to computers, smartphones, or other mobile devices by:

- Providing local social service organizations with public meeting announcements and comment period notices for distribution to their clients.
- Coordinating with transit agencies to post public notices on buses and in their offices.
- Offering hard copies of NWARPC core documents and other materials upon request.
- Distributing hard copies to libraries, city halls, and county courthouses when appropriate.
- Sharing flyers, information sheets, and other materials at public meetings.



## SECTION 2 – Strategies & Desired Outcomes



### Goals and Desired Outcomes

#### Public Participation Plan Goals

The goals of this plan, shaped by legal requirements and lessons from past outreach efforts, reflect NWARPC's commitment to public participation, balancing achievable objectives with aspirational goals. NWARPC recognizes that public participation is an evolving process that adapts to the community's changing needs over time.

**Continuous:** Outreach should encourage community input from the beginning and throughout a project, fostering an ongoing relationship beyond individual planning activities.

**Comprehensive:** Engagement should provide multiple notification and participation options, reaching a broad audience through diverse methods.

**Inclusive:** Outreach should ensure that diverse viewpoints, particularly from historically underserved communities, are incorporated into decision-making, actively involving the community and remaining flexible to different needs.

**Effective:** Outreach should ensure broad representation and meaningful contributions to decision-making; engagement efforts will be regularly evaluated, with innovative strategies promoted for continuous improvement.

#### Public Participation Plan Desired Outcomes

The desired outcomes of this plan include:

- Clear communication of the agency's approach to public engagement.
- Increased awareness of regional planning activities.
- Ensured early, ongoing, and broad public notification and participation in key NWARPC actions and decisions.
- Collection of meaningful, inclusive public input to inform decision-making.
- Fair, equitable, and inclusive execution of the NWARPC work program and outreach efforts.

## Public Engagement Policies

### The NWARPC Public Participation and Involvement Policies Endeavor to:

- Provide ongoing and timely information on transportation issues to citizens, agencies, and stakeholders in Northwest Arkansas.
- Ensure reasonable public access to technical and policy information used in the development of the MTP, TIP, and other transportation plans.
- Conduct open public meetings where matters related to the Federal-aid highway and transit programs are being considered with notifications being made via legal notices, website, email, and social media. Further public notification process information can be found in **Section 3**.
  - Hybrid meetings, combining in-person and virtual formats, are held to increase accessibility and provide more opportunities for the public to participate. This approach ensures that individuals can engage in meetings in the manner most convenient for them, whether attending in person or joining remotely.
- Expand outreach beyond traditional meetings by engaging the public at local events such as festivals, markets, and sports games.
- Provide adequate public notice and time for review and comment at key decision points, including the development and approval of plans and TIPs. Further public notification process information can be found in **Section 3**.
- Offer additional comment opportunities if the final MTP or TIP differs significantly from the draft version or introduces unforeseen issues that interested parties could not have reasonably expected from the public involvement efforts.
- Seek input from underserved communities, including minorities, the elderly, low-income households, and people with disabilities.
- Coordinate with statewide participation processes to enhance public engagement and reduce redundancies and costs.
- Continuously improve the Public Participation Plan (PPP) through annual staff reviews, reviews by the TAC and NWARPC/Policy Committee during regular update cycle, and public involvement effectiveness surveys.

### Example of a Satisfaction Questionnaire

**1. Overall, I was satisfied with the public involvement process.**

Strongly disagree | Disagree | Neither agree nor disagree | Agree | Strongly agree | I don't know

**2. What public involvement activities have you participated in for this project? (Check all that apply)**

- In-person public meetings/open houses
- Online public meetings/open houses
- Focus groups (usually involves 6 to 12 people meeting for 1 to 2 hours)
- Information tables at fairs, festivals, or other such community settings
- Community briefings
- Stakeholder round tables
- Door-to-door outreach
- Outreach to targeted groups
- Advisory committee meetings
- Other (please specify)

## Methods, Strategies, and Stakeholders

### Typical Engagement Methods

This section outlines strategies and tools NWARPC uses to effectively engage the public, encourage participation, and gather diverse perspectives. These methods aim to make the process accessible, predictable, and easy to understand for all stakeholders, regardless of familiarity with technical details.

**Legal/Newspaper Notices** – NWARPC publishes legal notices in the newspaper with the widest circulation for any public meeting where a decision may be made by the TAC or NWARPC/Policy Committee. Notices are also published for other meetings, public comment periods, and input sessions. Display ads may be used for certain activities. Notices are typically placed in the Northwest Arkansas Democrat-Gazette (English), the McDonald County Press in Missouri (English), and La Prensa Libre (Spanish), with efforts to utilize ethnic media when possible.

**Meeting Notices** – Notices for all NWARPC/Policy Committee and TAC meetings, including date, time, location, and preliminary agendas, are sent to members, media, and other interested parties, typically at least one week before the meeting. Public meetings on specific issues may be held separately or alongside NWARPC/Policy Committee and TAC meetings. These public meeting notices are subject to legal notice requirements outlined in **Section 3**.

**Comment Forms** – Comment forms or cards are used to gather public feedback on specific issues presented at public meetings. Virtual idea boxes are also used to gather feedback online.

**Email Announcements** – Meeting announcements and NWARPC information are emailed to interested persons, organizations and agencies who have submitted their email addresses to NWARPC.

**Mailing Lists** – NWARPC maintains a database of federal, state, and local agencies, committee members, and the public. This database is used for updating committee memberships, special interest group lists, and email contacts for meeting notifications. NWARPC collaborates with community organizations to distribute information to target audiences during planning studies. To join the email list, visit <https://www.nwarpc.org/contact/> or call 479-751-7125.

**NWARPC Website** – The website [www.nwarpc.org](http://www.nwarpc.org) provides information on the organization, meetings, contact details, projects, and work products including the UPWP, TIP, MTP, PPP, and transit studies. All publications and work products are available electronically and in hard copy at the NWARPC offices.

**Press Releases** – Formal press releases are sent to local media (newspaper, TV, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by NWARPC/Policy Committee, TAC or other committees.

**In-Person Accommodations** – While NWARPC has expanded online engagement options, it continues to offer traditional in-person, phone, and mail comment opportunities to accommodate the communication preferences of diverse communities and stakeholders.

**Accessible Meeting Locations** – Meetings are held at ADA-compliant, accessible venues, with efforts to select familiar, convenient locations, such as community centers, libraries, and other public spaces, to encourage broad participation from all segments of the population.

**Surveys** – Electronic and paper surveys gather public input and technical data, with results incorporated into planning.

**Translations** – Upon request and within reason, NWARPC will provide language translation services for non-English speakers, as well as accommodations for individuals with hearing or visual impairments.

**Visualization Techniques** – Maps, charts, and graphics are used to help the public understand transportation documents and are available on the NWARPC website and at public meetings.

## Communication Strategies and Stakeholders

This section outlines the key approaches NWARPC uses to ensure clear, effective, and inclusive communication with the public. These strategies are aimed at fostering transparency, promoting engagement, and ensuring that information is accessible to all stakeholders throughout the planning process.

NWARPC will carry out all reasonable efforts to educate, inform and involve the public in area-wide transportation issues and processes, including but not limited to the following:

### *Publications*

- Email notices
- Direct mailings
- Flyers and brochures
- Annual Reports/Newsletters
- Informative visualizations including print and online maps, charts, illustrations, and graphs
- Legal Notices and Newspaper Display Ads
- Press releases
- Public Service Announcements
- Glossaries of acronyms and terms in published reports, plans and programs
- Printed materials distributed to city halls, libraries, community centers, city buses
- Social media posts across multiple platforms, including Facebook, Instagram, and LinkedIn, with additional channels such as X and BlueSky potentially utilized
- Informative online videos including project summaries or educational webinar recordings
- Website with calendar of events and information center

### *Activities*

- Public meetings and hearings
- Open house meetings featuring a flexible, drop-in format
- On-site public engagement, such as attending community events or conducting pop-up events
- Focus groups and stakeholder meetings
- Public speaking engagements
- Staff media relations and interviews with local outlets
- Project specific workshops and public forums
- Surveys and questionnaires, both paper and on-line

### *Language Services*

- Provide materials in large-print, audio tape or Braille
- Provide sign language interpreter
- Provide Spanish translations and interpreter



To the extent reasonable and practical, NWARPC will maintain an up-to-date master database of contacts to communicate information about NWARPC meetings, MTP and TIP updates, and other work products or participation opportunities. The database may target the following audiences:

#### *Public Agencies*

- Elected officials
- Local government staff
- Transportation agencies (transit, airports, rail, and/or public ports, if applicable)
- Federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, economic development, tourism, natural disaster risk reduction, airport operations, freight movements, and others
- Area school districts
- Libraries (for public display)
- Human services providers

#### *Media and Interest Groups*

- Local media (print, radio, TV)
- Civic groups
- Minority and advocacy groups
- Private transportation providers
- Providers of freight transportation services
- Representatives of users of bicycle and pedestrian facilities
- Representatives of users of public transportation
- Representatives of the disabled
- Special interest groups and other interested parties

### **Reaching Different Audiences**

To ensure that all community members have access to meaningful opportunities to engage, NWARPC is committed to reaching diverse audiences, including those who may face barriers to participation. It is recognized that different groups within the community have varying needs, preferences, and challenges when it comes to participating in transportation planning, so the approach must be inclusive and adaptable.

#### *Understanding Diverse Needs*

The public participation plan is designed to engage a broad range of stakeholders, including traditionally underserved communities such as low-income populations, minorities, seniors, individuals with disabilities, non-English speakers, and youth. Outreach strategies will be tailored to address the unique concerns of these groups and ensure they have the necessary resources to participate fully.

#### *Targeted Outreach Strategies*

To reach different audiences effectively, a variety of communication methods and outreach channels will be employed:

- **Traditional Media:** Newspapers, radio, and TV announcements will be used to ensure information reaches broader audiences, particularly those without internet access.
- **Digital Engagement:** A comprehensive online presence will be established, including social media platforms, websites, and email newsletters. Interactive maps, webinars, and virtual meetings will allow participants to engage remotely.
- **Community Events:** Public meetings, workshops, and informational booths will be organized at local events to reach people in person, particularly those who may not engage online.
- **Language Access:** Translated materials and interpreters will be provided to accommodate non-English speakers. Additionally, all public meetings will be accessible to those with hearing and vision impairments.
- **Accommodations:** Strategies to reduce participation barriers will be explored, including offering food, childcare, and financial incentives or reimbursement.

### *Collaborating with Community-Based Organizations*

To enhance outreach efforts, collaboration with community organizations, advocacy groups, and local service providers will be pursued. These organizations often have established trust and relationships with hard-to-reach groups. Partnering with them will help ensure that the specific needs of these communities are addressed and increase participation among people who may otherwise be underrepresented.

### *Accessible Formats and Locations*

Meeting materials and documents will be made available in accessible formats, including large print, Braille, and audio. Meetings and events will be held at convenient times and locations, including transit-accessible venues and locations in neighborhoods that are most affected by transportation decisions.

### *Ongoing Engagement*

Public participation will not be a one-time event. To foster continued engagement, multiple and varied opportunities for feedback will be provided throughout the planning process, and avenues for ongoing dialogue will be created.

### **Working with Local Governments and Other Agencies**

In addition to regularly scheduled meetings, NWARPC staff regularly coordinates and communicates with city staff, elected officials, and community stakeholders to maintain a comprehensive and cooperative planning process. This includes frequent in-person meetings, emails, phone calls, and reports to keep all planning partners informed and engaged. By fostering open dialogue and collaboration, NWARPC works to plan transportation solutions that meet the diverse needs of the region's communities.

NWARPC also employs formal approaches to coordinate and consult with affected agencies in developing regional planning work products. Consultation is tailored to each agency's needs and interests. At a minimum, all agencies will have the opportunity to comment on plan updates.

### *Regional Stakeholder Groups*

NWARPC is committed to fostering collaboration and communication with regional stakeholders to ensure that planning efforts reflect the needs and priorities of the broader community. NWARPC staff engage actively with regional stakeholders through its organizational and committee structures, which include representatives from these groups.

NWARPC also participates in public processes related to regional transportation, land use, environmental, and economic development planning, often joining external committees focused on specific regional issues.

These efforts help NWARPC stay connected with key stakeholders, collaborate on solutions, and ensure that its planning activities align with regional goals and priorities. By staying actively involved, NWARPC strengthens partnerships, promotes regional cooperation, and advances policies that support sustainable growth and development across the region.

### *Committees and Workgroups*

In addition to the TAC and RPC/Policy Committee, NWARPC has formed several subcommittees and workgroups to engage stakeholders and ensure representative participation from local governments, agencies, and users of the various components of the transportation system. NWARPC seeks input from



these committees and workgroups to generate ideas for addressing regional challenges, research and resolve technical issues, and review and recommend major transportation projects for funding. Committees are formed as needed or on an ad hoc basis. More information can be found [www.nwarpc.org/committees/](http://www.nwarpc.org/committees/).

**NWARPC invites members of the public to participate in non-elected committees. Please call 479-751-7125 or email [comments@nwarpc.org](mailto:comments@nwarpc.org) for more information on committees and how to participate.**



## Performance Measures

To effectively measure the success of the Public Participation Plan (PPP), NWARPC tracks outreach activities and establishes baseline metrics. Reasonable efforts will be made to regularly assess and evaluate the effectiveness of public engagement efforts.

The following performance measures serve as a starting point for developing appropriate metrics for various projects, including long-range transportation plans and transportation improvement programs. The evaluation of these performance measures will be included in the 5-year Metropolitan Transportation Plan, starting with the NWARPC 2045 MTP, published in spring 2021.

### 1. Measuring Participation Opportunities and Participants

**Goal:** Track the availability of public participation opportunities and identify who is engaged in these efforts.

**Performance Measures:**

- **Number of Public Events:** Track the total number of public meetings, hearings, workshops, and forums held throughout the year.
- **Event Types:** Categorize events by type (e.g., public meetings, webinars, focus groups, workshops) to determine which formats are most effective.
- **Event Reach:** Track geographic and demographic reach (e.g., number of zip codes represented, attendance from diverse communities).
- **Participation Rate:** Measure the total attendance across all events, and track how many individuals participate in multiple events versus new participants.
- **Diverse Stakeholder Representation:** Track participation by different groups, such as youth, elderly, minority populations, and people with disabilities.

## 2. Measuring Public Exposure to Transportation Issues

*Goal:* Assess how the public learns about transportation issues and participation opportunities.

*Performance Measures:*

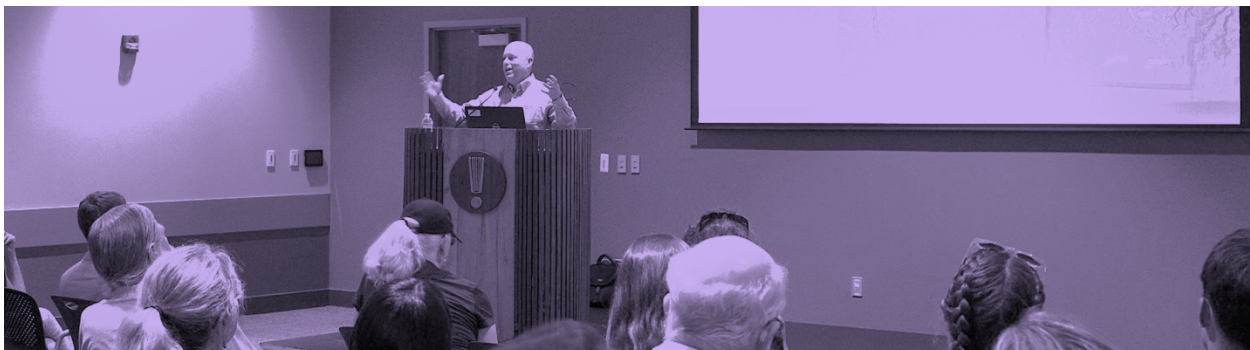
- **Media Outreach:** Track the number and type of media outlets used (e.g., newspaper, social media, radio, television) to publicize events and share transportation issues.
- **Social Media Engagement:** Measure likes, shares, comments, and reach across social media platforms to determine the effectiveness of digital outreach.
- **Website Traffic:** Monitor the number of visitors to key web pages (e.g., NWARPC homepage, specific transportation plans or projects) and track which pages have the most engagement.
- **Public Awareness Surveys:** Include questions about how participants heard about transportation events in post-event surveys, tracking media sources and outreach effectiveness.

## 3. Measuring Public Sentiment Toward Transportation Issues

*Goal:* Connect public opinions on transportation issues to the goals outlined in the Metropolitan Transportation Plan (MTP).

*Performance Measures:*

- **Survey Results:** Track responses to surveys measuring public sentiment about transportation issues, including satisfaction, concerns, and priorities.
- **Sentiment Analysis:** Analyze survey and public comment responses to identify common themes and align them with specific MTP goals.
- **Alignment with MTP Goals:** Measure how public input corresponds with MTP goals by tracking the number of survey responses or comments that support or align with key transportation objectives.
- **Change in Sentiment Over Time:** Compare public sentiment on transportation issues at different points in the planning process (e.g., pre- and post-meeting surveys) to identify shifts in public opinion or support for specific MTP goals.



## SECTION 3 – Procedures



### Public Comments & Public Meetings

#### Public Comments

NWARPC encourages feedback on any topic. When seeking public comments on a specific action, a minimum 2-week (14-day) comment period will be provided, using various notification methods outlined in this plan to inform the public about how to comment, including the comment period's dates. Federal and state requirements will guide the length and number of comment periods.

An online Public Comment form is available on the NWARPC website ([www.nwarpc.org/contact/](http://www.nwarpc.org/contact/)), and comments can be emailed to [comments@nwarpc.org](mailto:comments@nwarpc.org). This email is monitored, and responses are provided promptly.

Other considerations for Public Comments and Public Comment Periods include:

- Attendees at public forums and TAC and NWARPC/Policy Committee meetings will be asked to sign an attendance roll. Those wishing to comment should submit their remarks in writing, if possible, to ensure clarity and accuracy.
- A public comment period will be included on all TAC and NWARPC/Policy Committee meeting agendas. Oral comments will be received and adjudicated at the discretion of the Committee Chair.
- Written comments will be encouraged and should be submitted within the specified comment period.

- NWARPC staff will maintain a record of written comments for three (3) years and provide a summary of comments to the appropriate TAC and NWARPC/Policy Committee meetings.
- NWARPC staff will respond to comments requiring a response via the most appropriate telephone, email, or mail. When a significant number of comments are received (e.g., during MTP development), NWARPC will summarize and tally the key points.
- For virtual meetings, NWARPC will make every effort to gather public comment before, during, or after the meeting. While specific methods may vary, NWARPC is committed to encouraging public input and responding appropriately.

### **Social Media Outreach and Engagement Policy**

Social media posts and content development will be the responsibility of the staff person(s) assigned by the Executive Director. The Executive Director will make a final determination on any items that may be questionable as related to this policy.

The most appropriate use of NWARPC social media is to provide relevant, timely, and informative content to the public.

Information received by social media users in the form of comments, replies, direct messages, tags, or mentions *will not be considered official public comments*. This information will be treated as feedback and discussion summarized, when necessary, for the NWARPC Policy Committee, Technical Advisory Committee, subcommittees, or planning activity.

NWARPC will moderate conversation on its social media and delete comments that violate the stated terms for appropriate use to the extent practicable. Comments received containing any of the following forms of content shall not be allowed:

- Violent, obscene, profane, hateful, or racist comments
- Comments that threaten or defame any person or organization
- Solicitations, advertisements, or endorsements of any financial, commercial, or non-governmental agency
- Comments that suggest or encourage illegal activity
- Multiple off-topic posts by a single user
- Repetitive posts copied and pasted by multiple users

NWARPC will share articles, website links, or online information produced by other sources related to its projects and tasks. NWARPC shares these items as “information only” and does not endorse, support, or claims responsibility for the accuracy of these items.

### **NWARPC Public Meetings**

The MPO has two permanent committees, the Northwest Arkansas Regional Planning Commission/Policy Committee (RPC/Policy Committee) and the Technical Advisory Committee (TAC). The RPC/Policy Committee is the principal decision-making body for the MPO and consists of the member jurisdictions’ chief elected official and/or their appointed representatives. The TAC develops the technical aspects of plans and reports and makes recommendations to the RPC/Policy Committee. The TAC and RPC/Policy Committee make up the Northwest Arkansas Regional Transportation Study (NARTS).

Both the TAC and RPC/Policy Committee hold regularly scheduled meetings, which are open to the public and include an opportunity for public comment. TAC and RPC/Policy Committee meetings are open to the

public and held in-person at the NWARPC office and virtually. More information can be found at [www.nwarpc.org/events/](http://www.nwarpc.org/events/).

**Ways the public can participate in these meetings:**

- Review meeting agenda and materials posted on the NWARPC website.
- Attend the hybrid, in-person and virtual meetings, which are open to the public.
- Submit written comments through the comment form on the website at [www.nwarpc.org/contact/](http://www.nwarpc.org/contact/) or by emailing [comments@nwarpc.org](mailto:comments@nwarpc.org).
- Request aids, services, reasonable accommodations, or oral interpretation and translation for all public meetings. These requests can be made by calling (479) 751-7125 or emailing [comments@nwarpc.org](mailto:comments@nwarpc.org) at least 48 hours prior to the meeting.

**Notification Schedule – NWARPC Public Meetings**

**Legal Notice:** A legal notice will be placed in area newspapers of general circulation at least seven (7) days prior to the meeting.

**Public Notice:** A public notice about the meeting will be posted on the NWARPC website ([www.nwarpc.org/public-notifications/](http://www.nwarpc.org/public-notifications/)) at least seven (7) days prior to the meeting.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**Subsequent Meetings:** If subsequent meetings are needed to finish business, the committee can suspend the meeting and meet again with no additional legal notice or press release required. The NWARPC website event page should be updated to reflect the continued meeting ([www.nwarpc.org/events/](http://www.nwarpc.org/events/)).

**All TAC and NWARPC/Policy Committee meetings referenced in the following sections will follow these guidelines for public involvement.**



## NWARPC Work Products

NWARPC engages in many planning activities, some of which are central – or core – to its role in planning the federally funded transportation system and have a process to be officially adopted. Other activities may be considered components to the core planning work or may be undertaken at the request of member agencies in the interest of regional coordination.

### Standard Public Notification Schedule

All work products funded through the U.S. Department of Transportation, FHWA, FTA, or other federal agencies, are required to go through the public notification and public comment process. If the public comment period is not specified by federal statute, or is a work product delineated in this plan, the standard public notification schedule, is followed.

#### Notification Schedule – Standard Work Product

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the proposed public comment period.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**TAC Review and Recommendation for Comment Period:** The Technical Advisory Committee (TAC) will review the work product and vote on whether to recommend it for a public comment period. The public comment period generally begins after the TAC meeting.

**Release Draft Work Product:** A draft of the work product will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**RPC/Policy Committee Approval:** The RPC/Policy Committee will consider the work product for approval. A summary of any public comments will be provided to the Committee. Typically, the committee meeting takes place after the public comment period, but it may occur during the comment period if the motion includes a provision to revisit the item if any significant adverse public comments are received.

### Core Planning Activities

All core planning activities require a recommendation from the Technical Advisory Committee and adoption by the RPC/Policy Committee to become the official policy, plan, analysis, or program of the organization. The following core planning activities for NWARPC have specific notification schedules, specified below:

**Metropolitan Transportation Plan (MTP)**  
**Unified Planning Work Program (UPWP)**  
**Transportation Improvement Program (TIP)**  
**Public Participation Plan (PPP)**

**Title VI Program**  
**Annual Listing of Obligated Projects (ALOP)**  
**Program of Projects (POP)**

**Metropolitan Transportation Plan (MTP)** The long-term plan for how the region will invest, manage, operate the transportation system to reach economic, sustainability, and mobility goals. The plan advocates transportation policies and strategies developed via public involvement and assists in prioritizing transportation improvements over the next 25 to 30 years.

NWARPC uses the MTP to support ongoing planning efforts to prepare the region for continued growth. The MTP serves as a framework for fostering regional awareness and cooperation among local governments. It is not the conclusion of a process, but rather a continuation of an evolving effort that requires ongoing implementation.

*Frequency: Every 5 years*

*Last Adopted: March 2021*

*Next Anticipated Adoption: March 2026*

*Minimum Public Comment Period: 30 days*

### **Notification Schedule – MTP Update/Adoption**

**Coordination:** Throughout the development of the MTP, NWARPC will consult, as appropriate, with federal, state, and local agencies responsible for land use management, natural resources, environmental protection, conservation, historic preservation, State DOTs, and local planning partners.

**Notice to TAC and RPC/Policy Committee:** At the beginning of the MTP development process, staff will notify the TAC and NWARPC/Policy Committee about the start of the MTP update and outline the process. Ongoing updates will be provided throughout the development.

**TAC Subcommittee:** A subcommittee of the Technical Advisory Committee (TAC) will be established to assist in the development or update of the MTP.

**Initial Public Open Houses/Forums –** Two public open houses/forums will be held at the start of the MTP development process to present existing and preliminary plans and gather early public input. One forum will be held in Benton County, and the other in Washington County. The open house should be centrally located, be accessible, and on a bus route if one is available.

- **Public Notification:** Public notice and press release will be distributed to newspapers of general circulation, media outlets, federal, state, and local agencies and officials, minority and human service organizations, and other contacts in the master database. Notices will also be posted on the NWARPC website, shared via social media, and made available at the NWARPC office.

**TAC Review and Recommendation for Comment Period:** The TAC will review the draft MTP and vote on whether to recommend it for a public comment period. The public comment period generally begins after the TAC meeting.

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the proposed public comment period and Public Open House meetings.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**Release Draft MTP:** A draft MTP will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **30-day** public comment period will be held.

**Final Public Open House:** A third and final public open house will be conducted during the public comment period for the public to view the draft document and make comments. This forum will adhere to the same public notification process as the first two open houses. The open house should be centrally located, be accessible, and on a bus route if one is available.

**NWARPC/Policy Committee Approval:** After the public comment period, the RPC/Policy Committee can approve the MTP or send the MTP back to the TAC for modification or further consideration. Another comment period will not be necessary after TAC re-consideration. A summary of any public comments will be provided to the Committee.

**Significant Public Comments:** When significant written comments are received as a result of the public participation process, an analysis and summary on the disposition of comments will be made part of the final MTP.

### Notification Schedule – MTP Amendments

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the proposed public comment period and Public Hearing.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**TAC Review and Public Hearing:** The Technical Advisory Committee (TAC) will discuss and formulate the amendment and will hold a Public Hearing where public comments will be heard. The TAC will vote on whether to recommend it for a public comment period. The public comment period generally begins after the TAC meeting.

**Release Draft Amendment:** A draft amendment will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **30-day** public comment period will be held.

**NWARPC/Policy Committee Approval:** After the public comment period, the RPC/Policy Committee can approve the amendment or send it back to the TAC for modification or further consideration. Another comment period will not be necessary after TAC re-consideration. A summary of any public comments will be provided to the Committee.



**Unified Planning Work Program (UPWP)** The work plan that the NWARPC will undertake and budget for the upcoming fiscal year to be carried out within the Metropolitan Planning Area (MPA). The program is prepared annually in consultation with planning partners and serves as a basis for requesting federal suballocated planning funds from the USDOT through ARDOT and MoDOT. The UPWP serves as a management tool for scheduling, budgeting, managing, and monitoring the planning activities for each work element and must be adopted by May 30<sup>th</sup> of each year. NWARPC provides monthly Progress Reports to state DOTs in relation to activities supporting the UPWP work elements and work tasks.

*Frequency: Every year*

*Last Adopted: April 2024*

*Next Anticipated Adoption: April 2025*

*Minimum Public Comment Period: 14 days*

### Notification Schedule – UPWP Adoption

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the proposed public comment period.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**TAC Review and Recommendation for Comment Period:** The (TAC) will review the draft UPWP and vote on whether to recommend it for a public comment period. The public comment period generally begins after the TAC meeting.

**Release Draft UPWP:** A draft UPWP will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**RPC/Policy Committee Approval:** The RPC/Policy Committee will consider the UPWP for approval/adoption. A summary of any public comments will be provided to the Committee. Typically, the committee meeting takes place after the public comment period, but it may occur during the comment period if the motion includes a provision to revisit the item if any significant adverse public comments are received.

### Notification Schedule – UPWP Amendments

#### 1) Amendment by Meeting:

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the proposed public comment period.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**Draft Amendment:** The proposed amendment will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**TAC Recommendation:** The TAC will consider the draft amendment and make a recommendation to the RPC/Policy Committee. A summary of any public comments will be provided to the Committee.

**RPC/Policy Committee Approval:** The RPC/Policy Committee will consider the amendment for approval/adoption. Typically, the committee meeting takes place after the public comment period, but it may occur during the comment period if the motion includes a provision to revisit the item if any significant adverse public comments are received.

## 2) Amendment by Ballot:

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website setting forth the proposed amendment, the date and time framework of the balloting process and the duration of the proposed public comment period.

The notice will be sent, either via email or standard mail to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**Draft Amendment:** The proposed amendment will be posted on the NWARPC website and available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**Committee Approval:** A ballot containing the proposed amendment and a summary of public comments will be sent to all TAC and NWARPC/Policy Committee members. Ballots will be submitted via email. The ballot will include a specified deadline for votes to be counted. The amendment will be approved if it receives an affirmative vote from a majority of the authorized voting members.

**Transportation Improvement Program (TIP)** The fiscally constrained short-range capital improvement program for the transportation system within the Northwest Arkansas Transportation Study (NARTS) area that funds the implementation of projects and priorities outlined in the MTP. The TIP is updated biennially and programs the expenditure of federal, state, and local transportation funds over a four-year period, outlining the most immediate implementation priorities for transportation projects. NWARPC develops the Northwest Arkansas Regional Transportation Study (NARTS) TIP in cooperation with ARDOT, MoDOT, and the local transit providers. The NARTS TIP is a component of the STIP, and as such, the projects, funding amounts, categories, FFY, etc., must match the STIP. The requirements for developing and revising the STIP and TIPs are generally set forth in 23 USC 134, 23 USC 135, and 23 CFR 450.

*Frequency: Every two years, in coordination with ARDOT and MoDOT STIP development*

*Last Adopted: October 2024*

*Next Anticipated Adoption: October 2026*

*Minimum Public Comment Period: 14 days*

### **Notification Schedule – TIP Update/Adoption**

**Coordination:** Throughout the development of the TIP, NWARPC will work with member local governments, ARDOT, MoDOT, and local transit providers to identify proposed projects for inclusion in the TIP. Additionally, NWARPC will consult, as appropriate, with federal, state, and local agencies responsible for land use management, natural resources, environmental protection, conservation, historic preservation, State DOTs, and local planning partners.

**TAC Review and Recommendation for Comment Period:** After all proposed projects are identified, staff will, in conjunction with the TAC, prepare a draft TIP for public review. The TAC will vote on whether to recommend it for a public comment period. The public comment period generally begins after the TAC meeting.

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the proposed public comment period and Public Open House/Forum.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**Release Draft Plan:** The draft TIP will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Open Houses/Forums –** A public open house/forum will be held to allow public input on the draft TIP before going to RPC/Policy Committee.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**TAC Recommendation:** Following the public comment period, the TAC will consider the draft TIP and make a recommendation to the RPC/Policy Committee. If needed, more meetings will be scheduled: TAC may suspend the meeting, which requires no further public notification. A summary of any public comments will be provided to the Committee.

**NWARPC/Policy Committee Approval:** After the public comment period, the RPC/Policy Committee can approve the TIP or send the TIP back to the TAC for modification or further consideration. Another comment period will not be necessary after TAC re-consideration. A summary of any public comments will be provided to the Committee.

**Significant Public Comments:** When significant written comments are received as a result of the public participation process, an analysis and summary on the disposition of comments will be made part of the final TIP.

### ***Amendments to the Transportation Improvement Program (TIP)***

The **Statewide Transportation Improvement Program (STIP) Revision Procedures** establish consistent standards for revising the Arkansas Department of Transportation's (ARDOT) STIP and the Transportation Improvement Programs (TIP) developed by the State's eight Metropolitan Planning Organizations (MPO). The Revision Procedures were prepared by ARDOT in coordination with the MPOs and with the support and assistance of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Below is an excerpt from the Revision Procedures to ensure consistency with state procedures while maintaining focus on local engagement processes. *Any changes to the Revision Procedures will supersede the corresponding information in the Public Participation Plan (PPP), ensuring alignment with updated procedures and guidelines.*

**Procedures:** Revisions to the STIP/TIP can be classified into two categories – Administrative Modifications and Formal Amendments.

**Administrative Modifications** are revisions that do not require federal approval. If needed for clarification, these revisions to the STIP/TIP may be noted in the comment field on the Federal-aid Project Agreement form. The following identifies revisions to the STIP/TIP that are considered Administrative Modifications. Administrative Modification documentation will be submitted to the appropriate agency (USDOT, FHWA, FTA) at the time the Administrative Modification is made.

1. Change in schedule consistent with 23 CFR 450.218 (n).
2. Modifications to the project description/length/termini that do not significantly change the project design scope, conflict with the environmental document, or impact transportation conformity (in non-attainment areas).
3. A project split or a combination of individually listed projects that do not result in a significant change to the overall scope.
4. For FTA funded projects:
  - a. Funding increases or decreases that are more than 20 percent of the STIP/TIP project estimate, including transfers of eligible funding between projects (e.g., between capital and operating assistance projects). Funding increases or decreases that are less than or equal to 20 percent of the STIP/TIP project estimate require no action; and
  - b. Programming or reprogramming of funding carried over from previous years, including previous STIPs/TIPs, to projects in the current STIP/TIP.
5. Change in source of Federal funds including advanced construction.
6. Change in the project's lead agency.
7. Obvious data entry errors.

**Formal Amendments** are revisions that require FHWA/FTA approval and must go through a public involvement process in accordance with the respective public involvement procedures of ARDOT (for STIP amendments) or the MPO for (TIP amendments).

1. Funding a new or illustrative project or phase of a project.
2. Deleting a project or phase of a project.
3. For FHWA funded projects, funding increases or decreases that are greater than \$50M and 25% of the STIP/TIP cost estimate.
4. Adding Federal funding to a project currently funded with State or Local funding only.
5. Modifications to the project description/length/termini that significantly change the project design scope, conflict with the environmental document, or impact transportation conformity (in non-attainment areas).

ARDOT and the MPO shall document all Administrative Modifications and Formal Amendments to their respective STIP/TIPs on their public-facing websites.

### **Notification Schedule – TIP Formal Amendments**

#### **1) Formal Amendment by Meeting:**

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the public comment period.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**Draft Amendment:** The proposed amendment will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**TAC Recommendation:** The TAC will consider the draft amendment and make a recommendation to the RPC/Policy Committee. A summary of any public comments will be provided to the Committee.

**RPC/Policy Committee Approval:** Following TAC recommendation, the RPC/Policy Committee will consider the amendment for approval/adoption. A summary of any public comments will be provided to the Committee.

#### **2) Formal Amendment by Ballot:**

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website setting forth the proposed amendment, the date and time framework of the balloting process and the duration of the public comment period.

The notice will be sent, either via email or standard mail to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**Draft Amendment:** The proposed amendment will be posted on the NWARPC website and available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**Approval:** A ballot containing the proposed amendment and a summary of public comments will be sent to all TAC and NWARPC/Policy Committee members. Ballots will be submitted via email. The ballot will include a specified deadline for votes to be counted. The amendment will be approved if it receives an affirmative vote from a majority of the authorized voting members.

**Public Participation Plan (PPP)** Articulates the baseline standards for outreach, public engagement, and communication for the NWARPC's meetings and planning activities. This plan specifies the NWARPC's policy objectives and techniques to be considered and employed in improving the public participation process.

*Frequency: Every 5 years, prior to the MTP development process*

*Last Adopted: September 2020*

*Next Anticipated Adoption: February 2025*

*Minimum Public Comment Period: 45 days*

### **Notification Schedule – PPP Update/Adoption**

**TAC Subcommittee:** A subcommittee of the Technical Advisory Committee (TAC) will be formed to develop a new or updated PPP.

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the public comment period.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**TAC Review and Recommendation for Comment Period:** The TAC will review the draft PPP and vote on whether to recommend it for a public comment period. The public comment period generally begins after the TAC meeting.

**Release Draft Plan:** A draft PPP will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **45-day** public comment period will be held.

**RPC/Policy Committee Approval:** The RPC/Policy Committee will consider the PPP for approval. A summary of any public comments will be provided to the Committee. The RPC/Policy Committee can approve the new or updated PPP in two ways:

- 1) At the end of the 45-day public comment period, they can meet and approve the document or send it back to the TAC for further modifications.
- 2) They can meet in no less than three (3) weeks after TAC recommendation of the document and approve it with a provision to revisit the item if any significant adverse public comments are received during the remainder of the 45-day public comment period.

**Title VI Program** Outlines the procedures in place that help guide the NWARPC in preventing discrimination as defined in Title VI of the Civil Rights Act and provides analysis of the populations and programs impacted by Title VI requirements.

*Frequency: Every 3 years*

*Last Adopted: January 2024*

*Next Anticipated Adoption: January 2027*

*Minimum Public Comment Period: 14 days*

### **Notification Schedule – Title VI Program**

**Public Notification:** Public Notice will be published in newspapers of general circulation and on the NWARPC website at least seven (7) days prior to the meeting where the item will be discussed. The notice will include the meeting date, time, location, and the duration of the public comment period.

The notice will be sent, either via email or standard mail, at least seven (7) days prior to the meeting to:

- Press contacts
- Email listservs from public input events
- Minority and human service organizations
- Appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

**TAC Review and Recommendation for Comment Period:** The Technical Advisory Committee (TAC) will review the Title VI Program and vote on whether to recommend it for a public comment period. The public comment period generally begins after the TAC meeting.

**Release Draft Title VI Program:** The draft Title VI Program will be posted on the NWARPC website and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Comment Period:** A minimum **14-day** public comment period will be held.

**RPC/Policy Committee Approval:** The RPC/Policy Committee will consider the Title VI Program for approval. A summary of any public comments will be provided to the Committee. Typically, the committee meeting takes place after the public comment period, but it may occur during the comment period if the motion includes a provision to revisit the item if any significant adverse public comments are received.

**Annual Listing of Obligated Projects (ALOP)** Presents a list of projects in the NARTS area for which federal funds were obligated during the previous fiscal year. The ALOP is published on the NWARPC website by December 31st of each year.

*Frequency: Annually, before December 31*

*Minimum Public Comment Period: 14 days*

### **Notification Schedule – ALOP**

**Publish ALOP:** The ALOP will be posted on the NWARPC website on or before the last day in December and will also be available in hard copy at the NWARPC office throughout the public comment period.

**Public Notification:** A public notice will be published in local newspapers and on the NWARPC website with the purpose of alerting the public to the publication of the ALOP and the public comment period.

**Public Comment Period:** A **14-day** public comment period will be held. At a minimum, notice will be provided to newspapers of general circulation, media outlets; federal, state and local agencies and officials; and other master database contacts. Notice will also be placed on the NWARPC website and local transit agency websites and/or offices.

**Program of Projects (POP)** is a list of projects proposed by the designated recipient to be funded by the urban area's Federal Transit Administration (FTA) apportionment in the current federal fiscal year (FFY). The POP is developed in coordination with the transit agencies and in alignment with the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).

**Amendments to the Program of Projects (POP)**

The Northwest Arkansas Regional Planning Commission (NWARPC) serves as the designated recipient for Federal Transit Administration (FTA) grant programs for the Fayetteville-Springdale-Rogers, AR-MO Urban Area and is responsible for determining the split allocation of federal funds within the region, on an annual basis, through the Program of Projects (POP).

The project distribution outlined in the NWARPC Policy Committee approved POP may be revised administratively through revisions to the Transportation Improvement Program (TIP) provided that the total split allocation among direct recipients for the federal fiscal year regional apportionment remains unchanged. This includes transfers of eligible funding between an agency's projects (e.g., from capital to operating assistance projects) and the programming or reprogramming of funding carried over from previous years, including prior STIPs/TIPs, to projects in the current STIP/TIP.

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PUBLIC PARTICIPATION PROCESS FOR PROGRAM OF PROJECTS (POP):**

The public participation procedures outlined in the NWARPC Public Participation Plan (PPP) with respect to TIP development serve as the public participation process required for the development of transit projects as per FTA Circular 9030.1E. Specifically, the public participation procedures outlined in the PPP will serve to satisfy the Program of Projects (POP) requirements of the Section 5307, Urbanized Area Formula Grant Program for the University of Arkansas/Razorback Transit and Ozark Regional Transit. The NARTS and any and all public transit operators will address the POP requirements as per FTA Circular 9030.1E. Additionally, any and all public transit operator's capital projects and operational costs are included in the NARTS TIP which is developed through a cooperative and collaborative process with interested parties and other private and public transportation providers.





PAGE INTENTIONALLY LEFT BLANK

**APPENDIX I.****GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS**

This appendix provides a comprehensive list of key terms, abbreviations, and acronyms commonly used in Northwest Arkansas Regional Planning Commission (NWARPC) work products. While this glossary is not an index for specific content within the document itself, it serves as a reference tool to clarify technical language, abbreviations, and industry-specific terms that may be unfamiliar to different audiences.

<b>GLOSSARY OF TERMS, ABBREVIATIONS &amp; ACRONYMS</b>	
4-R	Resurfacing, Restoration, Rehabilitation and Reconstruction
AC	Advance Construction - one of several Federal-aid fund management tools designed to provide states with greater flexibility in managing Federal-aid highway funds. The primary benefit of AC is that it allows states to accelerate transportation projects using non-Federal funds while maintaining eligibility to be reimbursed with Federal-aid funds at a later date.
ADA	Americans with Disabilities Act
ARDOT	Arkansas Department of Transportation
BFP	Bridge Formula Program. See Information on Federal Funding.
BFP (Off)	Bridge Formula Program - set-aside funds for off-system bridges. See Information on Federal Funding.
BR	Bridge
CAP	Connecting Arkansas Program - In 2012, through a voter-approved constitutional amendment, the people of Arkansas passed a 10-year, half-cent sales tax to improve the State's transportation system, including projects that widen and improve approximately 200 miles of highways and interstates.
Capacity Improvements	Widening of existing facilities or construction of new facilities to increase capacity.
CENG	Construction Engineering and Inspection
CHBP	Competitive Highway Bridge Program. Federal-aid grant from FHWA to provide funding that will go toward highway bridge replacement or rehabilitation projects on public roads that demonstrate cost savings by bundling at least two highway bridge projects into a single contract.
CMAQ	Congestion Mitigation and Air Quality Improvement Program. See Information on Federal Funding.
CMAQ AQ	Congestion Mitigation and Air Quality Improvement Program - air quality use only. See Information on Federal Funding.
CMAQ FLEX	Congestion Mitigation and Air Quality Improvement Program - flexible use. See Information on Federal Funding.
COVID (CRRSAA)	Coronavirus Response and Relief Supplemental Appropriations Act. See Information on Federal Funding.
CR	County Road

APPENDIX I. GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

CRP	Carbon Reduction Program. See Information on Federal Funding.
CRP>200K	Carbon Reduction Program - set-aside funds for areas with greater than 200,000 population. See Information on Federal Funding.
CS	City Street
DBE	Disadvantaged Business Enterprises. See Information on Federal Funding.
Earmark	Federal funds that are designated for a particular purpose.
EFLHD	Eastern Federal Lands Highway Division of the Federal Highway Administration - a division of the USDOT that promotes administration of federal public roads and bridges; protects and enhances natural resources and provides transportation access for Native Americans.
EFLHD	Eastern Federal Lands Highway Division of the Federal Highway Administration – a division of the USDOT that promotes administration of federal public roads and bridges; protects and enhances natural resources and provides transportation access for Native Americans.
Emergency Relief	Emergency Relief Program – This program provides funding to federal, state, and local highway agencies for repairs to damaged federal-aid highways and roads on federal lands resulting from natural disasters or catastrophic failures from an external cause.
Eng.	Engineering
Engineering	This is the work required to develop a project’s scope and detailed design, as well as the inspection of a construction project.
Env.	Environmental
ERFO	Emergency Relief for Federally Owned Roads. See Information on Federal Funding.
Every Day Counts (EDC)	A federal program administered by FHWA.
Expansion Project	A transportation improvement that increases the capacity of the transportation system, such as new lanes, interchanges or bridges.
Expressway	This is a multilane, divided highway where access is allowed at public roads via at-grade intersections.
FAST Act	On December 4, 2015, Congress enacted the five-year Fixing America’s Surface Transportation Act, which authorizes federal surface transportation funding for highways, highway safety, transit freight port and rail. In the 116th Congress, the FAST Act was extended by the Continuing Appropriations Act, 2021 and other Extensions Act (P.L. 116-159) for an additional year until September 30, 2021.
Federal-Aid Highways	Those roads which are eligible for federal funding under Title 23 of the United States Code, except roads classified as local or rural minor collector. Other exceptions apply to this general rule.
Federal Lands	Lands owned or administered by the Federal government. Examples are: national parks, national wildlife refuges, military reservations, federal prisons and public domain land.
Ferry Boat	See Information on Federal Funding.
FFY	Federal Fiscal Year – a pre-defined 12-month period from October 1 to September 30.

APPENDIX I. GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

FHWA	Federal Highway Administration – an agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the Nation’s transportation system.
Fiscal Constraint	This is the demonstration that sufficient funds are reasonably expected to be available to cover the anticipated project costs within the five-year window of the STIP.
FLAP	Federal Lands Access Program. See Information on Federal Funding.
FLTP	Federal Lands Transportation Program. See Information on Federal Funding.
Freeway	This is a multilane, divided highway where access is provided only at grade-separated interchanges.
Funding From Other Sources (FFOS)	These are funds applied to a project that are from sources other than the funding distribution categories available for district use.
FTA	Federal Transit Administration – an agency within the USDOT that provides financial and technical assistance to local public transit systems.
FTA-5304	Federal funding for transit system statewide planning and programming.
FTA-5305	Federal funding for transit system planning programs.
FTA-5307	Urbanized area formula grants – provides competitive Federal funding to public transit systems in urbanized areas.
FTA-5310	Federal funding for enhanced mobility of seniors and individuals with disabilities.
FTA-5311	Federal formula grant funds for transit in rural areas / populations < 50,000.
FTA-5329	Federal funds for transit safety and oversight programs.
FTA-5337	State of good repair grants – Federally funded capital assistance for maintenance, replacement and rehabilitation of motorbus systems. Additionally, funding can be used for Transit Asset Management plans.
FTA-5339	Federal Buses and Bus Facilities Grants Program – must be “low” or “no” emission transit or equipment.
GARVEE Bonds	Grant Anticipation Revenue Vehicles (GARVEE Bonds) - a tool used by many states to finance highway projects, secured by the Federal Highway Trust Fund, to enable the acceleration of construction timelines and spread the cost of a transportation facility over its useful life.
Gr. & Strs.	Grading and Structures – includes dirt work and bridge building.
HIP	Highway Infrastructure Program. This program allocated funding for road, bridge and other transportation improvements during the FAST Act.
HIP >200K	Highway Infrastructure Program - set-aside funds for areas with greater than 200,000 population. See Information on Federal Funding.
HSIP	Highway Safety Improvement Program. See Information on Federal Funding.
Improve Air Quality	Improve air quality in nonattainment areas.
INFRA	Infrastructure for Rebuilding America. Federal-aid grant from the U.S. Department of Transportation to help fund infrastructure improvements using innovative approaches to improve the processes for building significant projects, and increasing accountability for the projects that are built.

APPENDIX I. GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

Infrastructure for Rebuilding America (INFRA) Grant Program	This program provides dedicated, discretionary federal funding for projects that address critical issues facing our nation’s highways and bridges.
Infrastructure Investment and Job Act (IIJA)	On November 15, 2021, the President signed into law the Infrastructure Investment and Jobs Act (IIJA), also referred to as the Bipartisan Infrastructure Law (BIL). IIJA authorizes federal surface transportation funding for highways, highway safety, transit and rail for the five-year period from October 1, 2021 to September 30, 2028.
Interchange	This is where two or more roadways meet. An interchange has two or more roadways that provide for the movement of traffic on different levels (grade separated).
Intchng. Impvts.	Interchange Improvements – improvements to the junction between two or more roadways, typically including a grade separation and ramp.
Intersection	This is where two or more roadways meet. An at-grade intersection has two or more roadways that provide for traffic movement on the same level.
Inters. Impvts.	Intersection Improvements – improvements to the junction between two or more roadways that meet at grade.
IRP	Interstate Rehabilitation Program – approved by a special election (November 2011) – allowed the Highway Commission to issue up to \$575 million in GARVEE Bonds to help finance repairs and improvements to Interstates.
Lane	This is the travel path of one vehicle on a roadway and usually delineated by a dashed or solid stripe.
Let	This means to advertise projects and take bids from contractors to perform the work.
Local	Local Funds / City or County.
Long-Range Transportation Plan (LRTP) or MTP	This is a multimodal transportation plan covering a period of at least 20 years developed through the statewide transportation planning process.
Major Bridge	A major bridge is any bridge with a total length of at least 1,000 feet. There are about 200 major bridges in Missouri, located mainly over larger lakes, rivers and interchanges.
Major Bridge Funds	A STIP funding category focused on improving the condition of bridges longer than 1,000 feet.
Major Widening	Widening of an existing roadway to improve capacity or enhance safety.
MAP-21	On July 6, 2012, President Obama signed into law the Moving Ahead for Progress in the 21st Century Act of 2012, which authorized the federal surface transportation programs for highways, highway safety and transit for the two-year period from 2013 through 2014. MAP-21 was extended through most of 2015.
Metropolitan Planning Organization (MPO)	A federally mandated and funded transportation policy-making organization that is made up of representative from local government and government transportation authorities.
Metropolitan Transportation Plan (MTP)	This is a multimodal transportation plan covering a period of at least 20 years developed through the MPO transportation planning process.
Miscellaneous	Any number of improvements.
MODOT	Missouri Department of Transportation
MPO	See Metropolitan Planning Organization.
National Highway System (NHS)	This is a system of major highway networks established by the federal government that includes interstate routes, most urban and rural principal arterials, the defense strategic highway network and strategic highway connectors.

APPENDIX I. GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

NARTS	Northwest Arkansas Regional Transportation Study. The Metropolitan Planning Organization (MPO) for all of Washington and Benton Counties and a portion of McDonald County, Missouri (See also MPO.)
National Highway Freight Program (NHFP)	This program was created with the FAST Act, and provides funding for projects included in the State Freight Plan.
National Highway Performance Program (NHPP)	This is one of several categories of federal transportation funds and can be used for road, bridge, or other improvements. This category was created in MAP-21 and incorporates the former federal categories of National Highway System, Bridge and Interstate Maintenance.
NEPA	National Environmental Policy Act – a federal law that requires agencies that administer federally funded projects to assess environmental effects to their proposed actions prior to constructing highways, roadways or projects in public land.
New Location	Construction of a roadway on a location not previously developed for vehicular transportation.
NEVI	National Electric Vehicle Infrastructure Program. See Information on Federal Funding.
NHFP	National Highway Freight Program. See Information on Federal Funding.
NHPP	National Highway Performance Program. See Information on Federal Funding.
NHS	National Highway System – includes the Interstate Highway System and other roads important to the nation’s economy, defense and mobility.
Noise Abatement	Improvements to reduce noise pollution to a specific area.
Obligation	The federal government’s legal commitment (promise) to pay or reimburse a state or other entity for the federal share of a project’s eligible costs.
Obligation Limitation	A restriction or “ceiling” on the amount of federal assistance that may be promised (obligated) during a specified time period. This is a statutory budgetary control that does not affect the apportionment or allocation of funds. Rather, it controls the rate at which the funds may be used.
Off System Bridge	See Information on Federal Funding.
OJT	On-the-Job Training. See Information on Federal Funding.
ONEDOT	The Federal Highway Administration and Federal Transit Administration are referred to collectively as ONEDOT.
Operational Improvements	Improves traffic operations on existing roadways.
Partnering Projects	A project that has a partnering arrangement between ARDOT and local governments and other state agencies that results in project acceleration.
Passing Lane(s)	Construction of an additional lane or lanes intended for passing on a two-lane roadway.
P.E. or PE	Preliminary Engineering – includes surveys, environmental analysis, and design.
Performance-Based Planning and Programming (PBPP)	Refers to the application of performance management within the planning and programming processes of transportation agencies to achieve desired performance outcomes for the multimodal transportation system. This includes a range of activities and products undertaken by a transportation agency together with other agencies, stakeholders and the public as part of a 3C (cooperative, continuing and comprehensive) process.
Planning	Determination of existing or future needs.

APPENDIX I. GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

Planning Framework	Since 2004, this is MoDOT’s process of involving the general public and planning partners, which represent regions of the state, and local areas, in the identification and prioritization of transportation needs and projects.
Primary Funding Category	Primary Funding Categories include Taking Care of the System, Statewide Interstate & Major Bridge, Safety, Statewide Safety and Flexible & Other. These are MoDOT categories, not federal categories, and indicate the type of MoDOT funds that are used for the project.
Programmed	This means a project has right of way and/or construction funds committed for expenditure within the five state fiscal years of the Statewide Transportation Improvement Program.
Project Development	Combination of preliminary engineering, environmental analysis, design, right of way acquisition, and utility relocation activities.
PROTECT	Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Program. See Information on Federal Funding.
QACF	Quick Action Closing Funds
Pvmt.	Pavement
Rail Hwy.	Railway-Highway Crossing Program. See Information on Federal Funding.
Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	A federal discretionary grant program administered by the Federal Highway administration which helps communities around the country carry out projects with significant regional impacts.
Reconstruction	Rebuilding of an existing roadway.
Rehabilitation	Pavement restoration, patching, heat scarifying, etc., of an existing roadway.
Regionally Significant Project	This is a transportation project on a facility that serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guide way transit facilities that offer a significant alternative to regional highway travel.
Regional Planning Commission (RPC)	A local body of governments that provide coordinated planning efforts in developing various regional and local transportation plans.
Resurfacing	This type of improvement installs a new layer of material over an existing pavement.
ROW	Right of Way – acquirement of real property to make way for the construction of a highway project. Real property is a term that is used to describe land, easements, air or access rights, or the rights to control the use of land, such as leases.
RR	Railroad
RR Grade Separation	Construction of a bridge over or under a railroad track(s) at an at-grade crossing.
RTP	See Information on Federal Funding.
Safety Funds	A federal and STIP funding category for eligible safety related activities, with a goal of reducing traffic crashes.
Safety & Traf. Eng.	Various improvements to enhance and/or improve traffic flow.
Scoping and Design	The early stages of a potential construction project. See Section 3 of the STIP for more information, and for scoping and design project lists.

APPENDIX I. GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

Sealing	Application of an asphalt seal coat to an existing roadway.
Sel. Secs.	Selected Sections
SHSP	Strategic Highway Safety Plan – a Federally required statewide-coordinated safety plan for reducing highway fatalities and serious injuries on all public roads.
State	State Funds
State Local	State funds, Local funds or a combination of the two.
STBGP	Surface Transportation Block Grant Program. This is one of several categories of federal transportation funds and can be used for road, bridge or other improvements. Prior to the FAST Act, this program was known as the Surface Transportation Program. See Information on Federal Funding.
STBGP > 200K	Surface Transportation Block Grant Program / Transportation Alternative funds set aside for areas greater than 200,000 population. See Information on Federal Funding.
STIP	Statewide Transportation Improvement Program – a Federally required, financially constrained, four-year or more, list of upcoming statewide transportation projects that identifies the schedule and the funding by Federal Fiscal Year.
Str. & Apprs.	Structure(s) and Approaches – including, but not limited to, bridge replacement, grade separation, etc.
System Preservation	Various projects to preserve, rehabilitate, or reconstruct an existing roadway.
System Improvement	This is a STIP funding category which may be used for any type of system improvement, including safety, condition, or operational improvements. This funding category may also be used for capacity and expansion projects if a district has sufficient other funds to meet their asset management goals.
TAP	Transportation Alternatives Program. See Information on Federal Funding.
TAP >200K	Surface Transportation Block Grant Program / Transportation Alternative funds set aside for areas greater than 200,000 population. See Information on Federal Funding.
TIP	Transportation Improvement Program – a Federally required, financially constrained, three- year or more, list of upcoming transportation projects that identifies the schedule and the funding by Federal Fiscal Year in a Metropolitan Planning Organization area (or MPA - Metropolitan Planning Organization).
TMA	Transportation Management Area – an area designated by the Secretary of Transportation having an urbanized area population of over 200,000 or upon special request from the Governor and the MPO designated for the area.
Transit	Projects that provide operation assistance or capital assistance such as improving or expanding local public transit systems, including buses, subways, light rail, commuter rail, or trolleys.
U of A	University of Arkansas
Utility	Adjustment and/or relocation of utilities.
Widening	Widening an existing roadway – one or more lanes.
Work Zone	This is a designated area where highway construction or maintenance is taking place.



## INFORMATION ON FEDERAL FUNDING PROGRAMS

### FTA PROGRAMS

**49 U.S.C. Chapter 53, Section 5307** – Urbanized Area Formula Program Grants

**49 U.S.C. Chapter 53, Section 5310** – Enhanced Mobility of Seniors and Individuals with Disabilities

**49 U.S.C. Chapter 53, Section 5311** – Formula Grants for Rural Areas

**49 U.S.C. Chapter 53, Section 5339** – Grants for Bus and Bus Facilities

### NATIONAL HIGHWAY PERFORMANCE PROGRAM (NHPP)

In general, the NHPP provides support for the condition and performance of the National Highway System (NHS), and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan. Restoration work on all State Highway System bridges is also an eligible use of these funds.

### NATIONAL HIGHWAY FREIGHT PROGRAM (NHFP)

The NHFP is for projects that will improve the efficient movement of freight on the National Highway Freight Network (NHFN) and support several goals, including:

- Investing in infrastructure and operational improvements that strengthen economic competitiveness, reduce congestion, reduce the cost of freight transportation, improve reliability, and increase productivity;
- Improving the safety, security, efficiency, and resiliency of freight transportation in rural and urban areas;
- Improving the state of good repair of the NHFN;
- Using innovation and advanced technology to improve NHFN safety, efficiency, and reliability;
- Improving the efficiency and productivity of the NHFN;
- Improving State flexibility to support multi-State corridor planning and address highway freight connectivity; and
- Reducing the environmental impacts of freight movement on the NHFN.

### SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP)

The STBGP provides flexible funding that may be used by States for projects to preserve and improve the conditions and performance on any State highway or bridge. A portion of these funds are set aside and sub allocated as follows:

- **Set-asides**  
Transportation Alternatives and Recreational Trails Projects (TAP or RTP), which provides funding for a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity. Bridges not on Federal-aid highways (Off System Bridge) are treated as set-asides.
- **Sub-allocation**  
A percentage of a State's STBG apportionment (after set-asides) is to be obligated in the following areas in proportion to their relative shares of the State's population:
  - Urbanized areas with population greater than 200,000
  - Areas with population greater than 5,000 but no more than 200,000 (STBGP)
  - Areas with population of 5,000 or less (STBGP)

### **HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)**

The HSIP funds are eligible for projects that will achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance. A portion of these funds are set aside as follows:

- **Set-asides**  
Railway-Highway Crossings Program (Rail Hwy) which provides funding for safety improvements to reduce the number of fatalities, injuries, and crashes at public railway-highway grade crossings.

### **CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM (CMAQ)**

The CMAQ program provides a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

- **Sub-allocation**  
CMAQ Program funds dedicated to West Memphis, AR (CMAQ AQ) for projects to the attainment or maintenance of a national ambient air quality standard.  
CMAQ Program flexible funds (CMAQ Flex) that may be used by States for projects to preserve and improve the conditions and performance on any State highway or bridge.

### **FEDERAL LANDS ACCESS PROGRAM (FLAP)**

The FLAP provides funds for projects on Federal Lands Access Transportation Facilities that are located on or adjacent to, or that provide access to Federal lands. This is a competitive grant program.

### **FERRY BOAT PROGRAM (Ferry Boat)**

The Ferry Boat Program (Ferry Boat) provides funds for the construction of ferry boats and ferry terminal facilities. This is a competitive grant program.

### **DISADVANTAGED BUSINESS ENTERPRISE SUPPORTIVE SERVICES PROGRAM (DBE)**

The DBE Program primary purpose is to provide training, assistance, and services to minority, disadvantaged, and women business enterprises so as to increase their activity in the program, and to facilitate the firms' development into viable, self-sufficient organizations capable of competing for, and performing on federally assisted highway projects.

### **ON THE JOB TRAINING PROGRAM (OJT)**

The OJT Program is funded by the Workforce Innovation and Opportunity Act and allows States to hire and train skilled workers and get reimbursed for these efforts.

## **INFORMATION ON GENERIC PROJECTS**

### **IRP DEBT SERVICE**

Conversion of Advanced Construction NHPP funds to repay the bonds issued for the 2011 Interstate Rehabilitation Program. The 2011 Interstate Rehabilitation Program was approved by Arkansas voters in November 2011. Under this program, the Arkansas State Highway Commission had the authority to issue up to \$575 million in bonds for Interstate rehabilitation to be partially repaid using NHPP funds.

### **VARIOUS BRIDGE PRESERVATION**

Painting structural steel, adding or replacing guard rail at bridge ends, improvements to columns to control scour, and bridge deck restoration.

### **VARIOUS OFF-SYSTEM BRIDGE REHABILITATION AND REPLACEMENT ON CITY STREETS**

Replacement or rehabilitation of eligible bridges on city streets.

### **BRIDGE INSPECTION / INSPECTION EQUIPMENT**

Routine Inspection of bridges and purchase of bridge inspection equipment.

### **RAILROAD CROSSING PROTECTIVE DEVICES / SURFACING / HAZARD ELIMINATION**

Safety improvements to reduce the number of fatalities, injuries, and crashes at public railway-highway grade crossings.

### **VARIOUS TRANSPORTATION ALTERNATIVE PROJECTS**

Funded with a set-aside of STBGP program funding for transportation alternatives (TAP). Projects in this category will be approved through a competitive selection process with the solicitation of applications. These set-aside funds include a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity.

### **VARIOUS TRAIL PROJECTS**

Projects in this category will be approved through a competitive selection process with the solicitation of applications. Eligible projects include motorized and nonmotorized trails and trail facilities.

### **VARIOUS RESURFACING / RESTORATION / REHABILITATION / RECONSTRUCTION / BRIDGE REPLACEMENT / BRIDGE REHABILITATION ON COUNTY ROADS**

Federal funds dedicated for pavement and bridge improvement projects on the County Road System.

### **VARIOUS BRIDGE REPLACEMENT / BRIDGE REHABILITATION ON COUNTY ROADS**

Federal funds dedicated for bridge improvement projects for Off System Bridges on the County Road System.

### **PE / RIGHT-OF-WAY / UTILITIES / CONSTRUCTION ENGINEERING**

Project development and construction management activities including surveys, environmental analysis, design, right-of-way acquisition, relocating utilities and providing construction inspection once a project is let to contract.

**VARIOUS WILDFLOWER PROGRAMS**

Funds to support ARDOT's beautification program of planting wildflowers along the State Highway System.

**MOTOR FUEL ENFORCEMENT ACTIVITIES**

Funding for ARDOT's Internal Audit Motor Fuel Tax Section to offset the cost of International Fuel Tax Agreement audits and Motor Fuel Tax audits.

**VARIOUS STATEWIDE SAFETY IMPROVEMENTS**

Improvements consistent with the state Strategic Highway Safety Plan (SHSP) that correct or improve a hazardous road location or feature or address a highway safety problem.

**STATEWIDE PAVEMENT MARKINGS & SIGNING PROJECTS**

Upgrading pavement markings and signs to meet desired levels of retro reflectivity for driver safety.

**WORKFORCE TRAINING AND DEVELOPMENT**

Various courses and training for workforce development and educational activities for ARDOT employees.

**VARIOUS PAVEMENT PRESERVATION PROJECTS**

Projects to improve ride quality and extend the life of pavements on the State Highway System. Projects may increase lane widths and/or shoulder widths to current standards.

**VARIOUS SIGNALS AND INTERSECTION IMPROVEMENTS**

Signalization, signal upgrades, signal coordination, and the addition of turn lanes to improve the flow of traffic through intersections.

**VARIOUS SEALING PROJECTS**

May include fog seals, chip seals, high friction surface treatments or other surface treatments on the State Highway System to improve friction and long-term performance of the pavement.

**VARIOUS FEDERAL LANDS ACCESS PROGRAM (FLAP) PROJECTS**

Improves transportation facilities that are located on or adjacent to, or that provide access to Federal lands. This is a competitive grant program.

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) SUPPORTIVE SERVICES**

Provides training, assistance, and services to minority, disadvantaged, and women business enterprises to facilitate the firms' development into viable, self-sufficient organizations capable of competing for, and performing on federally assisted highway projects.

**ON-THE-JOB TRAINING (OJT) SUPPORTIVE SERVICES**

Hire and train workers in various highway construction skills.

Eligible activities for all programs can be found in the "FAST Act" guidance at the following website:  
<http://www.fhwa.dot.gov/fastact/factsheets/>

**APPENDIX II.**

**NWARPC Complaint Procedure and Complaint Form (Title VI/ADA/504) – English**

## Northwest Arkansas Regional Planning Commission Title VI Complaint Procedures

---

*"No Person shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance." – Civil Rights Act of 1964*

### Your Civil Rights

Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. It is the full intent of the NWARPC MPO to operate its programs without regards to race, color, and national origin. Guidance for the NWARPC Title VI program can be found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012.

Two Executive Orders define populations that are protected under Title VI:

- Executive Order 12898 is concerned with environmental justice for minority and low-income populations.
- Executive Order 13166 is concerned with providing equal access to services and benefits for individuals with limited English proficiency.

NWARPC has established a process for investigating and resolving complaints of discrimination related to MPO services, programs and its office. NWARPC's Title VI Coordinator is responsible for overseeing investigations and responses to complaints of discrimination. A Title VI discrimination complaint may be filed within 180 days from the date of the alleged discrimination.

Complaints with incomplete information may result in delayed investigations and responses. NWARPC will not respond to complaints without the complainant's name and mailing address. Required complaint information includes:

- Complainant's name, mailing address and daytime phone number.
- Specific information relating to the incident in question: date, time, location, how the person was discriminated based upon disability, and any other applicable details.

Complaints may be submitted to NWARPC as follows:

- **In writing** to the NWARPC Title VI Coordinator, 1311 Clayton, Springdale, AR 72762. Complaints may also be emailed to [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org).
- **In person** at NWARPC, 1311 Clayton, Springdale, AR 72762. Normal office hours are from 8:00 am until 5:00 pm, Monday through Friday. It is advisable to call the Title VI Coordinator in advance to schedule an appointment.
- **By telephone** to NWARPC, 479-751-7125. The Title VI Coordinator will speak to the complainant and obtain detailed information relating to the complaint. Information obtained from the telephone interview will be recorded in writing and read to the complainant.

Within three business days upon receipt of a complaint, a letter will be mailed to the complainant with the following information:

- Acknowledgment that the complaint has been received and is pending investigation.
- Estimated date by which a response will be sent to the complainant.

The Title VI Coordinator will investigate the complaint and respond in writing within a reasonable time, not to exceed 30 days from the receipt of the complaint. The response will provide information concerning the resolution of the complaint. A record of all Title VI complaints will be maintained by NWARPC for a minimum of five years. Each record will include the name and address of the complainant, nature of the complaint, problems identified, resolution of the complaint and any resulting modification made to a NWARPC program, service or its office facility.

**NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION NOTICE OF NONDISCRIMINATION:** The NWARPC complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Nicole Gibbs, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voice/TTY 711 or 1-800-285-1131) or [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org); para llamadas en español, marque el 866-656-1842; para llamadas en inglés, marque el 711 o directamente al 800-285-1131 o [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org). This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Nicole Gibbs. Si se necesita información en otro idioma, comuníquese con Nicole Gibbs.

# NWARPC Title VI Complaint Form

Complete all the following. You may attach additional materials you think are relevant to your complaint.

SECTION I:		
Name:		
Address:		
Telephone (Home/Cell):	Telephone (Work):	
E-mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print <input type="checkbox"/> TDD <input type="checkbox"/> Audio Tape <input type="checkbox"/> Other _____	
SECTION II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
*If you answered "yes" to this question, go to Section III.		
If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SECTION III:		
Have you previously filed a Title VI complaint with NWARPC? (Original complaint number, if known: _____)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:		
<input type="checkbox"/> Transit Provider <input type="checkbox"/> Department of Transportation <input type="checkbox"/> Federal Transit Administration <input type="checkbox"/> Department of Justice <input type="checkbox"/> Equal Employment Opportunity Commission <input type="checkbox"/> Other _____		
Have you filed a lawsuit regarding this complaint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:	E-mail Address:	

<b>Section IV:</b>
Name of Agency complaint is against:
Contact Person:
Title:
Telephone number:
<b>SECTION V:</b>
<p>I believe the discrimination I experienced was based on (check all that apply):</p> <p><input type="checkbox"/> Race                      <input type="checkbox"/> Color                      <input type="checkbox"/> National Origin</p> <p>Date of Alleged Discrimination (Month Day, Year): _____</p> <p>On separate sheets of paper if necessary, please describe your complaint. You should include specific details such as names, dates, times, witnesses, location, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.</p>

**Signature and date required below.** *Please note, we cannot accept your complaint without signature.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please mail your completed form to:

NWARPC Title VI Coordinator  
 1311 Clayton Street  
 Springdale, AR 72762

[Administrative – Original Complaint Number \_\_\_\_\_]



## **APPENDIX III.**

### **NWARPC Procedimientos y Forma de Quejas (ADA/504/Título VI) – Español**

## Comisión de Planeamiento del Noroeste de Arkansas Procedimientos de Quejas Título VI

*“Ninguna persona basada en su raza, color u origen nacional, será excluido de participar en, negado los servicios, o sujeto a discriminación en ningún programa o actividad que reciba asistencia federal.” – Acta de Derechos Civiles de 1964.*

### Sus Derechos Civiles

Título VI, 42 U.S.C. & 2000 et. Seq., fue emitida como parte relevante en el Acta de Derechos Civiles de 1964 prohíbe discriminación basada en raza, color, y origen de nacionalidad en programas y actividades que reciba asistencia federal financiera. La intención por entero de NWARPC MPO es el manejar los programas sin importar la raza, color y/u origen de nacionalidad. Una guía para el programa NWARPC Título VI puede encontrarse en la circular 4702.1B en la administración federal de tránsito con fecha de octubre 1 2012.

Dos órdenes ejecutivas definen la población que son protegidos bajo el Título VI:

- **Orden Ejecutiva 12898** se ocupa de una justicia del ámbito para la minoría y población de bajos recursos.
- **Orden Ejecutiva 13166** se ocupa de proveer acceso por igual a individuos con su inglés limitado o insuficiente.

NWARPC ha establecido un proceso para investigar y resolver quejas de discriminación con relación a los servicios y programas de la oficina de MPO. El coordinador del Título VI del NWARPC tiene la responsabilidad de ver y resolver quejas de discriminación con base en discapacidad. Se puede presentar una queja por discriminación según el Título VI dentro de los 180 días a partir de la fecha de la presunta discriminación.

Quejas con información incompleta podría resultar en un atraso en la investigación y respuestas. NWARPC no responderá a quejas sin el nombre y dirección del demandante. Información requerida en quejas incluye:

- Nombre de quien pone la queja, dirección y número de teléfono durante el día.
- Información específica en relación con el incidente en cuestión: fecha, hora, lugar, y como la persona fue discriminada en base a una discapacidad y cualquier otro detalle que aplique.

Quejas pueden ser hechas de la manera siguiente:

- **Por escrito** al Coordinador del Título VI de NWARPC, 1311 Clayton Springdale AR 72762 o por correo electrónico a [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org).
- **En persona** a NWARPC 1311 Clayton Springdale, AR 72762. Horas de oficina 8:00am a 5:00pm, lunes a viernes. Se recomienda llamar con anticipación al Coordinador del Título VI para previa cita.
- **Por teléfono** a NWARPC 479-751-7125 el Coordinador del Título VI hablara con el demandante para obtener información a detalle sobre la queja. La información obtenida será grabada, puesta por escrito, y leída al demandante.

Entre tres días hábiles después de recibir la queja una carta será enviada con la siguiente información:

- Conocimiento que la queja ha sido recibida y esta una investigación pendiente.
- Una fecha estimada de cuando enviaran respuesta a su queja.

El Coordinador del Título VI investigará la queja y responderá por escrito en un tiempo razonable sin exceder 30 días de haber recibido la queja. La respuesta proveerá información acerca de la resolución a la queja. Un archivo de quejas al Título VI se mantendrá por NWARPC por un mínimo de cinco años. Cada archivo incluirá, el nombre y dirección de, el tipo de la queja, problemas identificados, resolución de la queja y/o cualquier resultado, modificaciones hechas al programa y servicios o lugar de oficina de NWARPC.

**AVISO DE NO DISCRIMINACIÓN DE LA COMISIÓN DE PLANIFICACIÓN DEL NOROESTE DE ARKANSAS:** El NWARPC cumple con todas las disposiciones de derechos civiles de los estatutos federales y autoridades relacionadas que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal. Por lo tanto, el NWARPC no discrimina por motivos de raza, sexo, color, edad, origen nacional, religión o discapacidad en la admisión, el acceso y el tratamiento en los programas y actividades del NWARPC, así como en las prácticas de contratación o empleo del NWARPC. Las quejas sobre presunta discriminación y consultas sobre las políticas de no discriminación de NWARPC pueden dirigirse a Nicole Gibbs, AICP, Planificadora Regional – EEO/DBE (ADA/504/Coordinadora del Título VI), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voz/TTY 711 o 1-800-285-1131) o [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org); Para llamadas en español, marque el 866-656-1842; para llamadas en inglés, marque el 711 o directamente al 800-285-1131 o [ngibbs@nwarpc.org](mailto:ngibbs@nwarpc.org). Este aviso está disponible a través del Coordinador de ADA/504/Título VI en letra grande, en cinta de audio y en Braille. Si necesita información en otro idioma, comuníquese con Nicole Gibbs.

## NWARPC Forma de Queja de Título VI

Completa todo lo siguiente. Puede adjuntar materiales adicionales que considere relevantes para su queja.

SECCION I:		
Nombre:		
Dirección:		
Numero de teléfono (casa, celular):	Numero de teléfono (trabajo):	
Correo electrónico:		
¿Necesita un formato más accesible?	<input type="checkbox"/> Letras más grandes <input type="checkbox"/> TDD <input type="checkbox"/> Cinta de audio <input type="checkbox"/> Otro _____	
SECCION II:		
¿Está usted llenando esta queja por su propia cuenta?	<input type="checkbox"/> Si*	<input type="checkbox"/> No
*si respondió "si" pase a la sección III.		
Si respondió "no" por favor escriba el nombre y su relación con la persona:		
Por favor explique porque pone la queja por una tercera persona:		
Por favor confirme que obtuvo el permiso de parte del reclamante para poner la queja en su nombre.	<input type="checkbox"/> Si	<input type="checkbox"/> No
SECCION III:		
¿Alguna vez a puesto alguna queja con NWARPC? (Número de denuncia original, si se conoce: _____)	<input type="checkbox"/> Si	<input type="checkbox"/> No
Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?	<input type="checkbox"/> Si	<input type="checkbox"/> No
En caso afirmativo, marque todo lo que corresponda:		
<input type="checkbox"/> Proveedor de Transito <input type="checkbox"/> Departamento de transportación <input type="checkbox"/> Administración Federal de Transito <input type="checkbox"/> Departamento de Justicia <input type="checkbox"/> Comisión de Oportunidad de Igualdad de Empleo <input type="checkbox"/> Otro _____		
¿Ha usted puesto la demanda por esta queja?	<input type="checkbox"/> Si	<input type="checkbox"/> No
Proporcione información sobre una persona de contacto en la agencia/tribunal donde se presentó la denuncia.		
Nombre:		
Cargo/Título:		
Agencia:		
Dirección:		
Teléfono:	Correo electrónico:	

**SECCION IV:**

Nombre de la agencia donde hizo su queja:

Persona para contactar:

Cargo/Titulo:

Numero de teléfono:

**SECCION V:**

Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):

Raza             Color             lugar de origen

Fecha de la presunta discriminación (mes, día, año): \_\_\_\_\_

En una hoja por separado si es necesario, describa por favor su queja. Usted debe incluir detalles específicos como nombres, fechas, horas, lugares, testigos, y cualquier otra información que nos pueda asistir en nuestra investigación de sus alegaciones. Favor de proveer cualquier otra documentación que sea relevante a esta queja.

**Firmar aquí.** *Tenga en cuenta, que no podemos aceptar su queja sin su firma.*

\_\_\_\_\_

Firma

\_\_\_\_\_

Fecha

Favor de enviar su forma completa a:

NWARPC Coordinador del Titulo VI  
1311 Clayton Street  
Springdale, AR 72762

[Administrative – Original Complaint Number \_\_\_\_\_]

PAGE INTENTIONALLY LEFT BLANK

