



Public Participation Plan

Franklin County Metropolitan Planning Organization

Adopted May 16, 2024



Public Participation Plan Franklin County Metropolitan Planning Organization

English

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Purpose of the Public Participation Plan

The purpose of this Public Participation Plan (the Plan) is to describe the Franklin County Metropolitan Planning Organization's (FCMPO) Public Participation Program (the Program), which comprises the various outreach activities that FCMPO engages in to ensure that all members of the public—including populations that have been underserved by the transportation system and/or have lacked access to the decision-making process—are given the opportunity to participate in the metropolitan transportation planning process that shapes Franklin County. The Plan guides the FCMPO's efforts to offer early, continuous, and meaningful opportunities for the public to help identify social, economic, and environmental impacts of proposed transportation policies, projects, and initiatives.

The Plan strives to achieve the following objectives:

1. Provide opportunities for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP)/Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP), with adequate public notice and access to underlying technical and policy information;
2. Provide timely information about transportation issues and decision-making processes to citizens, affected public agencies, and stakeholders, including representatives of public transportation users and users of bicycle and pedestrian facilities, representatives of the disabled, private transportation providers, providers of freight transportation services, freight shippers, representatives of public transportation employees, and other interested parties; and
3. Provide participation opportunities to those traditionally underserved by existing transportation systems, such as low-income and minority populations.

General Functions of MPOs

In accordance with federal laws and regulations, metropolitan planning organizations (MPOs) are established in urbanized areas across the nation to implement the federally required continuing, comprehensive, and cooperative (3C) transportation planning process.

1. To be continuing, MPO work is conducted on an ongoing basis.
2. To be comprehensive, the work covers all transportation modes, populations, and areas of the region, and addresses their individual needs.
3. To be cooperative, the work is performed in close communication and consultation with the region's municipalities and a broad base of agencies, organizations, and interest groups.

While the earliest beginnings of urban transportation planning go back to the post-World War II years, the federal requirement for urban transportation planning emerged during the early 1960s.



The Federal-Aid Highway Act of 1962 created the federal requirement for urban transportation planning largely in response to the construction of the Interstate Highway System and the planning of routes through and around urban areas. The Act required, as a condition attached to federal transportation financial assistance, that transportation projects in urbanized areas of 50,000 or more in population be based on a continuing, comprehensive, urban transportation planning process undertaken cooperatively by the states and local governments — the birth of the 3C transportation planning process.

By July 1965, each of the 224 existing urbanized areas in the United States had an urban transportation planning process underway. At that time, qualified planning agencies to conduct the transportation planning process were lacking in many urban areas. Therefore, the Bureau of Public Roads (predecessor to the Federal Highway Administration) required the creation of planning agencies or organizational arrangements that would be capable of carrying out the required planning process. Hence, MPOs quickly came into being because of the growing momentum of the highway program and the federal financing of the planning process. However, some MPO-like organizations had existed since the 1950s to prepare special urban transportation studies under the auspices of the state highway agencies in some major areas such as Chicago, Detroit, New York, and Philadelphia.

Today, there are more than 380 MPOs nationwide that conduct transportation planning in urbanized areas of more than 50,000 people. Each MPO has the following core functions:

1. Establish and manage a fair and impartial setting for effective regional decision making in the metropolitan area;
2. Employ visualization techniques to describe the regional plan and programs;
3. Identify and evaluate alternative transportation-improvement options and other information needed for MPO decision making through planning studies that are described in the MPO's Unified Planning Work Program (UPWP);
4. Prepare and maintain a LRTP for the metropolitan area, with a minimum of a 20-year horizon, that fosters mobility and access for people and goods; efficient system performance and preservation; and a good quality of life, among other goals;
5. Develop a Transportation Improvement Program (TIP), the short-range (four-year) program of capital improvements needed to implement the LRTP and make other investments to achieve the area's goals;
6. Involve the general public by offering all interested persons, including affected constituencies, opportunities to participate in all the decision-making functions of the MPO, including those listed above; and
7. Conduct performance-based planning by establishing goals and focusing on certain objectives and targets designed to achieve the chosen goals.



The Franklin County MPO

The U.S. Census Bureau designates a new list of Urbanized Areas (UZAs) every 10 years, following the conclusion of each decennial census. The designation of UZAs by the Census Bureau has significant implications for the metropolitan planning process. Most significantly, current federal law requires that every UZA be represented by an MPO, which carries out the metropolitan transportation planning process for the UZA and surrounding areas. Furthermore, UZAs with populations exceeding 200,000 are designated as Transportation Management Areas (TMAs), bringing additional responsibilities.

Franklin County became a federally designated MPO based on the Chambersburg UZA population growth reflected in the 2010 U.S. Census. The FCMPO was officially designated by the Secretary of Transportation on behalf of the Governor of Pennsylvania on March 27, 2013. The FCMPO succeeds the Franklin County Rural Planning Organization established in May 2009. **Figure 1** illustrates the Chambersburg UZA and FCMPO area limits, which encompasses all of Franklin County.

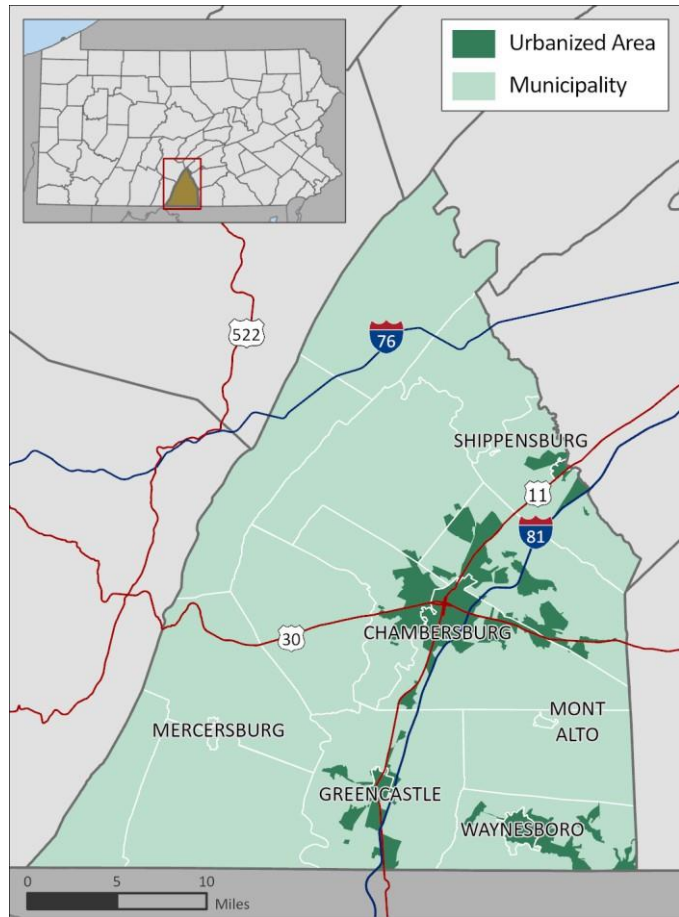


Figure 1 – Franklin County MPO and Chambersburg Urbanized Area

Through the enactment of the Infrastructure Investment and Jobs Act (IIJA), FCMPO receives approximately \$14 million annually during the life of the federal legislation ranging from 2022-2026, which was a notable monetary increase due to the Act’s initiation, in order to advance transportation improvement projects throughout the region. The FCMPO serves Franklin County, which encompasses 773 square miles and approximately 156,000 residents as of the 2020 census.

The FCMPO ensures that decisions and spending on transportation projects and programs are based on the 3C transportation planning process that reflects the needs and priorities of the region. The FCMPO is also responsible for administering federal and state funding for transportation projects and programs, consistent with the MPO’s approved LRTP and TIP.



FCMPO's Vision

The FCMPO's central vision, as stated in Imagine Franklin 2035, Franklin County's comprehensive plan, is to "embrace an ever-changing future while respecting our history and treasuring our small towns and natural landscapes to make sure our community is welcoming, and every resident has an opportunity to prosper and thrive." The goals and actions of the FCMPO LRTP, as the transportation element to the comprehensive plan, support the achievement of this vision.

As such, the FCMPO's vision for public participation is to hear, value, and consider—throughout its planning and programming work—the views of and feedback from the full spectrum of the public, and use this input in its decision making to ensure the goals and actions are achieved toward the vision.

The FCMPO has established public participation guidelines, which have been updated to reflect the insights gained through its recent research. The FCMPO makes every effort to:

- Provide a predictable, easy-to-understand process;
- Offer information that is clear, concise, current, and easily available;
- Employ visualization techniques to describe the regional plan and programs, and enhance the public's awareness and understanding;
- Cast a wide and inclusive net to invite participation of interested parties and the general public: bolster outreach to minority, low-income, elderly, and youth communities, the LEP population, and persons with disabilities;
- Respond to participants' interests, views, and need for information;
- Arrange convenient, timely, and meaningful opportunities for involvement;
- Respect the views offered by members of the public; use these opinions, and other information offered, in programming and planning;
- Promote respect among all participants;
- Create a framework that encourages constructive contributions by members of the public to the work and decisions made by the FCMPO;
- Allow flexibility in the Program;
- Remain open to adopting new avenues of communication;
- Explore strategies for connecting with people who do not use or do not have ready access to computers and other technologies;
- Maximize effectiveness by coordinating with partner agencies and their outreach activities; and
- Embrace new technologies as feasible with which to engage the public in an interactive way.

Work of the FCMPO

As previously stated, the FCMPO is the federal and state-designated transportation policy and decision-making entity responsible for transportation planning and programming in Franklin County. The FCMPO's work is represented in studies, reports, technical memoranda, data on transportation issues in the county, and the three federally required certification documents discussed above (LRTP, TIP, and UPWP). Because the FCMPO must produce these three major documents to be certified by



the Federal Highway Administration (FHWA) as eligible to program federal transportation funds, they are called certification documents.

Composition of the FCMPO

Pursuant to the FCMPO’s By-Laws, FCMPO is governed by an appointed Board comprised of 13 voting members and additional non-voting members.

Voting Board members are appointed by the Franklin County Board of Commissioners for staggered three-year terms from the following groups in the community:

- Three (3) members shall be the County Board of Commissioners.
- Two (2) shall be representatives of PennDOT (one each from Central Office and the District).
- Two (2) shall be a current member of a township governing body that is located in the county.
- Two (2) shall be a current member of a borough governing body that is located in the county.
- One (1) shall represent the interests of economic development in the county.
- One (1) shall represent the interests of the bicycle and pedestrian community in the county.
- One (1) shall represent the interests of the transit community in the county.
- One (1) shall be an at-large representative from within the county.

Each FCMPO Policy Board voting member may assign a designee in the event they are not able to attend a meeting. In the event both the appointed voting member and their designee are present, only the appointed member shall cast a vote.

Non-voting members will include:

Representative of the Hagerstown/Eastern Panhandle MPO	Representative of the Federal Highway Administration	Representative of the Federal Transit Administration
United States House and Senate	Pennsylvania House and Senate	Other members deemed necessary by the Franklin County Commissioners

Non-voting members shall receive FCMPO reports and agendas and shall be entitled to participate in FCMPO discussions but will not vote.

Current Membership

Table 1 identifies the FCMPO Policy Board membership, their respective affiliation and service term at the time of publication. The most current listing can be found on the FCMPO’s webpage.



Table 1: FCMPO Policy Board Membership

Name	Email	Affiliation
Dean Horst	dahorst@franklincountypa.gov	Franklin County Commissioner
John Flannery	jtflannery@franklincountypa.gov	Franklin County Commissioner
Robert Ziobrowski	rgziobrowski@franklincountypa.gov	Franklin County Commissioner
Jessica Clark	jessclark@pa.gov	PennDOT Central Office
Kevin Keefe	kkeefe@pa.gov	PennDOT District 8-0
Sam Cressler	scressler@southamptontownship.org	Township Representative
Travis Brookens	tbrookens@greenetwp.us	Township Representative
Tom Newcomer	tnewcomer@chambersburgpa.gov	Borough Representative
Jason Stains	jason@waynesboropa.org	Borough Representative
Chuck Sioberg	chucksioberg@hotmail.com	Economic Development
Jessee Mcmath	jmcmath@eastcoastgreen.net	Bike/Ped Representative
Carrie Gray	cegray@franklincountypa.gov	Transit Representative
David Mackley	david@fcadc.com	At-Large Representative

Franklin County Planning Department Staff

The Franklin County Planning Department staff as listed in **Table 2** serves as a comprehensive, multimodal transportation planning staff to the FCMPO. As such, it is responsible for carrying out the work of the 3C transportation planning process under the direction of the FCMPO. This includes authoring the LRTP and supporting technical planning studies and other analyses identified in the UPWP, preparing the TIP, producing certification documents, and developing and maintaining technical tools, such as a travel demand model that helps the FCMPO conduct its work.

Physical address and contact information:



Franklin County Planning Department
 Administrative Building
 272 North Second Street
 Chambersburg, PA 17201
 Phone: (717) 261-3855



Table 2: Franklin County Planning Department Staff

Name	Email	Title
Steve Thomas, AICP	sjthomas@franklincountypa.gov	Planning Director
Quentin Clapper	qmclapper@franklincountypa.gov	Senior Planner
Elizabeth Butler	ebutler@franklincountypa.gov	Community Planner
Matthew Romero	mbromero@franklincountypa.gov	Community Planner
Colleen Tidd	cdtidd@franklincountypa.gov	Community Planner
Jason Goetz	jgoetz@franklincountypa.gov	Mosquito & Tick Borne Disease Control Specialist
Zak Long	zhlong@franklincountypa.gov	Admin. Assistant II

For a current listing, visit https://www.franklincountypa.gov/index.php?section=departments_planning

The Franklin County Planning Department staff may be augmented by professional consultant services that are procured and administered in accordance with the requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). In addition, contracts for engineering and design-related services that utilize Federal-Aid Highway Program funds and are directly related to a planned construction project must also comply with the requirements established in 23 U.S.C. §112 and 23 CFR 172. Engineering and design-related services are defined as “program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping or architectural related services” (as specified in 23 U.S.C. §112(b)(2)(A) and 23 CFR §172.3). Many additional federal laws and regulations apply to the procurement and administration of engineering and design-related services.

FCMPO Committees

The FCMPO Policy Board updated the FCMPO By-Laws in May 2020 to establish a Technical Advisory Committee (TAC). The TAC does not render decisions, but provides recommendations to the Policy Board. TAC members provide the technical input necessary to carry out the FCMPO’s continuing, cooperative and comprehensive transportation planning process. The TAC consists of 11 voting members who are appointed by the Policy Board from the following groups:

- One (1) member shall be the director of the Franklin County Planning Department.
- Two (2) shall be representatives of PennDOT (1 each from Central Office and the District).
- Two (2) shall be a current staff member of a township that is located in the county.
- Two (2) shall be a current staff member of a borough that is located in the county.
- One (1) shall represent the interests of the bicycle and pedestrian community in the county.
- One (1) shall be a representative of the Franklin County Bridge Program.
- One (1) shall be a representative of a community organization in the county.
- One (1) shall be a member of a transit agency with operations in the county.



Table 3 shows the TAC voting members at the time of publication. Each FCMPO Policy Board voting member may assign a designee in the event they are not able to attend a meeting. In the event both the appointed voting member and their designee are present, only the appointed member shall cast a vote.

Table 3: FCMPO TAC Membership

Name	Email	Affiliation
Steve Thomas	sjthomas@franklincountypa.gov	County Planning Director
Ray Green	raygreen@pa.gov	PennDOT Central Office
Kenana Zejcirovic	kzejcirovi@pa.gov	PennDOT District 8-0
Matthew Schmidt	matt@waynesboropa.org	Borough Representative
Guy Shaul	gshaul@chambersburgpa.gov	Borough Representative
Troy Young		Bike/Ped Representative
Lance Summers	lrsummers@franklincountypa.gov	County Bridge Representative
Beth Nidam	bnidam@rabbittransit.org	Transit Agency Representative
Vacant		Township Representative
Vacant		Township Representative
Vacant		Community Org. Representative

Non-voting members of the TAC may include:

Representative of the Hagerstown/Eastern Panhandle MPO	Representative of the Federal Highway Administration	Representative of the Federal Transit Administration
Representatives of transit agencies that operate locally	Representative of PA Department of Community and Economic Development	Other members deemed necessary by the Franklin County Commissioners

Non-voting members receive FCMPO reports and agendas and shall be entitled to participate in FCMPO discussions but will not vote.

Pursuant to the FCMPO’s By-Laws, the FCMPO Policy Board Chair may appoint additional committees as deemed necessary for accomplishing the Board’s mission and purpose, and such committees may include persons other than Board members. The Board and staff members continuously evaluate the need for additional standing committees for topics such as active transportation and freight.



FCMPO's Approach to Public Participation

The FCMPO firmly believes that meaningful public participation should be integral to the organization's transportation planning work. Public participation improves decision making by helping to illuminate many of the social, economic, and environmental benefits and drawbacks of transportation decisions.

As indicated in the introduction to this document, the FCMPO's public participation program comprises activities that it undertakes and materials that it produces to facilitate consultation on its planning and programming with all interested parties and members of the public. The Plan is the document (with text and graphics) that explains the program and provides information about how to become involved in the FCMPO's transportation decision-making process through program activities.

Federal Regulations Concerning Public Participation

This Plan contains a proactive public participation process that complies with federal public participation requirements for transportation planning. This plan is guided by the federal and state legislation and policies as discussed below.

The current transportation reauthorization legislation, the IIJA, signed into law on November 15, 2021, contains specific language outlining federal requirements regarding public involvement processes and procedures. In general, the IIJA is based on previous transportation bills (i.e., Intermodal Surface Transportation Efficiency Act; Transportation Equity Act for the 21st Century; Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users; the Moving Ahead for Progress in the 21st Century Act; and the Fixing America's Surface Transportation Act) to provide state and MPOs specific direction in conducting and promoting broad-based public participation activities.

The IIJA requires MPOs to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on a MPO's transportation planning process.

Other federal legislation, such as the Americans with Disabilities Act (ADA), and Title VI of the Civil Rights Act of 1964, also have public participation requirements that MPOs must implement to ensure access to the planning process for all impacted populations. To meet these requirements, the FCMPO takes steps to include people with disabilities and all persons regardless of race, color, or national origin in the transportation planning process. Traditionally underserved communities such as minority and low-income populations and those with LEP are also considered. How the FCMPO seeks to do this is discussed throughout this Plan and is detailed in the FCMPO's Title VI Plan.

The following is a more comprehensive list of federal and state authorities and requirements for public participation.

- Title 23, Section 450 Code of Federal Regulations (CFR):
 - §450.316 Interested Parties, Participation, and Consultation



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- §450.318 Transportation Planning Studies and Project Development
- §450.322 Congestion Management Process in Transportation Management Areas
- §450.324 Development and Content of the Metropolitan Transportation Plan
- §450.334 Annual Listing of Obligated projects
- American with Disabilities Act of 1990 (ADA)
- Title VI of the Civil Rights Act of 1964
- Civil Rights Restoration Act of 1987
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, 2000
- FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients, 2012
- PA Human Relations Act, Act of 1955, P.L. 744, No. 222, as amended Act 34 OF 1997, 43 P.S. §§ 951-963
- Pennsylvania Sunshine Act, 65 Pa.C.S §§ 701-716
- Pennsylvania Right-To-Know-Law (Act of Feb. 14, 2008, P.L. 6, No. 3)

Public participation is an essential part of the transportation planning process and provides unique and invaluable insights for producing meaningful planning products and documents. The FCMPO's objectives focus on improving the public participation process by engaging people and organizations early and often with a variety of methods to improve the decision-making process. The participation activities discussed in this Plan represent a process that meets the federal requirements and gains valuable input throughout the transportation planning process.

Developing and Maintaining the Plan

The development of this Plan was coordinated by the staff of the Franklin County Planning Department and reviewed by the FCMPO Policy Board. A 45-day public review period was conducted to provide the opportunity for additional review and comment to this document. Advertisement of this review period was made through public notice and the draft Plan was made available for public review and comment in both hard copy and electronic formats.

Franklin County Planning Department staff are responsible for maintaining the Plan and performing updates as needed to reflect changes in federal guidance, requirements and regional needs, and improvements in information and communication technologies and public participation practices.

The components of this Plan are included in the development, adoption, and amendment of the FCMPO's LRTP and TIP. The Plan will be monitored and reviewed to evaluate its effectiveness. Public participation and engagement strategies identified in the Plan are intended to result in well-attended public meetings, local news coverage of programs, and more public interest in transportation issues within the FCMPO region.



How to Be Informed



Figure 2 - FCMPO Webpage

The FCMPO’s activities and programs are designed to meet the preferences and needs of the public. Activities and programs might include presentations, discussions, various venues for meetings and forums, information on the FCMPO webpage of the Franklin County website (Figure 2), Franklin County Facebook page (<https://www.facebook.com/franklincountypa>), flyers, emails and other notifications.

Figures 3 provides examples of the Franklin County Facebook page and its application to solicit public input on the FCMPO’s draft LRTP and I-81 Project Priorities.



Figure 3 - FCMPO Facebook Posts



Web Technologies and Social Media

The FCMPO regularly uses the FCMPO webpage and Franklin County Facebook, Instagram, and X (Twitter) pages, as well as LinkedIn, to reach a broader and more diversified population and provide information about the MPO’s work and planning activities, such as the following:

- Information about structure and composition of the FCMPO
- Studies, statistical reports, technical memoranda, and other documents related to metropolitan transportation planning process
- FCMPO meeting agendas and minutes
- Contact information for FCMPO Policy Board Members, committees, and Franklin County Planning Department staff
- Social media posts that highlight FCMPO activities, programs, and results of FCMPO studies and reports
- A “Contact Us” link under the Franklin County website’s “About” drop-down menu tab that the public may use to submit general information requests to the FCMPO (**Figure 4**).
- Online surveys to collect public input periodically on important issues

Franklin County Planning Department staff routinely use graphics to augment the written information included in the FCMPO’s technical studies and reports. Example graphics include, but are not limited to, flow charts, infographics, photos, visualization techniques, and text boxes in narratives.



Figure 4 – Franklin County Website’s “Contact Us” Link

To ensure web access for persons with limited to no vision and who use screen readers, the need to publish major documents in an HTML format on the FCMPO website is evaluated during the development or update of each plan and study. In addition, the FCMPO makes every effort to make data presented in tables fully navigable by a screen reader and provides alternative text to describe tables, figures, and images that cannot be read by a screen reader.



To make information more accessible for people with LEP, the Franklin County website uses Google Translate to translate its English content, including vital documents such as the complaint procedures form and summaries of the LRTP, TIP, and UPWP planning documents, into more than 100 languages, including Chinese (simplified and traditional), French, Italian, Portuguese, Russian, and Spanish. In addition, the Franklin County Planning Department evaluates on a regular basis the need for documents and publications to be professionally translated into Spanish, which is the most frequently spoken language other than English in the FCMPO region, and these translated versions are posted to the FCMPO's webpage.

The FCMPO also uses a variety of other tools to inform the public, including an email update to its stakeholder lists. Email communications are typically disseminated based on major FCMPO milestones, such as certification document amendments or announcements of public comment periods.

News Media

The FCMPO will, to the extent feasible, work to develop and maintain a strong relationship with the print and broadcast news media. The FCMPO recognizes the media as a valuable link to promote and motivate public involvement in the transportation planning process.

Specifically, the FCMPO will, to the extent feasible, provide meeting information to local newspapers as well as radio and television stations. This activity is intended to further diversify the FCMPO's communications and information dissemination of its transportation program and activities throughout Franklin County and beyond.

The primary newspapers for FCMPO media announcements include:

- The Public Opinion (Chambersburg, PA) – <https://www.publicopiniononline.com>
- The Record Herald (Waynesboro, PA) – <https://www.therecordherald.com>
- The Herald Mail (Hagerstown, MD) – <http://www.heraldmailmedia.com/>
- Mercersburg Journal (Mercersburg, PA) – <https://www.facebook.com/Mercersburg-Journal-249586675599542/>
- The Shippensburg News-Chronicle (Shippensburg, PA) – <https://www.shipnc.com/>
- La Voz Latina Central - <https://www.lavozlatinacentralpa.com/>

The primary television broadcast news for FCMPO media announcements include:

- WHP CBS 21 (Harrisburg, PA) – <https://local21news.com>
- WHTM ABC27 (Harrisburg, PA) – <https://www.abc27.com>
- WPMT Fox 43 (York, PA) – <https://fox43.com>
- WDVM TV 25 (Hagerstown, MD) – <https://www.localdvm.com/local-news>
- WGAL NBC 8 (Lancaster, PA) – <https://www.wgal.com/>
- WITF (Harrisburg, PA) – <https://www.witf.org/>

The primary radio broadcast news for FCMPO media announcements include:

- WNUZ 92.1 FM (Mercersburg, PA)
- WYPM 93.3 FM (Chambersburg, PA)



- WQCM 94.3 FM (Greencastle, PA)
- WIKZ Mix 95.1 FM (Chambersburg, PA)
- WBHB 101.5 FM (Waynesboro, PA)
- WEEO FM 103.7 FM (McConnellsburg, PA)
- WAYZ FM 104.7 FM (Hagerstown, MD)

As opportunities and topics arise, the FCMPO will seek to gain public awareness by working with the local print and broadcast news media to obtain appropriate coverage of activities. Examples may include interviews with local television and radio stations, news articles, letters to the editor, and other sources as necessary.

Availability of Information

The FCMPO will make its written and published documents and materials available to the public upon written request under the Pennsylvania Right to Know Law, 65 §66.1 et seq. **Appendix B** includes a sample letter that interested parties may use to submit a formal written request to the FCMPO. Appropriate charges for copies and research will apply pursuant to the Franklin County fee schedule. All such materials are available for public inspection at the Franklin County Planning Department office at no cost.

How to Be Involved

The FCMPO hosts a number of meetings and event types at which the public can learn about current FCMPO activities. Among these are the meetings of the FCMPO itself, meetings of FCMPO appointed committees, and various public participation opportunities. One purpose of these meetings is to present and discuss information, solicit feedback, or gather input from the public on specific topics or plans to inform transportation planning and programming decisions for the region. The other purpose is to provide an open and constructive context in which those decisions are made by FCMPO members.

All FCMPO meetings are publicly advertised pursuant to the Pennsylvania Sunshine Act and may be held in various, ADA-accessible facilities located throughout the region. Meeting advertisements also encourage interested participants to contact

Table 4 – FCMPO Meeting Facilities

Facility Name	Physical Address
Franklin County Administrative Building	272 North Second Street Chambersburg, PA 17201
Coyle Free Library	102 North Main Street Chambersburg, PA 17201
Chambersburg Borough Office	100 South Second Street Chambersburg, PA 17201
Greencastle-Antrim High School	300 South Ridge Avenue Greencastle, PA 17225
Mercersburg Borough Office	113 South Main Street Mercersburg, PA 17236
Southampton Township Municipal Building	705 Municipal Drive Shippensburg, PA 17257
Waynesboro Borough Office	55 East Main Street Waynesboro, PA 17268



the Franklin County Planning Department staff in advance of the meeting to confirm particular accessibility needs or accommodations. The meeting location is dependent upon the meeting type and purpose, and opportunity to engage diverse populations. **Table 4** provides a list of such facilities that the FCMPO may use for meetings.

FCMPO Policy Board and Committee Meetings

The FCMPO Policy Board meets quarterly, typically on the third Thursday of each month beginning in February. Meetings are conducted at 10 a.m. in the Franklin County Administrative Building Board Room located at 272 North Second Street, Chambersburg, PA.

FCMPO meetings follow the general process below that is formalized in a published agenda and all meetings include opportunities for public comment:

- The FCMPO Chair or designee opens and leads the meetings, recognizing speakers and managing the flow of discussion
- Agendas include a public comment period, in which any member of the public will be recognized to speak and present information
- At the discretion of the Chair, members of the public also may be recognized to speak during discussions of other agenda items

The COVID-19 pandemic placed greater emphasis on the use of technology to conduct meetings through teleconference, videoconference, or other similar virtual communication technologies. As such, the FCMPO reserves the right to use such technologies to hold FCMPO Policy Board, committee, and other public meetings with seven (7) days' notice. Members of the public can join any scheduled virtual meeting through instructions on the FCMPO's website.

The FCMPO-appointed standing committees meet on an as-needed basis and the meetings are publicly advertised according to the Pennsylvania Sunshine Act. Committee meetings are open to the public and are conducted at the Franklin County Administrative Building located at 272 North Second Street, Chambersburg, PA. However, when necessary, committee meetings may be held off-site in conjunction with a FCMPO meeting.

To extend the public's ability to provide input to the FCMPO, staff will research and, if feasible and useful, create a mechanism for submitting public comments on FCMPO agenda items in advance of meetings.

The planning department staff addresses comments and responds to questions from individuals who attend FCMPO meetings or who contact them via telephone or email. Individuals with low or no vision or with low literacy are informed on the FCMPO webpage and at meetings that they may submit comments via a recording or staff transcription of their spoken remarks before, during, or after FCMPO or FCMPO-sponsored meetings.

FCMPO-Sponsored Meetings

As part of its Program, the FCMPO sponsors a variety of public engagement opportunities, convened



and managed by the Franklin County Planning Department staff and as needed facilitated in conjunction with its professional technical consultant(s). The purpose of these meetings is to increase awareness and provide information about the FCMPO and the transportation planning program work that it conducts. Furthermore, the meetings are also a forum to engage attendees and receive critical input on the FCMPO's work and planning documents and reports.

The FCMPO regularly collaborates with PennDOT, Franklin County municipal governments, human service organizations, private sector representatives, public transportation operators, and those that serve on committees or advisory groups. In addition, the FCMPO ensures a variety of interests are represented and heard by partnering with community agencies and organizations to participate in the transportation planning process. These community and resource agencies have an important role addressing environmental, business and civic interests as they relate to regional transportation matters. Organizations representing minority, low-income and disabled groups and other interested parties are consulted and engaged to gain their input and views. **Appendix C** of this document identifies the key stakeholder and community organizations and is updated on a continuous basis by the Franklin County Planning Department.

The FCMPO often holds public meetings in areas with high concentrations of minority, low-income, and/or LEP populations to facilitate their inclusion. In addition, staff consult with personnel in host municipalities to learn about cultural or language issues that should be recognized and respected when planning and operating the meeting (e.g., dates of community celebrations or observations and/or cultural preferences or restrictions).

Workshops

Franklin County Planning Department staff also hold workshop-type meetings in public and ADA-accessible venues throughout the FCMPO region. These workshops are scheduled to coincide with the time period(s) when the FCMPO needs particular input to the FCMPO's transportation planning process and when that input is most influential.

Workshops often include brief presentations followed by question-and-answer sessions. Subsequently, there are opportunities for one-on-one interactions between members of the public and Franklin County Planning Department staff. Workshop formats may follow an exhibit-style format, with tables, staffed by program managers, set up for each major topic on the agenda. During these workshops, Planning Department staff invite participants to move from topic to topic as their interest guides. Materials may be available in a variety of media, such as print, large print, web-based, PowerPoint slides, table-top display boards, and maps.

In addition to the FCMPO-hosted workshops, Franklin County Planning Department staff regularly participate in the PennDOT Engineering District 8-0's PennDOT Connects workshop meetings that are held at various ADA-accessible locations in the region. These meetings are held with particular municipal representatives to discuss their respective priority transportation improvement projects and obtain specific information that is used to define the projects in the PennDOT Connects database system.

General Information Sessions

The Franklin County Planning Department staff regularly conduct informational meetings at its office



in the Franklin County Administrative Building in Chambersburg, which is the Census-designated UZA and county seat of Franklin County. Session topics include current FCMPO activities, such as development of the certification documents and updates on other FCMPO ongoing programs, but also may include detailed presentations and discussions about the results of FCMPO studies and reports. The format generally consists of staff presentations about programs and projects, followed by questions and answers. Staff are available after the presentations for individual follow-up discussion with meeting participants.

TIP and UPWP Information Sessions

Franklin County Planning Department staff conduct public meetings through PennDOT Connects, a tool which encourages early community engagement in the planning process between public participants and planning partners, in order for respective municipal representatives to receive feedback so they may prepare their respective municipalities' or other entities' official inclusions to the TIP and UPWP development. For example, staff present on the current year's process and discuss any changes from previous years, followed by questions and answers. After the presentations, staff are available for a roll-up-the-sleeves-style working session with individual participants.

Forums

The Franklin County Planning Department staff collaborate with other entities to convene regional forums on important topics. Forums are focused on issues of interest to constituencies and generally feature a panel of expert speakers with time for questions and answers. These forums are sometimes followed by breakout sessions in which small groups of participants may have more intimate discussions. The purpose is to foster communication and cooperation among disparate entities that deal with the issue under discussion and to look for new solutions to existing problems. These meetings usually are held at the Franklin County Administration Building in Chambersburg.

Special Topical Discussions

The FCMPO occasionally convenes agencies and other entities to seek their input on specialized aspects of important topics in the FCMPO's transportation planning process. Special topic discussions may focus on relevant topics such as transportation equity and environmental issues.

Other Opportunities for Public Participation

In addition to the meeting opportunities discussed above, the FCMPO provides a number of other ways for the public to be involved in the transportation planning process.

- **Surveys** – The FCMPO conducts written and electronic surveys to learn the views of members of the public on targeted topics and in support of its various technical studies. Respondents submit their ideas in writing and via survey tools on the FCMPO webpage. In addition to paper-based surveys, the FCMPO may use web-based survey technologies including SurveyMonkey and MetroQuest. Survey results are analyzed and presented by Franklin County Planning Department staff (and in conjunction with the FCMPO's technical consultants) to the FCMPO and included in the respective technical studies.
- **Targeted Outreach** – The FCMPO may employ one or more targeted outreach strategies to involve traditionally underserved populations that may be impacted by a specific project.



Targeted outreach strategies may include:

- Intercept surveys targeting transportation users to include minorities, low income populations, and persons with disabilities
 - Notifying agencies that work with minorities, low income populations, and persons with disabilities of FCMPO's activities
 - Conducting an ongoing dialogue with groups representing potentially underserved populations.
 - Seeking opportunities to speak at meetings of groups involving minority/low income and traditionally underserved populations
 - Organizing small meetings that may be less intimidating for those unfamiliar with the public involvement process
 - Targeting non-traditional media outlets and organizations
 - Posting information and meeting notices at transit stops and in transit/paratransit vehicles
 - Posting information and meeting notices in libraries, recreation centers, and shopping centers
 - Including information on the FCMPO's webpage about how to request translation services
 - Researching traditional communication methods used by LEP populations
 - Posting flyers or notices, in appropriate languages, in areas identified as having LEP populations
 - Distributing information through religious or community organizations
 - Providing public service announcements in non-English speaking news media
 - Providing extensive use of visualization techniques, including maps and graphics
- **Public Information Email** – Members of the public can submit questions, comments, and ideas to the FCMPO and the Franklin County Planning Department staff via planning@franklincountypa.gov. Staff reply to these queries and use information provided, as applicable. This email address is listed on meeting flyers and other FCMPO outreach materials.
 - **Website Comments** – The Franklin County website features a “Contact Us” link under the “About” drop-down menu tab that the public may use to submit general information requests to the FCMPO (**Figure 4**). The public is encouraged to use this feature to submit comments or questions on any FCMPO topic. Comments are directed to the Franklin County Planning Department, and staff will respond to the comments and use this input, as appropriate.

Notice of FCMPO Activities

The FCMPO provides notification of meetings through its webpage. FCMPO Policy Board and committee meeting agendas and materials are posted on the MPO's webpage one week in advance of the meeting, except in cases of emergency or other constrained circumstances.

The Franklin County Planning Department staff also post information about FCMPO-sponsored meetings and sessions on the FCMPO's webpage, and announces the day, time, and location of the gathering and the topics to be discussed. This webpage may be translated into Spanish or other



predominantly spoken languages other than English in the FCMPO region by use of the web-based translation function. Links to related documents may be included under the meeting announcement.

Public Participation Processes for Major FCMPO Planning Documents

Three major transportation planning documents applicable to the FCMPO that are required by federal regulations and must meet federal and state guidelines for public participation include the following:

- **Long-Range Transportation Plan (LRTP)** – This transportation plan is updated every five years resulting from regional collaboration and consensus within the FCMPO transportation system that serves as the defining vision for the region’s multi-modal transportation systems and services. The plan indicates all of the transportation improvements scheduled within the projected funding constraints over the next 20 years.
- **Transportation Improvement Program (TIP)** – The TIP is a short-term action plan prepared biennially by the FCMPO that lists approved FHWA/FTA-funded projects for the region within the next four-year period.
- **Unified Planning Work Program (UPWP)** – The UPWP is the management plan for the FCMPO planning program. The work program is updated annually and coordinates the planning activities of all participants in the transportation planning process.

As previously discussed, the FCMPO holds a variety of meetings and other outreach forums throughout the year to address transportation issues and to deliberate and receive input on the above planning documents. These include FCMPO Policy Board meetings, committee meetings and public hearings. The public hearings are intended to share information and obtain feedback on various plans and projects prior to FCMPO action to approve or adopt specific actions. The FCMPO webpage includes a calendar for upcoming FCMPO meetings and other public events.

Amendments and revisions to any of the approved planning documents that are deemed by the FCMPO as “Administrative Changes” are not subject to a formal public notification process. Input will be accepted, but not solicited. An amendment to the adopted plans and programs may be considered “administrative” based on any of the following criteria:

- To correct a non-substantive clerical error;
- Changes in funding levels are less than \$2 million and the project is within a Statewide Transportation Improvement Program (STIP)-grouped project category;
- The affected project(s) is not regionally significant and exempt from transportation conformity requirements;
- Changes the funding type, but overall funding levels remain constant or do not exceed the prior requirement; and
- Any other changes approved by the FCMPO Policy Board that meet the criteria of an administrative amendment.

Amendments to the TIP and LRTP, and revisions to the UPWP that have regional significance as



Public Participation Plan Franklin County Metropolitan Planning Organization

defined by the FCMPO, will be subject to the public participation process as defined in the next section.

The FCMPO understands the importance of the public participation process and is committed to providing easy access to transportation planning documents and timely notice of upcoming events and decision-making meetings of the FCMPO Policy Board. The planning documents produced by the FCMPO provide key information that the public will need to make more informed contributions to the transportation planning process.

Attempts will be made to employ appropriate visualization techniques to describe the plans. This could include any combination of maps, photographs, project descriptions, charts, etc. that are presented at public hearings, meetings, or used as displays directed at informing stakeholders and the public. For the major transportation documents, the FCMPO strives to meet and exceed the federal guidelines.

The public participation process includes the following activities:

- All meetings and events will be governed by both the Pennsylvania Sunshine Law and Pennsylvania Right-To-Know-Law.
- The FCMPO will conduct meetings and consult with stakeholders identified in **Appendix C** and other interested parties. Summaries of the meetings and consultations will be included in the plan document.
- The FCMPO's regularly scheduled quarterly meetings are published annually in a primary newspaper in January of each calendar year.
- Special FCMPO meetings outside of the regularly scheduled FCMPO meetings will be published in a primary newspaper at least 14 days prior to the meeting date.
- The FCMPO will consult directly with any tribes or nations with ancestral or cultural ties within the FCMPOs planning boundary to solicit their review and comment on major transportation planning documents.
- The review and comment period will be at least 30 days for the adoption of major transportation planning documents. If the final version of any major transportation planning document differs significantly from the version made available for public comment, the FCMPO will provide an additional opportunity for public comment.
- All comments received by the FCMPO will be reviewed at the FCMPO Policy Board meeting prior to adoption and included as an appendix with a meaningful response in the appropriate document.
- The FCMPO will coordinate with the statewide transportation planning public involvement and consultation processes throughout the development and revision of major transportation planning documents.
- TIP amendments, revisions to the UPWP and LRTP amendments will have a minimum seven (7) day public comment period.

In accordance with federal guidance (CFR 450.316(a)3), the FCMPO establishes a public comment period of forty-five (45) days before revision or implementation of the public involvement process. Significant revisions to the basic procedures contained herein will require a comment period before such revisions may be utilized. However, activities that will enhance the opportunity for public



comment, as outlined by the basic procedures herein, shall not be considered revisions subject to public comment. Draft documents will be made available for public review at the FCMPO webpage, the Franklin County Planning Department office, and Franklin County public library locations.

Written comments on these procedures will be accepted via mail, e-mail, fax, FCMPO Policy Board and committee meetings. All comments received on the public involvement process will be responded to by the FCMPO prior to implementation of the public involvement process. All comments and responses will be maintained until implementation or until the FCMPO conducts a periodic review on the effectiveness of the procedures. In order to help assure that the process is effective in providing full and open access to all, the FCMPO will review the specifics of these procedures at least once every three (3) years. Final adopted documents will be posted to the FCMPO webpage.

Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP)

The Americans with Disabilities Act (ADA) is federal legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities.

Limited English proficiency (LEP) is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language. To have an opportunity to participate effectively in or benefit from any aid, service or benefit, people with LEP must communicate in their primary language. Meetings and hearings, which are open for public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting locations will be convenient and ADA accessible. In addition to general meetings, events and activities, reasonable efforts will be made to reach those who are particularly affected. ADA and LEP assistance or alternative formats of this publication are available upon request through the Franklin County Planning Department. Please allow at least seven (7) business days for preparation of the material.

Franklin Planning Department staff use the U.S. Census Bureau Language Identification Flashcards available to help determine what language an individual speaks. The flashcards are available at:

<http://niwaplibrary.wcl.american.edu/wp-content/uploads/LANG-Qref-LangIdflashCards2000.pdf>

Title VI Policy Statement

The FCMPO fully complies with Title VI of the Civil Rights Act of 1964, the PA Human Relations Act, and related statutes and regulations prohibiting discrimination in all programs and activities. For more information or to file a Title VI-related complaint that cannot be resolved through the FCMPO or Franklin County Planning Department, please contact the FCMPO Title VI Coordinator as specified below.



Alexis Pennings

Franklin County Risk Manager

Phone: (717) 261-3819

Email: riskmgt@franklincountypa.gov

The FCMPO assures that no person shall on the grounds of race, color, creed, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The FCMPO further assures every effort will be made to ensure non-discrimination in its programs and activities, whether those programs and activities are federally funded.

The FCMPO has developed two Title VI Statements to be included in the FCMPO's public documents to inform the public of the FCMPO's compliance with Title VI and its provisions for alternative language services and formats.

1. The first statement is to be added to meeting announcements to which the public and/or outside agencies/organizations are invited:

"The FCMPO is committed to complying with the nondiscrimination requirements of the Title VI of the Civil Rights Act of 1964 and related statutes and regulations prohibiting discrimination in all programs and activities. All locations for meetings open to the public will be accessible to persons with disabilities and reachable by public transit. As soon as possible but no later than 7 days before a scheduled event, accommodations may be provided for those with special needs related to language, speech, sight, or hearing. If you have a request for a special need, wish to file a complaint, or desire additional information, please contact the Franklin County Planning Department at (717) 261-3855; FAX (717) 264-8667; email: planning@franklincountypa.gov."

2. The second statement shall be included in all FCMPO public documents and publications:

"The FCMPO fully complies with the nondiscrimination requirements of the Title VI of the Civil Rights Act of 1964 and related statutes and regulations prohibiting discrimination in all programs and activities. The Franklin County website (<https://franklincountypa.gov>) and FCMPO webpage thereunder may be translated into multiple languages. Publications and other public documents can be made available in alternative languages or formats, if requested. For translation, contact the Franklin County Planning Department at (717) 261-3855; FAX (717) 264-8667; email: planning@franklincountypa.gov."



Appendix A: Frequently Used Acronyms List

FCMPO/MPO – Franklin County Metropolitan Planning Organization

TAC – Technical Advisory Committee

FHWA – Federal Highway Administration

PennDOT – Pennsylvania State Department of Transportation

PPP – Public Participation Plan

LRTP – Long-Range Transportation Plan

TIP – Transportation Improvement Program

UPWP – Unified Planning Work Program

3-C Transportation Planning Process – Continuing, Comprehensive, Cooperative

UZAs – Urbanized Areas

TMA – Transportation Management Areas

IJA – Infrastructure Investment and Jobs Act

CFR – Code of Federal Regulations

USC – United States Code

ADA – Americans with Disabilities Act

LEP – Limited English Proficiency



Appendix B: Sample Right to Know Request

COUNTY OF FRANKLIN
Franklin County Commissioners' Office
Attn: Becky Brackbill, Open Records Officer
272 North Second Street
Chambersburg, PA 17201
Office #: (717) 660-2685
Fax #: (717) 267-3438
Email: bsbrackbill@franklincountypa.gov

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

DO YOU WANT COPIES? Yes, electronic copies preferred if available

Yes, printed copies preferred

No, in-person inspection of records preferred (may request copies later)

Do you want **certified copies**? Yes (may be subject to additional costs) No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.



Appendix C: Stakeholders and Community Organizations

The following stakeholders and community organizations have been identified by the Franklin County Planning Department as serving as important community perspectives and as helping to expand the reach of the FCMPO and its activities. This list is maintained by the Planning Department on behalf of the FCMPO Policy Board and is updated as part of the Plan’s maintenance cycle or as more frequently needed.

Government Organizations:

- Federal Highway Administration
- Federal Transit Administration
- Pennsylvania Department of Transportation
- Franklin County Board of Commissioners
- Franklin County Area Development Corporation
- Franklin County Planning Department
- Franklin County Housing Authority
- Franklin County Human Services
- Franklin County Library System
- Franklin County Municipalities:
 - Antrim Township
 - Chambersburg Borough
 - Fannett Township
 - Greencastle Borough
 - Greene Township
 - Guilford Township
 - Hamilton Township
 - Letterkenny Township
 - Lurgan Township
 - Mercersburg Borough
 - Metal Township
 - Mont Alto Borough
 - Montgomery Township
 - Orrstown Borough
 - Peters Township
 - Quincy Township
 - St. Thomas Township
 - Shippensburg Borough
 - Southampton Township
 - Warren Township
 - Washington Township
 - Waynesboro Borough

Community Service Organizations:

- Central Pennsylvania Transportation Authority (dba rabbittransit)
- Building Our Pride in Chambersburg (BOPIC)
- Commute PA
- Greater Chambersburg 21st Century Partnership
- Greater Chambersburg Area Chamber of Commerce
- Greater Shippensburg Area Chamber of Commerce
- Greater Waynesboro Area Chamber of Commerce
- Greencastle – Antrim Chambers of Commerce
- Letterkenny Industrial Development Authority
- Tuscarora Area Chamber of Commerce
- United Way of Franklin County
- Waynesboro Community & Human Services
- South Central Community Action Programs