

# **OWENSBORO-DAVIESS COUNTY METROPOLITAN PLANNING ORGANIZATION**

## **Participation Plan 2023-2028**



Prepared by the  
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**RESOLUTION  
OF THE  
POLICY COMMITTEE  
OF THE  
OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
APPROVING THE  
2023 PARTICIPATION PLAN**

WHEREAS, the Infrastructure, Investments and Jobs Act (IIJA) requires that Metropolitan Planning Organizations (MPOs) establish a Participation Plan, and

WHEREAS, the Participation Plan requires periodically review, and update public participation processes to assure early and continued public awareness of, and access to, the transportation decision-making process, and

WHEREAS, the Policy Committee of the Owensboro-Daviess County MPO desires to gather community input on transportation related issues, and


WHEREAS, the MPO will provide a Participation Plan that provides complete information, timely public notice, full public access to key decisions and supports early and continuing participation of the public in developing all transportation plans, and

WHEREAS, the MPO will seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households, and

WHEREAS, the MPO desires to provide reasonable public access to the technical and policy information utilized in the development of plans, Long Range Transportation Plan (LRTP), and Transportation Improvement Program (TIP) and open public meetings where matters related to the Federal Aid highway and transit programs are being considered, and

WHEREAS, the MPO desires the Participation Plan to be consistent will all federal and state regulations and actions, and

NOW THEREFORE, BE IT RESOLVED that the Policy Committee of the Owensboro-Daviess County Metropolitan Planning Organization at is meeting on October 31, 2023, approves the 2023 Participation Plan.



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Thomas H. Watson, Chairman  
Mayor, City of Owensboro

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## I. INTRODUCTION

Public participation is an essential component of the Owensboro-Daviess County Metropolitan Planning Organization (MPO) transportation planning process. The MPO is comprised of the City of Owensboro and Daviess County, KY. The Green River Area Development District (GRADD) is designated by the governor as the staff agency for the MPO.

The Owensboro-Daviess County MPO Participation Plan describes its policies for providing effective and meaningful participation opportunities for members of the community and all other interested parties.

The MPO will:

- **Provide opportunities** for community involvement in all aspects of the planning process;
- **Communicate** with the public to encourage their involvement in the process;
- **Seek out** populations who traditionally have been underserved by the existing transportation system; and
- **Periodically review** the effectiveness of the participation plan to ensure all members of the community and other interested parties are being served effectively.

The goals of the Owensboro-Daviess County MPO Participation Plan are:

- **Invite** a diverse community of stakeholders to participate in the planning process.
- **Inform** all communities of their opportunity to participate in the planning process and of transportation planning decisions made by the MPO.
- **Involve** the public by providing multiple opportunities and methods of participating in the planning process.
- **Improve** the process by periodically evaluating the Participation Plan and its effectiveness.

### A. ABOUT THE MPO

The Federal Highway Act of 1962 requires all urbanized areas of 50,000 people or more to create a Metropolitan Planning Organization to create a comprehensive urban transportation planning process for the region. The MPO is responsible for transportation planning activities that lead to the expenditure of federal surface transportation funds within the designated MPO planning area.

The Owensboro-Daviess County MPO is made up of a Policy Committee and a Technical Advisory Committee. Each has its own specific tasks concerning all the issues and policies of the MPO. A list of the current Policy and Technical Advisory Committee members can be found in *Appendix A*.

The MPO transportation planning process is built on the 3C approach: Continuing, Cooperative, and Comprehensive.

- **Continuing:** Planning must be an ongoing activity and should address short-term needs as well as a long-term vision for the region.
- **Cooperative:** The process must involve a diverse group of stakeholders and interested parties through the participation process.
- **Comprehensive:** The process must cover all surface transportation modes and be consistent with local and regional land-use and economic development policies.

The MPO is responsible for the creation of four major transportation plans:

- The Unified Planning Work Program;
- The Participation Plan;
- Transportation Improvement Program; and
- Metropolitan Transportation Plan.

<b>Table 1: Major MPO Plans</b>				
	<b>Metropolitan Transportation Plan (MTP)</b>	<b>Transportation Improvement Program (TIP)</b>	<b>Unified Planning Work Program (UPWP)</b>	<b>Participation Plan (PP)</b>
<b>Scope of Work</b>	Long-range transportation planning document for the MPO area, covering at least a 20-year window.	Short-range implementation plan for projects and programs in the MPO area, covering at least a four-year window.	Details the work activity of the MPO.	Details strategies for effective public and stakeholder involvement
<b>Frequency of Major Update</b>	Every five years	Every four years	Annually	Every five years, or as needed.

## **B. FEDERAL REQUIREMENTS FOR PUBLIC PARTICIPATION**

Several laws and regulations provide guidance about the MPO's Participation Process.

### **Infrastructure Investment and Jobs Act (IIJA)**

On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the "Bipartisan Infrastructure Law") into law. The Bipartisan Infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation's history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including in roads, bridges, and mass transit, water infrastructure, resilience, and broadband. MPO Staff, in coordination with USDOT and KYTC, will initiate efforts to carry out each of the planning directives thoughtfully and thoroughly for the on-going transportation planning process and will consider the directives with all current MPO documents. Staff will also coordinate with FHWA, FTA, KYTC, and other MPOs to work toward full implementation of Performance Based Transportation Planning and Programming (PBPP) requirements.

### **23 CFR 450.316**

Federal requirements for the public participation activities were issued in the Code of Federal Regulations, 23 CFR Part 450.316, by the U.S. Department of Transportation. MPOs must utilize a Participation Plan (PP) that is developed in consultation with interested parties and is formally adopted after ample opportunity for public input. The plan must be in place prior to the MPO adopting the MTP and TIP since it outlines the participation process to be followed for developing and adopting these documents.

I) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcome for:

- i. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed MTP and TIP;
- ii. Providing timely notice and reasonable access to information about transportation issues and processes;
- iii. Employing visualization techniques to describe the MTP and TIP;
- iv. Making public information (technical information and meeting notices) available in electronically accessible formats and means;
- v. Holding any public meetings at convenient and accessible locations and times;
- vi. Demonstrating explicit consideration and response to public input received during the development of the MTP and TIP;
- vii. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges



- accessing employment and other services;
- viii. Providing an additional opportunity for public comment, if the final MTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from public involvement efforts;
- ix. Coordinating with the statewide transportation planning public involvement and consultation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce the redundancies and costs; and
- x. Periodically reviewing the effectiveness of the procedures and the strategies contained in the participation plan to ensure a full and open participation process.

2) When significant written and oral comments are received on the draft MTP and TIP (including the financial plans) as a result of the participation process or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR Part 93), a summary, analysis, and report on the disposition of comments shall be made as a part of the final MTP and TIP.

3) A minimum public comment period of 45 calendar days shall be provided before the initial plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the MPO website.

#### **Title VI of the Civil Rights Act of 1964**

Title VI states no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

Other federal acts extend nondiscrimination requirements on the basis of gender (Federal Aid Highway Act 1973); disability (Rehabilitation Act of 1973 & Americans with Disabilities Act 1990); and age (Age Discrimination Act of 1975).

#### **Executive Orders**

An Executive Order is an order given by the president to federal agencies. As a recipient of federal revenues, the Owensboro-Daviess County MPO assists federal transportation agencies in complying with these orders.

**Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations:** This Executive Order mandates federal agencies — or those receiving federal funds — include environmental justice as part of their mission. The fundamental principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

#### **Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency:**

This Executive Order states people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide access to those services.

#### **Americans with Disabilities Act**

The MPO must comply with the Americans with Disabilities Act (ADA) of 1990 and US Department of Transportation regulations “Transportation for Individuals with Disabilities”. Meetings and hearings must be held in ADA-compliant buildings, and special accommodations must be made for those with disabilities to participate in meetings, and planning and programming activities.

## II. THE PARTICIPATION PROCESS

The Owensboro-Daviess County MPO is responsible for outlining a participation process for developing and formally adopting the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Participation Plan (PP). The following participation guidelines for the MPO's major planning documents are derived from federal regulations and recommendations from the Kentucky Transportation Cabinet.

**Table 2: MPO Documents and Public Review Periods**

Plan/Document	Review Period	Public Meeting requirement	Manner of Public Notice*
Participation Plan	45 days	Optional	Web/PR
Metropolitan Transportation Plan (MTP)	30 days	Minimum of one	Web/PR
Transportation Improvement Program (TIP)	30 days	Optional	Web/PR
Modal Plan (Bicycle/Pedestrian, Transit)	15 days	Optional	Web/PR
MTP/TIP Amendment	15 days	Optional	Web/PR
MTP/TIP Administrative Modification	None	None	Web
Unified Planning Work Program (UPWP)	None	None	Web
Performance and Expenditure Report	None	None	Web
Listing of Obligated Projects	None	None	Web

\***Web:** Will be published to the MPO website; **PR:** Press release will be sent to local media

### A. PARTICIPATION PLAN

The Participation Plan provides the framework for public and stakeholder involvement throughout the MPO's transportation planning process. It also outlines the formal adoption process for the MPO's required documents, including the Participation Plan itself.

The Owensboro-Daviess County MPO public notification process for the Participation Plan shall be:

- The plan update will be announced during a scheduled MPO meeting.
- The draft Participation Plan shall be made available (either by email or electronic download) to the TAC and Policy Committee for preliminary review and comment.
- After preliminary review, the plan shall be made available for public review and comment for 45 days.
- The draft document will be available on the Owensboro-Daviess County MPO's web site as well as at the Green River ADD office, the Daviess County Public Library, Owensboro City Hall's reception desk, the office of the Daviess County Judge/Executive, the Owensboro Transit System office and Whitesville City Hall.
- Electronic copies will be made available to the same agencies, with a request that the document be posted to their respective websites.
- Outreach to stakeholders will include notification to MPO committees as well as the consultation contacts listed in *Appendix C*.
- Public outreach to promote the availability of drafts and to encourage public comment will include a news release issued to the media contacts listed in *Appendix D*.
- All public and stakeholder comments received during the review process will be addressed and incorporated as appropriate.
- All comments received will be included in *Appendix E*.

The MPO will continually work to improve the participation process. The MPO will perform an annual review of

the Participation Plan, making modifications or updates, as needed. Minor changes, such as revisions to committee membership, consultation contacts and census data will not require public review or notification. The MPO will conduct a formal update of the Participation Plan at a minimum of every five years.

## **B. METROPOLITAN TRANSPORTATION PLAN**

The MTP is the document used to address the future transportation system needs for the region over a 20-year period. The MTP is a fiscally constrained document, outlining short-term and long-range transportation programs, projects, and strategies to integrate and support all modes of transportation within the MPO area. The document is reviewed and updated every five years.

Federal regulations (23 CFR 450.324) require all transportation planning documents provide opportunity for public official and citizen involvement in the development process and procedures for metropolitan transportation plans. Specific participation efforts for the MTP are as follows:

### **MTP Major Updates**

The Owensboro-Daviess County MPO will provide opportunities for public involvement in the development and updating of the MTP. It will use proactive techniques such as public meetings, focus groups or surveys as well as contact with media outlets listed in *Appendix D*.

- a) A minimum of one public meeting will be held in the MPO area. The location(s) and time(s) will be selected to encourage the greatest participation. They will be held at locations easily accessible to people with disabilities. Possible venues include the Green River ADD office.
- b) Visualization techniques such as maps and PowerPoint presentations will be used to help describe the MTP to the community.
- c) Notification for public meetings and the availability of public drafts will include advertising on the MPO website, a news release for media outlets listed in *Appendix D* and notification to all MPO mailing lists including all MPO committees and consultation contacts in *Appendix C*. Other public notification efforts may be used.
- d) The draft document will be available on the Owensboro-Daviess County MPO's web site as well at the Green River ADD office, the Daviess County Public Library, Owensboro City Hall's reception desk, the office of the Daviess County Judge/Executive, the Owensboro Transit System office and Whitesville City Hall.
- e) Electronic copies will be made available to the same agencies, with a request that the document be posted to their respective websites.
- f) The public will be notified of the availability of the draft MTP for review and comment, where to send written comments, and addresses and phone numbers of contact persons.
- g) The public comment period will be 30 days, effective from the date of the public notice announcement.
- h) MPO staff will assemble and provide a summary of all public comments to the TAC and Policy Committee to be considered and addressed before adopting the final plan.
- i) A summary of public involvement activities and input will be included in the final document.
- j) Additional public meetings and extended public review periods may be added if public comments merit significant changes.

### **MTP Amendments**

Amendments are major revisions to the MTP, such as adding or deleting a significant project or major changes to a project; changes to illustrative projects included in the MTP do not require amendments. Amendments require a 15-day public review and comment period.

The Owensboro-Daviess County MPO participation/notification procedures for MTP amendments are:

- Amendments shall include a description sufficient to clearly identify the project and include the estimated cost, the location, project sponsor and sources of funds.
- Amendments must be consistent with short-range plans (such as the TIP) or include corresponding language to amend the TIP.
- Amendments will be posted on the Owensboro-Daviess County MPO website.
- The public will be notified of a 15-day public review and comment period, effective from the date of the

notice. Notifications shall include where to send written/digital comments, in addition to language regarding compliance with FTA Program of Projects (POP) requirements.

- Upon notification of the Amendment to the appropriate MPO committees, the MPO shall distribute the Amendment to agencies/stakeholders identified on the most up to date KYTC Routing & Information Sheet.
- The notification shall describe the action taken and assurance that the Amendment process and appropriate public involvement procedures have been followed.

### **MTP Administrative Modifications**

Modifications are minor changes and/or corrections to the MTP, such as changes/corrections to phasing, costs, funding sources or initiation dates. No public review and comment period is required for an Administrative Modification. Additionally, transportation projects of the types listed in Grouped Projects in *Appendix B* may also be added by an Administrative Modification. Modifications will be posted to the MPO website and distributed to appropriate MPO committees and stakeholder agencies.

## **C. TRANSPORTATION IMPROVEMENT PROGRAM**

The MTP is implemented through the Transportation Improvement Program. The TIP outlines funds for all federally funded projects and regionally significant, non-federally funded projects that will be implemented during the period covered by the TIP. Project details are provided in the TIP including scope, phasing, cost and funding year. Projects may include roadway, congestion mitigation, bicycle/pedestrian, operations, maintenance, safety, transit projects, etc. The TIP is fiscally constrained and helps the MPO and the public track local, state and federal transportation funds and projects. The TIP may be amended or modified to add new projects, delete projects, move projects during the years of the TIP, make cost and phase of work changes and to accommodate changes in project scope.

Federal regulations that outline participation requirements for the TIP include:

- 23 CFR 450.326 Development and content of the Transportation Improvement Program; and
- 23 CFR 450.328 TIP revisions and relationship to the STIP.

### **TIP Major Updates**

Specific participation efforts for the TIP shall follow the guidelines set forth for MTP updates and shall include steps (b) through (i) listed under the MTP update and identified below. The TIP update shall also comply with Federal Transit Agency (FTA) Program of Projects (POP) requirements.

### **TIP Amendments**

Amendments to the TIP are required when there are significant changes that:

- Add or delete a project or project phase that requires a federal action and is not eligible for an Administrative Modification (see next section);
- Changes the design concept or scope for a project;
- Changes cost estimates that affect financial constraint; and/or

The Owensboro-Daviess County MPO participation procedures for TIP amendments are as follows:

- TIP Amendments shall include a description sufficient to clearly identify the project and include the estimated cost, the location, project sponsor, and sources of funds.
- All TIP Amendments must be consistent with long-range plans (such as the MTP) or include corresponding language to amend the MTP.
- TIP Amendments will be posted on the Owensboro-Daviess County MPO website.
- The public will be notified of a 15-day public review and comment period, effective from the date of the notice. Notifications shall include where to send written/digital comments, in addition to language regarding compliance with FTA POP requirements.
- Upon notification of the Amendment to the appropriate MPO committees, the MPO shall distribute the Amendment to agencies/stakeholders identified on the most up to date KYTC Routing & Information Sheet. The notification shall describe the action taken and assurance that the Amendment process and appropriate public involvement procedures have been followed.

### **TIP Administrative Modifications**

The following actions are eligible for Administrative Modifications to the TIP:

- Correcting obvious minor data entry errors;
- Splitting or combining projects without modifying the original project design and scope;
- Changing or clarifying elements of a project description (with no change in funding). This change would not alter the original project intent;
- Shifting a project from one federal funding category to another;
- Shifting a regionally significant state-funded project already identified in the TIP to a federal funding source;
- Shifting a project from federal funding to state funding;
- Shifting the schedule of a project or phase within the years covered by the TIP (with no impact to fiscal constraint);
- Shifting any identified project phase programmed for the previous year into a new TIP (rollover provision);
- Updating project cost estimates (within the original project scope and intent) that do not impact fiscal constraint;
- Adding a preconstruction phase for a project shown in the TIP with a construction phase; and/or
- The addition of a project of a type included in the list of Grouped Projects (see *Appendix B*).

Public review is not required for administrative changes to the TIP. Administrative Modifications will be included as agenda items for the TAC and Policy Committee meetings. All TIP administrative modifications will be posted on the MPO website and distributed to agencies/stakeholders identified on the KYTC Routing & Information Sheet.

### **Administrative Modifications for Grouped Projects**

There are various highway improvement projects considered noncontroversial and produce negligible impacts other than positive benefits for safety, traffic operations, and system preservation. These types of projects typically address maintenance activities, correct existing safety problems and/or deficiencies, or they may be the result of a successful grant application by local governments or entities. These projects are usually identified by category, rather than specific location, in the MTP and TIP. Allowing Grouped Projects to be processed as administrative modifications streamlines the transportation planning process and allows projects to be authorized without unnecessary delay.

The Grouped Projects that may be added to the MTP or TIP as administrative modifications are identified in Table 4. By listing these Grouped Project types in the Participation Plan, planning process stakeholders and the general public are informed of the types of potential projects that may be added to the MTP/TIP in the future via streamlined procedures. MTP/TIP actions for these projects will not require additional public review, demonstration of fiscal constraint, or a conformity determination (if applicable). These modifications are posted to the MPO website and the public may offer comments in writing to the MPO at any time or at the TAC or Policy Committee meetings. Any project listed in the Grouped Projects table could be subject to public involvement potential for controversy, negative effects or other public concerns. A list of Grouped Projects can be found in Appendix B.

### **FTA Program of Projects (POP) Participation Requirements**

Annually, the Owensboro Transit System (OTS) is required to prepare a Program of Projects (POP) and solicit public input for all projects receiving federal transit funding from the Federal Transit Administration (FTA). The projects identified in the POP are added to the TIP through an annual Amendment or Administrative Modification, as needed. The Owensboro-Daviess County MPO, OTS and KYTC have agreed the public and agency outreach procedures for the TIP Amendment and Administrative Modification process, as outlined in the MPO's Participation Plan, are adequate to meet the public input required for the POP and meet the intent of the federal planning regulations. All public notices issued by the MPO for public involvement activities (public meetings, drafts, etc.) and time established for public review and comments on the TIP will include an explicit statement that these participation efforts satisfy POP requirements.

**Annual Listing of Obligated Transportation Projects**

Each year, the MPO publishes an annual listing of projects in which federal highway or transit funds were obligated during the preceding program year, as denoted in the adopted TIP. This listing is typically completed in December every year and is available on the MPO website or upon request by contacting the MPO office. The Owensboro-Daviess County MPO list can be found at <https://gradd.com/local-government/transportation/owensboro-daviess-county-mpo/>

**D. UNIFIED PLANNING WORK PROGRAM**

The UPWP outlines the planning activities and budget of the MPO. The UPWP is updated annually to include specific transportation planning work tasks the MPO and its partner agencies will undertake throughout the specific fiscal year. Though a public review and comment period is not required for the UPWP, the MPO will distribute drafts of the UPWP to local, state, and federal planning agencies for review and comment. Drafts will also be posted on the MPO website, should the public desire comment. Upon receipt of local, state and federal stakeholder comments, the MPO will develop the final UPWP and distribute it to planning partners, as identified on the KYTC Distribution & Routing Information Sheet. The Owensboro-Daviess County MPO UPWP can be found at <https://gradd.com/local-government/transportation/owensboro-daviess-county-mpo/>

**Annual Performance and Expenditure Report**

The MPO is required to draft and distribute an annual report detailing the work and products completed by the MPO during the previous fiscal year, as outlined in that fiscal year's adopted UPWP. This report includes a budget analysis of budgeted versus actual expenditures. The P&E Report will be made available on the MPO website or upon request by contacting the MPO office.

**E. STRATEGIC/MULTIMODAL PLANS**

The MPO may develop additional plans or studies to augment the MTP and assist in carrying out the goals and objectives of the MTP. These additional plans may address Bike/Pedestrian, Transit, high-growth corridors, access management, etc. These plans may be amended into the MTP or may be adopted as separate documents. Strategies for outreach and stakeholder involvement for these plans may vary amongst the different programs and projects but should meet all participation requirements listed for Modal Plans shown in *Table 1* and MTP Amendments, if amended into the MTP.

**III. OUTREACH EFFORTS**

Ongoing coordination and consultation with agencies involved and affected by the transportation planning process is a key task of the MPO and includes local, regional, state and federal agencies, organizations, businesses and nonprofits.

As major stakeholders, the MPO, KYTC, and Owensboro Transit System established a Metropolitan Planning Agreement outlining specific coordinating roles and responsibilities of each agency and is available on the MPO's website. Additionally, a list of agencies, organizations and stakeholders the MPO coordinates with for any transportation planning documents are identified in *Appendix A*. In addition to these formally defined responsibilities, the MPO informally coordinates with its stakeholders on a regular basis through interactions and committee meetings – both held by the MPO or in which the MPO is a participant.

**Table 3: Public Outreach**

<b>Method</b>	<b>Objective and/or Measure of Effectiveness</b>
Interagency Consultation	<b>O:</b> Stakeholders and planning partners are well-informed. <b>M:</b> Projects and plans are implemented on a timely, cost-effective basis
Committee Meetings	<b>M:</b> Attendance and frequency of Stakeholder/public comments
Public Notice and Comment Period	<b>O:</b> Public input <b>M:</b> Number/quality of comments
Public Meetings/Events & Surveys	<b>O:</b> Public input <b>M:</b> Number of attendees/comments
Media Outreach	<b>O:</b> Informing the public <b>M:</b> Number of reports generated by outreach
Website	<b>O:</b> Informing the public <b>M:</b> Number of views and visitors
Exhibits/Visual Displays	<b>O:</b> Informing the public <b>M:</b> Number of attendees

## **A. COMMITTEE MEETINGS**

### **Policy Committee**

The MPO Policy Committee is the decision-making body of the Owensboro-Daviess County MPO.

The Policy Committee meets on an as-needed basis. Special meetings may be called at the request of the chair.

Meeting notices will be distributed to those on the Committee's distribution list. Notice of special called meetings shall be given to the members of the Policy Committee and the media at least 24 hours prior to such meetings and shall state the purpose, date and time of the meeting. All meetings of the Policy Committee are open to the public, and anyone can be placed on the committee's mailing list upon request.

The Policy Committee acknowledges public comments in two ways. The committee may incorporate public comment and the MPO's response into the meeting minutes or the committee may instruct staff to respond directly to the commenter by letter or email. This process lets the public know their comments and concerns have been heard, considered and will be addressed appropriately.

### **Membership**

The Policy Committee has three voting members and two nonvoting members. The voting members are:

1. Daviess County Judge/Executive;
2. City of Owensboro Mayor; and
3. Secretary of the Kentucky Transportation Cabinet.

The nonvoting members are:

1. Federal Highway Administration (FHWA) Kentucky Division Administrator; and
2. FTA Region 4 Regional Administrator.

The Policy Committee chair alternates between the Mayor of Owensboro and Daviess County Judge/Executive.

They serve alternating two-year terms. The current Policy Committee members are listed in *Appendix A*.

### **Technical Advisory Committee**

The MPO's Technical Advisory Committee advises and provides technical guidance and assistance to the MPO's Policy Committee, while furthering consultation and coordination among affected stakeholders. The Bicycle/Pedestrian Subcommittee provides input and focus on those specific multimodal transportation issues.

The TAC meets on an as-needed basis. Special meetings may be called at the request of the chair. Meeting notices will be distributed to those on the committee's distribution list. Notice of special called meetings shall be given to committee members and the media at least 24 hours prior to such meetings and shall state the purpose, date and

time of the meeting. All meetings are open to the public. The Bicycle Pedestrian Committee meets annually or as needed. All meetings are open to the public and citizens/stakeholders may attend based on their interest areas. Upon request, any interested party can be placed on the TAC mailing list. The meetings provide opportunity for public comment and allow a forum for open communication among MPO stakeholders and the public. All meeting schedules are posted on the MPO website but are subject to change on an as-needed basis. The meetings are advertised on the MPO Meeting Calendar located on the MPO website.

The TAC acknowledges public comments in two ways. The committee may incorporate public comment and the MPO's response into the meeting minutes or the committee may instruct staff to respond directly to the commenter by letter or email. This process lets the public know that their comments and concerns have been heard, considered and will be addressed appropriately.

### **Membership**

1. City Manager, Owensboro – Chair
2. City Engineer, Owensboro
3. Daviess County Fiscal Court
4. County Engineer, Daviess County
5. Owensboro Metropolitan Planning Commission
6. Owensboro Transit System
7. Owensboro-Daviess County Regional Airport
8. Owensboro Riverport Authority
9. Greater Owensboro Chamber of Commerce
10. Greater Owensboro Economic Development Corporation
11. Green River Area Development District
12. Owensboro Police Department, Traffic Unit
13. Daviess County Sheriff's Department
14. Owensboro Municipal Utilities
15. Kenergy Corporation
16. Regional Water Resource Agency
17. KYTC District 2
18. KYTC Central Office Division of Planning
19. KYTC, Office of Transportation Delivery
20. FHWA, Kentucky Division (non-voting)

A new TAC chair is elected every two years. Any member may serve as chair. The current Technical Advisory Committee members are listed in *Appendix A*.

### **GRADD**

The Owensboro-Daviess County MPO staff is under the umbrella of the Community and Economic Development department within GRADD, which provides staff support for the Owensboro-Daviess County MPO to assist with the accomplishment of the objectives of the transportation planning process.

## **B. OTHER OUTREACH**

### **Public Meetings**

The MPO will conduct public meetings as needed during major plan updates and studies. Meetings are open and allow the public to ask questions, become informed, provide input on topics or areas of concern, and to suggest or comment on preferred solutions to address the issue at hand. Further, the MPO may attend or host focus groups with other social organizations, civic clubs, neighborhood associations and interest groups to inform and engage an existing targeted audience. The MPO will seek to ensure meetings are held at convenient locations and times. The MPO will announce these meetings by publishing a notice of a meeting at least one week in advance of the scheduled dates. Public notices will be distributed to all media outlets in the MPO area. The meeting notice will also be placed on the GRADD website ([www.gradd.com](http://www.gradd.com)). Notification will be sent to all local media outlets identified in *Appendix D*.



**Media**

The MPO informs the public through local media outlets, as listed in *Appendix D*, via legal ads, formal news releases, or paid advertisements (when appropriate).

**Visualization Techniques**

To the extent possible, visualization techniques will be utilized at public meetings to enhance the understanding of citizens concerning proposed transportation improvements. The tools and techniques employed will vary based on the type of project. Visualization techniques may include:

- Video presentations
- Computer presentations
- Computer simulations
- Geographic Information Systems Maps/Display Boards
- Interactive Displays/Kiosks

The MPO is not limited to the visualization techniques listed above. The type of visualization techniques utilized will depend on the type of study or project.

Visualization techniques will also be utilized in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). These documents may include but are not limited to the following visualization tools:

- Maps
- Charts
- Illustrations
- Diagrams
- Sketches
- Photographs

Not all MPO documents will include all the visualization tools listed above. The type of visualization tools utilized will depend on the type of plan or document.

**Website**

The Owensboro-Daviess County MPO website can be found at <https://gradd.com/local-government/transportation/owensboro-daviess-county-mpo/>. It provides an explanation of the MPO and its purpose, while also providing the primary means by which the MPO makes information readily available to the public. All MPO meeting information, contacts, committee and documents providing information related to the area's public transit providers and bicycle and pedestrian facilities are included on the MPO website. Traditional media sources, email and other forms of notification direct users and interested parties to the site. The website also serves as a medium for communicating information, surveys, updates and other relevant data related to specific MPO studies, plans or projects.

**Accommodations for Special-Needs Populations**

The Owensboro-Daviess County MPO will place emphasis on reaching the traditionally underrepresented populations with the urbanized area. These underrepresented persons are traditionally identified as low-income, elderly, disabled, minority, low literacy, limited English proficiency and non-English speaking individuals. *Appendix C* provides a list of agencies the MPO will consult with concerning major planning issues.

The MPO will continue to reach out to all segments of the community it serves. Some of these efforts include:

- Distribution of fliers and posters for public meetings to senior centers, post offices, public libraries, and community centers, including those in areas with high minority populations.
- Distribution of fliers and posters to supermarkets and other stores throughout the community.
- Making plans and documents available on the Owensboro-Daviess County MPO website.
- Inviting representatives of organizations that represent minority, disabled, and elderly members of the community to meetings and appropriate workshops.
- Utilizing the list of agency contacts in *Appendix C*, many of which agencies represent underrepresented populations.

The MPO makes intentional efforts to plan public meetings and events at ADA compliant facilities, and at convenient and accessible locations and times. Currently, there are no MPO staff members who speak another language besides English.

To request special accommodations or translation services, people can contact the MPO directly via email or phone. The public is asked to provide the MPO staff with as much notice as possible, so they can best provide any special accommodations that may be necessary for them to participate in any public events. Additional information about the MPO's nondiscrimination obligations and procedures regarding Title VI complaints can be found on the MPO website.

The Owensboro-Daviess County MPO and its committees will strive to make the transportation planning process a success. Public participation is essential to that success; therefore, this document is open to revision when necessary to achieve an optimum level of involvement of the citizens of this area.

## IV. REVIEW AND REVISION

This Participation Plan will be examined on an annual basis for effectiveness and revised as necessary. The Participation Plan will be updated every five years. The MPO staff, in conjunction with the Technical Advisory Committee, will draft any proposed revisions to this plan. Federal Law requires a 45-day public review and comment period prior to its adoption or revision.

If the final version of the document has significant differences from the draft, an additional public review and comment period will be conducted. Final approval of any modification to this plan will be made by the MPO Policy Committee.

## V. DEMOGRAPHICS

The MPO planning area is comprised of the City of Owensboro and Daviess County, Ky. According to the 2021 American Community Survey from the Census Bureau:

- the total population of the Owensboro-Daviess County Metropolitan Planning Organization is 103,063.
- The City of Owensboro has 60,183 residents, comprising 58.4 percent of the population.
- 85.6 percent of the total population in the MPO planning area is white, with an African American population of 4.7 percent.
- Only 3.4 percent of the population identifies as Latino/Hispanic.
- The majority of the MPO population are between 18 and 65 years of age. Those younger than 18 comprise 24.5 percent of the population, while 16.95 percent are 65 and older.
- Data from the 2021 survey indicates 14.8 percent of the population are living in poverty.
- Of those 14,727 people, 5,087 (34.5 percent) are younger than 18 and 2,107 (14.3 percent) are older than 65.
- The 2021 survey also showed that 97.4 percent of the population spoke only English in the home or spoke English "very well."
- Educational attainment data showed that 90.8 percent of the community aged 18 or older had a high school degree (or equivalent) or greater.
- When broken down by race, 91.6 percent of whites had a high school degree or greater, while 90.2 percent of African Americans and 81.1 percent of people identifying as Hispanic/Latino had achieved a high school degree or greater.
- The 2021 survey indicated of the 41,246 households in Daviess County, 3,004 had no vehicle available, while 13,960 households had one vehicle available. There were 13,158 with two vehicles, 7,042 with three vehicles available and 4,082 with four or more available.
- Owensboro Transit System averages about 4,569 riders per week.

The maps in *Appendix F* provide a further view of the census numbers discussed in this analysis.

## **VI. APPENDICES**

- Appendix A – MPO Membership
- Appendix B – Grouped Projects
- Appendix C – Agency Consultation
- Appendix D – Local Media Outlets
- Appendix E – Public Comments
- Appendix F – Equity Target Areas
- Appendix G – Title VI Complaint Forms

**APPENDIX A – MPO Membership**

<b>Policy Committee</b>
Tom Watson, Mayor, City of Owensboro – Chair
Charlie Castlen, Judge/Executive, Daviess County
Jim Grey, Secretary, Kentucky Transportation Cabinet (Deneatra Henderson, Designee)
Todd Jeter, Kentucky Division Administrator, FHWA (Nick Vail, Designee) (nonvoting)
Yvette Taylor, Region 4 Administrator FTA, (Mike Sherman Designee) (nonvoting)

<b>Technical Advisory Committee</b>
Nate Pagan, City Manager, City of Owensboro – Chair
Kevin Collignon, City Engineer, City of Owensboro
Janie Marksberry, Commissioner, Daviess County Fiscal Court
Mark Brasher, County Engineer, Daviess County
Brian Howard, Director, Owensboro Metropolitan Planning Commission
Pamela Canary, Manager, Owensboro Transit System
Tristan Durbin, Manager, Owensboro-Daviess County Regional Airport
Brian Wright, Director, Owensboro Riverport Authority
Candance Brake, President/CEO, Greater Owensboro Chamber of Commerce
Claude Bacon, President/CEO, Greater Owensboro Economic Development Corporation
Joanna Shake, Executive Director, Green River Area Development District
Lt. Jason Lee, Owensboro Police Department
Sgt. Tyler Free, Daviess County Sheriff's Department
Tim Lyons, General Manager, Owensboro Municipal Utilities
Scott Atherton, Manager of Field Engineering, Kenergy Corporation
Garrett Gordon, Director of Engineering, Regional Water Resource Agency
Nick Hall, Planning Section Supervisor, KYTC District 2
Isidro Delgado, KYTC Central Office Division of Planning
Eric Perez, KYTC Office of Transportation Delivery
Nick Vail, FHWA, Kentucky Division (non-voting)

**APPENDIX B – Grouped Projects**

<b>Grouped Projects</b>
HSIP – Highway Safety Improvement Program Implementation
Intersection Improvements for Safety or Efficiency
Guardrail, Median Barrier and Crash Cushion Projects
Other Highway Safety Improvements
Intelligent Transportation System (ITS) Improvements
Traffic Signal System Improvements
Highway Signing
Pavement Markers and Striping
Pavement Resurfacing, Restoration and Rehabilitation
Bridge Replacement (No Additional Lanes)
Bridge Rehabilitation
Bridge Inspection
Bridge Painting
Railroad/Highway Crossing Protection
Recreational Trails Projects
Transportation Alternative Projects
Congestion Mitigation Air Quality (CMAQ)
Commuter Ridesharing Program
Bicycle Accommodation/Facilities
Pedestrian Improvement/Facilities
Park and ride Facilities
Purchase of New Buses
Rehabilitation of Transit Vehicles
Transit Operating Assistance
Transit Operating Equipment
Small Transit Passenger Shelters and Informational Kiosks
Reconstruction or Renovation of Transit Facilities

## APPENDIX C – Agency Consultation

The Owensboro-Daviess County MPO maintains list of local and regional agencies that will be consulted to ensure outreach to the maximum extent possible. The list of agencies below will be notified when the MPO is developing or significantly altering its MTP and/or TIP, holding a public meeting or other noteworthy MPO activities that require public participation. This list also contains agencies that serve traditionally underserved populations. By consulting with these agencies, the MPO will have enhanced outreach to these populations and will more effectively provide information to them.

Public Outreach Partners		
Agency	Phone	Email
Owensboro NAACP	270-485-1360	<a href="mailto:rhondalynrandolph820@gmail.com">rhondalynrandolph820@gmail.com</a>
Cliff Hagan Boys & Girls Club	270-686-8327	<a href="mailto:chbgc@yahoo.com">chbgc@yahoo.com</a>
United Way of the Ohio Valley	270-684-0668	<a href="mailto:dross@uwov.org">dross@uwov.org</a>
Daviess County Public Library	270-684-0211	<a href="mailto:kschroader@dcplibrary.org">kschroader@dcplibrary.org</a>
Greater Owensboro Chamber of Commerce	270-926-1860	<a href="mailto:Chamber@owensboro.com">Chamber@owensboro.com</a>
Owensboro Catholic Schools	270-686-8896	<a href="mailto:Keith.osborne@owensborocatholic.org">Keith.osborne@owensborocatholic.org</a>
Owensboro Public Schools	270-686-1000	<a href="mailto:jared.revlett@owensboro.kyschools.us">jared.revlett@owensboro.kyschools.us</a>
Owensboro-Daviess County Convention and Visitors Bureau	270-926-1100	<a href="mailto:cvb@visitowensboro.com">cvb@visitowensboro.com</a>
Green River District Health Department	270-686-7744	
Owensboro Community and Technical College	270-686-4400	<a href="mailto:Ceary.thomas@kctcs.edu">Ceary.thomas@kctcs.edu</a>
Daviess County Schools	270-852-7000	<a href="mailto:hannah.thurman@daviess.kyschools.us">hannah.thurman@daviess.kyschools.us</a>
International Center of Owensboro	270-683-3423	
Owensboro Human Relations Commission	270-687-8670	<a href="mailto:info@owensborohrc.org">info@owensborohrc.org</a>
Greater Owensboro Economic Development Commission	270-926-4339	<a href="mailto:cbacon@owensboro.com">cbacon@owensboro.com</a>
Audubon Area Community Services	270-686-1600	<a href="mailto:info@audubon-area.com">info@audubon-area.com</a>
Mary Kendall Center	270-683-6481	<a href="mailto:info@kyumh.org">info@kyumh.org</a>
H.L. Neblett Center	270-685-3197	<a href="mailto:staff@hlnblett.org">staff@hlnblett.org</a>
Area Agency on Aging and Independent living	270-926-4433	<a href="mailto:jenniferwilliams@gradd.com">jenniferwilliams@gradd.com</a>
Salvation Army	270-685-5576	<a href="mailto:owensboroky@uss.salvationarmy.org">owensboroky@uss.salvationarmy.org</a>
St. Vincent de Paul	270-683-1747	<a href="mailto:svdp.owensboro@att.net">svdp.owensboro@att.net</a>
Daniel Pitino Shelter	270-688-9000	<a href="mailto:thad@pitinoshelter.org">thad@pitinoshelter.org</a>
Wendell Foster Center	270-683-4517	<a href="mailto:info@wendellfoster.org">info@wendellfoster.org</a>
Active Day Care	270-683-6127	<a href="mailto:info@activeday.com">info@activeday.com</a>
Girls Inc.	270-684-7833	<a href="mailto:girlsincoboro@bellsouth.net">girlsincoboro@bellsouth.net</a>
Help Office	270-685-4971	<a href="mailto:Woody.Woodward@bellsouth.net">Woody.Woodward@bellsouth.net</a>
Puzzle Pieces	270-926-7813	<a href="mailto:contact@puzzle-pieces.org">contact@puzzle-pieces.org</a>
River Valley Behavioral Health	270-689-6500	<a href="mailto:Johnson-Jamie@rvbh.com">Johnson-Jamie@rvbh.com</a>

Hispanic Ministry of Owensboro	270-852-8342	<a href="mailto:Chris.gutierrez@pastoral.org">Chris.gutierrez@pastoral.org</a>
Owensboro Regional Recovery	270-689-0905	<a href="mailto:sadkins@audubon-area.com">sadkins@audubon-area.com</a>
St. Benedict's Homeless Shelter	270-541-1003	
St. Benedict's Women and Family Services	270-216-5910	
Boulware Mission	270-683-8267	<a href="mailto:boulwaremission@gmail.com">boulwaremission@gmail.com</a>
Fresh Start for Women	270-240-3180	<a href="mailto:info@freshstartcommunity.org">info@freshstartcommunity.org</a>
Owensboro Black Expo		<a href="mailto:owensboroblackexpo@gmail.com">owensboroblackexpo@gmail.com</a>
Friends of Sinners	270-689-9174	
My Sister's Keeper	270-689-9174	<a href="mailto:mysisterskeeper@gmail.com">mysisterskeeper@gmail.com</a>

## APPENDIX D – Media Outlets

Here is a list of media agencies serving Owensboro-Daviess County. These organizations are contacted for all public input opportunities. They are also notified of all MPO meetings.

Media Outlets	
Agency	Email
<b>Print</b>	
Owensboro Messenger-Inquirer	news@messenger-inquirer.com
<b>Digital</b>	
Owensboro Times	info@owensborotimes.com
<b>Radio</b>	
WVJS, WBIO, WKCM	news@cromwellmedia.com
WBKR, WOMI	ashley.sollars@townsquaremedia.com
<b>Television</b>	
WFIE	newsdesk@14news.com
WEHT, WTVW	eyewitnessnews@tristatehomepage.com
WEVV	news@wevv.com



**APPENDIX E – Public Comments**

This Participation Plan was available for public comment from September 4, 2023, through close of business on October 20, 2023.

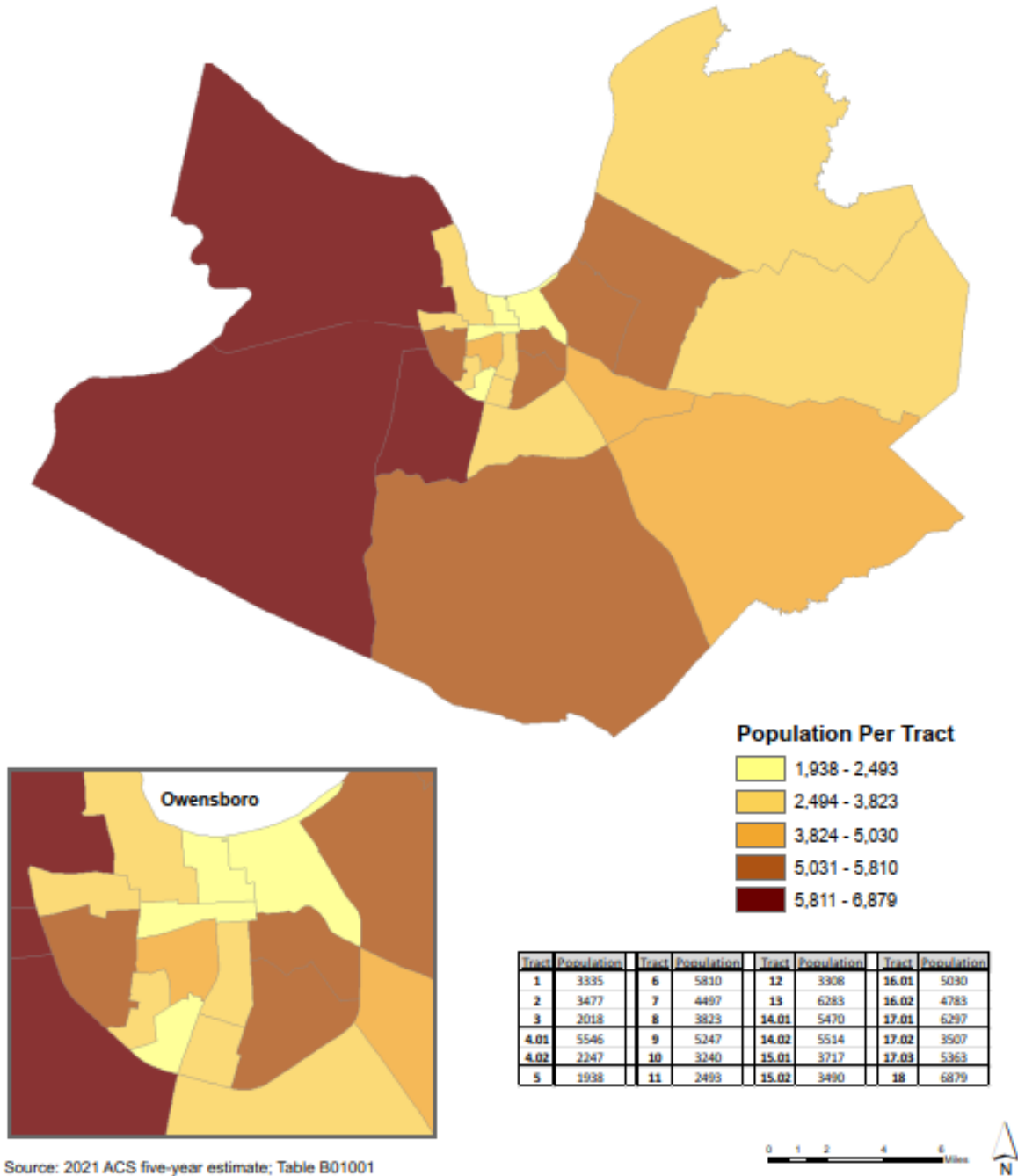
The Plan was available at Owensboro City Hall, Whitesville City Hall, the Daviess County Judge/Executive's office, the Owensboro Transit System office, the Green River Area Development District Office and the Daviess County Public Library. It was available on the GRADD website: [gradd.com](http://gradd.com). Digital versions were made available to Owensboro City Hall, Whitesville City Hall and Daviess County Fiscal Court, with a request that the document be published on their web sites.

No comments were received.

## APPENDIX F – Equity Target Areas

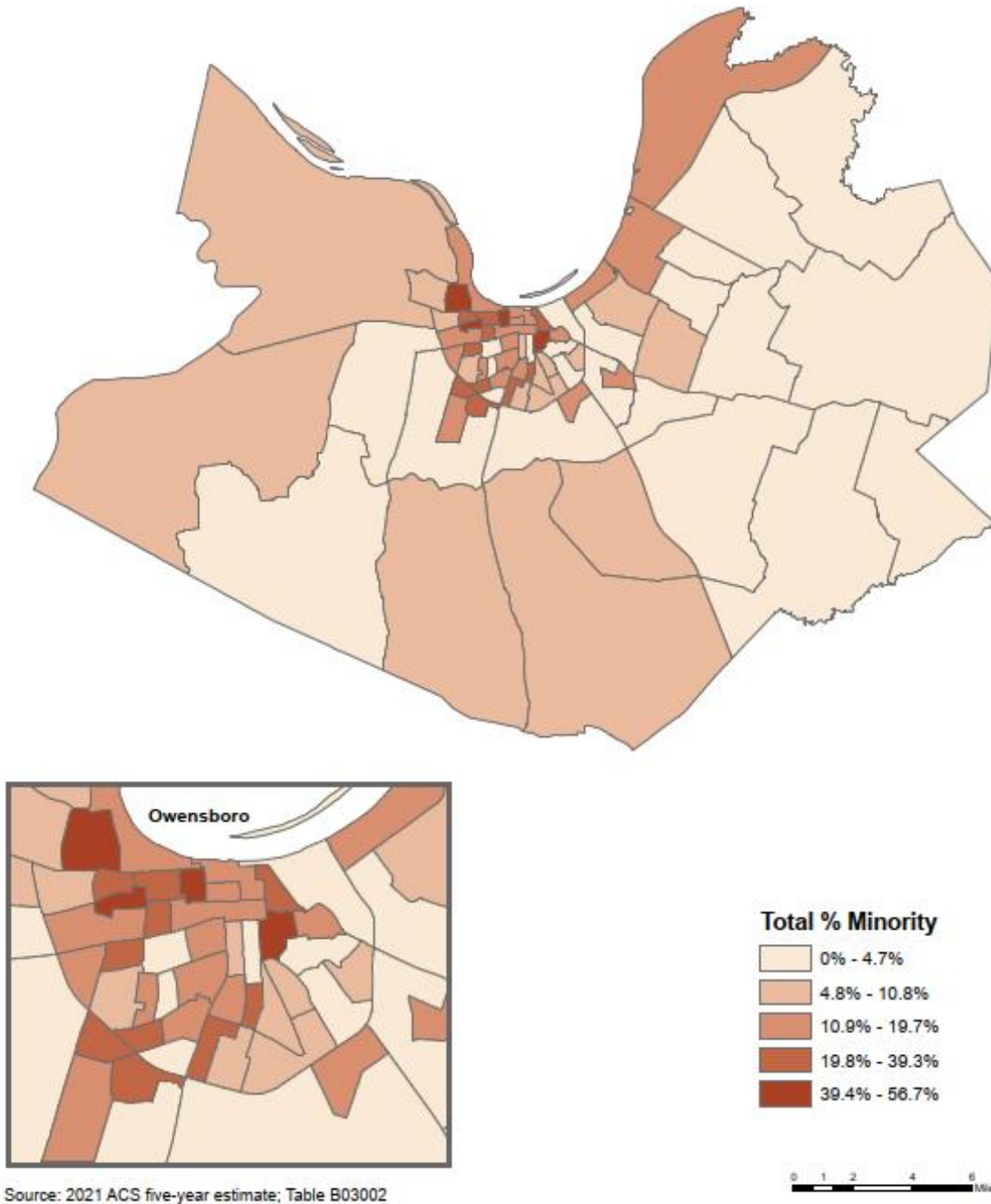
### Daviess County Total Population

By Census Tract



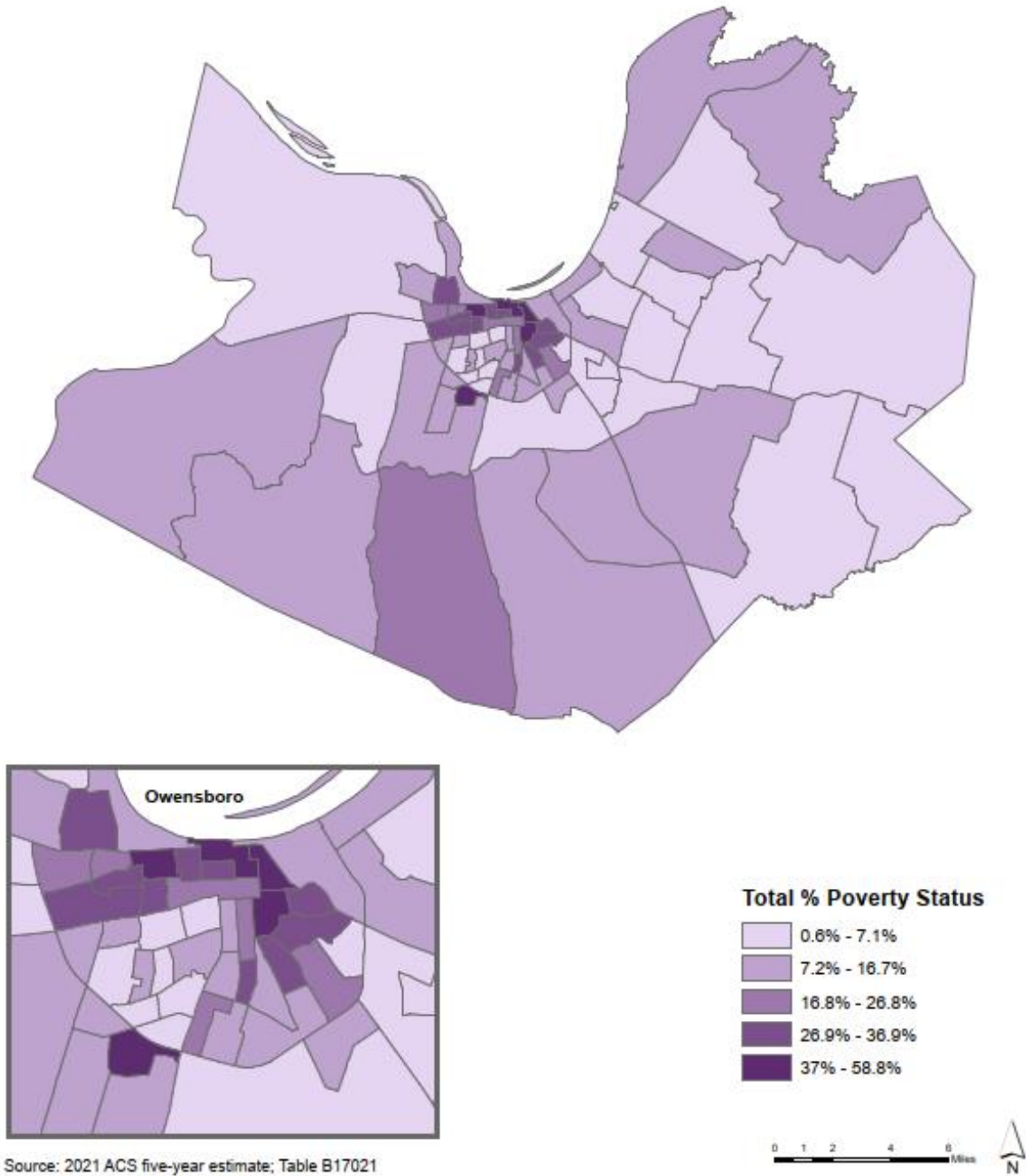
# **Daviess County** **Minority Population**

By Census Block Group



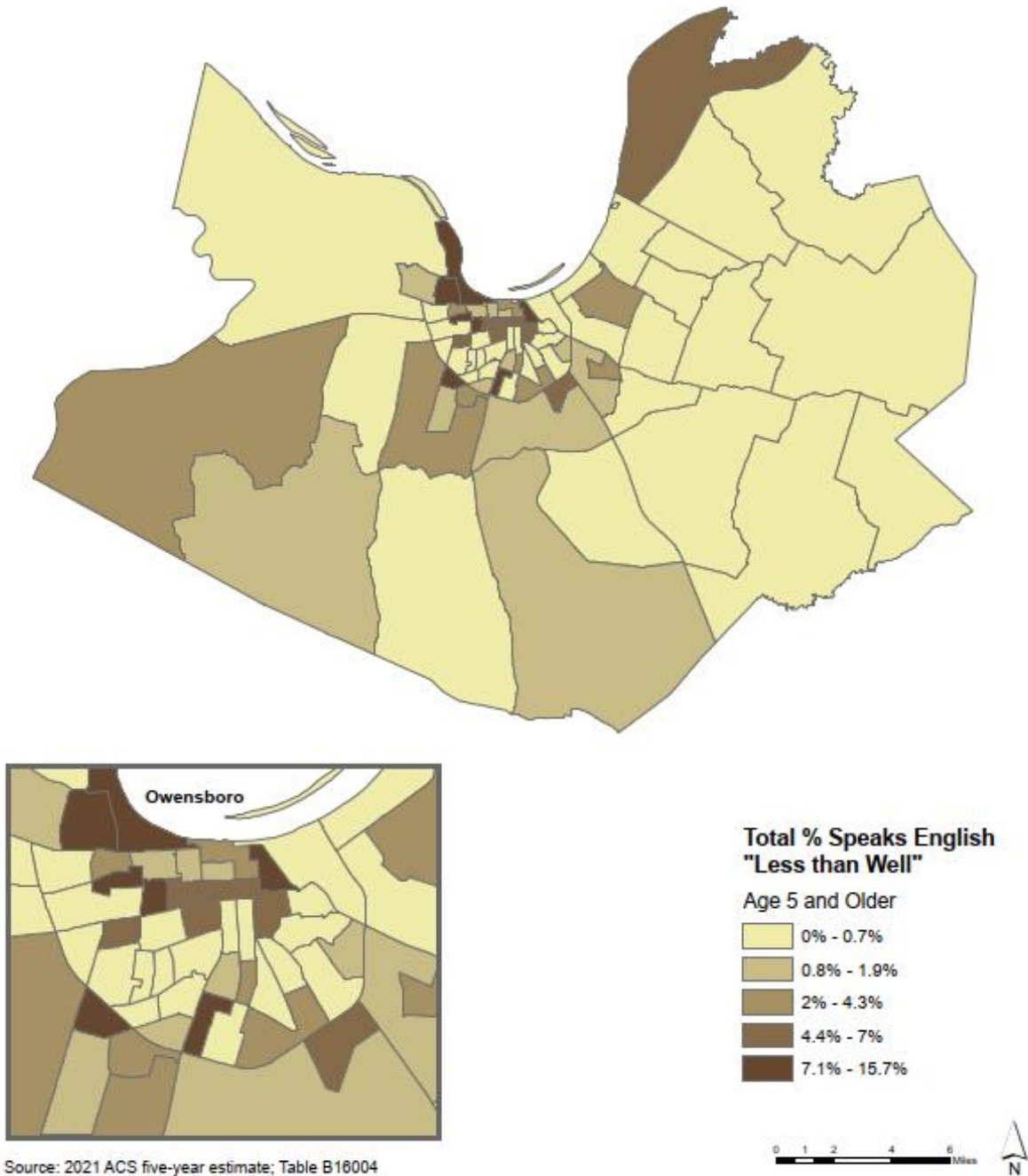
# Daviess County Poverty Status

By Census Block Group



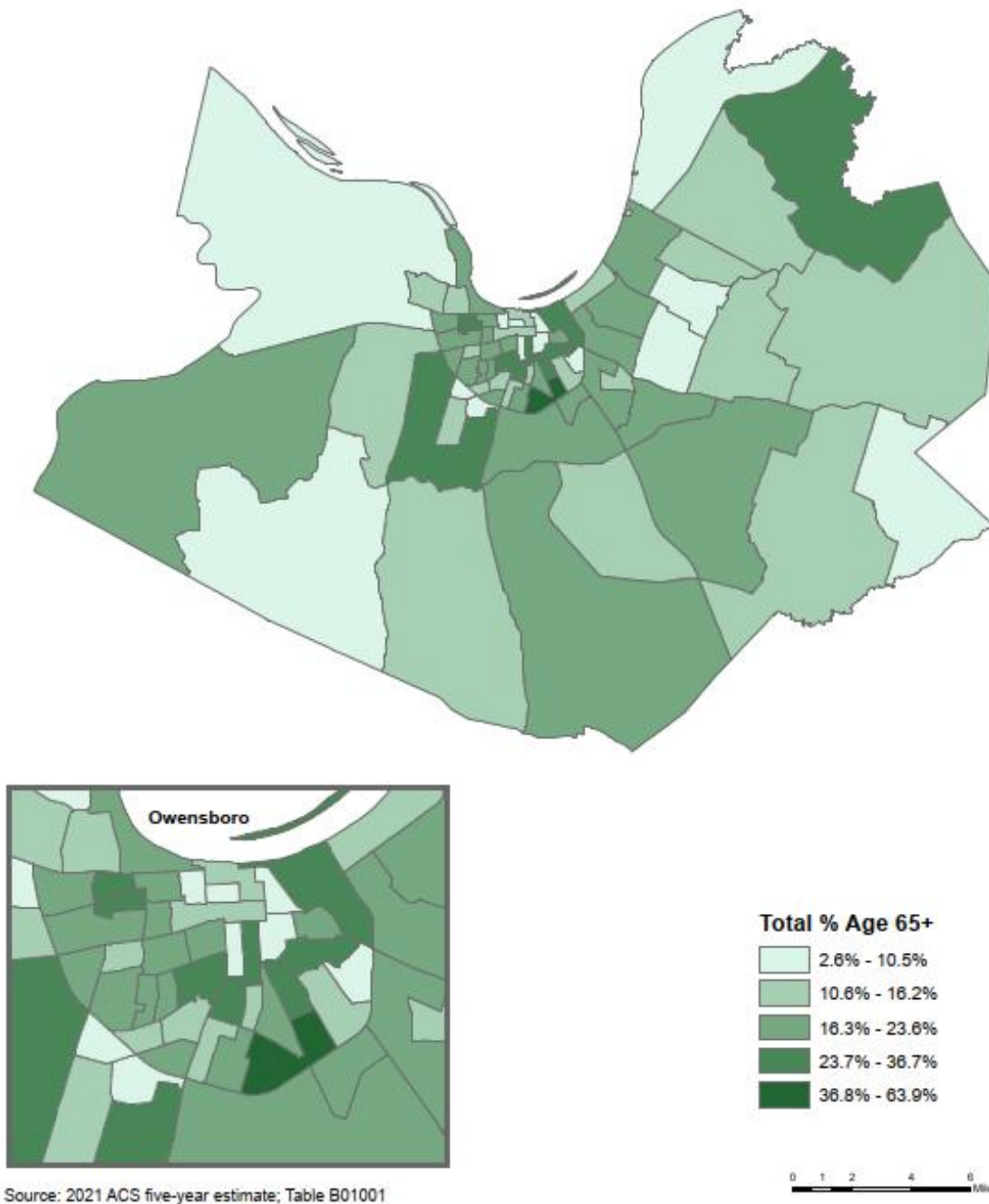
# **Daviess County** **Limited English Proficiency Population**

By Census Block Group



## Daviess County Elderly (65+) Population

By Census Block Group





**APPENDIX G – Title VI Complaint Forms**

300 GRADD Way  
Owensboro, Kentucky  
42301-0200  
**GRADD.COM**

**Title VI Discrimination Complaint Form**

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
E-Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	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.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
_____ _____ _____				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No



Steve Henry, Chairman | Adam O'Nan, Vice Chairman | Johnny "Chic" Roberts, Secretary | Curtis Dame, Treasurer | Joanna Shake, Executive Director

**270.926.4433 | Fax: 270.684.0714 | GRADD.com | TDD Users: 800.648.6056**

Serving the Municipal and County Governments of Daviess, Hancock, Henderson, McLean, Ohio, Union, & Webster



<b>Section V</b>	
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"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
<b>Section VI</b>	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

You may attach any written materials or other information that you think is relevant to your complaint.  
Signature and date required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail this form to:

Joanna Shake  
Executive Director  
300 GRADD Way  
Owensboro, KY 42301





300 GRADD Way  
Owensboro, Kentucky  
42301-0200  
**GRADD.COM**

### Formulario de Queja por Discriminación

<b>Sección Uno</b>				
Nombre:				
Habla a:				
Teléfono (Casa):			Teléfono (Trabajo):	
Dirección de correo electrónico:				
¿Se requiere format accesible?	Letra Grande		Cinta de audio	
	TDD		Otro	
<b>Sección Dos</b>				
¿Está presentando esta queja en su propio nombre?			Si*	No
*Si respondió "si" a esta pregunta, vaya a la Sección Tres.				
De lo contrario, proporcione el nombre y la relación de la persona por la cual se está quejando:				
Explique por qué ha presentado una solicitud para un tercero:				
Confirme que ha obtenido el permiso de la parte perjudicada si está presentando una solicitud en nombre de un tercero.			Yes	No
<b>Sección Tres</b>				
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Sexo <input type="checkbox"/> Origen Nacional <input type="checkbox"/> Edad <input type="checkbox"/> Religión <input type="checkbox"/> Orientación sexual <input type="checkbox"/> Identidad de género <input type="checkbox"/> Estatus de veteran <input type="checkbox"/> Discapacidad <input type="checkbox"/> Dominio limitado del inglés <input type="checkbox"/> De bajos ingresos <input type="checkbox"/> Otra (Explique)				
Fecha de presunta discriminación (mes, día, año): _____				
Explique lo más claramente posible qué sucedió y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si se conoce), así como los nombres y la información de contacto de cualquier testigo. Si necesita más espacio, utilice el reverse de esta formulario.				
_____ _____ _____				
<b>Sección Cuatro</b>				
¿Ha presentado previamente una queja de Título Seis ante esta agencia?			Si	No



Steve Henry, Chairman | Adam O'Nan, Vice Chairman | Johnny "Chic" Roberts, Secretary | Curtis Dame, Treasurer | Joanna Shake, Executive Director

**270.926.4433 | Fax: 270.684.0714 | GRADD.com | TDD Users: 800.648.6056**

Serving the Municipal and County Governments of Daviess, Hancock, Henderson, McLean, Ohio, Union, & Webster



<b>Sección Cinco</b>	
¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?	
<input type="checkbox"/> Sí	<input type="checkbox"/> No
En caso afirmativo, marque todo lo que corresponda:	
<input type="checkbox"/> Agencia federal: _____	
<input type="checkbox"/> Corte federal: _____	<input type="checkbox"/> Agencia del estado: _____
<input type="checkbox"/> Tribunal estatal: _____	<input type="checkbox"/> Agencia local: _____
Proporcione información sobre una persona de contacto en la agencia/tribunal donde se presentó la queja.	
Nombre: _____	
Título: _____	
Agencia: _____	
Habla a: _____	
Teléfono: _____	
<b>Sección Seis</b>	
El nombre de la queja de la agencia es contra: _____	
Persona de contacto: _____	
Título: _____	
Teléfono: _____	

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.  
Firme y feche el formulario de queja a continuación. No podemos aceptar una queja sin firmar.

\_\_\_\_\_  
Firma del demandante

\_\_\_\_\_  
Fecha

Envíe este formulario en persona a la dirección que figura a continuación o envíe este formulario por correo a:

Joanna Shake  
Executive Director  
300 GRADD Way  
Owensboro, KY 42301



300 GRADD Way  
Owensboro, Kentucky  
42301-0200  
**GRADD.COM**

## ခွဲခြားဆက်ဆံမှု တိုင်ကြားချက် ခေါင်းစဉ် VI ပုံစံ

အပိုင်း I-				
အမည်-				
လိပ်စာ-				
ဖုန်း (အိမ်)-			ဖုန်း (အလုပ်)-	
အီးမေးလ်-				
ဝင်ရောက်ကြည့်ရှုရန် ပုံစံ	စာလုံးကြီးပုံနှိပ်စာ		အသံတိပ်	
လိုအပ်ချက်များ?	TDD		အခြား	
အပိုင်း II-				
သင်သည် ဤတိုင်ကြားချက်ကို သင့်ကိုယ်စား တိုင်ကြားပါသလား။			ဟုတ်ပါသည်*	မဟုတ်ပါ
*ဟုတ်ပါသည်ဟုဖြေဆိုခဲ့ပါက အပိုင်း III သို့သွားပါ။				
မဟုတ်ပါက သင်တိုင်ကြားနေသောသူ၏အမည်နှင့် တော်စပ်ပုံကို ကျေးဇူးပြု၍ ဖော်ပြပါ။				
ကျေးဇူးပြု၍ အခြားတစ်ဦးအတွက် ဘာကြောင့် တင်သွင်းရသည်ကို ရှင်းပြပေးပါ။				
အကယ်၍ သင်သည် သူတစ်ပါးကိုယ်စား လျှောက်ထားပါက၊ သင်သည် နစ်နာမှုခံစားရခြင်းကို ရရှိထားကြောင်း အတည်ပြုပါ။			ဟုတ်ပါသည်	မဟုတ်ပါ
အပိုင်း III-				
ကျွန်ုပ်ကြုံတွေ့ခဲ့ရသော (သက်ဆိုင်သမျှကို စစ်ဆေးအမှတ်သားပြုပါ)ခွဲခြားဆက်ဆံမှုအပေါ် အခြေခံသည်ဟု ကျွန်ုပ်ယုံကြည်ပါသည်။				
<input type="checkbox"/> လူမျိုး <input type="checkbox"/> အသားအရောင် <input type="checkbox"/> နိုင်ငံဇာတိ စွပ်စွဲထားသော ခွဲခြားဆက်ဆံမှု ရက်စွဲ (လ၊ နေ့၊ နှစ်) - _____ ဖြစ်ပျက်ခဲ့သည်များနှင့် ဘာကြောင့် ခွဲခြားဆက်ဆံခံရသည်ဟု ယုံကြည်ရကြောင်း တတ်နိုင်သမျှ ရှင်းရှင်းလင်းလင်း ရှင်းပြပါ။ ပါဝင်ခဲ့သူများအားလုံးကို ဖော်ပြပါ။ သင့်ကို ခွဲခြားဆက်ဆံခဲ့သူ(များ) အမည်နှင့် ဆက်သွယ်ရန်အချက်အလက် (သိရှိပါက) အပါအဝင် သက်သေများရှိပါက အမည်နှင့် ဆက်သွယ်ရန်အချက်အလက်များ ထည့်ပါ။ နေရာလိုအပ်ပါက ဤဖောင်၏နောက်ကျောဖက်ကို သုံးပါ။				



Siege Henry, Chairman | Adam O'Nan, Vice Chairman | Johnny "Chic" Roberts, Secretary | Curtis Dame, Treasurer | Joanna Shale, Executive Director

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အပိုင်း IV -		
သင်သည် ဤအကျင့်စီစဉ် ခေါင်းစဉ် VI တိုင်ကြားချက်ကို ယခင်က တိုင်ကြားခဲ့ပါသလား။	ဟုတ်ပါသည်	မဟုတ်ပါ

အပိုင်း V	
သင်သည် ဤတိုင်ကြားချက်ကို အခြားဖက်ဒရယ်၊ ပြည်နယ် သို့မဟုတ် ဒေသဆိုင်ရာအကျင့်စီစဉ်တစ်ခုခု သို့မဟုတ် ဖက်ဒရယ် သို့မဟုတ် ပြည်နယ်တရားရုံးတစ်ခုခုထံ တိုင်ကြားခဲ့ပါသလား။	
<input type="checkbox"/> ဟုတ်ပါသည် <input type="checkbox"/> မဟုတ်ပါ ဟုတ်မှန်ပါက၊ သက်ဆိုင်သမျှကို အမှတ်သားပြပါ။	
<input type="checkbox"/> ဖက်ဒရယ် အကျင့်စီစဉ် _____ <input type="checkbox"/> ဖက်ဒရယ် တရားရုံး _____ <input type="checkbox"/> ပြည်နယ် အကျင့်စီစဉ် _____ <input type="checkbox"/> ပြည်နယ် တရားရုံး _____ <input type="checkbox"/> ဒေသဆိုင်ရာ အကျင့်စီစဉ် _____	
ကျေးဇူးပြု၍ တိုင်ကြားချက်တင်သည့် အကျင့်စီစဉ်/တရားရုံးရှိ ဆက်သွယ်ရမည့်သူ၏ အချက်အလက်ကို ပေးပါ။	
အမည်-	
ခေါင်းစဉ်-	
အကျင့်စီ-	
လိပ်စာ-	
ဖုန်း-	
အပိုင်း VI	
အကျင့်စီအမည် တိုင်ကြားသည့် အရာ-	
ဆက်သွယ်ရမည့်သူ	
ခေါင်းစဉ်-	
ဖုန်းနံပါတ်-	