



CITIZENS ADVISORY COMMITTEE

October 27, 2021

6:30 – 8:00 pm

Virtual Location via Zoom

Join Zoom Meeting

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- I. Call to Order and Introductions
- II. Approval of the Meeting Agenda*
- III. Approval of Minutes*
 - a. September 23, 2021
- IV. Reports from Officers and/or Committees
- V. Reports from the MPO Staff
 - a. FY 2022 - 2026 Transportation Improvement Program (TIP)
 - b. FHWA Freight Study Kickoff Meeting
- VI. Old Business - None
- VII. New Business
 - a. BMCMPPO Public Participation Plan**
***Requested Action: Recommend Approval by the Policy Committee on 11-05-21**
- VIII. Communications from Committee Members (*non-agenda items*)
 - a. Topic Suggestions for Future Agendas
- IX. Upcoming Meetings
 - a. Policy Committee - November 5, 2021 at 1:30 p.m. (Virtual or Hybrid)
 - b. Technical Advisory Committee - November 17, 2021 at 10:00 a.m. (Virtual or Hybrid)
 - c. Citizens Advisory Committee - November 17, 2021 at 6:30 p.m. (Virtual or Hybrid)

Adjournment

**Action Requested / Public comment prior to vote (limited to five minutes per speaker).*

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CITIZENS ADVISORY COMMITTEE

Meeting Minutes

September 22, 2021

6:30 - 8:00 p.m.

Virtual Location via Zoom

*Suggested
Time:
~6:30 p.m.*

Citizens Advisory Committee minutes reflect transcriptions in a summarized outline manner. Audio recordings of the meeting are available in the Planning & Transportation Department for reference.

Members present: Paul Ash, John Kennedy, Sarah Ryterband, David Walter, Mary Jane Hall

Guests: None.

Staff present: Pat Martin, Ryan Clemens

~7:00 p.m.

- I. Call to Order and Introductions: 6:30pm
- II. Approval of Meeting Agenda* ****Mary Jane Hall moved for approval of the meeting agenda, David Walters seconded; motion passes by a unanimous roll call vote 5-0.****
- III. Approval of Minutes* ****Mary Jane Hall motioned to approve the August 25, 2021 meeting minutes. John Kennedy seconded; motion passes by a unanimous roll call vote 5-0.****
- IV. Communications from the Chair and Vice Chair - Sarah Ryterband reported on the adoption of the FY 2022-2025 Transportation Improvement Program by the Policy Committee on September 10, 2021.
- V. Reports from Officers and/or Committees - None.
- VI. Reports from the MPO Staff - None.

~7:30 p.m.

VII. Old Business

(1) Staff presented the *FY 2022-2026 Transportation Improvement Program* approved by the Policy Committee on September 10, 2021, highlighting review comments received from state and federal review agencies, a subsequent submission to INDOT's Technical Services Section, and the anticipated receipt of a formal Approval Letter by no later than mid-October 2021.

~8:00 p.m.

(2) DES# 1800086 – Added Travel Lane on SR 45 from the Bloomington Bypass to the Intersection of Pete Ellis Drive.* Staff presented INDOT's Early Coordination correspondence for the project noting that new right-of-way acquisitions will involve the north side of the corridor, and design elements that include a bicycle lane and public transit accommodations. ****Mary Jane Hall motioned to recommend Policy Committee adoption of this amendment to the FY 2020-2024 Transportation Improvement Program. John Kennedy seconded; motion passes by a unanimous roll call vote 5-0.****

VIII. New Business - None.

IX. Communications from Committee Members (*non-agenda items*)

- a. Sarah Ryterband inquired about interest in upcoming topics. Staff noted the October/November meetings will include an update of the Public Participation Plan, the Human Coordinated Services Transit Plan, Freight Planning discussions, an ongoing comprehensive initiative for identifying all sidewalk missing links, and a sidewalk condition index for replacement/repair. Sarah additionally requested an update on the MPO Crash Report.

X. Upcoming Meetings

- a. Policy Committee - October 9, 2021 at 1:30 p.m. (City Hall, Council Chambers)
- b. Technical Advisory Committee - October 27, 2021 at 10:00 a.m. (Hybrid In-person/Virtual, McCloskey Conference Room)
- c. Citizens Advisory Committee - October 27, 2021 at 6:30 p.m. (Hybrid In-person/Virtual, McCloskey Conference Room)

Adjournment

**Action Requested / Public comment prior to vote (limited to five minutes per speaker).*

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U.S. Department of Transportation
Office of the Secretary of Transportation

Climate Action Plan

Revitalizing Efforts to
Bolster Adaptation & Increase Resilience

August 2021



Office of the Secretary of Transportation
Office of the Deputy Assistant Secretary for Climate Policy
1200 New Jersey Ave., SE
Washington, DC 20590

DOT Policy Statement

The world is facing an existential climate crisis. Climate change presents a significant and growing risk to the safety, effectiveness, equity and sustainability of our transportation infrastructure and the communities it serves. We have a ‘once-in-a-generation’ opportunity to address this risk. The United States Department of Transportation (DOT or Department) is going to lead the way.

Over the last decade, DOT has integrated climate change impacts, adaptation, and resilience into domestic and international planning, operations, policies, and programs. However, more must be done. The Department has the opportunity and obligation to accelerate reductions in greenhouse gas emissions from the transportation sector and make our transportation infrastructure more climate change resilient now and in the future. To do this, we will ensure that Federally supported transportation infrastructure, and DOT programs, policies, and operations, both consider climate change impacts *and* incorporate adaptation and resilience solutions whenever possible, by following these guiding principles:

- **Use Best-available Science.** Adaptation and resilience strategies will be grounded in the best-available scientific understanding of climate change risks, impacts, and vulnerabilities. Our adaptive actions will not be delayed—all plans and actions will be continuously reevaluated as our understanding of climate impacts evolves.
- **Prioritize the Most Vulnerable.** Adaptation and resilience plans will prioritize helping people, communities, and infrastructure that are most vulnerable to climate impacts—this includes underrepresented groups, low-income communities, communities of color, limited English proficient communities, and individuals with disabilities. These plans will be designed and implemented through a transparent process with meaningful involvement in decision making from all parts of society. Issues of inequality and environmental justice associated with climate change impacts and adaptation will be addressed.
- **Preserve Ecosystems.** Protecting biodiversity and ecosystem services through adaptation strategies will increase resilience of human and natural systems to climate change and other risks, providing benefits to society and the environment (e.g. in a coastal setting, wetlands serve as buffers to transportation assets and can minimize the impacts of storm surge).
- **Build Community Relationships.** Adaptation and resilience require coordination across multiple sectors, geographical scales, and units of government. Our actions will build on existing efforts, knowledge, and meaningful engagement of communities that are impacted. Because impacts, vulnerabilities, priorities and needs vary by region and locale, adaptation will be most effective when driven by local and regional risks and needs.
- **Engage Globally.** The transformation of the global transport sector offers some of the most significant opportunities for deep greenhouse gas emissions cuts, healthier cities, and a ‘once-in-a-generation’ opportunity to build resilient infrastructure. DOT is committed to working with other nations, multilateral organizations, industry, and non-governmental organizations to lead a global transformation that addresses climate change mitigation, adaptation, and resilience.

We cannot do this alone. State, regional, local, territorial, and Tribal transportation agencies are encouraged to build resilience and adaptation into their planning and decision-making processes. Private sector innovation and investment in climate change resiliency and adaptation is needed. By working together, we can ensure that our transportation systems can adapt to future changes, minimize negative impacts, take advantage of innovative opportunities, and better serve people and communities, especially those traditionally vulnerable and underserved.



Secretary Pete Buttigieg

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I. Introduction

Pursuant to Section 211 of Executive Order (E.O.) 14008, *Tackling the Climate Crisis at Home and Abroad* and Council on Environmental Quality's (CEQ) Implementing Instructions,¹ the U.S. Department of Transportation (DOT or Department) has developed and submitted this Climate Action Plan (Plan). This Plan builds from the previous Climate Action Plans prepared in 2012 and 2014, respectfully. The 2012 Action Plan focused on the climate change's impacts to DOT's critical mission activities—safety, state of good repair and federally owned building's environmental sustainability. The 2014 Climate Adaptation Plan provided updates on DOT's accomplishments to date and Fiscal Year (FY) 2013 and FY2014 commitments.

This Plan follows the CEQ Instructions for Preparing Draft Climate Action Plans under E.O. 14008 and focuses on climate adaptation and resilience² across agency programs and the management of Federal procurement, real property, public lands and waters, and financial programs. While the Department is engaged in a wide variety of activities related to reducing transportation sector greenhouse gas emissions, this Plan focuses on actions to bolster adaptation and increase resilience.

II. Leadership

The Office of the Secretary (OST) is responsible for the development, management, and execution of this Plan, through the leadership of the Deputy Assistant Secretary for Climate Policy and Chief Sustainability Officer (CSO), in coordination with the Department's modal Operating Administrations (OA), the Office of the General Counsel, and the Office of the Chief Financial Officer. Additionally, the Office of Policy, within OST, coordinates climate adaptation actions with support from DOT's Climate Change Center.

In 2021, President Biden appointed a Deputy Assistant Secretary for Climate Policy at DOT. The Deputy Assistant Secretary is responsible for the oversight and guidance of Departmental climate change adaptation and mitigation actions with internal and external stakeholders. In partnership with the Chief Sustainability Officer and OAs, the Deputy Assistant Secretary for Climate Policy promotes climate change preparedness and resiliency initiatives.

The OAs below have committed to fulfilling specific adaptation actions to increase climate change preparedness. In turn, they report progress on priority adaptation actions along with other regulatory and sustainability actions to the Deputy Secretary at regularly scheduled meetings.

- Federal Aviation Administration (FAA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- Maritime Administration (MARAD)
- National Highway Traffic Safety Administration (NHTSA)

¹ Council on Environmental Quality, *Interim Instructions for Preparing Draft Climate Action Plans under Executive Order 14008*, March 2021.

² Resilience, as defined in the U.S. Global Change Research Program's Fourth National Climate Assessment and CEQ Instructions for Preparing Draft Climate Action Plans under Executive Order 14008, "means the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions." "Adaptation" means adjustment in natural or human systems in anticipation of or response to a changing environment in a way that effectively uses beneficial opportunities or reduces negative effects. As such, Departmental actions to reduce greenhouse gas emissions are not included.

- Pipeline and Hazardous Materials Safety Administration (PHMSA)
- Great Lakes St. Lawrence Seaway Development Corporation (GLS)

III. Climate Change Impacts on Transportation

DOT and its OAs oversee the safe operation of the United States (U.S.) transportation system including more than 4.2 million miles of public roads, 617,000 bridges, 136,851 railroad route miles, 2.8 million miles of pipelines, 25,000 miles of commercially navigable waterways, 3,321 public-use airports, 950 urban transit agencies, and more than 300 coastal, Great Lakes, and inland waterways ports.³

The effects of climate change are increasing over time. The U.S. Global Change Research Program's [Fourth National Climate Assessment](#) stated that 'thousands of studies' have documented changes in surface, atmospheric, and oceanic temperatures; melting glaciers, diminishing snow cover; shrinking sea ice; rising sea levels; ocean acidification; and increasing atmospheric water vapor around the world. These changes are expected to increase exponentially as the annual average temperatures are anticipated to rise by about 2.5 degrees Fahrenheit for the United States over the next few decades. It is extremely likely that the dominant cause of the observed warming since the mid-20th century is due to anthropogenic activities, especially from greenhouse gas (GHG) emissions.⁴

DOT recognizes that climate variability and change pose threats to U.S. transportation systems (See Figure 1: Notable Potential Impacts). The range of impacts from these threats may include flooding and damage to highways and subway tunnels, limited waterway access, buckled runways, and weakened structures such as bridges. Severe conditions may reduce the life of capital assets, increase operational disruptions, and create the need for new infrastructure such as evacuation routes. Some consequences may require changes in the design, construction, siting and maintenance of infrastructure. Interruptions to emergency routes or infrastructure failure can make travel conditions unsafe. They jeopardize national investment in transportation infrastructure, weaken mobility and economy, and compromise the safety of the travelling public.

Climate change has been shown to disproportionately impact vulnerable populations—older adults, children, low-income communities, and communities of color. These communities have less capacity to prepare for and cope with extreme weather and other climate change-related events. It is important when analyzing impacts of DOT actions, that these communities are identified and there is meaningful public involvement to educate them on the potential impacts and create solutions that will mitigate impacts from the transportation actions and from climate change.⁵

³ Transportation Statistics Annual Report 2020 available at <https://rosap.ntl.bts.gov/view/dot/53936>

⁴ USGCRP, 2018: *Impacts, Risks, and Adaptation in the United States: Fourth National Climate Assessment, Volume II*, Chp. 2, Reidmiller, D.R., C.W. Avery, D.R. Easterling, K.E. Kunkel, K.L.M. Lewis, T.K. Maycock, and B.C. Stewart (eds.) available at <https://nca2018.globalchange.gov>.

⁵ Id.

Figure 1. Notable Potential Impacts

Notable Potential Impacts

- More frequent/severe flooding of underground tunnels and low-lying infrastructure, requiring drainage and pumping, due to more intense precipitation, sea level rise, and storm surge.
- Increased numbers and magnitude of storm surges and/or relative sea level rise potentially shorten infrastructure life.
- Increased thermal expansion of paved surfaces, potentially causing degradation and reduced service life, due to higher temperatures and increased duration of heat waves.
- Higher maintenance/construction costs for roads and bridges, due to increased temperatures, or exposure to storm surge.
- Asphalt degradation and shorter replacement cycles; leading to limited access, congestion, and higher costs, due to higher temperatures.
- Culvert and drainage infrastructure damage, due to changes in precipitation intensity, or snow melt timing.
- Decreased driver/operator performance and decision-making skills, due to driver fatigue as a result of adverse weather.
- Increased risk of vehicle crashes in severe weather.
- System downtime, derailments, and slower travel times, due to rail buckling during extremely hot days.
- Increased temperatures limits aircraft performance leading to reduced payload or range capabilities.
- Air traffic disruption due to severe weather and precipitation events that impact arrival and departure rates or require flight cancellations, sometimes for extended periods of time.
- Reduced shipping access to docks and shore equipment and navigational aid damage.
- Restricted access to local economies and public transportation.

IV. Priority Adaptation Actions

DOT has long understood the need to make transportation infrastructure and operational systems resilient to the impacts of climate change. In 2006, DOT released a seminal study on the “Impacts of Climate Change and Vulnerability on Transportation Systems and Operations in the Gulf Coast,” projecting the effects of sea level rise and storm surge on transportation in this Gulf Coast region. Since then, DOT has conducted vulnerability and adaptation assessments for different modes, locations, and systems, reaching from the planning level to project development and design. Some OAs have produced guidance on how to conduct a vulnerability assessment for climate change impacts on transportation, and several have conducted case studies of vulnerability and adaptation for climate impacts on facilities. Technical assistance and tools have been developed to better address climate change impacts on transportation assets. The Department is also conducting a priority research project to develop a tool to assess the costs and benefits of building resilient transportation infrastructure.

However, more can be done to incorporate resilience uniformly across transportation programs. Below are the five priority adaptation actions DOT will implement to increase climate preparedness of its agency programs and the management of Federal procurement, real property, public lands and waters, and financial programs.

Priority Action: Incorporate Resilience into DOT Grant and Loan Programs

Action Description:	Under this action, DOT will incorporate resilience criteria into DOT discretionary grant and loan programs, wherever appropriate. Under this action, DOT may change Notices of Funding Opportunity to include project resiliency as part of the selection criteria, if appropriate.
Action Goal:	Ensure that projects supported by DOT discretionary grant and loan programs incorporate effective climate change resiliency protective features, where possible.
Agency Lead:	The Office of the Secretary in coordination with other Secretarial Offices and OAs.
Risk or Opportunity:	This is an opportunity to ensure that projects funded by DOT have incorporated resiliency measures, where applicable.
Scale:	The Department will implement this priority adaptation action nationwide, as appropriate.
Timeframe:	DOT will commence this action in FY 2021. However, it is anticipated to take about two to four years to fully integrate. Identification of additional funding opportunities for resilience projects will be ongoing.
Implementation Methods:	To successfully achieve this priority action, DOT will: <ul style="list-style-type: none">• Utilize the DOT Climate Change Center and internal working groups across OAs to identify where resiliency measures can be integrated into DOT’s grant and loan programs and identify and address hurdles and limitations.• Create an integration plan based on an assessment of grant and loan programs to identify which documents need to be updated and when to ensure that resiliency principles are integrated into the Notices of

	<p>Funding Opportunities, guidance to potential project sponsors, and selection criteria that were identified in the assessment.</p> <ul style="list-style-type: none"> • Coordinate with the Secretarial Offices and Department’s OAs that manage the identified grant and loan programs to incorporate resilience measures and principles, and address the identified hurdles and limitations with guidance and training. • Implement new authorities and grants related to resilience that are authorized by any infrastructure legislation that is enacted.
Performance:	<p>The Department will monitor progress through:</p> <ul style="list-style-type: none"> • Evaluation of grant and loan programs to ensure that, where DOT has authority, resiliency-integrated projects receive priority. • Evaluation and identification of projects where additional resiliency measures would be appropriate for project sponsors to consider in moving their projects forward. <p>Measures are likely to be identified in the DOT Annual Performance Plan and status will be reported through the DOT Annual Performance Report.</p>
Intergovernmental Coordination:	<p>DOT will work with State DOTs, and local, territorial, and Tribal agencies to stress the importance of resiliency in federally-funded transportation projects.</p>
Resource Implications:	<p>No additional resources are needed at this time to incorporate resilience and adaptation to existing grant and loan programs. Guidance and training may be needed to implement this action. Additional grant and loan programs may be requested to make additional infrastructure resilient to climate change.</p>
Challenges/Further Considerations:	<p>Not all DOT funds and grant programs can integrate resiliency as a selection criterion based on current laws and regulations. The authority limitations may hinder incorporation of resiliency for federally-funded projects.</p> <p>Educating project sponsors on the importance of incorporating resilience can help to ensure that even if resilience cannot be a selection criterion that sponsors are aware that it is an important factor to consider.</p>
Highlights of Accomplishments to Date:	<p>Completed DOT initiatives:</p> <ul style="list-style-type: none"> • Integration of resiliency into some of the legislative proposals for Congress to consider in the next surface transportation authorization. • Several DOT Notices of Funding Opportunities have included resilience as selection criteria since January 2021.

Priority Action: Enhance Resilience Throughout the Project Planning and Development Process

Action Description:	<p>This action will evaluate and update current regulations and guidance to incorporate resilience throughout, where appropriate. If gaps are identified, new guidance may be issued. This action will also include updating guidance to stakeholders on how resilience can be incorporated throughout the planning and environmental processes for proposed actions, including transportation planning conducted by States and Metropolitan Planning</p>
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	Organizations (MPOs), and more holistically throughout the community. This could also include external training provided to stakeholders.
Action Goal:	Ensure Federally-funded transportation projects are planned, designed, and constructed to be resilient to climate change impacts.
Agency Lead:	Office of the Secretary in coordination with other Secretarial Offices and OAs.
Risk or Opportunity:	Many Federally-financed projects are not built to withstand the impacts of climate change, especially those associated with super storms. This could result in greater costs to taxpayers and system users due to more frequent repairs or replacement of assets, as well as more disruptions to the use of such assets.
Scale:	The Department will implement this priority adaptation actions across the nation.
Timeframe:	DOT will commence many of these actions in FY 2021. It is projected to take about two to four years to fully implement. Updated guidance may be needed on an ongoing basis as new information, technologies and processes are available.
Implementation Methods:	<p>To successfully achieve this priority action, DOT will:</p> <ul style="list-style-type: none"> • Inventory current planning and environmental guidance and regulations for transportation infrastructure to assess how resilience has been incorporated and to what extent additional information and updates are needed. • Prepare a work plan prioritizing the regulations and guidance that will have the most impact. • Identify new guidance or synthesis documents that will be helpful to internal and external stakeholders, including education to communities that could be impacted by climate change and create a work plan to implement. • Ensure external stakeholder awareness of climate resources and provide training, where appropriate.
Performance:	The Department will monitor progress through a workplan to ensure that specific actions are identified and are completed within a reasonable amount of time. Those measures are likely to be identified in the Annual Performance Plan and status will be reported through the DOT Annual Performance Report.
Intergovernmental Coordination:	Work with State DOT, local, territorial, and Tribal agencies to stress the importance of resilience in federally-funded transportation projects through our headquarters and field offices.
Resource Implications:	No additional funding or resources are needed at this time. Guidance and training may be needed to implement this action.

Challenges/Further Considerations:	OAs may be required to develop their own action plans to identify specific regulations and guidance documents that need to be updated to incorporate resilience. To the extent that research helps to inform new innovative ideas for resilience in transportation infrastructure, these regulations and guidance documents may need to be updated more frequently.
Highlights of Accomplishments to Date:	Completed DOT initiatives: <ul style="list-style-type: none"> • OAs have already begun identifying and updating resilience guidance documents to reflect current science.

Priority Action: Ensure Resiliency of DOT Facilities and Operational Assets

Action Description:	Lead by example by ensuring DOT facilities and operational assets are climate-change ready. This action is a renewed emphasis of an existing effort.
Action Goal:	Ensure that DOT facilities and operational assets are resilient to the effects of climate change.
Agency Lead:	The Chief Sustainability Officer and the Office of the Assistant Secretary for Administration will lead this action in coordination with other Secretarial Offices and the Department’s OAs.
Risk or Opportunity:	The Department owns or operates more than 10,000 assets across ten climatic regions identified in the 2018 National Climate Assessment. Many air traffic control assets, offices, research laboratories, and other mission critical buildings in widely dispersed locations will experience a range of climate impacts, from extreme storms made worse by sea level rise, to longer-lasting and more extreme heat waves, to increased numbers and severity of hurricanes, wildfires, tornados, and floods. DOT will enhance the resilience of these assets by identifying and implementing priority adaptation actions.
Scale:	The Department will implement priority adaptation actions at mission critical assets across the nation.
Timeframe:	DOT will commence many of these actions in FY 2021. As adaptation is an iterative process, these actions will be ongoing.
Implementation Methods:	To successfully achieve this priority action, DOT will: <ul style="list-style-type: none"> • Guide sustained and coordinated action among OAs to further climate resilience efforts. • Use a risk-based management framework to assign a climate sensitivity and adaptive capacity score to each mission critical asset. • Prioritize implementation of adaptation projects at mission critical assets by combining climate sensitivity scores and cost-benefit measures to rank projects. • Explore opportunities to implement innovative technology and practices (e.g., clean energy technologies and net zero buildings) that significantly reduce climate susceptibility.

	<ul style="list-style-type: none"> Track and report implementation progress to leadership and external stakeholders.
Performance:	<p>The Department will monitor progress through OMB’s scorecard along with:</p> <ul style="list-style-type: none"> Issuance of vulnerability assessment guidance for buildings and operations. Development of an adaptation strategy business case template to standardize evaluation and prioritization criteria. Annual reporting of implementation progress using metrics such as percent of mission critical assets assessed to identify climate risks.
Intergovernmental Coordination:	<p>To be successful, the Department will leverage the climate adaptation knowledge and experience of its employees along with other Federal Agencies. For example, the General Services Administration’s Office of Federal High-Performance Buildings has many experts available to assist agencies in the development and implementation of building climate adaptation actions. Additionally, the Department of Commerce’s National Oceanic and Atmospheric Administration, National Institute of Standards and Technology, the National Institute of Building Sciences, and the Department of Energy have expertise that DOT can leverage to help implement this priority action.</p>
Resource Implications:	<p>The Department will likely need to reallocate personnel and funding resources to successfully implement this priority action.</p>
Challenges/Further Considerations:	<p>To achieve the objectives of this priority action, the Department will need:</p> <ul style="list-style-type: none"> Clear guidance and training to ensure sustained and coordinated climate action. Implementation flexibility to match each OA’s unique mission and building footprint. Management of limited resources (personnel and funding) to support the breadth of climate activities occurring across the Department.
Highlights of Accomplishments to Date:	<p>Completed DOT initiatives:</p> <ul style="list-style-type: none"> Identified mission critical assets and completed key vulnerability assessments for some OAs with a small building footprint. Incorporated climate change considerations into building design and renovation processes: <ul style="list-style-type: none"> Recent renovations at the U.S. Merchant Marine Academy (USMMA) will mitigate potential building damage from flooding. The new U.S. DOT Volpe Center building (in construction) will move its data center above ground and will enhance its landscaping to address climate change vulnerabilities. Incorporated climate change considerations into Emergency Response Plans and/or Continuity of Operations Plans: <ul style="list-style-type: none"> The Maritime Administration issued guidance to protect infrastructure and personnel from higher than normal water levels due to climate change.

Priority Action: Ensure Climate-ready Services and Supplies

Action Description:	Lead by example to ensure climate-ready services and supplies. This action is a renewed emphasis of an existing effort.
Action Goal:	DOT will provide education and facilitation to support and encourage program management acquisition of innovative, novel services and supplies to advance the Department's ability to adapt to climate change.
Agency Lead:	The Office of the Senior Procurement Executive (OSPE) and the Office of the Assistant Secretary for Administration will lead this action in coordination with other Secretarial Offices and the Department's OAs.
Risk or Opportunity:	Annually, the Department spends over \$6 billion on services and supplies to ensure its buildings and operational assets can successfully perform essential mission activities. Every day, at numerous locations across the nation, these essential mission activities occur. As such, the services and supplies used for essential mission activities are considered vulnerable to climate change impacts such as temperature increase, precipitation change, extreme storms, and sea level rise. Without specific action, climate change may potentially jeopardize availability of essential services and supplies, thereby preventing the fulfillment of the Department's mission.
Scale:	The Department will implement these actions at mission critical assets across the nation.
Timeframe:	DOT will commence many of these actions in FY 2021. As acquisition can be a lengthy process, these actions will be ongoing.
Implementation Methods:	To successfully achieve this priority action, DOT will: <ul style="list-style-type: none">• Guide sustained and coordinated procurement action among OAs to further climate resilience efforts.• Integrate adaptation criteria and requirements into all aspects of the procurement process and applicable contracts.• Engage stakeholders to examine options for innovative, novel products and processes.• Designate DOT Supply Chain Managers and include sustainability reviews during the requirements definition.• Add climate adaptation requirements to Strategic Acquisition Council and Acquisition Strategy Review Board meetings and the internal Acquisition/Financial Assistance Conference.• Require climate change training for all program managers and acquisition practitioners.• Track and report implementation progress to leadership and external stakeholders.
Performance:	The Department will monitor progress through: <ul style="list-style-type: none">• Oversight of DOT acquisition offices to ensure compliance with Federal and Departmental requirements.

	<ul style="list-style-type: none"> • Incorporation of adaptation requirements into Strategic Acquisition Council and Acquisition Strategy Review Board meetings and the internal Acquisition/Financial Assistance Conference. • Development of annual reporting metrics to measure acquisition performance.
Intergovernmental Coordination:	To be successful, the Department will leverage the climate change adaptation knowledge and experience of its procurement employees along with other Federal Agencies. For example, the General Services Administration and the Office of Management and Budget’s Office of Federal Procurement Policy have many experts available to assist agencies in the development and implementation of procurement actions related to climate adaptation.
Resource Implications:	The Department will likely need to reallocate personnel and funding resources to successfully implement this priority action.
Challenges/Further Considerations:	To achieve the performance targets of this priority action, the Department will need: <ul style="list-style-type: none"> • Clear guidance and training to ensure sustained and coordinated climate action. • Implementation flexibility to match each OA’s unique mission and procurement requirements. • Management of limited resources (personnel and funding) to support the breadth of climate activities occurring across the Department.
Highlights of Accomplishments to Date:	Completed DOT initiatives: <ul style="list-style-type: none"> • Developed project plans for the integration of adaptation actions into procurement processes. • Identified contract actions with climate implications. • Established senior leadership support and facilitation.

Priority Action: Improve Climate Education and Research on Resilience

Action Description:	This action will develop a strategy for ensuring high-quality, climate change and resilience educational opportunities for DOT staff. In addition, it would ensure continued research in transportation resilience to fill gaps in climate knowledge and use of new technologies. It would be implemented using the multi-modal Climate Change Center to ensure new information is shared across the Department. An education program would focus across all staff, field, regional, and senior management levels. It will also include partnering with professional engineering and science organizations, such as the Transportation Research Board, the FHWA’s National Highway Institute and OST-R’s Transportation Safety Institute. Resilience would also be incorporated into standard departmental training and in aspects of staff performance plans.
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Action Goal:	Increase climate change education among internal DOT employees and ensure continued research in development to help fill gaps in climate change knowledge and use of new technologies.
Agency Lead:	Office of the Secretary in coordination with other Secretarial Offices and OAs.
Risk or Opportunity:	<p>The risk of not continuing research and development in areas where there is a gap of knowledge and/or use of new technologies for resilience would hinder DOT from ensuring the best resources are utilized for a resilient transportation infrastructure.</p> <p>The risk of not educating employees and stakeholders on climate change and new technologies can lead to resilience not being integrated into transportation infrastructure, management decisions, and project designs. By considering resilience throughout agency decision making and management decisions, DOT will be better resilient to climate change.</p>
Scale:	The Department will implement this priority adaptation actions across the nation.
Timeframe:	DOT will commence many of these actions in FY 2021. Climate change education will be iterative. The impacts and technologies for responding to climate change are evolving and DOT needs to ensure the research is conducted. DOT needs to keep staff and stakeholders informed as new information and innovative technologies are developed to improve resilience.
Implementation Methods:	<p>To successfully achieve this priority action, DOT will:</p> <ul style="list-style-type: none"> • Task the Climate Change Center to develop a strategy to promote Department-wide resilience education and share information across the Department. Individual OAs will develop more specific education components as needed to inform their program responsibilities. • Create a Department-wide education program to ensure staff is aware of climate change and how it can impact the department. This will include staff level as well as management training. • Task the OAs to continue research and development to fill in gaps of climate change knowledge and new technologies. • Create a resilience website on which current guidance documents are available to stakeholders and through which up-to-date information can be shared.
Performance:	The Department will monitor progress through use of a workplan to ensure that specific actions are identified and are completed within a reasonable amount of time. Those measures are likely to be identified in the Annual Performance Plan and status will be reported through the DOT Annual Performance Report.
Intergovernmental Coordination:	DOT will coordinate with federal agencies, State DOTs, local, territorial and Tribal entities, as appropriate.

Resource Implications:	No additional resources are needed at this time to develop and administer a climate education program. Increased resources may be needed for research and development opportunities and would be identified in the future, where it is needed.
Challenges/Further Considerations:	None identified.
Highlights of Accomplishments to Date:	Completed DOT initiatives: <ul style="list-style-type: none"> • The Climate Change Center was reestablished in March 2021 and meets on a biweekly basis. • Guidance documents are already being updated with new information.

V. Vulnerabilities

Section 211 of E.O. 14008 and the CEQ Instructions request that agencies identify those management functions and/or decision points for managing procurement, real property, public lands and waters, and financial programs that are most susceptible to climate change. DOT has identified the following vulnerabilities:

Vulnerability: Projects Do Not Incorporate Resilience

Anticipated Climate Threat:	Transportation projects that do not incorporate resilience into their design, construction and siting are at risk for damage, deterioration and destruction from impacts of climate change. This risk could mean relocating or even abandoning current infrastructure in certain circumstances. Without adequate protections, federal investments are placed at risk, the safety of transportation systems can be compromised, and an efficient transportation system will be disrupted, impeding the efficient movement of freight and the travelling public. DOT does not always have direct control over how the funds are used. In many projects, the State DOTs allocate the funds. However, DOT oversees the allocation of funds, including oversight from district and regional offices.
Recommended Adaptation Action:	Evaluate existing and new projects to ensure that climate change impacts are considered and resilience measures adopted where appropriate and cost-effective across the life-cycle of the project.
Implementation Timeline and Performance Metrics:	This is an ongoing action that involves preparing guidance and educating workforce and sponsors about resilience measures.
Resources:	No additional resources are needed at this time.
Disclosure in Financial Reporting and Integration into Enterprise Risk Management Process:	The Department is evaluating the financial impact of this vulnerability; if appropriate, it will be included in disclosure reports and enterprise risk management procedures.

Vulnerability: Location of Real Property and Operational Assets

Anticipated Climate Threat:	The Department’s infrastructure comprises of research facilities and laboratories, ship fleets, academic buildings, heavy machinery, vehicle fleets, electrical substations, safety test tracks, data centers, office buildings, and facilities associated with critical safety communication assets. These mission-critical assets are located across the United States and are the most vulnerable to climate change. The anticipated climate impacts on these assets include temperature increase, precipitation change, extreme storms, sea level rise, change in snowmelt, ecosystem degradation, and land change. As such, climate change, without specific action, may damage DOT buildings and equipment, potentially jeopardizing the safety and health of DOT employees, the travelling public, and interstate commerce.
Recommended Adaptation Action:	Strengthen buildings and equipment by using a risk-management framework to identify and incorporate critical adaptation actions into real property capital improvement projects and design standards. Known barriers to implementation include reallocation of personnel and funding resources and prioritization among competing requirements, such as maintenance backlogs.
Implementation Timeline and Performance Metrics:	DOT will commence these actions in FY 2021. As adaptation is an iterative process, these actions will be ongoing. The Department will measure performance based on: <ul style="list-style-type: none"> • Issuance of vulnerability assessment guidance for buildings and operations. • Development of an adaptation strategy business case template to standardize evaluation and prioritization criteria.
Resources:	The Department may need to reallocate personnel and funding resources to thoroughly address this vulnerability.
Disclosure in Financial Reporting and Integration into Enterprise Risk Management Process:	The Department is evaluating the financial impact of this vulnerability; if appropriate, it will be included in disclosure reports and enterprise risk management procedures.

Vulnerability: Disruption of Services and Supplies for Mission Critical Activities

Anticipated Climate Threat:	Annually, the Department spends over \$6 billion on services and supplies to ensure its buildings and operational assets can successfully perform essential mission activities. Every day, at numerous locations across the nation, these essential mission activities occur. As such, the services and supplies used for essential mission activities are considered vulnerable to climate change impacts such as temperature increase, precipitation change, extreme storms, and sea level rise. Without specific action, climate change may potentially jeopardize availability of essential services and supplies, thereby preventing the fulfillment of the Department’s mission.
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Recommended Adaptation Action:	Provide encouragement, education and facilitation for program managers to support acquisition of innovative, novel services and supplies to advance the Department’s ability to implement climate change adaptation strategies.
Implementation Timeline and Performance Metrics:	DOT will commence these actions in FY 2021. As adaptation is an iterative process, these actions will be ongoing. The Department will monitor progress through: <ul style="list-style-type: none"> • Oversight of DOT acquisition offices to ensure compliance with Federal and Departmental requirements. • Incorporation of adaptation requirements into Strategic Acquisition Council and Acquisition Strategy Review Board meetings along with internal Acquisition/Financial Assistance Conference. • Measurement and analysis of acquisition performance, including annual reporting of total dollars and number of contracts addressing adaptation actions.
Resources:	The Department may need to reallocate personnel and funding resources to thoroughly address this vulnerability.
Disclosure in Financial Reporting and Integration into Enterprise Risk Management Process:	The Department is evaluating the financial impact of this vulnerability; if appropriate, it will be included in disclosure reports and enterprise risk management procedures.

Vulnerability: Lack of Sufficient Climate Change Educational Resources at the Department

Anticipated Climate Threat:	Personnel who are not sufficiently educated in climate change and resilience may not take these factors into account in project design and build leading to inadequate resilience to future climate impacts that could have been avoided. DOT personnel need to not only be educated on climate change, but also on how to communicate this to impacted communities. This can lead to costly repairs of existing structures and potential for rebuilding or relocating infrastructure.
Recommended Adaptation Action:	To be successful, DOT will ensure personnel have a basic understanding of climate change, its causes, and its impacts. Currently, levels of climate knowledge are varied across the Department. Climate change is not sufficiently factored into staff performance and decisions.
Implementation Timeline and Performance Metrics:	DOT will commence many of these actions in FY 2021. Actions to increase climate knowledge will be iterative. The impacts of climate change and technologies being used to adapt to climate change are evolving and DOT will keep stakeholders informed as new information and innovative technologies are developed to improve resilience.
Resources:	No additional resources are needed at this time.

Disclosure in Financial Reporting and Integration into Enterprise Risk Management Process:	The Department is evaluating the financial impact of this vulnerability; if appropriate, it will be included in disclosure reports and enterprise risk management procedures.
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Vulnerability: Insufficient Skilled Staff Trained with Knowledge of Resilience

Anticipated Climate Threat:	Without resilience-trained staff engineers, especially in field offices, DOT will not be able to ensure that climate change vulnerabilities and resilience solutions are incorporated into federally funded projects to protect transportation investments and the travelling public.
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Recommended Adaptation Action:	Ensuring that new and current staff have the training and qualifications to incorporate resilience into project design and build.
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Implementation Timeline and Performance Metrics:	This is an ongoing action to ensure that DOT has resilience experts who can incorporate existing and new technologies into transportation infrastructure. This includes identifying and utilizing new positions for climate change experts, where appropriate, and training for existing staff.
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Resources:	No additional resources beyond those requested in the 2022 President’s Budget. This action may require additional staff training in transportation resilience, as well as targeting new employees with specific knowledge in transportation resilience.
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Disclosure in Financial Reporting and Integration into Enterprise Risk Management Process:	The Department is evaluating the financial impact of this vulnerability; if appropriate, it will be included in disclosure reports and enterprise risk management procedures.
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By addressing the vulnerabilities above, DOT will ensure federally funded projects and infrastructure will be able to adapt to the changing climate. This will reduce future damage to infrastructure and protect Federal and local investment. It will also reduce risks to transportation operations and maintain the safety of the travelling public. Without advancing resilience, transportation infrastructure and operations are vulnerable to many climate change impacts such as higher temperatures, increasingly severe storms and extreme weather, and sea level rise.

VI. Agency Efforts to Enhance Workforce Climate Literacy

Throughout the Department, climate education is essential to ensure resilience is integrated into transportation decision making. From DOT employees having awareness of climate change and opportunities for resilience and adaptation in their day-to-day work to our DOT stakeholders considering resilience and adaptation into their decision-making and planning.

DOT climate change education efforts will be customized based on the type of job an employee has and how their job aspects relate to resilience. The Department is committed to ensuring that all of DOT’s workforce has the basic understanding of climate change and resilience. In addition, DOT wants to ensure that those who have jobs that touch upon resilience have more than just a basic understanding and have

access to higher levels of training to effectively do their job. Furthermore, DOT is committed to evaluating its workforce to ensure that departments that need experts in resilience and climate change are funded appropriately and highly qualified candidates are sought to fill those positions.

External climate education efforts will focus on our guidance and policies to educate DOT stakeholders on the importance of resilience and adaptation. There will be emphasis that planning efforts should incorporate resilience and adaptation. Education will include training as well as information sharing to ensure our stakeholders are aware of new technologies and information that can be used to make transportation infrastructure more resilient to climate change impacts.

VII. Agency Actions to Enhance Climate Resilience for DOT Sites

The Department of Transportation ensures a fast, safe, efficient, accessible, and convenient transportation system. The Department of Transportation is committed to reducing vulnerabilities and improving resilience for its own assets, which include personnel, buildings, data systems, ships, and vehicles. As such, DOT has taken numerous steps to integrate consideration of climate change impacts and adaptation into the planning, operations, policies, and programs of its buildings and operational assets.

The Department's existing infrastructure comprises a wide range of buildings and operational assets dispersed across the United States. DOT expects different assets will experience region-specific vulnerability to greater precipitation, flooding or inundation of facilities, increasing temperatures, coastal erosion, hurricanes, tornados and severe wildfires based on anticipated climate changes as provided in the latest National Climate Assessment. Each of these changes may increasingly affect the operation of DOT buildings and expose vulnerabilities of DOT operational assets. For example, without adaptation planning and implementation, sea level rise and storm surges could compromise buildings and damage important communication and safety infrastructure. Wildfires, hurricanes and tornados could damage or destroy real property and operational assets. Adaptation actions will reduce the vulnerability of DOT infrastructure to climate change impacts.

This section offers the internal adaptation actions the Department is taking to improve the resilience of its buildings and operational assets.

Governance

The Office of the Secretary recently updated all internal energy, environment, and sustainability Policy Orders regarding the operation, maintenance, design, construction, and renovation of DOT buildings along with the procurement of green supplies and services. These newly issued Policy Orders establish the foundation for sustained and coordinated action among OAs to further climate resilience efforts.

In addition, the Office of the Secretary is developing internal energy, environmental, and sustainability performance metrics. Aligned with the Administration's climate and environmental priorities, these metrics will include ambitious adaptation targets along with other important energy, environmental, and procurement actions. The internal report will also establish accountability and governance across the agency, ensuring DOT leads by example through continued progress. The Department's Chief Sustainability Officer and the DOT Climate Change Center, with representatives from across all DOT offices, will oversee and coordinate these efforts.

Finally, the Office of the Secretary is working to issue guidance for evaluating and improving the climate resilience of mission critical buildings and operational assets. DOT has a responsibility to ensure the resilience of its mission critical assets in the face of climate change, while continuing to meet mission requirements nationally. The guidance will provide a flexible, but consistent, framework for evaluating

and managing risks from climate change. The guidance will also include suggested resources for conducting vulnerability assessments and will outline recommended processes and considerations for identifying and implementing resilience strategies in mission critical assets.

Asset Management

The Department owns or manages more than 10,000 air traffic control assets, offices, research laboratories, and other buildings with a total floor space of over 40 million square feet. Within DOT, half of the OAs own or directly lease real property and maintain full operational control. The day-to-day management of these real property assets is decentralized across DOT and is the responsibility of the individual OAs. The remaining OAs are located in fully leased buildings, generally from GSA, and do not have any operational control. Nonetheless, every OA has adaptation responsibilities—either for mission critical buildings or for operational assets.

To proactively integrate climate resilience into management processes, the Department identified its major mission critical buildings and operational assets. Mission critical buildings are DOT-leased or -owned facilities that support activities that cannot be disrupted. Mission critical assets include non-building infrastructure (e.g., ships or equipment), operations, and activities that support statutory goals, provide vital services, and maintain the safety and health of the public. In addition, mission critical operations include activities completed in support of DOT's own business processes.

Table 1 provides a summary of DOT's mission critical assets that are the most vulnerable to climate change. Column 1 of the table lists the type of asset held, and column 2 describes how the asset is critical to DOT's mission.

Table 1: Summary of DOT Mission Critical Assets

Type of Asset	Why it is Mission Critical
Control/Communication Centers and Continuity/Alternative Facilities	Maintain radio, internet, telephone, and computer network connections
Data Centers, Records Storage, and Continuity/Alternative Facilities	Storage of essential data and record keeping
Dining Facilities	Maintain operations at facilities in addition to providing meals and shelter during on-site emergency situations
Dormitories and Academic Facilities	Dormitory and academic facilities for students
Facility Access Ways, Borders, Parking Lots, and Continuity/Alternative Facilities	Provide facility access/egress, security, and equipment storage
Locks and Related Equipment	Maintain clear passage for ships travelling from the Atlantic Ocean to the Great Lakes
Locomotive	R&D: Conduct testing of trains for functionality, safety research, and maintenance
Offices	Provide space and resources for personnel to conduct mission-critical activities
Personnel	Personnel must be able to work in order for DOT to fulfill its mission. Personnel ensure continuity of operations at offices, locks, TRACONs, Reserve Fleet berths, and laboratories
Power Stations/Assets (Supply and Transmission)	Maintain power for DOT offices, transportation facilities, and research centers
Research Centers	Laboratories and support services provide critical research
Ship Fleets and Related Equipment/Craft	Maintain readiness of The National Defense Reserve Fleet ships, which are a critical part of National security
Training Centers	Hazmat and other training
Warehouses/Storage Facilities	Secure location to house shipping, maintenance, rail, and other equipment/vehicles
Water Treatment System	Treatment and distribution of clean water for facilities

Given the great diversity of asset types held by OAs, the Department will need to develop multiple strategies to ensure climate resilience at its facilities. The Department will continue performing climate change vulnerability assessments for mission critical buildings and operational assets. The assessments use a numeric system for scoring the sensitivity and adaptive capacity of each asset, along with the expected likelihood of losing the asset function during weather and climate threats. Upon completion of the assessment, each mission critical building and operational asset has a climate risk score which the Department can rank in priority order and address through adaptation strategies as resources are available.

DOT continues to leverage information gathered from audits, operation and maintenance processes and vulnerability assessments to inform and enhance building capital improvement projects and adaptation

efforts. Specifically, the Department integrates information obtained through existing building audit processes, such as energy and water evaluations (42 U.S.C. § 8253(f)(3)), commissioning activities (42 U.S.C. § 8253(f)(3)(B)) and high performance sustainable buildings evaluations (40 U.S.C. § 524), with vulnerability assessments to create a holistic characterization of a building. For example, comprehensive building evaluations (42 U.S.C. § 8253(f)(3)) may identify opportunities to reduce building energy and water loads, which are mitigation actions that support strategies for both adaptation and resilience. This approach maximizes existing resources and processes while leading to climate-ready DOT buildings and operational assets.

Design and Construction

Existing Buildings: DOT is currently identifying and prioritizing adaptation strategies that increase the climate change resilience of mission critical buildings and operations based on identified vulnerabilities. For example, data and technology security is a major vulnerability. For some buildings, DOT is transferring technology located in areas most vulnerable to sea level rise, such as computers located in basement levels, to different locations. Other DOT buildings may save their data to the Cloud to ensure security. Some sites plan on standardizing the use of 30-year roof systems to withstand more severe wind and rain loads. Buildings in areas that are likely to experience extreme heat and drought due to climate change will drill new wells on-site. Buildings that have not incorporated extensive adaptation measures will complete analyses of their operations to determine the viability of continuing operations.

New Buildings and Major Renovations: DOT is taking several measures to ensure the resilience of new buildings or existing buildings undergoing major renovations assets.

- **Incorporation of materials, designs, and processes demonstrated to improve resilience:** The Department is incorporating strategies that have been shown to improve resilience into new building design. An example is the adjustment of building foundation heights and materials to reduce flooding in locations vulnerable to sea level rise. Data centers that were previously located in rooms below sea level are being relocated to higher floors. Roofing systems and building envelopes are being upgraded where warranted.
- **Contractual language changes:** New buildings include language in design and construction contracts specifying that architects and civil engineers evaluate strategies and materials to reduce climate change risk. In addition, contracts specify that DOT-identified resilience strategies be incorporated into new building designs. For example, cables that previously would not be specified as salt water resistant may be specified as such in new building designs to prevent damage resulting from salt water intrusion.
- **Development of new design processes:** DOT is analyzing ways to determine projected climate vulnerabilities by first identifying the best available science, including downscaled projections, for localities with major mission critical facilities. Following this research, DOT is determining whether building designs may be vulnerable to climate impacts and need to be revamped to include new information, strategies, and materials that enhance the climate resilience of operational infrastructure.

VIII. Agency Actions to Ensure a Climate-Ready Supply of Products and Services

Annually, the Department spends over \$6 billion on services and supplies to ensure its buildings and operational assets can successfully perform essential mission activities. The Office of the Senior Procurement Executive (OSPE) manages procurement policy, guidance, and processes as well as procurement data analysis for all of DOT. OSPE also ensures adherence to Federal Acquisition Regulation (FAR) Part 23 which sets acquisition requirements for environment, energy and water efficiency, renewable energy products and services.

In addition, OSPE is responsible for integrating adaptation criteria and requirements into procurement processes. In day-to-day operations, DOT has the opportunity and obligation to advance adaptation actions through its selection and use of services and supplies. As such, all acquisitions and contracting mechanisms used by DOT – including service contracts, leases, purchases made with government purchase and fleet cards, and purchases below the micro-purchase threshold – will be updated to advance climate-ready services and supplies. This reform will enhance and sustain the DOT mission through cost effective acquisition that achieves compliance and reduces resource consumption while increasing climate change preparedness.

DOT recognizes that every person has a role when acquiring climate-robust services and supplies. Therefore, the Department’s adaptation procurement strategies focus not only on the acquisition process but also on the roles and responsibilities of each Department member. Beginning in FY 2021, OSPE will facilitate the purchase of climate-ready services and supplies by working with DOT offices to identify areas where they might integrate adaptation requirements and objectives into operations by:

- Specifying climate-ready attributes in applicable service and supply contracts.
- Making adaptation acquisition an integral part of DOT operations.
- Focusing on supplies with the most climate-ready attributes available on the market.

Additionally, OSPE will implement the following, beginning in FY 2021, to ensure sustained and coordinated procurement action:

- Designate DOT Supply Chain Managers and include climate preparedness reviews during the requirements definition.
- Add climate adaptation requirements to Strategic Acquisition Council and Acquisition Strategy Review Board meetings along with the internal Acquisition/Financial Assistance Conference.
- Require climate change training for all program managers and acquisition practitioners.
- Track implementation of adaptation acquisition strategy and report progress to leadership and external stakeholders.

Services and Supplies Most Vulnerable to Climate Change

Every day, the Department relies on essential services and supplies to complete mission critical actions thereby ensuring the safety of the travelling public. However, climate effects could delay the delivery of essential services (e.g., engineering) and commodities or supplies (e.g., utilities) making it difficult for personnel to accomplish critical work, which could have broad consequences for DOT’s mission and programs. Below is a summary of the types of services and supplies that may be vulnerable to climate change:

- Utilities: The Department is dependent on the continuous supply of utilities (e.g., electricity, water, and natural gas) to ensure its buildings and equipment operate completely to fulfill mission requirements.
- Fleet Vehicles: The Department owns or operates nearly 6,000 automobiles to perform essential equipment maintenance, safety inspections, and enforcement actions. Additionally, the Department maintains a fleet of ships (approximately 50 in the Ready Reserve Fleet) to respond to natural and man-made disasters along with a fleet of airplanes (approximately 10) to provide essential safety training and flight instruction.
- Engineering/Construction Services: The Department uses engineering and construction service companies to reliably operate and maintain many of its buildings and equipment. Additionally, these companies provide essential operation and maintenance for transportation safety equipment and design services for external infrastructure.

- Information Technology Equipment and Services: The Department relies on many vendors and specialists to operate and maintain its network of computers, information databases, data centers, and other transportation safety equipment operating systems.
- Technical/Consulting/Administrative services: Essential procurement, accounting, human resources, strategic planning, data analysis, and training services are provided by many vendors to ensure the Department continues to perform mission critical actions.

The procurement of climate-ready services and supplies contributes to sound management of the Department’s financial resources along with building and non-building (e.g., ships, vehicles, and radar equipment) infrastructure. To ensure essential services and supplies are delivered to DOT sites across the nation, OSPE will work with program managers to tailor source selection criteria to include life cycle cost-effective adaptation actions. Additionally, OSPE will work to align contractor profitability more tightly with Department goals and employ appropriate contract types (such as investigating use of incentive type contracts).

IX. Climate Change Impacts and Equity

Climate change has been shown to disproportionately impact vulnerable populations—older adults, children, low-income communities, and communities of color. These communities have less capacity to prepare for and cope with extreme weather and other climate change-related events, such as having fewer options for evacuating or for accessing emergency relief services. At DOT, we are analyzing our programs through an equity lens to determine how our projects have and will impact these vulnerable communities. This analysis extends to our efforts to incorporate climate change resilience into our projects, policies, and actions. It is important when analyzing impacts of DOT actions, that these communities are identified and there is meaningful public involvement to educate them on the potential impacts and create solutions that will mitigate impacts from the transportation actions and from climate change.⁶

By considering climate equity, DOT is working to ensure that all people can benefit equally from climate solutions and to diminish the disproportionate burden of climate impacts that some communities endure. For example, when making new building investments, DOT considers the potential impacts of siting decisions on disadvantaged communities and the environment. Where applicable, DOT prioritizes sites that offer robust transportation options, including walking, biking, and transit, while minimizing greenhouse gas emissions and impacts on disadvantaged communities. In addition, by considering procurement actions and climate change equity, the Department is working to ensure that all people have the opportunity to benefit equally from procurement solutions and to diminish the disproportionate burden of climate impacts that some communities endure.

⁶ USGCRP, 2018: *Impacts, Risks, and Adaptation in the United States: Fourth National Climate Assessment, Volume II*, Chp. 2, Reidmiller, D.R., C.W. Avery, D.R. Easterling, K.E. Kunkel, K.L.M. Lewis, T.K. Maycock, and B.C. Stewart (eds.). [available at https://nca2018.globalchange.gov/](https://nca2018.globalchange.gov/)

Figure 2. DOT Efforts to Advance Climate Equity

DOT Strives to Advance Climate Equity by:

- Providing full and equal access to opportunities for a resilient future, such as safe and affordable transportation choices to support access to healthy food and stable jobs.
- Diminishing deep-seated exclusion and barriers to participation by supporting community-driven efforts, meaningful public involvement, and outcome-driven success that reflects local priorities.
- Valuing sense of place, cultural practices, and traditional community knowledge of the local land and resources in Department planning, especially for future land use decisions and hazard mitigation.
- Alleviating the impacts of heat, poor air quality, vector-borne disease, and other climate change impacts when siting and designing projects.
- Meaningful and language accessible communications with limited English proficiency and disability populations.
- Reducing environmental harm (e.g., pollution or flood hazards) and poor neighborhood conditions to support healthy, safe, and resilient communities with healthy ecosystems and green space
- Ensuring that the benefits of more than 40 percent of agency investments in the areas of clean energy and energy efficiency, clean transit, and the remediation and reduction of legacy pollution flow to disadvantaged communities.
- Providing full and equal access to service and supply contracts by reducing DOT’s reliance on sole-source contracts.
- Diminishing exclusion and barriers to participation by supporting small business participation, including the program office’s more effective use of market research.
- Increasing competition in Indefinite Delivery, Indefinite Quantity (IDIQ) Multiple Award Contracts (MAC) at Delivery Order/Task Order (secondary competition).

X. Agency Actions to Incorporate Climate Change Resilience into Strategic Plans

Every OA has the responsibility to advance adaptation and resilience measures in current systems, future investment, and throughout their operations. It is DOT’s policy to incorporate climate resilience and adaptation strategies into its mission, programs, and operations. To that end, DOT will incorporate adaptation and resilience actions, technology and best practices into key Departmental documents as required in E.O. 14008, such as:

- Implementation plans for integrating climate considerations into international work (Section 103);
- Implementation plans for energy, environmental and sustainability activities in buildings and operations; and
- Implementation plans for federal environmental and climate preparedness investments in underserved or disadvantaged communities (Section 223).

Bloomington-Monroe County Metropolitan Planning Organization

Public Participation Plan



Adopted

December 13, 2002

Amended

June 8, 2007

March 11, 2011

November TBD, 2021

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Introduction

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) to conduct transportation planning in urban areas where the population exceeds 50,000 people. The basic objectives of an MPO are to encourage and promote the development of transportation systems, to embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington-Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville, and urbanizing portions of Monroe County). The Bloomington-Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. The MPO Policy Committee (PC) endorses decisions upon the recommendation of both the Technical Advisory Committee (TAC) and the Citizens Advisory Committee (CAC).

The Policy Committee (PC) consists of municipally and county elected officials from city, town, and county governments, membership from the Bloomington Public Transportation Corporation, Indiana University (IU), the Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA), and non-elected members. The Technical Advisory Committee includes state and local planners, engineers, transit operators, and other transportation-related professionals. The Citizens Advisory Committee represents a broad cross-section of citizens and community interests who reside within the boundaries of the Metropolitan Planning Area (MPA).

Purpose

The Public Participation Plan (the Plan) for the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) has been developed pursuant to the final federal metropolitan regulations of the United States Department of Transportation (USDOT) as contained in the October 28, 1993 Federal Register and any subsequent changes herein mandated by federal legislation.

The Bloomington-Monroe County MPO has established a set of goals for the public participation process to guide MPO staff in developing opportunities for the involvement of public officials and citizens. These goals also assist in ensuring the public participation process meets the needs of the communities involved in the transportation planning activities for the region.

The Public Participation Plan is periodically updated and revised in order to improve continuous, comprehensive, and cooperative transportation planning (Federal 3C Process) for the BMCMPPO. Plan updates are typically in response to local needs and interests or due to new state and federal requirements.

Public Participation Plan Goals

The BMCMPPO Public Participation Plan was prepared in compliance with the Federal Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) and predecessor federal legislation applicable to metropolitan transportation planning. Title VI, 6001 (a).134 (i) (5), (A):

“Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the long-range transportation plan [for the Transportation Improvement Program (TIP)]”

The Plan is developed using the following SAFETEA-LU and BMCMPPO general goals:

- Provide adequate public notice and time for public review and comment at key decision points;
- Demonstrate explicit consideration and response to public input received;
- Seek out the needs and input of the public who typically are underserved by existing transportation systems;
- Provide periodic reviews of the public involvement process and participation plan in terms of their effectiveness;
- Coordinate to the maximum extent practical with statewide public involvement processes;

- Educate and raise awareness within the Metropolitan Planning Area (MPA) boundary about current and future transportation needs;
- Encourage broad public participation from all sectors of the community and provide the community with adequate opportunities to participate in the decision making process; and
- Foster a sense of ownership toward the transportation planning process and the resulting projects within the community.

Public Participation Mission Statement

The BMCMPPO is committed to providing Monroe County, the Town of Ellettsville, and the City of Bloomington with quality transportation planning programs and services, as well as working to provide access to an efficient and safe transportation system for all citizens. Toward this goal, the BMCMPPO shall be committed to:

- Promoting the environmental justice principles in all of its programs and policies as prescribed by the governing Environmental Justice Policy Statement (This involves the development of equitable programs and policies that avoid disproportionately negative effects on minority and/or low-income populations, as well as expediting the distribution of benefits from these projects);
- Working continuously to ensure the full and fair participation of all affected communities in the transportation planning process; and
- Providing an equitable distribution of transportation infrastructure affecting public and environmental health, as well as to the development of a just public transit system.

Public Participation Plan Policy

It is the policy of the BMCMPPO to provide access to the transportation planning process so as to allow the public opportunity to comment on transportation planning activities. By doing so, the BMCMPPO Policy Committee will have available to them public ideas, concerns, and suggestions on all transportation planning issues.

Two areas of primary interest for transportation planning issues and public involvement are the Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP). The MPO is responsible for adopting and maintaining these core MPO products. The LRTP is the minimum twenty-five-year long range, multi-modal transportation plan for the Bloomington Urbanized Area as required by Federal Statutes (23 USC 135, Section 450.300) for the programming of Federal funds for transportation project planning and implementation of ground transportation modes (roadway, transit, pedestrian, bicycle, and other foot/hand-propelled modes of transportation). The LRTP shall have updated as needed every five years in order to maintain a minimum twenty-five-year horizon, but may require amendment more frequently if needed. The TIP is the five-year short range capital improvement plan to implement the LRTP. Project details such as timing, costs, design, phases, and funding sources detailed within the TIP, and, thus, provide a strategic planning document to program funding for actual transportation projects.

Additional areas of interest for transportation planning issues and public involvement exist for all programs and products of the MPO. These areas may include, but are not limited to, transportation studies, transportation grant applications (e.g. Transportation Enhancement, Safe Routes to School), design feasibility studies, MPO policies and procedures (e.g. operational bylaws), and other related programs, processes, and activities as detailed within the applicable fiscal year Unified Planning Work Program (UPWP).

Adoption Resolutions and Major Amendments Policy

The BMCMPPO shall follow to the fullest extent possible the Public Participation Plan for adoption resolutions and major amendments to the LRTP and the TIP. MPO staff shall bring all such resolutions and amendments to the Citizens Advisory Committee and Technical Advisory Committee prior to adoption by the Policy Committee. The public shall have a minimum of 30 days for written comment on such resolutions and amendments before adoption by the Policy Committee.

This section applies to the following resolutions and amendments:

- Adoption of a new Transportation Improvement Program;
- Adoption of a new Long Range Transportation Plan;

- Adoption of a new, or amendment to an existing, Public Participation Plan, except that the required written public comment period shall be 30 days for such action;
- Inclusion into an adopted TIP of new capital improvement projects that meet either the criteria for capacity expansion and/or the criteria for acquisition of right-of-way;
- Removal from an adopted TIP of an existing capital improvement project;
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by 100% or more; and
- Amendments to the LRTP that modify transportation projects identified in the Plan.

Related MPO Programs and Minor Amendments Policy

The BMCMPPO shall follow to the fullest extent possible the Public Participation Plan for related MPO program adoption resolutions and minor amendments to the Long Range Transportation Plan and the Transportation Improvement Program. MPO staff may bring such resolutions and amendments to the Citizens Advisory Committee and Technical Advisory Committee before proposed adoption by the Policy Committee, but may only present them to the Policy Committee due to time constraints. The may also be waived for such resolutions and amendments may receive a waiver from the 30-day written public comment period.

This section applies to the following resolutions and amendments:

- Adoption of a new Unified Planning Work Program (UPWP)
- Inclusion into an adopted TIP of new capital improvement projects that do not meet either the criteria for capacity expansion and/or the criteria for acquisition of right-of-way;
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by greater than 20% but less than 100%;
- Amendments to the Long Range Transportation Plan that modify transportation policy, document text, or other material in order to be compliant with federal, state, and/or local regulations and policy; and
- Any other MPO product or program requiring Policy Committee approval.

Administrative Approval Policy

Certain resolutions and amendments shall only require administrative approval by the MPO Staff and the MPO Policy Committee Chairperson once a Final Notice Period of three business days has transpired without any objection from any Policy Committee member (see Other Approvals for Final Notice Period). Such resolutions and amendments shall have exemption from review by the Citizens Advisory Committee and Technical Advisory Committee prior to their administrative approval. Such resolutions and amendments may receive a waiver from the 30-day written public comment period. All MPO Committees shall receive a report of all such resolutions and amendments approved under these administrative procedures at their next regularly scheduled meetings.

This section applies to the following resolutions and amendments:

- Modifications to the text or graphics in an adopted TIP that do not affect project costs, scopes, or schedules;
- Amendments to an adopted TIP that change the proposed year for a phase of an existing capital improvement project;
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by 20% or less;
- Inclusion into an adopted TIP of new capital improvement projects that are labeled as “illustrative” because they have not received formal approval for their expected funding source and have time-sensitive or emergency-related circumstances associated with the amendment;
- Changing “illustrative” projects to funded projects with the receipt of additional funds and the Policy Committee has previously reviewed and acted on the project. Examples include projects funded through the Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), the Safe Routes to School (SRTS), and transit capital improvement projects into new capital improvement projects provided that the formal funding awards has subsequently been received. All new “illustrative” projects that seek formal funding must obtain a TIP amendment using the procedures provided under the Major Amendments Policy.

Other Approvals

Three other approval types provided for the MPO include:

- Change Orders: The MPO Staff may approve Change Orders to projects in an adopted TIP subject to the procedures of the BMCMPPO Change Order Policy;
- Special Votes: The Policy Committee may conduct special votes using mail, fax, e-mail or virtual public meetings in the event of a time-sensitive business item, subject to the procedures of the BMCMPPO Operational Bylaws; and
- Final Notice Period: Staff shall issue a “Final Notice Period” by email to all Policy Committee members for eligible administrative approval requests. The message shall contain “Final Notice Period” in the subject line, details on the nature of the request, the response requested (objection only), the deadline to respond, and detail the minor amendment process actions if any objection is received by BMCMPPO staff. The Policy Committee will have three business days for response from the time the Final Notice Period issuance. The MPO Staff and the MPO Policy Committee Chairperson may approve a request once the Final Notice Period is expired and there are no objections. If any member of the Policy Committee objects, then the amendment will receive consideration at the next Policy Committee meeting and follow the Minor Amendments Policy process.

Such approvals are not be subject to public comment period requirements, but the MPO Staff shall report the approvals to all MPO Committees at their next regularly scheduled meeting.

General Provisions

When required under these procedures, the written public comment period for resolutions and amendments shall begin on the first date of the legal public notice published in the local newspaper(s), provided no substantive changes have occurred to the advertised resolutions and amendments by the time the Policy Committee takes formal action. If substantive changes occur, then the MPO Staff shall provide an additional 30-day written public comment. The MPO Staff may use additional public notification methods to supplement the required legal notice.

At minimum, the public shall always have the opportunity for comment on any MPO topic, agenda item, or other relevant transportation issue. This may occur during any MPO Committee meeting as governed by the Operational Bylaws of the BMCMPPO. The public, MPO staff, MPO Committees, and related BMCMPPO partner agencies shall mutually respect all comments conveyed and shall always conduct themselves in a professional manner. The MPO Staff will make all information related to any MPO activity accessible to anyone and available upon request.

Environmental Justice Policy

Under the 1993 Federal Transit Act, metropolitan planning processes must be in compliance with Title VI of the 1964 Civil Rights Act. The 1994 Presidential Executive Order (12898) directed every federal agency to make environmental justice a part of its mission by identifying and addressing the effects of all policies, programs, and projects on low income and/or minority populations. This Order provides further clarification of Title VI. The USDOT (United States Department of Transportation) Final Order on environmental justice specifically requires that "procedures shall be established, or expanded as necessary, to provide meaningful opportunities for public involvement by members of minorities and low-income populations during the planning and development of programs, policies, and activities."

The fundamental principles of environmental justice are:

- To avoid, minimize, or remedy disproportionately high and adverse human health and environmental (including social and economic) effects of policies, programs, and projects on all living and non-living things, regardless of perceived or real economic, social, or ecological status;
- To ensure the full and fair participation of all affected communities in the transportation decision making process; and
- To prevent the denial of, reduction in, or significant delays in, the receipt of project benefits by all populations regardless of perceived or real economic, social, or ecological status.

Specific to transportation planning, applying these environmental justice principles involves:

- Maintaining equity in programs and policies by balancing the benefits and negative results of transportation projects in all communities;
- Closely examining the scope of proposed transportation programs and projects; and
- Keeping programs flexible, and seeking the input of affected communities in developing project options.

By applying the following guidelines, the BMCMPPO further complies with Title VI, EO 12898 and the Department of Transportation (DOT) Order to Address Environmental Justice in Minority and Low Income Populations. These criteria provide guidance for the BMCMPPO transportation planning activities and a common understanding of the concept of environmental justice.

Six Environmental Justice Principles for Transportation Planning

1. *Making Environmental Justice a Priority* - The BMCMPPO is committed to following the spirit, as well as the letter of the Order (DOT Order to Address Environmental Justice in Minority Populations and Low Income Populations), throughout all of its projects and activities. The MPO will require that all BMCMPPO transportation planning partners (i.e. INDOT, Bloomington Transit, Indiana University Campus Bus, etc.) do so as well.
2. *Increasing Meaningful Public Participation* - The BMCMPPO will continuously work to develop public participation that will:
 - Be thorough and fully inclusive, involving all relevant stakeholders and communities. The MPO seeks to involve the broadest cross-section of the community in the transportation planning process, based on geographic distribution, sex, race, socioeconomic status, and interests (environmental, neighborhood, etc.);
 - Adapt and tailor programs to specific populations and situations, taking in to account a wide range of differences;
 - Reach out to communities that have not traditionally been involved in transportation planning, particularly low income and minority communities;
 - Provide opportunities to members of affected communities to influence project decisions by proactively soliciting their input;
 - Have opportunities for public input throughout the project development process (from project selection, design, and implementation); and
 - Develop and maintain a Public Involvement Process that is transparent and open in its methods.
3. *Maintaining Project Flexibility* - In implementing environmental justice practices, the BMCMPPO will tailor its methods to reflect the unique issues and populations affected by each policy, program, or project. The MPO will work with members of affected communities and all stakeholders to

- encourage input and develop project options that meet transportation goals as well as community needs.
4. *Promoting Project Equity* - In developing programs and policies, the BMCMPPO will work continuously to balance the benefits and negative results of transportation projects in all communities. Programs will not result in disproportionate negative impacts solely on low-income or minority communities.
 5. *Utilizing Rigorous Demographic Analysis* - In order to address potential environmental justice issues, low income and/or minority populations will receive identification through demographic (U.S. Bureau of the Census) data and then mapped. To identify and map potential low-income and/or minority populations, the BMCMPPO will:
 - Present quantitative data wherever possible;
 - Use community profile information (as defined in the National Environmental Policy Act of 1969-NEPA) whenever possible;
 - Provide thorough documentation of information sources; and
 - Use flexible methods of gathering information designed to address specific population(s).
 6. *Developing Effective Conflict Resolution Methods* - If conflicting interests and issues arise during a project, an appropriate resolution process will follow a process respectful to the desires and wishes of stakeholders and communities, and a process that is flexible in nature designed to address the specific needs of affected communities.

Public Participation Plan

Public Education

Successful and meaningful public participation must ensure a public education effort where the issues and complexities of transportation planning involve simple exploitations and open discussion. Public education will take place using the MPO website, public workshops, and various media outlets. By increasing publicity and awareness for the MPO and its activities, more citizens will become educated about transportation issues.

Visualization

The MPO shall employ visualization techniques to depict a metropolitan Long Range Transportation Plan, a Transportation Improvement Program, and other significant MPO related projects to improve comprehension of these often complex transportation related projects and further promote successful and meaningful public participation. Techniques may include, but are not limited to, one or more of the following:

- 3D Renderings
- 2D Overlays
- Maps
- GIS
- Engineering Designs

Website

The MPO staff will develop and maintain a home page for the MPO on the World Wide Web. This home page may consist of historical information regarding transportation planning in the city and county, published documents, draft documents for review, reports, and links to related internet sites, as well as MPO staff member contact information.

At a minimum, the content of this page will include the following:

- The current Bloomington-Monroe County Metropolitan Transportation Plan (MTP);
- The current Bloomington-Monroe County Transportation Improvement Plan (TIP);
- The current Bloomington-Monroe County Unified Planning Work Program (UPWP);
- The Policy Committee (PC), Technical Advisory Committee (TAC), and Citizens Advisory Committee (CAC) meeting schedules;
- The agendas for upcoming Policy Committee (PC), Technical Advisory Committee (TAC), and Citizens Advisory Committee (CAC) meetings; and
- Archives of minutes from previous Policy Committee (PC), Technical Advisory Committee (TAC), and Citizens Advisory Committee (CAC) meetings.

Committee Meetings

The MPO committees (Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee) have regularly scheduled meetings that are open to the public. The MPO Staff will annually develop a schedule of meeting dates for each committee, consisting of monthly meeting times, dates, and places. The meeting schedule and agendas are available from the MPO website (<https://bloomington.in.gov/mpo>) or by request. The public is actively encouraged to attend MPO committee meetings and to be involved in the transportation planning process. Please refer to the BMCMPPO website, the BMCMPPO Operational Bylaws, or contact the BMCMPPO at (812) 349-3423 for information on these committees.

Public Meetings and Workshops

The MPO Staff will regularly conduct multiple workshops and/or public information meetings timed to coincide with important milestones in the development of the regular update of the Long Range Transportation Plan. The MPO Staff will try to hold these meetings at various locations throughout the urbanized area. The purpose of these workshops will support development and public review of the Long Range Transportation Plan. The MPO Staff will additionally conduct interagency coordination workshops timed to coincide with the preparation for annual development of the Transportation Improvement Program. This coordination will provide the technical support needed in the preparation of the TIP for public comment and review through the committee meeting process.

Media Participation and Public Notification

The MPO staff will provide the major newspapers in the Bloomington urbanized area (the Bloomington Herald-Times and the Indiana Daily Student) with timely notice regarding the adoption of the LRTP and TIP. The MPO Staff may issue press releases about other related MPO activities in conjunction with the City of Bloomington on a case by case basis. All press releases will include information on the meeting date(s) and time(s) for the MPO committees, announcements for public meetings/workshops to discuss the MPO's transportation planning documents and other pertinent information.

The MPO staff may announce committee and public meeting/workshop information in the following media outlets:

- The Bloomington Herald-Times (in the On the Agenda section);
- The Indiana Daily Student;
- Radio Public Service Announcements (as needed) on B97, WHFB, WFIU or other similar outlets;
- Television Public Service Announcement (as needed) on B-CATS;
- On the MPO website - <http://bloomington.in.gov/mpo>;
- At the Monroe County Public Library (Bloomington and Ellettsville); and
- At the Showers Center City Hall.

Please note that press releases do not guarantee that any of the media agencies listed will actually publish or announce the press release unless the MPO pays for advertising. Typically, the MPO does not have funding available to pay for advertising and relies on these media outlets to make these announcements in a timely manner. Some instances may warrant the need to pay for advertising for public notification.

Individuals with Disabilities

All of the meeting rooms at Bloomington's City Hall are accessible by Americans with Disabilities Act (ADA) standards.

Upon request, any MPO document will become available in alternative formats to individuals with disabilities. Please contact the City of Bloomington Legal Department at (812) 349-3426 or the City of Bloomington Community and Family Resources Department at (812) 349-3430 for information on sign language interpreters or Braille translations.

Individuals with disabilities who need accommodations to participate in committee meetings or public hearings, should contact the City of Bloomington Facilities Manager at (812) 349-3410.

Getting in Touch - Comments

Public comment can be submitted in several ways:

- By attending meetings and workshops;
- By visiting the City of Bloomington Planning and Transportation Department located at 401 North Morton Street; Suite 130; Showers Center City Hall;
- By phone (812) 349-3423;
- By fax (812) 349-3535;
- By US Postal Service: Attention: MPO; Showers Center City Hall; 401 N Morton St.; Bloomington, IN 47402; and/or
- By email: mpo@bloomington.in.gov

Measuring Public Outreach

In order to evaluate the quality of input and participation generated through the public participation technique(s) used, the BMCMPPO has developed a set of performance objectives: accessibility, diversity, outreach, and impact.

Accessibility

- The MPO will hold public workshops and/or meetings in all areas/communities affected by a proposed project.
- All meeting locations will have accessibility by mass transit.
- All meetings must be accessible under the requirements of the Americans with Disabilities Act (ADA).

Diversity

- The demographic composition of the Citizens Advisory Committee (age, ethnicity, geographic location, disability, and socio-economic level) should roughly mirror the demographics of the Bloomington urbanized area.
- The participation of low income and minority populations at MPO meetings will receive encouragement to the maximum extent possible.

Outreach

- The MPO Staff and MPO Committee Members are encouraged to participate in potential outreach activities (e.g. other committees, workshops, and meetings) to increase public awareness of the MPO.
- The MPO should issue press releases of all of its activities.
- When appropriate, the MPO will participate in radio and/or TV spots to extend public outreach.

Impact

- All written comments received as part of a written public comment period will undergo review and communicated by the MPO Staff to transportation decision makers.
- All written comments received as part of a formal written public comment period will receive acknowledgement by the MPO Staff so that citizens are confident that their comments received consideration in MPO decision making process.

Appendix A

Core Transportation Planning Documents

The FAST Act continues the requirements of the development of a Long Range Transportation Plan (LRTP) and a Transportation Improvement Plan (TIP) by each MPO. The Act further requires the incorporation of these documents into a statewide plan and program of projects. The annual Unified Planning Work Program (UPWP) outlines and documents the MPO planning process.

Long Range Transportation Plan (LRTP)

The BMCMPPO Long Range Transportation Plan, also known as the Metropolitan Transportation Plan (MTP), is a comprehensive multimodal transportation plan for the Bloomington-Monroe County Metropolitan Planning Area. Transportation projects (including but not limited to major roadways, transit, and other multimodal facilities) proposed by the plan provide a guideline of future transportation investments over a long-term planning horizon. The plan undergoes reviews and updates every three to five years to confirm its consistency with current and forecasted transportation and land use trend, and to maintain a minimum 20 year forecast horizon stipulated under current federal-aid requirements. The transportation plan reflects environmental and intermodal considerations and provides a financially constrained vision of future transportation investments.

Transportation Improvement Plan (TIP)

The TIP is a short term document covering three to five fiscal years with annual updates or as needed. The TIP includes a list of priority projects for implementation in each of the identified program years. The TIP serves as a strategic management tool to accomplish the goals of the MTP. The TIP projects must therefore have consistency with the MTP. The TIP lists all roadway, transit, and intermodal projects planned to receive federal, state, and local funding. The TIP organizes projects by the local public agency implementing the project and the year the scheduled project action. The TIP must additionally achieve annual fiscal constraint and include only those projects with identified funding sources. The MPO develops the TIP financial plan in cooperation with local and state transportation agencies as well as transit operators. The TIP becomes part of the Statewide Transportation Improvement Program (STIP) after adoption by the Policy Committee. Adoption of the TIP by the Policy Committee is a reaffirmation of the MTP. If at the time of adoption the TIP does not agree with the MTP, amendment of the MTP will become necessary for the adoption of the proposed TIP to achieve concurrence.

Unified Planning Work Program (UPWP)

The UPWP guides the MPO and summarizes transportation planning activities for the various agencies and interests in the Bloomington urbanized area. It shows the agency responsible for specific planning studies, a work completion schedule, allocated resources, and what final end product. The UPWP also serves as a program budget and includes anticipated financial resources and

expenditure information for individual fiscal years. The UPWP receives annual updates, subject to review and approvals by state and federal funding agencies.

Appendix B

BMCMPO Resolution 22-01 – Electronic Meetings Policy

ADOPTION RESOLUTION FY 2022-01

A RESOLUTION ESTABLISHING THE POLICY BY WHICH MEMBERS OF THE TECHNICAL ADVISORY COMMITTEE, CITIZENS ADVISORY COMMITTEE, AND POLICY COMMITTEE OF THE BMCMPO, ASSOCIATED STAFF, AND MEMBERS OF THE PUBLIC MAY PARTICIPATE IN MEETINGS BY ELECTRONIC MEANS OF COMMUNICATION as presented to the Policy Committee of the Bloomington-Monroe County Metropolitan Planning Organization on April 9, 2021.

WHEREAS, the Indiana General Assembly adopted HEA 1437 in the 2021 Regular Session, which amended Indiana Code (IC) 5-14-1.5-1 et seq. (Act) by amending IC 5-14-1.5-3.5 to prescribe new requirements by which members of the governing body of a public agency of a political subdivision may participate in a meeting by an electronic means of communication; and

WHEREAS, a member of the governing body may participate by any means of communication that: allows all participating members of the governing body to simultaneously communicate with each other; and except for a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting; and

WHEREAS, the Act requires the governing body to adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication and allows the governing body to adopt procedures that are more restrictive than the procedures established by IC 5-14-1.5-3.5; and

WHEREAS, the Committees of the Bloomington-Monroe County Metropolitan Planning Organization are governing bodies of the BMCMPO and wish to adopt such a policy;

NOW, THEREFORE, BE IT RESOLVED:

1. **Section I.** The Bloomington-Monroe County Metropolitan Planning Organization's Rules and Procedures are modified in accordance with Indiana Code sections 5-14-1.5-1 and 5-14-1.5-3.5, et seq., BMCMPO Committee meetings may be conducted electronically.
2. **Section II.** The BMCMPO Policy Committee hereby adopt the following **Electronic Meeting Policy** on the participation of a member of the Committees, city staff, and members of the public in a meeting of the

Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee by an electronic means of communication:

The provisions of the Act, including definitions, apply to this resolution. This resolution shall be known as the “Electronic Meetings Policy” and applies to the BMCMPPO and any of its committees, including the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee.

Subject to Sections III and V, any member may participate in a meeting by any electronic means of communication that simultaneously communicate with each other and other than a meeting that is an executive session, allows and the public to simultaneously attend and observe the meeting.

A member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum and may participate in final action only if the member can be seen and heard. All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.

3. **Section III.** At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication.

Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.

A member may not attend more than a fifty percent (50%) of the meetings in a calendar year by an electronic means of communication unless the member’s electronic participation is due to military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.

A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member’s absence is due to military service, illness or other medical condition, death of a relative; or an emergency involving actual or threatened injury to persons or property.

A member who plans to attend a meeting by any electronic means of communication shall notify the presiding officer and relevant staff within three (3) days before the meeting so that arrangements may be made for the member’s participation by electronic communication and so that notices may be prepared.

4. **Section IV.** The memoranda and any minutes prepared for a meeting at which any member participates by electronic means of communication must (1) identify each member who was physically present at the meeting, (2) participated in the meeting by electronic means of communication, (3) was absent; (4) identify the electronic means of communication by which members participated in the meeting; (5) members participated in the meeting; and (6) members of the public attended and observed the meeting, if the meeting was not an executive session.

5. **Section V.** In the event the governor declares a disaster emergency under IC 10-14-3-12 or the executive (as defined in IC 36-1-2-5) of a political subdivision declares a local disaster emergency under IC 10-14-3-29, the BMCMPPO Committees may meet by any means of electronic communication if the following requirements of IC 5-14-1.5-3.7 are satisfied:
 - At least a quorum of the members of the Committee participate in the meeting by means of electronic communication or in person.
 - The public is able to simultaneously attend and observe the meeting; however, this subdivision does not apply to a meeting held in executive session.
 - The memoranda and any minutes prepared for a meeting held under this section must state the name of each member of the Committee who participated in the meeting by using electronic means of communications, was absent, and identify the electronic means of communication by which members of the Committee participated in the meeting members of the public attended and observed the meeting if the meeting was not an executive session, and all votes taken during a meeting under this section must be taken by a roll call vote.

6. **Section VI.** At any meeting of the Committees where any member participates by an electronic means of communication, members of the public shall be able to attend and observe the meeting via electronic means. Subject to the Committees' rules for making public comment, members of the public may also participate in the meeting via electronic means.

7. **Section VII.** At any meeting of the Committees where any member participates by an electronic means of communication, staff members may also participate in the meeting via electronic means, provided there is no actual need for a staff member to be physically present at a particular meeting. Such need shall be determined in the sole discretion of the presiding officer.

8. **Section VIII.** If any section, sentence, or provision of this resolution, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

9. **Section IX.** This resolution shall be in full force and effect from and after its passage by the BMCMPPO Policy Committee.

PASSED AND ADOPTED by the BMCMPPO Policy Committee upon this 9th day of July, 2021.



Lisa J. Ridge
BMCMPPO Policy Committee Chair



Attest: Patrick Martin
BMCMPPO Senior Transportation Planner