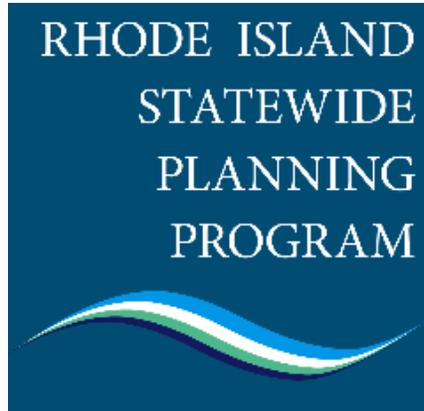


RHODE ISLAND STATE PLANNING COUNCIL
METROPOLITAN PLANNING ORGANIZATION

RI DEPARTMENT OF ADMINISTRATION DIVISION
OF PLANNING
STATEWIDE PLANNING PROGRAM
TRANSPORTATION SECTION



PUBLIC
PARTICIPATION
PLAN

APPROVED BY: RHODE ISLAND STATE PLANNING COUNCIL

DATE: MONTH DAY, 2017

TITLE VI – NOTICE TO BENEFICIARIES

The Division of Planning's Statewide Planning Program (SPP) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration; or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within the SPP's Title VI Program consistent with federal interpretation and administration. Additionally, the SPP provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

DISCLAIMER

The preparation and publication of this document were financed in part by funds provided by the United States Department of Transportation, Federal Highway Administration, and Federal Transit Administration. The provision of Federal financial assistance should not be construed as denoting U.S. Government approval of plans, policies, programs or projects contained herein.

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PUBLIC PARTICIPATION PLAN

EXECUTIVE SUMMARY

The Rhode Island State Planning Council and its staff, the Rhode Island Statewide Planning Program (SPP), as the Metropolitan Planning Organization (MPO), is the lead agency responsible for meeting the federal public participation requirements for transportation projects funded by the U.S. Department of Transportation.

This Public Participation Plan (PPP) reinforces the State Planning Council and Statewide Planning Program's commitment to transparent communications and engagement with the public and with public agencies to support the statewide transportation planning process. This Plan is designed as a resource for public participation in the State Planning Council's transportation planning process.

The Rhode Island State Planning Council, the Transportation Advisory Committee¹ (TAC), and the Statewide Planning Program actively seek public input in the transportation planning process, especially for the following projects:

- Long Range Transportation Plan (LRTP): The statewide plan for highways, bicycle paths, buses, ferries, trains, and pedestrian facilities. The LRTP is coordinated with other planning areas such as land use, economic development, and municipal planning as part of Rhode Island's State Guide Plan. The LRTP is generally updated every five years.
- Transportation Improvement Program (TIP): The TIP is a list of transportation projects Rhode Island intends to implement using state, federal, and other funding sources. The TIP covers a period of no less than 4 years and is developed in close cooperation with RI Department of Transportation (RIDOT) and RI Public Transportation Authority (RIPTA).
- Unified Planning Work Program (UPWP): The UPWP provides the statement of work identifying the transportation planning priorities and activities to be carried out within a metropolitan planning area in a given fiscal year. The UPWP is updated annually.

How can you find out more about us and what we do?

- Visit the Statewide Planning website (www.planning.ri.gov): Meeting information, reports, technical information, committee membership, and links to other sites are posted on the Transportation home page.
- Get on our transportation e-mail list by calling 401-222-7901. We e-mail out announcements of public hearings and information about our projects.
- Get on our e-mail list for the monthly E-newsletter to receive meeting information and other announcements. You can sign up to receive the newsletter on our website.

How can you participate?

- Go to a TAC meeting: This is a great way to find out about transportation planning and let us know what is on your mind. TAC meetings are usually held the third Thursday of each month

¹ As an advisory committee to the State Planning Council.

and are open to the public. We invite the public to speak at the beginning and at the end of each meeting. Meetings are held in the evening and the meeting location is accessible by bus.

- Attend a Public Workshop: We host workshops as needed for certain projects, like the LRTP, TIP, and some other projects. These announcements are posted on our website.
- Attend a Public Hearing: A hearing is more formal than a workshop. A public hearing report is prepared, and the State Planning Council gets this report prior to taking action.
- Write to us: If it is during an official comment period, it will be included in the public hearing report. If it isn't, we are still interested in your ideas, comments, and concerns as they may be helpful to us in updating our plans and programs.

We work very closely with the RI Department of Transportation and the RI Public Transit Authority in planning and choosing projects. It is important for people who live in Rhode Island to be active in planning because the planning process helps to determine how investments in transportation infrastructure are made. This can benefit you and your family and also help your city or town.

INTRODUCTION

The Rhode Island Statewide Planning Program consists of the State Planning Council (the designated Metropolitan Planning Organization [MPO] for the State of Rhode Island), the Council's advisory committees, and a staff unit with the RI Department of Administration Division of Planning. Federal transportation regulations require MPO's to carry out a coordinated, continuing and comprehensive transportation planning process for areas with an urbanized population of 50,000 or more, as determined by the Census Bureau.

The MPO geographic boundaries include the Rhode Island portion of the Providence, RI-MA urbanized area and the Rhode Island portion of the Norwich-New London, CT-RI Urbanized Area. The MPO geographic area is fully incorporated and is comprised of 39 individual municipalities.

This Public Participation Plan is intended to document how the MPO satisfies all public participation requirements outlined in Fixing America's Surface Transportation (FAST) Act, enacted on December 4, 2015, and preceding legislation. Moving Ahead for Progress in the 21st Century (MAP-21), which was enacted in July 2012, reaffirmed the public participation requirements outlined in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and further detailed in the Metropolitan Transportation Planning Regulations which were published in the Federal Register on February 14, 2007.

THE PURPOSE OF THE PUBLIC PARTICIPATION PLAN (PPP)

The purpose of the PPP is to document public participation activities such that constituents of Rhode Island can more effectively participate in the transportation planning process. Public participation is an integral part of the planning process, and decisions are made with the benefit and consideration of public perspectives. This guide describes how we bring diverse viewpoints and values into the decision-making process. Early and continuous public involvement enables the MPO to make better-informed decisions, improves quality through collaborative efforts, and builds mutual understanding and trust between the MPO and the public it serves. The PPP outlines various tools and time frames for public involvement in the development of various planning documents including the:

- ❖ Long Range Transportation Plan (LRTP): A fiscally constrained 20-year transportation planning document, which is generally updated every five years.² The LRTP includes the following modes: highway, bicycle, pedestrian, bus transit, ferry transit, and commuter rail. The plan provides goals, objectives, policies, strategies and performance measures for several different topic areas and also provides financial projections. The LRTP is adopted as an element of Rhode Island's State Guide Plan, providing for policy coordination with other areas such as land use, economic development, and local planning.
- ❖ Transportation Improvement Program (TIP): A short-range multi-year transportation planning document, which is updated at least once every four years per federal requirements. Major projects must be listed in the TIP in order to be eligible for federal highway and transit funding. Some smaller projects do not have to be listed individually and can be grouped together within certain line items (for example, pavement management). Projects in the TIP must be consistent with the LRTP.

² The MPO shall review and update the transportation plan at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas.

- ❖ Unified Planning Work Program (UPWP): An outline of the planning activities that will be conducted by or overseen by the Statewide Planning Program over the course of a one-year period. The document is updated annually and includes other planning studies and contracted plans being undertaken.
- ❖ Other Activities: the Statewide Planning Program undertakes a variety of other statewide planning activities such as freight planning, land use planning, and technical research for which public involvement is sought.

ORGANIZATION OF THE MPO

The State Planning Council (SPC) serves as the MPO for the State of Rhode Island. Its membership is specified by R.I.G.L. 42-10-11(e). It is governed by Rules of Procedure that have been adopted by the Council and filed with the Secretary of State. The SPC is the governing body for the MPO charged with approval of the LRTP (also an element of the State Guide Plan³), the TIP, and the UPWP.

The Transportation Advisory Committee (TAC) is appointed by the SPC. Membership consists of key staff members of transportation agencies, city and town planning and public works staff, user groups, and members of the public. The TAC provides a forum for public participation and policy guidance. They are heavily involved in the preparation of the TIP and the LRTP and provide recommendations to the SPC.

The Statewide Planning unit of the RI Division of Planning / Department of Administration serves as staff to the MPO and the TAC. The Transportation Section has core staff members comprised of a supervising planner, principal planners, and a principal research technician. The staff is responsible for performing administrative and technical services necessary to operate the MPO on a daily basis.

In addition to its role as the MPO, the SPC has other functions and responsibilities that include the adoption of other elements of the State Guide Plan (such as the Land Use Plan, Strategic Housing Plan, Solid Waste Management Plan, etc.) and other policy statements. These multiple roles help with the coordination and integration of transportation planning with land use and other concerns relative to transportation planning.

A listing of organizations, agencies, and other individuals regularly involved in transportation planning through their participation in the governing bodies listed above is included in Appendix A.

³ The State Guide Plan is established by the Rhode Island General Law 42-11-10 (7)(d), which states that it “shall be comprised of functional elements or plans dealing with land use; physical development and environmental concerns; economic development; energy supply, access, use, and conservation; human services; and other factors necessary to accomplish the objective of this section. The state guide plan shall be a means for centralizing and integrating long-range goals, policies, and plans. State agencies concerned with specific subject areas, local governments, and the public shall participate in the state guide planning process, which shall be closely coordinated with the budgeting process.”

PARTICIPATION POLICY

Section 1.5.1(B) of the Rule and Standards of the State Planning Council establishes procedures by which the public will be involved in transportation planning in Rhode Island. The process is designed to be proactive and is based on the following principles:

- Opportunity for early and continuing public involvement;
- Identification of, and contact with, as many persons and organizations as possible who are thought to be interested;
- Outreach to persons traditionally underserved by transportation systems, such as low-income and minority households in order to identify and consider their needs;
- Inclusion of the general public by appropriate means, such as web postings; timely notice of meetings; and
- Provision of complete information by the Division of Planning, and adequate staff support, given available resources.

HOW WE PREPARE, UPDATE, AND ADOPT THIS PLAN

The objective of this PPP is to enhance and increase public involvement and knowledge relative to the transportation planning process. The various methods and outreach strategies in the PPP are based on best practices and honed by past experiences in increasing public and stakeholder involvement, distributing information, and soliciting meaningful public input.

The PPP is generally prepared and updated by Statewide Planning Program staff with feedback from the Transportation Advisory Committee and the State Planning Council. A minimum public comment period of 45 calendar days is provided prior to plan adoption by the State Planning Council as required by federal regulations. Notice of the public hearing and opportunity to comment on the draft plan is provided through advertisement on the Statewide Planning Program website. Direct mailing is also used. The associated public hearing report, including comments received and summary responses are prepared by Statewide Planning Program staff and posted online at www.planning.ri.gov. The draft Public Participation Plan may be revised at this time pursuant to any public feedback.

The State Planning Council is asked to approve and adopt the PPP with any revisions. Copies of the approved Public Participation Plan are then provided to FHWA and FTA for informational purposes. The final Public Participation Plan is ultimately posted on the Statewide Planning Program website.

SUPPORTING LEGISLATION

The following key pieces of federal and state legislation address specific requirements for conducting transportation planning in an open process that supports early and continued public involvement, provides complete information, timely public notice and full public access to key decisions.

- ❖ Fixing America's Surface Transportation Act (FAST Act)
- ❖ Moving Ahead for Progress in the 21st Century Act (MAP-21)
- ❖ Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
- ❖ The Transportation Equity Act of the 21st Century (TEA-21)
- ❖ The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)
- ❖ Title VI of the Civil Rights Act of 1964
- ❖ Environmental Justice (EJ) in Minority and Low-Income Populations, Executive Order 12898
- ❖ National Environmental Policy Act of 1969 (NEPA)
- ❖ The Americans with Disabilities Act of 1990 (ADA)
- ❖ Rhode Island Open Meetings Act
- ❖ Rhode Island Administrative Procedures Act
- ❖ Rhode Island Public Records Act
- ❖ Rhode Island Comprehensive Planning and Land Use Regulation Act
- ❖ Statewide Planning Program Enabling Legislation
- ❖ State Planning Council Rules of Procedure

OUTREACH, EDUCATION, AND INPUT TOOLS

To fulfill the objectives set forth in the federal mandates, the MPO may use a range of strategies to enhance and support public outreach and education in the transportation planning process, including, but not limited to:

- Statewide Planning website (www.planning.ri.gov): Notices, approved and draft documents, technical information, committee membership, and links to other sites including that of the RI Secretary of State are posted.
- Secretary of State website (meeting schedules, hearing notices, agendas, and minutes).
- Direct mailings: The MPO maintains an extensive contact database to facilitate its outreach efforts. As depicted in Figure A, recipients receive either electronic and or hard copy mailings depending on their individual preference. Specific groups of interest include the:
 - ✓ MPO / TAC membership, alternate and agenda only distribution lists (75 individuals);
 - ✓ Local officials distribution lists (118 Council presidents, chief executives, planners, public and works officials);
 - ✓ State agency distribution list (40 individuals);
 - ✓ Transportation providers list (31 individuals);
 - ✓ General Assembly leadership and Congressional distribution lists (6 individuals);
 - ✓ Social advocacy distribution list (194 individuals);
 - ✓ Transportation list (175 individuals, advocacy groups or organizations that have expressed a specific interest in transportation related issues); and the
 - ✓ Public hearing list (396 individuals or entities that have specifically requested notice of public hearings to be conducted by the MPO).
- E-newsletter: A monthly newsletter is sent out to more than 450 e-mail addresses with meeting information, announcements of publications and training workshops, etc. Several outside groups are invited to submit items for the newsletter.
- Physical postings: Agendas, hearing, and workshop notices are posted in the vestibule of the Department of Administration, in the elevator lobby, and in our office.
- Studies and Reports: The studies and reports published by the MPO provide information on the MPO composition, transportation planning process, major documents and data produced by the MPO. These materials are available on the MPO web page for viewing or downloading and hard copies may be made available to the public upon request.
- Quarterly Report: This is primarily used to report progress on projects described in the Unified Planning Work Program.
- Visualization Tools: Various types of visualization tools are utilized to depict transportation information including charts, tables, photographs, maps, and videos. New technologies and techniques will be evaluated as necessary.
- Americans with Disabilities Act (ADA): Instructions for special accommodations are provided on all public notices.

- Translation services: All public hearing notices are provided in English and Spanish. Additionally, any individual requiring the services of a foreign language interpreter, Certified American Sign Language (ASL) interpretation, or special technologies such as Communication Access Real-time Translation (CART), to participate in any meetings of the State Planning Council, Technical Committee, or the Transportation Advisory Committee, may contact Statewide Planning for accommodation during an upcoming meeting.
- Public Appearances: Statewide Planning staff are often invited to speak at conferences, planning groups, high school and college classes, and other events.

Getting quality feedback is just as important as communicating and reaching out. The following techniques are used to obtain feedback and input on transportation issues. Note that all meetings and hearings are held in an accessible building, and they are generally scheduled during the evening time to maximize attendance.

- TAC Meetings – TAC meetings are generally held every month and are open to the public. Meetings are held in an accessible building and they are generally held in the evening to maximize attendance. A public comment period on the agenda items is provided at the beginning of each meeting. An unrestricted comment period is provided at the end of each meeting. Groups wishing to address the TAC on transportation planning related topics within the purview of the TAC may submit a written request to the Secretary summarizing the content of the material and the format (and length) of the presentation. The Secretary, in consultation with the chairperson, and based on the TAC’s workload and priorities, may opt to include such an item on the agenda.
- Public Comment and Hearings – Most public comment periods are 30-days long and notice is given 10-days prior to a public hearing (see Figure A. Outreach and Notification). A hearing is a formal venue at which testimony is authorized and received by the State Planning Council. Notice of the hearing is provided in-advance of the meeting in order to encourage public involvement during the hearing and to receive public comments. Public comments are also solicited at the hearing and the public is provided a window (typically 30-days as mentioned) to submit written comments. This permits the public ample time to submit meaningful comments on planning issues covered at the hearing. Hearings are recorded and a written public hearing report is produced. Comments received as part of a formal comment period are summarized in the public hearing report along with the response. Written summary reports of all public hearings are provided to the MPO prior to its taking action. Any updates, drafts or revisions to planning documents are also made available for the public to review and comment on.⁴
- Public Workshops - The MPO staff and other stakeholders participate in transportation planning forums to obtain or exchange information. In particular, workshops may be held to present updates, revisions and/or drafts of various planning documents to the public for review and comment, prior to a hearing. They may also be used in the TIP project solicitation process to provide information and guidance on the submission of proposals.
- Focus Groups - Focus groups are formed as needed to address specific concerns related to transportation issues such as emergency preparedness, freight, access management, public transportation, etc. These are often used in the development of the LRTP or for special projects.

⁴ In the case that the final planning documents differ significantly from the version that was made available to the public, additional opportunity for public comment will be considered.

- Surveys: The MPO staff may engage the public through the use of survey instruments covering various aspects of the transportation system, its performance, and public opinion on policy, projects, and performance.
- Local Public Meetings: SPC encourages local agencies to hold public meetings on TIP proposals. This affords residents an opportunity to participate at a local level in determining priorities for local projects. It also allows local officials to hear directly from their own constituents.
- Consultations: As part of the air quality conformity process and part of the long range planning process, consultation with other agencies will occur when necessary. Specifically, the air quality consultation provides for regular coordination with environmental regulatory agencies as prescribe by the USEPA in compliance with the Clean Air Act as amended and USDOT regulations. Additionally, environmental mitigation in the long range plan will be accomplished through consultation with federal, state, and tribal land management, wildlife, and regulatory agencies when applicable. Transportation needs of military installations and emergency management agencies will also be considered as appropriate.

OPPORTUNITIES FOR PUBLIC PARTICIPATION

A comprehensive chart of outreach and notification for transportation planning documents appears in Figure A.⁵ It includes each step in the Plan, TIP, and UPWP process where the public is notified and indicates the outreach method (email notification, direct mailer, etc.) used. It also includes regular mailings for TAC meetings and the process used in the development of this Plan.

⁵ The outreach and notification procedures are consistent with the State Planning Council Rules.

**FIGURE A. OUTREACH AND NOTIFICATION
TRANSPORTATION PLANNING ACTIVITIES**

Project	Activity	PUBLIC COMMENT PERIOD	NOTICE (MINIMUM DAYS)	PHYSICAL POSTING	DOP WEBSITE	SOS WEBSITE	E-NEWSLETTER (MONTHLY)	DIRECT MAILINGS	Transportation Adv. Comm.	State Planning Council	Governor's Office	FHWA / FTA	Chief Executive Officer	Town Planners	Town PW Directors	Council Presidents	State Agencies	Transportation Providers	General Assembly Leadership	Congressional Delegation	Social Advocacy Groups	Transportation List	Public Hearing List
SPC / TAC	Regular Meeting Agenda (1)		2	X		X			X	X													
TIP	Project Solicitation	30	30	X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Draft TIP Hearings	30	10	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Final TIP Approval		2	X		X	X		X	XA	XA	XA											
	Administrative Adjustment (2)								X	X	XA	XA											
	Minor Amendment (2)(3)	10	10	X	X	X			XA	X	XA	XA									X	X	X
	Major Amendment (2)(4)	30	10	X	X	X	X		X	XA	XA	XA	X	X	X	X	X	X	X	X	X	X	X
PLAN	Draft Plan Hearings	30	10	X	X	X	X		X	XA	X	X	X	X	X	X	X	X	X	X	X	X	X
	Final Plan Approval		2	X		X	X		X	XA	X	X											
	Amendment	30	10	X	X	X	X		X	XA	X	X	X	X	X	X	X	X	X	X	X	X	X
UPWP	Draft UPWP		2	X		X			X	X	X	X											
	Final UPWP		2	X		X	X		X	XA	X	XA											
PPP	Public Participation Plan	45	10	X	X		X		X	XA	X	X	X	X	X	X	X	X	X	X	X	X	X

DISCLAIMER: This chart is not intended to fully document the procedures for preparation of these documents. It is intended only as a summary of public outreach.

Notes (#)

- | | | | | |
|---|------|---|------|-----------------------------|
| 1 Annual Schedule adopted and posted at the beginning of the year | X | Applicable | SOS | Secretary of State |
| 2 Consistent with MOU on Procedures to Modify the TIP | XA | Approval Authority | SPC | State Planning Council |
| 3 10-day public comment period without public hearing | DOP | Department of Planning / Secretary of State | FHWA | Fed. Highway Administration |
| 4 30-day public comment period with public hearing | TIP | Transportation Improvement Program | FTA | Fed. Transit Administration |
| | UPWP | Unified Planning Work Program | | |
| | PPP | Public Participation Plan | | |

REVIEWING THE EFFECTIVENESS OF THE PLAN

This Public Participation Plan represents an ongoing strategy of public outreach for the State Planning Council's plans and programs. In order to maintain a successful participation program, the Statewide Planning Program and State Planning Council periodically evaluate what works and what does not work in the public participation process. Evaluations are commonly performed as meeting exit surveys or as an annual review. The results of these evaluations are compiled and presented to the State Planning Council and posted on the website for public review. Specific performance measures are used to gauge the effectiveness of the MPO's public involvement activity.

The three main principles evaluated include:

1. Information Dissemination

- Were the participations satisfied with the availability of information?
- Was the information provided in a timely manner?
- Was notice to actively participate effective?

2. Consultation

- Was there meaningful information and dialogue exchanged?
- Did the participants believe the event was at a time and location that was convenient?
- Did the outreach achieve desired outcomes such as was the event beneficial and provide information that was helpful to the participant?
- Is the public participation more demographically balanced such as more participation of the underserved and minority populations?
- Is there a measurable trend of increased attendance/participation? (collected separately)

3. Stakeholder Participation

- Were the participants satisfied with the opportunity to offer input?
- Did they believe their opinions were heard and mattered?

The performance measurements identified above rely on the use of surveys to poll participants. A sample questionnaire can be found in Appendix B.

APPENDIX A

**ORGANIZATIONS REGULARLY INVOLVED IN
TRANSPORTATION PLANNING**

Consistent with Sections 450.316(a), affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than title 49 USC 53, and other interested parties are afforded opportunities to participate in the Transportation Planning Process as follows:

ORGANIZATIONS REPRESENTED ON THE TRANSPORTATION ADVISORY COMMITTEE

Public members (2)	Department of Transportation	Railroad Passengers
Cities and Towns (4)	RI Public Transit Authority	AAA - Southern New England
Grow Smart	Dept. of Environmental Management	Advocate for Disabled
Truckers Association	Commerce Corporation	Construction Industries of R.I.
Providence Foundation	Department of Health	RI Trucking Association
Sierra Club	Narragansett Indian Tribe	Bike Newport
Airport Corporation	Consulting Engineers	
R.I. Amer. Planning Assoc.		

ORGANIZATIONS REPRESENTED ON THE STATE PLANNING COUNCIL

Governor's Office (2)	Department of Administration	Environmental Management
League of Cities and Towns (3)	Department of Transportation	Environmental Advocates
City of Providence	Public Members (2)	Non-profit Housing
Budget Office	Secretary of Commerce	Coastal Resources
R.I. Housing	R.I. Public Transit Authority	Small Business
Health Department	Large Employers	

**ORGANIZATIONS REPRESENTED IN THE CONSULTATION PROCESS, AND BY THE
TECHNICAL COMMITTEE AND AIR QUALITY TRANSPORTATION SUBCOMMITTEE**

Audubon Society	Water Resources Board	American Lung Association
Brown University	State Historic Preservation Office	EPA
Advocate for Children	Urban League	Local School Officials
Grow Smart RI	Federal Transit Administration	Public Utilities Commission
State Police	R.I. American Planning Association	Department of Education
Nature Conservancy	Blackstone Valley National Heritage Corridor	Newport Preservation Society
FHWA		

APPENDIX B

SAMPLE QUESTIONNAIRE

Attendee Feedback



Meeting Date:

Time:

Meeting Description:

Meeting Location: RI Department of Administration, One Capitol Hill, Providence RI. 02908

We ask for your help in providing information that will assist RIDOA/Statewide Planning Program in improving our programs and services to all people of this state. The information you provide will be used to better understand who we serve, including the languages our customers speak. This information is strictly voluntary and will remain anonymous. Thank you for participating at today's meeting.

Please Circle Your Responses

Was this meeting held at a good time for you?	YES	NO
Was this meeting held at a convenient location?	YES	NO
How did you find out about this meeting?	<input type="checkbox"/> Email message <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Poster <input type="checkbox"/> Other	
Did you get a chance to participate during this meeting?	YES	NO
Do you feel that your ideas were considered?	YES	NO
If you requested special accommodation, were your needs met?	YES	NO Not Applicable
Were ADA accessible features satisfactory?	YES	NO Not Applicable
Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/ Pacific Islander		
Ethnicity: Hispanic/ Latino: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Age: <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-65 <input type="checkbox"/> 65+		
Family Income: <input type="checkbox"/> Less than \$15,000 <input type="checkbox"/> \$15,001-25,000 <input type="checkbox"/> \$25,001-35,000 <input type="checkbox"/> Over \$35,001		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Is English your native language? <input type="checkbox"/> Yes <input type="checkbox"/> No, Please tell us your native language: _____		
How well do you speak English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not Very Well		
Disabled:* <input type="checkbox"/> Yes <input type="checkbox"/> No		

*Note: Individuals with disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities including caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.(Codified as 29 U.S.C. 794.)