



## **APPENDIX A**

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### **RURAL CONSULTATIVE PROCESS (TxDOT DISTRICTS)**

## **ABILENE DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS**

**The Abilene District Public Involvement process complies with the TxDOT Environmental Handbook for Public Involvement.**

**This handbook outlines the public involvement process steps necessary to comply with state and federal requirements during the environmental analysis phase of project development. The RTIP Public Involvement Process is classified as a Public Meeting as described and defined in the handbook, Section 4.0 Public Meetings.**

RTIP Virtual Public Meeting with In-Person Option:

- Purpose:
  - The RTIP Virtual Public Meeting with In-Person Option is held to exchange ideas and collect input on the need for possible alternatives to, and potential impacts of, a proposed 4-year project plan.
  - This public meeting is intended to gather input from the public and to keep the public informed during any project phase.
  - This public meeting provides early and continuing opportunities during project development for the public to be involved in the identification of social, economic, and environmental impacts and impacts associated with the relocation of individuals, groups, or institutions.
- Notice:
  - The notice was posted on the Abilene District's Social Media sites.
  - The notice is published on TxDOT.gov website under the meetings and hearings section.
  - The notice was sent to Abilene Reporter News, Albany News, Big Spring Herald, Clyde Journal, Stamford Star, KTAB/KRBC, KTXS, FOX Abilene, Cumulus Broadcasting, Townsquare Media, and United Supermarkets.
- Meeting Location and time:
  - This meeting was held virtually with in-person option April 15, 2024, from 4 to 7 PM.
  - Meeting was posted April 15, 2024, and had a comment period through April 25, 2024.
- Meeting Type
  - This meeting was held virtually with in-person option, to enable the public to view and comment at time that is convenient to them or ask question in person.
  - The proposed 4-year project plan is typically federal assigned projects and accordance with the Assignment MOU;  
*"The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried-out by TxDOT pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated December 16, 2014, and executed by FHWA and TxDOT."*
  - Comment cards are made available in person and online. An email link is also provided for attendees to submit comments. The comment period is extended for 10 calendar days after the event adjourns. Considerations are given to avoid comment deadlines that extend into holiday and/or weekend periods.
- Meeting Summary:
  - After the written comment period has elapsed, a meeting summary is prepared with all the required materials. In person questions were answered at meeting. No additional comments were received.

# **AMARILLO DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS**

**The Amarillo District Public Involvement process complies with the TxDOT Environmental Handbook for Public Involvement.**

**This handbook outlines the public involvement process steps necessary to comply with state and federal requirements during the environmental analysis phase of project development. The RTIP Public Involvement Process is classified as a Public Meeting as described and defined in the handbook, Section 4.0 Public Meetings.**

RTIP Public Meeting:

- Purpose:
  - The RTIP Public Meeting is held to exchange ideas and collect input on the need for possible alternatives to, and potential impacts of, a proposed 4-year project plan.
  - This public meeting is intended to gather input from the public and to keep the public informed during any project phase.
  - This public meeting provides early and continuing opportunities during project development for the public to be involved in the identification of social, economic, and environmental impacts and impacts associated with the relocation of individuals, groups, or institutions.
- Notice:
  - The notice is posted at all the Amarillo District's 17 counties bulletin boards located inside each county court house.
  - The notice is published on TxDOT.gov website under the meetings and hearings section.
  - The notice is published in the Panhandle Rural Transportation Planning Organization (PRPO) packet.
  - The notice is run in the Amarillo Globe News which is distributed to all cities in the Amarillo District's 17 counties.
- Meeting Location and time:
  - The meeting is typically held at the Panhandle Regional Planning Commission's conference room at a minimum of once a year and more if necessary.
  - To maximize participation, this public meeting typically is held on a weekday afternoon, unless the public prefers another time.
- Meeting Type:
  - The meeting is a traditional public meeting
    - A presentation is delivered to the meeting attendees.
    - Handouts are made available depicting the proposed 4-year project plan.
    - The proposed 4-year project plan is typically federal assigned projects and accordance with the Assignment MOU, the following language is on a display board and in the presentation.  
*"The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried-out by TxDOT pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated December 16, 2014, and executed by FHWA and TxDOT."*
    - Comment cards are made available for attendees to submit written comments. An email link is also provided for attendees to submit comments. The comment period is extended for 10 calendar days after the event adjourns. Considerations are given to avoid comment deadlines that extend into holiday and/or weekend periods.

- Meeting Summary:
  - After the written comment period has elapsed, a meeting summary is prepared with all the required materials. A written response is also mailed to each of the commenters.

# Atlanta District

## Rural Transportation Improvement Program (TIP)

### Public Involvement Process

#### Project Selection

The Atlanta District gathers input from our rural community stakeholders of the nine counties within our district. District staff meets with local elected officials, Rural Planning Organizations (RPO), Metropolitan Planning Organizations (MPO), community representatives, and other interested parties throughout the year to discuss proposed projects.

District staff then meets to discuss and prioritize projects based on various criteria including:

- Crash Data
- ADT
- Pavement Scores
- Bridge Sufficiency Ratings
- Maintenance Expenditures
- Connectivity
- Available Funding

Safety and pavement conditions serve to further distinguish relative priorities of projects selected for development.

Project selection is based on the ability to deliver projects to letting within the four-year rural TIP timeframe. Financial constraint limits and target dates for completion of environmental studies, right of way acquisition, and design are considered when determining year of implementation.

#### Public Participation & Outreach

The Advance Project Development Section uses various outreach techniques to inform community stakeholders within the nine counties of the rural TIP public meeting and opportunity to comment. Listed below is the public involvement outreach:

- **Newspaper Display Ads (English & Spanish)** – Place English and Spanish ads in general circulation newspapers throughout the district.
- **Letters** – Send to elected officials and Rural Planning Organizations.
- **TxDOT Public Meeting and Hearings Website** – Send notice to TxDOT Office of Public Involvement to prepare the virtual public meeting webpage and to post documents and virtual presentation.
- **Social Media Posts (Facebook, Twitter, etc.)** – TxDOT Atlanta District Public Information Officer provides the link to the RTIP Virtual Public Meeting webpage

## **Public Involvement**

As part of the public involvement process, the Advance Project Development Section provides the following documents/exhibits for public outreach and the public meeting. TxDOT Atlanta District held a pre-recorded virtual public meeting for the 2025-2028 Rural Transportation Improvement Program.

- **Project Lists** - Includes the control-section-job (CSJ), highway, county, project limits, description of work, construction estimated cost, and TxDOT fiscal year letting date for group projects and individually listed projects. The individually listed projects also have a map with the location of the project.
- **Presentation** – Create PowerPoint presentation to share the district’s RTIP for the virtual public meeting which is posted on the RTIP Virtual Public Meeting webpage and YouTube.
- **Notice (English & Spanish)** - The notice includes the date and time to view the pre-recorded presentation and comment opportunity. The name, e-mail address, and phone number of the Advance Project Development Engineer is included for those who do not have internet access or have general questions regarding the proposed projects or the virtual meeting.
- **Comment forms** - Comments can be sent by mail, e-mail or submitted online. It also states that to be included in the final report, comments must be received or postmarked by the 10-day comment period after the public meeting is held.
- **TxDOT Title VI Pamphlet** – TxDOT assures full compliance with Title VI of the Civil Rights Acts of 1964, the Civil Rights Restoration Act of 1987 and related statutes and regulations in all programs and activities. Contact information for TxDOT Civil Rights Division.

**Austin District - Public Involvement Process (PIP)**  
**Rural Transportation Improvement Program (RTIP)**

**FORMAT**

TxDOT conducted an on-line pre-recorded virtual meeting for the 2025 -2028 Rural TIP on June 12, 2024.

**INVITATION**

A notice of the public meeting was published in English and Spanish on TxDOT's website 14 (fourteen) days in advance of the meeting. The public meeting notice together with the draft RTIP list of proposed projects was published for public review on txdot.gov web site under "Hearings, Meetings and Notices Schedule" at:

<https://www.txdot.gov/projects/hearings-meetings/austin/2024/austin-district-2025-2028-rtip-061224.html>

The notice of the virtual public meeting informed interested parties about the date, time, and purpose of the meeting. The notice also provided instructions for accessing and viewing a pre-recorded presentation online and how to provide comments either via E-mail or a printed and mailed comment card. Contact information with instructions was provided for assistance for the people with no Internet access and persons with disabilities.

Electronically mailed letters with the notice were sent to county judges in Blanco, Gillespie, Llano, Lee, and Mason counties. Information was also made available for dissemination to on Wednesday, June 5, 2024, to local stakeholders at the Capital Area Regional, Transportation Planning Organization (CARTPO), the rural transportation planning entity formed by Capital Area Planning Council (CAPCOG) and the Capital Area Metropolitan Planning Organization (CAMPO), the metropolitan planning entity.

**MATERIALS MADE AVAILABLE FOR PUBLIC COMMENT**

The presentation was scheduled and occurred on Wednesday, June 12, 2024, at 5:00PM CT. The pre-recorded presentation, the list of projects, comment card, and E-mail address were made available on TxDOT's website. Maps with the proposed RTIP projects were made available for public review and comment. People with no Internet access were provided with contact information to receive hard copies of the Rural TIP materials posted on TxDOT's website.

Comments could be made in writing on by phone, or e-mail no later than 4:00 PM CT and conventional mail postmarked no later than midnight, June 26, 2024.

**COMMENTS**

As of 5:00PM CT, no comments have been received. If comments via conventional mail that are postmarked by the noticed deadline are received, they will be appended to this document and submitted for review.

**The Austin District** will continue to improve the Rural TIP PIP/public participation, as needed. The Rural TIP PIP will be reviewed and, if necessary, revised at least every two (2) years.

## **Beaumont District Rural TIP Public Involvement Process**

The Beaumont District will provide a reasonable opportunity for public comment during the development of the Rural TIP. The rural counties within the Beaumont District include Tyler, Jasper, and Newton.

### **Project Selection**

1. All projects are prioritize and selected on the basis of need and available funding.
2. Roadway preventive maintenance projects are selected by Area Engineers and the District considering, but not limited to, pavement management system data, distress and repair history, historical repair costs, local material and geotechnical factors, age, and visual evaluation surveys.
3. Bridge projects are selected by the district's Transportation Planning and Development (TP&D) Section in collaboration with the Bridge Division based on bridge sufficiency ratings and ranking criteria.
4. Safety-related projects are selected through a statewide process whereby candidate projects are evaluated based on accidents that have occurred within the last three years and the potential to reduce future accidents in the same location.
5. Mobility projects are selected by the district's TP&D Section based on congestion and connectivity.

### **Public Involvement**

1. A virtual public meeting will be held for the Rural TIP.
2. Notice of the public meeting is advertised in newspapers circulating in each of the Beaumont District's rural counties at least ten (10) calendar days in advance of the meeting. Letters announcing the meeting are sent to elected officials.
3. Comments are accepted for ten (10) calendar days following the public meeting.
4. Additional public meetings are held for specific projects when required by the National Environmental Policy Act (NEPA) or to inform the public or to solicit public input. These public meetings are held on an ongoing basis as needed.
5. TxDOT Area Engineers coordinate with rural local and elected officials on a continual basis to receive feedback from the public in our rural areas.

## Procedures for TIP Consultation on Rural Projects Brownwood District

The Brownwood District provides a reasonable opportunity for public comment during the public involvement process.

### Project Selection

1. Area Engineers visit with various stakeholders (local officials, public citizens, etc.) and work with their Maintenance Supervisors to determine potential projects.
2. The potential projects are submitted to the District Transportation Planning & Development Office for consideration.
3. District Engineer and District Staff drive the projects.
4. District Engineer and District Staff hold project selection meetings with the Area Engineers and Maintenance Supervisors to determine which projects will be selected. PMIS scores and other criteria are used in making the final decisions.

### Public Involvement

1. Notices of public involvement are sent via news release to the area newspapers and radio.
2. There are pre-recorded virtual public meetings and 3 in-person meetings (Eastland, Lampasas, and Brownwood) held every two years to discuss upcoming projects to be including in the rural TIP. These meetings are advertised in our 9-county area via news release and letters announcing the meetings are sent to all elected officials, chamber of commerce offices, Senators and Representatives, public transportation providers, and utility companies.
3. A copy of the Rural Transportation Plan is available at the District Office for public review.

## Bryan District Rural TIP Consultative Process 2024

The Bryan District uses a variety of methods to gather input from our rural community stakeholders, which encompass nine of the ten counties within our district. These methods typically include communication through public meetings, surveying local government agencies and the public, visiting individually with community representatives and participation in local group forums.

On May 31, 2024, the Bryan District held a virtual public meeting to discuss our overall transportation plans for the region. The district advertised the meeting in local newspapers and personal letters of invitation to all elected officials. The meeting notice was also posted on TxDOT's Public Hearings and Meetings webpage. At these meetings, TxDOT Bryan District presented information on the RTIP and STIP as well as the process used to develop those documents. The meeting requested comments be submitted to the District in writing by either traditional mail or email.

TxDOT personnel typically meet monthly with the Transportation Subcommittee of the Brazos Valley Council of Governments (BVCOG). BVCOG represents seven of the Bryan District's ten counties. This subcommittee is a venue for regional rural transportation planning discussions. TxDOT staff, including the district engineer, regularly engage directly with each rural county judge and their staff to understand their specific needs.

In addition, our bridge inspection program provides a forum for discussing rural bridge priorities through the biennial distribution of completed inspection forms. Our staff also makes it clear to any local government council or court that we are always available to meet with them and discuss transportation issues.

District staff considers all input in formulating the district transportation plans and programs.

There are no tribal governments located in the Bryan District.

# **Childress District**

## **Rural TIP Public Involvement Process**

The Childress District will provide a reasonable opportunity for public comment during the public involvement process.

### **Project Selection**

- Area Engineers visit with various stake holders (local elected officials, general public, etc.) and work closely with Maintenance Supervisors to determine potential projects
- Potential projects are submitted to the District Transportation Planning and Development office for consideration and preliminary estimates are developed
- District Engineer, Director of TP&D, Director of Construction, Director of Operations and Area Engineers hold a project selection meeting to determine which projects make the TIP based on various criteria:
  - Crash Data
  - ADT
  - Pavement scores
  - Maintenance expenditures
  - Available funding/estimates

### **Public Involvement**

- Public meetings are held in conjunction with the Rolling Plains Organization for Rural Transportation (RPORT) meetings quarterly each year and one meeting in the North and South Area Offices
  - RPORT attendees include all 13 County Judges, Mayors and City Managers of each community located within the District and attendees for the Area Offices include the general public
  - Exhibits are prepared and presented during the meetings:
    - Letting Summary for each fiscal year
    - Project location maps
      - For the entire District
      - For each individual County
  - Director of TP&D makes a formal presentation of the proposed projects and then opens the floor to questions and comments
  - Originals of the sign in sheets, agendas and minutes are filed in the TP&D office
- Virtual Public Meetings are held on our District webpage at [www.txdot.gov](http://www.txdot.gov)
  - Notices of virtual public meetings are published in local newspapers and emailed to all 13 County Judges, Mayors and City Managers of each community located within the District and attendees for the Area Offices include the general public



# Rural Transportation Improvement Program Public Involvement Plan

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Corpus Christi District

Date: 2025 - 2028

This public involvement plan is a living document. The plan may be updated to add or remove objectives, stakeholders, strategies, or methods as needed to adapt to new and changing circumstances as project development progresses.

*The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried-out by TxDOT pursuant to 23 U.S.C. 327 and*

- *Memorandum of Understanding dated December 9, 2019, and executed by FHWA TxDOT.*

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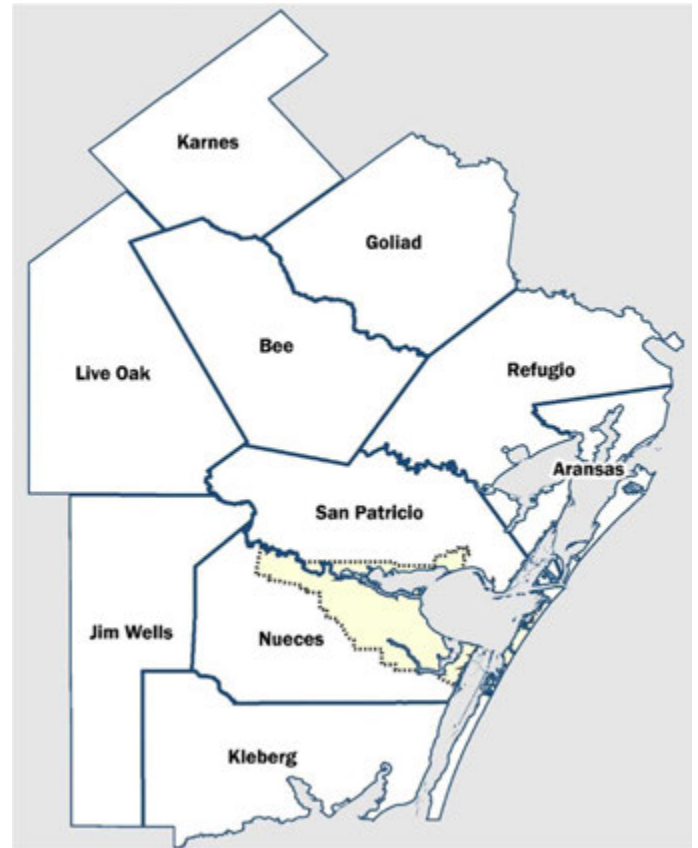
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## Project Description and Background

The Corpus Christi District includes Aransas, Bee, Goliad, Jim Wells, Karnes, Kleberg, Live Oak, Nueces, Refugio, and San Patricio counties. The Rural Transportation Improvement Program (Rural TIP) includes all added capacity and regionally significant projects to be funded within a TxDOT District during the next four years, including those eligible for federal funding. The Rural TIP is the first step on the road to producing a Statewide Transportation Improvement Program (STIP).

## Project Purpose/Goal/Objective

The Texas Department of Transportation (TxDOT) – Corpus Christi District will conduct a public meeting for the 2025 – 2028 Rural TIP. The purpose of this meeting is to provide information and receive comments on which transportation projects may be coming to the communities within the District. This meeting offers the public an opportunity to review and comment on the proposed priorities.

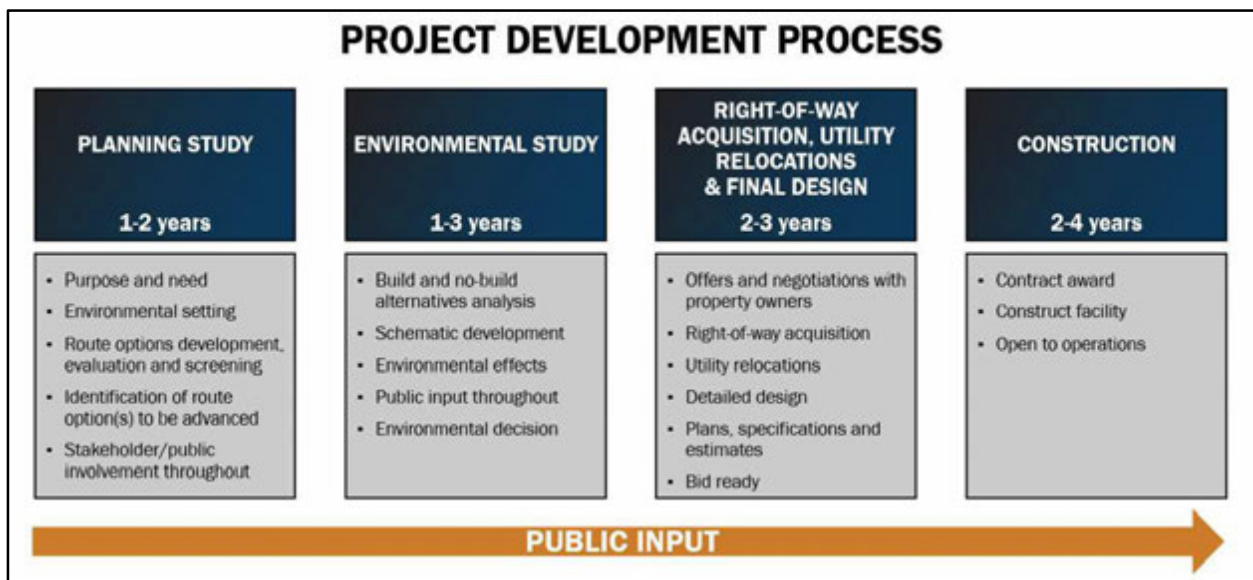


The public involvement effort will comply with the requirements of federal, state, and local agencies, including the U.S. Department of Transportation (USDOT) guidelines for public involvement and TxDOT policy statements (e.g., compliance with the Texas Administrative Code [TAC] Title 43, Part 1, Chapter 2; 36 Code of Federal Regulations [CFR] 800.2; Executive Orders [EO] 13166 and EO 12898; TxDOT Transportation Commission-approved TxDOT public involvement policy). Compliance with these procedures results in the collaborative development of a transportation study and the necessary involvement of the public in TxDOT's decision-making process.

## Purpose of Public Involvement Plan

The primary purpose of the Public Involvement Plan (PIP) is to guide the Project Team to ensure public awareness of the project and to encourage public input into the project development process. Public involvement provides stakeholders and the public the opportunity to influence decisions that affect their lives. Overall, the role of public involvement is to ensure that transportation projects are developed and implemented in a manner that balances the needs of the community with the goals of the transportation system. Public involvement during TxDOT's planning process increases trust between organizations and the community, increases the likelihood that projects will be accepted, and increases compliance with authorities such as Title VI, NEPA and ADA.

A typical project development process is outlined below. The timeframe to complete all phases of work is an estimate, will vary from project to project, spans approximately 8-12 years, and is contingent on funding availability.



This PIP includes the following key elements:

- Public Involvement Strategies
- Public Involvement Activities
- Public Involvement Promotion and Materials
- Approval Process for Public Involvement Materials
- Documentation of Public Involvement Activities
- Public Involvement Team

This PIP is a living document that will be updated to include additional objectives, stakeholders, strategies, and/or methods as project development progresses or to adapt to changing circumstances. The public involvement process will be tailored to suit the issues, impacts, and communication style for the project area and its impacted communities. The PIP

incorporates the techniques and tools provided in TxDOT's Strategic Public Engagement Guidance to ensure robust, strategic, and intentional public engagement.

## Public Involvement Goals and Objectives

The public involvement process will be consistent with federal and statewide planning regulations. The following is a list of public involvement objectives that will be implemented as part of the project:

- Identify stakeholders
- Provide early and ongoing public involvement
- Establish and maintain effective two-way communication
- Consider and incorporate public input during process when possible
- Ensure public participation opportunities are convenient and accessible (in compliance with the *Americans with Disabilities Act of 1990*).
- Include measures to engage with underserved populations as defined in *Title VI of the Civil Rights Act of 1964 (Title VI)*
- Provide a contact to listen, acknowledge, and respond to public questions, comments, and concerns/issues.
- Create and distribute user-friendly informational materials, translated as needed
- Guide and document public involvement and outreach efforts

## Public Involvement Strategies

Public involvement for the project will incorporate a mixed-method approach, utilizing both in-person and online tools. This will ensure the opportunity for public input and that comments are considered, and responses are made during the process. Throughout the project development process, the Project Team will identify and implement the appropriate activities, promotion, and materials (listed below) to communicate updates as technical work on the project progresses.

Interested parties shall be advised of the project goals and objectives, present solutions, potential benefits and impacts of these solutions, and will assist in the determination and understanding of the proposed design. The public includes anyone who resides, works, visits, has an interest in, or does business in the affected project area. The Project Contact Lists will continue to be updated, expanded, and targeted as each proposed outreach effort is undertaken.

Public comments will be documented and, where possible, TxDOT will provide the commentor with a response. Any adjustment or change to the proposed project as a result of public input will be communicated back to the community.

## Public Involvement Activities

Public involvement activities are designed to encourage public participation in the project decision-making process. The public involvement activities should provide a clear and convenient means for the public to comment and ask questions.

Public involvement activities will be documented per the most current TxDOT public involvement toolkits and become part of the project file. A project webpage will be created and maintained as public-facing materials and updates become available. Public comments and TxDOT responses for Public Meetings and Hearings will be documented in a comment response matrix and included as part of the meeting summary report. The summary report will be made available to the public by posting it on the project/meeting page.

### Stakeholder Meetings

Stakeholder meetings may be held, as warranted, throughout the course of the project. These meetings may include:

- potentially affected property owners
- businesses owners/operators
- elected/appointed officials
- agencies – local/state/federal government, first responders, school districts, etc.
- environmental groups
- special interest groups, etc.

The type, exact number and frequency of these meetings will be coordinated with TxDOT. The Project Team will document the proceedings for the project file.

### Public Meetings (Open Houses)

Virtual Public Meetings with an in-person option (Open House format with flexible come-and-go window/without formal presentations) shall be conducted by the Project Team at a facility within/or near the Project area to disperse Project information, share Project visuals, and solicit public input and comments.

For in-person meetings, the facility shall be selected, reserved, and rented by the Project Team. The facility should provide adequate capacity and ample parking based on anticipated attendance, have proximity to public transportation, provide ample room/space to disseminate information, and qualify as ADA accessible.

Prior to each Public Meeting, a notice shall be prepared by the Project Team to publicly announce the meeting date, time, location, and purpose. Additional outreach and notification activities will be provided at TxDOT's direction. The type and number of public meetings to be conducted will be coordinated by TxDOT. These details, along with the public comment matrix, become part of the summary report.

### Public Hearing

A public hearing will be held, if needed, to provide an opportunity for the public to review environmental findings, inform the public about the factors considered in the environmental process, and provide an opportunity for public comment. The type of public hearing will be

coordinated by TxDOT and follow the guidance in the most current TxDOT public involvement toolkit.

Public notice and a meeting summary shall be provided as described above.

TxDOT will determine if the project shall afford a Notice and Opportunity for a Public Hearing in lieu of a public hearing.

### **Pop-Up Engagement**

The Project Team should consider setting up a table at high-traffic public events or locations within/near the project area to supplement informing and involving the public about upcoming meetings or project updates. This outreach would provide information, project visuals, and may collect feedback with short surveys and/or activities. The Team will document the proceedings for the project file.

### **Public Involvement Promotion and Materials**

Promotional materials will define what the project is, why it is being done, what effects it might have on the community, and how the public can get involved in the project development process. This core project message is key in encouraging public participation.

The Project Team will prepare and utilize a variety of notifications, materials, and public involvement tools throughout the life of the project to be used independently or together, as appropriate, to ensure all audiences are reached.

Information obtained from government census data as well as other relevant data sources will help the Project Team identify appropriate demographics to be considered for notifications, materials, and public involvement tools (other than English).

### **Approval Process for Public Involvement Materials**

All materials created must be within current TxDOT branding guidelines. Any public engagement materials (e.g., fact sheet, newsletter) created by district staff and/or a consultant must go through the following approval process:

- Internal QA/QC review – responsible parties are listed below in the Project Team Contact list
- Concurrent review by TxDOT CRP and TPP\_PI Section
- Spanish translation QA/QC (allow additional 10 days)
- Review by TxDOT's PI Section for all PowerPoint and video presentations to ensure TxDOT brand consistency
- In the event that this project is processed as an Environmental Assessment or Environmental Impact Statement pursuant to the National Environmental Policy Act (NEPA), all materials must also be coordinated with TxDOT's Environmental Affairs (ENV) Division Core Team member and/or Subject Matter Expert(s), (e.g. Chapter 26 noticing), at the direction and discretion of the TxDOT Corpus Christi District.

The following is a list of engagement activities/notifications and materials that could be used for the project.

## **Promotional Activities/Notifications**

- Public Notices
- Mailed and Emailed Notifications
- Project Website
- Mailers – postcards, pamphlets, or letters
- Posters and Signage
- Public Survey
- Flyers and Doorhangers
- Newspaper Ads/Published Notices
- Social Media
- News Releases
- Changeable Message Signs

## **Engagement/Educational Materials**

- Exhibits and Displays
- Pre-recorded Presentations (with closed captioning)
- Project Fact Sheet/Newsletter
- Project Timeline
- Project Contact Information
- Digital Surveys
- Project Maps or Roll Plots (schematics)
- Environmental Information/Reports
- Right-of-Way Acquisition Information
- Comment Forms
- Sign-in Sheets

## **Public Involvement Evaluation**

The Project Team will show dedication to the public outreach process by documenting all public involvement activities. This will include tracking key measures of effectiveness related to public involvement to make course corrections, if needed, and provide mechanisms to share information with stakeholders about how their input was used.

## Media Request Protocol

If a member of the media contacts the Team about the project, the individual should be immediately directed to Rickey Dailey, public information officer for TxDOT's Corpus Christi District. The media will try to seek information from a variety of sources, including project team members, consultants, contractors, neighbours, businesses, or other stakeholders within the corridor. Rickey Dailey is the designated spokesperson for media inquiries unless that protocol is modified by TxDOT.

## Project Team Contacts

The Project Team is made up of representatives from TxDOT CRP District, TxDOT Divisions, and consultants. All members of the Project Team shall be familiar with the statewide Strategic Public Engagement Guidance and collaborate in adapting public engagement tools and techniques to effectively identify and reach stakeholders throughout the project development process.

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## Stakeholder Identification and Contact List

For the 2025 – 2028 CRP Rural TIP, a contact list of the 10 County Judges was developed. Each office received an email as described and provided in the Summary Report.

## Timeline

The public involvement activities in the table below outline tasks to be completed for public involvement events noted above. A separate checklist of activities will be created for each public involvement event.

The current timeline for public engagement is listed below.

APRIL/MAY/JUNE						
S	M	T	W	T	F	S
14	15	16	17 finalize DRAFT PI	18	19	20
21	22 ensure ad and POs are ready	23	24	25	26	27
28	29	30 page live	1 run ads	2	3 record pres	4
5	6 presentation & exhibit deadline	7	8	9	10	11
12	13	14 GO LIVE	15	16	17	18
19	20	21 public comment period →	22	23	24	25
26	27 Memorial	28 have Sonja run page analytics	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22



# Public Involvement Plan (PIP)

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TxDOT Dallas District

May 2024



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## Introduction

This document outlines the public involvement and outreach activities for the TxDOT Dallas District's (TxDOT-DAL) Rural Transportation Improvement Program (RTIP).

## Guiding Principles for Public Participation

The TxDOT Dallas District (TxDOT-DAL) public involvement process was developed in accordance with 43 TAC 16.102 and adheres to the provisions of Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. The core values of TxDOT-DAL participation process are:

1. Provide the public the opportunity to have a say in transportation decisions that affect their lives
2. Consider the interests and meet the needs of participants
3. Actively pursue and facilitate participation of all those potentially affected
4. Provide participants various methods for participating
5. Provide practical information to the public to engage meaningful participation

Given these principles, TxDOT-DAL participation performance standards include:

1. Proactive and continuous public participation efforts
2. Reasonable public access to understandable information (technical and otherwise)
3. Collaborative input on alternatives, evaluation criteria, and mitigation needs
4. Open public meetings where matters related to transportation policies, programs, and projects are being considered
5. Open access to the decision-making process prior to closure
6. Commitment to seeking out and considering the needs of the traditionally underserved population(s)

## Purpose of Public Involvement

With public involvement, TxDOT-DAL seeks to foster inclusive communication aimed at incorporating the public's perspective in the decision-making process. This Public Involvement Plan (PIP) provides guidelines for conducting public participation activities to be conducted by TxDOT-DAL including the goals and actions in several areas:

1. An open public forum with prior notification and provisions for receiving public comment according to Federal law and the Texas Open Meetings and Public Information Acts.
2. Development of the Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) includes opportunities for suggestions prior to project selection by TxDOT.
3. Planning projects for individual corridors shall incorporate specific public participation components, including project-specific Public Participation Plans.
4. Ongoing updates of TxDOT's project development activities are provided to the public in several ways, including news releases, an Internet web site, and periodic briefings to local officials.

## Public Participation Goals and Actions

**Goal 1: Engage the public in the transportation planning process** per the goals and actions contained in this Public Participation Plan and State and Federal law.

1. TxDOT-DAL will maintain a list of at least the following:
  - a. Citizens expressing an interest in transportation planning activities
  - b. Elected local, state, and federal officials
  - c. Affected public agencies and staff
  - d. Local media outlets
  - e. Civic and public interest groups
  - f. Community-based associations
  - g. Any other interested parties
2. TxDOT-DAL will email/mail meeting announcements/invitations to all appropriate parties according to the contact databases, as well as other targeted groups for upcoming activities with reasonable lead time. For public meetings, announcements will also be placed in the local newspapers with applicable circulation. Suitably sized announcements will be available in both English and Spanish language publications as appropriate and consistent with the Limited English Proficiency Plan. Notices will be posted on TxDOT Statewide Hearing and Public Meeting Website at <http://www.txdot.gov/inside-txdot/get-involved/about/hearings-meetings.html>.
3. All TxDOT-DAL meetings will be conducted in accordance with the Americans with Disabilities Act (ADA) and in locations that are accessible to persons with disabilities. The event will be conducted in English. If English is not your primary language and you have difficulty communicating effectively in English, you may need an interpreter or document translator; one will be provided to you upon request. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. If you are a person with a disability who requires an accommodation to attend the event, please contact the TxDOT-DAL Public Information Office at (214) 320-4480 no later than 4:00 p.m. five days prior to the meeting. Please be aware that advance notice is requested as some accommodations may require time for the Texas Department of Transportation to arrange.
4. All public input received during the public comment period will be documented in meeting summaries. This documentation, including copies of written comments, will be considered during project selection and/or through other appropriate follow-up actions and will be maintained in accordance with record retention rules.
5. The TxDOT-DAL meets with public officials in individual counties routinely, but formal public meetings are conducted in person or virtually, every two years in anticipation of the initial adoption of the next Rural Transportation Improvement Program (RTIP). This public meeting will be held virtually, prior to the initial adoption of the RTIP. Advertisement for the meeting will be made a minimum of 10 days prior to the meeting with a 10-day minimum comment period following the meeting. The district will publish the notice concerning

the proposed RTIP as appropriate to maximize public participation. The advertisement will be published in a general circulation newspaper(s) within the Dallas District. If revisions to the RTIP involve revisions to a mobility project, a meeting to receive comments on the revision will be held with the same process for advertising as the initial adoption.

**Goal 2: Keep the public informed** of transportation related activities on a continuous basis.

1. Publish announcements of upcoming meetings, other items of transportation interest and contact information.
2. TxDOT-DAL will make significant transportation publications and work products readily available to the public via the Internet and/or at the Dallas District office.
3. TxDOT-DAL staff will be available to provide general and/or project-specific information at a central location during normal business hours and after hours at the request of individuals or groups with reasonable notice.
4. The TxDOT-DAL will maintain an Internet web site. The web site will be updated and maintained to provide the most current information available. The web site will, at a minimum, contain the following information:
  - a. Contact information (mailing address, phone, fax, and e-mail)
  - b. Meeting materials
  - c. Brief descriptions of current projects and studies
  - d. Links to related agencies
5. TxDOT-DAL will provide information for publication and produced by various special interest groups including, but not limited to:
  - a. Citizens expressing an interest in transportation planning activities
  - b. Elected local, state, and federal officials
  - c. Affected public agencies and staff
  - d. Local media outlets
  - e. Traditionally underserved populations
  - f. Any other interested parties

**Goal 3: Encourage the participation of all its study area residents**, including those defined by FHWA as “traditionally underserved”, in the transportation planning process and strive to ensure full and fair participation in the transportation decision making process by all potentially affected communities.

1. Target audiences will be identified for each planning study conducted by TxDOT-DAL, including but not limited to:
  - a. Study area residents
  - b. Elected local, state, and federal officials
  - c. Affected public agencies and staff
  - d. Representatives of the disabled

- e. Local media outlets
  - f. Homeowner, neighborhood, and resident associations
  - g. Civic and public interest groups
  - h. Business and trade organizations
  - i. City and academic libraries
  - j. Faith-based organizations
  - k. Community-based associations
  - l. Any other interested parties
2. TxDOT-DAL will strive to hold public meetings at locations on dates and times that are reasonably available and convenient to potentially affected citizens.

**Goal 4: Strive to improve public participation.**

1. TxDOT-DAL will continuously evaluate current and new public participation techniques.
2. This PIP will be reviewed and, if necessary, revised at least every two (2) years.

**Goal 5: Participate in the public participation efforts of other transportation agencies and organizations.**

1. TxDOT-DAL will actively assist local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies.
2. TxDOT-DAL staff attends and participates in several public partner agency activities to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.

## Public Participation Techniques

Public participation is an on-going activity at TxDOT-DAL with numerous strategies applied on a continual basis. Public participation is a particularly integral part of focused efforts such as corridor studies and the MTP processes. This section includes descriptions of some public participation tools/strategies employed by TxDOT-DAL.

- **Display Ads**

This style of advertising is used to promote meetings that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses, or hearings. They are published in the major circulation newspaper as well as in newspapers serving the local area.

- **Direct Mailings**

These are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue.

- **Press Releases**

Formal press releases are sent to local media (newspaper, TV, and radio) to announce upcoming meetings and activities and to provide information on specific projects and programs being considered by TxDOT.

- **Project-specific Web Sites**

For individual projects (like corridor studies), that are conducted by others through consultant contracts, project-specific web sites may be used. Project web sites can contain study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys and project team contact information.

- **Project Workshops/Open-Houses**

These are public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment.

- **Small Group Meetings- Stakeholder Meetings**

During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.

- **Virtual Public Meetings**

A “virtual” public meeting is a meeting that is held on-line, in which members of the public logon to the meeting and participate via the internet. A virtual public meeting may be held in the following two situations: (1) as a supplement to an in-person public meeting, or (2) as a substitute for an in-person public meeting when the Governor and/or President declares a health or other emergency or TxDOT determines that an in-person public meeting should not be held out of concerns for public health or safety.



## Public Involvement Plan – Rural Transportation Improvement Program (RTIP)

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TxDOT El Paso District  
Advance Transportation Planning  
Programming and Scheduling  
January/February 2024

## **Format for the El Paso Regional Transportation Improvement Program (ELP RTIP)**

The El Paso District conducts at least one public meeting every two years in conjunction with the development of the Statewide Transportation Improvement Program (STIP). The meeting(s) rotates among the principal towns in the district and are usually held in public buildings, such as county courthouses, schools, and community activity centers, or at local TxDOT Area and Maintenance offices. The meeting(s) includes an informal or “open house” format, a personal welcome from the District TIP Coordinator and/or management, exhibit boards presented by district staff, and the District’s Rural TIP document, which provides grouped and individually listed projects. Participants sign in before the meeting and are encouraged to make comments during the meeting and submit written comments on forms provided throughout the public comment period.

### **Participants**

Letters of invitation about the meeting(s) and subject(s) to be discussed are sent to United States and Texas state senators and representatives, county judges, commissioners, and sheriffs, municipal mayors and councilpersons. TxDOT personnel from the Office of Public Involvement, District, Area, and Maintenance offices also attend and/or actively participate to develop necessary documentation. The meeting(s) are advertised in English and Spanish in major and local newspapers throughout the District’s area. Also, the TxDOT District’s Public Information Officer (PIO) promotes the meeting(s) on social media and other media outlets, like radio and local news. Letters of invitation and electronic mail coordination with rural agencies and local governments, such as federal and state agencies in the area, local transportation providers, citizens’ groups, county historical chairpersons, school district representatives, Border Patrol and Department of Public Safety agents, and many interested citizens, run about three weeks (or 15 business days) prior to the meeting date(s) to begin the public comment period.

The advertisements will run about 14 days prior to the first meeting, in the case of multiple meeting locations. A Rural TIP website and online advertisement runs concurrently through coordination with the TxDOT Office of Public Involvement. Additionally, the District sends advance press releases which are sometimes published with our paid notice. All advertising and promotional documents/posts have the District’s contact information available, which provides the public and stakeholders with an extensive opportunity for comments and/or questions during the public involvement period. The public involvement period concludes 15 days after the last Rural TIP meeting is completed. At which point, staff acknowledges and/or provides comment responses to any public comments and prepares a summary of the public meeting(s) including any comments/questions received from the public and/or stakeholders. All documentation is packaged and submitted to the TIP for respective approval by TxDOT and FHWA.

## **Information and Issues**

The biennial meetings cover the following topics: The Unified Transportation Program (UTP) and the project development process; roadway, public transportation, and enhancement projects in the Rural TIP; projects completed in the last fiscal year; and various other TxDOT programs. Other topics of regional interest that arise occasionally include general aviation airports, railroad safety and facilities coordination, commercial trucking and freight planning, bicycle and pedestrian access, intercity bus and rail services, environmental concerns, and other transportation planning issues. A one-page district fact sheet and a meeting packet are provided to participants. The District PIO, along with the District's Environmental coordinator, will provide brochures, posters, and free literature.

## **Public Involvement Goals and Objectives**

- Providing opportunities for anyone who chooses to help shape the future of the state's transportation infrastructure through an involvement process that begins early, is convenient and meaningful
- Maintaining relationships with community leaders, stakeholders and technical group members to understand their transportation needs
- Updating the previously developed comprehensive list of stakeholders to obtain input on local issues, impacts and potential improvement strategies
- Continuing to involve affected agencies in the planning process to identify key issues and concerns that may affect the projects
- Informing, educating and actively involving the public throughout the planning process by providing timely and easily understood information to members of the affected community and any other interested party
- Providing the public with information regarding the project through public meetings, newsletters, fact sheets, electronic mailings, website/online content and other techniques
- Presenting study findings and alternatives in an understandable, objective and reader-friendly manner
- Soliciting feedback on the level of understanding throughout the public involvement process
- Regularly monitoring public involvement efforts and adjusting (as necessary) for a range of public and resident representation

- Presenting information in a manner that overcomes potential language, economic or cultural barriers and that is meaningful to different cultural groups
- Integrating public and resident needs and concerns into the developmental process
- Formalizing a process to incorporate public and agency input into the technical analyses performed during the study
- Seeking maximum participation of low-income, minority, disabled, youth and elderly populations and monitor their participation so that alternative methods can be implemented to ensure their representation and participation
- Anticipate and provide for the needs of persons with hearing, sight and mobility disabilities, among others that may be brought to the forefront
- Providing for periodic review of the effectiveness of the public involvement process to ensure full and open access to all and revision of the process, if necessary
- Formalizing a process to elicit feedback from engaged agencies and the public to evaluate outreach success
- Developing partnerships with local community leaders, groups and organizations to provide an integrated, environmentally aware and multi-modal approach to transportation needs and desires
- Providing timely and easily understood information to citizens, other interested parties, and segments of the community affected by transportation plans, programs, and projects
- Working with traditionally underserved communities to understand and consider their special needs by implementing procedures recommended for environmental justice by USDOT, FHWA and other federal transportation agencies
- Building credibility and trust between the department and those whom it exists to serve

### **Public Involvement Plan Project Team**

The project team is comprised of public administrators, transportation planners, engineers and consultants knowledgeable with coordinating and implementing transportation

improvement studies. The following is a list of the project team, and each firm's responsibility:

#### **TxDOT – AGENCY MANAGEMENT**

TxDOT will provide oversight for the project. All associated documents and activities would be approved by TxDOT prior to implementation.

- Armando Ramirez, TxDOT

#### **WSP USA – PUBLIC INVOLVEMENT COORDINATION**

WSP USA will develop and implement a carefully crafted program for the participation of all interested parties in the study area. The PIP would serve as a basis for all public and agency involvement activities throughout the project.

- Ruben Landa, Public Involvement Manager
- Cassie Flores, Public Involvement Coordinator

### **1.1 Key Stakeholders**

The 2025-2028 ELP RTIP Public Involvement Plan (PIP) will focus on ensuring maximum participation through increased involvement for the project's stakeholders.

The PIP has determined a stakeholder to be every person, place or thing affected by any aspect of the ELP RTIP project, either directly or indirectly. The list below includes, but is not limited to, stakeholders who will be the target of the PIP's communication efforts:

1. El Paso District Area
  - a. Alpine – Brewster County
  - b. Presidio – Presidio County
  - c. Van Horn – Culberson County
  - d. Sierra Blanca – Hudspeth County
  - e. Fort Davis – Jeff Davis County
2. Area Stakeholders
  - a. Economic Organizations
    - i. Chambers of Commerce
    - ii. Borderplex Alliance
    - iii. West Texas Economic Development District
    - iv. Presidio Municipal Development District
  - b. Government Entities
    - i. Customs Border Protection
    - ii. Fort Bliss
    - iii. Rio Grande Council of Governments
    - iv. Tribal Reservations
    - v. Ports of Entry

- c. Schools/Universities
    - i. Sul Ross State University
    - ii. El Paso Community College
    - iii. University of Texas at El Paso
    - iv. Texas Tech University Health Sciences Center El Paso
  - d. Religious Centers
  - e. Aviation Agencies
    - i. El Paso International Airport
    - ii. Blue Origin
    - iii. Federal Aviation Administration (FAA)
    - iv. Transportation Security Administration (TSA)
3. Elected and Public Officials
- a. Alpine Mayor and Council Members
  - b. Presidio Mayor and Council Members
  - c. Van Horn Mayor and Council Members
  - d. Sierra Blanca Mayor and Council Members
  - e. Fort Davis Mayor and Council Members
  - f. County Judges and Commissioners
    - i. Brewster County
    - ii. Culberson County
    - iii. Presidio County
    - iv. Hudspeth County
    - v. Jeff Davis County
  - g. U.S. Senate
  - h. U.S. Representatives
  - i. State Senate
  - j. State Representatives
4. Indirect impacted parties and participants
- a. Travelers
  - b. Logistic services
    - i. UPS
    - ii. FedEx
    - iii. Transportation/trucking services
    - iv. Amazon

## 1.2 Public Involvement Strategies

The U.S. Department of Transportation, Federal Highway Administration defines public involvement as

*“...a two-way communication aimed at incorporating the views, concerns and issues of the public into the decision-making process.”*

For the project to be successful, it is essential the public should be included in the of planning transportation projects to address needs, community concerns, and environmental considerations.

TxDOT and those it serves share in the desired outcome that the communities' opinions, feelings and concerns are truly recognized and that these perspectives are not merely voiced but incorporated into decisions. The goals and objectives outlined here are in accordance with the underlying transportation needs of the region and are based on the goals outlined by the ELP RTIP and its Public Involvement Plan Mission Statement.

Thus, the PIP's design ensures this objective is realized by creating an atmosphere of trust and credibility with not only the community, but also with city officials, neighbourhood organizations, team members and anyone who may be affected by the ELP RTIP.

The following is a list of strategies to be employed:

#### **MARKETING & PUBLIC RELATIONS ACTIONS**

- *Update the database of residents living in the project area, elected officials, stakeholders, such as businesses or institutions in the area and any other groups or individuals thought to have an interest in or affected by the project.*
- *Identify what correspondence will be sent to stakeholders based upon the plan schedule.*
- *Identify any populations in the project area requiring special outreach to ensure they have access to information and the opportunity to make comments, adhering to Title VI regulations*
- *Develop a media relations plan that identifies the dates and proposed content of media releases, as well as inclusion on the project's websites.*
- *Determine the number of public meetings to be held in the project area, and a description of what will be presented at each meeting, and anticipated dates and locations of meetings. The threshold for "need" will be determined by the interdisciplinary group that assesses the level of public involvement.*
- *Coordinate and conduct a public hearing to comply with Federal agency and NEPA requirements regarding EISs. Plans for the hearing(s) will describe the content and dates of required notices of the hearing(s), and placement of the environmental documents*

*for public review will be described.*

**Collateral under Marketing & Public Relations includes:**

- Print-related Material
  - Public Notices
  - Ads
  - Letters to Public Officials
  - Flyers
  - Exhibits
  - Fact Sheets
  - PowerPoint Presentation
- Digital outreach
  - Social Media
  - Email blast
  - PowerPoint Presentation

**Communication channels include:**

- TxDOT digital signage (if accessible)
- Local newspapers
- Radio stations
- Television stations
- Chambers of Commerce
- Social Media
- Public meetings (Conventional in-person and virtual)
  - Lay out steps, plans, schedules, expectations
  - ADA accessible
  - Project-specific meetings

### **1.3 Agency Coordination**

The PI team will work with District staff to determine the appropriate dates for public meetings. The meeting dates should be determined several months in advance of when the Rural TIP is due to TxDOT STIP team. Consultation with TxDOT Transportation Planning and Programming Division (TPP) should be sought to determine any set timeframes for public involvement.

### **1.4 Public Meetings**

The PI Team will coordinate and prepare all materials needed for up to three public meetings to be held in late January or February 2024. The meetings should be held from 4 to 6 pm. To ensure meaningful engagement of a wide variety of participants, the meetings should be held within the most populated areas of the rural counties.

- **Proposed Dates for Public Meetings**

- Late January/Early February 2024
  - Alpine
  - Presidio
  - Van Horn

- **Meeting Logistics**

The PI team is responsible for all logistical planning of the public meetings, these activities include:

- Secure public meeting venues
- Staffing plan
- Room layout
- Conduct walkthrough/site visits
- Way finding signage
- Send calendar holds for pertinent staff

- **Meeting Materials**

The PI team will create all materials necessary for the public meetings including:

- Exhibits
- Presentation
- Handouts (Fact Sheets/FAQs, Comment Cards)
- Script
- Sign-in Sheets

- **Meeting Notifications**

To promote stakeholder participation and awareness of public involvement meetings, the following communication methods will be considered (but not limited to):

- Mailers
- Notices in local newspapers, magazines, facility kiosks and message boards
- Listserv (email distribution)
- TxDOT Website
- Social Media

- **Media Relations**

The PI team will develop a media advisory for each public meeting. All two-way media contact, including questions/answers, and/or additional information would be coordinated by designated media contacts within the El Paso District.

- **Public Comment Database**

Public comments received during the public involvement phase and meetings will be compiled and managed by the PI Team. Comments will be received by web submission,

U.S. mail, or verbally and then recorded during public meetings. A comment database will be updated and managed by the PI Team. All comments will be compiled and transcribed, and a comment-response matrix will be created and summarised in a report.

## **CONTACT INFORMATION**

The public involvement plan contacts are:

WSP USA, Inc.

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Communications & Public Involvement Manager  
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Cassie Flores  
Public Involvement Coordinator  
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## **Public Involvement Plan Prepared By:**

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## **FORT WORTH DISTRICT RURAL TIP PUBLIC OUTREACH AND INVOLVEMENT PROCESS**

### **A. MEETING FORMAT**

Generally, a large capacity room is located in a centrally located portion of the rural portion of this district. A notice is published in the local newspapers three weeks in advance of the meeting. Guests are asked to sign in as they enter and fill out a request to speak form, if they desire. The guests are also given forms for written comments that they can fill out at the meeting or mail in at a later date (within 10 days of the meeting date). The District Transportation Planning and Development Director, Advanced Transportation Planning Director or other designated district representative will give a presentation and refer to some displays (broken up into area office jurisdiction with proposed project locations shown) that have been developed specifically for this meeting, as well as present the format for the meeting. After the presentation, there is a short break; usually 15 to 20 minutes so everyone is given the opportunity to get a close-up look at the displays and can ask general questions. The meeting is then reconvened and the elected officials are acknowledged; the floor is then open for comments. Those who have registered to speak will be asked to come forward and make their comments. After those that were registered have had their turn, the floor is then opened to anyone else wishing to make comments. If there are no additional comments, the meeting is adjourned. The meeting is summarized in minutes and a copy is forwarded to TPP with the exception of the 15 to 20 minute break period. This recording is kept on file in the central library for the Fort Worth District.

### **B. INVITATIONS**

Invitations to the meeting are made through the legal notices section of the local newspapers three weeks in advance of the meeting. Individual notices are sent two to three weeks prior to the meeting to State Senators, State Representatives, County Judges, Mayors and City Managers for the incorporated cities in the rural area. The Area Engineers are in attendance at the meeting so they can address questions pertinent to their areas.

### **C. MATERIAL PRESENTED**

There is a general overview of the STIP and how funds are distributed and managed. A brief explanation of the planning process that goes into the UTP and STIP is given in addition to an explanation of the displays and handouts (which are project specific and give project location and status details; this also includes a summary of the rural TIP). The three purposes of the STIP are given and how the project needs are found is presented. Priority Construct, Develop and Plan are presented in a very simplified form and the progression of how a project would proceed to construction is presented. Preventive maintenance, traffic signal and railroad signal or crossings are not shown but are included in the presentation.

### **MULTIMODAL PROJECTS PRESENTED**

Public transportation and aviation projects that are being funded are presented.

# **Laredo District Rural Transportation Improvement Plan (TIP) Public Involvement Process (PIP)**

## **PIP Process Followed:**

When the Laredo District Rural Transportation Improvement Plan (TIP) project list is developed beginning in early February, the District Planning and Programming Section prepares exhibits, handouts and a presentation with the highway improvements to be listed on the District TIP for rural projects. This project list also includes all mass transit projects scheduled in the rural areas of the District as well as the projected funding, which will be consistent with the funding levels for transit projects identified in the latest Statewide Mobility Plan of The Unified Development Program (UTP). Overall, the rural TIP project lists are developed for each project for each fiscal year along with corresponding project maps. Following the development of the District TIP, public meetings are held between mid-March and end of April.

The TIP public involvement process is initiated through public notices published in local newspapers. These public notices identify the meeting dates, locations, times and format for the TIP public meetings well in advance of each scheduled event. These meetings are conducted in an informal manner which allows the District Engineer the opportunity to convey the importance of the proposed projects in the District as well as to receive input from the general public as to their priorities concerning highway infrastructure projects. The District Engineer, Deputy District Engineer, and local Area Engineer as well as various planning section personnel present and discuss the four-year rural TIP with the meeting attendees. District personnel are available at these events to answer questions and to receive comments from the general public and local public officials and all attendees are informed about the comment period that will be available during and after the public meeting event. All interested persons are encouraged to contact the District Engineer & Deputy District Engineer or other District personnel to provide additional comments or to request additional information if needed.

As an additional step, Individual and small group meetings are also held as needed or requested with local officials (e.g. mayors, county judges, city council members, county commissioners, etc.) to better inform the local decision makers of the proposed transportation projects in their areas.

## **Notes on Exhibit Development and Distribution:**

The exhibits prepared, presented and disseminated for the rural TIP public outreach include maps of each county within the District highlighting the proposed projects; summary tables of the projects in the TIP; and a fact sheet explaining the overall TIP process. Furthermore, e-mail and postal mailing addresses and phone numbers of the District personnel responsible for preparing the TIP document are included in all materials exhibited and distributed to attendees for ease in returning comments on the proposed TIP.

:(9/12/2022)

## Procedures for TIP Consultation on Rural Projects Lubbock District

The Lubbock District will provide “a reasonable opportunity for public comment” during the public involvement process.

### Project Selection

1. Area Engineers visit with key stakeholders (i.e. local officials, citizens, affected public agencies, public transportation providers, and private transportation providers) to determine potential projects
2. Projects are prioritized by the District’s Administration based on PMIS scores, Decision Lens scores, Strategic Transportation Objectives, and other critical criteria.

### Public Involvement

1. Notice of virtual public meeting will be advertised in the Lubbock newspaper and on TxDOT webpage, [www.txdot.gov](http://www.txdot.gov). Lubbock District PIO emailed a News Release to media contacts. The advertisement will include the following verbiage.
  - A copy of the Rural Transportation Plan is available for public review.
  - There is a 10-day public comment period after the final public meeting.
  - Time, date, and website of pre-recorded presentation
2. Email invitation sent to elected officials; County Judges and Mayors of the 17 Counties in the Lubbock District.
3. Public comments will be accepted until Tuesday, May 28, 2024.

# **Lufkin District Rural Transportation Improvement Program**

## **Public Involvement Process**

The Lufkin District solicits public involvement and comments on the Rural Transportation Improvement Program (RTIP) development process on an ongoing basis. Public meetings are conducted for initial adoption of the RTIP and for proposed revisions to the RTIP involving mobility projects as required by policy. The public meetings are held at the Lufkin District office which is centrally located within our nine county District and are come and go format to allow a more flexible schedule for the public to attend. The District also provides a virtual public meeting. For virtual public meetings, a pre-recorded presentation will be posted online on the meeting date and made available for viewing during the 10-day comment period. Attendees are supplied with a list of proposed projects to be included into the RTIP, maps highlighting project locations, and TxDOT Educational Series pamphlets (i.e. Funding, Project Development, etc). Meeting materials are made available online on the public meeting webpage for both virtual and in-person public meetings. Hardcopies of meeting materials will be provided for any in-person public meetings held.

- Initial Adoption of the RTIP:
  - District meets with the Rural Transportation Planning Organization (RTPO) to develop the proposed RTIP
  - District publishes a notice in newspapers with general circulation in each county within the district informing the public of the availability of the proposed RTIP at least 10 days prior to the meeting
  - District publishes the notice on the TxDOT website at least 10 days prior to the meeting
  - District emails the notice to the RTPO at least 10 days prior to the meeting
  - The Notice states that the meeting is held to receive comments on the initial adoption of the proposed RTIP; requests that comments concerning the proposed RTIP be submitted to the District in writing; and includes the public comment due date which must be at least 10 days after the meeting
- Revisions involving mobility projects:
  - District publishes a notice in newspapers with general circulation in the county of the project requiring revision informing the public of the availability of the proposed RTIP at least 10 days prior to the meeting
  - District publishes the notice on the TxDOT website at least 10 days prior to the meeting
  - District emails the notice to the RTPO at least 10 days prior to the meeting
  - The Notice states that the meeting is held to receive comments on the proposed revisions to the RTIP involving mobility projects; requests that comments concerning the proposed revisions to the RTIP be submitted to the District in writing; and includes the public comment due date which must be at least 10 days after the meeting

Outside of the RTIP meetings described above, the Lufkin District also gathers information regarding perceived needs, project priorities and public concern during open discussions and by attending meetings held by Deep East Texas Council of Governments, City Councils, Commissioner Courts, Civic Groups, I-69 Advisory Committee and Chambers of Commerce.



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## **Odessa District Rural Public Involvement Process**

Below is an outline that the Odessa District follows in order to gather input regarding projects to be considered for the district's planning and project development cycles.

- Local officials contact district staff
- Reach out to the Permian Basin Rural Transportation Board (hosted by the Permian Basin Regional Planning Commission)
- Meet with local officials and leaders
- Conduct public meetings for the general public

Through this effort, the district develops and maintains an understanding of local maintenance needs, proposed operational improvements and long range planning priorities.

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**PARIS DISTRICT  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
RURAL CONSULTATION &  
PUBLIC INVOLVEMENT PROCESS**

**A. Process**

We held a virtual meeting on May 13, 2024. We emailed notice of meeting to elected officials, COGs, RPOs, RMAs notifying them of the public meeting and included a link to the meeting. We ran newspaper notices in every county, on or before April 29, 2024, throughout the whole District. It was also advertised on the TxDOT website. All notices let the public know that written comments would be accepted through May 23, 2024. There were 150 views and no comments were received.

**B. Exhibits**

Please see the attached documents

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Dan Perry, P.E.  
Director of Transportation Planning and Development  
Paris District

# **Texas Department of Transportation**

## **Pharr District**

### **Consultative Planning Process for Developing Rural Transportation Improvement Program**

**TxDOT, Pharr District  
Consultative Planning  
Process**

The following describes the TxDOT's Pharr District's public involvement process for the development of the Rural Transportation Improvement Program (TIP).

The District has developed a two tier selection process for projects to be included in the TIP. The first tier relies on a combination of traffic counts and Level of Service (LOS), while the second tier relies on safety and accident history and pavement conditions. Projects with a low LOS and/or high traffic volume are given first priority. Safety and pavement conditions serve to further distinguish relative priorities of projects selected for development. For inclusion in the TIP, selection is based upon actual ability to deliver projects to letting. Financial constraint limits and target dates for completion of environmental studies, right of way acquisition, and design are considered when determining year of implementation.

Once the development of the Rural STIP begins, District staff begin discussing the process with the MPOs both formally and informally at their regularly scheduled Technical and Policy Committee meetings. Transit operators are also involved as part of the MPO committees.

TxDOT area engineers are in frequent contact with elected officials and other public entities in their respective area. Therefore, the area engineers are continually involved in the development of and revisions to the Rural TIP. Area engineers are responsible for responding to inquiries by the elected officials and other public entities in close coordination with the District Engineer, Transportation Planning director and other TxDOT staff. These responses are handled by correspondence or by personal contact.

Once projects are selected and a final draft TIP is developed, the District sends out a letter to all County Judges, Mayors and County Commissioners. The letter advises them of the impending TIP update and a copy of the final draft TIP is included, as well as a list of area engineer names, phone numbers and addresses is provided in the correspondence. This correspondence also announces the districtwide virtual TIP public meeting and the comment period, which is a minimum of ten days.

In order to inform all interested persons of the TIP public meeting, a public notice is published in the non-classified section of the newspapers in our eight-county area. The date, and time of the virtual public meeting is provided in the notice. Arrangements to have hearing impaired and translator services at the virtual public meeting are made. The information gathered from this meeting is used to develop projects for maintenance, rehabilitation and mobility projects.

# **TxDOT San Antonio District Public Involvement Plan (PIP)**

The following document constitutes the TxDOT San Antonio District's (SAT) Public Involvement Plan (PIP)

## **Guiding Principles for Public Participation**

The TxDOT-SAT public involvement process must adhere to the provisions of Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. The following principles represent the core values of the San Antonio TxDOT participation process:

1. People should have a say in transportation decisions that affect their lives.
2. The process should strive to reflect the interests and meet the needs of participants.
3. The process will actively seek out and facilitate the participation of all those potentially affected.
4. The process will provide individuals with various options in how they wish to participate.
5. The process will provide usable information to permit the public's participation in a meaningful manner.

Given these principles, TxDOT-SAT's participation performance standards include:

1. Early, proactive and continuous public participation efforts;
2. Reasonable public access to understandable information (technical and otherwise);
3. Collaborative input on alternatives, evaluation criteria, and mitigation needs;
4. Open public meetings where matters related to transportation policies, programs, and projects are being considered;
5. Open access to the decision-making process prior to closure;
6. Commitment to seeking out and considering the needs of the traditionally underserved population(s)

## **Purpose of the Public Involvement Plan (PIP)**

This Public Involvement Plan (PIP) provides guidelines for conducting public participation activities to be conducted by TxDOT-SAT including the goals and actions in several areas:

1. An open public forum with prior notification and provisions for receiving public comment according to Federal law and the Texas Open Meetings and Public Information Acts.
2. Development of the Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) includes opportunities for suggestions prior to project selection by TxDOT.
3. Planning projects for individual corridors shall incorporate specific public participation components, including project-specific Public Participation Plans.
4. Ongoing updates of TxDOT's project development activities are provided to the public in several ways, including news releases, an Internet web site and periodic briefings to local officials.

## **Public Participation Goals and Actions**

**Goal 1:** TxDOT-SAT actively **engages the public in the transportation planning process** according to the goals and actions contained in this TxDOT's Public Participation Plan and State and Federal law.

### **1. SAT- Districtwide Contacts List**

SAT will maintain databases of contacts including at least the following:

- a. Citizens expressing an interest in transportation planning activities.
- b. Elected local, state and federal officials
- c. Affected public agencies and staff
- d. Local media outlets
- e. Civic and public interest groups
- f. Community-based associations
- g. Any other interested parties

### **2. Posting of Notice and Communication**

TxDOT-SAT will email/mail meeting announcements/invitations to all appropriate parties according to the contact databases, as well as other targeted groups for upcoming activities with reasonable lead time. For public meetings, announcements will also be placed in the local newspapers with applicable circulation and other media outlets. Suitably sized announcements will be available in both English and Spanish language publications as appropriate and consistent with the Limited English Proficiency Plan. Notices will be posted on TxDOT Statewide Hearing and Public Meeting Website.

<http://www.txdot.gov/inside-txdot/get-involved/about/hearings-meetings.html>

### **3. ADA Accessibility**

All TxDOT-SAT meetings will be conducted in accordance with the Americans with Disabilities Act (ADA) and in locations that are accessible to persons with disabilities.

Arrangements for special assistance or an interpreter can be made by calling the TxDOT-SAT office at **(210)-615-5845 at least five working days** in advance or another appropriate District office.

### **4. Meeting Summaries**

All public input received at or as a result of TxDOT-SAT meeting will be documented in meeting summaries. This documentation, including copies of written comments will be considered during project selection and/or through other appropriate follow-up actions and will be maintain in accordance with record retention rules.

### **5. Coordination with Alamo Regional Rural Planning Organization**

Per TAC rules the TxDOT-SAT coordinates with the Alamo Regional Rural Planning Organization (ARRPO) on public involvement efforts related to project selection for the Rural Transportation Improvement Plan (RTIP). TxDOT-SAT visits the public officials in the individual counties routinely, but conducts formal local meetings every two years in anticipation and well in advance of the initial adoption of the next RTIP. The current portfolio will be reviewed and proposed changes as well as additions will be considered.

TxDOT-SAT also meets formally at a minimum of every two years (but typically more often) with the ARRPO to discuss regional issues and the current four-year rural portfolio.

In addition, a public meeting will be held prior to the initial adoption of the RTIP. Advertisement for this public meeting will be made a minimum of 10 days prior to the meeting with a 10-day minimum comment period following the meeting. The district will publish notice concerning the proposed RTIP as appropriate to maximize public participation. The advertisement will be published in a general circulation newspaper(s) within the San Antonio District. If revisions to the RTIP involve revisions to a mobility project, a public meeting to receive comments on the revision will be held with the same process for advertising as the initial adoption.

#### **6. ADA Outreach Meetings-**

Per department guidance the SAT District will make every effort to initiate regular outreach activities with disabled community to inform them of projects, and programs as well as the development, modification, and execution of the TxDOT Transition Plan. Regular outreach might include opportunities for training, stakeholder engagement, and a bi-annual newsletter.

#### **7. Bicycle Outreach**

San Antonio District will annually provide an opportunity for a public hearing on district transportation projects and programs that might affect bicycle use. The district will follow the rules as outlined in Title 43 Part 1 Chapter 25 Subchapter D Rule 25.55 (b).

**Goal 2:** TxDOT will **keep the public informed** of transportation related activities on a continuous basis.

1. TxDOT-SAT will publish announcements of upcoming meetings, other items of transportation interest and contact information.
2. TxDOT-SAT will make significant transportation publications and work products readily available to the public via the Internet and/or at the San Antonio District office.
3. TxDOT-SAT staff will be available to provide general and/or project-specific information at a central location during normal business hours and after hours at the request of individuals or groups with reasonable notice.
4. The TxDOT-SAT will maintain an Internet web site. The web site will be updated and maintained to provide the most current information available. The web site will, at a minimum, contain the following information:
  - a. Contact information (mailing address, phone, fax, and e-mail)
  - b. Meeting materials
  - c. Brief descriptions of current projects and studies
  - d. Links to related agencies
5. TxDOT-SAT will provide information for publication and produced by various special interest groups including, but not limited to:
  - a. Citizens expressing an interest in transportation planning activities.
  - b. Elected local, state and federal officials
  - c. Affected public agencies and staff
  - d. Local media outlets
  - e. Civic and public interest groups
  - f. City and academic libraries
  - g. Faith-based organizations

- h. Community-based associations
- i. Traditionally underserved populations
- j. Any other interested parties

**Goal 3:** TxDOT-SAT will **encourage the participation of all its study area residents**, including those defined by FHWA as “traditionally underserved”, in the transportation planning process and strive to ensure full and fair participation in the transportation decision making process by all potentially affected communities.

1. Target audiences will be identified for each planning study conducted by TxDOT-SAT, including but not limited to:
  - a. Study area residents
  - b. Elected local, state and federal officials
  - c. Affected public agencies and staff
  - d. Representatives of the disabled
  - e. Local media outlets
  - f. Homeowner, neighborhood and resident associations
  - g. Civic and public interest groups
  - h. Business and trade organizations
  - i. City and academic libraries
  - j. Faith-based organizations
  - k. Community-based associations
  - l. Any other interested parties

2. TxDOT-SAT will strive to hold public meetings at locations on dates and times that are reasonably available and convenient to potentially affected citizens.

**Goal 4:** TxDOT-SAT will continuously **strive to improve** public participation.

1. TxDOT-SAT will continuously evaluate current and new public participation techniques.
2. This PIP will be reviewed and, if necessary, revised at least every two (2) years.

**Goal 5:** TxDOT-SAT will **participate in the public participation efforts of other transportation agencies** and organizations.

1. TxDOT-SAT will actively assist local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies.
2. TxDOT-SAT staff will attempt to attend and participate in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.

### **Public Participation Techniques**

Public participation is an on-going activity at TxDOT-SAT with numerous strategies applied on a continual basis. Public participation is a particularly integral part of focused efforts such as corridor studies and the MTP processes. This section includes descriptions of some public participation tools/strategies employed by TxDOT-SAT.

- **The TxDOT-SAT Contact Database**

- TxDOT-SAT maintains a database of all local officials and updates the list on a continuous basis. The database includes mailing information, phone and e-mail addresses. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.
- **Display Ads**
  - This style of advertising is used to promote meetings that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses or hearings. They are published in the major circulation newspaper as well as in newspapers serving the local area.
- **Direct Mailings**
  - These are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue.
- **Press Releases**
  - Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific projects and programs being considered by TxDOT. These efforts are coordinated with our public information office.
- **Project-specific Web Sites**
  - For individual projects (like corridor studies), that are conducted by others through consultant contracts, project-specific web sites may be used. Project web sites can contain study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys and project team contact information.
- **Project Workshops/Open-Houses**
  - These are public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment.
- **Small Group Meetings- Stakeholder Meetings**
  - During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other affected groups or interested parties.
- **Virtual and Online Meeting Opportunities –**
  - **Social Media Advertisement –**
  - **Online survey platforms – as provided by the department ( ie Social Pinpoint, Metroquest)**

## **TYLER DISTRICT**

### **Rural TIP Consultation and Public Involvement Process**

The Tyler District employs several methods to regularly gather input from our rural community stakeholders, which encompass six of the eight counties within our district. These methods typically include communication through public meetings, active participation with the rural planning organization (RPO) formed by the East Texas Council of Governments (ETCOG), and visiting individually with community representatives.

#### **FORMAT**

The Tyler District conducts one public meeting every two years in conjunction with the development of the Statewide Transportation Improvement Program (STIP). Due to the COVID-19 pandemic, this year's meeting was held virtually through [www.txdot.gov](http://www.txdot.gov). The presentation was available for viewing starting Wednesday, May 15, 2024. It explained the four-year rural Transportation Improvement Plan (TIP) through a series of graphics and tables. District staff conveyed the importance of projects and receiving input from the public and local elected officials.

#### **PUBLIC INVOLVEMENT**

The public involvement process is initiated with the development of a public legal notice. The legal notice is posted in the district's local newspapers. The legal notices run two weeks in advance of the public meeting and identify the meeting date, location and time and the format for the meeting.

A public comment period of at least 10 days follows the public meeting. The public comment period is prominently displayed in the presentation as well as in legal notices. Copies of all exhibits are available for distribution to elected officials throughout the district and to the meeting's attendees upon request.

## Waco District Public Involvement Process

### ***Overview***

The public involvement process is initiated through Public Notices placed in newspapers with the greatest distribution throughout the Waco District, and through individual notices that are sent to all relevant public officials. Public meetings are held in-person or virtually as allowed at the Waco District Office, as well as in each of the District's Area Offices. Meeting notices are sent out a minimum of 10 days prior to the public meeting date. The notification identifies the meeting date, location, time, and TxDOT locations in each county where the materials can be viewed prior to or following the meeting. Public meetings are generally informal and allow the Director of Transportation, Planning and Development or Area Engineer the opportunity to convey the importance of projects within the area. Other TxDOT personnel attending may include the District Engineer, Right of Way Administrator, Environmental Specialist, Planning and Programming Engineer, District Planner, or District PIO depending on the complexity of the projects being discussed, or the need for additional project information/explanation. Basic project information is provided during the meeting via maps, exhibits, presentation slides, etc. as necessary to further explain key project components.

All TxDOT staff members are available during and after the meeting to receive input from the public and locally elected officials. Attendees are encouraged to provide written responses, comments, or questions to the Waco District Office. A contact name and address for comments and questions are provided on the comment forms and on the meeting agendas. Comments are accepted for a period of 10 days after the meeting.

### ***Advertisement***

Advertising is arranged through TxDOT procurement services and is scheduled a minimum of 10 days prior to each public meeting. Letters are sent to all County Judges and Commissioners that are covered in the subject project area.

### ***Public Comment***

Public comment forms and informational brochures about the Project Selection Process are available at each of the meetings as well as maps of each county that illustrates the proposed project locations.

# **WICHITA FALLS DISTRICT RURAL PUBLIC INVOLVEMENT PROCESS**

## **Process**

The TIP public involvement process is initiated by the Wichita Falls Transportation Planning and Development (TP&D) Section through notices that are sent prior to the meeting to all State Senators, State Representatives, County Judges, Mayors and City Managers for the incorporated cities within the Wichita Falls District.

These meetings are generally informal and allow the advanced Planning Engineer, Director of TP&D and Area Engineers the opportunity to convey the importance of projects. The exhibits prepared and presented include a listing and map highlighting the proposed projects. After the presentation of projects, a “10 day” written comment period begins to address any concerns, questions or general feedback. A list of contact information for district personnel is included on all materials distributed for ease in returning comments.

In addition, the TP&D Section conducts a district program call to describe current projects included in the TIP and to solicit candidate projects as part of the local Rural Planning Organization's (Cross Plains Rural Transportation Council).

All meetings are conducted virtually and posted on the TxDOT website with advance public notice of the virtual meeting date and details concerning the comment period and district contact information. Comment cards and other correspondence submitted after the meeting will be compiled and listed with the district's response. All virtual meeting materials, comments and responses are kept in the TP&D office.

# **YOAKUM DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS FY 25 - 28**

## **PROCESS**

The Area Offices are responsible for setting up and conducting our meeting for the Rural Tip Public Involvement Process. The process begins in February of a STIP development year with meetings being conducted around the middle of March and the first of April. A large capacity room is centrally located within the counties under an Area Office. A notice is published in the local newspapers 10 to 30 days in advance of the meeting. Individual invitations are sent two to three weeks in advance of the meeting to all elected officials as well as City Managers within the jurisdiction of the Area Office. The notices and invitations identify the meeting date, location and time. All meetings are informal. Guests are asked to sign in as they enter and fill out a request to speak form, if they desire. The guests are also provided forms for written comments that they can fill out at the meeting or mail in at a later date (within 10 days of the meeting date). The Area Engineer will conduct the meetings within his or her area. The general format is to provide a brief overview of STIP and how funds are distributed and managed. A brief explanation of how projects go through the process (Plan, Develop, and Construct) is normally presented, and a brief description of all the projects scheduled for letting within the next 4 years is presented. After the presentation, there is a short break; usually 15 to 20 minutes so everyone is given the opportunity to look at maps and handouts, and to ask general questions. Various district personnel are available to answer questions and to discuss projects or other pertinent topics. The meeting is then reconvened and the elected officials are acknowledged. The floor is then open for comments. Dependent upon the comment received, verbal responses will be given; however, some may require a more thorough explanation and is deferred to be addressed in writing. Those who have registered to speak will be asked to come forward and make their comments. After those that were registered have had their turn, the floor is then opened to anyone else wishing to make comments. If there are no additional comments, the meeting is adjourned. The meeting is summarized in minutes and a copy is forwarded to TPP. A virtual meeting was held in place of the in-person meeting.

## **EXHIBITS**

A list of all the projects scheduled for letting within the four-year period is provided. In some instances, future projects beyond the four-year window will also be listed. The list will have the highway name, limits of the project, scheduled letting date and the construction estimate. County maps showing the locations of the projects are also provided. In addition, a list of area office personnel and district personnel who can answer questions concerning ROW, environmental, and design issues is provided. Public transportation and aviation projects that are being funded are also presented.