



Texas's Public Involvement Process (PIP)



STATEWIDE PLANNING 2011



Providing safe, effective, and efficient movement of people and goods.



Preamble

The purpose of the Public Involvement Plan (PIP) is to demonstrate how the Texas Department of Transportation (TxDOT) has a documented public involvement process that provides opportunities for public review and comment at key decision points during the statewide transportation planning process as required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). TxDOT's PIP process is designed to initiate a hands-on public involvement process that provides early and timely information about transportation issues that affect all Texas citizens.



Public meetings, whether formal or informal, are the backbone of a public involvement process. Meetings provide a time and place for face-to-face contact and communication. Through meetings, people learn about projects and programs. Meetings provide a platform for discussing issues, listening to other's viewpoints and an opportunity to work together to find transportation solutions. *(TxDOT's quick guide to public involvement)*



Some objectives for public involvement in planning activities:

1. Promote an early role for the public
2. Engage the public in developing the PIP
3. Identify and involve those traditionally underserved
4. Use a combination of involvement techniques to meet the diverse needs of the public
5. Provide explicit consideration and response to public input.

Our Mission – Provide safe and efficient movement of people and goods, enhance economic maintaining existing roadways and collaborating with private and local entities to plan, design, build, and maintain expanded transportation infrastructure.

Federal Regulations

Title 23: Highways

PART 450—PLANNING ASSISTANCE AND STANDARDS

Subpart B—Statewide Transportation Planning and Programming

§ 450.210 Interested parties, public involvement, and consultation.

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(b) The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

(1) At least once every five years (as of February 24, 2006), the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process and any proposed changes. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials.

(2) The State, at its discretion, shall be responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to non-metropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Federal land management agencies in the development of the long-range statewide transportation plan and the STIP.

The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 provides enforceable standards to address discrimination against persons with disabilities. No qualified individual with a disability shall, by reason of such disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or local government. *The Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disabilities.*

TxDOT wants your input!

As a recipient of federal highway funds, TxDOT is required by federal regulation 23 CFR §200.9(b)(4) [to] "Develop procedures for the collection of statistical data (race, color, religion, sex, and national origin) of participants in, and beneficiaries of State highway programs..." to facilitate compliance with Title VI of the Civil Rights Act of 1964.



The provision of demographic data is **voluntary**, not related to the specific identity of any person, and will facilitate federal approval of Texas highway improvements. Please place the completed form in the labeled locked box before you leave the meeting.

Thank you for your involvement.



Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states that "no person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title VI prohibits discrimination when it is intentional or where the unintended effects are unduly burdensome.

The 1973 Federal-aid Highway Act

The 1973 Federal-aid Highway Act, 23 U.S.C. 324 provides: "No person shall on the ground of sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title." *This act prohibits discrimination on the basis of sex.*

The Age Discrimination Act of 1975

The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101, provides: "No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." *This act prohibits discrimination based on age and includes age as a protected group under Title VI.*

Executive Order 12898 on Environmental Justice (EJ)

Presidential Executive order 12898 directed every federal agency to make environmental justice part of its mission by identifying and addressing the effects of its programs and activities on minority populations and low-income populations. The requirements of this executive order extend to all recipients and subrecipients of federal financial assistance.

Executive Order 13166 on Limited English Proficiency

Executive Order 13166 (EO 13166) on Limited English Proficiency requires federal agencies and their recipients to improve access to federally sponsored programs for persons with limited English proficiency. Additionally, low literacy populations and those without personal transportation are included as traditionally underserved populations, although they do not enjoy the protection of either a federal act or an executive order.

TxDOT's Nondiscrimination Statement

It is TxDOT's policy that no person in the United States of America shall on the grounds of race, color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any of the Department's programs or activities.



A nondiscrimination statement reiterating this policy was signed by Executive Director, Amadeo Saenz, Jr., on January 23, 2008, and is included in the Appendix at the end of this document. The Department also executed Title VI Assurances and a Nondiscrimination Agreement with the Federal Highway Administration that support this nondiscrimination statement.

State Planning Rules

Texas Administrative Code, Title 43, Part 1, Chapter 16, Planning and Development of Transportation Projects

§16.54. Statewide Long-Range Transportation Plan (SLRTP)

- (e) Public involvement during development of the SLRTP.
 - (1) The department will provide adequate opportunity for public involvement in development of the SLRTP.
 - (2) The department will divide the state into regions and hold at least one public meeting in each region during development of the SLRTP and each update of the plan. The public meetings will be held as early as the department determines is feasible to assure public input into the planning process. The department will publish notice of each public meeting as appropriate to maximize attendance at the meeting.
 - (3) The department will report its progress on the plan to participants at the meeting and provide a free exchange of ideas, views, and concerns relating to proposed transportation goals, measurable targets, projects, and priorities. A representative from each district located wholly or partially within a region will attend each public meeting of that region and be available for the discussion.
- (f) Public involvement prior to final adoption. The department will hold at least one statewide hearing prior to final adoption of the SLRTP by the commission and before final adoption of any update to the plan by the commission.
 - (1) The department will publish a notice of a hearing in the *Texas Register* a minimum of 15 days prior to its being held and in the notice will inform the public where written comments may be sent.
 - (2) The department will accept written public comments, including comments submitted in electronic format, for a period of at least 30 days after the date the notice appears in the *Texas Register*.
 - (3) At the time the notice of hearing is published under paragraph (1) of this subsection and until the SLRTP or update is finally adopted, the department will make a copy of the SLRTP or an update to the plan available for review at each of the district offices and at the department's Transportation Planning and Programming Division offices in Austin. A copy will also be available on the department website.
- (g) Publication. The department will publish the adopted or updated SLRTP on the department's website. The SLRTP will also be available for review at each of the district offices and at the department's Transportation Planning and Programming Division offices in Austin.



§16.101. Transportation Improvement Program (TIP)

- (m) TIP public participation. Each MPO will develop a public participation process covering the development of a TIP in accordance with federal regulations. The MPOs shall also use the same procedures in amending the TIP.

§16.102. Rural Transportation Improvement Program (RTIP)

- (i) Rural public involvement process.
 - (1) Initial adoption. Each district will coordinate with the applicable rural planning organization (RPO), if any, to develop and implement a public involvement process covering the development of an RTIP. At a minimum, the process must consist of the publication of a notice concerning the proposed RTIP in a newspaper with general circulation in each county within the district. The notice will:
 - (A) Inform the public of the availability of the proposed RTIP;
 - (B) inform the public that a public hearing will be held to receive comments on the initial adoption of the proposed RTIP, that there will be a public comment period after the date of the hearing, and the length of the comment period, which must be at least ten days;
 - (C) request that public comments concerning the proposed RTIP be submitted in writing to the district; and
 - (D) be published at least ten days before the date of the hearing.
 - (2) Revisions involving mobility projects. Each district will, at a minimum, publish, in a local newspaper of general circulation, a notice informing the public of the availability of revisions to the RTIP involving mobility projects and of a ten-day public comment period. The notice will request public comments to be submitted, in writing, to the district, and also will notify the public that a public hearing will be conducted to receive comments on the proposed revision.

§16.103. Statewide Transportation Improvement Program (STIP)

- (d) Statewide transportation improvement program (STIP) public involvement process. The governor is responsible for providing for public involvement in the STIP development process. If the governor delegates this responsibility to the commission, the commission, or if further delegated, the executive director, will provide for public involvement in accordance with this subsection.

- (1) Initial adoption of the STIP.
 - (A) The department will provide adequate opportunity for public involvement in development of the STIP.
 - (B) The department will divide the state into regions and hold at least one public meeting in each region during development of the STIP as early as the department determines is feasible to assure public input into the process. The department will publish notice of each public meeting as appropriate to maximize attendance at the meeting.
 - (C) The department will report its progress on the program and provide a free exchange of ideas, views, and concerns relating to proposed projects and priorities. A representative from each district located wholly or partially within a region will attend each public meeting of that region and be available for the discussion.
 - (D) In developing the STIP, the department will hold at least one statewide public hearing regarding the adoption of the proposed STIP.
 - (i) The department will publish a notice of the hearing in the *Texas Register* a minimum of 15 days prior to it being held and will inform the public where to send any written comments.
 - (ii) The department will accept written public comments, including comments submitted in electronic format, for a period of at least 30 days after the date the notice appears in the *Texas Register*.
 - (iii) A copy of the proposed STIP will be available for review, at the time the notice of hearing is published, at each of the district offices, at the department's Transportation Planning and Programming Division offices in Austin, and on the department website.
 - (iv) A STIP must be approved in accordance with subsection (e) of this section.
 - (v) The approved STIP will be made available at each of the district offices, at the department's Transportation Planning and Programming Division offices in Austin, and on the department website.
- (2) STIP amendments.
 - (A) General. The governor will approve amendments to the STIP. If the governor delegates this authority to the commission, the commission, or if further delegated, the executive director, will approve amendments according to a published schedule developed in accordance with subsection (f) of this section, which the department will make available at the district offices, to the MPOs, and on the department website on an annual basis.



- (B) Amendments to the STIP. The STIP may be amended consistent with the requirements established in §16.101(k) of this subchapter. The public involvement process for amendments to the STIP will be the same as for initial adoption of the STIP.

Non-Metropolitan Local Official Consultation Process

Federal Regulations Title 23, Part 450, Subpart B, (2) (b)

(b) The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

Texas Administrative Code, Title 43, Part 1, Chapter 16, Planning and Development of Transportation Projects

§16.55. Long-Range Transportation Planning Recommendations for Non-Metropolitan Areas

A rural planning organization (RPO) shall make recommendations to the department concerning transportation projects, systems, or programs that impact the area within the boundaries of the RPO over the 24-year statewide long-range transportation plan horizon as provided for in §16.54 of this subchapter (relating to Statewide Long-Range Transportation Plan (SLRTP)), including strategies that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and freight. For an area that is outside of the boundaries of an MPO and an RPO, those long-range planning recommendations will be made by the district engineer of the district in which the area is located. All recommendations shall be delivered to the department at the times and in the manner and format established by the department and shall include:

- (1) a prioritized list of mobility projects, rehabilitation projects as described in §16.153(a) (1) of this chapter (relating to Funding Categories), and safety projects as described in §16.153(a)(8) of this chapter, for the area within its boundaries; and
- (2) for each listed project, an estimate of project costs as approved by the district or districts in which the project is located.

§16.103. Statewide Transportation Improvement Program (STIP)

- (3) Project selection outside metropolitan planning areas. Outside metropolitan planning areas, transportation projects undertaken on the National Highway System with Title 23 funds and under the bridge and interstate maintenance programs shall be selected by the department in consultation with affected local officials. Federal lands highways projects shall be selected in accordance with 23 U.S.C. §204. Other transportation projects undertaken with funds administered by the FHWA shall be selected by the department in cooperation with the affected local officials, and projects undertaken with Federal Transit Act funds shall be selected by the department in cooperation with the affected local officials and public transportation operators.
- (refer to federal regulation Title 23, Part 450, Subpart B, (2) (b))

§16.104. Ten-Year Transportation Programming Recommendations for Non-Metropolitan Areas

A rural planning organization (RPO) shall make recommendations to the department concerning the prioritization of projects and programs in the department's unified transportation program under §16.105 of this subchapter (relating to Unified Transportation Program (UTP)) to be developed within the boundaries of the RPO. For an area that is outside of the boundaries of an MPO and an RPO, the programming recommendations will be made by the applicable district engineer. All recommendations shall be delivered to the department at the times and in the manner and format established by the department and must include a prioritized list of projects with input from officials of affected municipalities, counties, and local transportation entities.

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=3&ti=43&pt=1](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=3&ti=43&pt=1)

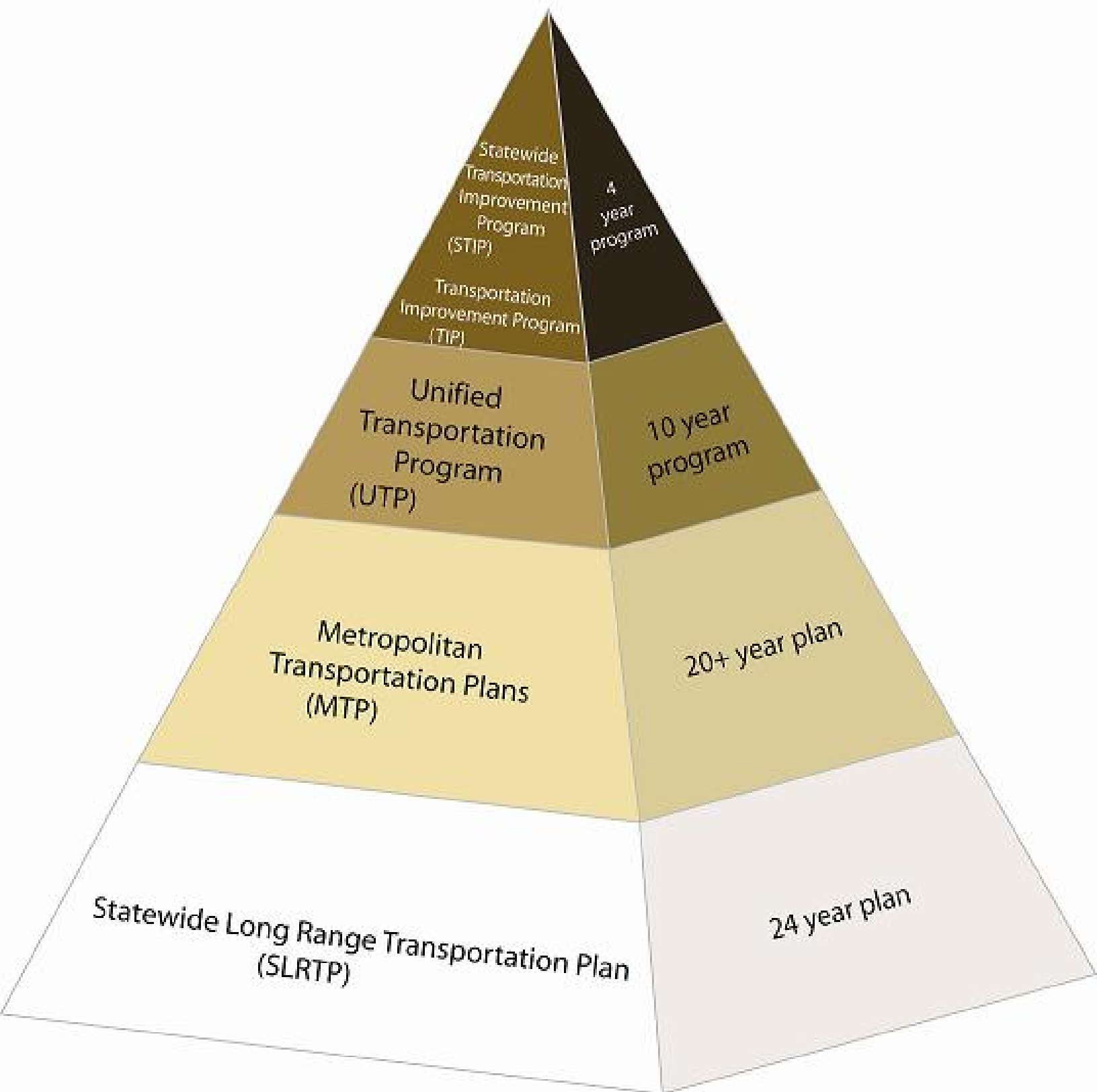
All statewide plans and programs are available on the TxDOT website at the following address: http://www.txdot.gov/public_involvement/

It is important to note that the Statewide PIP is separate and distinct from the participation process for [non-metropolitan local officials](#) as well as from the participation process for National Environmental Policy Act (NEPA).

Interested Parties, Public involvement, and Consultation

SAFETEA-LU expanded the list of interested parties identified in previous legislation. “Interested parties” now also include: representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, freight shippers and providers of freight transportation services in addition to: Citizens, affected public agencies, representatives of public transportation employees, representatives of users of public transportation, private providers of transportation, and other interested parties.

Implement Projects



TxDOT sends letters notifying Metropolitan Planning Organization (MPO) directors, state and federal environmental agencies, the Texas Bicycle Coalition, tribal governments, the Bureau of Indian Affairs, the Central Federal Lands Highway Division, and the National Park Service/Intermountain Region office when it takes action on the STIP (i.e., notification that projects under their purview are to be included in the STIP) or the long range statewide plan. This notification includes how and where to obtain a copy of the subject document; the time and date of the public hearing; provides instruction to those interested in providing comments; and provides a copy of the applicable Texas Register public notice.

All other interested parties are provided notice of the comment period and public hearing via the Texas Register public notice and TxDOT's website. Interested parties are able to access this document in TxDOT's Transportation Planning and Programming (TPP) Division's Austin office, TxDOT's district offices and on TxDOT's website, and provide written comments to District Office personnel or to TPP directly using the mailing address provided. Copies of all documents are available for review at the location of the public hearing.

TxDOT's statewide public involvement process allows for at least 30 calendar days from the date the public hearing notice appears in the Texas Register, for the public to review and comment (in writing or in person at the hearing) on a planning document before it is adopted.

At least once every five years (after the adoption date of this plan), TxDOT will review and solicit comments from non-metropolitan local officials and other interested parties for a period of *not less than 60* calendar days regarding the effectiveness of the consultation process outlined in this plan, and any proposed changes. A specific request for comments will be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials.

Public Involvement and Consultative Tools

TxDOT uses a number of methods to communicate information regarding department activities and opportunities for public and stakeholder participation in the statewide planning process:

- Newsletter/Mailings
- Media Releases
- Notices Published in the Texas Register
- Visualization Presentations/Techniques
- Local Community Public Meetings
- Statewide Public Hearings
- TxDOT's Interactive Internet Site
- MPO Internet Sites
- Facebook
- Twitter
- Podcast



Public and Stakeholder Outreach and Visualization Tools

Proactive public involvement and stakeholder outreach is an important part of developing TxDOT's plan and programs. To ensure that all Texas stakeholders (including the public, local and state transportation officials, elected officials, MPOs, Tribal governments, and transportation industry representatives) are included in the long-range planning process, during the development of this document and other plans and programs referenced in it, TxDOT provided opportunities for stakeholders and the public to participate during public meetings, stakeholder working sessions, as well as providing the public with Internet access to all our documents and up-to-minute transportation information in our news releases at <http://www.txdot.gov/news/>. Additional planning-related information is available through TxDOT's Government and Public Affairs Division at <http://www.txdot.gov/business/>.

Extra tools or plug-ins may be needed to view some of the content on our website. This free software can be found and downloaded at http://www.txdot.gov/tools_and_plugins/default.htm.

Available Geographic Information System (GIS) Data

TxDOT makes available to the public several sources of GIS data used in the planning process to enhance the environment - [Geographic Information Systems in Transportation](#). We also incorporate GIS technology to provide maps and data that include the [Load Restricted Bridge Map](#), [Roadway Recycled Materials Summaries](#), [TxDOT Right of Way Maps Application](#) as well as [Project Tracker](#).



TxDOT Division Public Involvement/Consultation Process

Public involvement activities are not the sole responsibility of any one TxDOT division. Several divisions are instrumental in TxDOT's efforts to ensure a transparent process that provides the public with comprehensive information on a timely basis to facilitate stakeholder input in key decisions throughout the transportation planning process.

TxDOT encourages **Coordination, Cooperation, and Communication** with the public, transportation agencies, MPOs, local, state and federal elected officials, Tribal governments, and transportation stakeholders – **early and often** – to avoid delays and miscommunication.

Well-informed stakeholders can provide valuable input to the transportation decisions TxDOT makes as we move forward with improvements to the Texas transportation system. At TxDOT, we will strive to:

- Provide a clearly defined purpose and objective for initiating public dialogue and soliciting input in our transportation planning process.
- Provide notice of opportunities for the public to participate in a cooperative dialogue, in an adequate and timely manner to allow sufficient time for stakeholders and interested parties to prepare.
- Provide venues (e.g., forums, meetings and hearings) open to all members of the public that allow stakeholders to be heard and present evidence supporting their views and positions. Clear rules for the proceedings will be set out in advance and followed by all participants.
- Engage in a transportation planning process that is transparent and provides stakeholders with access to educational materials and all information used (e.g., document, exhibits, schematics, maps, photographs, etc.) in the decision-making process to ensure that all participants are informed and able to cooperatively participate in the public involvement process.
- Thoughtfully consider the feedback received during the public involvement process and make decisions in a timely manner – providing documented results of the process back to interested parties using methods and visual techniques that are accessible and comprehensible.

TxDOT divisions work closely with state and federal regulatory agencies to ensure that the planning, engineering, environmental, public involvement, and construction processes result in the safe, efficient and effective movement of people and goods throughout the state, while facilitating trade and economic opportunity, and accomplishing TxDOT's six primary goals:

- Develop an organizational structure and strategies designed to address the future multimodal transportation needs of all Texans.
- Enhance safety for all Texas transportation system users
- Maintain the existing Texas transportation system.
- Promote congestion relief strategies.
- Enhance system connectivity.
- Facilitate the development and exchange of comprehensive multimodal transportation funding strategies with transportation program and project partners.



TxDOT District Public Involvement / Consultation Processes

TxDOT districts that do not have metropolitan areas within their boundaries adhere to the Rural Consultation Process for public involvement when obtaining public input regarding planning processes and the rural TIPS. This process can be found in the Appendix at the end of this document. TxDOT districts with boundaries that encompass both rural and metropolitan areas adhere to both the Rural Consultation Process and the process documented in an MPO's Public Participation Plan.

Local Coordination of TxDOT Planning Activities

Local coordination of statewide and regional planning activities is generally carried out by TxDOT district staff in conjunction with MPO staff, regional staff, local elected officials, local transportation agency personnel, and any stakeholders that wish to participate. TxDOT divisions and regions provide support and are frequently in attendance at local public meetings and hearings.

Metropolitan Planning Organization (MPO) Public Participation Plans

The twenty five Texas MPOs have documented public participation plans which are available on their respective websites or can be obtained by contacting MPO staff in your area. The map on page X of this document will assist you in identifying the MPO in your area, and the TxDOT website <http://www.txdot.gov/business/governments/grants/mpo.htm> contains contact information for the MPOs across the state.

Coordination with Regional Councils of Government

TxDOT also engages in planning activities with Regional Councils of Government (COGs) and Regional Mobility Authorities (RMAs). The on page X of this document will assist you in identifying the COGs in your area and the TxDOT websites <http://www.txregionalcouncil.org/>. For information on RMAs in your area, visit <http://www.txdot.gov/business/partnerships/rma.htm>

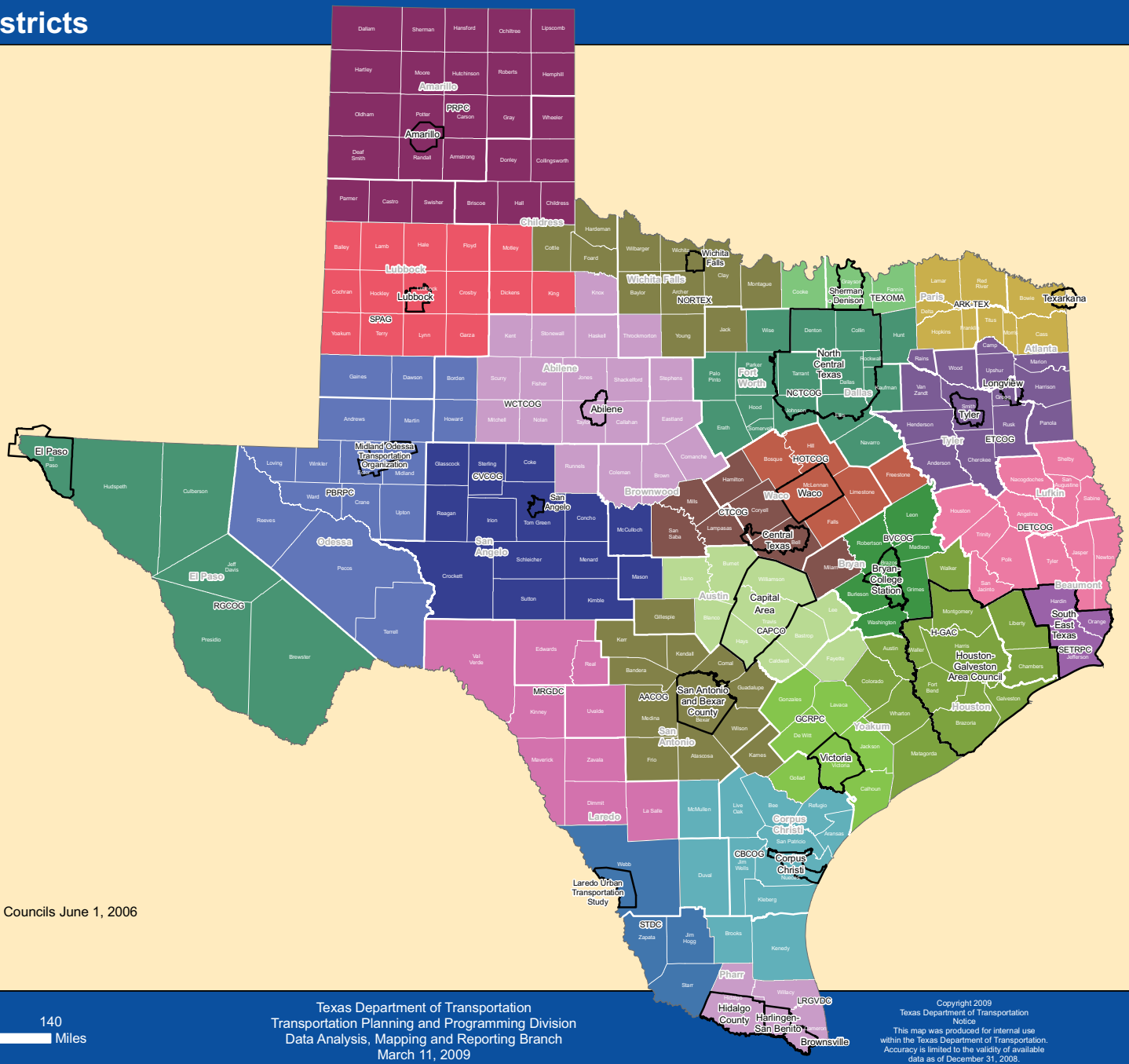


COGs, MPOs and TxDOT Districts

COG Abbreviation

- AACOG
- ARK-TEX
- BVCOG
- CAPCO
- CBCOG
- CTCOG
- CVCOG
- DETCOG
- ETCOG
- GCRPC
- H-GAC
- HOTCOG
- LRGVDC
- MRGDC
- NCTCOG
- NORTEX
- PBRPC
- PRPC
- RGCOG
- SETRPC
- SPAG
- STDC
- TEXOMA
- WCTCOG

* COG Source: Texas Association of Regional Councils June 1, 2006



County
 District
 MPO



Texas Department of Transportation
 Transportation Planning and Programming Division
 Data Analysis, Mapping and Reporting Branch
 March 11, 2009

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Coordination with State and Federal Resource Agencies

TxDOT coordinates with numerous state and federal resources agencies throughout the statewide transportation planning process – the most common are listed below:

Federal Highway Administration: <http://www.fhwa.dot.gov>

Federal Transit Administration: <http://www.fta.dot.gov>

Federal Railroad Administration: <http://www.fra.dot.gov>

Texas Commission on Environmental Quality: <http://www.tceq.state.tx.us>

Texas Historical Commission: <http://www.thc.state.tx.us>

Texas Parks and Wildlife Department: <http://www.tpwd.state.tx.us>

U.S. Army Corps of Engineers: <http://www.usace.army.mil>

U.S. Environmental Protection Agency: <http://www.epa.gov>

U.S. Fish and Wildlife Service: <http://www.fws.gov>

Central Federal Lands Highway: <http://www.cflhd.gov>

Summary

TxDOT wants to solicit the public to provide feedback on specific project and issues. This allows the Department to inform the public about proposed plans and projects so stakeholders are informed, as well as decision-making partners in the statewide transportation planning process.

ACRONYMS

- CAAA** Clean Air Act Amendments of 1990 – Revisions/amendments passed by Congress to the Clean Air Act of 1970 (CAA). Includes procedures that apply to all transportation plans, programs and projects as they relate to air quality.
- CMAQ** Congestion Mitigation and Air Quality improvement program – Special provision of the ISTEA of 1991 that directs funds toward projects in Clean Air Act non-attainment areas for ozone and carbon monoxide.
- COG** Regional Councils or Councils of Government (COGs) - Regional councils, frequently referred to as Councils of Government, but sometimes known as regional planning commissions or development councils, are voluntary associations of governments formed under Chapter 391 (Regional Planning Commissions), Texas Local Government Code. They address problems and planning needs that cross the boundaries of individual local governments or that require regional attention. While regional councils do not have an explicit role in implementing the Texas Transportation Commission's (commission) transportation objectives, some regional councils serve as the organizational or fiscal agent of an MPO.
- CSJ** Control-Section Job Number – Project numbering system utilized by the Highway Design Division. Each project being advanced to implementation will be assigned a unique CSJ number.
- FHWA** The Federal Highway Administration administers Federal-Aid System Emergency Relief (ER) Funds for emergency and permanent repairs to facilities on the federal-aid system. This includes city and county roads functionally classified Rural Major Collector or above. Temporary operations, emergency repairs, and preliminary engineering including consultant work may proceed without prior FHWA authorization.
- FTA** Federal Transit Administration – Federal agency primarily responsible for public mass transportation. Formally called the Urban Mass Transit Administration (UMTA).
- MAB** Metropolitan Area Boundary – The boundary of a metropolitan area established by agreement between the MPO and the Governor. Defines the area in which the metropolitan planning process will be carried out.

- MPO** Metropolitan Planning Organization – The organization in urbanized areas over 50,000 in population, designated by agreement between the Governor and units of general purpose local government that is responsible for carrying out the transportation planning process for the metropolitan area.
- NEPA** The National Environmental Policy Act is the basic national charter for protection of the environment. It establishes policy, set goals and provides means for carrying out the policy. NEPA is binding upon federal agencies, including the Federal Highway Administration (FHWA), and is usually followed as an environmental guideline by state and local agencies. In general, reference to NEPA includes the Act itself and its subsequent amendments.
- NHS** National Highway System – System of major highway networks established by ISTEA. Includes Interstate routes, many urban and rural principal arterials, the defense strategic highway network, and strategic highway connectors.
- PIP** Public Involvement Participation Plan - A plan that demonstrates that the Department has a documented public involvement process, which provides opportunities for public review and comment at key decision points during the statewide transportation planning process. The PIP is required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
- RPO** For planning purposes, rural is generally considered to be an area outside of metropolitan areas which have 50,000 or greater in population. This rural definition includes incorporated areas which are outside of metropolitan area planning boundaries. Nationally, a rural planning organization (RPO) is generally defined as a voluntary association of local governments which plans rural transportation systems and advises each state’s department of transportation (DOT) on rural transportation policy.
- SAFETEA-LU** Transportation bill passed by Congress that provides authorization for highways, highway safety, and mass transportation for six years. This legislation supersedes Transportation Equity Act for the 21st Century (TEA-21).
- SIP** State Implementation Plan – Plan/Program developed by the State that establishes a strategy to achieve conformity to established air quality requirements (CAAA). Includes strategies for all sources of air pollutants.
- SLRTP** The statewide transportation plan is the official statewide, intermodal transportation plan that is developed through the statewide transportation planning process.

- STIP** Statewide Transportation Improvement Program – Statewide program of projects and project segments to be implemented within each three-year period after adoption of the program. The program includes a financial plan that demonstrates how the program can be implemented. Requirement for the program was established by ISTEA. The program is developed in cooperation with the MPO programs.
- STP** Surface Transportation Program – Federal funding category for surface transportation construction and maintenance. STP funds may be used by states and localities for any roads (including NHS) that are not functionally classified as local or rural minor collectors. These roads are collectively referred to as federal-aid roads and replace the previously designated federal-aid primary, secondary, and urban systems. The purpose is to supplement the National Highway System (NHS).
- TIP** Transportation Improvement Program – Metropolitan area program of projects and project segments to be implemented within each three-year period after adoption of the program. Program includes a financial plan that demonstrates how the program can be implemented.
- TMA** Transportation Management Area – Metropolitan areas designated by the Transportation Secretary that have urbanized populations greater than 200,000. TMAs designated by the Secretary require a much more detailed level of planning effort and have special requirements included in the Title 23 USC.
- UTP** Unified Transportation Program - The Unified Transportation Program (UTP) is the ten-year planning document that guides and controls project development for the Texas Department of Transportation in a feasible and economical manner. It was previously called the Project Development Plan.

GLOSSARY

Texas Register A weekly publication, the *Texas Register* serves as the journal of state agency rulemaking for Texas. Information published in the *Texas Register* includes proposed, adopted, withdrawn and emergency rule actions, notices of state agency review of agency rules, governor's appointments, attorney general opinions, and miscellaneous documents such as requests for proposals. After adoption, these rulemaking actions are codified into the *Texas Administrative Code*. <http://www.sos.state.tx.us/texreg/>

Public Hearing

- More formal than a public meeting.
- Held before a decision is made.
- Designed to gather comments from all interested parties as public record and input into decisions.
- An official hearing officer is required. This person acts as an agency representative and helps disseminate information.

Public Meeting

- Held throughout the planning process
- Intended to gather input from community residents or groups
- Can be formal or informal.
- Are tailored to specific issues or community organizations.
- Meetings can have a specific focus. They can focus on particular groups, such as neighborhood organizations or businesses

Open House

- A type of public meeting that is similar to a transportation fair.
- It can feature presentations, slide shows and one-on-one discussions between community residents and agency staff.
- Information is presented buffet style.
- Attendees may drop in at their convenience. *TxDOT's Quick Guide to Public Involvement* ftp://ftp.dot.state.tx.us/pub/txdot-info/gpa/public_involve_guide.pdf

APPENDIX

January 23, 2008

**Title VI and Related Statutes
Nondiscrimination Statement**

The Texas Department of Transportation, as a recipient of Federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. § 2000d-3), color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.



Amadeo Saenz, Jr., P.E., Executive Director
Texas Department of Transportation

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Rural Consultation Process Documentation

As stated in the TAC §16.102. **Rural Transportation Improvement Program (RTIP)** each district must adhere to a minimum of the following but not limited to these procedures:

Rural public involvement process.

- (1) For the initial adoption of the TIP. Each district will coordinate with the applicable rural planning organization (RPO), if any, to develop and implement a public involvement process covering the development of an RTIP. At a minimum, the process must consist of the publication of a notice concerning the proposed RTIP in a newspaper with general circulation in each county within the district. The notice will:
 - (A) Inform the public of the availability of the proposed RTIP;
 - (B) inform the public that a public hearing will be held to receive comments on the initial adoption of the proposed RTIP, that there will be a public comment period after the date of the hearing, and the length of the comment period, which must be at least ten days;
 - (C) request that public comments concerning the proposed RTIP be submitted in writing to the district; and
 - (B) be published at least ten days before the date of the hearing.
- (2) Involving mobility projects. Each district will, at a minimum, publish, in a local newspaper of general circulation, a notice informing the public of the availability of revisions to the RTIP involving mobility projects and of a ten-day public comment period. The notice will request public comments to be submitted, in writing, to the district, and also will notify the public that a public hearing will be conducted to receive comments on the proposed revision.

Public Meeting / Public Hearing Checklist

For District Use / Information

Date Posted on Public Involvement Calendar _____ (2 months in advance of tentative date)

SITE SELECTION

DATE

- _____ 1. Notify Director of Project Development of desired to hold public meeting and or hearing.
- _____ 2. Locate and reserve place to hold public meeting/public hearing. Avoid holidays, city council meetings and conflicts with other public meetings. (7 weeks prior to meeting)
- _____ 3. Confirm reservations and date. (7 weeks prior to meeting)
- _____ 4. For any public hearing/meeting for a project with controversy or significant impacts, notify Director of Project Development of date selected as soon as date is selected.
- _____ 5. Public meeting should be an open format but still have a good space for open microphone if it is needed.

NOTICE PREPARATION (6 weeks prior to meeting)

DATE

- _____ 1. Prepare draft notice and forward to Supervisor/Assistant for review and approval (2 days)
- _____ 2. Post on Public Involvement Calendar and remove tentative (PI Coordinator or backup)
- _____ 3. Forward notice and location map to ENV – Project Manager at least two (2) weeks in advance of publishing first notice in newspaper.

PUBLISH NOTICE/NOTIFY PUBLIC OFFICIALS – CONCURRENT

DATE

- _____ 1. 30 days + 5 working days to newspapers with general circulation in each county within the project area(s) (+1 in Spanish if available).
- _____ 2. 30 days + 10 working days notice to elected Public Officials by certified mail on TxDOT letterhead signed by District Engineer ([See P. I. Coordinator for mailing list](#)).
- _____ 3. Memo to Staff (30 days before meeting/hearing).

Public Meeting / Public Hearing Checklist cont.

PROPERTY OWNER NOTIFICATION (35 days prior to meeting)

DATE

- _____ 1. Notify adjacent property owner(s), civic groups, homeowners associations a the theme time as elected officials (30 days + 5 days).
- _____ 2. Letter can be sent by consultant (if applicable)

RE-PUBLISH NOTICE

DATE

- _____ 1. **10 days prior to hearing/meeting date**

REVIEW MEETING FOR ALL REPRESENTATIVES OF PROJECT DEVELOPMENT

DATE

- _____ 1. (2-3 weeks prior to meeting/hearing, contact Directors of R.O.W., Design and Area
- _____ 2. Conduct pre-meeting.

PREPARATION FOR MEETING

DATE

- _____ 1. Plan exhibits with engineering project manager.

CONTACT PERSONNEL TO ATTEND MEETING / HEARING

- | | |
|-------------------------------|---|
| _____ Environmental | _____ Right-of-way (Director) |
| _____ Staff Representative | _____ Area Engineer (if applicable) |
| _____ Local Officials | _____ Court reporter, if a Public Hearing |
| _____ Security | _____ Facility Staff |
| _____ Interpreters, If needed | _____ Public Information Officer |

Public Meeting / Public Hearing Checklist cont.

ORGANIZE MATERIALS

_____ Hearing Script _____ Exhibits _____ Easels _____ Extension Cords

_____ Vicinity map _____ Agenda/Program _____ Pencils/Pens _____ Scales

_____ Speakers _____ Tape/Tacks _____ Extra Batteries _____ Business Cards

_____ Signs directing people to meeting place _____ Comment Cards/Forms

_____ Comment Card / Forms Box _____ Tape Recorder (back-up to court reporter)

_____ Transportation _____ TIP / TIP Pages Display _____ Sign-in Sheets

_____ Extra Lights _____ Court Reporter Table _____ Hearing Officer

If Applicable to Hearing / Meeting

_____ Right-of-Way and Relocation book

_____ Environmental Documents/Displays

_____ ROW acquisition process (display)

_____ Schematics Typical Sections

District Engineer Signature

Date

Texas Statewide Transportation Improvement Plan

Location: _____

Date: _____

Your home ZIP code

Voluntary Information

Please provide the following information about yourself. Please check appropriate circle.

Sex

- Female
 Male

Age

- 1-21 41-65
 22-40 Over 65

Disability

- Yes
 No

Ethnicity

- White (non-Hispanic)
 Asian
 American Indian
 Native Hawaiian / other
Pacific Islander
 Black
 Hispanic
 Other: _____

First Language

- English
 Spanish
 Vietnamese
 Chinese dialect
 Russian
 Other: _____

Second Language

- English
 Spanish
 Vietnamese
 Chinese dialect
 Russian
 Other: _____

Income

- \$0-\$12,000
 \$12,000-\$24,000
 \$25,000-\$36,000
 \$37,000-\$48,000
 \$49,000-\$60,000

Who are you representing?

Voluntary Information

(1) Minority population / organization

- Asian
 American Indian
 Native Hawaiian / other Pacific Islander
 Black
 Hispanic
 Other: _____

(3) Persons with disabilities

- Yes
 No

(4) Elderly population

- Yes
 No

(2) Low-income population

- Yes
 No

