

# Policy 2: Public Participation Plan

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This text is the Alamo Area Metropolitan Planning Organization's (AAMPO) plan to involve the public. It is called a Public Participation Plan (PPP) and is required by law. People were able to comment on the plan for 45 days. This comment period took place prior to adoption of the plan.

## **Purpose of the Public Participation Plan**

This plan provides a guide for how MPO staff can involve the public. It includes goals, procedures, and tools the MPO will use. It also includes metrics used to measure and evaluate plan performance.

## **AAMPO's Commitment to Public Participation**

People should have a say in transportation decisions that affect their lives. To help make this possible, the AAMPO commits to:

1. Welcome all people into the planning process.
2. Identify people affected and involve them in the process.
3. Get people involved early and keep them involved throughout in the process.
4. Provide people with a variety of ways to participate.
5. Hold meetings at convenient dates, times, and locations.
6. Hold meetings at accessible places (see attachment 1).
7. Make meetings accessible for people with disabilities.
8. Provide interpreters (spoken or sign) if requested at least five (5) working days in advance of a meeting.
9. Use information and graphics that are easy to understand.
10. Talk to people and record their comments.
11. Consider comments in the planning process.

# Public Participation Goals

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- Goal 1**
  - The MPO will **engage people in the transportation planning process**. The MPO will do this **according to the goals in this plan and applicable laws**.
- Goal 2**
  - The MPO will **keep people informed** of transportation news.
- Goal 3**
  - The MPO will **encourage the everyone in the study area to get involved**. This includes those traditionally underserved.
- Goal 4**
  - The MPO will **strive to improve** public participation.
- Goal 5**
  - The MPO will **work closely with other transportation agencies**.

# Federal and State Requirements

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This plan reflects the AAMPO commitment to the public. It also outlines their role in the regional planning process. It follows the federal and local laws listed below.

## **Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)**

Federal rules for metropolitan transportation planning (23 CFR 450.316) and FHWA guidelines say that Metropolitan Planning Organizations (MPOs) shall develop and use a documented participation plan. The plan defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. AAMPO complies with the ten MPO requirements listed in 23 CFR 450.316.

## **Fixing America's Surface Transportation Act (FAST Act)**

The current transportation bill is the Fixing America's Surface Transportation (FAST) Act. It was passed by Congress and signed by President Obama on December 4, 2015. The FAST Act authorizes \$305 billion nationwide over fiscal years 2016 through 2020 for transportation spending. It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation.

## **Americans with Disabilities Act of 1990**

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities in the development and improvement of services.

## **The Age Discrimination Act of 1975**

The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities receiving Federal financial assistance. The Act prohibits recipients of Federal financial assistance from taking actions that result in denying or limiting services or otherwise discriminating based on age.

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

Title VI 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 benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI serves as the legal foundation for what is today referred to as environmental justice. AAMPO adheres to Title VI and environmental justice principles.

## **Executive Order 13166 – Limited English Proficiency**

Executive Order 13166 was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency ..." Federal agencies were directed to provide guidance and technical

assistance to recipients of federal funds as to how they can provide meaningful access to limited English proficient users of federal programs. Consistent with Executive Order 13166 and U.S. Department of Transportation (DOT) guidance, AAMPO has developed a Limited English Proficiency Plan } in order to ensure meaningful input opportunities for persons with limited English proficiency. The AAMPO LEP plan is available on the AAMPO website ([www.alamoareampo.org](http://www.alamoareampo.org)) and calls for translations of vital documents, such as public notices, into Spanish. AAMPO may, at its discretion, translate documents into additional languages if the nature of the document and the character of the document's target audience justify additional translation. The LEP plan provides further guidance for serving limited English-speaking populations.

### **Executive Order 12898 on Environmental Justice**

This order was signed by President Clinton in 1994. It reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

*Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.*

### **Executive Order 13175 – Consultation and Coordination with Tribal Governments**

Executive Order 13175 states that “in formulating or implementing policies that have tribal implications, agencies shall establish regular and meaningful consultation and collaboration with tribal officials to reduce the imposition of unfunded mandates upon Indian tribes.”

At least one American Indian tribe has expressed an interest in being notified of activities throughout the state of Texas. Though there are no tribal governments located in the Alamo Area MPO study area, the MPO will actively seek to keep tribal governments informed of major decisions affecting the region. The MPO will continue to communicate with Native American Indian tribal leaders on an ongoing basis to identify issues of common concern.

### **Disclaimers**

In order to share appropriate requirements with the public related to various laws and regulations, the MPO regularly uses the following disclaimers. Their purpose and use is described below.

#### **American's with Disabilities Act Statement**

The following disclaimer will be included on public meeting notices as appropriate:

*All MPO meetings will be conducted in accordance with the Americans with Disabilities Act (ADA) and are accessible to persons with disabilities. Arrangements for special assistance or an interpreter can be made by calling the Metropolitan Planning Organization office at (210)-227-8651, or Relay Texas at 1-800-735-2989 at least five (5) business days in advance. The meeting facilities will also be within a reasonable distance of a transit route in counties where transit service is readily available.*

## **Title VI and Environmental Justice Statement**

The following MPO Title VI and Environmental Justice Nondiscrimination Statement will be included in informational items and collateral materials as appropriate:

*The Alamo Area Metropolitan Planning Organization (MPO), as a recipient of Federal funding and under Title VI of the Civil Rights Act and related statutes, ensures that no person shall on the grounds of race, religion, color, national origin, sex, age or disability be excluded from participation in, denied benefits of, or otherwise discriminated against by any MPO program or activity.*

## **Report Language**

The following language shall be included in all reports published by the MPO:

*Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.*

This language shall be displayed on the interior front cover page in a place of prominence in accordance with the contract between TxDOT and the Alamo Area MPO.

## **Federal Transit Administration Section 5307 Language**

For newspaper ads in support of the development of the Transportation Improvement Program, by agreement with the transit provider, the language shown below must be included in the ad text itself:

*The TIP development process is being used to satisfy the public hearing requirements of Federal Transit Administration's (FTA) Section 5307 program and this public notice of public involvement activities and time established for public review and comments on the TIP will satisfy the FTA Program of Projects requirements.*

# Target Audiences

The MPO takes great pride in working with people and other agencies. The AAMPO strongly believes that people should have a say in decisions that impact their lives. The AAMPO staff keeps a contact list on a continuous basis. People and groups that AAMPO targets are listed below. This list is not exclusive. The AAMPO also reaches out to the public at large.

Target Audiences
Airport operators
Board and committee members
Business and trade organizations
Citizens expressing an interest in transportation planning
City and academic libraries
Civic and public interest groups
Community-based associations
Commuters
Disabled populations
Elected local, state and federal officials
Emergency response agencies
Environmental groups
Faith-based organizations
Freight shippers
Higher education faculty, staff, and students
Homeowner, neighborhood and resident associations
Local media outlets
Military Bases
Natural disaster risk reduction agencies
Private transportation organizations and employees
Providers of freight transportation services
Public agencies and staff
Public health organizations
Public ports
Public transportation
School districts
Social service organizations
Tourism industry
Traditionally underserved populations (described in greater detail in the following section)
Transportation advocates
Tribal governments
Users of pedestrian walkways and bicycle transportation facilities
Users of ridesharing services such as Uber and Lyft
Any other interested parties

# Diversity and Inclusiveness

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AAMPO commits to engage traditionally underserved groups. These groups include low-income and minority populations. Federal laws protect more groups. The AAMPO also protects two more groups. All protected groups are listed here.

## Protected Categories

Both Title VI of the Civil Rights Act of 1964 (Title VI) and Executive Order 12898 (EO 12898) on Environmental Justice (EO 12898) are specific in the description of the populations they protect. Title VI prohibits discrimination based on race, color and national origin. EO 12898 protects minority and low-income populations. Discrimination against persons based on gender, age, and disability are addressed by other nondiscrimination statutes. Collectively, these populations are often referred to as “traditionally underserved” in the transportation planning process.

### Minority

Persons considered minorities are identified by the U.S. Census as people of African, Hispanic, Asian, American Indian, or Alaskan Native origin. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons belonging to any of the following groups:

- **Black** – a person having origins in any of the black racial groups of Africa.
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Asian** – a person having origins in the Far East, Southeast Asia, or the Indian subcontinent.
- **American Indian and Alaskan Native** – a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition.

### Low Income

A person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines. The national poverty guidelines are issued annually by the Department of Health and Human Services and are available at <http://aspe.hhs.gov/poverty/poverty.shtml>.

### Elderly

Any persons over the age of 65.

### People with Disabilities

Under the Americans with Disabilities Act of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

### **Limited English Proficiency**

People who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English may be considered limited English proficient.

### **Additional Categories**

Additionally, AAMPO includes low-literacy populations and those without personal transportation as traditionally underserved populations, although they are not protected by either a federal act or an executive order.

### **Low Literacy**

People who have difficulty using certain reading, writing, and computational skills considered necessary for functioning in everyday life may be considered to have low literacy. Persons with low literacy are generally defined as having less than fifth-grade reading and comprehension skills.

### **Zero Car Households**

Households without cars or access to one.



# Board and Committees

The AAMPO board and committees provide one of the most regular and consistent ways for public involvement. Following is a list of committees supported by MPO staff. The table below identifies the day of the month, time, and location of their meetings.

Committee	Date/Time	Location
Technical Advisory Committee (TAC) *	First Friday of the month at 1:30 p.m.	TxDOT District Office Building 2 Hearing Room 4615 NW Loop 410 San Antonio, TX 78229
Bicycle Mobility Advisory Committee (BMAC) *	Second Wednesday of the month at 9:00 a.m.	MPO Conference Room B 825 South Saint Mary's Street San Antonio, TX 78205
Pedestrian Mobility Advisory Committee (PMAC) *	Third Wednesday of the month at 3:30 p.m.	MPO Conference Room B at 825 South Saint Mary's Street, San Antonio, TX 78205
Transportation Policy Board (TPB) *	Fourth Monday of the month at 1:30 p.m.	VIA Metro Center Community Room 1021 San Pedro San Antonio, TX 78212

\* Meeting dates and locations are subject to change. The BMAC and PMAC committees hold joint evening meetings several times a year. Some committees choose to cancel meetings in July and December. For the most current information, please visit [www.alamoareampo.org/calendar](http://www.alamoareampo.org/calendar).

MPO meetings are open to all. For special needs or translator, call 210-227-8651. You can also call TDD 1-800-735-2989 (Relay Texas). Please call at least five working days before the meeting. Meeting dates, times, and locations may change. You can call 210-227-8651 to confirm the meeting. The table below lists the timing of information on the website.

Materials	What is available on the web?	When is it posted on the web?
Meeting agendas and packets	Transportation Policy Board <a href="http://www.alamoareampo.org/Committees/TPB/">www.alamoareampo.org/Committees/TPB/</a>  Technical Advisory Committee <a href="http://www.alamoareampo.org/Committees/TAC/">www.alamoareampo.org/Committees/TAC/</a>  Bicycle Mobility Advisory Committee <a href="http://www.alamoareampo.org/Committees/BMAC/">www.alamoareampo.org/Committees/BMAC/</a>  Pedestrian Mobility Advisory Committee <a href="http://www.alamoareampo.org/Committees/PMAC/">www.alamoareampo.org/Committees/PMAC/</a>	One week prior to the meeting

Materials	What is available on the web?	When is it posted on the web?
Meeting Information	Board and committee meeting dates and times <a href="http://www.alamoareampo.org/Calendar/">www.alamoareampo.org/Calendar/</a>	Online calendar is posted and updated throughout the year, along with board/committee web pages.  Meeting information pages updated monthly.
Livestreaming	Transportation Policy Board meetings only <a href="http://www.alamoareampo.org/mpolive">www.alamoareampo.org/mpolive</a>	Listen or watch the Transportation Policy Board meetings live or in a searchable archive available 24 hours after the event.
News releases	News and media items, published or broadcast <a href="http://www.alamoareampo.org/news/">www.alamoareampo.org/news/</a>	Review news releases after sending to the media.  Timing of the news release varies depending on the news item or event.

**Meeting Notices**

The Texas Open Meetings Act requires notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts MPO Transportation Policy Board (TPB), Technical Advisory Committee (TAC), Bicycle Mobility Advisory Committee (BMAC) and Pedestrian Mobility Advisory Committee (PMAC) meetings in the Texas Register, at the Bexar County Courthouse Bulletin Board, and with Comal and Guadalupe counties.

**Public Comments**

The MPO accepts public comments at every regular meeting of the board and committees. Comments can be spoken or in writing.

# Public Participation Toolbox

The MPO communicates with the public in a variety of ways. Information shared covers the MPO’s programs, projects and studies. MPO information materials display the MPO logo and include contacts. This section describes some of the communication tools the MPO uses.

## Philosophy of External Communications

Guiding principles for external communications include:

- **Informative:** The MPO will provide information. The MPO does not advocate on issues.
- **Concise:** The MPO will provide clear and concise information.
- **Clear:** The MPO will use easy to understand text and graphics.
- **Engaging:** The MPO will hold meetings that are fun, interactive, and meaningful.

The MPO uses the “Spectrum of Public Participation.” It was developed by the International Association of Public Participation. The spectrum helps identify when to use tools in the process.

## IAP2’S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public’s role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The table shows different communication tools. The last column shows the level of participation. It corresponds to the Spectrum of Participation. Some strategies, such as outreach tools, are solely informational. Others can include multiple points on the spectrum.

<b>Meetings/Events/Speaking Engagements</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Project Workshops/Open-Houses	This type of public meeting is open and more informal. Team members interact with the public on a one-on-one basis. Short presentations may be given at these meetings. They will be followed by small group exercises or exhibits that people can visit on their own.	Inform Consult Involve Collaborate
MPO Exhibit Tables	MPO staff attend other agency events and man tables or booths. These include activities, maps, charts and informational brochures. Exhibit tables may also be used at malls or other public venues.	Inform Consult
Small Group 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.	Inform Consult Involve
Advisory committee meetings	The AAMPO staff supports four committees and several subcommittees. These groups provide input, advice and recommendations to the planning process. Committees work to build consensus on their recommendations before sending them to the board.	Inform Consult Involve Collaborate
Transportation Policy Board	The board is made up of elected officials and representatives from the various cities, counties, and public agencies within the MPO study area. It is the sole decision-making body within the MPO process.	Inform Consult Involve Collaborate Empower

Online/Electronic Tools		
Type	Description	Level of Participation
AAMPO Website	The website was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information about specific projects undertaken by the MPO. Bicycle, pedestrian and trails information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.	Inform
FastTrack E-Newsletter	The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by the MPO, during public events attended by the MPO, on the MPO website, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO website address, project highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.	Inform Consult
Social Media	The MPO will utilize appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide public input to the MPO's on-going planning process.	Inform Consult Involve
Project-specific Web Sites	For individual projects, project-specific websites may be used. These sites are used when project information is too extensive to be included on the MPO site. Project websites can contain study area maps, meeting announcements, descriptions of alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided from the MPO site.	Inform Consult Involve

<b>Online/Electronic Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Crowdsourcing	The MPO will utilize different online tools to solicit input, ideas, and suggestions from the public. This could be in the form of comments on a map or submitted via an online form.	Inform Consult
Online meetings	The MPO will provide online participation opportunities as appropriate. These opportunities will include webinar options for participation during the day or virtual public meetings. These will be advertised at the same time as the public meetings.	Inform Consult Involve

<b>Public Notice Delivery Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
US Postal Service	Traditional mail service is used for formal public hearing notices, as well as to publicize public meetings/workshops.	Inform
Email	Email blasts are used in addition to traditional mailing to stakeholders and community members. Recipients have previously opted in to communications by providing their email addresses.	Inform Consult
Location Placement	Meeting notices are posted in high-traffic gathering places, including but not limited to: schools, parks, libraries, community centers, and other such gathering places.	Inform
Transit	Meeting flyers and related collateral material may also be available on buses, notifying riders of upcoming meetings.	Inform

<b>Print and Broadcast Media Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Display Ads	These ads are used to promote meetings that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses or	Inform

<b>Print and Broadcast Media Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
	hearings. They are published in local/regional newspapers that provide the best coverage at an economical price.	
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 issues being considered by MPO committees.	Inform
TV and Radio Public Affairs Shows	MPO staff will solicit radio and talk show appearances to provide information or to promote events and topics as appropriate.	Inform
Video and Audio Public Service Announcements	MPO staff will produce audio and video public service announcements for selected events and distribute them to the appropriate metro area radio, TV and cable stations.	Inform

<b>Multimedia Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Printed Newsletter	The MPO publishes a quarterly hardcopy newsletter that is mailed to the contact mailing list and e-mailed to the electronic contact list. Included are feature stories about the transportation planning process as well as ongoing studies, projects and issues. A Spanish version is also available upon request.	Inform
Project Newsletters	For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.	Inform
Other Newsletters	When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations,	Inform

<b>Multimedia Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
	church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of publishers.	
Video Blogs	On a monthly basis, the MPO produces, in English and Spanish, a brief video blog called V-News. V-News highlights upcoming meetings of MPO standing committees, special project meetings or public events being undertaken by the MPO, and may include useful information related to various planning issues, such as air quality, safety, and transportation options.	Inform
Flyers, Posters and Fact Sheets	To provide summary information regarding MPO policy, programs and projects, flyers, posters and fact sheets may be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request fact sheets directly from the MPO staff office.	Inform
Bus Placards	The MPO will use advertising space in VIA buses whenever possible as provided by VIA Metropolitan Transit for various MPO events.	Inform
Banners	The MPO will consider using banner advertising such as physical street banners and internet page banners as appropriate for MPO events and activities.	Inform

### **Partner Agency Collaboration**

MPO staff will 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 Procedures

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The MPO generates major planning documents that require public input and community consensus. As a result, they are made available for public comment using various outreach strategies. Members of the public can view all of the required documents, and any amendments, on the MPO website at [www.alamoareampo.org](http://www.alamoareampo.org) or call 210-230-6929 to receive a copy. Following is a list of the major planning documents produced by the MPO.

- Metropolitan Transportation Plan, or long-range plan
- Transportation Improvement Program, or short-range plan
- Unified Planning Work Program
- Public Participation Plan
- Performance Measures Report
- Transportation Conformity Document (if/when needed)

The Transportation Policy Board has set different approval processes depending on the item agendized for action. The two-step approval process is for new TIP, MTP and Transportation Conformity documents, as well as amendments to the TIP and MTP. The two-step process means that items will be presented to the Transportation Policy Board one month with action scheduled for the following month, allowing for an approximate public comment period of 30 days.

The MPO also has a process for an expedited, or one-step process for TIP and MTP amendments, that allows the board to hear the item presented and take action within one meeting.

Other items such as amendments to the Unified Planning Work Program, consultant contract awards and resolutions of support, as examples, are acted upon by the Transportation Policy Board in a one-step approval process.

Below, please find a description of the two-step and expedited one-step processes. The following page identifies the planning steps required for each planning document produced by the MPO along with the minimum outreach strategies recommended for each. Whenever possible, the MPO will strive to go beyond the minimum outreach strategies.

## Two-Step Approval Process

1. Present, for informational purposes, the Proposed Action to the Technical Advisory Committee/Transportation Policy Board in month one
2. Present, for Action, to the Technical Advisory Committee/Transportation Policy Board in month two

## Expedited One-Step Approval Process (for TIP and MTP Amendments only)

- Transportation Policy Board hears a presentation and takes action at one meeting as opposed to two board meetings

- Reserved for items requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest)
- Requires a 75% vote by the Transportation Policy Board to enter into a time certain public hearing and the Board will solicit input into the amendment(s) prior to taking action

	Approval Process						Minimum Outreach Activities						
	Two-Step Approval Process	One-Step Approval Process	Expedited One-Step Process w/ 75% Board Vote for public hearing	30 Day Comment Period	45 Day Comment Period	60 Day Comment Period	Partner Agency Coordination	News release	Newspaper Ads	Social media	E-newsletter	Video	Neighborhood presentations
<b>TIP/MTP Development Process &amp; Adoption of the TIP/MTP</b>	★			★			★	★	★	★	★	★	★
<b>Routine amendments to the TIP/MTP occurring between annual updates</b>	★			★			★						
<b>Expedited process, urgent amendments to the TIP/MTP</b>			★				★						
<b>Adoption of the Unified Planning Work Program</b>	★			★			★						
<b>Amendments to the Unified Planning Work Program</b>		★					★						
<b>Public Participation Plan</b>	★				★		★		★	★			
<b>Consultant Contract Award</b>		★					★						
<b>Performance Measures and Targets</b>	★			★			★						
<b>Transportation Conformity</b>						★	★	★	★	★	★	★	★

Note: this list is illustrative and may not reflect all the items the Transportation Policy Board may consider for action.

# Monitoring and Evaluation

This PPP will be reviewed and adopted, with revisions if necessary, at least every three (3) years. The following performance measures will be recorded by staff on a continuous basis to monitor and evaluate the effectiveness of participation strategies. Where appropriate, the Deputy Director and the Planning/Public Involvement Program Manager will set yearly targets. Adjustments to strategies will be made as needed to meet the public involvement plan goals.

Goals Addressed	Public Involvement Tool	Evaluation Method
Goals 1, 2, 3, 4, and 5	Public Participation Plan	To be reviewed every three years
Goal 2	AAMPO Website	Number of New Users Number of Returning users Page Views Sessions
Goal 2	FastTrack E-Newsletter	Number of Subscribers Number of Emails Accepted Unique/Total Views
Goals 1, 2, and 3	Open Houses, Meetings, Workshops, and Public Hearings	Number of Attendees
Goals 1, 2, and 3	Newspaper Advertisements	Sign-in sheets – “How did you hear about this meeting?”
Goals 1, 2, and 3	Direct Mailings	Distribution
Goals 1, 2, and 3	Press Releases	Press Mentions
Goals 1, 2, and 3	Surveys	Number of Responses
Goals 1, 2, and 3	Facebook	Likes Total Daily Reach Total Daily Impressions
Goals 1, 2, and 3	Twitter	Followers Impressions Retweets Likes
Goal 2	Instagram	Followers
Goal 2	YouTube	No measure required
Goals 1, 2, and 3	Webstreaming	Number of people watching
Goal 5	Attend Partner Agency Events	Number of Events

In addition to the measures listed above, the MPO will provide meeting evaluation forms at public meetings, workshops, and hearings to collect qualitative feedback from participants that can be used to improve meeting processes for future events.

## Revisions and Amendments

This Public Participation Plan reflects the current policies of the Alamo Area MPO. At a minimum, these policies will be reviewed, revised if necessary and adopted every three (3) years.

**Administrative amendments** to the PPP include changes to the public involvement tools and strategies, revision of references to applicable regulations, misspellings, omissions or typographical errors. Staff performs these updates, with no notification required.

**Amendments** to the Participation Plan include any other changes that do not fit the administrative definition above. A two-step process and 45 days of public comment are required before adoption. If the document changes significantly due to public comments, an additional 45-day comment period is required.

Development of a new Public Participation Plan follows a two-step process and requires a 45-day comment period.

Enclosure 1: Sample Checklist for Planning an Accessible Meeting

Enclosure 2: Limited English Proficiency Plan

Enclosure 3: Social Media Plan

Enclosure 4: Brand Standards

Adopted: December 4, 2017