



NEW MEXICO DEPARTMENT OF TRANSPORTATION

PUBLIC INVOLVEMENT PLAN

DECEMBER 2018



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LIST OF ACRONYMS

3C Process - Continuous, Cooperative and Comprehensive Transportation Planning Process

EJ – Environmental Justice

FAA – Federal Aviation Administration

FAST – Fixing America's Surface Transportation Act

FHWA – the Federal Highway Administration

FMCSA – Federal Motor Carrier Safety Administration

FTA – Federal Transit Administration

HSP – Highway Safety Plan

LEP – Limited English Proficiency

MAP-21 – Moving Ahead for Progress in the 21st Century Act

MPO – Metropolitan Planning Organization

NEPA – National Environmental Policy Act

NHTSA – National Highway Traffic Safety Administration

NMDOT – New Mexico Department of Transportation

PIP – Public Involvement Plan

RTIPR – Regional Transportation Improvement Program Recommendations

RTPO – Regional Transportation Planning Organization

SHSP -- Strategic Highway Safety Plan

STIP – State Transportation Improvement Program

STCA – New Mexico State Tribal Collaboration Act

TAMP – Transportation Asset Management Plans

TSD – NMDOT Traffic Safety Division

USC – United States Code

USDOT – United States Department of Transportation

1. INTRODUCTION



1. INTRODUCTION




The New Mexico Department of Transportation (NMDOT) is responsible for conducting a number of planning activities, ranging from long-range transportation plans and State Transportation Improvement Programs (STIPs) to specific modal, freight, and safety plans. The Department is committed to conducting these activities in an open and transparent manner, providing residents and stakeholders with opportunities to learn about transportation issues and participate in planning processes. The purpose of the NMDOT Public Involvement Plan (PIP) is to guide the planning and implementation of public involvement initiatives that are undertaken as part of the Department's transportation planning activities.

NMDOT's most recent Public Involvement Plan was developed in 2014 and satisfied Federal public involvement and consultation requirements for statewide planning and programming as outlined in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and codified in Federal regulations. This 2018 update is intended to build upon the previous document, with a focus on providing a practical tool for NMDOT staff and others to use when planning for public involvement. It addresses the what, why, how, and when of public involvement activities within the context of NMDOT transportation planning and revised Federal requirements established by the Fixing America's Surface Transportation (FAST) Act.

All NMDOT plans must meet Federal and State requirements for public involvement, but otherwise the approaches to engaging the public vary depending on the plan's unique objectives and the particular needs of the target audiences. This PIP provides the guidance to obtain sufficient public engagement as required by Federal and state regulations, while allowing for the flexibility to adapt public outreach approaches that are most appropriate for each individual plan.

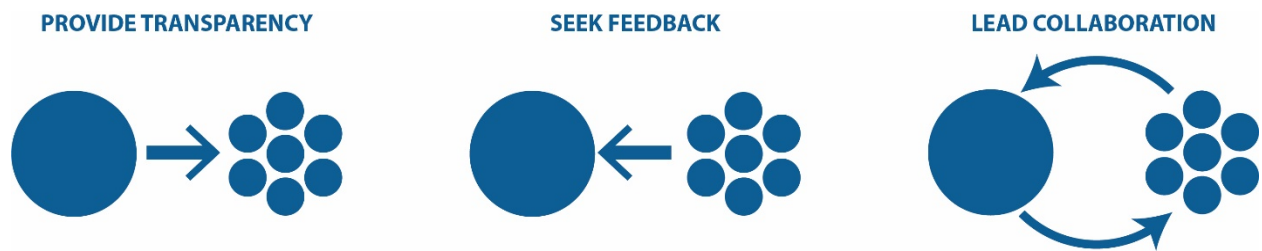
NMDOT planning and project managers are encouraged to use this document when developing specific public engagement strategies as part of their planning efforts. It should be viewed as a tool and reference manual for determining appropriate public involvement activities, and also for identifying minimum Federal requirements based on the FAST Act and NMDOT's associated commitments for addressing them. As such, it meets the Federal requirement for an updated PIP that has been approved through a public review process.

This plan is comprised of the following components:

-  **Chapter 1** provides an overview of the PIP and includes the primary objectives for conducting public involvement. It also outlines principles to guide NMDOT's public outreach efforts and includes NMDOT's commitment to public engagement.
-  **Chapter 2** describes the Federal and state regulations regarding public involvement and consultation that are required for NMDOT's planning activities. It includes information about the NMDOT Tribal Liaison Program and its role in facilitating consultation with New Mexico's Native American Tribes.
-  **Chapter 3** represents a tool to help staff develop effective public involvement and consultation strategies and provides guidance as to when a given approach may be most appropriate, depending on the type of engagement. It also lists different NMDOT plans with suggestions as to which outreach activities may be most relevant.

One of the key additions in the 2018 Update is the grouping of public involvement into three categories depending on type of engagement.¹ The first category, *Provide Transparency*, refers to activities that are designed primarily to provide the public with information about a planning activity, but not necessarily to obtain public input. The second category, *Seek Feedback*, includes activities that allow the public and stakeholders the opportunity to give input to specific questions or ideas, but in a manner that does not provide a platform for two-way dialogue (e.g. a survey). The third category, *Lead Collaboration*, includes activities where NMDOT works in-person with target audiences to develop solutions. These concepts inform the PIP's recommendations and are discussed in further detail in Chapter 3. Figure 1.1 illustrates the public involvement categories.

Figure 1.1. Types of Engagement



Different types of public involvement are appropriate for different audiences. Providing the public the opportunity to collaborate in making decisions is important for some plans, while for others, providing transparency to the planning process is paramount.

¹ The categories used in this plan were adapted from the International Association for Public Participation, which is a leading organization on public participation whose work is referenced in governmental plans and programs across the country. More information can be found at: <https://www.iap2.org/>

1.1 PRACTICAL AND PHILOSOPHICAL BASIS FOR PUBLIC INVOLVEMENT

There are numerous reasons to involve stakeholders and the public in the planning process. From a practical perspective, involving the public allows NMDOT to fulfill its mission of serving the public. From a philosophical perspective, it advances the values of democracy, equity and transparency. Perhaps most importantly, involving the public can lead to more successful projects, plans and programs. NMDOT identified the following as the primary reasons for conducting public involvement in planning activities:



To better understand the public's needs and preferences. Transportation plans and programs are intended to deliver a transportation system that meets the needs of the public. Effectively engaging with the public is critical to understanding the needs.



To advance equity by ensuring that the concerns of traditionally underserved groups are addressed. Some groups affected by transportation decisions have limited opportunities to engage in the decision-making process due to factors such as language barriers or limited internet access. As a public agency, NMDOT has a responsibility to reach underserved groups and provide opportunities for their meaningful participation in planning activities.



To establish trust and credibility with the public. NMDOT must have public credibility to fulfill its role. Transparent, well-developed public outreach helps the Department build necessary trust and credibility with the public by providing them with information and opportunities to have a dialog with NMDOT about projects and programs.



To make better decisions that reflect the public's values, needs, and preferences. Public outreach should lead to the delivery of better projects, plans and programs for the public.

NMDOT'S COMMITMENT TO PUBLIC INVOLVEMENT

NMDOT is committed to conducting business in a transparent, accountable way. We will use techniques that encourage and promote active public participation; create opportunities for all residents, including underrepresented groups, to participate in transportation planning activities in a meaningful way; and document our actions and the public comments received in a way that assures accountability. In addition, NMDOT recognizes that public involvement is a dynamic undertaking in which the audiences, their needs, and the available technologies are constantly changing. The NMDOT will monitor the effectiveness of our public involvement efforts, update our approaches as necessary, and be flexible to ensure that our efforts are serving the needs of the audiences that our plans are meant to serve.

1.1.1 NMDOT's Guiding Principles for Public Engagement

The most effective public involvement strategies are appropriate to the objectives of the particular plan or program and the needs of the targeted audiences, thus no two approaches will be exactly alike. However, the NMDOT identified seven guiding principles that should inform all public outreach and guide the development of customized public involvement approaches.

- **Develop and Maintain Strong Partnerships** – The NMDOT engages and informs the public and stakeholders about transportation planning by working with New Mexico's Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Organizations (RTPOs). As regional organizations, the MPOs and RTPOs represent their respective communities. Strong partnerships between NMDOT and the MPOs/RTPOs are necessary for effective transportation planning and public outreach. Additionally, NMDOT engages in a "continuous, cooperative and comprehensive" transportation planning process with the MPOs and RTPOs.² This process is known as the "3C Process." NMDOT considers the "3C" level of engagement a minimum and strives to earnestly engage with the MPOs and RTPOs on each of the 3Cs.
- **Be Flexible** – A good public involvement approach varies depending on the plan and audience. Approaches should also be cognizant of trends in technology and consumer preferences. Past practices should be evaluated and adapted to each planning process.
- **Be Sensitive to the Audience** – Transportation audiences can vary significantly in their needs, preferences and cultural differences. Some plans require engagement with a broad cross-section of the population, while others require focus on a narrower audience. There are many types of target audiences, though common groupings are by geography (rural/urban, or a particular region of the State), business interest (tourism versus manufacturing), and transportation type or user (transit, bicycle, pedestrian, etc.). However the target audience is defined, a public involvement approach should reflect the needs of the target audience.

² 23 CFR § 450.206(a)

- **Engage the Public Early and Often** – The public requires timely and adequate opportunities to provide meaningful and useful input. The public should be engaged early in the planning process and as often as key milestones require.



Hosting events that bring projects to the public can be effective ways to generate input from those who typically do not engage with NMDOT plans/projects.

- **Gain Credibility through Transparency** – Opportunities for public engagement provide transparency to NMDOT’s planning activities by allowing the interested public to track progress on plans and to understand the basis for decisions. This transparency lends the Department credibility, which is required to fulfill its role as a public agency. To this end, public involvement should be conducted in a transparent and accountable way.
- **Develop a Specific Public Involvement Plan for Each Planning Activity** – Because each NMDOT plan is unique, it is important to develop a specific public involvement strategy to reflect each plan’s specific attributes and requirements. Being explicit about how outreach will be conducted will also assist NMDOT staff in adhering to their goals and objectives. For these reasons, a public involvement plan or strategy should be developed for each planning activity, as part of its work plan.
- **Meet Federal and State Laws and Regulations** – Laws and regulations are in place to protect the public. As a government agency, NMDOT must comply with all Federal and state laws, including environmental justice (EJ) and Title VI requirements.³

³ “Environmental justice” is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. “Title VI” refers to the provisions of the Civil Rights Act of 1964, which require that recipients of federal financial assistance ensure that no one is excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, and/or national origin in any federally-assisted program and activity.

1.2 KEY ELEMENTS FOR PUBLIC INVOLVEMENT

Though public involvement and consultation will vary for each NMDOT planning activity, there are five key elements which every plan with a public involvement component should address:

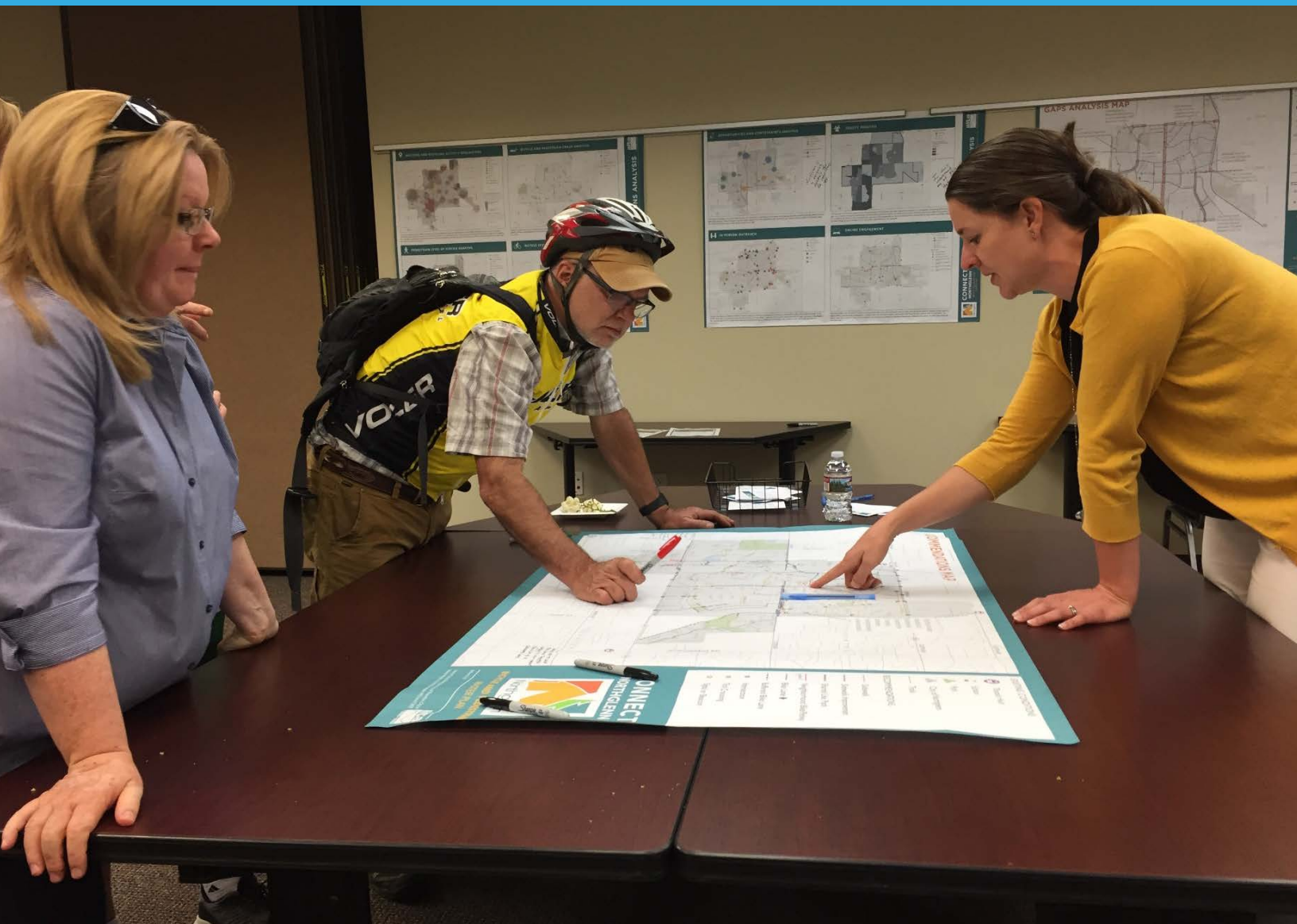
- Conduct outreach activities early in the planning process and at key milestones;
- Identify the target audience(s) and tailor outreach strategies to fit their needs, including venues, communication styles, and technologies;
- Ensure transparency by documenting feedback using a standard process;
- Adhere to all Federally-required public comment periods and mandated public hearings; and
- Provide the opportunity for public review and comment at key decision points.



Engaging people who represent a range of ages and audiences can be an effective method to elicit meaningful feedback from the public.

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2. PUBLIC INVOLVEMENT REQUIREMENTS



2. PUBLIC INVOLVEMENT REQUIREMENTS

Aside from the inherent value of engaging the public during NMDOT transportation planning and programming activities, there are Federal and State laws, regulations, and guidance that require NMDOT to conduct engagement and/or consultation activities. These requirements are described in Sections 2.1 and 2.2. NMDOT's approach to Tribal Consultation, also mandated by Federal and State statutes, occurs through the Department's Tribal Liaison Program and is also summarized in Section 2.2.

2.1 FEDERAL PUBLIC INVOLVEMENT REQUIREMENTS

There are provisions of several Federal laws, regulations, and policies that require public involvement and engagement with planning partners/stakeholders during a state's transportation planning activities (applicable activities are discussed in detail in Section 3). These requirements have evolved over time through laws reauthorizing the Federal surface transportation program (the FAST Act of 2015 is the most recent), other Federal statutes that affect transportation such as the Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and the National Environmental Policy Act (NEPA), and the development of associated Federal regulations and guidance such as Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

The Federal requirements and guidance for engagement to support statewide planning activities are broadly written to allow states flexibility in developing different approaches to suit the needs and audiences for a specific planning topic. At the same time, the requirements often overlap and/or are vague, which can create challenges to determining what specific involvement and engagement actions are "required" vs. "encouraged." For simplicity, the following description of requirements are broken down into two levels based on the type of planning activity:

- **LRSTPs & STIPs** – Long-Range Statewide Transportation Plans (LRSTPs)⁴ and STIPs have the most specific and extensive requirements, which cover both formal public involvement actions (with both the general public and stakeholders) and consultation with planning partners.
- **Other Plans** – The Federal public involvement requirements for other statewide or subarea plans generally do not mandate public involvement activities, such as public review and comment periods, unless the plans are considered part of an LRSTP. However, there may be specific requirements for consultation with planning partners and/or coordination with certain stakeholders.

⁴ Long-Range Statewide Transportation Plans (LRSTPs) is the official term used in the USC. Other common names for this activity include Statewide Long Range Plans (SLRPs), Long Range Transportation Plans (LRTPs), and Statewide Plans (SWPs).

2.1.1. LRSTP AND STIP REQUIREMENTS

The primary Federal public involvement and consultation requirements for LRSTP and STIP development are contained in 23 USC 135(f) (LRSTPs) and 23 USC 135(g) (STIPs) and 23 CFR 450.210: Interested Parties, Public Involvement, and Consultation and 23 CFR 450.208: Coordination of Planning Process Activities, which NMDOT interprets as establishing the following minimum requirements for engagement processes associated with these planning activities:

Public Involvement

1. The public and stakeholders must be provided opportunities for “early and continuous” involvement in development of LRSTPs and STIPs. This requirement is addressed through the subsequent items.⁵
2. Outreach efforts for LRSTPs and STIPs may include individualized engagement strategies that are customized for the target audience and appropriate in scale based on information provided in this document.
3. At a minimum, the targeted audience for involvement will include the following: residents, affected public agencies, representatives of public transportation employees, public ports, freight shippers, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), 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.⁶
4. NMDOT will hold at least one public meeting at a convenient and ADA-accessible venue, and at a convenient time, to allow interested parties to make comments and provide input to LRSTP and STIP development efforts. For STIP development efforts, the State Transportation Commission meetings, which are publicly noticed per the New Mexico Open Meetings Act, satisfy this requirement.⁷
5. The NMDOT website will or does include webpages for LRSTP and STIP development efforts that provide public access to applicable technical and policy information and allow for comments to be made electronically through the webpage. NMDOT shall respond to these comments in a similar manner in which written comments received at the public meeting are addressed. For STIP development efforts, this requirement is satisfied using the eSTIP, which is available on the NMDOT website.⁸
6. NMDOT engagement activities for LRSTPs and STIPs will seek out input from those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services. This will include providing translators if the populations include a high limited

⁵ Satisfies 23 CFR 450.210 (a)(1)(i).

⁶ 23 USC 135 (f)(3).

⁷ 23 CFR 450.210 (a)(1)(iv).

⁸ Satisfies 23 CFR 450.210 (a)(1)(ii,v, and vi).

English proficiency (LEP) rate, or upon request for non-English speakers and those hard of hearing.⁹

7. NMDOT must advertise a 45-day review and comment period for the Department's Draft LRSTPs and STIPs. Notices must be posted on NMDOT's website and/or e-mailed to designated lists of interested parties (e.g., residents who have attended meetings on requested information, Tribal governments, stakeholders, etc.) NMDOT will respond to all written comments received during the 45-day review and comment period through email and/or by posting comments and responses on the plan or program webpage.¹⁰
8. All public comments (written and electronic) will be considered in the finalization of LRSTPs and STIPs. NMDOT's responses to comments will be included in the body, appendices, or supporting documentation of final LRSTPs and STIPs.¹¹

Consultation with Non-Metropolitan Governments

1. LRSTPs and STIPs must be developed in consultation with non-metropolitan governments. NMDOT satisfies this requirement through coordination with the RTPOs and their Regional Transportation Improvement Program Recommendations (RTIPR) process. While related and overlapping, consultation with non-metropolitan governments is viewed by the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) as a different process and requires separate documentation from public involvement within the final LRSTP and STIP products.¹²
2. Processes for consulting nonmetropolitan areas in LRSTP and STIP development efforts should include at least one round of meetings that provide reasonable access to all regions of the State. The RTPO meetings (at various locations throughout the state) and State Transportation Commission Meetings fulfil this requirement. Non-metropolitan governments will also have the opportunity to review and comment on final draft LRSTPs and STIPs through the 45-day comment period.¹³

Consultation with Indian Tribal Government

1. LRSTPs and STIPs must be developed in consultation with Indian Tribal governments and the US Department of the Interior. NMDOT satisfies this requirement through the state's Tribal Consultation process (outlined in 2.2.1 of this plan), and coordination with the RTPO and MPO processes, in which the Tribal governments participate. The associated consultation process shall define roles, responsibilities, and key decision points. Indian Tribal governments also will have the opportunity to review and comment on final draft LRSTPs and STIPs through the 45-day comment period. It is important to recognize that while related and overlapping, consultation with Indian Tribal governments is viewed by

⁹ Satisfies requirements in 23 CFR 450.210(a)(1)(viii).

¹⁰ Satisfies requirements for 23 CFR 450.210 (a)(1)(iii) and 23 CFR 450.210 (a)(2).

¹¹ Satisfies requirements in 23 CFR 450.210(a)(1)(vii).

¹² Satisfies requirements in 23 CFR 450.210(b).

¹³ Satisfies requirements in 23 CFR 450.210(b).

FHWA/FTA as a different process and requires separate documentation within the final LRSTP and STIP products.¹⁴

2. Alternatively, NMDOT may choose to meet Indian Tribal government consultation requirements through the inclusion of applicable officials in proceedings of an LRSTP or STIP Technical Advisory Committee.

Coordination Requirements

1. LRSTP and STIP development must be coordinated with applicable metropolitan transportation planning activities for New Mexico's metropolitan areas and with statewide and related multi-state trade and economic development planning activities. These efforts also should consider the concerns of Federal land management agencies that have jurisdiction over land within New Mexico. NMDOT satisfies these requirements by continually coordinating with MPOs in New Mexico, coordinating on numerous multi-state and international economic development planning efforts, and working directly with FHWA's Office of Federal Lands Highways, Central Federal Lands Highway Division, (Western Federal Lands) on planning and programming efforts.¹⁵
2. Processes for coordinating LRSTP and STIP development with metropolitan and non-metropolitan planning activities, trade and economic development efforts, and Federal land management agencies should include at least one meeting with appropriate representatives of associated agencies and organizations. The MPO and RTPO meetings (at various locations throughout the State) and State Transportation Commission Meetings fulfil this requirement. These groups will also have the opportunity to review and comment on final draft LRSTPs and STIPs through the 45-day comment period.¹⁶

2.1.2 REQUIREMENTS FOR OTHER PLANS

Federal public and stakeholder engagement requirements for other statewide or subarea plans, including freight plans, strategic highway safety plans (SHSPs), statewide modal plans, and transportation asset management plans (TAMPs) focus on which stakeholder groups or interests must be represented and what methods of participation must or should be used, with requirements identified in the associated statutes, rules, or guidance for the planning topic. Table 2.1 provides a summary of the Federal guidance citations and guidance for applicable planning activities.

¹⁴ Satisfies requirements in 23 CFR 450.210(c).

¹⁵ Satisfies requirements in 23 CFR 450.208(a).

¹⁶ Satisfies requirements in 23 CFR 450.208(a).

Table 2.1. Federal Guidance for Applicable Planning Activities

Planning Activity	Applicable Citation(s)	Requirements/NMDOT Approach
Strategic Highway Safety Plan	23 U.S. Code § 148(a)(11)(A)	<ul style="list-style-type: none"> • Plan development process must include consultation with the following stakeholders: Governor’s Highway Safety Representative; RTPOs and MPOs; representatives of major modes of transportation; State and local traffic enforcement officials; Governor’s highway-rail grade crossing safety representative; motor carrier safety program representatives; motor vehicle administration agencies; county transportation officials; representatives of non-motorized users; and other major Federal, State, Tribal governments, and local safety stakeholders. • NMDOT will conduct meetings, focus groups and a “safety summit” as part of the stakeholder consultation process for developing updates of the SHSP. • Final plan must include description of consultation process, including how stakeholder input was integrated into the final plan.
Highway Safety Plan	23 CFR 1300.11 (a) (2 & 4)	<ul style="list-style-type: none"> • NMDOT will identify the participants involved in the plan development process (e.g., highway safety committees, program stakeholders, community and constituent groups). • NMDOT will documents the methods used for project selection (e.g., constituent outreach, public meetings, solicitation of proposals).
Transportation Asset Management Plan	23 CFR 515.9(h&i)	<ul style="list-style-type: none"> • For NHS pavements and bridges not owned by NMDOT, the Department must work collaboratively and cooperatively with the owners to obtain data needed for the plan. • NMDOT must integrate the TAMP into the STIP; associated amendment requirements may trigger STIP public involvement, consultation, and coordination requirements. • NMDOT must make the TAMP available to the public; NMDOT will post the final TAMP on its website to satisfy this requirement.

Planning Activity	Applicable Citation(s)	Requirements/NMDOT Approach
Airport System Plan	AC No: 150/5070-7	<ul style="list-style-type: none"> Plan sponsor (NMDOT) should include the following stakeholders in the planning process: state aviation agency, MPOs and RTPOs, airport sponsors, Federal Aviation Administration (FAA) representatives, airlines and other aircraft operators, aviation industry groups, elected officials, other state transportation and environmental agencies, consultants, Tribal governments and local community groups. The roles of the stakeholders in the process should include project formulation, project management, analysis and documentation, public coordination, information dissemination, and implementation.
Statewide Bicycle Pedestrian & Equestrian Plans	FHWA Guidance: Bicycle and Pedestrian Provisions of Federal Transportation Legislation See LRSTP and STIP citations	<ul style="list-style-type: none"> There are no Federal requirements for standalone bicycle, pedestrian or equestrian plans, thus public involvement and consultation requirements for LRSTPs and STIPs apply.

Planning Activity	Applicable Citation(s)	Requirements/NMDOT Approach
Freight Plan	<p>49 U.S. Code § 70202: State Freight Plans</p> <p>Guidance on State Freight Plans and State Freight Advisory Committees</p>	<ul style="list-style-type: none"> • Federal guidance supports the development of a State Freight Advisory Committee (FAC) to assist with statewide freight planning. • If convened, the New Mexico FAC should include a cross section of public and private sector freight stakeholders, including representatives of: port, freight railroads, shippers, freight forwarders, carriers, freight-related associations, third-party logistics providers, freight industry workforce. NMDOT, MPOs and RTPOs, organizations representing multi-state transportation corridors, tribal and local governments, federal agencies, Independent transportation authorities, such as maritime port and airport authorities of varying sizes, toll highway authorities, bridge and tunnel authorities, safety partners and advocates, state and local environmental and economic development agencies, other private infrastructure owners such as pipelines, hazardous material transportation providers, representatives of environmental justice populations potentially affected by freight movement, and University Transportation Centers and other institutions of higher education with experience in freight. • Input and proceedings and comments from FAC meetings and review of draft plans should be documented in the final freight plans.
Public Transportation Plan	No statutory requirement	<ul style="list-style-type: none"> • Statewide public transportation plans may be developed as standalone modal plans. If undertaken, each plan will develop its own public involvement process.
State Rail Plan	<p>49 U.S. Code § 22704</p> <p>Federal Railroad Administration's (FRA's) State Rail Plan Guidance (Sept. 2013)</p>	<ul style="list-style-type: none"> • State rail plans may either be developed as part of the LRTP, or as a standalone modal plan. If the latter, the public involvement, consultation, and coordination requirements in the FRA's September 2013 State Rail Plan Guidance apply.
Coordinated Public Transit-Human Services Transportation Plans (CPTHSTP)	49 U.S. Code § 5310	<ul style="list-style-type: none"> • Plans must be developed and approved through a process that includes participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public utilizing transportation services.

2.2 STATE PUBLIC INVOLVEMENT REQUIREMENTS

New Mexico state laws require public involvement for certain NMDOT planning activities. Generally, these requirements are designed to ensure that any business conducted by State public agencies is carried out openly, transparently, in coordination with other governments, and in compliance with Federal law. Brief descriptions of the documents and their relevance to NMDOT plans follow.¹⁷

New Mexico Open Meetings Act (2015)

The Open Meetings Act stipulates that all meetings of a quorum of members of a policy-making body, in which public policy decisions are made, take place openly and with full transparency. The Act requires that such meetings are open to the public, that meeting agendas are made available to the public at least 72 hours prior to the meeting and posted on the public body's website (if one is maintained), and that reasonable accommodations are made to allow for the recording of such meetings.

Within NMDOT, the Open Meetings Act applies only to the State Transportation Commission, which is NMDOT's sole policy-making body. In the context of public involvement activities as part of planning efforts, the requirements of the Act are relevant only if a quorum of members from the Transportation Commission are present, and if they make a formal decision related to public policy. The Transportation Commission satisfies the New Mexico Open Meetings Act through Commission Policy 1 (April 21, 2016).

For more information and to read all of the requirements of the New Mexico Open Meetings Act, refer to the [New Mexico Open Meetings Act Compliance Guide](#).¹⁸

KEY TAKEAWAY: NEW MEXICO OPEN MEETINGS ACT

Transportation Commission meetings need to be publicized in advance in accordance with the Open Meetings Act.

NMDOT Title VI Implementation Plan (2018)

As a recipient of Federal funding from the U.S. Department of Transportation (USDOT), NMDOT must comply with the Title VI requirements of the Civil Rights Act of 1964. NMDOT satisfies this requirement with its Title VI Implementation Plan. The purpose of the Title VI Implementation Plan

¹⁷ This Public Involvement Plan covers NMDOT planning activities. For public involvement requirements and guidance for projects, particularly those involving National Environmental Policy Act (NEPA) requirements, please refer to the NMDOT Location Studies Procedures (2015) at http://dot.state.nm.us/content/dam/nmdot/Infrastructure/Location_Study_Procedures2015.pdf.

¹⁸ <https://www.nmag.gov/uploads/files/Publications/ComplianceGuides/Open%20Meetings%20Act%20Compliance%20Guide%202015.pdf>

is to “describe how NMDOT ensures nondiscrimination and prevents discrimination in the administration and delivery of its Federally-assisted programs, services, and activities.” This involves discrimination based on “race, color, national origin, gender, age, or disability.”

To ensure nondiscrimination, all public involvement that is part of NMDOT planning activities must provide “early, continuous, and extensive outreach” to all potentially affected communities and stakeholders.” In addition, project selection must not subject “minority, low-income, disabled and elderly populations to disproportionately high and adverse effects.” Adherence to Title VI requirements also entails ensuring that public involvement materials are free of discriminatory language and that “every effort” is made to provide “meaningful access” to public involvement activities for Limited English Proficiency (LEP) individuals.

For more information refer to the NMDOT’s FHWA [Title VI Implementation Plan](#).¹⁹

KEY TAKEAWAY: NMDOT TITLE VI IMPLEMENTATION PLAN

NMDOT must make a concerted effort to conduct outreach that engages all potentially affected parties, with a particular emphasis on reaching audiences that have been historically vulnerable or underrepresented.

NMDOT FTA Title VI Program Plan (2016, Amended May 2018)

The NMDOT Federal Transit Administration (FTA) Title VI Program Plan is administered by the NMDOT Construction and Civil Rights Bureau (CCRB), which works with other NMDOT departments to ensure compliance with civil rights requirements. The NMDOT FTA Title VI Program Plan includes information on general Title VI requirements, NMDOT Park & Ride Systemwide Service Standards and Policies, State Program Requirements, and Program Administration as they relate to the FTA programs NMDOT is responsible for administering. Title VI also covers EJ and Limited English Proficiency (LEP) requirements.

According to the NMDOT FTA Title VI Program Plan, participation in NMDOT planning activities that involve the FTA must be available to everyone, regardless of race, color, and/or national origin. To ensure inclusive participation, the needs of low-income and minority populations must be identified and special outreach efforts to these communities conducted. Such efforts may include advertisements in multiple languages, advertisements in minority community newspapers and radio stations, and hand delivering flyers or other information in minority communities. (See also Section 3.2 Planning for Specific Audiences. In addition, Tables 3.1, 3.2, and 3.3 in Section 3.3. provide information on the effectiveness of public involvement activities for targeting EJ and other traditionally underserved populations. Section 3.4 includes target audience considerations for various NMDOT plans.)

¹⁹ http://dot.state.nm.us/content/dam/nmdot/OEOP/NMDOT_Title_VI_Implementation_Plan_FHWA.pdf

For more information refer to the NMDOT's FTA [Title VI Program Plan](#).²⁰

KEY TAKEAWAY: NMDOT FTA TITLE VI PROGRAM PLAN

Per Title VI NMDOT must ensure that participation in planning activities is open to and inclusive of everyone. Particular attention should be paid to engaging with EJ and LEP populations.

2.2.1 Tribal Consultation

Native Americans comprise a large proportion of New Mexico's population. There are 23 Tribes, Nations, and Pueblos within the State, with a total population of 193,222 (based on the 2010 U.S. Census data). This represents about 10 percent of the state's total population of 2,059,179. Tribal Lands constitute approximately eight percent of New Mexico with a total of about 6,055,931 square acres (according to NMDOT GIS data), and in many locations, NMDOT facilities traverse Tribal Lands. As sovereign governments, Native American Tribes are important and unique stakeholders in New Mexican affairs.

There are a number of Federal and state statutes which mandate Tribal Consultation by states. Titles [23 USC 135\(f\)\(2\)\(C\)](#) and [23 USC 135\(g\)\(2\)\(C\)](#)²¹ require each State to develop a LRSTP and STIP and state "With respect to each area of the State under the jurisdiction of an Indian Tribal government, the statewide transportation plan [and program] shall be developed in consultation with the Tribal government and the Secretary of the Interior." State-level requirements are described below.

New Mexico State Tribal Collaboration Act (2009)

On March 19, 2009, then-Governor Bill Richardson signed SB 196, the New Mexico State Tribal Collaboration Act (STCA), into law. The STCA provides the framework for the State and Tribes to work together to develop successful programs and services to benefit New Mexico's Native American residents. The Act requires cabinet-level agencies to develop policies that promote beneficial collaboration between the State and Tribal governments; designate agency Tribal Liaisons; provide for culturally appropriate training to state agency employees who work with Tribes; and, provide annual reporting that accounts for each agency's accomplishments pursuant to the Act. NMDOT's Tribal Liaison manages coordination between NMDOT and the Tribes to ensure compliance with the requirements of this Act.

²⁰ http://dot.state.nm.us/content/dam/nmdot/OEOP/TitleVI_Plan_FTA.pdf

²¹ <https://www.gpo.gov/fdsys/pkg/USCODE-2017-title23/html/USCODE-2017-title23-chap1-sec135.htm>

For more information refer to the [STCA](#).²²

KEY TAKEAWAY: NEW MEXICO STATE TRIBAL COLLABORATION ACT

NMDOT must make a reasonable effort to collaborate with Tribes on planning activities that will affect Tribal populations.

NMDOT State-Tribal Consultation, Collaboration and Communication Policy (2009)

As required by the STCA, the NMDOT developed the State-Tribal Consultation, Collaboration and Communication Policy in 2009 with Tribal representatives. The purpose of the policy is “to develop, improve, or maintain partnerships with Tribes by using agreed-upon processes when the Agency develops, changes or implements policies, programs or services that directly affect Tribes.” The policy includes principles to guide coordination between the NMDOT and Tribal governments. It also includes provisions that NMDOT shall utilize Tribal Liaisons, Tribal Advisory Bodies, Work Groups, and Informal Communication as means to collaborate and communicate with Tribes. Finally, it states that consultation shall be between Tribal Officials and the NMDOT Cabinet Secretary, or their delegated representatives.

For more information refer to the NMDOT [State-Tribal Consultation, Collaboration and Communication Policy](#)²³.

KEY TAKEAWAY: NMDOT STATE-TRIBAL CONSULTATION, COLLABORATION AND COMMUNICATION POLICY

NMDOT must follow the 2009 State-Tribal Consultation, Collaboration and Communication Policy principles when conducting outreach with Tribal populations and respect the unique sovereign status of the 23 Tribes.

NMDOT State-Tribal Collaboration Administrative Directive (2010)

In 2010, NMDOT formalized its commitment to the principle of partnerships with Tribal governments through Administrative Directive (AD) 121, which lays out procedures to ensure compliance with the STCA. These procedures include an annual summit with the New Mexico Governor and Tribal leaders, cultural competency training for state employees, and development of the annual report documenting the current and planned efforts of the department in implementing the STCA. The AD also identifies the Tribal Liaison as the person

²² <https://www.nmlegis.gov/Sessions/09%20Regular/bills/senate/SB0196.html>

²³ http://www.iad.state.nm.us/docs/stca/tribal_ccc_policies/DOT%20Policy.pdf

responsible for maintaining ongoing communication between the NMDOT and Tribes, and for implementing the directive's procedures.

For more information refer to the NMDOT State-Tribal Collaboration Administrative Directive.

KEY TAKEAWAY: NMDOT STATE-TRIBAL COLLABORATION ADMINISTRATIVE DIRECTIVE

NMDOT's AD 121 outlines the specific methods for implementing and integrating the STCA requirements into NMDOT operations.

NMDOT's Tribal Liaison Program

NMDOT has long recognized that there are unique opportunities and challenges associated with addressing Tribal transportation needs. A majority of New Mexico's Tribal entities are Federally recognized Pueblo Tribes and rely on traditional governmental structures in which a Tribal Governor and other officials serve a one-year appointed term. Therefore, turnover of Tribal officials in New Mexico is frequent.²⁴ To foster communication and coordination with Tribes, NMDOT has incorporated Tribal Consultation in its statewide transportation planning process since the late 1990s. In 2004, NMDOT established the Tribal Liaison Program, creating a full-time Tribal Liaison position at NMDOT responsible for maintaining relationships with all 23 Tribal entities in the State.

The NMDOT Tribal Liaison serves as a facilitator to provide coordination, communication, and collaboration with Tribal governments, NMDOT, and the numerous public entities that engage with Tribes in addressing specific Tribal transportation needs and concerns.²⁵ This includes establishing key contacts at the different agencies and conducting government-to-government meetings as needed to provide guidance to NMDOT on individual transportation projects and policies that affect Tribal relations.

The primary goal of the NMDOT Tribal Liaison Program is to promote Tribal involvement in the statewide planning process. To accomplish this, the Tribal Liaison encourages active Tribal participation in the MPO and RTPO transportation planning processes, which can result in the inclusion of Tribal projects in the STIP. The Tribal Liaison also facilitates monthly or quarterly meetings between NMDOT District staff and Tribal planning offices; assists NMDOT General Office and District staff in communicating with the Tribes; offers information and guidance on Tribal topics to MPOs, RTPOs, and other state and local agencies that provide services to the New Mexico Tribes; and directly responds to concerns from Tribal entities on cultural resource issues and/or other matters.

²⁴ The Navajo and Apache Nations' Presidents and Officials serve four-year terms.

²⁵ Including the U.S. Department of Interior Bureau of Indian Affairs Department of Transportation; Federal Highway Administration; other New Mexico state agencies; MPOs; RTPOs; cities; counties and local governments.

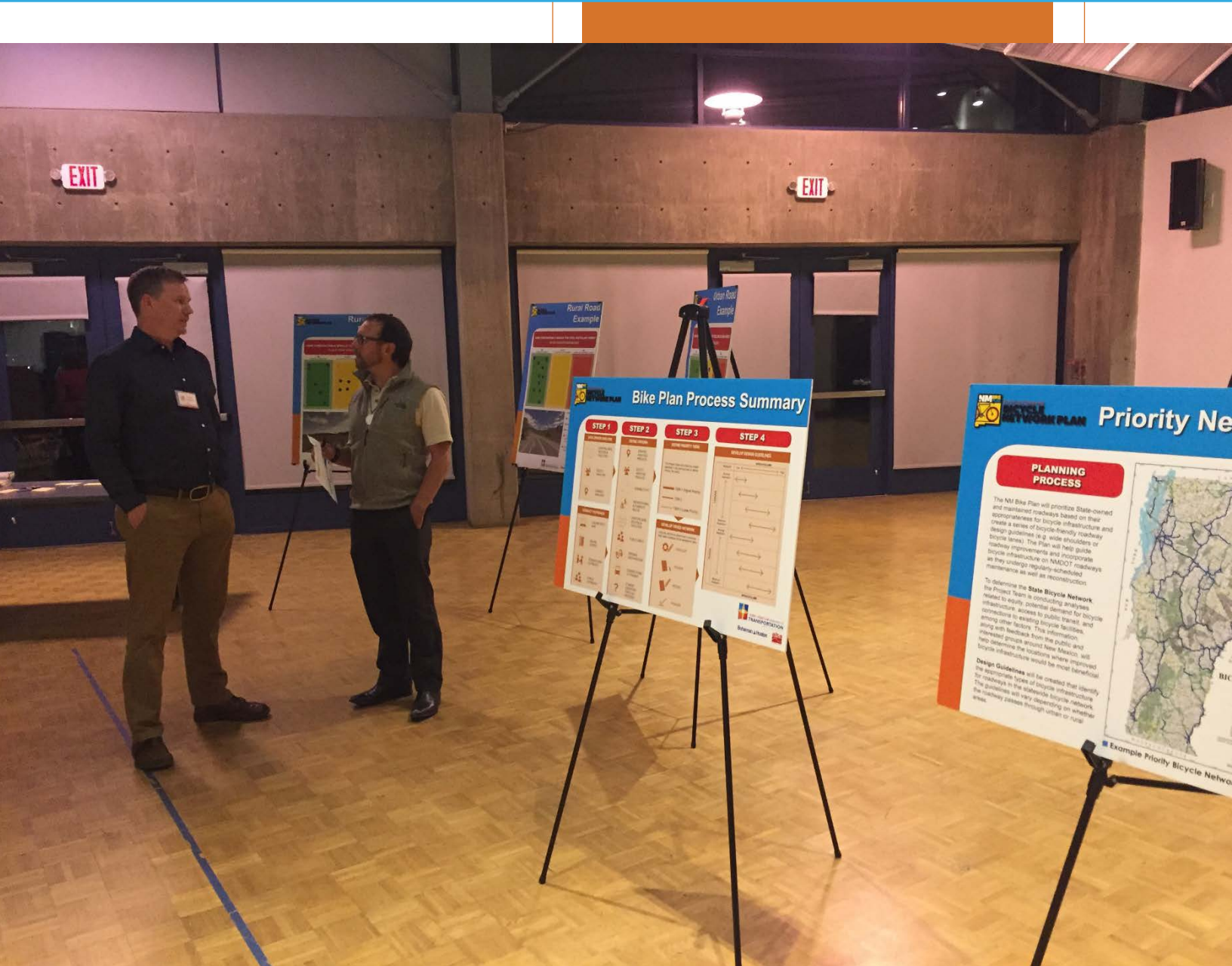
While the NMDOT conducts its own transportation planning and implements projects that may intersect with Tribal Lands, as sovereign governments, Tribes also plan and implement their own transportation projects. These projects may require approval from either the Bureau of Indian Affairs (BIA), the Office of Federal Lands Highways (FLH), or the USDOT, which have unique procedures and protocols. Another important responsibility of the Tribal Liaison is to assist Tribal leaders and staff in navigating this landscape, provide support to Tribes applying for state and Federal grant funding, and offer other technical assistance.

NMDOT's Tribal Liaison Program demonstrates that strong communication and well-established partnerships are essential for developing and maintaining a solid Tribal consultation process. The NMDOT Tribal Liaison is proactive in conducting outreach, coordinating agreements, mediating misunderstandings, and building close relationships based on experience and accountability. Overall, New Mexico's active approach to partnering with Tribes is essential for planning projects and implementing policies that best serve the needs of Tribal members and other users of transportation infrastructure on Tribal Lands. For NMDOT project managers and staff planning outreach that targets Tribes, the Tribal Liaison is a valuable resource who can help to ensure that state requirements for Tribal Consultation are addressed during the public involvement process.

KEY TAKEAWAY: NMDOT'S TRIBAL LIAISON PROGRAM

NMDOT planning activities that affect Tribal populations should involve the NMDOT Tribal Liaison to facilitate the outreach process.

3. PUBLIC INVOLVEMENT ACTIVITIES



3. PUBLIC INVOLVEMENT ACTIVITIES

There are many different types of public involvement activities. The effectiveness of each activity varies depending on the plan type, phase, audience, and context. In addition, there are varying levels of engagement that may be desired given the primary objectives of a planning process. In some circumstances, the objective is to fully engage the audience to develop solutions collaboratively with NMDOT; other times providing the public with information about a planning process is the primary goal of a public involvement approach. This section provides descriptions of the primary tools and activities available to NMDOT staff and partners to gather public input for statewide transportation planning activities, and guidance on which tool and activity may be most effective.

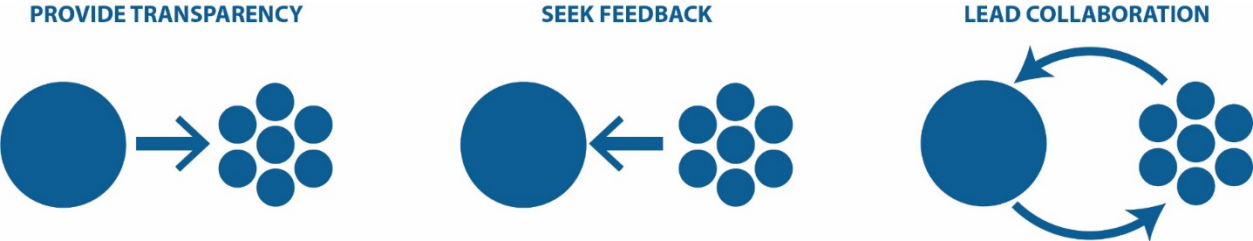
3.1 TYPES OF PUBLIC INVOLVEMENT

This PIP organizes public involvement activities into three categories according to the type of engagement with the target audience. It also includes the PIP Worksheet (page 31) and Activity List (Tables 3.1 to 3.3 on pages 33 – 35) to assist NMDOT staff in determining the appropriate public involvement activities. Once a project manager identifies the desired engagement type, they can select activities within that category that are most appropriate for the audience and other plan objectives. Most frequently, a planning activity will require more than one engagement type, depending on the plan phase or target audience.

HOW TO USE THIS CHAPTER:

- Read Section 3.1 to gain an understanding of the different types of public involvement (Provide Transparency, Seek Feedback, Lead Collaboration).
- Read Section 3.2 to learn about planning for specific audiences.
- Use the PIP Worksheet “Brainstorming Public Involvement Activities” (Section 3.3) to develop a public involvement approach for your plan.
- Select public involvement activities from the Activity List (Tables 3.1 to 3.3) depending on your public involvement priorities.
- If applicable, identify the relevant NMDOT plan in Section 3.4 for specific public involvement considerations and suggested activities.

Figure 3.1. Types of Engagement



Provide Transparency

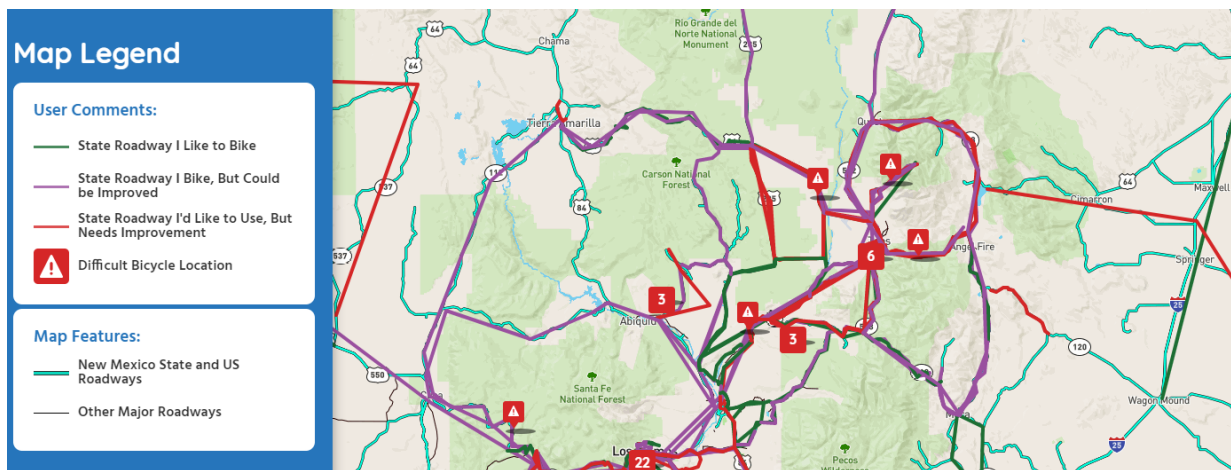
The primary objective of these types of activities is to provide transparency in the planning process. *Provide Transparency* public involvement activities inform the public about a planning activity or event, but are not necessarily designed to elicit feedback or have an impact on plan decisions or deliverables. Examples of activities included in this category are: advertisements, press releases, and project info sheets. NMDOT may choose to use these types of strategies to promote awareness of an upcoming planning activity or increase awareness of the Plans that NMDOT develops and implements. The benefit of these activities is they have the potential to reach a large cross-section of the public because interaction between NMDOT staff and the public or stakeholders is typically not required.

Seek Feedback

The main objective of *Seek Feedback* public involvement activities is to obtain feedback on specific plans, alternatives, or decisions. The intention is to present a proposed idea or action to the target audience and provide the opportunity for people to give input. While informal discussions may occur as part of these activities, the key difference is they do not provide a forum for formal discussion between NMDOT and the public/stakeholders. These strategies may be useful when NMDOT has a series of feasible solutions to a problem and needs to select a preferred alternative. Examples of feedback activities include public review periods and surveys.

Lead Collaboration

The primary objective of this type of activity is to work with the target audience throughout the planning process with the intention that their ideas will continually influence decisions and final products. These activities all include a forum for formal discussion between NMDOT, stakeholders, and the public. The audience advises and guides the planning process. Involving the audience in this manner may be particularly appropriate when developing a long-range plan or safety plan where NMDOT wants public input on transportation issues statewide or within a local community. Examples of collaborative activities are public meetings with interactive workshops and committee or working group meetings.



Online input maps allow participants to provide feedback by drawing lines and points.

3.2 PLANNING FOR SPECIFIC AUDIENCES

One of the first steps when planning for public involvement is to identify the target audience(s). Typically, these are the people and stakeholders most affected by the planning activity. The target audience also may be categorized into primary and secondary audiences, depending on the level of anticipated impact a planning activity may have on different groups. In some cases, the target audience is the general public, while in others it may be groups defined by geography, user types, business interests, or other factors. Audiences can be categorized in myriad ways. Some general considerations for common transportation audiences in New Mexico are listed below.

- **The general public or stakeholders:** A plan can engage with both the general public and stakeholders, though there are important differences between the two. The general public includes all residents of New Mexico, while stakeholders are typically individuals or organizations that have additional interest or expert knowledge in a planning activity. They may also be



Stakeholder meetings with subject area experts can effectively generate feedback that improves plan outcomes.

- representatives of larger communities. Stakeholders can be internal to NMDOT or external, and can include NMDOT staff, other Federal, state, and local government personnel, subject matter experts, elected officials, and advocates, among others. While it is often important to engage with the general public, stakeholder engagement can be an effective and efficient means to obtain input from those with prior knowledge of the plan subject and who are equipped to make informed decisions.
- **Urban or rural:** It is important to consider where the target audience lives and works, and what that may entail for access to public involvement activities. New Mexico is a largely rural state and some rural communities may not have reliable access to the Internet or may need to travel long distances to attend public meetings or events. Survey results of New Mexico planners and the prior experiences of NMDOT staff suggest that in-person activities that occur where people tend to congregate (such as community events like festivals and farmers markets) are often most effective when engaging with rural communities. Conversely, survey results suggest that urban audiences are more receptive to online tools for engagement, such as a plan website.
- **Environmental Justice/Limited English Proficiency Populations:** EJ and LEP populations may have increased obstacles to accessing or attending public involvement activities. Special care should be taken to address their needs and ensure that public participation in planning activities is inclusive. A useful tactic is to utilize trusted, well-known individuals

who have rapport with the community, as project ambassadors. This can be an effective method for reaching people with whom NMDOT does not have direct connections.

Plan materials intended to solicit feedback and input should be available in Spanish and other languages as needed. At events, it is helpful to have staff members on hand who speak the language of the target audience. When required, interpretation should always be conducted by a neutral party.

- **Native American Tribes:** Tribal audiences are unique due to the sovereign status of the Tribal governments and their leadership structures. The NMDOT Tribal Liaison Program is an invaluable resource for NMDOT staff when conducting planning activities that involve Tribal communities. One-on-one engagement, often by the Tribal Liaison with Tribal leaders, is a particularly important and valued technique.
- **Age:** The age of the audience is another important factor to consider when planning for public involvement. Age is often an indicator of access to different public involvement activities. For instance, both youth and seniors may have obstacles to attending in-person meetings due to transportation issues. In addition, prior experience of NMDOT staff suggests that the elderly tend to use the Internet less than the general public for engaging with planning activities. Staff should consider important age groups for the specific plan they are working on, and modify public involvement strategies to effectively reach these populations.



Public involvement activities can be planned to coincide with existing community events.

- **Private sector:** Engaging with private partners and entities can be beneficial, but can also be challenging. Though critical for inclusion in freight planning efforts, private sector input can benefit other public involvement efforts, from local to statewide, as the private sector not only represents the source and destination for the movement of goods, but also daily travel destinations for workers and customers. Before reaching out to private sector entities, consider their interests in the process or project at hand – some entities are

eager to be partners as part of the broader public involvement process, while others may be focused on outcomes and deliverables and may only attend outcome-focused meetings.

MPO and RTPO Coordination and Collaboration

New Mexico's MPOs and RTPOs have developed close relationships with their respective communities and are well-versed in their particular transportation needs. Thus, they represent a valuable resource for NMDOT when it comes to public involvement. NMDOT can foster its relationships with the MPOs and RTPOs by seeking their input and involving them in planning efforts as much as possible. In addition to providing connections to target audiences, they can also help identify the engagement techniques that will be most effective with their constituents.

Additionally, NMDOT engages in a "continuous, cooperative and comprehensive" transportation planning process with the MPOs and RTPOs.²⁶ This process is known as the "3C Process." NMDOT considers the "3C" level of engagement a minimum and strives to earnestly engage with the MPOs and RTPOs on each of the 3Cs.

Messaging

Effectively communicating what a plan is about is vital to any public involvement activity. It is also necessary for participants to understand what NMDOT hopes to gain from their input. The style of the message will depend on the target audience. However, for the general public, information should be presented in the simplest and briefest terms possible, with the assumption that they have no prior knowledge of the topic. The use of jargon should be avoided and terms should be defined when necessary. Use language your audience understands and feels comfortable with, and take your audience's current level of knowledge into account. Generally, public-facing materials should be written at the fifth or sixth-grade reading level. NMDOT staff should articulate clear messages for the overall plan goals and goals for outreach, and communicate these to the public and stakeholders.

Benefits of Participation

When possible, NMDOT should be explicit about how engaging in the planning process will benefit participants. Staff should take care not to overpromise results or show favoritism, but should emphasize that a person's input is valuable and worth the time and energy. Developing targeted, brief, and meaningful public involvement activities is respectful of people's time. Providing activities for children and food at public meetings can increase attendance. Communicating the benefits of participation can encourage support for the process by helping people understand the value of participation.

²⁶ 23 CFR § 450.206(a)

Documenting Public Involvement



Comments collected at public involvement activities can be documented for future reference.

Documenting public involvement efforts in a systematic manner provides transparency to the planning process. NMDOT staff should develop methods for collecting and recording feedback that are effective for their purposes. Examples of metrics to track are number of public involvement activities, meeting attendees, and comments received (and responded to). Each NMDOT plan with a public involvement component should summarize the process and the results in the plan document itself or in

an attached appendix. It is important to demonstrate how input or feedback influenced the decision-making or prioritization process so people can see that their participation is meaningful. This documentation may also need to comply with Federal requirements.

3.3 PUBLIC INVOLVEMENT ACTIVITY SUMMARIES

This section presents a master Activity List that describes common public involvement activities that may be useful for supporting NMDOT planning efforts. The Activity List is divided into three tables – Tables 3.1, 3.2, and 3.3 – which correspond to the types of public involvement activities defined in Section 3.1. Each table provides a brief description of the activities, general advantages and disadvantages, and attributes that can be used by staff to determine when particular activities may be most appropriate. Staff should use the Activity List, along with their knowledge about the plan and the target audiences, to identify the most appropriate public involvement activities. In addition, it is important for NMDOT staff to regularly evaluate effectiveness of these tools and approaches, and update the tools recommended for each planning activity and audience as needed.

Definitions and examples for each attribute in Tables 3.1 to 3.3 are provided below. Ratings are on a three-point scale: Less Effective, Effective, and Very Effective. Ratings are based on general assumptions about each activity and should be seen as a guide to staff. Using the worksheet on page 31, staff should brainstorm the goals and audiences for public involvement, and using the Activity List, select activities that are best suited for meeting the identified goals and audiences.

Definitions for each of the column headers are provided below:

- **Activity** – Individual public involvement activity.
- **Description** – Brief description of the activity.
- **Pros** – General benefits of the activity.
- **Cons** – General shortcomings of the activity.

- **Cost** – General cost of activity in terms of the project budget. Cost is per participant and relative to other activities. \$ is inexpensive, \$\$ is somewhat expensive, and \$\$\$ is expensive.
- **Audience Adaptability** – How easily the activity can be adapted to reach a different segment of the target audience. Less effective is not adaptable, effective is somewhat adaptable, and very effective is highly adaptable. For example, a social media post is less effective because it is constrained by the type of media, while a project information station is very effective because it can be used for many different types of events.
- **EJ Outreach** – Level of effectiveness for reaching traditionally underserved and EJ populations, ranging from less effective, effective, and very effective. While many activities have the potential to reach EJ populations, an activity that specifically targets an EJ population is considered very effective, while an activity that does not is considered less effective.

Each activity also has a phase attributed to it. This refers to the planning phase where the public involvement activity is typically most effective, though it may be effective in other phases depending on the specific planning activity. The phase attributes are intended to be used as a guide for staff when scheduling public involvement activities.



Phase 1 – The beginning of the planning process. This includes the time before any actual planning has begun and when the audience has little to no awareness about the project’s goals and objectives.



Phase 2 – The middle of the planning process. This typically includes existing conditions analysis and preliminary work on recommendations.



Phase 3 – The final phase of the planning process. This typically includes the development of final recommendations, final reviews, and official plan adoption.



An infinity symbol is used to denote public involvement activities that are equally effective during all phases of the planning process. Also used for activities that are not phased (e.g. a single notification with the goal of transparency).



NMDOT PUBLIC INVOLVEMENT PLAN

BRAINSTORMING PUBLIC INVOLVEMENT ACTIVITIES WORKSHEET

<p>WHAT IS THE PLAN GOAL?</p> <hr/>	<p>LIST YOUR GOALS FOR PUBLIC INVOLVEMENT</p> <hr/>	<p>WHAT TYPES OF ENGAGEMENT ARE DESIRED?</p> <hr/> <p> <input type="checkbox"/> PROVIDE TRANSPARENCY <input type="checkbox"/> SEEK FEEDBACK <input type="checkbox"/> LEAD COLLABORATION </p> <p><i>* Definitions for these can be found in the Plan. (Section 3.1)</i></p>
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ARE THERE FEDERAL OR STATE PUBLIC INVOLVEMENT OR CONSULTATION REQUIREMENTS? YES NO

<p>WHO ARE THE TARGET AUDIENCES?</p> <p> <input type="checkbox"/> GENERAL PUBLIC <input type="checkbox"/> STAKEHOLDERS <input type="checkbox"/> URBAN RESIDENTS <input type="checkbox"/> RURAL RESIDENTS <input type="checkbox"/> EJ/LEP POPULATIONS <input type="checkbox"/> NATIVE AMERICAN TRIBES <input type="checkbox"/> YOUTH <input type="checkbox"/> SENIORS <input type="checkbox"/> PRIVATE SECTOR <input type="checkbox"/> _____ </p>	<p>HAVE YOU DEVELOPED A CONTACT LIST TO REACH THESE AUDIENCES?</p> <hr/> <p> <input type="checkbox"/> YES—CONFIRM LIST IS CURRENT <input type="checkbox"/> NO—DEVELOP THIS PRIOR TO PROJECT INITIATION </p>	<p>WHAT IS YOUR BUDGET FOR PUBLIC INVOLVEMENT, RELATIVE TO THE OVERALL PROJECT BUDGET?</p> <hr/> <p> <input type="checkbox"/> \$\$\$ HIGH <input type="checkbox"/> \$\$ MEDIUM <input type="checkbox"/> \$ LOW </p>
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REFER TO TABLES 3.1 - 3.3 FROM THE PUBLIC INVOLVEMENT PLAN TO SELECT ACTIVITIES:

STEP 1: SELECT TYPE OF ENGAGEMENT

PROVIDE TRANSPARENCY - TABLE 3.1
 SEEK FEEDBACK - TABLE 3.2
 LEAD COLLABORATION - TABLE 3.3

STEP 2: SELECT PLAN PHASE

1 EARLY PHASE
 2 MIDDLE PHASE
 3 FINAL PHASE
 ∞ ALL PHASES

STEP 3: DETERMINE HOW EFFECTIVE THE ACTIVITY NEEDS TO BE AT ADDRESSING AUDIENCE ADAPTABILITY AND EJ OUTREACH

LESS EFFECTIVE
 EFFECTIVE
 MORE EFFECTIVE

STEP 4: SELECT PUBLIC INVOLVEMENT ACTIVITIES THAT MEET THE REQUIREMENTS FOR PHASE, BUDGET, AND NEEDS

<p>WHAT IS THE TIMELINE?</p> <hr/> <p> <input type="checkbox"/> <6 MONTHS* <input type="checkbox"/> <1 YEAR <input type="checkbox"/> >1 YEAR </p> <p><i>* Prioritize the most effective activities</i></p>	<p>CAN YOU LEVERAGE PARTNERSHIPS?</p> <hr/> <p> <input type="checkbox"/> YES—WHO? _____ <input type="checkbox"/> NO—BRAINSTORM POTENTIAL PARTNERS </p>	<p>HOW WILL THE AUDIENCE BENEFIT FROM PARTICIPATION? HOW WILL YOU COMMUNICATE THAT TO THEM?</p> <hr/>
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Table 3.1 Activity List - Provide Transparency

KEY: ① PHASE 1 ② PHASE 2 ③ PHASE 3 ∞ ALL PHASES ○ LESS EFFECTIVE ◐ EFFECTIVE ● VERY EFFECTIVE

Activity	Phase	Description	Pros	Cons	Cost	Audience Adaptability	EJ Outreach
Advertisements	①	Advertisements on the TV, radio, in newspapers, on public transit, etc. notifying the public about upcoming public meetings and the plan in general.	Potential to reach diverse audience	Difficult to measure effectiveness in reaching target audience	\$\$\$	●	◐
Project Info Sheet	①	Brief, one-page descriptions of different plan topics, such as overviews of the plan, plan phases, or other information that can be distributed to stakeholders or the public. May contain graphics or diagrams to assist with communicating data.	Summarizes key project ideas in a concise, digestible format		\$	◐	◐
Periodic Email Updates	∞	Plan updates at key milestones and information on upcoming meetings and events sent to those who have opted to receive communications. Emails can be sent to listservs, which is a list of emails that target a specific interest-group. Listservs can be maintained by NMDOT, but are often maintained by outside organizations.	Easy and low cost	Only engages those who have opted in; not accessible for those without internet access	\$	●	◐
Social Media Posts	∞	Information about the plan posted on social media feeds like Facebook or Twitter. Posts can be made from existing NMDOT accounts or project-specific accounts can be created. Hash tags can be utilized to link posts and encourage further engagement.	Easy, low cost, and instantaneous	Only engages followers; not accessible for those without internet access	\$	○	◐
Project Website or Blog	∞	Provides meeting announcements, summaries, news releases, plan materials, public surveys, opportunities to leave comments, etc. Can be hosted on NMDOT website or another site.	Low cost and easy to update	Requires additional activity to promote awareness; not accessible for those without internet access	\$	●	○
Press Releases/ Press Conferences	∞	Official statements about the plan issued to the media at key milestones. Press conferences can be recorded and posted on the NMDOT or project website and Youtube.	Generates press coverage	Dependent on media outlets to distribute in most cases	\$\$	◐	○
Media Interviews	①	TV, radio, newspaper, etc. interviews of project team staff; could result in an article or segment highlighting key aspects of the project.	Promotes plan to fairly diverse audience, if distributed to diverse media outlets	May require multiple interviews or translations if needed in more than one language	\$	◐	○

Table 3.2 Activity List - Seek Feedback

KEY: ① PHASE 1 ② PHASE 2 ③ PHASE 3 ∞ ALL PHASES ○ LESS EFFECTIVE ◐ EFFECTIVE ● VERY EFFECTIVE

Activity	Phase	Description	Pros	Cons	Cost	Audience Adaptability	EJ Outreach
Roadshow Presentation	∞	Powerpoint with information and updates for each phase of the planning process presented at MPO or RTPO policy board and technical committee public meetings, professional conferences, and other public and non-public events (as needed or by request), by project manager, NMDOT planning liaisons, or MPO/RTPO planners.	Transferable to different audiences	Requires significant staff time	\$	●	◐
Project Information Station	① ②	Poster displays with brochures and other plan materials at public or private events, such as festivals, conferences, and farmers markets where target audiences tend to congregate. Staff are on hand to answer questions and engage with the audience.	Potential to reach audience that may be traditionally difficult to engage; comfortable, informal setting	Requires at least some travel for staff	\$\$	●	◐
Online Input Map	②	Users draw lines and points to identify and comment on locations of interest.	Removes some barriers to access; data is easy to analyze	Not accessible for those without internet access	\$\$	◐	○
Targeted Interview/Focus Group	②	Project team meets with various existing groups, such as the NM Main Street Program Community Leaders and the Governor's Commission on Disability, to discuss plan aspects and obtain feedback.	Special interest groups are often good representatives of certain communities that may otherwise be difficult to engage	Engaging more than a few of these groups could be time-consuming	\$\$	◐	●
Statistically Valid Public Survey	②	Survey administered to a sample of the population that is representative of the entire state population.	One of the only ways to reach a diverse audience	Expensive and time consuming; responses are not guaranteed	\$\$\$	○	●
Informal Targeted Survey or Comment Form	②	Informal survey, questionnaire, or comment form distributed to event attendees that asks for feedback on the information discussed at event.	Typically high rates of participation	Only representative of select group	\$	◐	◐
Online Public Survey	②	Informal survey with questions related to the plan available online.	Removes some barriers to access; ability to reach large number of people	Not accessible for those without internet access; results tend to be skewed towards interested parties	\$\$	◐	○
Public Review Period	③	Plan draft is open for public review on the project website for specified period of time, usually 45 days. Project team collects and records comments.	Allows for public to provide feedback	Requires effective promotion	\$	●	○

Table 3.3. Activity List - Lead Collaboration

KEY: ① PHASE 1 ② PHASE 2 ③ PHASE 3 ∞ ALL PHASES ○ LESS EFFECTIVE ◐ EFFECTIVE ● VERY EFFECTIVE

Activity	Phase	Description	Pros	Cons	Cost	Audience Adaptability	EJ Outreach
In-person Committee/ Working Group Meeting	∞	Subject matter experts from public and private sectors (including staff from NMDOT Divisions and Districts, MPOs, RTPOs, other state and federal agencies, local governments, transit agencies, universities, private businesses, non-profit organizations, and transportation user groups) develop vision and goals, brainstorm strategies, and evaluate and review plan deliverables.	Enables input from participants with specific subject knowledge	May be difficult to convene all stakeholders in one place at one time	\$	◐	◐
Pop-up Exhibit	②	Temporary exhibits about the project in community centers, libraries, storefronts, lobbies, or similar spaces. Staff may or may not be on hand to answer questions.	Opportunity to promote plan in different geographic areas/locations target audience tends to frequent	Site identification may have costs associated with the use	\$\$	◐	●
Mobile Meeting	②	Project staff conduct interactive exercise, such as participatory mapping, walk audits, etc. at preexisting community events.	Potential to reach audience that may traditionally be difficult to engage	Requires at least some travel	\$\$\$	◐	●
In-person Public Meeting with Interactive Exercise	②	Staff presentation followed by interactive exercise with opportunity for discussion and questions.	Opportunity to promote comprehension of the plan and obtain input	Historically low rates of attendance	\$\$\$	◐	◐
Virtual Open House or Webinar	②	Virtual presentation; opportunity for attendees to ask questions in real-time.	Removes some barriers to access	Not accessible for those without internet access	\$\$	◐	○
School Outreach Programs	①	Staff conduct special events or interactive exercises with school children and provide informational material to take home to parents.	Targets often overlooked audience; potential to reach audience that may be traditionally difficult to engage	Difficult to assess effectiveness in reaching parents; requires incentive for children to deliver materials to parents	\$\$	○	◐

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TIPS FOR SUCCESSFUL FACILITATION

While this PIP is primarily focused on developing overarching public involvement approaches, this section provides a high-level overview of meeting and workshop facilitation best practices. Facilitation is an entire field unto itself and there are numerous books, courses, and online resources about facilitation methods and techniques. The information here is a brief summary of some common approaches. For those interested in additional instruction, please refer to the additional resources listed at the end of this section.

The Facilitator's Role

Ideally, the facilitator will be a neutral party and can act as a mediator between NMDOT and the audience. This can be the consultant working on the project or a facilitation expert hired for the purpose of conducting meetings. Consider the audience when selecting a facilitator and try to find someone who the audience trusts and is comfortable with. Be aware of the perceptions the audience may have about NMDOT or other involved organizations. Some people may have reservations about speaking or having their information recorded. The goal is to encourage participants to speak up and be candid in their responses.

In some cases, MPO or RTPO representatives may serve as facilitators, as long as they are not part of the target audience for the public involvement activity. Interpretation, if needed, should also be conducted by a neutral party to ensure that translations are objective.

What is the Purpose?

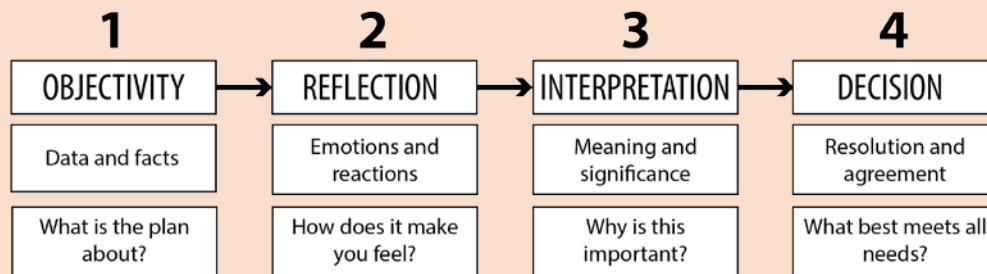
When developing a meeting or workshop, the facilitator should begin by determining the objectives for the activity. Questions and exercises can then be designed to meet those objectives.

Sometimes having an open forum for participants to voice their concerns and opinions is useful. Letting the audience steer the conversation and simply listening to their concerns can be valuable in certain situations. Other times, it is prudent to focus the audience on a specific issue or task. Be deliberate about the purpose of the public involvement activity, and how feedback is requested, to ensure that it produces useful results.

Develop Meaningful Questions

- Ask specific questions. If a participant makes a broad or abstract statement, follow up by asking for a specific example.
- Ask open-ended questions that cannot be answered with only “yes” or “no”.
- Follow the Focused Conversation Four-Step Model.

Focused Conversation Model (adapted from Brian Stanfield's *The Art of Focused Conversation*)



Other Considerations

- **Keep it small.** When possible, organize workshops into groups of seven to ten participants. Large audiences can listen to a short presentation and then be broken into smaller discussion groups. In smaller groups, more people will have the opportunity to speak and may feel less intimidated to do so.
- **Keep it short.** Presentations should be to the point and as brief as possible. Focus on the information that is necessary to communicate.
- **Be creative.** Designing meetings or workshops to be similar to informal community gatherings can create a convivial and fun atmosphere that encourages active participation. Providing food or holding a potluck with picnic tables is one example.
- **Make it interactive.** Incorporating interactive activities will help keep the audience engaged and can even be fun. Consider how presentation material could be delivered in an interactive way instead.

Additional Resources

- The Art of Focused Conversation (Brian Stanfield, 2000)
- The International Association of Facilitators (www.iaf-world.org)
- The Change Handbook (Peggy Holman, Tom Devane, Steven Cady, and William Adams, 2007)

3.4 NMDOT PLANNING ACTIVITIES

NMDOT is responsible for conducting a wide range of statewide transportation planning activities, from development of long-range transportation plans and STIPs, to various modal and special focus plans. As part of these planning efforts, the NMDOT typically develops public involvement plans or strategies tailored to the needs of the specific planning activity and to the audience for that plan. This section provides ideas and guidance to assist in the development of public outreach plans for these specific planning activities.

Every planning activity must meet the relevant Federal and state requirements described in Section 2.1. This section builds on those requirements by providing additional suggestions regarding key audiences, their roles, and potential public involvement activities for different NMDOT plans that have a public involvement component. The suggested activities were influenced through staff interviews combined with best practices research. These recommendations are intended to guide the development of targeted public outreach plans for the following planning activities:

- Long-Range Statewide Transportation Plan
- Statewide Transportation Improvement Programs
- Strategic Highway Safety Plan
- Highway Safety Plan
- Transportation Asset Management Plan
- Airport System Plan
- Prioritized Statewide Bicycle Network Plan
- State Freight Plan
- State Rail Plan
- Public Transportation Plan
- Coordinated Public Transit-Human Services Transportation Plans

Long-Range Statewide Transportation Plan

The New Mexico LRSTP serves as an overarching multimodal plan intended to guide transportation investment in the State over a 20 plus-year period, and provide a foundation for other modal planning efforts. Input from the public and stakeholders are key inputs into the plan's vision for transportation in New Mexico, and supports the plan's identification of transportation challenges and needs.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> All categories of audiences, including the full range of transportation stakeholders, transportation providers, Tribal nations, communities, local economic development groups, special interest groups, and residents Stakeholders and the public generate ideas and provide input on transportation issues and investment priorities Technical advisory committees with decision-making authority review and refine plan deliverables Leverage relationships with MPO/RTPOs to both provide consultation and help reach constituents Ensure inclusion of EJ and LEP populations 	<ul style="list-style-type: none"> Advertisements, email updates, press releases/conferences, and media interviews to encourage participation in plan development efforts Establishment and maintenance of a stakeholder listserv for regular email updates Creation of a project website that shares information and provides updates on plan development, input opportunities, etc. Conduct surveys (consider statistically valid surveys to get representative selection of population) In-person public meetings/workshops and project information stations at community events held throughout the State
Last completed: 2015 (New Mexico 2040 Plan)	Next update: 2020 (estimated)

Statewide Transportation Improvement Program

The STIP identifies regionally significant state and local Federally-funded projects to be implemented over the next four years, is developed on a bi-annual cycle and is fiscally-constrained. The STIP is frequently updated via a quarterly amendment cycle and includes an additional two years of projects which are not yet fiscally-constrained. The eSTIP is an online interactive version of the STIP that allows users to see programmed projects and filter them according to certain criteria.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> All categories of audiences, particularly stakeholders, MPOs, RTPOs, and other planning partners Focus on messaging – what is the STIP and how do projects implement LRSTP vision and goals 	<ul style="list-style-type: none"> eSTIP – tool for people to learn about programmed transportation projects Advertisements, email updates, and social media posts to promote the eSTIP and explain the purpose of the plan
Last completed: 2018 (quarterly amendment cycle)	Next update: 2020

Strategic Highway Safety Plan

The purpose of the SHSP is to guide decisions regarding transportation investments to achieve the goal of reducing fatalities and serious injuries on public roads. It assists in the coordination of

traffic safety programs across New Mexico by identifying common priorities, strategies, and performance metrics to improve traffic safety.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> Stakeholder groups of transportation safety experts Representatives from engineering, education, enforcement, and emergency medical services from both public and private sectors MPOs and RTPOs (regardless of whether or not they have their own traffic safety programs) 	<ul style="list-style-type: none"> Targeted interviews/focus groups, in-person committee or working group meetings Regular updates via email to keep participants engaged Plan development website
Last completed: 2016	Next update: 2021

Highway Safety Plan

The HSP is an annual plan developed by the NMDOT Traffic Safety Division (TSD). The TSD partners with the National Highway Traffic Safety Administration (NHTSA), FHWA, the Federal Motor Carrier Safety Administration (FMCSA), and other partners to coordinate safety programs, with the goal of reducing traffic-related deaths and injuries on New Mexico’s roadways; the HSP documents the strategies established to achieve this goal. Most strategies in the HSP focus on education and enforcement.

HSP safety strategies address National Program Areas identified by NHTSA and FHWA, such as Alcohol/Impaired Driving and Pedestrian and Bicyclist Safety. The plan is also developed in close coordination with the SHSP. The SHSP has its own emphasis areas, which serve as an overarching framework for all traffic safety initiatives. As a result, HSP strategies are incorporated into the applicable SHSP areas.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> Federal partners State, local, and Tribal organizations Constituent safety groups 	<ul style="list-style-type: none"> In-person advisory committee or working group meetings Targeted (online) surveys and webinars that are created to gain information from subject area experts and stakeholders Regular email updates to working groups/committees
Last completed: 2018	Next update: 2019

Transportation Asset Management Plan

The TAMP is a living document that supports NMDOT’s efforts to plan for the preservation and maintenance of its roadways and bridges. It details the existing conditions of the State Highway

System, provides estimates of future conditions and associated expenditures, and includes strategies to ensure the system remains in a state of good repair. It also addresses how NMDOT will meet performance goals required by Federal legislation and regulations.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> • TAM Internal Working Group: inclusive of all NMDOT departments and districts • External Stakeholders: Legislators, commissioners, MPOs/RTPOs, local agencies • Interest groups, taxpayers, and travelers 	<ul style="list-style-type: none"> • Internal: In-person advisory committee or working group meetings • External: Roadshow presentations and webinars
Last completed: April 2018	Next update: To be determined

Airport System Plan

The Airport System Plan is a guiding document for airport development in New Mexico and is intended to connect State planning goals with requirements established in the FAA *National Plan of Integrated Airport Systems*. It includes an evaluation of State airport system needs and provides justification for the funding of improvements.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> • Stakeholder groups from the aviation industry • MPOs and RTPOs to ensure coordination regarding development in airport zones 	<ul style="list-style-type: none"> • In-person advisory committee or working group meetings and webinars • Roadshow presentations
Last completed: 2017	Next update: 2022 (or later)

Freight Plan

The Freight Plan describes the existing condition of freight-related infrastructure in New Mexico, and identifies associated investment needs over a 25-year planning horizon. The Plan covers all types of freight movement (by road, rail, air, and pipeline), but primarily focuses on road and rail freight.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> • Federal partners • Freight industry representatives • Commercial freight companies 	<ul style="list-style-type: none"> • Expand membership and participation in the Freight Advisory Committee • Statistically valid and targeted surveys • Targeted interviews • In-person advisory committee or working group meetings • Virtual open houses or webinars • Project information stations at industry events
Last completed: 2015, with 2017 addenda	Next update: 2020 (estimated, typically with LRSTP)

Prioritized Statewide Bicycle Network Plan (Bike Plan)

The purpose of the Bike Plan is to help NMDOT realize the vision of “a safe, sustainable, and well-connected bicycle network that increases access to statewide destinations, stimulates and supports economic development, fosters healthy communities and equitably serves New Mexican residents and visitors.” It identifies goals and implementation strategies to achieve this vision, including the creation of design guidelines for bikeway infrastructure.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> • Bicyclists and those interested in bicycling • Advocacy groups • EJ/LEP and other populations who may have limited access to other modes of transportation • Other roadway users • Ensure engagement with both urban and rural residents 	<ul style="list-style-type: none"> • Online input map and online public survey • Targeted interviews/focus groups • Project information stations, mobile meetings at bicycle-friendly events
Last completed: 2018	Next update: As needed

Public Transportation Plan

The Public Transportation Plan covers rural public transportation, intercity passenger bus, and commuter rail systems in New Mexico. Transit needs of large metropolitan areas are not addressed, with the exception of “intercity travel that originates outside of metropolitan areas that receive Federal funding.” The plan has two purposes: to “identify public transportation usage, demand and needs” and to “provide clear and concise public transportation performance measures to identify and prioritize projects across the State.” This Plan is not statutorily required.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> • Transit providers • EJ/LEP and other populations who may have less access to other modes of transportation – via transit providers and advocates 	<ul style="list-style-type: none"> • Coordinated meetings with MPO/RTPO representatives, who can help NMDOT connect with local transit groups • Targeted interviews/focus groups with stakeholders (internal and external) • In-person committee or working group meetings • Roadshow presentations to stakeholders
Last completed: 2010	Next update: 2019 (scheduled)

Rail Plan

The purpose of the Rail Plan is to help NMDOT realize its vision to provide a safe and efficient multimodal rail system for the State that is well-integrated into the national transportation system, serves the needs of New Mexico shippers, and supports “sustainable, inclusive economic development.” It achieves this by defining goals and objectives for New Mexico rail, defining the role of rail within the State, identifying potential improvements, and prioritizing investments. The plan also satisfies the Passenger Rail Investment and Improvement Act of 2008 (PRIIA) requirements, making New Mexico eligible for intercity passenger rail Federal funding.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> • Rail industry representatives • Certain Tribes • MPOs and RTPOs 	<ul style="list-style-type: none"> • Maintain a stakeholder listserv for regular email updates • Targeted interviews/focus groups • In-person committee or working group meetings • Targeted surveys • Webinars • Project information stations at industry events
Last completed: 2014	Next update: 2018

Coordinated Public Transit-Human Services Transportation Plans (Coordinated Transit Plan)

There are seven Coordinated Transit Plans in New Mexico, one for each RTPO. They are coordinated efforts between NMDOT’s Transit and Rail Division, RTPOs, MPOs, human services transportation providers, and the general public, as mandated by MAP-21 and the FAST Act. The purpose of these plans is to analyze existing transit conditions within each region, identify the transportation needs of disadvantaged populations (specifically older adults, individuals with disabilities, households without vehicles, and persons living under the poverty line), and make

recommendations for “transit program and mobility coordination” that meet these needs and prioritize transit services for funding.

Key Audiences, Roles, and PI Considerations	Suggested Activities
<ul style="list-style-type: none"> • Public Transit Agencies • MPOs and RTPOs • Human Services Transportation Providers • General public 	<ul style="list-style-type: none"> • In-person advisory committee or working group meetings • Online surveys and targeted interviews/focus groups
Last completed: 2015	Next update: 2019