

SHERMAN-DENISON MPO

METROPOLITAN PLANNING ORGANIZATION
INTERMODAL URBAN TRANSPORTATION PLANNING



PUBLIC PARTICIPATION PLAN

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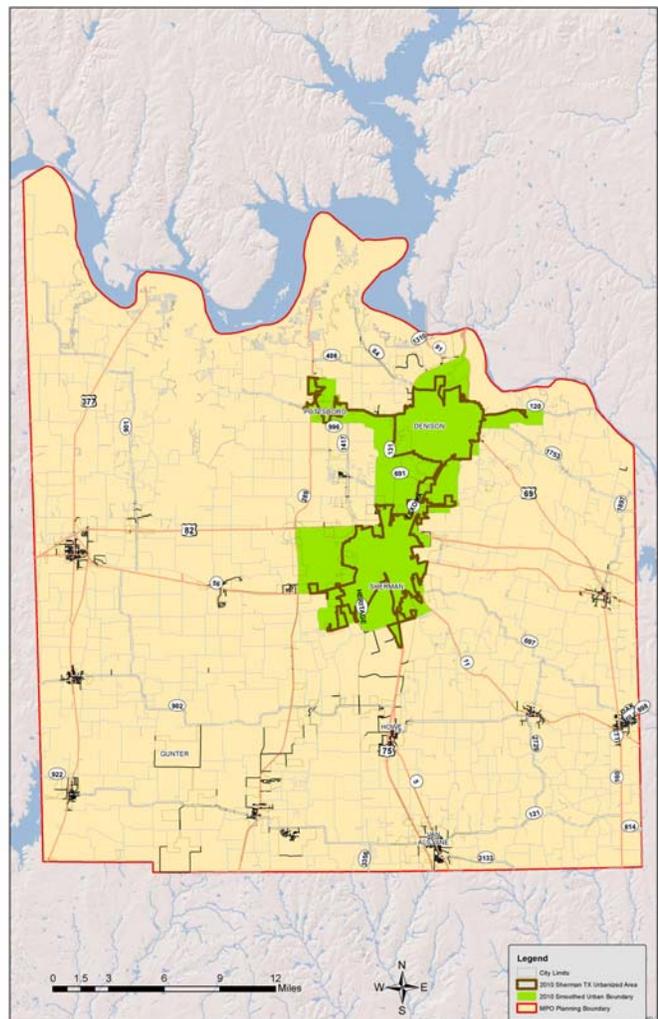
INTRODUCTION

The Sherman Denison MPO (SDMPO) is committed to involving the public in the transportation planning process for the Sherman-Denison Study Area. To achieve this, the SDMPO has created a Public Participation Plan to ensure that every Sherman-Denison Study Area resident is given the opportunity to participate in the development of transportation policies, programs, and projects being proposed within our study area. By formally documenting our public participation process, we will be able to review what we are currently doing, see what we're missing, and make improvements. This is a dynamic plan that needs to adapt to meet the changing needs of all sectors of the public. Therefore this plan will be updated as needed.

The Public Participation Plan for the SDMPO is built on the following principles established by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA):

- Early and continuous involvement,
- Reasonable public availability of technical data and other information,
- Collaborative input on alternatives, evaluation criteria, and mitigation needs,
- Open public meetings where matters related to transportation policies, programs, and projects are being considered, and
- Open access to the decision making process prior to closure.

Sherman-Denison Study Area



Regulations and Requirements

A. Federal

Metropolitan Planning Organization (MPO)

Federal laws and regulations require the formation and designation by the Governor of a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 to coordinate a comprehensive and continuing transportation planning process. The Sherman-Denison MPO Policy Board (PB) is the designated MPO for the Sherman-Denison Study Area. The MPO operates in accordance with state and federal laws.

Much of the transportation planning work done by the MPO is directed towards implementing and updating the study area's Long-Range Transportation Plan also known as the Metropolitan Transportation Plan (MTP). This work takes the form of studies, data collection and analysis, the use of management systems, forecasts of future travel based on future land use, and prioritization of projects for funding and implementation.

Federal transportation law (such as ISTEA, TEA-21, and the current legislation MAP-21) requires the SDMPO to produce and oversee a Transportation Improvement Program (TIP), the study area's short range (four year) transportation investment strategy. The TIP prioritizes the study area's transportation related projects within the constraints of federal, state, and local funding that Texas can reasonably expect to receive within the next four years. Projects that are included in the TIP must come from an approved MTP. There must be adequate public participation in the development of both the MTP and the TIP.

Transportation Policy Board Responsibilities

The Transportation Policy Board has five voting members representing the following governments:

- Grayson County
- City of Sherman
- City of Denison
- Small Cities' representative (rotating)
- Texas Department of Transportation (TxDOT), Paris District

The MPO also has a standing Technical Advisory Committee (TAC) which is chaired by the Executive Director of the Sherman-Denison MPO. This committee's purpose is to review issues associated with the goals and objectives of the MPO (as identified in the most recent update to the Metropolitan Transportation Plan – MTP) and provide recommendations to the Policy Board as to the implementation of those policies and objec-

tives. The TAC membership consists primarily of city and county staff with either a background in engineering or planning, or are the City Manager or Public Works Director. Each of the member governments of the Policy Board may appoint one representative to the TAC as voting members. Additionally, the Grayson County Regional Mobility Authority, TAPS, the Texoma Council of Governments, and a representative from the other small cities are all invited to attend and participate in the bi-monthly TAC meetings.

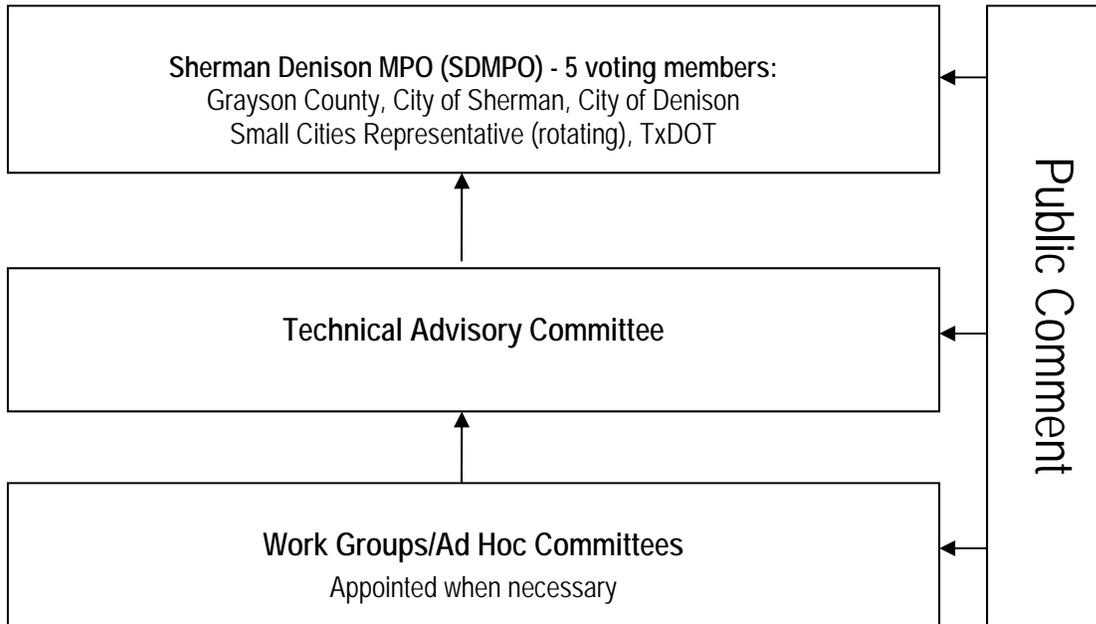
From time to time, the MPO will appoint a task force or steering committee to carry out a specific planning assignment such as updating the MTP or overseeing the conduct of a study.

As the designated MPO of the Sherman-Denison Study Area, the SDMPO has the lead responsibility to ensure that the transportation planning process is being carried out in accordance with federal and state regulations. Several other agencies, however, also play key roles in the transportation planning process.

The Texas Department of Transportation (TxDOT) works cooperatively with the SDMPO in carrying out all of its transportation planning activities. TxDOT representatives serve on all transportation related committees. TxDOT is responsible for a number of activities that affect the metropolitan transportation planning process. It is charged with the development of a statewide long-range plan, which will include the Metropolitan Transportation Plan developed by the SDMPO. TxDOT also develops a Statewide Transportation Improvement Program (STIP) which must include the TIP developed by the SDMPO. Accordingly, TxDOT participates actively in the process by which projects are prioritized and included in the SDMPO's TIP. TxDOT also serves as the primary intermediary between the SDMPO and federal transportation agencies: FHWA and FTA.

Texoma Area Paratransit System (TAPS) provides public transit service in the study area. This agency is responsible for both the capital and service needs in its service area. It is the principal source for identifying transit projects for inclusion in the transit portion of SDMPO's MTP and TIP. It also carries out many of the public transit planning activities, both funded through SDMPO's regional planning program and through other sources. Because of the strong link between TAPS and the SDMPO, the input garnered through public outreach is shared between the two entities. TAPS relies on the public participation process of the SDMPO in order to satisfy grantor requirements under various programs, including but not limited to Section 5307.

Structure of the MPO



MAP-21

Public participation in the transportation planning and programming process is a priority for federal, state, and local officials. The current federal transportation legislation called Moving Ahead for Progress in the 21st Century Act (MAP-21) continues this. MAP-21 authorizes funding for Federal highway, highway safety, transit and other surface transportation programs and requires that Metropolitan Planning Organizations establish, periodically review, and update public participation processes to assure early and continued public awareness of, and access to, the transportation decision-making process.

MAP-21 mandates that the metropolitan transportation planning process contain the following public participation elements:

1. Include a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and Transportation Improvement Programs (TIPs) and meets the requirements and criteria specified as follows:
 - a. Require a minimum public comment period of 45 days before the public participation process is initially adopted or revised,

- b. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns),
- c. Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered,
- d. Require adequate public notice of public participation activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs,
- e. Demonstrate explicit consideration and response to public input received during the planning and program development processes,
- f. Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households,
- g. When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public participation process or the interagency consultation process required under the US EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP,
- h. If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available,
- i. Public participation processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all,
- j. These procedures will be reviewed by the FHWA and the FTA during certification reviews to assure that full and open access is provided to MPO decision-making processes, and

- k. Metropolitan public participation processes shall be coordinated with statewide public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.
2. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation.
3. Comply with Presidential Executive Order 12898 Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. Environmental Justice directed federal agencies to develop environmental justice strategies to help federal agencies address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations. The order is also intended to promote nondiscrimination in federal programs that affect human health and the environment. It aims to provide minority and low-income communities access to public information and public participation in matters relating to human health and the environment.

The Environmental Protection Agency defines Environmental Justice as the “fair treatment of people of all races, cultures and income with respect to the development, implementation and enforcement of environmental laws, regulations, programs and policies.” Fair treatment means that no racial, ethnic or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from the operation of industrial, municipal, and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies.

The Federal Highway Administration identifies three fundamental environmental justice principles:

- a. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations,
- b. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, and
- c. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

4. Comply with the Americans with Disabilities (ADA) Act of 1990 and US DOT regulations "Transportation for Individuals with Disabilities." Meetings and hearings must be held in ADA-compliant buildings and special accommodations must be made for those with disabilities to participate in meetings, planning, and programming activities.
5. Consult with entities responsible for planned growth, economic development, environmental protection, airport operations, freight movement, bicycles, pedestrians, the disabled community, land use management, natural resources, and historic preservation
6. Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials.

B. State

The State of Texas has Open Government Laws. These include the Open Meetings Act and the Public Information Act codified in Chapters 551 and 552 of the Government Code. These two laws that have jurisdiction over a public participation plan are intended to provide residents of Texas with firsthand knowledge of the activities that public agencies have taken at meetings and access to contents of public records.

2. Public Participation Principles

- Early and continuous involvement,
- Reasonable public availability of technical data and other information,
- Collaborative input on alternatives, evaluation criteria, and mitigation needs,
- Open public meetings where matter related to transportation policies, programs, and projects are being considered, and
- Open access to the decision making process prior to closure.

3. Routine SDMPO Activities

All meetings are open to the public and a public comment period is available at all meetings.

POLICY BOARD MEETINGS – Although emergency meetings may be called as needed, typically the Policy Board meets the 1st Wednesday of every even numbered month at 8:00 am and/or scheduled when necessary. Meetings currently are held at the Grayson County Courthouse Commissioners’ Courtroom. Meeting location is subject to change. Attendees should call the Sherman-Denison MPO to verify meeting location.

Policy Board meetings are held in conformance with the Texas Open Meetings Act. The meeting agenda is prepared and posted a minimum of 72 hours in advance of the meeting on the Grayson County Courthouse Bulletin Board. Meeting agendas will be forwarded in advance to the Cities of Sherman, Denison, Howe, Van Alstyne, and Pottsboro. A press release is issued to the local television stations, radio stations, and newspapers. This list is available from the SDMPO office and is updated periodically. Documentation to support the posting and press release will be retained in the SDMPO study office for a minimum of five (5) years.

Citizens, elected officials, transit providers, and staff have opportunity to speak on transportation issues at every meeting under the item "Public Comment Period".

All meetings of the Policy Board are recorded and minutes are drafted. These are available for public review upon request and available on the SDMPO’s website www.sdmppo.org.

TECHNICAL ADVISORY COMMITTEE (TAC) MEETINGS – Although emergency meetings may be called as needed, typically the TAC meets the 3rd Wednesday of every odd numbered month (January, March, etc). The meetings are typically hosted 9:00 AM by TxDOT at its Sherman Office on US 75.

TAC meetings are held in conformance with the Texas Open Meetings Act. The meeting agenda is prepared and posted a minimum of 72 hours in advance of the meeting on the Grayson County Courthouse Bulletin Board. Meeting agendas will be forwarded in advance to the Cities of Sherman, Denison, Howe, Van Alstyne, and Pottsboro. A press release is issued to the local television stations, radio stations, and newspapers. This list is available from the SDMPO office and is updated periodically. Documentation to support the posting and press release will be retained in the SDMPO study office for a minimum of five (5) years.

Citizens, elected officials, transit providers, and staff have opportunity to speak on transportation issues at every meeting under the item "Public Comment Period".

All meetings of the Technical Advisory Committee are recorded and minutes are drafted. These are available for public review upon request and available on the SDMPO’s website www.sdmppo.org.

- Meeting announcement is done via newspaper, press release to all media and direct mail to stakeholder/interested parties list,

- Meeting dates listed on SDMPO website,
- Agendas listed on SDMPO website,
- Meeting minutes listed on SDMPO website,
- Meeting packet with agenda, minutes, background information, and contact person information mailed and/or emailed at least one week prior to meeting,
- Meeting location is handicap accessible, and
- Meeting cancellations announced via newspaper, press release to all media and direct mail to stakeholder/interested parties list.

4. SDMPO Activities and Public Participation Techniques & Opportunities

Modifications to the Metropolitan Transportation Plan and to the Transportation Improvement Program fall into two basic categories: (1) Amendments and (2) Administrative Modifications. Those occurrences that would trigger either category of action is detailed in Appendix B at the end of this document.

A. Metropolitan Transportation Plan (MTP)

The MTP is updated and adopted at least every five (5) years. It contains goals and objectives for Sherman-Denison Study Area’s transportation system and identifies the improvements, studies, and strategies that must be implemented to reach those goals and objectives. It includes a list all of the transportation improvements scheduled for funding over the next 20 years.

Updates and Adoption	
Activity	Technique
Input Prior to Development or Updating (Draft Document)	Input from citizens affected, public agencies, member governments, public transportation providers, users of public transit, freight shippers, providers of freight transportation services, the Grayson County Airport, Local and State Emergency Response agencies and TxDOT will be requested at two (2) public meetings held by the SDMPO. Citizens will also have an opportunity to provide written comments prior to and for ten (10) calendar days after all public meetings. Document available via: SDMPO website: www.sdmpo.org , SDMPO office and TxDOT area office
Notice to Agencies	At least thirty (30) days prior to adoption or amendment of a <u>Metropolitan Transportation Plan</u> , the SDMPO shall post a public notice at the Grayson County Courthouse Bulletin Board and alert agencies including, but not limited to: the Cities of Sherman, Denison, Gunter, Howe, Van Alstyne, Pottsboro, Chambers of Commerce, news media, including radio, television, newspapers, and public libraries as to when and where the Metropolitan Transportation Plan will be available for review, offering to make

	a copy available upon request and asking for comments. This list is available from the SDMPO Office and will be updated periodically. Documentation to support the posting and press release will be retained in the SDMPO study office for a minimum of five (5) years.
Public Meeting	Two (2) public meetings held. One meeting will be required during the initial stages of plan development. The second meeting will be held to obtain input on the "Draft" plan as long as it is advertised and follows the Texas Open Meetings Act. At a minimum, the meetings will be recorded and a roster of those in attendance will be kept on file in the SDMPO office.
Comment Opportunities	Public Meeting; Written comments (from citizens affected, public agencies, member governments, public transportation providers, users of public transit, freight shippers, providers of freight transportation services, the Grayson County Airport, Local and State Emergency Response agencies) accepted via email, fax, mail, Policy Board meeting. Included in the notice of public meeting shall be a call for public comment which shall include when and where a copy of the proposed Metropolitan Transportation Plan can be reviewed and a deadline to receive public comment. Written comments will be accepted up to ten (10) days after conducting the public meeting. Significant written and oral comments will be summarized and incorporated as part of the final document.
Affected Agencies and Stakeholders	The SDMPO shall maintain a current list of affected agencies and stakeholders.
Final, adopted document	SDMPO website: www.sdmpo.org , SDMPO office and TxDOT area office.
Updates and Amendments	As necessary.
Evaluation Technique	Number of participants at meetings, number of comments received.

B. Transportation Improvement Program (TIP)

The TIP is a four-year program that lists all regionally significant and federally funded projects and services in the study area, such as highway projects, bridge replacements, major corridor studies, transportation enhancements. Projects that are included in the TIP must be consistent with and come from an approved Metropolitan Transportation Plan.

Updates and Adoption	
Activity	Approach
Input Prior to Development or Updating (Draft Document)	A minimum of one (1) public meeting will be held to solicit public input on the <u>four-year</u> Transportation Improvement Program. The meeting will be recorded and a roster of those in attendance will be available and kept on file in the SDMPO office. Citizens will

	<p>also have the opportunity to provide written comments prior to, and for, ten (10) calendar days after the public meetings. A notice of the public meeting will be prepared and posted at the Grayson County Courthouse Bulletin Board a minimum of 72 hours in advance. Notice of the meeting will be forwarded to the Cities of Sherman, Denison, Gunter, Howe, Van Alstyne, and Pottsboro. The meetings will be publicized in local newspapers and a press release publicizing the meetings issued to the local television stations and radio stations. This list is available from the SDMPPO Office and will be updated periodically. Documentation to support the posting and press release will be retained in the SDMPPO study office for a minimum of five (5) years.</p> <p>All documentation concerning the Transportation Improvement Program will be kept on file and be available to the public upon request.</p> <p>Document available via: SDMPPO website: www.sdmpo.org, SDMPPO office and TxDOT area office.</p>
Notice to Agencies	<p>Approximately fourteen (14) days prior to adoption or amendment of a TIP, the SDMPPO shall alert affected agencies including, but not limited to: the Cities of Sherman, Denison, Howe, Van Alstyne, Pottsboro, and the Grayson County Courthouse, Chambers of Commerce, news media, including radio, television, newspapers, and public libraries as to when and where the TIP will be available for review, offering to make a copy available upon request and asking for comments.</p>
Public Meeting	<p>Prior to adoption or amendment of a TIP, a public meeting shall be conducted to gather input from the public and affected agencies. Notice of the meeting shall be posted at the Grayson County Courthouse Bulletin Board. Public Notice will be forwarded to the Cities of Sherman, Denison, Howe, Van Alstyne, Pottsboro, Chambers of Commerce, news media, including radio, television, newspapers, and public libraries as to when and where the TIP will be available for review, offering to make a copy available upon request and asking for comments.</p>
Comment Opportunities	<p>Public Meeting; Written comments (from citizens affected, public agencies, member governments, public transportation providers, users of public transit, freight shippers, providers of freight transportation services, the Grayson County Airport, Local and State Emergency Response agencies) accepted via email, fax, mail, Policy Board meeting.</p> <p>Included in the notice of public meeting shall be a call for public comment which shall include when and where a copy of the proposed Metropolitan Transportation Plan can be reviewed and a deadline to receive public comment. Written comments will be accepted up to ten (10) days after conducting the public meeting.</p>

	Significant written and oral comments will be summarized and incorporated as part of the final document.
Affected Agencies and Stakeholders	The SDMPO shall maintain a current list of affected agencies and stakeholders.
Final, adopted document	SDMPO website: www.sdmppo.org , SDMPO office and TxDOT area office.
Updates and Adoption	A Transportation Improvement Program (TIP) shall be updated and adopted at least every four (4) years.
Evaluation Technique	Number of participants at meetings, number of comments received.

C. Unified Planning Work Program (UPWP)

Describes all transportation and transportation related planning activities within the study area for a two year period. The UPWP includes a budget that shows the federal, state, and local funds that are committed to the completion of the planning activities.

Updates and Adoption	
Activity	Approach
Draft Document	SDMPO website: www.sdmppo.org , SDMPO office and TxDOT area office.
Comment Opportunities on draft document	Public Meeting; Written comments accepted via email, fax, mail, Policy Board meeting.
Public Meeting	Held during a scheduled Policy Board meeting.
Public Meeting Notice	SDMPO website, SDMPO office, 1 week prior to Policy Board meeting.
Final, adopted document	SDMPO website: www.sdmppo.org , SDMPO office and TxDOT area office.
Amendment Notice	Policy Board agendas on SDMPO website.
Evaluation Technique	Number of participants at meetings, number of comments received

D. Public Participation Plan

Outlines the strategies utilized to provide and receive information from the public on transportation planning and programming process including funding for projects, studies, plans, and committee actions.

Updates and Adoption	
Activity	Approach
Draft Document	SDMPO website: www.sdmppo.org , SDMPO office and TxDOT area office
Comment Opportunities	45 day comment period; Public Meeting; Written comments accepted via email, fax, mail; Policy Board meeting
Public Meeting	Held during the public comment period, held during a Policy Board meeting
Public Meeting and Comment Period Notice	Five (5) business days prior to the start of the Public Comment period, published in local media (see above)

Final, adopted document	SDMPO website: www.sdmpo.org , SDMPO office and TxDOT area office
Evaluation Technique	Number of participants at meetings, number of comments received

E. Special projects, projects of regional significance

For topic or geographically specific projects, meetings should be held at locations convenient to the group targeted for participation. These types of projects may be required to make a presentation to the Policy Board and the SDMPO listed in the MTP and TIP.

5. Outreach Techniques

SDMPO, utilizing staff, will utilize many other techniques to involve and educate the public including:

- *Direct Outreach* – SDMPO planning staff provide direct outreach to minority and/or low income groups through contact with local community groups and their leaders,
- *SDMPO website* – an online resource about the plans and programs of the Transportation Policy Board, including the SDMPO activities, www.sdmpo.org,
- *Special studies/plans* – SDMPO planning staff produce special studies and plans as issues and needs arise. This will continue to be a part of the transportation planning program, and
- *Surveys and Questionnaires* – When circumstances warrant, SDMPO staff will conduct surveys and develop questionnaires suitable for distribution in specific project areas or at public meetings, training sessions, etc., in order to elicit increased public input into the decision-making process.

6. Evaluation Procedures for Public Participation

It is important that the SDMPO continuously evaluate the effectiveness of the public participation techniques in the planning process for each plan or project. SDMPO should consider the following when evaluating the effectiveness of the public participation plan:

- Are there many people participating in the techniques with good ideas and suggestions?
- Are targeted stakeholders participating in the application of the techniques? Consider asking participants, “Who else should be in attendance?”

- Is the general public getting enough information and in a timely manner?
- Rather than assume non-participants are “not interested”, consider contacting participants missing from the process to determine the reasons for their lack of interest or inability to participate in the planning process.
- Should an evaluation form be given to participants to see if they feel the technique is effective and useful?
- Are the results and input from the public able to be incorporated in the decision-making process? If not, what changes need to be made?

7. Policies and Procedures

Before adoption of any new or revised policy or procedure of the PPP, the SDMPO shall request public comment by publicizing the meeting in local newspapers and a press release publicizing the public comment period issued to the local television stations and radio stations. This list is available from the SDMPO Office and will be updated periodically. Public comment will be received for at least 45 days from the time of the first publication. The SDMPO shall maintain a log of all comments received. The SDMPO Policy Board shall review all public comments and staff responses before the adoption of the new or revised policy or procedure of the PPP.

Citizen requests to present or discuss information related to the SDMPO, transportation plans, and/or policies that affect those citizens will be responded to by the SDMPO staff, as well as officers, as time permits.

How to Get Involved

Sherman-Denison Metropolitan Planning Organization
100 W. Houston St., Suite G1
Sherman, Texas 75090
903.813.5275
903.870.4087 fax
www.sdmpo.org

Office hours are 8:00 AM to 5:00 PM, Monday through Friday.
Offices are handicapped accessible.

SUMMARY OF PUBLIC INVOLVEMENT REQUIREMENTS

23 CFR 450.316 (b) (1)

REQUIREMENT	SDMPO PRACTICE
Development of or Update to the Public Participation Plan (PPP)	Policy Board open meeting will be held followed by a 45-day written comment period.
Provide timely information on transportation issues	Information is disseminated through SDMPO website, reports, and public and open meetings.
Provide reasonable public access to technical and policy information	Policy Board will hold public and open meetings; other technical assistance is provided as necessary.
Facilitate public involvement in developing Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP)	Public meetings are held during development of TIP and MTP as well as upon proposal of any major amendments to these documents.
Public comments to be considered as an integral part of planning process	All public comments are reviewed and considered by Policy Board.
Seek out and consider needs of historically under-served	A comprehensive public notification list will be developed and maintained. Inclusion on mailing list will be by written request.
Public comments will be part of final TIP and MTP	Public comments received on TIP and MTP are included in documentation of the TIP and MTP.
Revisions to the TIP and MTP based on public comments will be made available to public	If the TIP or MTP require revisions, an additional public meeting will be scheduled.
Federal Highway Administration/Federal Transit Administration review of PPP	SDMPO PPP will be sent to FHWA and FTA and published as part of MTP and the TIP. Minutes, comments, and responses of all public meetings will be sent to appropriate FHWA/FTA officials.
Coordination of statewide PPP	When possible, public meetings will be coordinated with TxDOT's Urban Transportation Plan process.

Appendix A: Public Comments, Advertising and Publicity

Summary of Comments Received

(To be added after comment period)

APPENDIX B

MTP/TIP Program Administration Guidelines

Metropolitan Transportation Plans (MTP's) and Transportation Improvement Programs (TIP's) are frequently revised. Not all MTP/TIP revisions require a formal amendment process. As a general rule, significant changes to the design concept, cost, scope and schedule of a project listing require a Major Amendment, whereas minor changes in fund sources, description, lead agency, funding years, etc. may be processed through administrative or minor change amendments. Revisions are submitted Quarterly and Major Amendments must be approved by the Policy Board (PB), the Texas Department of Transportation (TxDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Approvals of administrative and minor change amendments to the MTP/TIP have been delegated to the MPO's Director and the TxDOT District Engineer through their written approval upon formal adoption of these guidelines by the Sherman-Denison MPO Policy Board.

Major and Minor/Administrative Changes to the MTP and or TIP

Modifications to these two documents will be one of two categories: a Major Change - which will trigger the amendment process which is open to public review and comment, or a Minor Change - which is of an administrative nature and does not trigger the amendment process. The following paragraphs outline the differences between major and minor changes and the processes required.

Proposed Formal Amendments to the MTP/TIP

Amendments must be developed in accordance with the provisions of, 23 and 49 CFRs and approved by the federal agencies. In general terms, these regulations state the MTP/TIP may be modified at any time consistent with the procedures agreed to by the cooperating parties for developing the MTP/TIP and all other federal requirements in 23 CFR concerning the development, public involvement, and federal agencies approval of the MTP/TIP. Regardless of the type of change, all modifications to the TIP must be consistent with the MTP. All modifications to the MTP and TIP must maintain the financial constraint for these documents; must be consistent with federal Title VI requirements, and consider the affect on the congestion mitigation, safety, air quality, and timely implementation.

The following changes are examples of revisions made through a Major Amendment:

Amendment Policy

Amendments are modifications that require a formal process including approval by some or all of the following: TxDOT, FHWA, FTA and the Transportation Policy Board. An amendment is required for any project modification that meets the following criteria or that does not fall under the Administrative Change Policy.

1. Adding or Deleting major or regionally significant highway or transit projects from the MTP/TIP: (except as outlined in #4 and #5 under the Administrative

Change Policy)

2. **Cost Increases:** A revision is required on any cost increase that does not fall under item #1 in the administrative change policy statement
3. **Scope Changes:** (except as outlined in #7 under Administrative Change Policy):
 - Type of Work Being Performed
 - Physical Length of a regionally significant highway or transit project from its original MTP/TIP description
 - Project Termini
4. **Funding Year Changes:** A revision is required to move a project into a fiscal year that would delay project implementation (except as noted in item #3).
5. **Changes in the Funding/Cost Shares:** A change to the percentage of the total project cost paid by each funding partner requires a revision.

Contingency and/or emergency projects may require board approval to streamline these guidelines provided 23 CFR§ 450.326 TIP: Modification and/or 23 CFR § 450.216 - Statewide transportation improvement program (STIP) are followed and approved by federal agencies in accordance with 23 CFR § 450.220 - Approvals.

Any changes other than typographical errors or updating references to regulatory requirements in the Public Participation Plan are considered to be a Major Revision.

Administrative Change – MTP/TIP

Administrative Changes are modifications that move project funding or a project phase listing within the period of the MTP/TIP, or modifications that solely change the "source" of funds for a listed project that do not involve changes from non-federal to federal funds and do not involve major revisions to the total estimated cost of an exempt project. These administrative amendments usually take about two weeks to process and are approved by the SDMPO's Executive Director in cooperation and coordination with the TxDOT District office.

Changes may be made through an Administrative Change, as long as the change occurs within the period of the MTP/TIP, the change in total funding is within the scope of the administrative change policy (see item #1 below) and the change does not adversely affect the timely implementation, financial constraint or the public's opportunity to participate in the transportation planning process. *In an effort to keep decision makers informed, any Administrative Change not requiring board approval will still be communicated to the Policy Board via e-mail and/or during board meetings.*

Administrative Changes are MTP/TIP modifications that do not require action of the Policy Board for approval. Under the Administrative Change Policy, the Policy Board has authorized the Director for the Sherman-Denison MPO to approve MTP/TIP modifications that meet the following conditions. After they are approved, administrative changes are provided to TxDOT for informational purposes, unless they are merely processed to support previous Policy Board project approval (see Item #5).

- 1. Cost Increases:** Administrative amendments are allowed for cost increases up to the following percentages based on the total project cost:

<u>Percent Increase</u>	<u>Total Project Cost (\$)</u>
75	0 - 250,000
30	250,001 - 1,000,000
20	1,000,001 - 3,000,000
15	>3,000,001

- 2. Cost Decreases:** Administrative amendments are allowed for cost decreases.
- 3. Funding Year Changes:** Administrative amendments are allowed for fiscal year changes that advance project implementation as well as the moving of a project and its funding from one fiscal year to another within the period of the MTP/TIP. Once projects are ready for construction (i.e., all federal and State requirements and procedures have been met), TxDOT will advance the project to construction.
- 4. Changes in Federal Funding Categories that Do Not Impact Policy Board-Selected Funding Programs:** Policy Board-Selected funding programs include: Urban Street Program, Urbanized Area Formula Program - Transit Section 5307.
- 5. Statewide Transportation Improvement Program (STIP) Revisions Consistent with Previous Policy Board Action:** (e.g., adding a project previously approved by the Policy Board)
- 6. Addition of Non-capacity Projects from TxDOT Funding Programs:**

Examples include, but are not limited to:

Sign refurbishing	Intersection Improvements
Landscaping	Intelligent Transportation System
Preventive maintenance	Traffic Signal Improvements
Bridge rehabilitation/replacement	Pedestrian Walkways
Safety/Maintenance	Hike & Bike trails
	Enhancement Projects

- 7. Requested changes require written notification from responsible agency.**
- 8. Increased Flexibility for Traffic Signal and Intersection Improvement “Grouped” Projects** (see appendix)

Administrative changes are allowed for funding and location changes as indicated below:

- Same locations, additional funding needed - see cost increase provisions above
- Fewer locations, same or additional funding needed - eligible, but requires evaluation and rescoring
- Fewer locations, decreased funding - eligible
- Additional locations, same or decreased funding - eligible, but:
 - New locations must be of the same project type,

- Project does not change significantly, and
 - New locations must be part of a coordinated signal system or within the area of influence for intersection improvements.
- e. Additional locations, more funding needed - not eligible (requires a revision)

Administrative changes are allowed for changes to project design or scope, but require:

- Evaluation to ensure similar benefits,
- That the project does not change significantly, and
- That the funding must be for equal or less amount.

9. **Addition of New Phases to TIP:** Includes engineering, right-of-way, and construction
10. **Any non-regionally significant highway or transit project-related change to projects funded from a “grouped” category.** (see appendix)
11. **Potentially Controversial Projects** - The administrative change policy does not restrict the Director from requesting Policy Board action on potentially controversial project changes.
12. Minor data entry or typographical errors.
13. Minor project description changes which do not adversely change the scope of the project.

Project Changes Not Requiring TIP Modification

In certain circumstances, changes may be made to TIP projects without triggering a TIP modification. These circumstances are outlined below:

1. Changes in Control Section Job (CSJ) Number – changes to CSJ’s do not require a TIP modification. Potential CSJ changes may include conversion from Planning CSJ’s to Permanent CSJ’s, delineation of Permanent CSJ into segments creating multiple CSJ’s, etc.
2. Changes to TxDOT’s Design and Construction Information System (DCIS) – the DCIS is a project tracking system, therefore, simply updating the DCIS to match previously approved TIP projects or project elements does not require TIP modification. SDMPPO staff maintains the official list of projects and funding levels approved by the Policy Board.

Public Involvement Process for MTP/TIP Amendments

Public Involvement Procedures consistent with 23 CFR shall be utilized in amending the MTP/TIP, however, these procedures are not required for MTP/TIP modifications involving those projects considered by the State and/or MPO to not be of appropriate scale for individual identification in a given program year and are grouped into a single listing in the TIP in accordance with the requirements of 23 CFR. All MTP/TIP amendments are discussed as regular items at the Policy Board meetings. Before the Policy Board can approve a Major Amendment, the

public is required to be notified and given an opportunity to comment on the amendment. As such, all major MTP/TIP amendments are publicly noticed for 30 days as provided in the adopted Public Participation Plan.

Proposed Major Amendments (as defined within this adopted guideline) are also publicly noticed as part of the Policy Board agenda and again as part of the regular Policy Board agenda. This process allows the public three opportunities to comment on pending Major Amendments.

In accordance with SDMPO Public Participation Plan, public meetings are commonly held in conjunction with the programming approval of most federal funds prior to inclusion in the TIP. During the public comment period, the proposed Major Amendments are posted at the SDMPO webpage located at: www.sdmpo.org.

MTP/TIP Amendment Request Submittal

Any SDMPO member agency may request the consideration of a revision to the MTP/TIP on its own behalf or on the behalf of a non-member agency or private group, business, or individual. Private parties must work through the SDMPO member agency that represents them to request a revision to the MTP. All such requests shall be submitted to the SDMPO Executive Director in writing. The SDMPO Executive Director may initiate a revision to the MTP in order to ensure that it remains in conformance with all applicable federal, state and regulatory policy requirements.

To request a MTP/TIP amendment, a project sponsor must submit the proposal to the SDMPO Executive Director for review. Likewise, to propose a new project, the project sponsor would submit the project proposal to the Executive Director. Staff will review the submitted application or amendment proposal for compliance with federal regulations, statute and regional policy, including funding completeness, impacts to air quality, congestion mitigation and safety, financial constraint and for compliance with other federal, state and regional requirements before approving the submitted application or amendment. If the proposal is found not to conform to the SDMPO adopted guidelines or is inconsistent with the financial constraint of the TIP the proposal may not be approved. Proposed additions or changes to projects contained in the TIP must also conform to the amendment rules of the funding program involved.

Use of Statewide Control Section Job numbers (CSJs)

MPOs that make use of statewide project groupings must include the appropriate statewide project grouping (Statewide CSJ's) in their TIP. Individual projects eligible for statewide project groupings may continue to be included in the MPO TIP for informational purposes only. The information only project lists should be clearly annotated as such and may be included as an appendix. Additional clarification regarding specific project work types (i.e., road reconstruction, bridge replacement, etc.) included in the statewide project groupings may be warranted.

Financial summary tables for the MPO TIP should be revised to indicate that funding for projects to be completed under the statewide project groupings are constrained to reasonably expected sources of Federal, State, and local funding categories consistent with the MPO's financial plan. Additionally, documentation affirming the MPO Policy Board action approving the use of

statewide project groupings is provided by adoption of these TIP Program Administration guidelines.

**GROUPED PROJECT CSJ
DEFINITION OF GROUPED PROJECTS FOR USE IN THE (S)TIP***

PROPOSED CSJ	GROUPED PROJECT CATEGORY	DEFINITION
5000-00-950	PE –Preliminary Engineering	Preliminary Engineering for any project that is not added capacity in a non-attainment area. Includes activities which do not involve or lead directly to construction such as planning and technical studies, grants for training and research programs.
5000-00-951	Right of Way Acquisition	Right of Way acquisition for any project that is not added capacity in a non-attainment area. Includes relocation assistance, hardship acquisition and protective buying.
5000-00-952 5000-00-957 5000-00-958	Preventive Maintenance and Rehabilitation	Projects to include pavement repair to preserve existing pavement so that it may achieve its designed loading. Includes seal coats, overlays, resurfacing, restoration and rehabilitation done with existing ROW. Also includes modernization of a highway by reconstruction, adding shoulders or adding auxiliary lanes (e.g., parking, weaving, turning, climbing, and non-added capacity).
5000-00-953	Bridge Replacement and Rehabilitation	Projects to replace and/or rehabilitate functionally obsolete or structurally deficient bridges.
5000-00-954	Railroad Grade Separations	Projects to construct or replace existing highway-railroad grade crossings and to rehabilitate and/or replace deficient railroad underpasses, resulting in no added capacity.
5800-00-950	Safety	Projects to include the construction or replacement/rehabilitation of guard rails, median barriers, crash cushions, pavement markings, skid treatments, medians, lighting improvements, railroad/highway crossing warning devices, fencing, intersection improvements (e.g., turn lanes), signalization projects and interchange modifications. Also includes projects funded via the Federal Hazard Elimination Program and the Federal Railroad Signal Safety Program.
5000-00-956	Landscaping	Project consisting of typical right-of-way landscape development, establishment and aesthetic improvements to include any associated erosion control and environmental mitigation activities
5800-00-915	Intelligent Transportation Systems Deployment	Highway traffic operation improvement projects including the installation of ramp-metering control devices, variable message signs, traffic monitoring equipment and projects in the Federal ITS/IVHS programs.
5000-00-916	Bicycle and Pedestrian	Construction or rehabilitation of bicycle and pedestrian lanes, paths and facilities.
5000-00-917	Safety Rest Areas and Trucks Weigh Stations	Construction and improvement of rest areas and truck weigh stations
5000-00-918	Transit Improvement	Projects include the construction and improvement of small passenger shelters and information kiosks. Also includes the construction and improvement of rail storage/maintenance facilities bus transfer facilities where minor amounts of additional land are required and there is not a substantial increase in the number of users.

*Subject to change based on unanticipated Texas Department of Transportation updates or revisions.