



TECHNICAL ADVISORY COMMITTEE MEETING

Monday, September 24, 2018
University Park, Suite 300
3300 N. IH 35, Austin, Texas 78705
2:00 p.m.

AGENDA

1. Certification of Quorum – Quorum requirement is 13 members.....Chair Ed Polasek

ACTION:

2. [May 21, 2018 Meeting Summary](#) Mr. Ashby Johnson, CAMPO
Mr. Johnson will seek TAC approval of the May 21, 2018 meeting summary.

INFORMATION:

3. [Presentation on Regional Incident Management Study](#)
..... Mr. Tom Fowler, Kimley-Horn & Associates
Mr. Fowler will provide an update on CAMPO's Regional Incident Management Study.
4. [Discussion on Goals and Objectives for the 2045 Long Range Plan](#)
..... Mr. Kelly Porter, CAMPO
Mr. Porter will provide an overview of the goals and objectives for the 2045 Long Range Plan.
5. [Update on Public Participation Plan \(PPP\)](#) Ms. Doise Miers, CAMPO
Ms. Miers will provide an overview of the updates to the draft PPP.
6. Report on Transportation Planning Activities
 - a. Federal Highway Administration (FHWA) Grant Opportunities
 - b. FY 2018 Federal Transit Administration (FTA) 5310 Project Call
 - c. Capital-Alamo Connection Study Joint MPO TAC Workshop
7. TAC Chair Announcements
8. Adjournment



**Capital Area Metropolitan Planning Organization
 Technical Advisory Committee
 Meeting Summary
 May 21, 2018**

1. Certification of Quorum.....Chair Polasek

The CAMPO Technical Advisory Committee was called to order by the Chair at 2:00 p.m.

A quorum was announced present.

Present:

	Member	Representing	Member Attending	Alternate Attending
1.	Stevie Greathouse	City of Austin	Y	
2.	Cole Kitten	City of Austin	Y	
3.	Robert Spillar	City of Austin	Y	
4.	Tom Gdala	City of Cedar Park	N	
5.	Edward Polasek	City of Georgetown	Y	
6.	Trey Fletcher	City of Pflugerville	Y	
7.	Gary Hudder	City of Round Rock	Y	(via phone)
8.	Laurie Moyer	City of San Marcos	Y	
9.	Julia Cleary	Bastrop County	Y	
10.	Amy Miller	Bastrop County (Smaller Cities)	Y	
11.	Greg Haley	Burnet County	Y	(via phone)
12.	Mike Hodge	Burnet County (Smaller Cities)	Y	
13.	Jacquelyn Thomas	Caldwell County	Y	(via phone)
14.	Dan Gibson	Caldwell County (Smaller Cities)	N	
15.	Jerry Borcharding	Hays County	N	Alex Flores
16.	David Fowler	Hays County (Smaller Cities)	Y	

17.	Charlie Watts	Travis County	Y	
18.	Alex Amponsah	Travis County (Smaller Cities)	Y	
19.	Bob Daigh	Williamson County	Y	
20.	Terri Crauford	Williamson County (Smaller Cities)	Y	
21.	David Marsh	CARTS	N	Ed Collins (via phone)
22.	Justin Word	CTRMA	Y	
23.	Todd Hemingson	Capital Metro	N	Joe Clemens
24.	Marisabel Ramthun	TxDOT	N	Dwayne Halbardier (via phone)

Other Participants Via Phone: Amy Patillo (Travis County) and Michael Dutton (TxDOT-Austin District)

2. Approval of the April 23, 2018 Meeting Summary Chair Polasek

Mr. Robert Spillar noted that page 3 of the meeting summary should be amended to reflect “Mr. Charlie Watts as providing copies of a letter presenting a preferred option of funding TDM projects for the 2019-2022 Transportation Improvement Program (TIP) for the Committee’s review.”

Mr. Trey Fletcher moved for approval of the April 23, 2018 meeting summary, as amended.

Mr. Robert Spillar seconded the motion.

The motion to approve the meeting summary as mended prevailed unanimously.

3. Recommendation on Capital Metro’s Transit Asset Management (TAM) Performance TargetsMr. Ryan Collins, CAMPO

Mr. Ryan Collins provided a brief overview of Capital Metro’s TAM Performance Targets. Mr. Collins informed the Committee that Capital Metro has set performance measures and targets to track the conditions of their assets such as rolling stock. The TAM performance targets are set annually and forwarded to the Federal Transit Administration (FTA). As a requirement of the Fixing America’s Surface Transportation (FAST) Act, the TAM performance targets must be incorporated into the 2019-2022 TIP and also into the Statewide Transportation Improvement Program (STIP).

Mr. Collins reported that Capital Metro’s TAM performance targets will be presented to the Transportation Policy Board for approval at its June meeting. Question and answer with comments followed.

Ms. Laurie Moyer moved for approval of Capital Metro’s TAM Performance Targets.

Mr. Mike Hodge seconded the motion.

The motion prevailed unanimously.

4. Discussion on PM3 Travel Time Performance Measures and Target Setting

..... **Mr. David Shrank, TTI**

Mr. Shrank provided an overview of the PM3 travel time performance measures and the process for target setting. Mr. Shrank identified and discussed the 4 performance measures used in the federal system as they relate to travel time and the data source. Mr. Shrank highlighted the Level of Travel Time Reliability (LOTTR) metric, Truck Travel Time Reliability (TTTR) metric, Peak Hour Excessive Delay (PHED) metric, and PM3 implications in Texas regarding PM3 requirements, and target setting for Texas.

Mr. Shrank later presented and discussed an annual value summary compiled with information received from MPOs in the region.

Mr. Shrank concluded the presentation by offering recommendations for meeting the federal deadline and requirements. Question and answer with comments followed.

5. Presentation on TxDOT Advanced Funding Agreement (AFA) Process

..... **Mr. Samuel Himawan, TxDOT**

Mr. Himawan provided a detailed overview of TxDOT’s Advanced Funding Agreement (AFA) process. An AFA is a negotiated contract between TxDOT and Local Governments (LGs) for a transportation project. Mr. Himawan noted that AFAs are not for procuring goods or services and added that TxDOT and LGs conduct separate procurements for each responsibility as assigned by AFA.

Mr. Himawan later discussed the basic requirements of an AFA and the standard funding arrangements as outlined in Title 463 TAC Subchapter E: Federal, State, and Local Participation-§15.52. Mr. Himawan also discussed the AFA process and work flow into a fully executed AFA distribution. Questions and answer with comments followed.

6. Update on Project Connect Mr. Joe Clemens, Capital Metro

Mr. Clemens provided an update on Capital Metro’s Project Connect Transit Plan. Mr. Clemens reported that Project Connect is a multigenerational investment plan to improve existing services and build new services with greater people-moving capacity with a network that connects people and places across Central Texas. Mr. Clemens noted that Project Connect addresses regional and local needs and highlighted a timeline for project development, and next steps. Question and answer with comments followed.

Mr. Clemens later discussed the urban, regional, and downtown perspectives of Project Connect’s Draft System Plan. Mr. Clemens also discussed public outreach efforts for Project Connect which include an online survey. The deadline for participation in the survey is June 30, 2018. Completion of Phase II is fast approaching and completion of Phase III of Project Connect is scheduled for completion by the end of 2018.

7. Report on Transportation Planning Activities

Mr. Ashby Johnson reported that CAMPO completed its federal certification review by the Federal Highway Administration and Federal Transit Administration. Mr. Johnson provided a brief overview of the federal certification review process. The final report for the review process will be released next month.

Mr. Johnson also reported that CAMPO has hired Mr. Greg Lancaster to serve as its new Travel Demand Modeler. Mr. Johnson noted that Mr. Lancaster will be reaching out to some of the TAC members as he moves forward with the model.

8. TAC Chair Announcements

There were no announcements.

9. Adjournment

The April 23, 2018 meeting of the Technical Advisory Committee was adjourned at 3:30 p.m.



Date: September 24, 2018
Continued From: N/A
Action Requested: Information

To: Technical Advisory Committee
From: Mr. Tom Fowler, Kimley-Horn & Associates
Agenda Item: 3
Subject: Presentation on Regional Incident Management Study

RECOMMENDATION

None. This item is for information purposes only.

PURPOSE AND EXECUTIVE SUMMARY

CAMPO is currently in the final phases of developing the Regional Incident Management Strategic Plan and Performance Assessment. The study recommendations and draft report have been guided and reviewed by a Project Steering Committee which includes TxDOT, CTRMA, Hays County, Travis County, City of Austin and the City of Round Rock. Outreach has included individual meetings with stakeholder agencies and three stakeholder workshops. To date more than 54 individuals from 20 different agencies have provided input into the plan, including local and state transportation, public safety, emergency management, and towing industry representatives.

The Regional Incident Management Strategic Plan and Performance Assessment study has identified 29 strategies, programs, and projects to support three goals:

- Reduce the impacts of incidents to travelers in the Region, including reduced roadway clearance time, incident clearance time, and time to return to normal traffic flow;
- Reduce secondary crashes in the Region; and
- Provide accurate and timely traveler information to travelers throughout the Region.

Recommendations have been categorized into seven areas: Policy, Communication and Coordination, Infrastructure, Response and Clearance Procedures, Training, Data and Performance Measures, and Public Engagement. Estimated costs for improvements in each of these areas vary from policy improvements which may have no direct costs associated with them to infrastructure improvements which may have substantial implementation costs. Responsibility for funding recommended improvements, should they be implemented, will fall primarily on the various lead agencies responsible for each.

A data-driven benefit-cost analysis has been conducted to quantify the potential return on investment to the Region for many of the proposed recommendations that were conducive to quantitative analysis. Funding and training opportunities to promote incident management strategies have also been identified.

A draft report for the Regional Incident Management Strategic Plan and Performance Assessment is currently being reviewed by stakeholders and the final report is expected in October 2018. Next steps include presenting to the Transportation Policy Board (TPB) for information in October, presenting the final report to the Technical Advisory Committee (TAC) in October for recommendation to the TPB, and presentation to the TPB for approval in November 2018.

FINANCIAL IMPACT

None.

SUPPORTING DOCUMENTS

CAMPO Regional Incident Management Strategic Plan and Performance Assessment Draft Report



Date: September 24, 2018
Continued From: N/A
Action Requested: Information

To: Technical Advisory Committee
From: Mr. Kelly Porter, Regional Planning Manager
Agenda Item: 4
Subject: Discussion on Goals and Objectives for the 2045 Long Range Plan

RECOMMENDATION

None. This item is for information purposes only.

PURPOSE AND EXECUTIVE SUMMARY

As the Metropolitan Planning Organization for the six-county Central Texas Region, every five years, CAMPO is required to develop a long-range planning document that looks at least 20 years into the future. The purpose of the long-range plan is to coordinate regional transportation planning activities, prioritize a comprehensive list of projects and programs, and a develop fiscal constraint analysis that estimates the region's capacity to fund projects in the plan. CAMPO is currently operating under the CAMPO 2040 Long-Range Plan which was adopted by the Transportation Policy Board in 2015. CAMPO is currently working on the development of the 2045 Long-Range Plan is expected to be adopted in May 2020.

As part of the development of the 2045 Long-Range Plan, CAMPO has been working under the Platinum Planning Program which seeks to develop regional special studies, subregional, and locally-driven plans and studies to create a comprehensive bottom up approach to CAMPO's long-range planning work. As part of this program CAMPO has developed the 2045 Regional Active Transportation Plan and Georgetown Williams Drive Study; and is currently in development of the 2045 Regional Arterials Plan, Incident Management Plan, Luling Relief Route Study. In addition, CAMPO will be developing a 2045 Regional Transit Plan and Congestion Management Plan. As with any CAMPO planning process, the long-range plan must have a vision, goals, and objectives. CAMPO will work with regional partners in development of the long-range plan including, vision, goals, and objectives. The vision, goals, and objectives from the Regional Active Transportation Plan and Regional Arterials Plan can be used a reference point, eventually folding in these items from other ongoing or upcoming CAMPO-related regional plans/studies.

FINANCIAL IMPACT

None

SUPPORTING DOCUMENTS

1. *2040 Long-Range Plan Goals and Guiding Principles*
2. *Regional Active Transportation Plan Vision, Goals, and Objectives*
3. *Regional Arterials Plan Vision, Goal, and Objectives*

PUBLIC OUTREACH

VISION, GOALS, AND OBJECTIVES

VISION

The CAMPO region’s world-class, regionally-coordinated, and well-maintained Active Transportation network provides safe, efficient, convenient, and comfortable walking and bicycling access to local and regional destinations for all residents and visitors. The vision, goals, and objectives for the 2045 Regional Active Transportation Plan were developed with the Active Transportation Advisory Committee and reviewed and confirmed by the public during community meetings.

GOALS



1 Safety

Increase the safety of walking and bicycling in the region.

Objectives:

- Reduce bicycle and pedestrian fatalities
- Reduce the number and severity of crashes involving bicyclists and pedestrians
- Reduce distracted driving, walking, and bicycling
- Increase the personal safety and security of pedestrians and bicyclists



2 Accessibility

Create a complete, cohesive Active Transportation network that connects the region for people of all ages and abilities.

Objectives:

- Expand Active Transportation facilities to create a complete network
- Fill in gaps in the Active Transportation network
- Retrofit (or enhance) the built environment, where appropriate, to create walkable and bikeable places
- Rehabilitate existing system to provide an ADA-compliant network
- Connect local and regional destinations with Active Transportation



3 Functionality

Establish an Active Transportation system that is logical, comfortable, versatile, accommodating, and useful for completing everyday trips, year-round, for all users.

Objectives:

- Enhance low-stress network and context-appropriate design
- Improve pedestrian and bicycle wayfinding and intuitive network design
- Enhance comfort and experience, and provide end-of-trip facilities
- Improve multi-modal inter-connectivity (e.g. transit)
- Ensure the Active Transportation network supports a wide variety of trips



4 Equity

Ensure that the Active Transportation system is safe and well-designed for the use of all residents in the region regardless of geography, age, income, physical ability, or skill level.

Objectives:

- Provide equitable access to world-class Active Transportation facilities for all communities and in places with the most need
- Address high crash rates in vulnerable and underserved populations
- Provide safe, well-connected, context-sensitive, and low stress facilities across the region

PUBLIC OUTREACH



5 Everyday Use

Make walking and bicycling an easy and appealing everyday choice for the region.

Objectives:

- Increase walking and bicycle use in particular for short trips
- Support a culture where walking and bicycling are accepted as normal, routine, and accessible activities
- Improve land use and built form to facilitate walking and biking
- Support policies to ensure walking and bicycling are viable and desirable components of the transportation network



6 Quality of Life

Improve the economy, public health, sense of place in the region and increase transportation choices through the development of a high-quality Active Transportation system.

Objectives:

- Strategically prioritize investments to maximize benefits to the region
- Enhance economic development
- Improve public health
- Increase viable transportation choices
- Reduce auto-dependency, enable auto-independent living, and manage congestion
- Develop a context sensitive system that values places and people



7 Regional Coordination and Connectivity

Create a seamless regional Active Transportation network through coordinated governance.

Objectives:

- Improve coordination among cities, counties, municipal utility districts, school districts, homeowners associations, and the region as a whole
- Develop a plan to coordinate funding for the construction and maintenance of facilities across agencies
- Work to establish clear expectations and roles for local governments
- Improve integration of technology into the regional multimodal operation system
- Develop a basic standard of service for regional active transportation infrastructure
- Manage public financial resources in a way that is cost effective and fiscally responsible during the development of the Active Transportation network



REGIONAL ARTERIALS PLAN - VISION, GOALS, AND OBJECTIVES

Vision: To facilitate a framework of a broad set of transportation choices that improve mobility, are safe, convenient, reliable, resilient, and efficient, and that promote equitable prosperity, region-wide connectivity, economic development, and healthy communities.

Goal 1: Safety – Improve safety for arterial road users.

Objectives

- Reduce severity and number of crashes for all modes to assist local governments and other transportation agencies reach vision zero metrics.
- Reduce emergency response times.
- Enhance evacuation routes.

Goal 2: Mobility – Improve network efficiency and flexibility to reduce travel times and distance.

Objectives

- Expand the network to reduce congestion and increase capacity.
- Decrease network gaps to add connectivity, reduce bottlenecks and remove barriers.
- Improve network redundancy to reduce reliance on the limited access roadway network for short trips.
- Unlock economic development/redevelopment potential by allowing for opportunities to live, work, and play in close proximity.
- Utilize improved technology to increase efficiency of travel.

Goal 3: Growth – Plan for growth more effectively.

Objectives

- Plan for and leverage growth through a more comprehensive network to accommodate different development types.
- Prepare for future land use and development opportunities.
- Identify right of way for preservation, and reservation for future or redeveloping corridors.
- Use available policy tools creatively to achieve community objectives.
- Promote a network that supports a wide range of housing choice near employment.

Goal 4: Multimodal – Design multimodally to provide more transportation choices to move people and goods.

Objectives

- Design the roadway network for all modes.
- Design arterials for all ages and abilities.
- Design network with flexibility for all modes.
- Design arterials that are freight and transit supportive.

Goal 5: Environment – Protect and preserve the environment.

Objectives

- Develop roadway design that limits negative impacts to water and air quality.

- Consider design elements and aesthetic treatments that are context appropriate.
- Consider environmental factors and the impacts of materials on the environment and roadway lifecycle costs.

Goal 6: Economy, Equity, and Health – Foster a system that promotes prosperity and vitality for our region.

Objectives

- Align road functionality with evolving road character and design to community and environmental standards.
- Consider freight and delivery needs.
- Provide equitable access to support economic development.
- Improve public health outcomes through air quality, active mobility and enhanced quality of life.

CAMPO 2040 Regional Transportation Plan Goals

Social Equity

Ensure that the benefits and impacts of the transportation system are equitably distributed regardless of income, age, race, or ethnicity.

Land Use and Transportation

Support coordinated planning of land use and transportation, where applicable.

CAMPO 2040 Regional Transportation Plan Goals

Safety & Security

Increase the safety and security of the transportation system.

Cost Effectiveness

Maximize the affordability of the transportation system in both the near and long term.

CAMPO 2040 Regional Transportation Plan Goals

Mobility and Access

Maintain and enhance mobility and access of goods and people within the region.

Connectivity

Improve connectivity within and between the various transportation modes for goods and for people of all ages and abilities.

CAMPO 2040 Regional Transportation Plan Goals

Economy

Maximize the economic competitiveness of the region.

Project Delays

Reduce project delays through the project development and delivery process and in the allocation of funds.

CAMPO 2040 Regional Transportation Plan Goals

Environment, Noise, and Neighborhood Character

Minimize negative impacts to environmental resources, reduce adverse noise impacts, and preserve neighborhood character.

Air Quality and Energy

Minimize air pollution and energy consumption related to the transportation system.

CAMPO 2040 Regional Transportation Plan Goals

Efficiency

Improve the efficiency and performance of the transportation system.

System Preservation

Ensure that the transportation system can be maintained and operated over time.



Date: September 24, 2018
Continued From: N/A
Action Requested: Information

To: Technical Advisory Committee
From: Ms. Doise Miers, Community Outreach Manager
Agenda Item: 5
Subject: Update on Public Participation Plan (PPP)

RECOMMENDATION

None. This item is for information purposes only.

PURPOSE AND EXECUTIVE SUMMARY

CAMPO's Public Participation Plan was last updated in 2015. Since that time, CAMPO has added planning processes and the FAST Act was passed by Congress. Additionally, outreach tools and strategies have evolved.

This Draft PPP adds language to comply with FAST Act requirements and also adds outreach requirements for CAMPO's planning studies. This update replaces the tiered system with a system based on the planning document type. The update also adds outreach practices described in the appendix.

FINANCIAL IMPACT

None.

SUPPORTING DOCUMENTS

Draft PPP

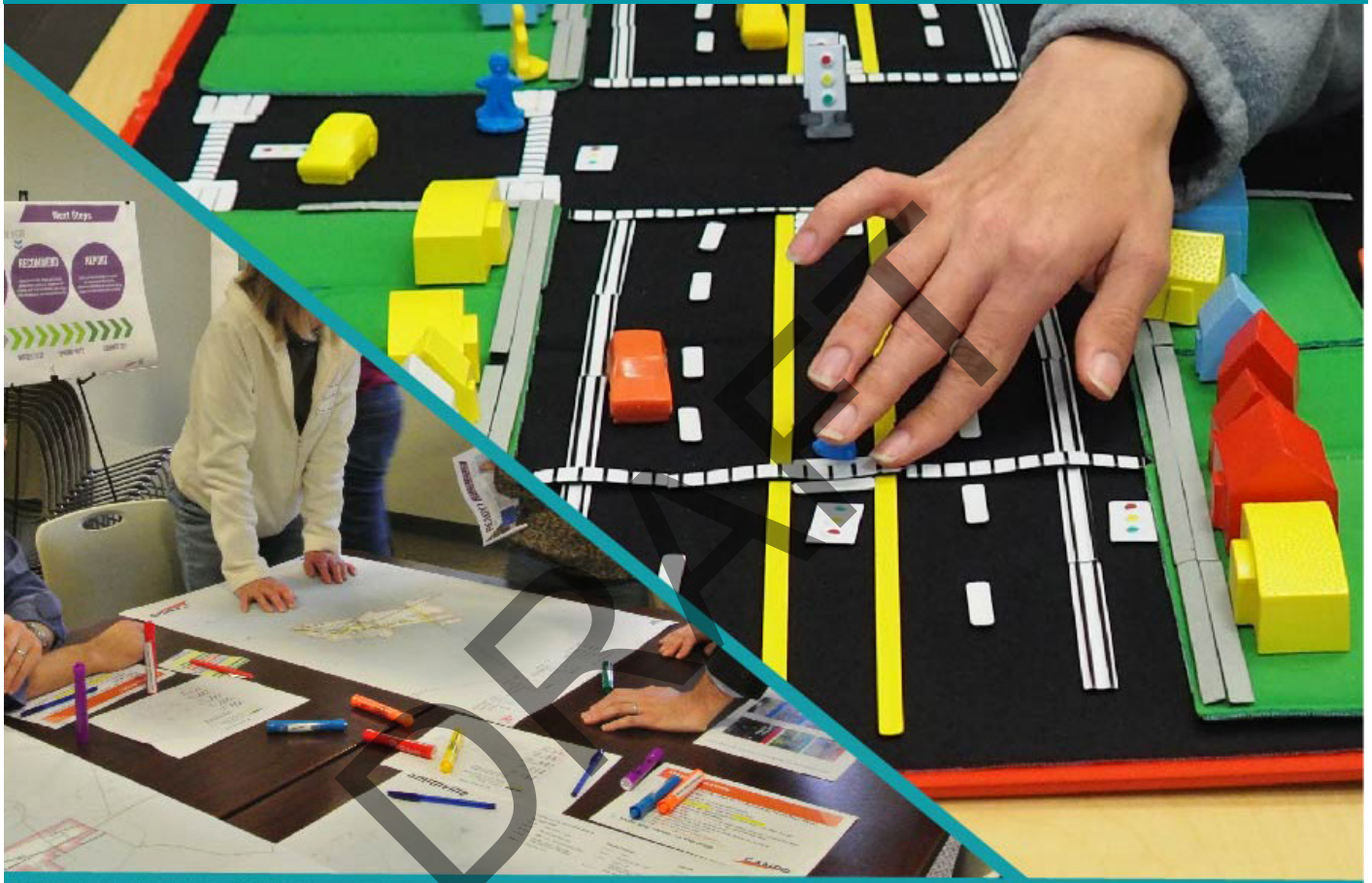
Draft PPP Update Summary



CAMPPO

CAPITAL AREA METROPOLITAN
PLANNING ORGANIZATION

2018 Public Participation Plan



Adopted: April 2, 2012 Amended: March 5, 2014 Amended: August 31, 2015
Amended: XXXXX 2018

DRAFT

Disclaimer

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, US Department of Transportation, under the Metropolitan Planning Program [Section 104 (f) of the Title 23, US Code). The contents of this report do not necessarily reflect the official views or policy of the US Department of Transportation.

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DRAFT

Providing a Fair and Equal Opportunity to Participate

As the metropolitan planning organization encompassing Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson counties, the Capital Area Metropolitan Planning Organization (CAMPO) has a responsibility to serve the community and stakeholders and provide equitable access to participate and provide input in the decision-making process.

Governed by the 21-member Transportation Policy Board representing local governments and agencies, CAMPO believes that conversation, engagement, and transparency among stakeholders is key to meaningful and lasting mobility changes across its six counties.

Federal and state transportation planning laws¹ and guidance require open participation, regardless of geographic location, economic and educational status, or race. CAMPO’s Public Participation Plan outlines how the organization responds to the requirements set by federal and state guidance and provides examples of how CAMPO is going above and beyond these basic requirements and enhancing participation, communication, and access to the region’s transportation planning process.

Limited English Proficiency and Environmental Justice

As a federally sponsored agency, CAMPO must incorporate policies and procedures of Environmental Justice and Limited English Proficiency into its transportation planning studies and programs. CAMPO incorporates these policies into the required programs and is committed to giving a voice to those historically underrepresented in transportation planning efforts—including residents of rural areas, those of lower socioeconomic status, people of color, immigrants, and individuals with disabilities—outreach to minority and traditionally underserved communities is a key component of CAMPO’s work.

Executive Order (E.O.) 13166 “Improving Access to Services for Persons with Limited English Proficiency” challenges federal agencies to “implement a system by which [limited English-proficient or “LEP”] persons can meaningfully access services consistent with, and without unduly burdening, the fundamental mission of the agency.”²

Additionally, Executive Order 12898, “Federal Actions to address Environmental Justice in Minority Populations and Low-Income Populations” directs every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority populations and low-income populations. The Federal Highway Administration summarizes this charge to metropolitan planning organizations to evaluate and, where necessary, improve their public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decision making.”³



1 Such as Title VI of the Civil Rights Act of 1964, Executive Orders 12898 and 13166.

2 Federal Highway Administration. n.d. Limited English Proficiency

3 Federal Highway Administration. 2000. An Overview of Transportation and Environmental Justice. Publication No. FHWA-EP-00-013.

Participation Objective and Strategies

This document acts as the update to the 2015 CAMPO Public Participation Program (2015 PPP) and serves to ensure that all citizens have an equal opportunity to participate in the CAMPO decision-making process. Recognizing the importance of public involvement throughout the transportation planning process, this Public Participation Plan (PPP) is intended to actively engage people in the process.⁴

To support this objective, CAMPO deliberately plans inclusive, diverse public participation programs as part of its transportation planning processes. CAMPO's public participation programs include collaboration with local governments and agencies, schools, and a wide variety of special interest groups including, but not limited to, public and private transportation employees and stakeholders, freight interests, bicycle and pedestrian stakeholders, and stakeholders with and representing those with disabilities. These public participation programs also include communication and outreach methods specifically tailored to audiences and stakeholders. The following strategies are adapted from federal planning rules and guides CAMPO's public participation programs.

OBJECTIVE:

Provide a forum that empowers all stakeholders and demographics with equitable access to participate and provide input in the transportation planning and decision-making process.

STRATEGIES:

- **Provide public notice of public participation activities using appropriate methods and time for public review and comment at key decision points.**
- **Notify and provide access to information about transportation issues and processes in a timely fashion, using various print and electronically accessible formats.**
- **Use visualizations and clear, concise, non-technical language to describe proposed changes.**
- **Hold public open houses at convenient times and locations.**
- **Demonstrate explicit consideration and response to public input received during the development of the regional transportation plan and transportation improvement program.**
- **Seek out low-income and minority environmental justice households and vulnerable populations⁵, who may face challenges accessing employment and other services.**
- **If a final regional transportation plan and transportation improvement program varies significantly from the public comment version, provide additional opportunities for public comment.**
- **Coordinate with statewide participation processes.**
- **Evaluate effectiveness of participation methods.**
- **Review and update this participation plan as needed to ensure a full and open process.**

⁴ Sanoff, Henry. 2007. Participation in Planning and Urban Design Standards. Eds. F. Steiner, K. Butler and E. Sendich. John Wiley & Sons: Hoboken, New Jersey.

⁵ Based on definitions from federal organizations and regulatory agencies, CAMPO defines vulnerable populations as groups of people, including but not limited to minority groups based on race, ethnicity, income, national origin, educational level, ability-level, English proficiency level, and age.

Public Participation Plan - 2018

This update uses an approach based on CAMPO's planning and decision-making processes and is designed to define elements that lead to effective outreach and participation in a successful public participation plan. The Participation Toolbox, found in the Appendix, should be used to refine select elements of an overall outreach strategy based on the recommendations of each category. As programs and participation techniques continue to grow, the toolbox is intended to be expanded and revised, and is not intended to be an exhaustive list of outreach tools.



Our Drivers – Federally Mandated Transportation Programs

Public Participation Plans (PPPs) are federally required⁶ to guide participation for metropolitan planning organizations, including the region’s Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP).

Regional Transportation Plan (RTP):

This long-range planning document is adopted by the Transportation Policy Board (TPB) and serves as a policy document and guide for regional transportation planning and implementation. Under current federal regulations, the RTP is updated at least every five years. Projects listed in the plan are designed to meet travel needs within the six-county CAMPO region for at least the next 20 years. The RTP is a fiscally constrained, multi-modal planning document that addresses various elements including congestion management, public transportation, roadways, freight, and active transportation modes.

Transportation Improvement Program (TIP):

The TIP outlines those projects in the CAMPO region that have secured funding sources and have reached project development milestones that allow for project implementation to begin within the four-year window of the TIP. All projects in the TIP must also be included in CAMPO’s Regional Transportation Plan as well as be in compliance with the planning area’s Congestion Management Process. The TIP must be updated every two years and must contain:

- Roadway, transit, and grouped projects⁷
- Financial Plan
- Project description including type of work, termini, length, etc.

The CAMPO Public Participation Plan strategies regarding TIP adoption may be used for entities’ FTA Programs of Projects, including but not limited to FTA Section 5307:

- Capital Metropolitan Transportation Authority (Capital Metro)
- Capital Area Rural Transportation System (CARTS)
- City of Round Rock
- CARTS Urban, San Marcos UZA

These entities may use the strategies outlined in the PPP and partner with CAMPO during community meetings, however, CAMPO’s outreach does not satisfy the public involvement required for these entities. Additionally, Capital Metro and CARTS should have multiple meetings that are geographically disbursed throughout their respective service areas.

⁶ 23 CFR Part 450.314

⁷ Grouped projects are not considered to be of an appropriate scale or scope for individual listing in the TIP as determined by FHWA and TxDOT. These project categories are Preliminary Engineering, Right-of-Way Acquisition, Preventive Maintenance and Rehabilitation, Bridge Replacement and Rehabilitation, Railroad Grade Separations, Safety, Landscaping, Intelligent Transportation System Deployment, Bicycle and Pedestrian, Safety Rest Areas, and Transit Improvements.

CAMPO Planning Programs

In addition to the federally required planning programs, CAMPO also conducts planning studies and programs throughout the six-county region. These studies inform long-range planning efforts and serve as a regional conversation about the area's growing needs. As part of these planning programs, CAMPO conducts extensive public outreach at key milestones throughout the study to inform the public about the study purpose and goals and to gather feedback on the community's needs and ideas. Examples of such programs that will influence the CAMPO 2045 Plan include:

- Regional Active Transportation Plan
- Regional Arterials Plan and Mogan/Northeast Subregional Plan
- Regional Transit Plan
- Regional Transportation Demand Management Study

Participation at CAMPO Transportation Policy Board Meetings

The Transportation Policy Board (TPB) is CAMPO's governing body that provides policy guidance and direction for transportation planning and also reviews and approves projects and federal funding as part of the RTP and TIP. TPB meetings are typically held monthly and include an open public comment period, as well as the opportunity for the public to comment on action items on the TPB's agenda. The TPB adopts bylaws which guide their meetings and public participation, and may be referred to for specific guidance on participation. For more information, visit our website on the TPB at: www.campotexas.org/transportation-policy-board/

Public Information Requests

There are several ways requests for information can be submitted to CAMPO. Requests must be submitted in writing.

- In-person and postal mail: 3300 N. I-35, Suite 630, Austin, Texas, 78705
- Email: campo.openrecords@campotexas.org
- Fax: 737-708-8140

Public Participation Approach

As a regional transportation governing body, CAMPO coordinates a number of studies and plans which solicit the need for public participation at varying scales. As summarized below, CAMPO uses a community outreach approach based on what is being amended, studied, or adopted. A variety of outreach methods are emphasized to increase public participation opportunities within CAMPO’s region while being mindful of the public’s limited time and CAMPO’s community outreach resources.

Administrative amendments could include changes in funding source or non-substantive alterations, and are approved by the CAMPO Executive Director. No explicit participation process is required, and the TPB is notified of administrative amendments at their meetings.

Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) amendments are amendments that can include changes to funding amounts or changes in the scope of a project already approved in the RTP or TIP, as well as amendments adding new projects to these planning documents. Projects sponsors are given the opportunity to submit amendments to the RTP and TIP generally twice a year.

CAMPO studies are conducted in preparation for adopting a new RTP and are improved with community feedback that is incorporated in various plans that reflect the region’s various needs.

TIP adoption occurs every two years and requires public input to ensure regional needs and perspectives are considered.

RTP adoption occurs every five years and requires an approach that maximizes opportunities for community involvement.

CAMPO uses a variety of public involvement strategies intended to maximize engagement opportunities. This plan includes emphasis on seeking opportunities to meet with the public face-to-face, offering in-person and online input opportunities, and using traditional and electronic notification methods to spread the word of important actions. The following table, beginning on the next page, provides a guide of techniques to be used in the various community outreach opportunities.



The CAMPO 2045 Transportation Plan is an example of a CAMPO RTP.

Minimum Standards for Participation Methods

STRATEGIES				
	Getting the Word Out	High-Touch	High-Tech	Communicating Results
Administrative Amendments	Following approval, notification in Transportation Policy Board (TPB) meeting materials online	N/A	N/A	N/A
RTP and TIP Amendments & PPP Revisions	<p>News release (at least one)</p> <p>Email notification through online newsletter or regular email to subscribers</p> <p>Postal mail notification to subscribers</p> <p>Social media post (at least one) of community meetings and online commenting opportunities</p> <p>Notice on CAMPO website to include dates, time, and location</p>	<p>At least one community meeting held in the vicinity of the project(s)</p> <p>At least one meeting (public hearing) held at TPB meeting, prior to TPB action</p> <p>Speakers bureau events as requested, upon staff availability</p>	<p>Online open house and comment opportunity</p> <p>Social media post linking to information on website</p>	Summary of comments received provided to TPB 7 days in advance of action

For more detailed information on Amendments, see page 14.

Minimum Standards for Participation Methods continued

	Getting the Word Out	High-Touch	High-Tech	Communicating Results
CAMPO Studies	<p>News release (at least one)</p> <p>Email notification through online newsletter or regular email subscribers</p> <p>Postal mail notification to subscribers</p> <p>Social media post (at least one) of community meetings and online commenting opportunities</p> <p>Notice on CAMPO website to include dates, time, and location</p>	<p>At least one community meeting held in the vicinity of the study</p> <p>Speakers bureau events as requested upon staff availability</p>	<p>Visualization of potential improvements resulting from the study</p> <p>Online comment opportunity (e.g. email or survey)</p> <p>Social media post linking to information on website</p>	<p>Summary of comments received provided to TPB 7 days in advance of action</p> <p>Final adopted study document will include a summary of comments</p> <p>*If a study or plan is conducted as a partnership with a local government, the local government's governing body (city council/ commissioners court) must adopt the study before CAMPO's TPB concurs with the study or plan.</p>

For more detailed information on CAMPO studies, see page 15.

Minimum Standards for Participation Methods continued

	Getting the Word Out	High-Touch	High-Tech	Communicating Results
TIP Adoption	<p>News release (at least one)</p> <p>Email notification through online newsletter or regular email to subscribers</p> <p>Postal mail notification to subscribers</p> <p>Social media post (at least one) of community meetings and online commenting opportunities</p> <p>Notice on CAMPO website to include dates, time, and location</p>	<p>Community meetings held in each CAMPO county</p> <p>Speakers bureau events actively pursued</p> <p>Fairs and public venues</p>	<p>Online open house and comment opportunity</p> <p>Social media post linking to information on website</p>	<p>Summary of comments received provided to TPB 7 days in advance of action</p>

For more detailed information on TIP Adoption, see page 16.

Minimum Standards for Participation Methods continued

	Getting the Word Out	High-Touch	High-Tech	Communicating Results
<p>RTP Adoption*</p> <p>*This is a two phase process with the methods described here to be used in each phase. Public comments from each round are to be posted prior to FINAL TPB action.</p>	<p>News release (at least one)</p> <p>Email notification through online newsletter or regular email to subscribers</p> <p>Postal mail notification to subscribers</p> <p>Social media post (at least one) of community meetings and online commenting opportunities</p> <p>Notice on CAMPO website to include dates, time, and location</p> <p>Participate in transportation fairs as available</p> <p>Public outreach information posted to CAMPO website.</p>	<p>Community meetings held in each CAMPO county</p> <p>Speakers bureau events actively pursued</p> <p>Fairs and public venues actively pursued</p>	<p>Online open house and comment opportunity</p> <p>Social media post linking to information on website</p> <p>Visualization of potential improvements/ projects proposed in RTP as a result of CAMPO studies</p>	<p>Public involvement report with public comments posted to website at least one week prior to TPB action on the FINAL RTP.</p>

For more detailed information on RTP Adoption, see page 17.

Administrative Amendments

Administrative amendments are a means to address those planning procedures that do not require public comment and approval by the Transportation Policy Board. These changes are reflected in documentation, and cannot result in a functional change to the transportation system.

Examples of administrative amendments would include:

- Fixing typographical errors
- Decreasing project funding without changing its scope

RTP and TIP Amendments

Typically, twice a year, project sponsors are given an opportunity to make changes to their projects in the CAMPO RTP and TIP and to add projects to these planning documents. These amendments are submitted to the CAMPO TPB at the request of project sponsors. Examples of amendments include adding or removing projects and changing funding sources, project descriptions, and/or project limits.

The same process and methods are also required for changes to this PPP that are beyond administrative in nature.

Meeting Requirements:

Two or more in-person public meetings are required for RTP and TIP amendments, including a public hearing at a Transportation Policy Board meeting. **At least one community meeting** should be provided at a location accessible by the population affected by the proposed change.

- Project sponsors should be notified up to 14 days prior to the planned community meeting. Their participation at in-person community meetings allows attendees to ask project-specific questions and receive immediate feedback.
- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.
- An online open house must be available on the CAMPO website during the public comment period and include material from the in-person meeting and direct links to submit online comments.
- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advanced notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.

RTP and TIP amendments may involve multiple jurisdictions, often resulting in a higher level of coordination across multiple stakeholder groups and a higher desire for additional opportunities for public input. Increased efforts to seek input from minority and low-income populations is a priority so community outreach methods tailored to traditionally underserved communities are used during the RTP and TIP amendment process.

RTP and TIP Amendments Quick Action Option:

Amendments to the RTP or TIP requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the Transportation Policy Board members present to waive participation methods outlined in the PPP. In these cases, the Transportation Policy Board will hold a special public hearing within its normal meeting agenda to solicit public comment on the proposed amendment(s). These actions will be included on the meeting agenda posted on the CAMPO website prior to the Transportation Policy Board meeting thus encouraging public attendance and comment on the action prior to adoption by the Policy Board.

CAMPO Studies

CAMPO conducts regional transportation studies in preparation for RTP planning and adoption, and also partners with CAMPO member jurisdictions on studies in a small geographic area that benefit the member government's community. Combined, these studies offer a comprehensive, multi-modal regional transportation plan and address more locally-focused planning needs.

CAMPO studies may involve multiple jurisdictions, often resulting in a higher level of coordination across multiple stakeholder groups and a higher desire for additional opportunities for public input. Increased efforts to seek input from minority and low-income populations is a priority so community outreach methods tailored to traditionally underserved communities are used for CAMPO studies. Coordination and involvement between CAMPO and necessary local, regional, state, and federal agencies is also included in CAMPO's studies.

Meeting Requirements:

At least one in-person public meeting is required for CAMPO studies, and should be provided at a location accessible by the population affected by the study.

- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.
- An online open house must be available on the CAMPO website during the public comment period and include material from the in-person meeting and direct links to submit online comments.
- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advanced notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.
- Requirements for CAMPO partnered studies will be based on community need.

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Outreach methods that may be used are included in the Appendix and may include:

- Surveys at Capital Metro and CARTS service centers, transfer hubs, bus stops, and onboard buses, where possible
- Meeting notices and study information, holding small meetings, and conducting surveys at public recreation centers and libraries in minority or low-income communities in the study area
- Posting meeting notices and study information, holding small meetings, and conducting surveys at public recreation centers and libraries in minority or low-income communities in the study area
- Posting meeting notices and study information, holding small meetings, and conducting surveys at community colleges, universities, and other educational institutions

TIP Adoption

Every two years, a new TIP is adopted for the upcoming four-year project programming cycle. The first two years of the new TIP are carried forward from the previous TIP; the last two years of the new TIP includes new projects. During adoption of the new TIP, projects sponsors have the opportunity to submit amendments to their projects in the TIP, and also submit new projects that qualify for inclusion in the TIP (funding must be identified and the project must begin implementation in the let year indicated on the TIP).

TIP adoption involves multiple jurisdictions, often resulting in a higher level of coordination across multiple stakeholder groups and a higher desire for additional opportunities for public input. Increased efforts to seek input from minority and low-income populations is a priority so community outreach methods tailored to transitionally underserved communities are used during the RTP and TIP amendment process.

Meeting Requirements:

In-person public meetings in each of the six CAMPO counties are required for TIP adoption in addition to a public hearing at a Transportation Policy Board meeting. The public hearing offers an opportunity for the public to give input at a TPB meeting so the TPB may consider and respond to public comment, and potentially make changes to the draft TIP prior to TIP adoption. Project sponsors should be notified up to 14 days prior to the planned community meeting. Their participation at in-person community meetings allows attendees to ask project-specific questions and receive immediate feedback.

- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.
- An online open house must be available on the CAMPO website during the public comment period and include material from the in-person meeting and direct links to submit online comments.
- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advanced notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.

RTP Adoption

Every five years, a new RTP is adopted for the next five-year planning cycle. The RTP is a 20+ year planning document and is considered a “snapshot in time” of long-term projects planned for the CAMPO region. The RTP contains information and projects compiled from CAMPO studies, local jurisdiction studies and plans, as well and projects in the TIP since TIP projects must also be listed in the RTP.

RTP adoption involves multiple jurisdictions and must include a high level of coordination across many stakeholder groups and allow for multiple opportunities for public input. Increased efforts to seek input from all corners of the CAMPO region - rural, urban, and suburban areas, and minority and low-income populations is a priority so variety of community outreach methods are used to reach and gather input from the various communities and stakeholders in the CAMPO region.

Planning for and adoption of the RTP is a longer process than most CAMPO planning documents so two phases of outreach are used. The first phase focuses on introducing the first draft RTP to the community and gathering feedback on the first draft for consideration by the TPB. This first phase is used to gather preliminary feedback on the first RTP draft, and incorporate that feedback into the final draft RTP. The second phase of outreach is to demonstrate how the first round of public input was used in developing the final draft and explain the final draft RTP prior to TPB action. The methods described below are to be used in each phase. Public comments from each round are to be posted prior to final TPB action.

Community Outreach Plan:

A Community Outreach Plan is used to **detail the various methods to be used, stakeholders to target, and timeline for the combined phases of outreach** for the RTP adoption.

This plan also includes overall project goals and objectives and necessary coordination between CAMPO and necessary local, regional, state, and federal agencies.

Public Notification for Comments:

At least one press release must be issued to media sources throughout the CAMPO region. The medium in which the release is provided should be in a format that best meets the needs of the project. Additionally, **notifications may be expanded to include formalized announcements**, ads or posters placed at highly visible and easily accessible locations throughout the project, **social media posts and ads**, and **earned media stories**. Newsletters may be generated as needed to keep interested public participants abreast of the latest project developments or successes. Additionally, where appropriate, **notification flyers** may be expanded to include more neighborhood-specific locations such as community centers, libraries, senior centers, places of worship, and schools and educational institutions.



Meetings and Community Events:

Six or more in-person public meetings, with at least one in each CAMPO county, are required for RTP adoption, in addition to **including a public hearing at a Transportation Policy Board meeting**. The public hearing applies to only the second round of outreach prior to TPB adoption of the RTP. The public hearing offers an opportunity for the public to give input at a TPB meeting so the TPB may consider and respond to public comment, and potentially make changes to the draft RTP prior to RTP adoption.

- In-person meeting locations and times should be accessible to the general public, including those individuals who may not have access to an automobile.
- An online open house must be available on the CAMPO website during the public comment period(s) and include material from the in-person meeting and direct links to submit online comments.
- Translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing shall be available when requested by those needing them, subject to availability of services. If special services are needed, the services must be requested within five business days advance notice to CAMPO staff. The availability of these services should be mentioned in the meeting notice.
- Small group community meetings and events are actively pursued to reach people where they are and provide an opportunity to reach those who don't traditionally participate in CAMPO activities.

Performance Objectives & Monitoring

The following metrics will be recorded by staff on a continuous basis to monitor success of participation strategies. Since the magnitude of participation in transportation issues is driven by both the organization's efforts and the level of public interest, these metrics focus on actions within staff purview.

Performance Objectives (non-RTP outreach year)

Metric	Annual Objective
Number of community meetings held	10
Number of electronic newsletters sent	6
Number of social media updates	30
Number of surveys developed	2
Number of media releases distributed	2

Regional Transportation Plan Adoption Cycle Performance Objectives*

Metric	Annual Objective
Number of community meetings held	30
Number of electronic newsletters sent	12
Number of social media updates	45
Number of surveys developed	4
Number of media releases distributed	6

*RTP outreach and preparation spans over two calendar years. These objectives are measured over the cycle of the draft RTP being introduced and the RTP being adopted.

In addition, CAMPO reports to Texas Department of Transportation's (TxDOT) Civil Rights Division annually on Title VI activities and planned activities for the following fiscal year to ensure compliance with Title VI regulations. CAMPO also monitors survey responses, website traffic, CAMPO meetings, and social media.

Revising this Document

This Public Participation Plan is a living document, and should be revised to reflect improvements in participation methods. CAMPO staff welcomes comments by email to comments@campotexas.org, by mail to 3300 N. I-35, Suite 630, Austin, Texas 78705, and by fax to 737-708-8140.

Administrative amendments to the PPP include changes to “Participation Toolbox” strategies, revision of references to applicable regulations, misspellings, omissions, or typographical errors. These updates are performed by staff with no notification required.

Amendments to the PPP include any other changes that do not fit the administrative definition above require 45 days of public comment before adoption. If the document changes significantly due to public comments, an additional 45-day comment period is required.

DRAFT

Appendix – Participation Toolbox

These outreach strategies are not meant to be finite and instead define those minimum requirements which are considered essential for a successful Public Participation Plan (PPP). Where study needs or local stakeholders/agencies deem appropriate, outreach efforts may be expanded to include additional outreach tactics. The following toolbox provides an array of tools, which may be utilized to further enhance the outreach strategies outlined in the PPP. The provided list is not exhaustive, and is intended to be updated.

Identifying Demographics of Study Area

Refine and select public participation tools that are appropriate for the identified population within the designated study area.

Demographics such as income and English proficiency of the area potentially affected by a study or project are important to understand regarding participation. Limited English proficiency populations may need translation or other services and low-income communities may need additional community meeting access provisions or other assistance.

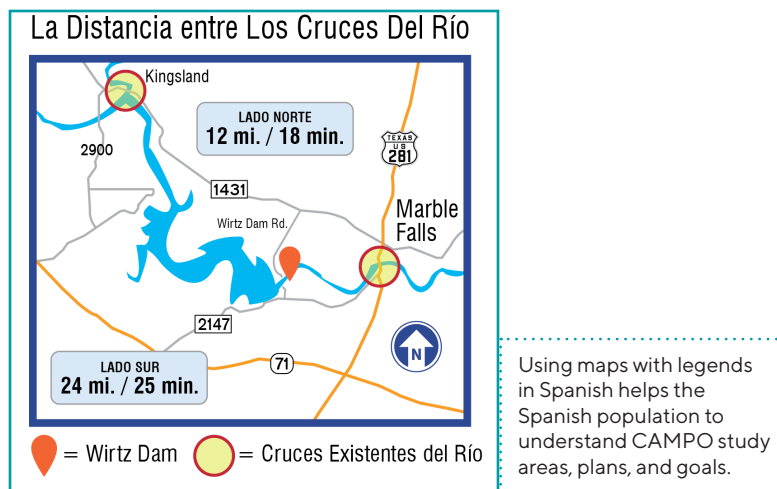
CAMPO’s existing environmental justice analyses may be useful in identifying these communities, or specialized analysis of geographic information may be appropriate.

Visualization Techniques

Encourage universal communication tactics to help to simplify concepts and transcend language, economic, and educational barriers.

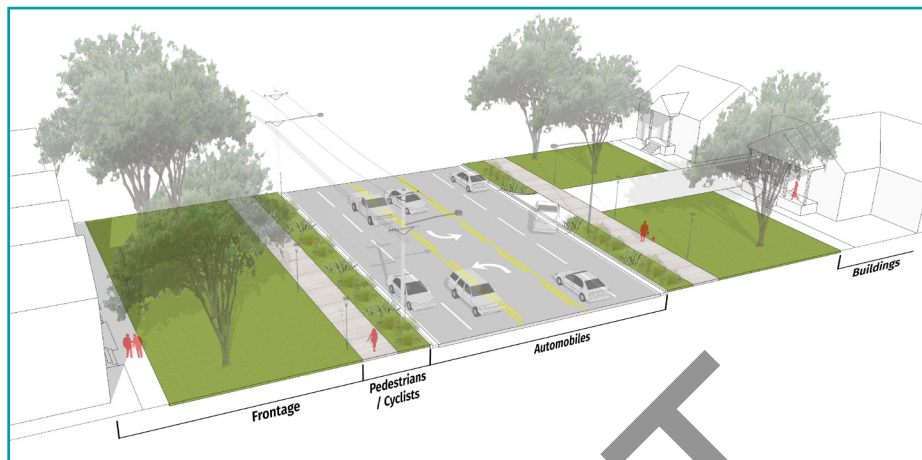
CAMPO strives to provide information regarding transportation-related issues in a manner which is easy to interpret. Visualization tools allow for the display of complex ideas via graphics with limited to no text. Examples include:

Photo Simulation: To enhance community understanding of proposed project designs, photographs of existing conditions will be integrated with 3-D design files depicting an alternate desired outcome. Examples include the addition of planted medians, left-hand turn lanes, rapid transit bus lanes, etc.



Public Participation Plan - 2018

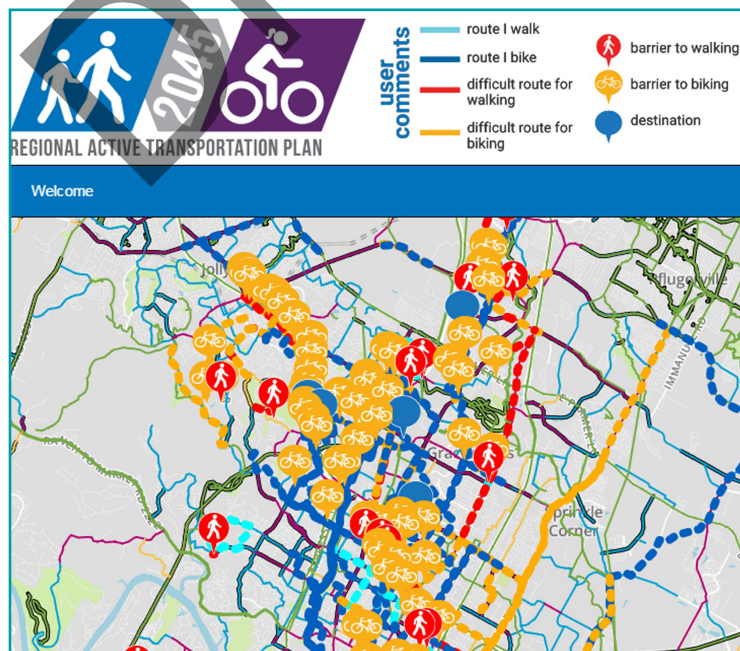
Illustrations: Where data is not yet available, hand drawn or rendered illustrations may be used to show future design concepts. Examples include an illustration of Williams Drive in Georgetown to represent potential multimodal redevelopment.



Williams Drive illustration.

Mapping: Allows for the spatial depiction of where projects are to be implemented and how it relates to the surrounding region. If warranted, GIS technology can be merged with visualization tools to demonstrate the final look of a proposed treatment.

Online interactive mapping tools such as a WikiMap can be used to gathered input from community members on their needs and challenges for various transportation modes and provide information about their preferred routes.



2045 Regional Active Transportation Plan Wikimap.

Website

All planning documents as well as meeting information should be made accessible via the CAMPO website. Providing information regarding planning activities on the CAMPO website is imperative for informing as many people in the region as possible. The website should provide a variety of methods to communicate information to and from the public.

Online Open House: An online open house contains all information that is available at regular public meetings in an easy-to-access format on the CAMPO website so that interested persons who cannot attend a meeting can still have access to information and can easily submit comments.

Online Surveys: Surveys allow people to provide quantitative and qualitative data to be used in developing plans and studies.

Wikimap: This online tool provides people with the opportunity to select certain points of interest on a map and leave comments on the current conditions and/or need for improvement in a particular area. Data collected from Wikimaps can be analyzed in GIS and can be helpful for developing plans and studies.

Facebook Live: Streaming Transportation Policy Board and public meetings via Facebook Live provides an additional avenue for people who cannot attend a meeting to participate in the planning process and have access to the information being provided at the meeting.

Webinars: Webinars may be made available to give people the chance to view a presentation regarding a plan or study and ask questions directly to CAMPO staff.

Online surveys allow for digital submission of comments and ideas.

Surveys

Bus Rides and Surveys: To ensure the needs-based nature of CAMPO's planning efforts, it is vital to receive input from those who do not have a car, share a car, or use various modes of transportation. CAMPO has teamed up with Capital Metro, to conduct surveys on their buses and at transit stations. The bus routes used should represent various demographics to include commuter lines from suburban areas and routes in environmental justice areas, and should be ridden at various times during the day to gather input from a variety of transit users.

Community Surveys: To reach those who don't typically participate in transportation planning meetings and opportunities, CAMPO has sought out festivals and community gathering places to reach a broader audience. CAMPO has attended community events and visited libraries, public transit facilities, community and senior centers, universities, town squares, and bike shops throughout the region where the project team administered paper and iPad surveys, both in English and Spanish.

Media

Radio/Television: Where warranted, project kickoff events should be announced with a press release to the local media. When televised, links to recordings may be provided on the CAMPO website.

Print Media: All print media publications should make efforts to accommodate environmental justice populations where needed. When advertisements are submitted, staff should keep a record of the entity which was responsible for its publication, the date in which it was published, and the population in which it was intended to serve to assist with future outreach efforts.



Print media is an easy way to disseminate information quickly to the public.

Social Media: Updates, dissemination of information, survey distribution, and discussion topics may be employed by CAMPO and project sponsor staff through their social media channels. This can also be accomplished by working with local agencies and advocacy groups to carry messages or links to the CAMPO website through their established social media network, thereby increasing the broadcasting abilities of CAMPO in reaching interested stakeholders. Where demographics warrant, staff should make every effort to advertise project updates and notifications on Spanish-oriented social media. Planners should remain engaged with developments in social media, as specific websites may change in their usefulness to the public over time.

Facebook ads may be used to reach different demographics than those that have already liked the CAMPO Facebook page. The Facebook audience used for ads can include various cities in the CAMPO region, interests in topics such as transportation, transit, cycling, online shopping, outdoor activities, and can be done in both Spanish and English.



Social Media platforms serve as a one-stop shop for CAMPO information online.

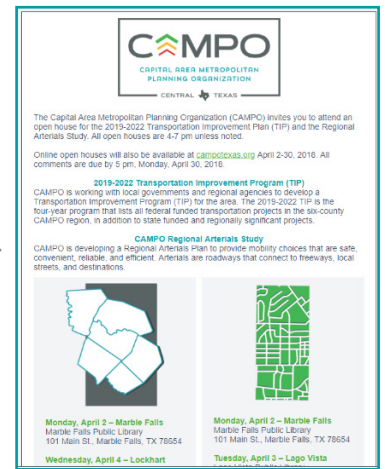
Electronic Communication and Contact List

An electronic notification list will include transit providers within the area, affected local and state agencies, and freight transportation providers who have requested to be on the mailing list and any private citizen or agency who request notification. Requests to be added to CAMPO's mailing list may also be made by telephone, e-mail, fax, or in person by visiting the CAMPO office if desired. All organizations/ individuals will remain on the mailing list until they request to be removed or are known by CAMPO not to desire further inclusion. Maintaining the contact database is essential for delivering information regarding planning activities on a mass scale. The CAMPO newsletter is intended to provide summary updates on the types of activities taking place at all levels of transportation planning as well as provide meeting notices and information. Program or project types may be updated in the quarterly or annual newsletter as needed.

At a minimum, the following information is recommended from interested parties subscribing to the electronic database:

Email: Email notifications are intended to serve as the primary form of project and program updates. Where email is not available, participants may elect to have mail sent directly to residential addresses.

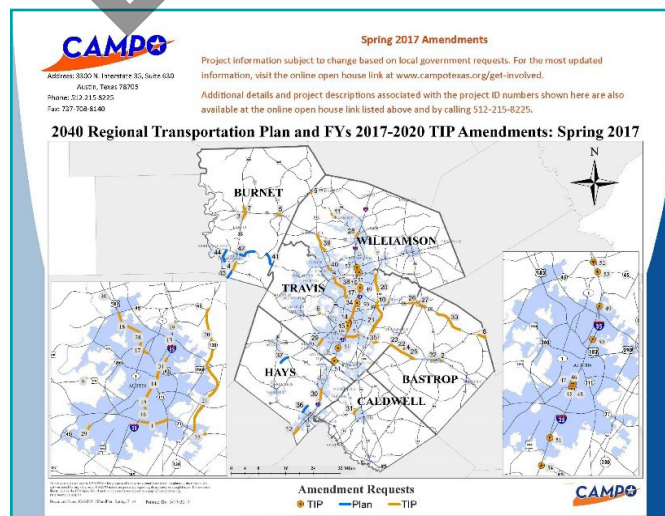
Zip Code: Zip code information is provided for local or project specific programs which do not require mass, regional distribution of project updates. Zip code information is used primarily to solicit public participation for local or corridor specific project based on citizen defined areas of interest.



Signing up for the CAMPO newsletter provides citizens the opportunity to get information directly into their email inbox.

Brochures and Maps

Brochures and maps act as quick reference documents that summarize the purpose of an associated program and related goals and objectives. Text should be minimal and where possible, graphics or rendering should be used. Project websites and appropriate staff contact information should also be provided.



This map outlines amendments visually.

Community Meetings and Open Houses

CAMPO staff will conduct open houses and/or community meetings as part of the planning processes for the RTP, adoption of the RTP and TIP, and other major funding and project definition opportunities. These sessions will provide opportunities for the exchange of information between citizens and staff. Staff also works with CAMPO's Transportation Policy Board members to identify active community leaders throughout the CAMPO area and contact these leaders to learn how to better reach various groups and demographics.

Tactile Town and Other ADA formats: The CAMPO region is home to the state school for students with visual impairments. CAMPO has partnered with the Texas School for the Blind and Visually Impaired (TSBVI) to ensure visually impaired students and adults from a near-by workforce center have an opportunity to provide input on CAMPO's planning work. CAMPO has conducted open houses at TSBVI with all material in large print and braille format and surveys administered verbally, when needed. Another tool, Tactile Town, has been used to create a tactile model of a town with good and bad active transportation facilities.



The Tactile Town kit was used during meetings at the Texas School for the Blind and Visually Impaired.

Day Time and Weekend Events: CAMPO partners with local resources to get the word out and engage people by going to them at different times during the day and week. This includes holding mid-day open houses where light lunch is served, setting up booths at community events, and surveying transit riders at early morning transit stops and on buses during the day. CAMPO has also conducted outreach at Friday night high school football games.

University Outreach: The CAMPO region is home to multiple universities, including one of the largest in the US, and a robust community college network. To gather feedback from college students, CAMPO partners with the colleges to host "mini-meetings" on campuses and with information tailored to students.

Display Booths: Display booths provide a quick snapshot of a program type using project boards, posters and other visualization graphics. Project booths are mobile and may be set up throughout the project area. Brochures, newsletters, comment cards, and other informational packets may be provided in conjunction with display booths. Display booths may be used in combination with other meetings or where high pedestrian traffic is expected. Given their ease of access, display booths offer a great opportunity to receive informal feedback on project ideas, progress, or implementation tactics which will be recorded and summarized.



Display booths act as quick places for the public to receive information during larger events or activities.

Informational Outreach and Speakers Bureau

CAMPO staff is available to present programs and/or provide materials at the request of civic or community groups. Requests for presentations should be made as soon as possible to ensure CAMPO staff are available. CAMPO also offers a speakers bureau program to allow groups to request a speaker on a number of topics. The speaker is most often a member of CAMPO staff, but others may be sought if needed. Following are a list of topics commonly requested, but other issues can also be arranged:

- CAMPO Primer
- CAMPO Studies
- CAMPO Planning Documents
- Public Involvement in Transportation Planning

Advisory and Stakeholder Committees

Stakeholder committees are created to give a voice to members of the community in the planning process, particularly those in the environmental justice, underserved, and disabled populations. Stakeholder committees are kept well-informed of the phases of the planning process and are encouraged to share that information with people in their communities. Stakeholder committees are essential for spreading awareness and knowledge of planning efforts to a great number of people in their spheres of influence and ensuring a variety of needs are represented in CAMPO's planning programs.

The TAC may serve as an advisory committee for the completion of transportation studies, plans, and development and programming recommendations required under state or federal laws pertaining to all surface modes of transportation and transportation support facilities. The TAC also serves as a forum and working group for regional project coordination across jurisdictional boundaries. Where warranted, projects may elect to request an ad hoc or smaller subset of committee member be used for preliminary review of certain documents before final review by the TPB.



Stakeholder meetings can provide nuanced insight in preliminary stages—and through-out—the planning process.



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 Capital Area MPO

2015 PPP	2018 DRAFT PPP
SECTION: Introduction	
	Add information on all CAMPO counties and on TPB
SECTION: LEP/EJ	
	Broadened underserved population examples
SECTION: Participation Objective and Strategies	
<p>Old Objective: "Provide citizens with reasonable opportunities to be involved in the metropolitan planning process."</p>	<p>New Objective: "Provide a forum that empowers all stakeholders and demographics with equitable access to participate and provide input in the transportation planning and decision-making process."</p>
	Added FAST Act compliant language about collaboration with a variety of interests
<p>Strategies section: Notify and provide access to information about transportation issues and processes in a timely fashion, using various electronically accessible formats.</p> <p>Use visualizations techniques such as mapping to describe proposed changes.</p> <p>Hold public meetings at convenient times and locations.</p> <p>Seek out low-income and minority "environmental justice " households who may face challenges accessing employment and other services.</p>	<p>Strategies section: Notify and provide access to information about transportation issues and processes in a timely fashion, using various print and electronically accessible formats.</p> <p>Use visualizations and clear, concise, non-technical language to describe proposed changes.</p> <p>Hold public open houses at convenient times and locations.</p> <p>Seek out low-income and minority environmental justice households and vulnerable populations, who may face challenges accessing employment and other services.</p> <p>Footnoted definition of vulnerable populations: "Based on definitions from federal organizations and regulatory agencies, CAMPO defines vulnerable populations as groups of people, including but not limited to minority groups based on race, ethnicity, income, national origin, educational level, ability-level, English proficiency level, and age."</p>
	Removed reference to Tiered system
SECTION: Our Drivers	
<p>23 CFR Part 450.314 Project groupings currently in the TIP include preliminary engineering, preventative maintenance and rehabilitation, bridge replacement and rehabilitation, railroad grade separations, safety, landscaping intelligent transportation system deployment, and bicycle and pedestrian projects.</p>	<p>Added footnote to clarify what is part of Grouped Projects category: "Grouped projects are not considered to be of an appropriate scale or scope for individual listing in the TIP as determined by FHWA and TxDOT. These project categories are Preliminary Engineering, Right-of-Way Acquisition, Preventive Maintenance and Rehabilitation, Bridge Replacement and Rehabilitation, Railroad Grade Separations, Safety, Landscaping, Intelligent</p>

	Transportation System Deployment, Bicycle and Pedestrian, Safety Rest Areas, and Transit Improvements.”
	Added paragraph clarifying outreach requirements for FTA entities: “These entities may use the strategies outlined in the PPP and partner with CAMPO during community meetings, however, CAMPO’s outreach does not satisfy the public involvement required for these entities. Additionally, Capital Metro and CARTS should have multiple meetings that are geographically disbursed throughout their respective service areas.”
SECTION: CAMPO Planning Programs*	
	Added information about CAMPO Planning Programs
	Added that TPB meeting include public comment period
	Added information on how to submit Public Information Requests
SECTION: Public Participation Approach*	
	Removed references to Tiered system
	Added information describing CAMPO Studies
	RTP/TIP Amendments and PPP Revisions: <ul style="list-style-type: none"> • Added social media posts and CAMPO website event listings to “Getting the Word Out” • Added online open house and commenting and social media post to CAMPO website to “High Tech”
	Added CAMPO Studies section describing outreach requirements
	TIP Adoption: <ul style="list-style-type: none"> • Added social media posts and CAMPO website event listings to “Getting the Word Out” • Added online open house and commenting and social media post to CAMPO website to “High Tech”
	RTP Adoption: <ul style="list-style-type: none"> • Added that outreach requirements, excluding public involvement report, are to be done as a two-phase process for both Draft RTP and Final Draft RTP • Added social media posts and CAMPO website event listings to “Getting the Word Out” • Added online open house and commenting and social media post to CAMPO website to “High Tech”

	Added language more thoroughly describing Administrative Amendments, RTP and TIP Amendments, CAMPO Studies, TIP adoption, and RTP adoption and the outreach requirements for each
Performance objectives: # of social media updates – 100 RTP Cycle: # of community meetings held – 15 # of social media updates – 150 # of surveys developed – 3 # of media releases distributed – 3	Updated performance objectives: # of social media updates – 30 RTP Cycle: # of community meetings held – 30 # of social media updates – 45 # of surveys developed – 4 # of media releases distributed – 6
	Added clarification that RTP outreach spans two calendar years and objectives are for total RTP cycle.
	Added CAMPO’s yearly reporting to TxDOT’s Civil Rights Division.
SECTION: Appendix–Participation Toolbox*	
	Appendix – added multiple CAMPO outreach practices to highlight more recent, updated outreach tools.

*These sections are newly added or significantly altered in the 2018 PPP.