

Policy 2: Public Participation Plan

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

Purpose of the Public Participation Plan

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

MPO's Commitment to Public Participation

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

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

Public Participation Goals

Goal 1

- The MPO will **engage people in the transportation planning process**. The MPO will do this **according to the goals in this plan and applicable laws**.

Goal 2

- The MPO will **keep people informed** of transportation news.

Goal 3

- The MPO will **encourage everyone in the study area to get involved**. This includes those traditionally underserved.

Goal 4

- The MPO will **strive to improve** public participation.

Goal 5

- The MPO will **work closely with other transportation agencies**.

Federal and State Requirements

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

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

Federal rules for metropolitan transportation planning (23 CFR 450.316) and FHWA guidelines say that Metropolitan Planning Organizations (MPOs) shall develop and use a documented participation plan. The plan defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The MPO complies with the 10 MPO requirements listed in 23 CFR 450.316.

Fixing America's Surface Transportation Act (FAST Act)

The current transportation bill is the Fixing America's Surface Transportation (FAST) Act. It was passed by Congress and signed by President Obama on December 4, 2015. The FAST Act authorizes \$305 billion nationwide over fiscal years 2016 through 2020 for transportation spending. It is the first law enacted in over 10 years that provides long-term funding certainty for surface transportation.

Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination based on disability. The AAMPO is required to ensure people with disabilities have equal opportunity to participate in, and enjoy the benefits of, our programs and services. This includes the stipulation of involving those with disabilities in the development and improvement of services.

The Age Discrimination Act of 1975

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

Title VI of the Civil Rights Act of 1964

Title VI states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI serves as the legal foundation for what is today referred to as environmental justice. The MPO adheres to Title VI and environmental justice principles.

Executive Order 13166 – Limited English Proficiency

Executive Order 13166 was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency ..." Federal agencies were directed to provide guidance and technical assistance to recipients of federal funds as to how they can provide meaningful access to limited English proficient users of federal programs. Consistent with Executive Order 13166 and U.S. Department of Transportation (DOT) guidance, the MPO has developed a Limited English Proficiency Plan in order to ensure meaningful input opportunities for persons with limited English proficiency. The MPO LEP plan is available on the MPO website (www.alamoareampo.org) and calls for translations of vital documents, such as public notices, into Spanish. The MPO may, at its discretion, translate documents into additional languages if the nature of the document and the character of the document's target audience justify additional translation. The LEP plan provides further guidance for serving limited English-speaking populations.

Executive Order 12898 on Environmental Justice

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

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

Executive Order 13175 – Consultation and Coordination with Tribal Governments

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

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

Disclaimers

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

Nondiscrimination Statements

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

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. To arrange for translation services or assistance due to disability (free of charge), please contact the MPO at aampo@alamoareampo.org or (210) 227-8651 (or Relay Texas at 7-1-1) at least five working days in advance.

The following statement will be included on all public documents as appropriate:

For complaints, questions or concerns about civil rights or discrimination, please contact the MPO's Public Information Officer/ADA Coordinator/Title VI Liaison at (210) 227-8651 or aampo@alamoareampo.org.

Report Language

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

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

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

Federal Transit Administration Section 5307 Language

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

The TIP development process is being used to satisfy the public hearing requirements of FTA's Section 5307 program and this notice and associated review period will satisfy FTA's Program of Projects requirements.

Target Audiences

The MPO takes great pride in working with people and other agencies. The MPO strongly believes that people should have a say in decisions that impact their lives. MPO staff keeps a contact list updated on a continuous basis. People and groups that the MPO targets are listed below. This list is not exhaustive but is meant to give an understanding of key stakeholder groups.

Target Audiences
Airport operators
Board and committee members
Business and trade organizations
Carpool/vanpool/shuttle program users
Civic and public interest groups
College and university students, faculty and staff
Community-based associations
Commuters
People with disabilities
Elected local, state and federal officials
Emergency response agencies
Employers
Environmental groups
Faith-based organizations
Federal land management agencies (National Park Service, Natural Resources Conservation Service)
Freight shippers
Freight transportation service providers
Homeowner, neighborhood and resident associations
Individuals
Micromobility users (bicycles, scooters, etc.)
Military Bases
Motorcyclists and motorcycle groups
Natural disaster risk reduction agencies
Pedestrians
Private providers of transportation (including intercity bus operators, employer-based commuting programs, rideshare and bikeshare providers, etc..)
Public agencies and staff
Public health organizations
Public ports
Public transportation providers
Public transportation users
Rideshare users (Uber, Lyft, etc)
School districts
Social service organizations

Target Audiences
Tourism industry
Traditionally underserved populations (described in greater detail in the following section)
Transportation advocates
Tribal governments
Workforce development organizations and programs

Diversity and Inclusiveness

The MPO identifies traditionally underserved groups to help meet our commitment to public participation. These groups include low-income and minority populations. Federal laws protect additional groups. Protected groups are listed here.

Protected Categories

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

Minority

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

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

Low Income

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

Older Adults

Any persons over the age of 65

People with Disabilities

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

Limited English Proficiency

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

Additional Categories

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

Low Literacy

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

Zero Car Households

Households without cars or access to one.

Board and Committees

The MPO board and committees provide one of the most regular and consistent ways for public involvement. Following is a list of committees supported by MPO staff. The table below identifies the day of the month, time, and location of their meetings. These meetings may be held in person, online (via a service) or a combination of both.

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

* Meeting dates and locations are subject to change. Committee meetings may be available for virtual attendance. To attend virtually, please visit www.alamoareampo.org/Committees/online/. For the most current information, please visit www.alamoareampo.org/calendar.

MPO meetings are open to all. For a translator or assistance due to a disability, call 210-227-8651. You can also call Relay Texas at 7-1-1. Please call at least five working days before the meeting. Meeting dates, times, and locations may change. You can call 210-227-8651 to confirm the meeting. The table below lists by when the MPO commits to posting information on the website.

Materials	What is available on the web?	When is it posted on the web?
Meeting agendas and packages	Transportation Policy Board www.alamoareampo.org/Committees/TPB/	One week prior to the meeting
	Technical Advisory Committee www.alamoareampo.org/Committees/TAC/	
	Active Transportation Advisory Committee www.alamoareampo.org/Committees/ATAC/	One week prior to the meeting
Meeting Information	Board and committee meeting dates and times www.alamoareampo.org/Calendar/	Online calendar is posted and updated throughout the year, along with board/committee web pages.

Materials	What is available on the web?	When is it posted on the web?
		Meeting information pages updated monthly.
Livestreaming	Transportation Policy Board meetings only www.alamoareampo.org/mpolive	Listen or watch the Transportation Policy Board meetings live or in a searchable archive available 24 hours after the event.
News releases	News and media items, published or broadcast www.alamoareampo.org/news/	Timing of the news release varies depending on the news item or event.

Meeting Notices

The Texas Open Meetings Act requires written notice of all meetings. Section 551.041 provides:

A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.

The MPO regularly posts MPO Transportation Policy Board (TPB), Executive Committee, Technical Advisory Committee (TAC), and Active Transportation Advisory Committee (ATAC) meetings in the Texas Register, at the Bexar County Courthouse Bulletin Board, and with Comal, Guadalupe and Kendall Counties. Whether in-person or online, committee meetings follow Open Meetings Act Procedures.

Public Comments

The MPO accepts public comments at every regular meeting of the board and committees. Comments can be spoken or in writing. Written comments will be accepted until the calendar day before the meeting. Your comments will be read at the meeting.

Public Participation Toolbox

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

Philosophy of External Communications

Guiding principles for external communications include:

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

The MPO uses the “Spectrum of Public Participation.” It was developed by the International Association of Public Participation. The spectrum helps groups define the public’s role in any public participation process. The public’s impact on decision making increases from left to right.

IAP2’s Public Participation Spectrum

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

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

Meetings /Speaking Engagements		
Type	Description	Level of Participation
Public Meetings	An organized large-group meeting usually used to make a presentation and give the public an opportunity to ask questions and give comments. Public meetings are open to the public at large. They are set up to be welcoming and as receptive as possible to ideas and opinions. This format allows for greater interaction between technical staff and the public.	Inform Consult Involve Collaborate
Project Workshops/Open-Houses	This type of public meeting is open and more informal. Team members interact with the public on a one-on-one basis. Short presentations may be given at these meetings. They will be followed by small group exercises or exhibits that people can visit on their own.	Inform Consult Involve Collaborate
Public Hearings	Formal meetings with scheduled presentations offered. Typically, members of the public individually state opinions/positions that are recorded without an immediate response. Instead, comments are collected and responded to after the hearing through a formal comment response process.	Inform Consult
Speakers Bureau	MPO staff actively looks for opportunities to present to the community on a variety of topics including MPO 101, air quality, active transportation, walkability, bicycle safety, and travel demand management. Staff is trained to deliver presentations and answer associated questions prior to going out into the community.	Inform Consult Involve
Pop-Up Outreach	MPO staff will conduct pop-up outreach in busy locations to inform, consult, and involve the community. This outreach method has been used effectively for Bike to Work Day and the MPO's annual Fiesta Medal Outreach Campaign.	Inform Consult Involve
MPO Exhibit Tables	MPO staff attend other agency events and staff tables or booths. These include activities, maps, charts and	Inform

Meetings /Speaking Engagements		
Type	Description	Level of Participation
	informational brochures. Exhibit tables may also be used at malls or other public venues.	Consult
Small Group Meetings	During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.	Inform Consult Involve
Partner Agency Meetings	MPO staff attends and participates in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.	Inform Consult Involve Collaborate

Online/Electronic Tools		
Type	Description	Level of Participation
MPO Website	The website was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information about specific projects undertaken by the MPO. Bicycle, pedestrian and trails information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.	Inform
FastTrack E-Newsletter	The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by	Inform

Online/Electronic Tools		
Type	Description	Level of Participation
	the MPO, during public events attended by the MPO, on the MPO website, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO website address, project highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.	
Social Media	The MPO will utilize appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide public input to the MPO's on-going planning process.	Inform Consult Involve
Project-specific Web Sites	For individual projects, project-specific websites may be used. These sites are used when project information is too extensive to be included on the MPO site. Project websites can contain study area maps, meeting announcements, descriptions of alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided from the MPO site.	Inform Consult Involve
Crowdsourcing	The MPO will utilize different online tools to solicit input, ideas, and suggestions from the public. This could be in the form of comments on a map or submitted via an online form.	Inform Consult
Virtual public meetings	The MPO will provide online participation opportunities as appropriate. Virtual public meetings will include the same information provided at in-person public meetings and will be advertised at the same time as in-person opportunities. Further, virtual public meetings will typically be up for a period of at least two weeks and the beginning and end dates for the virtual public meeting will be included in the meeting notice. Depending on circumstances related to public health, some or all of the MPO's public meetings related to planning studies, the Transportation Improvement Program, Metropolitan Transportation Plan and/or	Inform Consult Involve

Online/Electronic Tools		
Type	Description	Level of Participation
	Transportation Conformity document, may be held virtually in lieu of in-person meetings.	
Online meetings	Meetings of MPO committees that occur online and follow Open Meetings Act procedures. The agenda includes the online link and a toll-free phone number. The meeting is audible to the public and allows for two-way communication. An audio recording of the webinar-hosted meeting is made available on the committee's MPO webpage.	Inform Consult
Live webinars	Meetings that occur online and/or livestreamed. These meetings combine telephone and video technology to allow people to see each other and view information online using web-based technology.	Inform Consult Involve Collaborate
Online surveys	Qualitative surveys conducted online and disseminated via email and social media. Respondents self-select whether or not to respond.	Inform Consult Involve

Public Notice Delivery Tools		
Type	Description	Level of Participation
US Postal Service	Traditional mail service is used for formal public hearing notices, as well as to publicize public meetings/workshops.	Inform
Email	Email blasts are used in addition to traditional mailing to stakeholders and community members. Recipients have previously opted in to communications by providing their email addresses.	Inform
Phone	The MPO regularly contacts members of the public and potential meeting participants via telephone to notify them of upcoming meetings and events.	Inform

Flyer/Notice Distribution	Meeting notices are posted in high-traffic gathering places, including but not limited to: schools, parks, libraries, community centers, and other such gathering places. This method of communication is especially helpful in environmental justice areas.	Inform
Transit	Meeting flyers and related collateral material may also be available on buses, notifying riders of upcoming meetings.	Inform

Print and Broadcast Media Tools		
Type	Description	Level of Participation
Display Ads	These ads are used to promote meetings or activities that are not regularly scheduled such as corridor or subarea workshops, project specific meetings, open houses, public meetings, or public hearings. They are published in local/regional newspapers and/or through social and digital media sites that provide the best coverage at an economical price.	Inform
Social Media Ads	Social media advertising is a way to target audiences on specific networks through demographic information. The MPO uses social media ads to targeted stakeholders with messages that appear in their feeds.	Inform
Press Releases	Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by MPO committees.	Inform
TV and Radio Public Affairs Shows	MPO staff will solicit radio and talk show appearances to provide information or to promote events and topics as appropriate.	Inform
Video and Audio Public Service Announcements	MPO staff will produce audio and video public service announcements for selected events and distribute them to the appropriate metro area radio, TV and cable stations.	Inform

Multimedia Tools		
Type	Description	Level of Participation
Project Newsletters	For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.	Inform
Other Newsletters	When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of publishers.	Inform
Videos	The MPO produces brief videos focused on topics of interest several times per month. These are shared on social media, through the MPO's e-Newsletter and/or on the MPO website.	Inform
Flyers, Posters, Fact Sheets and Rack Cards	To provide summary information regarding MPO policy, programs and projects, flyers, posters, fact sheets and rack cards may be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request these items directly from the MPO staff office.	Inform
Shareable content	The MPO creates shareable information for social media to support MPO meetings, programs, and initiatives. The type of content can vary from shareable graphics sized for different social media platforms, infographics, videos, and sample posts. This content is shared to other public information officers via email and social media, as part of media kits, and with partner organizations.	Inform
Bus Placards	The MPO will use advertising space in VIA buses whenever possible as provided by VIA Metropolitan Transit for various MPO events.	Inform

Multimedia Tools		
Type	Description	Level of Participation
Banners	The MPO will consider using banner advertising such as physical street banners and internet page banners as appropriate for MPO events and activities.	Inform

Public Participation Procedures

The MPO generates major planning documents that require public input and community consensus. As a result, they are made available for public comment using various outreach strategies. Members of the public can view all of the required documents, and any amendments, on the MPO website at www.alamoareampo.org or call 210-227-8651 to receive a copy. Following is a list of the major planning documents produced by the MPO.

- Metropolitan Transportation Plan, or long-range plan
- Transportation Improvement Program, or short-range plan
- Unified Planning Work Program
- Public Participation Plan
- Performance Measures Report
- Transportation Conformity Document

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

The MPO also has a process for an expedited, or one-step process, for the adoption of the Transportation Conformity document, a new TIP and MTP, in addition to TIP and MTP amendments that allows the board to hear the item presented and take action within one meeting.

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

Below, please find a description of the two-step and expedited one-step processes. For more information on these processes, please reference Policy 3. The following page identifies the planning steps required for each planning document produced by the MPO along with the minimum outreach strategies recommended for each. Whenever possible, the MPO will strive to go beyond the minimum outreach strategies.

Two-Step Approval Process

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

Expedited One-Step Approval Process

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

	Two-Step Approval Process	One-Step Approval Process	Expedited One Step Process w/ 75% Board Vote for public hearing	Partner Agency Coordination	News release	Newspaper Ads	Social media	E-newsletter	Public Meeting	Neighborhood presentations
TIP/MTP Development Process & Adoption of the TIP/MTP	★		★	★	★	★	★	★	★	★
Routine amendments to the TIP/MTP occurring between annual updates	★		★	★						
Transportation Conformity	★		★	★	★	★	★	★	★	
Adoption of the Unified Planning Work Program	★		★	★						
Amendments to the Unified Planning Work Program		★		★						
Public Participation Plan	★			★			★	★		
Consultant Contract Award		★		★						

Performance Measures and Targets	★			★						
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Monitoring and Evaluation

MPO staff reviews this PPP at least every three (3) years to ensure that strategies for public involvement are meeting community vision and the goals of this plan.

MPO staff evaluates and may adjust its public participation activities during and after each plan development or campaign. Staff track the following performance measures. Information comes from meeting sign-in sheets, surveys, public comments received and website and social media data. Where appropriate, the Deputy Director and the Transportation Planning Program Manager will set yearly targets.

Goals Addressed	Public Involvement Tool	Evaluation Method
Goals 1, 2, 3, 4, and 5	Public Participation Plan	To be reviewed every three years
Goal 2	MPO Website	Unique visitors
Goal 2	FastTrack E-Newsletter	Contacts Unique views Unique clicks
Goals 1, 2, and 3	Public Meetings (in person and virtual), Open Houses, Workshops, Pop-up outreach, MPO exhibit tables and Public Hearings	Total attendees Geographic distribution of meeting attendees Geographic distribution of comments Nature of comments and meeting evaluations received
Goals 1, 2, and 3	Newspaper Advertisements	Sign-in sheets – “How did you hear about this meeting?”
Goals 1, 2, and 3	Direct Mailings	Distribution
Goals 1, 2, and 3	Press Releases	Press mentions
Goals 1, 2, and 3	Surveys	Number of responses Familiarity with MPO
Goals 1, 2, and 3	Facebook	Followers Post reach Post engagement Engagement rate
Goals 1, 2, and 3	Twitter	Followers

Goals Addressed	Public Involvement Tool	Evaluation Method
		Tweet impressions Tweet engagement Engagement rate
Goal 2	Instagram	Followers Post reach Post engagement Engagement rate
Goal 2	YouTube	Subscribers Watch time
Goals 1, 2, and 3	Livestreaming	Number of people watching Watch time
Goal 5	Attend Partner Agency Events	Number of Events

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

Revisions and Amendments

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

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

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

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

Policies Regarding Electronic Communications

Social Media

The MPO recognizes the value in reaching out to the public on social media platforms such as Facebook, Twitter, Instagram, YouTube, and Nextdoor. The MPO uses these tools to communicate information to the public. They are also a convenient option for the public to communicate comments and questions directly to MPO staff. Following is the MPO's official social media policy:

Comments on the MPO's social media sites do not necessarily reflect the opinions and position of the MPO, its individual board members, administrators, officers, or employees.

Further, the MPO reserves the right to remove or hide a comment that is in violation of the MPO's policy without prior notification. The MPO does not endorse any content, viewpoint, product, or service linked from its social media sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of shared information. In addition to information provided by the MPO, the MPO's social media sites may contain comments and opinions from unrelated third parties which are being provided as a convenience to the public and for informational purposes only. These comments or opinions do not constitute an endorsement or an approval by the MPO of any of the views or comments posted on the MPO's social media platforms. More importantly, comments received and exchange via the MPO's social media platforms do not count as official comments during a published comment period. MPO staff will make every effort to communicate the appropriate channels to submit comments, which typically include in-person, mail, fax, email, or through the organization's online virtual public meetings.

The MPO's social media sites serve as a limited public forum and all content published is subject to monitoring. In the same manner as a public forum, user-generated posts should be suitable in terms of time, manner and place. The MPO reserves the right to publish any posting, or to later remove it based on the following guidelines. Third party comments will be rejected or removed (if possible) when the content:

- Is off-subject or out of context
- Contains obscenity or material that appeals to the prurient interest
- Contains personal identifying information or sensitive personal information
- Contains offensive terms that target protected classes
- Is threatening, harassing, defamatory or discriminatory
- Contains any copyrighted material owned by a third party
- Circumvents Public Records and Open Meetings Laws
- Incites or promotes violence or illegal activities
- Contains information that reasonably could compromise individual or public safety
- Advertises or promotes a commercial product or service, or any entity or individual

MPO social media sites contain communications that are subject to applicable public records laws. Any content maintained in a social media format related to MPO business, including communication posted by the Agency and communication received from citizens, is a public record. Records are maintained following Texas' adopted records retention schedule.

Section 508 Compliant Website

The AAMPO is committed to making its information and communication technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act. Section 508 is a federal law that requires agencies to provide individuals with disabilities access to electronic and information technology and data comparable to those who do not have disabilities. To meet this commitment, we will conduct twice yearly scans to detect non-conformance issues with Section 508 standards and W3C Web Content Accessibility Guidelines (WCAG) 2.1, Level AA. If you have ideas or comments to help us improve the accessibility and usability of our website, or would like to file a 508 complaint, please contact the MPO's Public

Information Officer / Title VI Liaison at (210) 227-8651 or aampo@alamoareampo.org. If applicable, please include the web address or URL and specific problems you encountered.

Relevant Documents

Sample Outreach Checklist
Sample Checklist for Planning an Accessible Meeting
Environmental Justice Plan
Limited English Proficiency Plan
Social Media Plan

Revised: March 28, 2022