



**METROPOLITAN**  
PLANNING ORGANIZATION  
LAS CRUCES DONA ANA MESILLA

**Mesilla Valley Metropolitan Planning Organization**

# **Public Participation Plan**

**Approved June 14, 2023**

---

**Mesilla Valley Metropolitan Planning Organization**

700 North Main, Las Cruces, New Mexico 88001-1120

(575) 528-3070-telephone (575) 528-3155-fax <http://mesillavalleympo.org>

**Mesilla Valley Metropolitan Planning Organization:**

Trustee Stephanie Johnson-Burick - Town of Mesilla - Chair, Mesilla Valley MPO  
Councilor Becki Gramham - City of Las Cruces - Vice-Chair, Mesilla Valley MPO  
Mayor Nora L. Barraza - Town of Mesilla  
Councilor Johana Bencomo - City of Las Cruces  
Councilor Becky Corran - City of Las Cruces  
Assist. District Eng. Harold Love - (Acting) New Mexico Department of Transportation  
Trustee Adrianna Merrick - Town of Mesilla  
Commissioner Diana Murillo - Doña Ana County  
Commissioner Manuel A. Sanchez - Doña Ana County  
Commissioner Christopher Schaljo-Hernandez - Doña Ana County

**MPO Staff:**

Andrew Wray, MPO Officer  
Dominic Loya, Transportation Planner, TIP Coordinator  
Katarina Provenghi, Interim Transportation Planner, Transit Planner  
Vacant, Associate Transportation Planner

**Special Thank for providing Data or Comment**

MVMPO Technical Advisory Committee (TAC)  
MVMPO Bicycle and Pedestrian Facilities Advisory Committee (BPAC)  
Federal Highway Administration - New Mexico Division  
Federal Transit Administration Region VI  
South Central Regional Transit District  
NMDOT Multimoda Planning and Programs Bureau  
NMDOT Transit and Rail Division  
NMDOT District One

**LAS CRUCES METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION NO. 23-11**

**A RESOLUTION ADOPTING THE MESILLA VALLEY MPO PUBLIC PARTICIPATION PLAN.**

The Mesilla Valley Metropolitan Planning Organization (MPO) Policy Board is informed that:

**WHEREAS**, the Mesilla Valley Metropolitan Planning Organization (MPO) is required to conduct a planning process in accordance with 23 CFR § 450.306.a.1-8; and

**WHEREAS**, preparation of a Public Participation Plan (PPP) is a requirement of the Federal Highway Administration (FHWA) (23 CFR § 450.316.a.1.i-x); and

**WHEREAS**, the Policy Board adopted the current Public Participation Plan on October 10, 2018; and

**WHEREAS**, the Public Participation Plan must be updated and renewed every five years; and

**WHEREAS**, the current draft attached as Exhibit “A” complies with the requirements in 23 CFR § 450.316; and

**WHEREAS**, the MPO Technical Advisory Committee recommended approval on June 1, 2023; and

**WHEREAS**, the MPO Bicycle and Pedestrian Advisory Committee recommended approval on May 16, 2023; and

**WHEREAS**, the Policy Board has determined that it is in the best interest of the MPO for the Resolution adopting the Public Participation Plan to be approved.

**NOW, THEREFORE**, be it resolved by the Policy Board of the Mesilla Valley Metropolitan Planning Organization:

**(I)**

**THAT** the Mesilla Valley Metropolitan Planning Organization’s Public Participation Plan is adopted as shown in Exhibit “A”, attached hereto and made part of this resolution.

(II)

THAT staff is directed to take appropriate and legal actions to implement this Resolution.

DONE and APPROVED this 14th day of June, 2023.

APPROVED:

Chair

ATTEST:

Recording Secretary

Motion By:	Councilor Graham
Second By:	Commissioner Schaljo-Hernandez
VOTE:	
Chair Johnson-Burick	Yes
Vice-Chair Graham	Yes
Mayor Barraza	Yes
Councilor Bencomo	Yes
Councilor Corran	Yes
Dist. Eng. NMDOT D1	Yes
Trustee Merrick	Yes
Commissioner Murillo	Yes
Commissioner Sanchez	Yes
Commissioner Schaljo-Hernandez	Yes

## Table of Contents

<b>Introduction</b>	<b>9</b>
<b>Background</b>	<b>9</b>
<b>Public Participation Requirements</b>	<b>9</b>
<b>Federal Transportation Regulations</b>	<b>9</b>
<b>Federal Transit Regulations</b>	<b>9</b>
<b>Title VI and Environmental Justice</b>	<b>10</b>
<b>State Open Meetings Act</b>	<b>11</b>
<b>State Inspection of Public Records</b>	<b>11</b>
<b>MPO Work Products</b>	<b>11</b>
<b>Metropolitan Transportation Plan (MTP)</b>	<b>11</b>
<b>Transportation Improvement Program (TIP)</b>	<b>11</b>
<b>Unified Planning Work Program (UPWP)</b>	<b>11</b>
<b>Public Participation Plan (PPP)</b>	<b>12</b>
<b>Annual Listing of Obligated Projects</b>	<b>12</b>
<b>Area and Corridor Plans</b>	<b>12</b>
<b>Public Participation Process</b>	<b>12</b>
<b>Goals</b>	<b>12</b>
<b>Four-Step Process</b>	<b>12</b>
<b>Identify Needs and Challenges</b>	<b>12</b>
<b>Generate Options</b>	<b>13</b>
<b>Evaluate and Prioritize Options</b>	<b>13</b>
<b>Public Participation Tools</b>	<b>14</b>
<b>Introduction</b>	<b>14</b>
<b>Participation Meetings</b>	<b>14</b>
<b>MPO Committee Meeting</b>	<b>14</b>
<b>Traditional Public Participation Meeting</b>	<b>14</b>
<b>Charette-Style Meeting</b>	<b>14</b>
<b>Open House Meeting</b>	<b>14</b>

<b>Stakeholder Consultation</b>	<b>14</b>
<b>Involvement Techniques</b>	<b>15</b>
<b>Brainstorming and Visioning</b>	<b>15</b>
<b>Visualization</b>	<b>15</b>
<b>Neighborhood and Community Audits</b>	<b>15</b>
<b>Public Events</b>	<b>15</b>
<b>Focus Groups</b>	<b>15</b>
<b>Comment Forms</b>	<b>15</b>
<b>Surveys</b>	<b>16</b>
<b>Education and Resource Center</b>	<b>16</b>
<b>MPO Staff Availability</b>	<b>16</b>
<b>Orientation Workshops and Materials</b>	<b>16</b>
<b>Master Mailing List (MML)</b>	<b>16</b>
<b>Library</b>	<b>16</b>
<b>Website</b>	<b>16</b>
<b>MPO Logo</b>	<b>16</b>
<b>Media Advertising</b>	<b>17</b>
<b>Marketing Materials</b>	<b>17</b>
<b>Social Media</b>	<b>17</b>
<b>Virtual Public Engagement</b>	<b>17</b>
<b><u>Evaluation of the Public Participation Process</u></b>	<b><u>17</u></b>
<b>APPENDIX A</b>	<b>18</b>
<b>Public Participation Matrix</b>	<b>18</b>
<b>Public Participation Matrix</b>	<b>19</b>
<b>MPO Work Product Processes</b>	<b>19</b>
<b>Public Participation Matrix</b>	<b>20</b>
<b>APPENDIX B</b>	<b>21</b>
<b>Map of Low Moderate Income Areas</b>	<b>21</b>

APPENDIX C

23

**General Time Line for MPO TIP and STIP Development and Amendments**

**23**



## **Introduction**

The Mesilla Valley Metropolitan Planning Organization (MPO) is a transportation planning organization whose primary role is to involve the public in the planning process. Public involvement is not a discrete incident, but a continual focus of the MPO's entire work program. In order to maintain a proactive presence in the community, and be a resource for the public and other entities, the MPO strives to be both an educational organization and a quality resource center.

This Public Participation Plan is intended to provide a guide for public participation activities to be conducted by the Mesilla Valley Metropolitan Planning Organization. The Public Participation Plan contains the goals of the MPO for public participation, as well as specific processes and tools to encourage and facilitate public and stakeholder participation.

## **Background**

The Mesilla Valley Metropolitan Planning Organization (MPO) is the agency responsible for transportation planning within Las Cruces, Mesilla, and central Doña Ana County. Federal regulations require the designation of an MPO to carry out a coordinated, continuing, and comprehensive transportation planning process for urbanized areas with a population of more than 50,000. The Mesilla Valley MPO has been in existence since 1982, and it operates under the guidance of a Policy Board. The Policy Board is comprised of elected officials from the City of Las Cruces, Town of Mesilla, Doña Ana County, and the district engineer from the New Mexico Department of Transportation (NMDOT) who make decisions to plan for the future transportation needs of the region.

## **Public Participation Requirements**

### **Federal Transportation Regulations**

Federal laws outlined in 23 U.S.C. 450.306.a.1-8 require MPOs to conduct a planning process that considers transportation projects and strategies that will

do the following:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce the impact of storm water
- Enhance travel and tourism

In order to accomplish this planning process the MPO has developed this Public Participation Plan in accordance with federal laws outlined in 23 U.S.C. 450.316.a.1.i – x.

### **Federal Transit Regulations**

The public participation procedures outlined in this Plan also serve as the public participation process required for the development of transit projects as per Federal Transit Administration (FTA) Circular 9030. The MPO will implement the following strategies to reduce participation barriers for persons with Limited English Proficiency (LEP):

- The MPO will actively engage and provide accommodations for LEP populations in the short term by providing interpretative services, utilizing visual techniques, handing out language cards, exploring

appropriate locations for distribution of materials on MPO meetings and processes, using word of mouth, and training staff members to look for clues that members of the public cannot read English.

- The MPO will work with the City of Las Cruces, as the MPO's Fiscal Agent, to develop a formal LEP policy. The policy should include an analysis of the number or proportion of persons with LEP in the jurisdictions, the specific language needs of those individuals, and the potential frequency of contact with persons with LEP.
- Lastly, the MPO will assess the resources available and costs associated with providing different language service options.

## **Title VI and Environmental Justice**

Title VI of the Civil Rights Act of 1964 states that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion. This prohibition against discrimination is in effect whether the effect is intentional or unintentional. Following this, in February 1994, Executive Order 12898 was signed requiring federal agencies to establish internal policies to ensure compliance in all agency activities, including public involvement.

The Mesilla Valley MPO will strive to address environmental justice issues at all stages of the planning process. The MPO will implement the following strategies to reduce participation barriers for low income and minority populations and improve access to services for persons with disabilities:

- When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and are accessible to disabled populations and public transit users. Such locations include community centers, senior centers and schools. Holding meetings in familiar and accessible neighborhood locations may be

more culturally sensitive and help residents feel more comfortable about the public participation process.

- The Mesilla Valley MPO will strive to provide a predictable planning process that is understandable and known in advance in order to make the planning process coherent and comprehensive.
- All MPO work products and documents will be available in alternative formats, including Braille, large type and languages other than English. The following statement will be included in all MPO documents:

The Mesilla Valley MPO does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, or disability in the provision of services. The Mesilla Valley MPO will make reasonable accommodation for a qualified individual with a disability who wishes to attend this public meeting. Please notify the Mesilla Valley MPO at least 48 hours before the meeting by calling 528-3222 (Voice) or 528-3157 (TTY).

This document can be made available in alternative formats by calling the same numbers listed above. *Este documento está disponible en español llamando al teléfono del Departamento de Desarrollo de la Comunidad: 528- 3222 (Voz) o 528-3157 (TTY).*

- The location of low income and minority populations will be identified and mapped as a tool for gauging the impact of proposed transportation projects on these areas. This map will be updated every five years. See Appendix B.
- Agencies and organizations that represent low income and minority populations will be identified and included in MPO mailings.
- The MPO will provide a complaints process to deal with any issues regarding Title VI compliance. See the Mesilla Valley MPO Title VI Plan.

## **State Open Meetings Act**

In order to ensure adequate public notice and provision of timely information, all meetings of the Mesilla Valley Metropolitan Planning Organization Policy Board and its advisory committees are subject to the provisions of the New Mexico Open Meetings Act, as amended. Policy Board meeting notices are published on the MVMPO website seventy-two hours prior to the meeting date. Technical Advisory Committee (TAC) and Bicycle and Pedestrian Facilities Advisory Committee (BPAC) meeting notices are posted at least seventy-two hours prior to the meeting date. All meeting notices are posted at Las Cruces City Hall, Doña Ana County Government Complex, Branigan Library, the Mesilla Town Hall, and the MPO website. Upon request, all notices will be available in Spanish and alternative formats.

## **State Inspection of Public Records**

All Mesilla Valley MPO work products are available for public inspection. Because the City of Las Cruces is the fiscal and administrative agent for the Mesilla Valley MPO, inspection of MPO documents follows the City of Las Cruces Inspection of Public Records, Ordinance 2265. A copy of this ordinance is available upon request.

Proposed documents and proposed document amendments will also be available for review, free of charge, at the following locations:

- Mesilla Valley MPO website: <http://mesillavalleympo.org>
- or Contact MPO Staff

All documents, in whole or part, will be available upon request in Spanish and in alternative formats.

## **MPO Work Products**

According to the federal transportation regulations, the Mesilla Valley MPO is required to create and maintain the following transportation planning documents:

- Metropolitan Transportation Plan (23 U.S.C.

450.322);

- Transportation Improvement Program (23 U.S.C. 450.324);
- Unified Planning Work Program (23 U.S.C. 450.308); and
- Public Participation Plan (23 U.S.C. 450.316); and
- Annual List of Obligated Projects (23 U.S.C. 450.332).

## **Metropolitan Transportation Plan (MTP)**

The Metropolitan Transportation Plan contains both long-range and short-range strategies/actions that guide multi-modal transportation planning, construction, and maintenance of an integrated transportation network for the Las Cruces Urbanized Area. The MTP is developed through a shared vision for the region involving extensive interaction with and education of the public, stakeholders, and the MPO Committees. The Plan covers no less than a 20-year planning horizon. The Metropolitan Transportation Plan is updated every five years.

## **Transportation Improvement Program (TIP)**

The Transportation Improvement Program is a six-year, financially constrained list of transportation projects within the MPO area, including regionally significant projects and all transit projects funded by FTA. The TIP is developed in cooperation with residents, local governments, and the New Mexico Department of Transportation (NMDOT) and in compliance with the adopted Long Range Transportation Plan. The Transportation Improvement Program is completely updated every two years.

## **Unified Planning Work Program (UPWP)**

The purpose of the Unified Planning Work Program is to outline intermodal transportation planning activities to be conducted within the Mesilla Valley MPO Planning Area within a financially constrained budget. The UPWP

contains MPO work projects, budgets, and staff assignments for the upcoming fiscal year. The UPWP must comply with the adopted Long Range Transportation Plan. The Unified Planning Work Program is updated every two years.

### **Public Participation Plan (PPP)**

The Public Participation Plan is intended to provide a guide for public involvement processes to be conducted by the Mesilla Valley Metropolitan Planning Organization (MPO). The Public Participation Plan contains the goals of the MPO for public involvement, as well as specific public involvement procedures for various MPO activities. The Public Participation Plan will be updated every five years.

### **Annual Listing of Obligated Projects**

In metropolitan planning areas, on an annual basis, no later than 90 calendar days following the end of the program year, the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year.

Mesilla Valley MPO staff shall make this list available to the public.

### **Area and Corridor Plans**

Area and corridor plans are undertaken in areas that are in need of intensive study to determine potential transportation needs. These plans can be initiated if a member jurisdiction identifies a transportation issue not previously discussed in the MTP or when a proposed TIP project is not in compliance with the MTP. These are conducted on an “as-needed” basis.

## **Public Participation Process**

### **Goals**

The goals of the Public Participation Process are as follows:

- Maintain a continuing, cooperative, comprehensive (3-C) planning process;
- Pursue access to transportation options for all residents;
- Consider a broad range of options to address transportation challenges;
- Ensure a transparent, interactive, bottom-up transportation planning process;
- Provide a high level of education on transportation related subjects;
- Encourage residents and a variety of stakeholders to contribute ideas and comments at every stage of the process; and
- Engage traditionally underserved populations, including low income and minority households and persons with disabilities.

### **Four-Step Process**

In order to achieve these goals the MPO has developed a four-step public participation process:

- Identify Needs and Challenges;
- Generate Options;
- Evaluate and Prioritize Options; and
- Develop an Implementation Strategy.

### **Identify Needs and Challenges**

Identify Needs and Challenges means taking a comprehensive look at the regional transportation system or a potential transportation project. In this era of rising gas prices, identifying public concerns about transportation is particularly important. In order to conduct a comprehensive identification of transportation needs and challenges, the

MPO must solicit information from the public, stakeholders, and MPO committees. This effort requires listening to comments and integrating suggestions made concerning the regional transportation network.

*The public participation tools listed in this plan will be used to collect the public's comments about their daily transportation experiences, the regional transportation system as a whole, their suggestions for potential projects, and their vision for the future.*

In addition to the general public, the MPO staff will also solicit the concerns of a broad range of stakeholders such as local jurisdictions, transportation providers, and land use agencies. Listening to stakeholders means gathering information about the services they provide and the impacts that the transportation system or potential projects will have on their services. MPO staff then discusses with its committees the information gathered from the public and stakeholders.

MPO staff is responsible for planning a transportation network that safely and efficiently moves people and goods throughout the region. Therefore, at this stage in the process, the MPO staff is also responsible for gathering information on current, relevant transportation conditions, such as crash data, traffic volumes, access management, adjacent land uses, and topography. For example, crash data may be gathered for a later analysis of safety conditions, and land use data may be used to determine impacts on the transportation system. Other considerations that will be discussed are the potential impacts to places deemed historically, environmentally or culturally important.

### Generate Options

Generate Options means generating a list of proposed options based on input from the public, stakeholders, and MPO staff and merging them with best practices from transportation professionals. This process may be accomplished by using neighborhood or community audits, design tables, and other focus groups. Also evaluated in this step are

the data gathered on current transportation conditions and existing transportation options, such as transit routes and bicycle lanes. This step of the process provides a balanced approach to updating MPO work products or evaluating potential projects.

The data gathered, along with the comments expressed by the public and stakeholders, will be analyzed for potential benefits and drawbacks. Monetary costs and technical feasibility of a project may also be considered in this step. Some of the tools that the MPO uses to analyze data are travel demand modeling, spatial geographic analyses, and other visualization techniques.

Then, MPO staff will discuss the data and proposed approaches with its committees to solicit further feedback. MPO staff will also continue to receive written comments from the public and stakeholders.

### Evaluate and Prioritize Options

Evaluate and Prioritize Options means asking the question "Does a proposed approach help resolve the identified transportation concerns?" Specifically, the MPO will assess each proposal based on estimated costs, potential benefits and drawbacks, and technical feasibility. Potential benefits and drawbacks are based upon transportation principles and the participation received from the public and stakeholders. For example, a benefit of a proposed update may be community or neighborhood support, but a drawback may be that the approach does not improve the regional transportation system.

Next, the public may be asked to weigh their preferred options through techniques such as option or project ranking. In order for the public to effectively rank options, the MPO must clearly explain the processes used during the first two steps and define the regional significance of any proposed approach.

Therefore, a detailed matrix of the estimated costs, potential benefits and drawbacks, and technical feasibility of each proposal will be made available, as needed, in order

to facilitate the ranking process. The MPO staff will also summarize the input from the public, stakeholders, and committees. To the extent possible, the MPO will also use visual techniques to explain completed analyses.

## **Public Participation Tools**

### **Introduction**

In order to maintain a proactive presence in the community, and an early and continuous public involvement process, the MPO strives to be both an educational organization and a quality resource center. To accomplish this goal, the MPO uses a toolbox of involvement techniques in their public participation processes. See Appendix A for the complete Public Participation Matrix.

### **Participation Meetings**

MPO staff continually works on adjusting and improving the format of public meetings to encourage participation from all people in attendance. Interactive meetings are held early in the transportation planning process. This interaction is important so that the public is involved prior to any decisions being made. Below is listed the types of meetings that MPO Staff uses in different stages or settings of the Public Participation Process.

#### **MPO Committee Meeting**

The MPO has regular meetings of their Technical Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Policy Board. The advisory committees provide input to the Policy Board on planning and engineering issues that affect the transportation decision-making process. All MPO committee meetings are open to the public. Residents and stakeholders are encouraged to attend the meetings and discuss the transportation challenges that they face. The meeting schedule, agendas and full packets for each committee meeting will be posted on the Mesilla Valley MPO website. Agendas are also distributed through the MPO Master Mailing List.

#### **Traditional Public Participation Meeting**

Traditional Public Participation Meetings are appropriate when MPO staff is asked to provide information on a specific topic, conduct an educational seminar, or present final results of a plan update or corridor study. These meetings provide an opportunity for question-and-answer sessions with the public.

#### **Charette-Style Meeting**

Charette-Style public meetings engage the public in an interactive brainstorming process to develop ideas to address transportation needs and challenges. This process ensures that dynamic dialogue throughout the process is an integral part of assessing proposals and plans. Ideas that come out of this visioning process can be further analyzed for technical feasibility and for incorporation into a potential range of final solutions.

#### **Open House Meeting**

Open houses are an informal type of public meeting that take transportation issues to the public rather than asking the public to come to us. This process is often less intimidating than a traditional participation meeting. An Open House meeting is generally set up at a familiar site in the community where people already congregate.

Sometimes traditional or even Charette-Style public meetings do not work well because people have busy schedules and may not have the time or the availability to attend these meetings. The Open House forum offers the public more opportunities to learn about transportation issues by providing meetings at several different locations and during different times of the day allowing flexibility. The MPO may set up a booth with brochures, maps, and other materials, and will provide opportunities for public comments.

#### **Stakeholder Consultation**

The MPO does not stand alone in regional transportation issues. The MPO coordinates and consults with local, regional, and national

agencies, such as the MPO area jurisdictions, El Paso MPO, South Central Council of Governments, New Mexico Department of Transportation, the South Central Regional Transit District, the Viva Dona Ana Consortium, and land management agencies. For example, the MPO integrates data from the Census Bureau and land use agencies, such as the Bureau of Land Management, into their planning process. Through this coordination the MPO is able to present a comprehensive picture of the transportation system to the public.

## **Involvement Techniques**

MPO staff continually utilizes the following involvement techniques to solicit public participation and ideas, as well as educate the public, stakeholders, and the MPO Committees. New techniques may be introduced and tested prior to inclusion in this document.

### Brainstorming and Visioning

Brainstorming is a cooperative, open process geared toward sharing ideas, proposing alternatives, and building consensus. Visioning is also a cooperative group effort through which participants create a set of principles that lead to shared goals and strategies. Both can be used to build a shared vision, collect ideas, and provide direction on a comprehensive strategy for implementation.

### Visualization

Visualization techniques, such as maps, flow charts, traffic simulations, travel demand modeling, and video are used to help explain technical terms and transportation planning concepts to the public and stakeholders. Visualization techniques are applied throughout MPO documents and the MPO website. For example, the MPO's traffic count program is available in map form, Geographic Information System (GIS) files, and on the MPO website.

## Neighborhood and Community Audits

Neighborhood and Community Audits are used to educate the community and encourage them to get involved with issues that are close to home, yet affect the regional transportation system. Sometimes transportation concerns are more easily resolved through first hand experience. An audit can provide a constructive forum for gathering information and encouraging public involvement. For example, Safe Routes to School is an emerging issue for neighborhoods. Improving conditions for children on their routes to and from school may best be understood and observed through a walk along these routes.

Neighborhood and Community Audits are generally done in the field, but can be conducted using aerial maps as well. If a walking audit is not a possibility, then audit participants may draw on large maps to inventory valuable aspects of the transportation system and identify transportation challenges and potential solutions.

### Public Events

Participating in Public Events accomplishes the tasks of educating the public, and finding multiple ways to encourage their participation. Sometimes the public may not have time to attend public meetings, but has already made an event a part of their schedule.

### Focus Groups

Focus Groups are generally used to explore a specific aspect of a project or transportation challenge in a more in depth manner. Individuals who are knowledgeable about or have an interest in a transportation related topic may be invited to participate in a Focus Group.

### Comment Forms

Comment forms are open-ended requests for feedback on transportation related topics. Comment forms are available on the MPO website, at public meetings, or at MPO offices. Feedback from comment forms will be included

in documents as either a verbatim appendix or a summary.

## Surveys

Surveys are direct requests for feedback on specific transportation issues. In some cases, quantified results will be used to guide transportation decision making and help formulate overall goals for the transportation system.

## **Education and Resource Center**

### MPO Staff Availability

MPO staff is available during business hours to discuss the MPO transportation planning process or other transportation-related matters with residents and other interested parties. By prior arrangement, MPO staff is available to meet with stakeholders and other organizations during and after normal business hours.

### Orientation Workshops and Materials

The MPO must educate our committee members and the general public on the basics of what the MPO does and why. In order to achieve this goal, the MPO provides both workshops that can be set up on an as needed basis and written materials that summarize the MPO's goals, regulations, and processes. The MPO is working on a presentation and handbook titled "MPO Basics" to distribute to all Committee members and anyone else who is interested.

### Master Mailing List (MML)

The Mesilla Valley MPO maintains a Master Mailing List which includes neighborhood associations, community groups, business and professional groups, environmental groups, special interest groups, elected and appointed officials, affected agencies, and interested residents. This list will be used to:

- Coordinate regional planning efforts;
- Distribute TIP Call for Projects letter
- Provide MPO documents for review;

- Notify interested parties of upcoming meetings and other MPO activities;
- Communicate with members of the public, private entities, and governmental agencies; and
- Invite interested parties to comment on transportation planning issues.

The MML will be customized so only items of particular interest will be mailed to list recipients. The MML is continuously updated.

### Library

MPO staff maintains a library of documents that are available for review during normal business hours. The MPO library contains past and current transportation planning studies and materials, paper and digital versions of maps, MPO plans, and study area reports. Copies of library materials are available at reproduction and postage costs.

### Website

The Mesilla Valley MPO maintains an internet website to provide the most current information available including committee meeting agendas and packets, work products, current projects, staff contact information, and links to other transportation sites. The MPO also utilizes the website for public outreach and education through regular updates and notifications. Public comments are encouraged and welcomed through the feedback page that allows anyone to submit comments regarding transportation planning issues at any time. The MPO will improve public participation through the MPO website by conducting surveys on specific issues.

### MPO Logo

A logo representing the Mesilla Valley MPO is used to identify all products and publications of the MPO. This logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.



## Media Advertising

The Mesilla Valley MPO will work with the local media to inform the public of significant transportation activities and issues. MPO staff will also attempt to have MPO meetings appear on the community calendar. As appropriate, the MPO will send legal notices and/or press releases, conduct interviews, and submit articles to the local news media. Radio public service announcements will be used as appropriate. The MPO will work with the Las Cruces Bulletin to include a list of Committee meeting schedules.

## Marketing Materials

Marketing materials may include brochures or flyers. Marketing materials may be provided for education or for advertising events that are applicable to transportation issues.

## Social Media

Mesilla Valley MPO staff shall investigate various types of social media for the purpose of disseminating relevant information and performing social outreach.

## Virtual Public Engagement

The Mesilla Valley MPO will explore ways to do Virtual Public Engagement. This will be with a combination of hybrid meetings or completely virtual meetings.

## Evaluation of the Public Participation Process

The Public Participation Plan will be reviewed for effectiveness every five years when the Public Participation Plan as a whole is reviewed and updated.

Consideration of effectiveness may be made on the following factors:

- Level of public participation
- Level of event attendance
- Use of website
- Public reaction to MPO efforts and activities

As a result of this evaluation the Public Participation Plan may be periodically modified as deemed necessary.

## APPENDIX A

### Public Participation Matrix

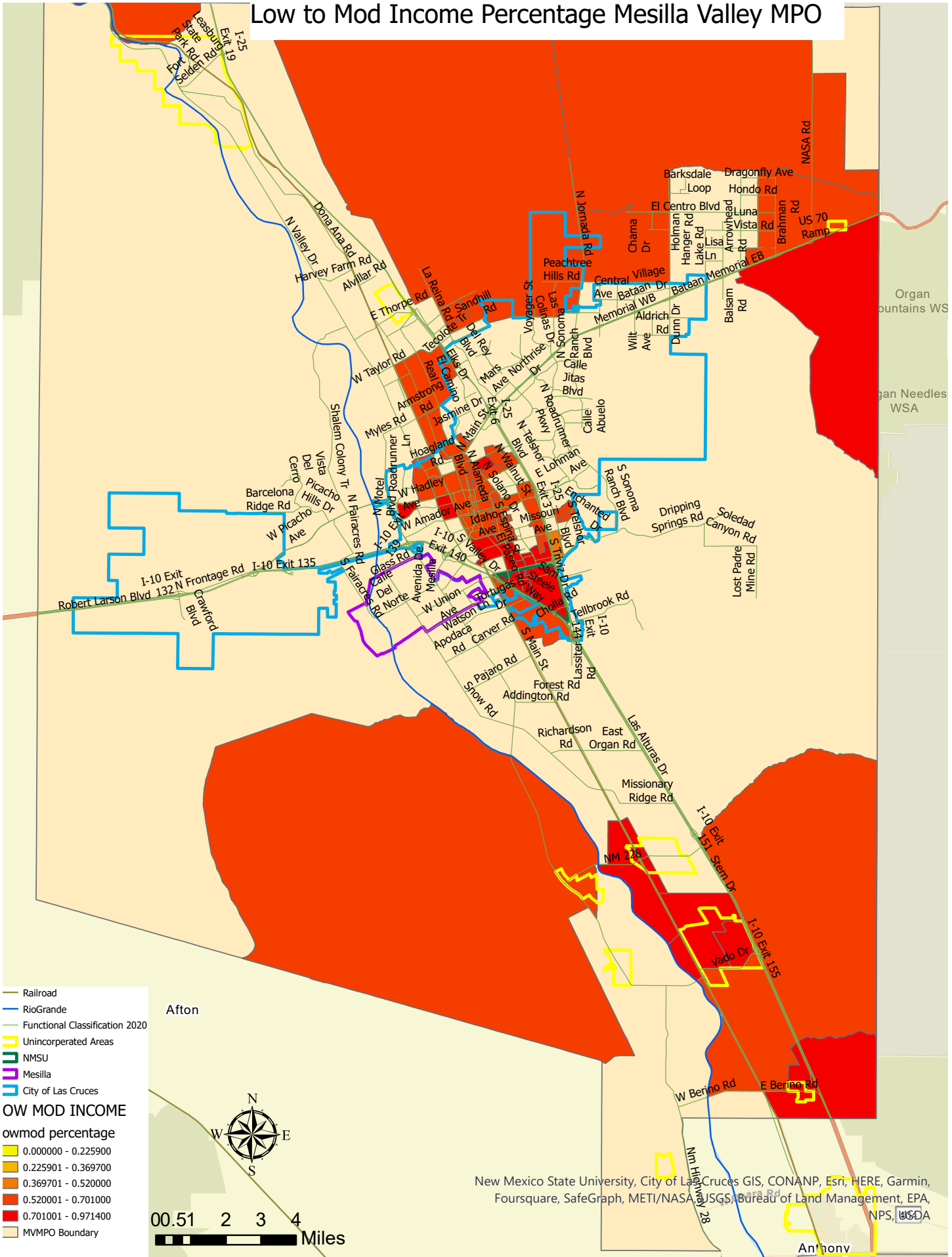
<u>Public Participation Matrix</u>	Public Meeting Date	Minimum Comment Period	Public Participation Tools	Additional Comments
<b>MPO Work Product Processes</b>				
Metropolitan Transportation Plan (MTP)	Kick Off meeting required with all MPO Committees  Draft MTP: At least 30 days prior to Policy Board final action	180 days during MTP process  30 days on Final Draft MTP	Four-Step Process  Participation Meetings  Involvement Techniques  Education and Resource Center	Updated every 5 years  All public comments received and staff responses will be included in the MTP
Transportation Improvement Program (TIP)	Call for projects letter at least 60 days prior to TIP final action  At least 30 days prior to Policy Board final action	30 days	TIP Process  Call for Projects Letter  Participation Meetings  Involvement Techniques  Education and Resource Center	Updated every two years  BPAC and TAC may serve as public participation meetings  All public comments received will be included in the documentation for the TIP
Unified Planning Work Program (UPWP)	At least 30 days prior to Policy Board final action	30 days	Participation Meetings  Involvement Techniques  Education and Resource Center	Updated every year  BPAC and TAC may serve as public participation meetings  A summary of all public comments will be provided to the Policy Board
Public Participation Program (PPP)	At least 30 days prior to Policy Board final action	45 days	Participation Meetings  Involvement Techniques  Education and Resource Center	Updated every 5 years  BPAC and TAC may serve as public meetings  A summary of all public comments will be provided to the Policy Board

<u>Public Participation Matrix</u>	Public Meeting Date	Minimum Comment Period	Public Participations Tools	Additional Comments
Title VI Plan	At least 30 days prior to Policy Board final action	45 days	Utilize guidance in Public Participation Plan  Maintain Title VI complaint process	Consultation is required with NMDOT
Area and Corridor Plans	At least 30 days prior to Policy Board final action	30 days	Four-Step Process  Input Meetings  Involvement Techniques  Education and Resource Center	Target notification area determined (Min. 300')  Notice sent regular mail  Sign posted on property  At least one public meeting held in location convenient to affected residents
Metropolitan Transportation Plan Amendments	At least 30 days prior to Policy Board final action	30 days	Four-Step Process  Participation Meetings  Involvement Techniques  Education and Resource Center	At least one public meeting will be held  BPAC and TAC may serve as public meetings
Transportation Improvement Program (TIP) Amendments  Unified Planning Work Program (UPWP) Amendments  Public Participation Plan (PPP) Amendments	At least 15 days prior to Policy Board final action	30 days	Participation Meetings  Involvement Techniques  Education and Resource Center	TIP amendments include those which are not exempt from the public participation process.  BPAC and TAC may serve as public meetings
MPO Board and Committee Meetings	Varies	N/A	Legal or Posted Notice, as applicable  Website	See MPO Meeting Calendar in Appendix D

## APPENDIX B

### Map of Low Moderate Income Areas

# Low to Mod Income Percentage Mesilla Valley MPO



## APPENDIX C

### General Time Line for MPO TIP and STIP Development and Amendments

Mesilla Valley MPO TIP Timeline												
TIP Action	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
BPAC Review and Recommendation				Orange			Blue			Red		
TAC Review and Recommendation		Green			Orange			Blue			Red	
Policy Committee Review and Recommendation		Green			Orange			Blue			Red	
FHWA Adoption and Incorporation into the STIP			Green			Orange			Blue			Red

