

| Tool | Outreach Purpose | Strategies | Equity Considerations | Frequency Goal | Notes and Suggestions |
|-------------------------------------|--|---|--|---|--|
| Public Meetings and Hearings | To provide an opportunity for the community to directly address decision makers. | <ul style="list-style-type: none"> • Record meetings and post on social media outlets and website. • When possible, offer virtual attendance option for in-person meetings and hearings. • When possible, live stream in-person meetings. • Allow community members to submit comments in advance of the meeting to be read by staff. <u>Attached to emailed agenda's and printed agendas. Staff to read a brief summary.</u> Offer text to comment feature, phone call, or email submissions. | <ul style="list-style-type: none"> • Some have visual, hearing, mobility, or language barriers. • Translation and interpretation services must be offered free of charge, upon request. • Hold meetings at times and locations that allow for participation by those who use public transportation or active transportation modes. Provide alternative participation options when this is not possible. | <ul style="list-style-type: none"> • Monthly or as required. | <ul style="list-style-type: none"> • Do not require public commenter to disclose their full name or specific address. Do collect a contact method for follow up. • Encourage committees to adopt policies that allow for meaningful dialogue with the public. • Educate the public on formal meeting and hearing procedures. • Convey in advance what the meeting will be about and how decisions might impact the community or community members. |

For virtual meetings, staff should use a virtual platform that allows for closed captioning. In the event that a virtual meeting platform does not support closed captioning, closed captioning can be enabled on a PowerPoint slide. To allow those with hearing difficulties to participate, virtual meeting and video recordings need to have clear sound.

Staff Requirements for Specific Plans and Programs

Long-Range Transportation Plan (LRTP)

During the creation of the LRTP, FAMPO must consult with all levels of government agencies and officials, as well as non-profits who are responsible for other planning activities within the Fredericksburg metropolitan planning area. There must be additional community outreach to solicit input from members of the community and other stakeholders. See, 23 C.F.R. 450C.

FAMPO conducts a 30-day public comment period and public hearing for LRTP amendments and new draft plans. At the conclusion of the comment period, there must be an additional opportunity for public comment if the final version differs significantly from the version that was available for public comment and raises new material issues that interested parties could not have reasonably foreseen during the initial comment period, see, 23 C.F.R § 450.316 (ix). Depending on the extent of the changes, a subsequent 15-day public comment period may be appropriate.

Staff must create a public involvement report that contains the public comments received and a summary of the nature of the comments and concerns. Further, FRED Transit requests that FAMPO include the following statement in public involvement reports for the LRTP, “Public notice of public involvement activities and time established for public review of and comments on the TIP will satisfy the program of projects requirements of the Section 5307 Program.” See FTA Circular 9030.1E, Chapter V, Section 6, Program of Projects and Public Involvement Requirements, for more information on FRED Transit- related requirements.

Related air quality conformity findings must be included in the public comment process.

Transportation Improvement Program (TIP)

During the creation of the TIP, FAMPO must consult with all levels of government agencies and officials, as well as non-profits who are responsible for other planning activities within the Fredericksburg metropolitan planning area. There must be additional community outreach to solicit input from members of the community and other stakeholders. See, 23 C.F.R. 450C.

FAMPO conducts a ~~30-day~~ 20 day public comment period and public hearing for TIP amendments and new draft programs. At the conclusion of the comment period, there must be an additional opportunity for public comment if the final version differs significantly from the version that was available for public comment and raises new material issues that interested parties could not have reasonably foreseen during the initial comment period, see 23 C.F.R § 450.316 (ix). Depending on the extent of the changes, a subsequent 15-day public comment period may be appropriate.

23 C.F.R § 450.328, TIP Revisions and Relationship to the STIP, states that administrative