



RESOLUTION NO. 2024-06

A RESOLUTION APPROVING THE PROPOSED UPDATES TO THE PUBLIC PARTICIPATION PLAN (PPP)

WHEREAS, the Victoria Metropolitan Planning Organization (MPO) Policy Advisory Committee is the transportation planning decision-making body for the Victoria Metropolitan Planning Area; and,

WHEREAS, The Victoria MPO is responsible for developing and documenting a participation plan that outlines a process for providing the public with reasonable opportunities to be involved in the metropolitan transportation planning process; and

WHEREAS, there have been edits and updates to the Victoria MPO's Public Participation Plan to provide additional clarity on opportunities for public comment and review; and

WHEREAS, a minimum of 45-calendar days shall be provided before the initial or revised participation plan is adopted; and

WHEREAS, the Victoria MPO recommends the approval of the proposed updates to the Public Participation Plan via resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE VICTORIA MPO POLICY ADVISORY COMMITTEE:

Section 1. That Victoria MPO Policy Advisory Committee hereby approves the updates to the Public Participation Plan; and,

Section 2. That this resolution shall be effective at the close of public comment period on May 9, 2024.

ADOPTED: APRIL 9, 2024

I hereby certify that this resolution was adopted by the Policy Advisory Committee of the Victoria Metropolitan Planning Organization in regular session:

BY: 
JAN SCOTT, CHAIR

BY: 
MAGGIE BERGERON,
MPO ADMINISTRATOR

PUBLIC PARTICIPATION PLAN



I. TABLE OF CONTENTS

II. Introduction	1
A. Purpose and Intent of the Public Participation Plan (PPP).....	1
III. Organization of the Victoria MPO	1
A. Victoria MPO Organizational Structure	1
1. The Policy Advisory Committee	1
2. MPO Staff	2
IV. Transportation Planning Partners	3
A. Federal Planning Partners.....	3
B. State Planning Partners	3
C. Public Transportation Agencies	4
V. Guiding Regulations	4
A. MAP-21	4
B. FAST Act	4
C. Bipartisan Infrastructure Law (BIL)	5
D. Guiding Regulations and Public Participation	5
VI. Public Participation Opportunities	5
A. Public Appearances & Presentations.....	5
B. Policy Advisory Committee Meeting	6
C. Public Meetings.....	6
D. Public Hearings	6
E. Public Comment & Review.....	6
F. Surveys	6
VII. Public Information & Communication	7
A. Victoria MPO Webpage	7
B. Social Media.....	7
C. Project Briefings.....	7
D. MPO Contact Data List.....	7
E. Studies & Reports.....	7
F. Virtual Public Involvement.....	8
VIII. Public Involvement for the Traditionally Underserved	8
A. Title VI.....	8
B. Limited English Proficiency Plan (LEP)	9
IX. Core MPO Documents	9
A. The Metropolitan Transportation Plan (MTP).....	9
1. Amendments & Administrative Modifications to the MTP	10

- 2.Public Engagement Opportunities & Timelines for Adopting & Amending the MTP.. 10-11
- B.The Transportation Improvement Program (TIP)..... 11
 - 1.Amendments & Administrative Modifications to the TIP 11
 - 2.Public Engagement Opportunities & Timelines for Adopting & Amending the TIP 12
- C.The Unified Planning Work Program (UPWP)..... 13
 - 1.Amendments & Administrative Modifications to the UPWP 13
 - 2.Public Engagement Opportunities & Timelines for Adopting & Amending the UPWP.... 13
- D.The Annual Project Listing (APL)..... 14
 - 1.Amendments & Administrative Modifications to the APL 14
 - 2.Public Engagement Opportunities & Timelines for Adopting & Amending the APL..... 14
- E.The Public Participation Plan (PPP)..... 15
 - 1.Amendments, Updates, & Administrative Modifications to the PPP..... 15
 - 2.Public Engagement Opportunities &Timelines for Adopting & Amending the PPP..... 16
- Appendix A: Victoria MPO Planning Area 17**
- Appendix B: List of Public Transportation Providers 18-19**
- Appendix C: Victoria MPO Policy Advisory Committee Members 20**
- Appendix D: Victoria MPO Helpful Links..... 21**
- Appendix E: Victoria MPO Contact Information 22**
- Appendix F: Victoria MPO Policy Advisory Committee Meetings, Core MPO Documents, Milestones, & Public Engagement Procedures..... 23-27**

II. INTRODUCTION

The City of Victoria serves as the fiscal agent for the Victoria Metropolitan Planning Organization (MPO) which is one of 23 MPOs across Texas that ensures quality transportation planning for their assigned Metropolitan Study Area. The Victoria Metropolitan Study Area covers all of Victoria County. The Victoria MPO is responsible for providing a continuous, cooperative, and comprehensive planning process for all modes of surface transportation throughout the Victoria Metropolitan Study Area. The Public Participation Plan emphasizes the importance of early, on-going public involvement in the transportation planning process.

A. Purpose and Intent of the Public Participation Plan (PPP)

The purpose of the Public Participation Plan (PPP) is to describe the Victoria MPO's official policy for the provision of meaningful, active public participation and involvement in the transportation planning process and related activities.

The PPP's intent is to provide guidance for a proactive and comprehensive process to reach out to the community and encourage input from the citizens, advisory committees, private transportation providers, employers, agencies, and other interested parties. The end result should be a transportation planning effort which includes:

- The public being provided timely notices and reasonable access to information about transportation issues and processes.
- The public having adequate opportunity to express opinions and concerns about transportation issues in an orderly manner, at an appropriate forum, and at key decision points.

III. ORGANIZATION OF THE VICTORIA MPO

Federal law requires that a MPO be designated for each urban area with a population of 50,000 or more. The MPO's role is to provide a continuous, cooperative, and comprehensive transportation planning process that results in plans, programs, and projects that consider all modes of transportation and supports the community's needs and goals.

A. Victoria MPO Organizational Structure

The Victoria MPO is comprised of a Policy Advisory Committee, MPO staff, and as needed Ad Hoc or Advisory Committees may be formed by the Policy Advisory Committee.

1. *The Policy Advisory Committee*

The Policy Advisory Committee is the MPO's governing authority and provides a forum for cooperative decision-making and policy. The Policy Advisory Committee is comprised of elected and non-elected officials.

VICTORIA MPO POLICY ADVISORY COMMITTEE MEMBERS

Victoria City Council Member
Victoria County Commissioner
TxDOT Victoria Area Engineer
Victoria County Commissioner
Victoria City Manager
Director of Public Works for City of Victoria
Victoria City Council Member
TxDOT District Engineer- Yoakum
Victoria Navigation District Executive Director
Victoria Regional Airport Executive Director

2. MPO Staff

The City of Victoria, TX is the fiduciary agent for the Victoria MPO, which is housed in the City of Victoria’s Development Services Department. The MPO Administrator and other MPO staff operate under the authority of the Director of Development Services. The MPO Administrator is the only fulltime member of the MPO staff and is responsible for performing the work of the MPO. The MPO Administrator provides assistance to the Policy Advisory Committee by preparing technical documents, fostering interagency coordination, engaging with the public, and managing the planning process. Part-time MPO staff, such as the GIS Analyst II and the Administrative Assistant, support the Director and MPO Administrator by providing technical assistance and support and perform administrative duties.

MPO STAFF ORGANIZATION

Director of Development Services

- Responsible for MPO grant administration
- Provides technical assistance and support for MPO Administrator

MPO Administrator

- Responsible for ensuring compliance with federal and state regulations
- Carries out and performs the necessary work of the MPO

GIS Analyst II

- Provides technical assistance and support for the MPO
- Maintains the MPOs GIS

Administrative Assistant

- Performs administrative duties for MPO
- Takes Policy Advisory Committee Meeting minutes

IV. TRANSPORTATION PLANNING PARTNERS

As the designated MPO of the Victoria Metropolitan Planning Area, the Victoria MPO has the lead responsibility to ensure that the transportation planning process is being carried out in accordance with federal and state regulations. However, several other agencies play key roles in the transportation planning process.

The Victoria MPO continues to maintain constructive and cooperative relationships with federal, state, and local partner agencies. Partner agencies are consulted frequently and are responsible for providing guidance and oversight in the development of the MPO's plans and programs. The Victoria MPO coordinates with and solicits feedback from partner and consultation agencies using various communication methods including, but not limited to, email, conference calls, webinars, and in-person meetings. Furthermore, the MPO frequently distributes information regarding the MPO's plans, programs, and activities to partner and consultation agencies digitally and by mail. Various agencies are voting members of the MPO's Policy Advisory Committee, and also serve on advisory committees and ad hoc steering committees that support specific planning efforts. These committees are also used as a forum for consultant agencies to provide guidance in the development of MPO plans and programs.

A. Federal Planning Partners

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are responsible for providing oversight to the state DOTs and MPO processes and management practices, including those involved in carrying out the approvals and related responsibilities under applicable federal laws and regulations. FHWA and FTA provide oversight to all areas relating to financial integrity and project delivery, and regularly review MPO processes, programs, activities, and plans to ensure compliance with applicable federal laws and regulations.

The Victoria MPO will continue to seek consultation from FHWA and FTA in the development and administration of its processes, programs, activities, and plans. To continue to maintain compliance with federal laws and regulations, the Victoria MPO will incorporate and implement input, feedback, guidance, and direction from FHWA and FTA in the development and administration of its processes, programs, and plans.

B. State Planning Partners

The Texas Department of Transportation (TxDOT) is responsible for providing oversight, technical assistance, and supporting the development and maintenance of various MPO plans, programs, and activities.

The Victoria MPO will continue to involve, coordinate with, and seek consultation from TxDOT in the development of its plans and programs and will provide them with the opportunity to review, provide input, and provide oversight at key decision points in the development major plans and programs. Input, feedback, and guidance from TxDOT will be considered and incorporated or implemented, if, when, and where appropriate and consistent with regional goals.

C. Public Transportation Agencies

The Golden Crescent Regional Planning Commission (GCRPC) is the public transportation provider and direct recipient of FTA funds for the Victoria Metropolitan Planning Area, operating under the name Victoria Transit. GCRPC is responsible for participating in MPO activities to represent public transit interests and ensure awareness and consideration of public transit plans, programs, projects, and policies in the metropolitan transportation planning process.

The Victoria MPO will continue to involve and coordinate with GCRPC in the development of applicable plans and programs and will provide GCRPC with the opportunity to review and provide input at key decision points in the development of these plans and programs.

V. GUIDING REGULATIONS

A. MAP-21

On July 6, 2012, President Barack Obama signed into law the transportation bill, Moving Ahead for Progress in the 21st Century (Map-21) Act. This represented the largest surface transportation investment in history, as it guaranteed over \$105 billion in funding for highways, highway safety, and public transportation. The bill authorized transportation programs and projects from 2012 to 2014. The previous three bills that brought surface transportation into the 21st century – the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st century (TEA-21), and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) – organized the highway program to meet the nation’s transportation needs before MAP-21 guaranteed federal funding. MAP-21 addressed many challenges facing our transportation system today – such as improving safety, reducing traffic congestion, improving efficiency in freight movement, increasing intermodal connectivity, and protecting the environment – as well as laying the groundwork for addressing future challenges.

B. FAST Act

On December 4, 2015, President Barack Obama signed the Fixing America’s Surface Transportation Act (FAST) Act. This bill provides long-term funding certainty for surface transportation investment authorizing \$305 billion for fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail and research, technology, and statistics programs. The FAST Act requires the Metropolitan Planning Organization (MPO) to consider planning strategies that will serve to advance ten (10) transportation-planning factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservations, and improve quality of life;

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operations;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

C. Bipartisan Infrastructure Law (BIL)

The Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA), continues the previous efforts of MAP-21 and the Fast Act, and encourages MPOs to use social media and web-based tools to foster public participation and solicit feedback in the transportation planning process.

D. Guiding Regulations and Public Participation

In order to meet the requirements of the regulations listed in III. A and B, MPOs must develop a participation plan that defines a process for providing various individuals, agencies, organizations, and interested parties, as defined under 23 CFR 450.316, with reasonable opportunities to be included in the metropolitan transportation planning process. In an effort to fulfill federal requirements and ensure that its planning products reflect the needs of the region, the Victoria MPO employs a variety of outreach opportunities or strategies that are designed to involve the public and other interested parties in its planning process and the development of its plans and programs.

VI. PUBLIC PARTICIPATION OPPORTUNITIES

The Victoria MPO believes and understands that community collaboration is essential to the transportation planning process and strives to provide easy access to information regarding its plans, programs, and activities in a timely manner. The Victoria MPO uses outreach efforts, public meetings, public comment opportunities, and accessible arrangements for viewing transportation documents.

Information concerning transportation planning may be disseminated in a variety of ways to reach as many people as possible. As technology and other methods change, new approaches will be evaluated and implemented. Examples of current communication methods include:

A. Public Appearances & Presentations

The Victoria MPO makes every effort to comply with requests from civic, professional, and other groups, organizations, and/or committees to present or discuss information related to the work of the MPO. Organizations should contact the Victoria MPO and allow ample time for the MPO to make arrangements to attend.

B. Policy Advisory Committee Meeting

Victoria MPO Policy Advisory Committee meetings are held on the second Tuesday of each month, as needed. The agenda and associated materials are made public, at least, 72 hours prior to the scheduled meeting, via the City of Victoria's iCompass website, which can be found listed in Appendix C.

Citizen attendance at MPO meetings is strongly encouraged and a time for public comment is made available at every MPO Policy Advisory Committee meeting. Citizen comments will be recognized by the MPO Chairperson. For additional information on Victoria MPO Policy Advisory Committee meetings and requirements, please see Appendix E.

C. Public Meetings

Victoria MPO staff and other stakeholders participate in transportation planning forums or workshops to obtain or exchange information. These forums or workshops are held to present updates, revisions, and/or drafts of various planning documents to the public for review and comment.

D. Public Hearings

MPO staff and other stakeholders participate in transportation planning hearings to obtain or exchange information. Public hearings will be held prior to the approval of the final Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), the Unified Planning Work Program (UPWP), the Annual Project Listing (ALP), and the Public Participation Plan (PPP). Major amendments to the TIP or MTP will require public notice and a public hearing.

E. Public Comment & Review

A public comment and review period provides the public an opportunity to review proposed documents or amendments prior to formal adoption by the Policy Advisory Committee. The MPO advertises the public comment and review notice, at least, 72 hours in advance on the MPO website, and contacts the MPO contact data list. The public commenting period accepts citizen response via phone, mail, email, letters, or in person. Significant comments received shall be summarized in the final versions of MPO documents and presented to the MPO Policy Advisory Committee prior to approval. The public comment period and public review period each last a certain number of days depending on the particular document. During the review period, the proposed document is made available at the City of Victoria Department of Development Services and on the MPO website.

F. Surveys

The Victoria MPO will engage the public through the use of surveys, as needed, to cover various aspects of the transportation system, its performance, and the public's opinion on policy, projects, and performance.

VII. PUBLIC INFORMATION & COMMUNICATION

A. Victoria MPO Webpage

The Victoria MPO maintains a website, www.victoriampo.org, which includes formally adopted documents like the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Public Participation Plan (PPP), and the Annual Listing of Projects (APL). The site also contains additional resources related to the MPO's transportation planning process. Furthermore, access to Victoria MPO agendas, meeting minutes, public meeting information, and opportunity for public comment are made available through the [Victoria MPO's website](#). Whenever possible, the MPO will post items from the Golden Crescent Regional Planning Commission (GCRPC) that pertain to Victoria Transit. Other features and or items may be incorporated as needed.

B. Social Media

The Victoria MPO will utilize the City of Victoria's Facebook and other social media accounts as an avenue to reach out to the public, share information, and strengthen the relationship between the MPO and various stakeholders.

C. Project Briefings

The MPO engages potentially interested individuals, groups, and organizations as an opportunity to inform and engage an existing targeted audience. Solicitation may include a published questionnaire, survey, a public meeting, or another medium detailed at a later date.

D. MPO Contact Data List

The MPO has developed an email list of stakeholders that consists of organizations, public agencies, public officials, transportation providers, newspapers, special interest groups, advocacy groups, tourism and travel groups, and individuals interested in transportation. The email list is a means for streamlining communication to the public within Victoria County. To subscribe to automatic updates for the Victoria MPO see Appendix C, item #6. Select the provided hyperlink and navigate to the page, follow the instructions to sign-up. To be added to the MPO's email contact data list, please email the MPO Administrator with the following information: full name, if you are a representative or member of an agency/organization/or special interest group specific to the Victoria MPO.

See [Appendix D](#) for the MPO's contact information. See [Appendix C](#) for the hyperlinks to the MPO's website and more.

E. Studies & Reports

The studies and reports published by the Victoria MPO provide information on the MPO composition, metropolitan transportation planning process, core MPO documents, and data produced by the MPO. The material shall be made available on the MPO website for viewing or downloading. Hard copies of materials will be made available to the public upon request.

F. Virtual Public Involvement

During the COVID-19 pandemic, virtual technology became an important way to connect to the public, committees, and stakeholders. Online communication has its challenges and opportunities. Communities need to be conscience that not everyone has reliable access to the internet or the resources to participate successfully in online virtual public involvement.

During the COVID-19 pandemic, the Victoria MPO held Policy Advisory Committee meetings virtually and conducted virtual public involvement for its plans and programs. This technology allowed participants in separate locations to see and hear the presenter and ask questions. Given the success of virtual public involvement during this time, the Victoria MPO will continue to use email, the City of Victoria’s social media accounts, the MPO’s website, press releases, and other virtual approaches to communicate to the public in the Victoria Metropolitan Planning Area.

VIII. PUBLIC INVOLVEMENT FOR THE TRADITIONALLY UNDERSERVED

The MPO engages Victoria County’s traditionally underserved communities through its participation in local events, meetings, and workshops. Traditionally underserved communities are defined as those who have special cultural, racial, economic, language or ethnic characteristics, or who are low-income, lesser educated, or disabled.

All public meetings are held at ADA accessible locations. Upon request, the MPO will make every effort to provide auxiliary aids and services, such as interpreters for the deaf and hearing impaired, to those who qualify under the Americans with Disabilities Act (ADA) of 1990, as amended. Individuals requiring a language translator may also request assistance. The MPO office must receive notification by phone or mail at least 48 hours in advance for such services of the scheduled meeting time so a reasonable attempt can be made to provide the appropriate arrangements.

A. Title VI

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, creed, color, or national origin in programs that receive Federal financial assistance. It is the Victoria MPO’s policy to engage all segments of the population and abide by Title VI. These prohibitions extend from the MPO, as a direct recipient of federal financial assistance, to its sub-recipients. All programs funded in whole or in part from federal financial assistance are subject to Title VI requirements. The Civil Rights Restoration Act of 1987 extended this to all programs within an agency that receives federal assistance regardless of the funding source for individual programs. The Victoria MPO’s Title VI Rights & Regulations Compliance Program can be viewed online at the MPO’s website or by viewing Appendix C’s “Victoria MPO Title VI” information.

Any person who believes the MPO, or an entity who receives federal financial assistance from or through the MPO (sub-recipients, sub-contractors, or sub-grantees), has subjected them or any specific class of individuals to unlawful discrimination may final a complaint of discrimination. For

more information or to file a Title VI Complaint Form Visit Appendix C's Victoria MPO Title VI" information.

B. Limited English Proficiency Plan (LEP)

The Victoria MPO developed the Limited English Proficiency (LEP) Plan to ensure equal access to all and to accommodate those whose proficiency is limited in speaking, reading, writing, or understanding English. The purpose of the LEP Plan is to improve the accessibility of federally funded services and guarantee access to those in which English is not their first language so they can be involved with the transportation planning process. The LEP prohibits agencies from withholding federally funded benefits based on a person's race, ethnicity, or national origin. The Victoria MPO's LEP Plan can be viewed online at the MPO's website or by viewing Appendix C's Victoria LEP information.

IX. CORE MPO DOCUMENTS

To conduct transportation planning in the Victoria Metropolitan Area, the Victoria MPO has created several documents aimed at both long-and short-range transportation planning. Core MPO documents include the Metropolitan Transportation Plan (MTP), Transportation Improvement Plan (TIP), the Unified Planning Work Program (UPWP), the Annual Project Listing (APL), and the Public Participation Plan (PPP). Additionally, the Victoria MPO produces other documents, like the Annual Performance and Expenditure Report (APER) and is responsible for conducting special transportation plans and studies, as needed.

The transportation planning process is a complex system that relies on continuous public engagement. Each of the MPO's plans incorporates public input received during their development. As themes become apparent, they are addressed and incorporated into each document and reevaluated each update. The core MPO documents each require their own federally mandated process. The summaries listed throughout this section provide an outline of the development process and the major guidelines for each plan or program. For a full list of the MPO's Core documents and specific procedures and milestones for each, see [Appendix F](#).

A. The Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) is the MPO's the long-range, financially constrained, multimodal transportation plan for the Victoria Metropolitan Planning Area. The MTP includes policies, programs, and projects for development that respond to adopted goals and guides expenditures of state and federal funds for a planning horizon of 25-years. The development of the MTP identifies existing and future transportation needs, as well as network improvements needed to meet mobility responsibilities. The MTP is required to be updated every 5-years and produces a fiscally constrained list of transportation projects that align with the identified short- and long-term transportation strategies and goals established in the plan.

Throughout the development of the MTP, numerous outreach and communication strategies are implemented to engage a diverse audience in public input opportunities. Strategies may include, but are not limited to, the outreach strategies listed in in Sections V through VII for both the

development of the MTP and review of its final recommendations prior to Policy Advisory Committee consideration and approval. Both the draft MTP and the final adopted MTP will be available for review on the MPO’s website.

Public comments received on the draft MTP will be included in the plan’s documentation. If significant written or oral comments are received, a summary, analysis, and report on the disposition of the comments will be included in the final plan.

1. Amendments & Administrative Modifications to the MTP

Changes to the MTP are incorporated through an amendment or administrative modification and public input opportunities correspond to the level of proposed changes. An **amendment** to the MTP incorporates a significant change to one or more projects included in the MTP. Additionally, an amendment to the MTP requires a public hearing, public review and comment period, and redemonstration of fiscal constraint. Examples of changes to the MTP that require an amendment include:

- Adding or deleting a project.
- Changes in the type of work, length, termini, or project design concept or scope.
- Changes from non-federal funds to federal funds.

Administrative modifications are minor changes to the MTP that include:

- Minor changes to projects,
- Minor changes to project phase costs,
- Minor funding sources of previously included projects,
- Minor changes to project or project phase timelines,
- Project clarifications,
- Project illustrations, and/or
- Reporting corrections and public comments.

2. Public Engagement Opportunities & Timelines for Adopting & Amending the MTP

Transportation Planning Action	Minimum Public Involvement Opportunity	Length of Comment Period	Minimum Notification of Opportunity
Development of the MTP	Two public meetings shall be held, with the second meeting occurring at least 30-days prior to Policy Advisory Committee approval.	30-Days	<ul style="list-style-type: none"> • News release • Social Media • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage.

Public Participation Plan (PPP)

			<ul style="list-style-type: none"> • Newspaper Ad notifying of 30-day public comment and review period.
MTP Amendments	Proposed amendments will be posted online on the MPO’s webpage, and Public Notices webpage. A Public Hearing on the proposed amendments will be held at the next MPO Policy Advisory Committee meeting.	10-days	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage.
Administrative Modification	None	Not Applicable	Not Applicable

B. The Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a 4-year, short-range program, which provides a prioritized list of federally funded multimodal transportation projects within the Metropolitan Planning Area (MPA). The projects listed in the MPO’s Metropolitan Transportation Plan (MTP) are added to the TIP as they move closer to implementation, thus the MTP and the TIP must be consistent with one another. Every two years, the TIP is developed in cooperation with local governments, transportation agencies, and the Texas Department of Transportation (TxDOT).

Throughout the development of the TIP, the Victoria MPO will work closely with the Policy Advisory Committee and its partner planning agencies to provide every opportunity to public input. The outreach strategies for the development of the TIP include, but are not limited to, the outreach strategies listed in Sections V through VII. Both the draft TIP and the final adopted TIP will be available for review on the MPO’s website.

Public comments on the TIP will be included in the documentation of the TIP. If significant written or oral comments are received a summary, analysis, and report on the disposition of the comments will be included in the final TIP. If the TIP difference significantly from the draft TIP presented to the public, additional opportunities for public input will be afforded.

1. Amendments & Administrative Modifications to the TIP

In order to maintain an accurate project listing, this TIP is updated on a regular basis, as necessary. An **amendment** to the TIP incorporates a significant change to one or more projects included in the program. Additionally, an amendment to the TIP requires at least 1 public hearing and a 10-day public review and comment period. Examples of changes to the TIP that require an amendment include:

- Adding or deleting an individually listed transit or highway project.
- A change in cost that would increase the estimated federal cost share more than \$1.5 million or more than 50% of last approved amount; and the change in the cost estimate

is not caused by a change in the project design concept or scope of project or project limits.

- Funding increases or decreases that are more than 20% of the TIP project estimated for Federal Transit Administration (FTA) funded projects.
- Changes in the type of work, length, or termini of a regionally significant, individually listed highway or transit project from its last approved TIP description.
- Changes from non-federal funds to federal funds involving regionally significant, individually listed highway or transit projects.

Administrative modifications to the TIP are minor changes in the TIP that include:

- Addition, deletion, or modification of a Grouped project or listed state funded project.
- Minor edits, adding details to clarify the project, or grammatical error changes.

2. Public Engagement Opportunities & Timelines for Adopting & Amending the TIP

Transportation Planning Action	Minimum Public Involvement Opportunity	Length of Comment Period	Minimum Notification of Opportunity
Development of the TIP	One public meeting shall be held at least 30-days prior to requesting Policy Advisory Committee approval.	30-days	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. • Newspaper Ad notifying of 30-day public comment and review period and when the public hearing will take place.
Amendments	Proposed amendments will be posted online on the MPO’s webpage, and MPO Public Notices webpage.	10-days	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage.
Administrative Modification	None	Not Applicable	Not Applicable

C. The Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is the MPO’s annual statement of work that describes and schedules the planning priorities and activities to be carried out within the Victoria Metropolitan Planning Area. Both the draft UPWP and the final adopted UPWP will be available for review on the MPO’s website.

1. Amendments & Administrative Modifications to the UPWP

The Victoria MPO’s UPWP is, at a minimum, updated annually; however, the UPWP is modified, as needed, to reflect new initiatives, project modifications, and funding adjustments. An **amendment** to the UPWP is a significant change or revision to the document. The following are examples of changes that require an amendment to the UPWP:

- Adding or deleting a Task or Subtask.
- Changes greater than 15% in amount of funds programmed to a specific UPWP Task.

An **administrative modification** to the UPWP include:

- Typographical or grammatical error.
- Increasing a UPWP task by 15% or more of the last approved UPWP.
 - This includes increasing the costs of a UPWP Subtask that results in an overall Task increase of 15% or more of the latest approved UPWP.

2. Public Engagement Opportunities & Timelines for Adopting & Amending the UPWP

Transportation Planning Action	Minimum Public Involvement Opportunity	Length of Comment Period	Minimum Notification of Opportunity
Development of the UPWP	One public hearing will be held at the Policy Advisory Committee meeting at least 30-days prior to formal adoption.	30-Days	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage.
Amendments	Proposed amendments will be posted online on the MPO’s webpage, and Public Notices webpage.	5-days	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage.

Public Participation Plan (PPP)

Administrative Modification	None	Not Applicable	Not Applicable
-----------------------------	------	----------------	----------------

D. The Annual Project Listing (APL)

The Annual Project Listing (APL) is a report that provides a list of the transportation projects for which federal funds were obligated in the preceding year as a record of project delivery and a progress report for public information and disclosure. The APL identifies all transportation projects in the Victoria MPO Planning Area that were obligated during the prescribed fiscal year, at a minimum the APL will include TIP information from the designated fiscal year. The APL is due no later than 90 calendar days after the end of the programmed fiscal year and is updated yearly. Per 23 CFR § 4550.334(c), the APL is required to follow the same public participation criteria as that of the MPO’s TIP, due to this, the APL does undergo a 30-day public comment and review period, even though it is a report. Both the draft APL and the final adopted APL will be available for review on the MPO’s website.

1. Amendments & Administrative Modifications to the APL

The APL is a financial report that is due to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) 90 calendar days after the close of the prior fiscal year. Given the nature of the APL as a financial report and not a living document, an **amendment** to the APL is exceedingly rare. The most likely changes to the APL would be an **administrative modification** made to the report after Policy Advisory Committee adoption and upon the Texas Department of Transportation (TxDOT, FHWA, or FTA request or recommendation. So long as the recommended or requested changes to the APL do not differ substantially or alter the reported costs approved by the Policy Advisory Committee, those changes will be considered an administrative modification to the APL and be updated without Policy Advisory Committee approval.

2. Public Engagement Opportunities & Timelines for Adopting & Amending the APL

Transportation Planning Action	Minimum Public Involvement Opportunity	Length of Comment Period	Minimum Notification of Opportunity
Development of the APL	One public meeting shall be held at least 30-day prior to requesting Policy Advisory Committee approval.	30-days	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage.

			<ul style="list-style-type: none"> • Newspaper Ad notifying of 30-day public comment and review period and when the public hearing will take place.
Modifications	None	Not Applicable	Not Applicable

E. The Public Participation Plan (PPP)

The Public Participation Plan (PPP) provides the general public with an overview of opportunities to be engaged in the transportation planning process. The PPP outlines the MPO’s public participation methods, the strategies for public engagement and outreach, and the regulations regarding public participation. MPO staff continuously monitor the PPP to ensure it is in alignment with federal requirements, to determine if revisions are needed to improve public participation outreach efforts, or to guide public participation efforts.

1. Amendments, Updates, & Administrative Modifications to the PPP

As mentioned, above, the PPP is continuously monitored and evaluated to ensure that the MPO is following federal legislation and providing the Victoria MPO Planning Area with the best possible opportunity to participate in the transportation planning process. As such, changes to the PPP may require an **amendment** or **administrative modification**.

An **amendment** to the PPP is required for any substantial change to the PPP and the guidelines and procedures outlined throughout the document for public engagement and outreach. Per 23 CFR § 450.316(a)(3), a minimum of 45 calendar days is required before the initial or revised PPP is adopted by the MPO. Examples of an **amendment** to the PPP include, but are not limited to:

- Changes to the public engagement and outreach strategies for the MPO’s Core Documents.
- Changes to the MPO’s communication and outreach strategies.
- Changes to the MPO communication and outreach strategies for the traditionally underserved section.

An **administrative modification** to the PPP constitutes of correcting a typographical error or mistake. Additional examples of an administrative modification to the PPP include:

- Updates to the Victoria MPO Policy Advisory Committee List or revisions to [Appendix C](#)
- Updates to MPO Staff and or MPO Staff Organization
- Updates to Appendix A: The Victoria MPO Planning Area
 - Map only
- Updates Appendix B: List of Public Transportation Providers
- Updates to Appendix C: Victoria MPO Helpful Links

Public Participation Plan (PPP)

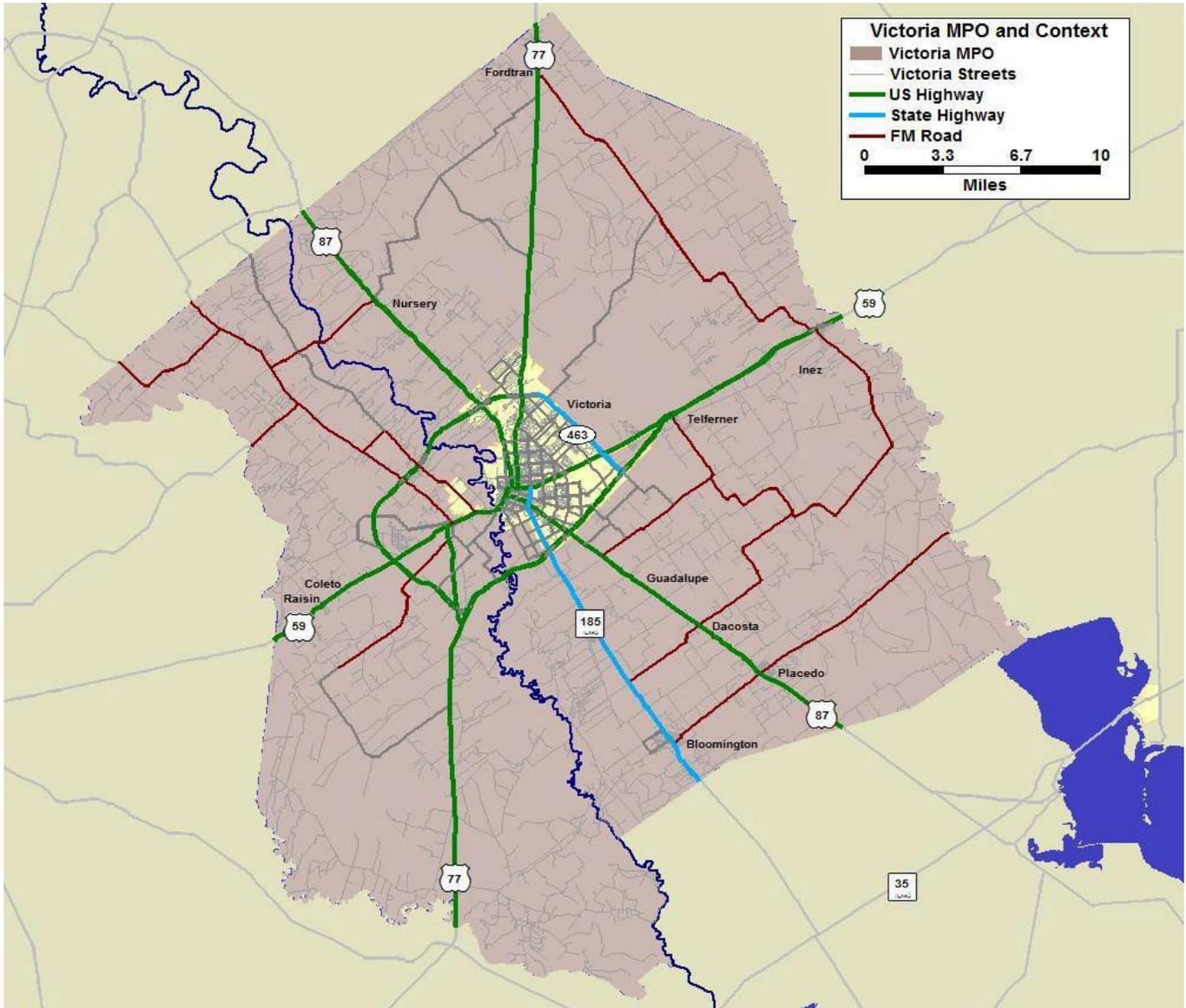
- Updates to Appendix D: Victoria MPO Contact Information

2. Public Engagement Opportunities & Timelines for Adopting & Amending the PPP

Transportation Planning Action	Minimum Public Involvement Opportunity	Length of Comment Period	Minimum Notification of Opportunity
Development or Amendments of the PPP	One public hearing shall be held at least 30-days prior to requesting Policy Advisory Committee approval.	45-days prior to adoption & approval	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. • Newspaper Ad notifying of 45-day public comment and review period and when the public hearing will take place.
Administrative Modifications	None	Not Applicable	Not Applicable

APPENDIX A: VICTORIA MPO PLANNING AREA

Victoria Metropolitan Planning Organization Planning Area
Victoria County, Texas



APPENDIX B: LIST OF PUBLIC TRANSPORTATION PROVIDERS

Public Transportation Providers	Comments
Victoria Transit 1908 N Laurent St., Ste. 600A Victoria, Texas 77901 Phone: (361) 578-8775	Provides a fixed route system Monday through Friday from 7:00 a.m. to 6:00 p.m. for all residents regardless of age living in the City of Victoria, Texas.
Crossroads Taxi & Transportation Services 603 N Moody St. Victoria, Texas 77901 Phone: (361) 703-5075	A business providing services in the field of Taxicab Services.
Senior Citizens Center – Transportation for the Elderly 603 East Murray St. Victoria, Texas 77901 Phone: (361) 576-2189	Provides services in the field of Human Services Organizations.
Home Instead Senior Care 104 Regency Ave. Victoria, Texas 77904 Phone: (361) 237-4188	Provides Pick-up and Drop-off transportation for the elderly.
Affordable Taxi of Victoria Phone: (361) 576-6910	A business providing service in the field of Taxicab Services.
RTransit Golden Crescent Regional Planning Commission 1908 N. Laurent St, Ste 600B Phone: (361) 578-8775 Toll Free Phone:1-877-538-6819	Provides curb to curb demand response service for Monday through Friday from 7:00 a.m. to 6:00 p.m.
Victoria Independent School District 908 N Laurent St Victoria, TX 77901 Phone: (361) 578-1538	Provides transportation for public school students during the school year.
Department of Veterans Affairs Disabled DAV Vans Transportation for Veterans 1908 N. Laurent St, Ste 150 Victoria, TX 77901 Phone: (361) 582-7700	Provides safe and reliable transportation to Veterans who require assistance traveling to and from VA health care facilities.
Cesar’s Taxi and Limousine 108 Cozzi Circle Suite G Victoria, TX 77901 Phone: (361)570-8294	Provides safe high-quality transportation in the field of taxicab and limousine Services.

The Victoria MPO also consults with the Port of Victoria, which is a voting member on the MPO Policy Advisory Committee.

Victoria Navigation District Contact Information

The Port of Victoria
1934 FM 1432
Victoria, Texas 77905
Phone: (361) 570-8855

A 35-mile-long waterway, with multimodal rail access, which connects the Turning Basin in Victoria to the Gulf Intracoastal Waterway. It provides waterway and freight rail transportation capabilities to create economic opportunity in the region.

APPENDIX C: VICTORIA MPO POLICY ADVISORY COMMITTEE MEMBERS

Victoria MPO Policy Advisory Committee Members¹	
Janis Scott, Chairperson	City of Victoria Council Member, District #4
Danny Garcia	Victoria County Commissioner, Precinct #1
Jesús A. Garza	City of Victoria, City Manager
Ken Gill, P.E.	City of Victoria, Director of Public Works
James Janak	TxDOT Victoria Area Engineer
Vinicio “Lenny” Llerena	Victoria Regional Airport, Executive Director
Mark Loffgren	City of Victoria Council Member, Super District #6
Jason Ohrt	Victoria County Commissioner, Precinct #2
Sean Stibich	Victoria Navigation District, Executive Director
Jeff Vinklerek, P.E.	TxDOT Yoakum District Engineer

¹ Revisions or changes to Appendix C do not constitute an amendment or major revision to the PPP. Appendix C will be updated as Committee members change and are not subject to Policy Advisory Committee approval.

APPENDIX D: VICTORIA MPO HELPFUL LINKS

Below is a list of helpful links to assist the public, stakeholders, and decision-makers in finding key MPO Documents, websites, and or project webpages.

1. Victoria MPO Website:

- www.victoriampo.org

2. Victoria MPO Plans & Documents Webpage:

- [Find the MTP, TIP, ALP, UPWP, UPWP, and more Victoria MPO Documents](#)

3. Link to the Victoria MPO's Title VI Rights & Regulation Compliance Program:

- [Title VI Rights & Regulation Compliance Program](#)
 - [Title VI Complaint Form](#)

4. Link to the Victoria MPO's Limited English Proficiency (LEP) Plan:

- [Victoria MPO LEP Plan](#)

5. City of Victoria iCompass Webpage- find agendas, meeting minutes, and subscribe to email updates for the Victoria MPO's Policy Advisory Committee meetings:

- [Direct link to Victoria MPO's iCompass Webpage](#)

6. Link to subscribe to Victoria MPO Policy Advisory Committee meeting updates:

- [Subscribe the Victoria MPO Policy Advisory Committee meeting updates](#)

7. Links to Golden Crescent Regional Planning Commission (GCRPC) Public Transportation Information:

- [Victoria Transit Fixed Route Services](#)
- [RTRANSIT](#)

APPENDIX E: VICTORIA MPO CONTACT INFORMATION

Maggie Bergeron, AICP
Victoria MPO Administrator
Victoria Metropolitan Planning Organization
Email: mbergeron@victoriatx.gov
Office Phone: 361.485.3360

Office Address:
700 Main St, Suite 129
Victoria, TX 77901

APPENDIX F: VICTORIA MPO POLICY ADVISORY COMMITTEE MEETINGS, CORE DOCUMENTS, MILESTONES, & PUBLIC ENGAGEMENT PROCEDURES

Policy Advisory Committee Meetings and Other Public Notices	
Policy Advisory Committee Meetings	<ul style="list-style-type: none"> • Policy Advisory Committee Meeting agenda and agenda materials posted at least 72-hours prior to scheduled meeting and made available to the public
Public Notices	<ul style="list-style-type: none"> • Public Notices are posted on the MPO’s webpage at least 72 hours prior to public meetings and comment periods. • Public Notices are only required to be printed in the Victoria Advocate Newspaper when a Plan or Program is being newly adopted or updated and only for specific plans listed in throughout the PPP and found in the table, below.
MPO Presentations	<ul style="list-style-type: none"> • Made available upon request.
MPO Publications	<ul style="list-style-type: none"> • Made available on the MPO’s webpage, physical copies will be made available upon request.
MPO Technical Assistance & Data	<ul style="list-style-type: none"> • Made available upon request and delivered in the best/most accommodating format possible for public review.

Public Participation Plan (PPP)

Document	Type of Potential Change	Frequency of Change	Minimum Public Involvement Opportunity	Minimum Notification of Opportunity	Length Comment Period
MTP	Update/New	Every 5-Years	<ul style="list-style-type: none"> • 2 Public Meetings will be required prior to adoption. • The 2nd Public Meeting must occur at least 30-days prior to Policy Advisory Committee adoption. 	<ul style="list-style-type: none"> • News Release, • Social Media releases, • Information sent to MPO Subscriber List • Post on MPO Public Notices Webpage • Draft MTP Made available for Public Comment and Review • Newspaper Ad to notify of public comment & review period 	30-Days
	Amendment	As needed	<ul style="list-style-type: none"> • 1 Public Hearing will be required over the proposed draft amendments prior to MPO Policy Advisory Committee adoption. 	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates. • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. 	10-Days
	Administrative Modification	As needed	Not Applicable	Not Applicable	Not Applicable

Document	Type of Potential Change	Frequency of Change	Minimum Public Involvement Opportunity	Minimum Notification of Opportunity	Length Comment Period
TIP	Update/New	Every 2-Years	<ul style="list-style-type: none"> • 1 Public meeting will be required prior to requesting Policy Advisory Committee Approval. • The Public Meeting must be at least 30-Days prior to adoption. 	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. • Newspaper Ad notifying of 30-day public comment and review period and when the public hearing will take place. 	30-Days
	Amendments	Quarterly, if needed	<ul style="list-style-type: none"> • 1 Public hearing will be held prior to adoption at the Policy Advisory Committee meeting. 	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. 	10-Days
	Administrative Modification	As needed	Not Applicable	Not Applicable	Not Applicable

Document	Type of Potential Change	Frequency of Change	Minimum Public Involvement Opportunity	Minimum Notification of Opportunity	Length Comment Period
UPWP	Update/New	Annually	<ul style="list-style-type: none"> • 1 Public hearing will be required prior to requesting Policy Advisory Committee adoption. • The Public Hearing must at least 30-Days prior to formal adoption. 	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. 	30-Days
	Amendments	As needed	<ul style="list-style-type: none"> • A public hearing will be held prior to adoption at the Policy Advisory Committee meeting. 	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. 	5-Days
	Administrative Modification	Ad needed	Not Applicable	Not Applicable	Not Applicable

Public Participation Plan (PPP)

Document	Type of Potential Change	Frequency of Change	Minimum Public Involvement Opportunity	Minimum Notification of Opportunity	Length Comment Period
APL	Update/Development	Annually	<ul style="list-style-type: none"> • 1 Public meeting is required to be held prior to requesting Policy Advisory Committee adoption. • The Public Meeting must be held 30-days prior to formal approval. 	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. • Newspaper Ad notifying of 30-day public comment and review period and when the public hearing will take place. 	30-Days
	Modifications	As required	Not Applicable	Not Applicable	Not Applicable
PPP	Development OR Amendments to the PPP	As needed	<ul style="list-style-type: none"> • 1 public hearing is required to be held prior to requesting Policy Advisory Committee adoption. • The public hearing shall coincide with a scheduled MPO Policy Advisory Committee Meeting 	<ul style="list-style-type: none"> • Information sent to Subscriber list for MPO Meetings and Updates • Post on MPO Public Notices webpage and draft uploaded to the MPO Plans webpage. • Newspaper Ad notifying of 45-day public comment and review period and when the public hearing will take place. 	45-Days
	Administrative Modification	As needed	None	Not Applicable	Not Applicable