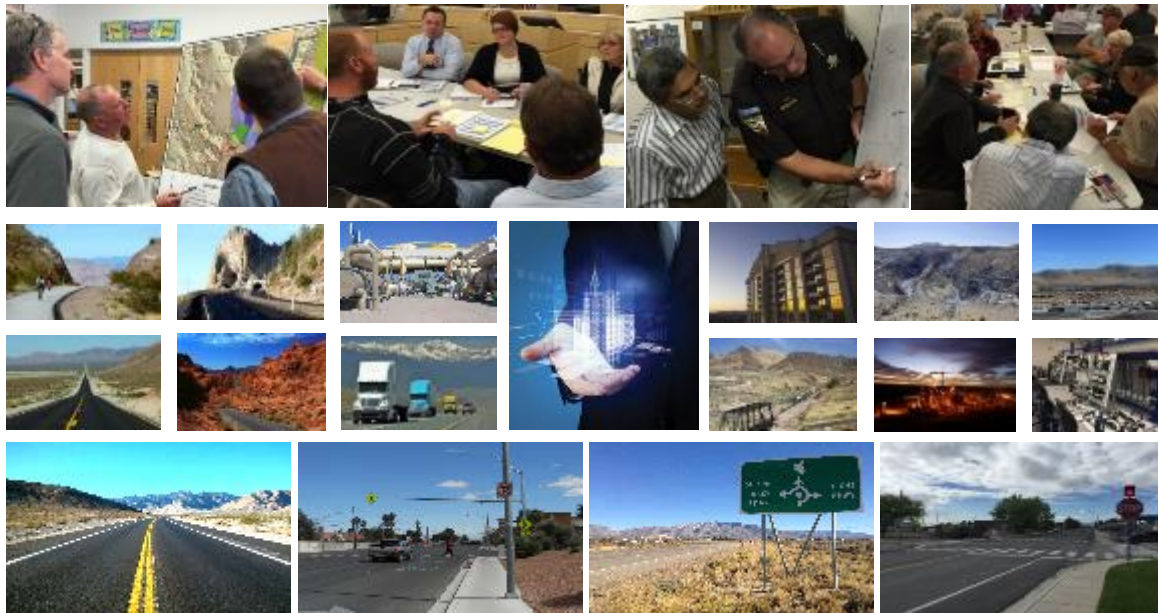




# Transportation Planning

## Metropolitan, Non Metropolitan and Tribal Consultation and STIP Development Process

Updated March 2016



### Nevada Department of Transportation

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### Published by the Planning Division

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# **TRANSPORTATION PLANNING, METROPOLITAN, NON-METROPOLITAN and TRIBAL CONSULTATION PROCESS**

## **Nevada Department of Transportation**

### **SECTION 1: PURPOSE**

The Nevada Department of Transportation (NDOT) supports the importance of outreach and communication, especially in the transportation planning and programming processes. An open exchange of information among a wide array of transportation users, government officials and tribal leaders results in better decision-making and more publicly supported programs and projects. With increasing demands on limited public resources, transportation programs and projects require strong public support through an open and collaborative planning process. With this in mind, NDOT has developed the Transportation Planning Metropolitan, Non-Metropolitan Local and Tribal Consultation Process. This document outlines plans to provide for ongoing consultations during transportation planning and programming activities including the development of the Statewide Long-Range Transportation Plan, the Transportation System Projects (TSP) document which includes the State Transportation Improvement Plan (STIP) and the Work Program. This Transportation Planning Metropolitan, Non-Metropolitan and Tribal Consultation Process are separate and in addition to the Statewide Transportation Planning Public Participation Process, the public participation process for the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA).

23 USC 135 (f) and (g) requires NDOT to have a documented process for consulting with metropolitan, non-metropolitan and tribal local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. In addition to consultation with local officials and government NDOT shall also provide interested parties a reasonable opportunity to comment on the proposed programs. Interested parties may include citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation and providers of freight transportation services, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities and representatives of the disabled. Copies of the process document shall be provided to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Additionally:

- (1) NDOT shall continually review and solicit comments from metropolitan, non-metropolitan and tribal local officials regarding the effectiveness of the consultation process and any proposed changes. A request for comments shall be provided at the conclusion of each workshop and County Tour meeting. A specific request for comments shall be directed to the Nevada Association of Counties (NACO), the Nevada League of Cities and Municipalities, regional planning agencies and directly to metropolitan, non-metropolitan local officials and tribal government leaders.
- (2) NDOT, at its discretion, shall be responsible for determining whether to adopt any proposed changes that resulted from the consultation process. If a proposed change is not adopted, NDOT shall make publicly available its reasons for not accepting the proposed change.
- (3) For each area of Nevada under the jurisdiction of an Indian Tribal government, NDOT shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process that outline roles, responsibilities and key decision points for consulting with Indian Tribal



governments and Federal Land Management Agencies in the development of the long-range statewide transportation plan and the STIP.

NDOT has chosen to perform annual Workshops and Tribal Consultation visits to specific locations in Nevada and has planned County Tour consultation visits to each of the 17 counties across the State. NDOT will also work directly with the FHWA and the Bureau of Indian Affairs (BIA) to annually update tribal transportation projects and Central Federal Lands Highway Division (CFLHD) projects for the Federal Lands Transportation Program and the Federal Lands Access Program. In addition, CFLHD performs annual in-state visits to discuss ongoing and potential projects. Tribal and CFLHD projects will be entered into the Work Program and/or STIP.

The Transportation Planning Metropolitan, Non-Metropolitan and Tribal Consultation Process, Section 2 below lists and defines planning and program documents. Section 3 outlines the non-metropolitan local official Workshop and County Tour consultation process. Section 4 outlines the tribal government consultation process. Section 5 provides other planning outreach strategies including the roles of the Statewide Transportation Technical Advisory Committee (STTAC) and NDOT liaisons.

## **SECTION 2: PLANNING DOCUMENTS**

### **2.1 - Transportation System Projects**

In compliance with Title 23 U.S.C. and the Nevada Revised Statutes (NRS 408.203), NDOT produces the Transportation System Projects (TSP) document as needed to reflect a current STIP. This is done in cooperation with federal, state, and local governments, Regional Transportation Commissions (RTCs) and Metropolitan Planning Organizations (MPOs) so funding can be made available for necessary transportation improvements in Nevada. The TSP contains information on the following programs: The State Transportation Improvement Program (STIP), Work Program, Short Range-Element (SRE), and Long-Range Element (LRE).

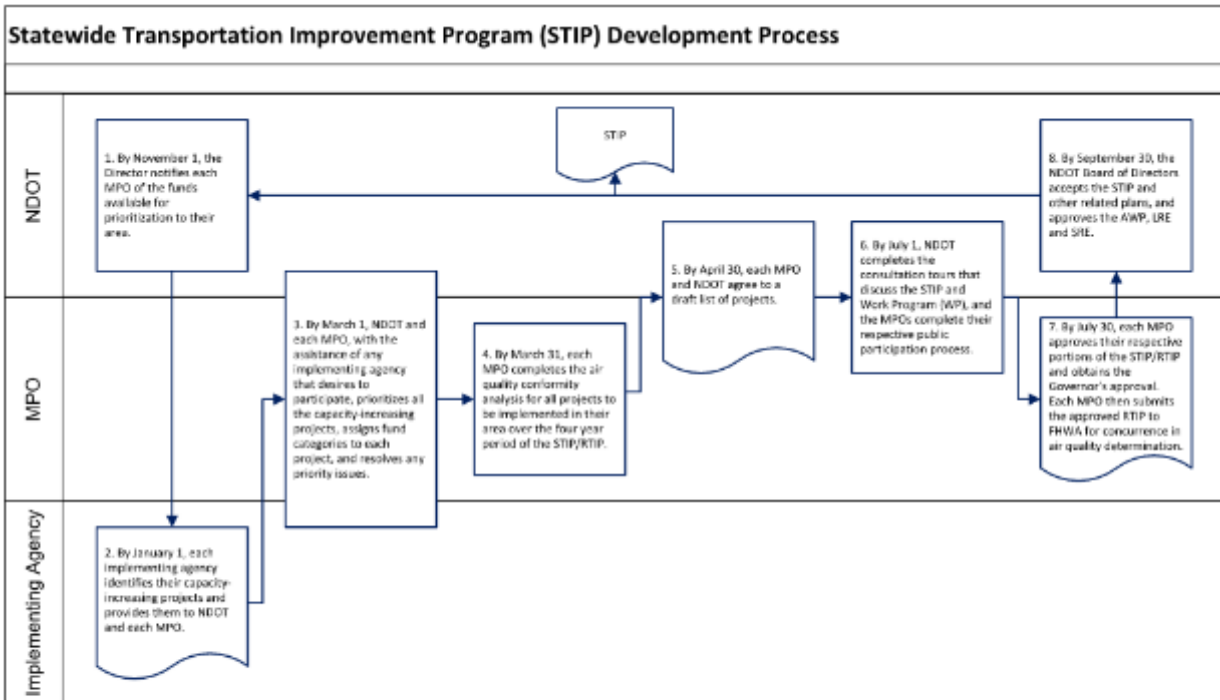
### **2.2 - Statewide Transportation Improvement Program (STIP)**

The STIP lists all capital and non-capital transportation projects proposed for funding under Title 23 (Highways) or Title 49 (Transit). Capital transportation projects include new construction; expansion, renovation, or replacement of existing facilities; major maintenance or rehabilitation projects of an existing facility; or the purchase of major equipment. Also covered are improvements to federally-owned roadways; transit projects; pedestrian walkways; preservation projects; intersection improvements; safety, bridge and bicycle facilities and projects listed in the MPOs' Transportation Improvement Program (TIP). A detailed description of the Statewide Transportation Improvement Program (STIP) is located in the TSP under "STIP Process." The STIP is updated every four years, or as necessary, to reflect current projects. The tasks associated with the creation of the STIP are listed in appendix G.

#### **2.2.1 - STIP Development Process**

*See next page*





**POLICY**

1. Each implementing agency shall be responsible for prioritizing the funds under the control of that agency. Eligible MPOs shall be permitted to prioritize the Surface Transportation Program (STP) local, and Congestion Mitigation and Air Quality Improvement (CMAQ) Program funds allocated by NDOT to their respective area(s).
2. The maximum amount of flexibility shall be maintained to permit the implementing agencies to address the transportation needs within their respective areas of responsibility.

**2.2.2 - eSTIP Application**

The Nevada Department of Transportation has created an electronic Statewide Transportation Improvement Program, known as eSTIP. The eSTIP will enable the agency to compile and electronically submit the Statewide Transportation Improvement Program (STIP) to the Federal Highway Administration. The eSTIP provides timely and accurate collection and processing of planning and project data, replacing multiple legacy systems. The web-based application includes a public-facing website with the ability to query project information as well as a secured internal interface for use by the agency and external planning partners, collectively referred to as MPO(s) or RTC(s) as applicable, including, but not limited to:

- Regional Transportation Commission of Southern Nevada
- Regional Transportation Commission of Washoe County
- Carson Area Metropolitan Planning Organization
- Tahoe Metropolitan Planning Organization
- Federal Highway Administration (FHWA)

The new system provides Statewide Transportation System Program reports (which include the Work Program, Short Range Element, Long Range Element and the STIP) for electronic submittal to various Federal agencies for review and approval. A GIS mapping component allows one to view project locations on a map and enter, sort, and filter data in custom views to analyze information as desired.

**2.3 - The Work Program**



The Work Program is composed of three elements covering a 10-year span: 1) a list of all federal and state funded projects that will be completed within the current federal fiscal year; 2) the Short-Range Element (SRE) lists projects the state and local entities would like to initiate within the second, third and fourth year of the program; and 3) the Long-Range Element (LRE) lists projects outside of the Short-Range Element (4-year program) which are projects in the planning stage and/or extensions of current projects to be completed within the subsequent six-year period. Projects in the Work Program are sorted by county with each of the 17 counties represented with its own section and additional sections labeled TMPO (Tahoe MPO), CAMPO (Carson Area MPO) and Regional for those projects not pertinent to a specific county. The Work Program satisfies Nevada Revised Statute (NRS) 408.203 requiring the Director of NDOT to submit a three- and 10-year list of transportation projects to the State Legislative Counsel Bureau (LCB) every even year, and the State Legislature every odd year. A detailed description of projects can be found in the "Work Program" section of the TSP. The Work Program is updated annually.

#### **2.4 - Statewide Long-Range Transportation Plan**

The Statewide Long-Range (20-year) Transportation Plan is the compass that guides NDOT's long-term transportation planning. It is a plan to provide for the development, operation and maintenance of Nevada's multimodal statewide transportation system. The goals and strategies mapped out in the Statewide Long-Range Transportation Plan are used to review, evaluate and consider projects that may feed into the (4-year) Statewide Transportation Improvement Program (STIP).

#### **2.5 - Corridor Studies**

Corridor studies are examinations of existing conditions and future requirements along particular routes in the state. These are comprehensive reports analyzing current and projected demographic, socio-economic, environmental, and transportation conditions within the selected corridor. Potential transportation improvements are then identified and analyzed to determine the most effective movement of people and goods through the corridor. As a result of a corridor study, projects may be identified that ultimately end up in the TSP. Local officials and tribal governments are invited and encouraged to participate in the corridor study process in or adjacent to their geographical areas. The final reports for corridor studies are made available to local officials, tribal leaders and are available on the NDOT website or printed and mailed by request (via phone, mail and email) from NDOT's Transportation/Multimodal Planning Division.

#### **2.6 - Connecting Nevada: Planning Our Transportation Future (A 50-year look ahead)**

The Connecting Nevada study is a comprehensive statewide multimodal planning effort with the goal of improving communication and coordination among partner agencies, geographic areas and planning efforts. The intent of Connecting Nevada is to develop an umbrella framework that coordinates and integrates the results of the multitude of planning efforts into a unified, consistent vision. Attendees represent groups from private industry, academic, transit, metropolitan planning organizations and all levels of government (city, county, state and federal). For more information on the Connecting Nevada Study please go to [www.connectingnevada.org](http://www.connectingnevada.org).

#### **2.7 - Intermodal Plans**

NDOT also develops and maintains plans for intermodal programs. Examples of these plans include the State Management Plan, the Coordinated Human Services Transportation Plan, the Nevada State Rail Plan, the Nevada Airport Systems Plan, the Nevada Statewide Bicycle Plan, and the Pedestrian Plan. These plans are reviewed by the intermodal committees for each discipline and by the STTAC. The draft and final copies of these plans are distributed to the respective committees, the STTAC, and are sent out to local officials. The plans are available on the NDOT website and are available by request (via phone, mail, and email) from NDOT Transportation/Multimodal Planning Division.



## **SECTION 3: LOCAL GOVERNMENT CONSULTATION PROCESS**

The Local Government Consultation Process is the process that allows local governments to identify and communicate what projects they would like to have included in the STIP and potentially secure Federal and State funding to have those projects included. It is also an opportunity for NDOT staff to share what projects are already in the STIP and to discuss transportation issues and needs in the local communities. The Annual Local Government Consultation Process begins in October of each by preparing a draft Work Program. That draft program is shared with each of the 17 Counties within Nevada prior to their scheduled consultation visit which takes place in the summer of the next year. The Work Program is developed in coordination with the STIP development as follows:

### **3.1 - Workshop, County Tour and Consultation Timeline**

Prior to the county workshops, inquiries are sent to the rural counties asking for their transportation concerns and what projects they would like to have included in the STIP. On or about October and December, workshops are held with county and city staff, the sheriff and Nevada Highway Patrol and any other interested officials to discuss transportation issues and concerns within their jurisdiction, collaborative opportunities, ongoing and potential new projects, and funding programs. This is also the time when staff reviews the projects that are currently in the STIP for that area and get input on what new projects the counties would like included. The Project Initiation Form (PIF) and process for submitting project applications for a variety of funding programs are also reviewed and discussed. Additional topics that may be addressed include specific training, project selection and development, rural transit funding opportunities and/or new federal/state guidelines affecting the local governments. All in attendance will be requested to acknowledge their attendance prior to the meeting and provided an opportunity to add items to the agenda. The workshops will be held in an informal roundtable-like setting at selected locations across the state. The workshops will be attended by representatives from NDOT that are directly involved in project development and delivery which will include the District, Safety, Local Public Agency (LPA) and Planning and may also include Bridge, Design, Right-of-Way, Environmental, etc. NDOT representatives tailor their presentations to meet the needs of the visiting county, limit their presentation to a few minutes and provide feedback to questions either directly and immediately and/or through the Planning Division as soon as possible after the meeting. Planning sets up the meetings; prepares the agenda and invitation letters; informs county, city and local officials via mail and email; coordinates NDOT equipment and travel needs at the selected locations; and prepares post-action reports which will provide follow-up on all open items and include suggestions from the counties on how to improve the workshop process. Additionally, follow-up letters will be sent to each county answering public questions raised or addressing issues not dealt with during the meeting. These follow-up letters may include issues from the previous county tour, workshop or consultation visit as well. *(Appendix A provides an in-house task list/timeline for conducting the workshops, Appendix B provides information on what projects are included in the Work Program, Appendix C is a questionnaire format that can be used to gather comments, Appendix D provides a suggested scheduling format for visits and presenters, Appendix E provides a sample invitation letter and Appendix F provides a sample follow-up report format.)*

On or about January, NDOT Divisions, Sections and Districts are contacted by Planning and asked to provide updated project lists such as bridge, safety, maintenance and other projects. The project lists can be provided directly to Planning or updated on NDOT's 5-year Plan. The Work Program is updated to reflect the workshop requests (projects, training, etc.) that can be accommodated. The Work Program is then incorporated into the draft TSP. NDOT also provides a list of projects to the Metropolitan Planning Organizations (MPOs) to be included in their Transportation Improvement Program (TIP). The MPO coordination is an ongoing effort that includes a table top review of all federal and state funded projects. The table-top reviews will start in January and conclude on or about April. When the various MPO TIPs are developed, they are referenced without change into the STIP. Throughout the year, additions, changes, deletions and other corrections to the STIP will be processed by the MPOs and NDOT as Amendments and/or Administrative Modifications depending upon their significance and impact to the overall plan. Outside the MPOs, NDOT will provide written notification of the Amendment/Administrative Modification and will seek local agency concurrence. The agency notified is given 10 days to provide any



comments regarding the pending action. The NDOT will also initiate a Call for Projects for PIF applications in January. Applications received will be evaluated, projects selected, prioritized and sent to the NDOT Director or his/her designated representative for review and funding approval. Funded projects will be added to the draft TSP and/or coordinated with the MPOs for inclusion within their TIP.

On or about March/April, the draft TSP is reviewed for completeness and reports are created for each county showing the work planned for the upcoming federal fiscal year (work program), the next three years (Short-Range Element) and all proposed projects scheduled outside of the next four years (Long-Range Element). The reports provide the list of projects selected for each County and helps to identify projects proposed for construction on tribal lands. The completed draft TSP section that includes the Work Program, the Short-Range Element and Long-Range Element are mailed (postal and/or electronically) to the counties, cities and other local governmental agencies for their review and comment. Agencies are encouraged to provide input to NDOT within a 10-day period. Finally, if a proposed change is not adopted, NDOT shall make publicly available its reasons for not accepting the proposed change, including notification to non-metropolitan local officials and/or tribal government leaders.

On or about April, County Tour consultation visits begin. The County Tour consultation visits are the method the NDOT Director uses to conduct open discussion with each county commission, tribe and the public regarding the transportation Work Program and other issues affecting transportation within their area. At the County Commission meetings, the Director or his/her designated representative presents the final draft TSP update, answers questions and asks for acceptance. Afterwards, follow-up letters are sent to each county answering public questions raised or addressing issues not dealt with during the presentation.

On or about August, using the comments from the counties, cities, tribes, other local governmental agencies, MPOs and NDOT's Divisions and Districts, the TSP will be revised and a draft copy of the TSP will be sent to the counties, cities, and other local governmental agencies for their final review. This begins the 30-day public comment period. Additionally, the cities and counties are notified by e-mail that the document is available for comment and a notice is placed in the local newspapers and on NDOT's website asking for comments from the general public on the draft TSP. When comments are received, a determination of required action will be made and posted on-line. The final draft TSP, consisting of state, MPOs and other governmental agencies projects is sent to the STTAC for discussion and acceptance.

The document will be presented to the STTAC during the September meeting and accepted with or without recommendations. It is then sent to the State Transportation Board. When the State Transportation Board accepts the STIP and approves the Work Program, the Work Program is posted on-line and the STIP is forwarded to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Environmental Protection Agency (EPA) for approval. The approved TSP document is put on NDOT's website, mailed/emailed to the cities, counties, tribes and local governments and distributed to public places such as libraries. As changes are made to the document throughout the year, NDOT will consult with local non-metropolitan officials and tribal leaders on matters impacting their region and inform the State Transportation Board.

### **3.2 - State Long-Range Guiding Principles**

The annual consultation workshop and county tour process focus directly on the development of the Work Program and STIP. However, the NDOT will also consult with non-metropolitan local officials during the development of the State Long-Range Transportation Plan and planning studies. NDOT has developed guiding principles that represent the department's goals, core values, and standards of conduct that will guide decision makers as they move forward:

1. **SAFETY** – Improve safety for all modes of the transportation system.
2. **CUSTOMER SERVICE** – Improve internal and external customer service and satisfaction.





3. **FISCAL RESPONSIBILITY** – Secure the highest amount of funding possible for our state and ensure that it is invested responsibly and properly.
4. **ASSET MANAGEMENT** – Protect the public’s investment in our transportation system.
5. **MOBILITY/ACCESSIBILITY** – Provide a statewide, multimodal, interconnected, efficient transportation system that enhances Nevada’s Economic Competitiveness.
6. **FREIGHT MOVEMENT** – Improve the safety and mobility of freight movers.
7. **ENVIRONMENTAL STEWARDSHIP** – Ensure the human and natural environments are considered when developing the transportation system.

#### **SECTION 4: TRIBAL CONSULTATION PROCESS**

The NDOT tribal consultation process will be similar to the non-metropolitan local official Workshop and County Tour consultation process as discussed in Section 3. The State of Nevada has 27 federally recognized tribes. NDOT recognizes that tribal transportation issues are unique and will work closely with FHWA, BIA and the tribes to ensure a collaborative environment for all stakeholders. Executive Order 13175 issued by President Bill Clinton describes the unique relationships that are present between the federal government and tribal governments, recognizing a government-to-government relationship. NDOT Planning will make every attempt to schedule an annual tribal consultation visit or invite tribal governments to a central meeting location to address funding opportunities, project lists and discuss tribal concerns. A copy of the draft TSP will be provided (via email, mail and/or hand-delivered) to each tribe for review and comment. If a NDOT project is planned for a certain area of the state that would affect a tribe, meetings will be scheduled to discuss the project and tribal involvement. These meetings will be attended by representatives from NDOT involved in the project delivery, which may include District, Design, Right-of-Way, Environmental, Safety, Planning and others. The meetings will be held at a location mutually selected by the tribe and NDOT.

Tribes are also invited to participate in the planning Workshops and County Tours discussed in Section 3 and tribal governments can request a meeting at any time to discuss transportation issues. In the North, tribal governments can contact Lee Bonner at (775) 888-7122 and in the South, they can contact Cleveland Dudley at (702) 730-3302. Additionally, tribes will be invited to participate during the development of the State Long-Range Transportation Plan and other planning studies that may impact the tribe.

#### **SECTION 5: OTHER PLANNING OUTREACH STRATEGIES**

##### **5.1 - Statewide Transportation Technical Advisory Committee (STTAC)**

NDOT originally formed the STTAC as one of the elements to fulfill federal requirements for discussing planning and programming issues related to previous congressional transportation bills ISTEA, TEA-21, SAFETEA-LU and the current funding bill, MAP-21. The STTAC’s purpose is to serve as an advisory board to NDOT’s Director and to the State Transportation Board. The STTAC provides review, comment and recommendations on the Statewide Long-Range Transportation Plan, the TSP, and other planning and programming activities. The STTAC meets on a bi-monthly basis and its membership includes State Agencies, the Inter-Tribal Council of Nevada, the four MPOs in the state, the NACO, the Nevada League of Cities and Municipalities, and various County and City Governmental Entities. Non-voting members include the Bureau of Land Management (BLM), the FHWA and NDOT.

##### **5.2 - NDOT Website**

The NDOT website ([www.nevadadot.com](http://www.nevadadot.com)) is another avenue for non-metropolitan local officials and tribal leaders with responsibility for transportation to receive information. The website has the latest information on a wide variety of NDOT projects, programs and documents. Some of the topics available on the website include Traveler Information, Doing Business with NDOT, Public Involvement, Reports and



Publications, Announcements and News and links to other websites that provide transportation-related information. The Statewide Long-Range Plan, Connecting Nevada, TSP, Corridor Studies, Project Initiation Form, STIP and Transportation Alternative Program are all available on-line.

### **5.3 - NDOT Quarterly Newsletter – NDOT County Centerline**

NDOT produces a quarterly newsletter to be sent to county staff and leadership around the state. These newsletters identify on-going major construction programs and projects, educational programs, environmental improvements, and information on national and regional conferences and employee recognition awards. Newsletters are emailed to federal and state legislators, county commissioners, regional transportation commissions, city mayors, city managers, public works directors, private corporations, consulting firms and other state agencies. These documents are also available on the NDOT website.

### **5.4 - Other Meetings, Functions and Conferences**

NDOT assigns a Planning Liaison in both the Northern and Southern region with County Tour and Workshop responsibilities to ensure an ongoing consultation process on all types of transportation issues. Local officials and tribal governments may contact these liaisons at any time. All divisions in NDOT will seek to provide continuous coordination and regular updates to local officials and/or tribal governments either directly or through the liaison.

In an effort to reach out to an even wider audience, NDOT staff attends and participates at events hosted by other entities, agencies, communities and tribes. Examples include local and state economic development meetings, tourism events, conferences, Regional Transportation Commission meetings, Citizen Advisory Committees and others. NDOT speakers can also be requested through the NDOT website under "Contact NDOT."

"This document rescinds and supersedes the Transportation Planning Non-Metropolitan Local Official Participation Process document dated March 13, 2009. It should be reviewed annually by Planning prior to and during the county tour process."

## **Appendix A**

### **Work Program Tasks/Timeline for County Tour, Tribal Consultations, TSP and Workshop Preparation**



2015 County Tour  
Project Plan and Gar

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## Appendix B

### NDOT LOCAL GOVERNMENT PLANNING *County Consultation Process*



## Appendix C

### Local Government Annual Communication Rhythm

### NDOT LOCAL GOVERNMENT PLANNING *County Communication Plan*

	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sept
<b>Tasks</b>	<ul style="list-style-type: none"> <li>Create workshops books</li> <li>Tour follow-up complete</li> <li>Identify workshop attendees</li> <li>PIF Identification</li> <li>ProgDev Process**</li> <li>County / MPO Workshops</li> <li>County / MPO maps</li> <li>NACO meetings</li> </ul>	<ul style="list-style-type: none"> <li>Workshop debrief</li> <li>County tour workout</li> <li>Complete follow up</li> <li>Identified new needs</li> <li>ProgDev Process**</li> <li>Schedule NDOT county tour</li> <li>Plan travel logistics</li> <li>NACO NV League meetings</li> </ul>	<ul style="list-style-type: none"> <li>Front office tour prep</li> <li>Betterments added to WP</li> <li>Betterments list approved</li> <li>County STIP verified</li> <li>Compile county notes</li> <li>Complete Tour follow up</li> <li>ProgDev Process**</li> <li>Key county issues identified</li> <li>NACO Meetings</li> </ul>	<ul style="list-style-type: none"> <li>County tour debrief</li> <li>Workshop workout</li> <li>Complete follow up</li> <li>Set workshop schedule</li> <li>Plan travel logistics</li> <li>ProgDev Process**</li> <li>Design workshop materials</li> <li>Final input for STIP</li> <li>NACO Meetings</li> </ul>
<b>Collateral</b>	<ul style="list-style-type: none"> <li>County newsletter</li> <li>Workshop books</li> <li>Workshop presentations</li> <li>Identify areas to visits</li> </ul>	<ul style="list-style-type: none"> <li>County Newsletter</li> <li>County photographs</li> <li>Commission presentation</li> <li>Work program report</li> </ul>	<ul style="list-style-type: none"> <li>County Newsletter</li> <li>Create county tour books</li> <li>Commission presentations</li> </ul>	<ul style="list-style-type: none"> <li>County Newsletter</li> <li>Formalize STIP comments</li> <li>Create County Report</li> <li>Identify areas to visit</li> </ul>

\*\*New ProgDev process to be established



# Appendix D

## Work Program Projects Determination

<b>Project included in Work Program</b>
<p><b>Statewide Transit Projects (outside MPO's)</b></p> <ul style="list-style-type: none"> <li>• Data source: NDOT Transit List             <ul style="list-style-type: none"> <li>○ Database responsibility: WP Coordinator(s)</li> </ul> </li> </ul>
<p><b>State Projects (projects with NDOT influence)</b></p> <ul style="list-style-type: none"> <li>• Data source: STIP and 5 year Plan/STIP Coordinator             <ul style="list-style-type: none"> <li>○ Database responsibility: TSP &amp; STIP Coordinator(s)</li> </ul> </li> </ul>
<p><b>Projects with Federal Highway Funding (includes TAP Projects)</b></p> <ul style="list-style-type: none"> <li>• Data source: STIP Coordinator in conjunction with Project Managers and TIP's from MPO/5-year Plan             <ul style="list-style-type: none"> <li>○ Database responsibility: TSP &amp; STIP Coordinator(s)</li> </ul> </li> <li>• Data source (TAP Projects): TAP Coordinator             <ul style="list-style-type: none"> <li>○ Database responsibility: TSP, STIP, and/or WP Coordinator(s)</li> </ul> </li> </ul>
<p><b>3R Projects</b></p> <ul style="list-style-type: none"> <li>• Data source: 3R Program List/5-year Plan             <ul style="list-style-type: none"> <li>○ Database responsibility: WP Coordinator(s)</li> </ul> </li> </ul>
<p><b>Betterment Projects</b></p> <ul style="list-style-type: none"> <li>• Data source: Betterment Program List             <ul style="list-style-type: none"> <li>○ Database Responsibility: WP Coordinator(s)</li> </ul> </li> </ul>
<p><b>Safety Projects</b></p> <ul style="list-style-type: none"> <li>• Data source: Safety Program List/5-year Plan</li> </ul>
<p><b>Local Projects with NDOT Funding</b></p> <ul style="list-style-type: none"> <li>• Data source: STIP Coordinator (TIP's) <i>(includes projects with State Gas Tax for non-MPO)</i> <ul style="list-style-type: none"> <li>○ Database responsibility: TSP &amp; STIP Coordinator</li> </ul> </li> </ul>
<b>Projects not included in Work Program</b>
<p><b>IRR Program (Indian Roads Reservation Program)</b></p> <p><b>Data Source: FHWA</b></p> <ul style="list-style-type: none"> <li>• Project in STIP</li> </ul>
<p><b>Local MPO Transit/FTA Projects</b></p> <ul style="list-style-type: none"> <li>• Project in STIP/TIP</li> </ul>

<p><b>Local Projects (local projects with local funding-no NDOT funding)</b></p> <ul style="list-style-type: none"> <li>• Project in STIP/TIP</li> </ul>
<p><b>Recreation Trails Projects</b></p> <ul style="list-style-type: none"> <li>• All Rec-Trails projects are reflected in the TAP but NOT in the Work Program</li> </ul>

**Work Program Projects Determination**

**Acronyms Descriptions**

- 3R.....Reconstruction, Rehabilitation, and Repaving
- FTA.....Federal Transit Administration
- IRR.....Indian Roads Reservation Program
- MPO.....Metropolitan Planning Organization
- NDOT.....Nevada Department of Transportation
- STIP.....Statewide Transportation Improvement Program
- TAP.....Transportation Alternatives Program
- TIP.....Transportation Improvement Program
- TSP.....Transportation System Project
- WP.....Work Program



# Appendix E

## 5 Year Update and comment period



**To:** County and MPO Officials and Staff

**From:** NDOT Planning Division

Each year the Nevada Department of Transportation (NDOT) conducts a county consultation process to gather information for the Statewide Transportation Improvement Program (known as the STIP) and the Long Range Plan. NDOT welcomes participation and visits each county and MPO twice each year going above and beyond the federal requirement.

The first meeting of the federal fiscal calendar occurs between October and December designed for staff level workshops with each County/MPO, gathering feedback to help build the STIP and feed information to the long range plan. The second meeting occurs from May to July, designed as a leadership level presentation from NDOT leadership to County/MPO leadership outlining local transportation needs, sharing new transportation information and presenting the new STIP and long range elements that could impact the area.

Below is an updated process map highlighting the consultation process.

### NDOT LOCAL GOVERNMENT PLANNING County Consultation Process



As a requirement of the Federal Highway Administration, every 5 years NDOT must gather feedback to help improve the process. This official comment period lasts 60 days and ends on February 22, 2016. We are always working to improve our process and increase our communication with the entities around Nevada. We trust this process will continue to work effectively and look forward to continuing to work towards a better transportation future for all of Nevada.

Please send all comments to Lee Bonner – [lbonner@dot.state.nv.us](mailto:lbonner@dot.state.nv.us).

Regards,  
Lee

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# **Appendix F**

## **Sample Workshop Invitation Letter**

### **DOUGLAS COUNTY**

The Nevada Department of Transportation (NDOT) would like to invite you to attend our annual transportation workshop. During the workshop, NDOT staff members will be on hand to discuss a wide range of subjects, but our primary goal is to identify local concerns as they relate to past, present and future transportation plans. The workshop is specifically designed for staff level interaction. We meet with the commissioners during the spring of each year to keep them updated.

**Date:** December 8, 2015  
**Time:** 9:00am to 11:00am  
**Location:** Community Center, 1327 Waterloo Lane, Gardnerville, NV

#### **Why do we conduct these workshops?**

Your input will provide NDOT insight regarding our processes, services and the multi-modal transportation systems that serve all of our social, recreational and economic needs. The transportation workshops are specifically designed to promote an informal, yet direct exchange of information and ideas.

#### **Who should attend?**

Public works directors and personnel, transportation planners, law enforcement, transit providers, community and economic development directors and personnel, senior citizen services, first responders and those with an interest in transportation issues.

#### **Agenda**

The workshop is scheduled for 2 hours in order to cover some of the following areas:

Safety	Roadway Systems
Local Concerns	Economic Development
Fuel Revenue Indexing	STIP / Long Range Planning

Please let us know if there are any specific items you would like to add to the agenda. We look forward to seeing you at the workshop. Please feel free to forward this invitation to anyone who may have an interest. Your assistance is greatly appreciated. Please contact Lee Bonner at (775) 888-7122, [lbanner@dot.state.nv.us](mailto:lbanner@dot.state.nv.us) or Andrea Edwards at (775) 888-7123, [aedwards@dot.state.nv.us](mailto:aedwards@dot.state.nv.us) if you have any questions and/or need assistance.

Regards,

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# **Appendix G**

## **Sample County Commission Invitation**

Dear Chairwoman Tipton,

I hope all is well with you. I am now working with NDOT and county governments and am writing you in my new position. The Nevada Department of Transportation is once again conducting our annual County Consultation Tour around the state to discuss the proposed Fiscal Year 2016 (FY16) Work Program.

We request to be placed on your **May 20, 2015** agenda, time certain at **11:00 am** to discuss Mineral County's Work Program. We will electronically transmit the Mineral FY16 to 2025 Work Program document to you by **May 6<sup>th</sup>** for inclusion in the Commissioners' packets.

We are asking that this be an **ACTION ITEM**. During our presentation, a question/answer period will be conducted to address any issues raised by the Commission. After the presentation and questions, we will be asking the Commission for acceptance of the Work Program. We will also be utilizing a PowerPoint presentation and would like to confirm that you have a projector and screen for use in the meeting. We will provide the presentation via email and on flash drive for the meeting.

### **Please let me know the following information:**

- Confirmation of being on your **May 20<sup>th</sup> agenda**
- Confirmation of a time certain for **11:00AM**
- Confirmation of a **projector** and computer for the presentation

We welcome advance questions on topics affecting the state and federal highways within and outside Mineral County. Questions should be sent directly to me. The process for communication is that I will send you the agenda packet and will follow up a week later sending an email to the commissioners. Everyone can communicate with me directly unless you prefer them to go through you. If you have county staff that should be included in correspondence, please let me know.

If you have any questions or need more information, and to confirm the meeting date/time, please contact me at 775.888.7122 or email [lbanner@dot.state.nv.us](mailto:lbanner@dot.state.nv.us).

Regards,  
Lee

### **Lee Bonner**

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# Appendix H

## Example of a Follow-up Report

Dear Douglas County Manager and Commissioners,

On behalf of the Nevada Department of Transportation (NDOT), I would like to express our appreciation for the opportunity to be a part of your county commission meeting on June 4, 2015. This letter is our follow-up to the question presented at the commission meeting.

NDOT values its relationship with the counties across the State of Nevada and are committed to working closely with you through the year. Our workshop with your staff is scheduled for December 8, 2015 from 9:00am to 11:00am. We will be scheduling our next commission presentation in the spring of 2016. Please let us know if you have any questions.

**Meeting Title: Douglas County Tour**  
**Thursday, June 4, 2015**

<p><b>County Commissioners:</b> Steven Thaler, Greg Lynn, Barry Penzel, Nancy McDermid and Doug Johnson.</p> <p><b>NDOT Staff:</b> Bill Hoffman, Thor Dyson, Steve Williams, Lee Bonner, Coy Peacock, Elaina Dunn and Andrea Edwards.</p> <p><b>FHWA Staff:</b> Jin Zen and Tylor Finley</p>
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### Follow-up and Resolutions:

<b>Item 1:</b>	<b>Improvements on Dresslerville – Lutheran Bridge</b>
<b>Issue:</b>	County has two projects funded by Grants.  The County wants help with the widening of the Lutheran Bridge which is over the Carson River. A Grant wouldn't cover all of the cost for the widening project.
<b>Follow-Up Action(s):</b>	
<b>Status:</b>	Currently we have no work planned for this bridge. It is a NDOT maintained continuous concrete slab bridge in fair condition. It was inspected earlier this year and has no urgent maintenance needs.



<b>Item 2:</b>	<b>Visibility at Intersection – Airport Road and US 395</b>
<b>Issue:</b>	The intersection has caused many crashes including fatalities due to the lack of visibility.
<b>Follow-Up Action(s):</b>	1.) NDOT is lengthening the right turn lane to allow more visibility. 2.) NDOT will take a look at the other options to include economic development impacts.
<b>Status:</b>	Discussions are on-going to move towards signalization of the intersection.



<b>Item 3:</b>	<b>Waterloo Lane – Road Relinquishment</b>
<b>Issue:</b>	The Commissioners want NDOT to take over the road.
<b>Follow-Up Action(s):</b>	County needs to contact Bob Madewell at NDOT to discuss the road relinquishments program. NDOT does have a relinquishment process to take over roads.
<b>Status:</b>	Bob Madewell (775) 888-7675 or <a href="mailto:rmadwell@dot.state.nv.us">rmadwell@dot.state.nv.us</a> There was an attempt to meet with commissioners in 2014 and the action item was removed from the agenda at the start of the meeting when the agenda was approved. NDOT staff was present to speak to it at that time. The commission said it should go through the RTC and NDOT has not been contacted since that time.

<b>Item 4:</b>	<b>Highway 50 Realignment</b>
<b>Issues:</b>	County wants the realignment project done.
<b>Follow-Up Action(s):</b>	
<b>Status:</b>	NDOT has the project listed and are doing our share of the work, but California must do their share.

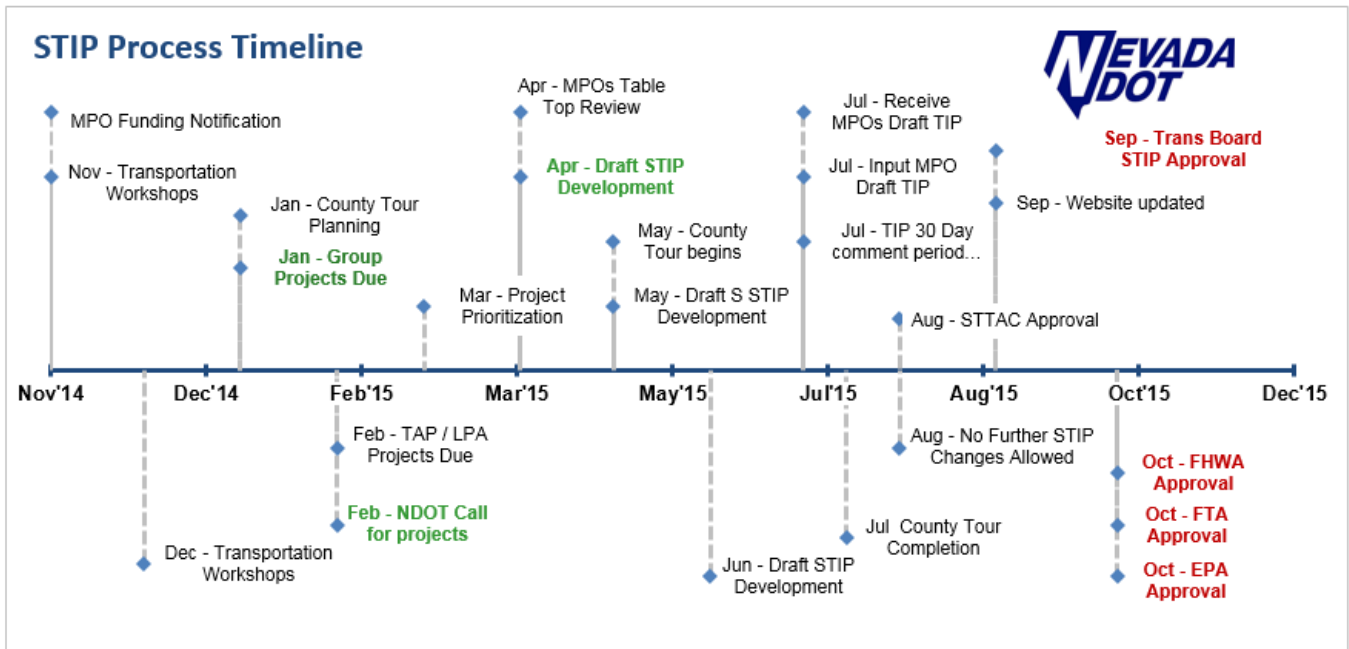
<b>Item 5:</b>	<b>Muller Lane – West of US 395</b>
<b>Issue:</b>	Guardrail blocks visibility, the left turn onto US 395 is a hazard.
<b>Follow-Up Action(s):</b>	NDOT will look into conducting an RSA (Road Safety Assessment) to determine the correct solution.
<b>Status:</b>	Project is planned for the future to alleviate the Visibility issue for the left turn onto US 395.  DO20080021 – LRE  Road Expansion – US 395 Muller Lane to Johnson Lane Build Four Lane Freeway. From Muller Lane to Johnson Lane of Distance (mile) 4.00 Milepost begins at 24 ends at 28. Build four lane freeway, with one lane one way frontage roads on each side with overpass and interchange.



<b>Item 6:</b>	<b>580 to 395 S</b>
<b>Issues:</b>	What is the impact of traffic into Douglas County?
<b>Follow-Up Action(s):</b>	NDOT will evaluate a need to conduct a traffic study for I-580 in Carson City.
<b>Status:</b>	The impact of traffic coming down onto US 395 should be the same until there is a change in the economic development. A study cannot be conducted right now since the project is underway. We will see if there is a way to model the amount of traffic coming at one time, but current estimates are that the light at the main intersection will be enough to stagger the traffic.

# Appendix I

## STIP Development Process Timeline



# **Appendix J**

## **STIP Development Process Development Document**

### **POLICY**

1. Each implementing agency shall be responsible for prioritizing the funds under the control of that agency. Eligible MPOs shall be permitted to prioritize Surface Transportation Program (STP) local, Congestion Mitigation and Air Quality Improvement Program (CMAQ), and Transportation Alternative Program (TAP) funds allocated by NDOT to their respective area(s).
2. The maximum amount of flexibility shall be maintained to permit the implementing agencies to address the transportation needs within their respective areas of responsibility.
3. Public participation in the development of the STIP will be actively sought. Additionally, NDOT will consult with local officials and tribal officials as part of the development process.

### **PROCESS (targeted timelines)**

1. In November, the Director notifies each MPO of the anticipated funds available for prioritization to their area for the following federal fiscal year, via transportation workshops.
2. Transportation Workshops occur in November and December
3. By January 1, each implementing agency identifies their projects and provides them to NDOT and each MPO.
4. By March 1, NDOT and each MPO, with the assistance of any implementing agency that desires to participate, prioritizes all the capacity increasing projects, assigns fund categories to each project, and resolves any priority issues.
5. By March 31, the MPO completes the air quality conformity analysis for all projects to be implemented in their area over the four year period of the STIP/RTIP.
6. By April 30, each MPO and NDOT agrees to a draft list of projects.
7. By May 31, regionally significant projects are due to NDOT. County tours begin.
8. By June 30, non-regionally significant projects are due to NDOT.
9. By July 1, NDOT completes the consultation tours that discuss the STIP and Work Program (WP), and the MPOs complete their respective public participation process. County tours conclude end of July. STIP Process 9/4/13 Page | 15
10. By August, each MPO approves their respective portions of the STIP/RTIP. Each MPO then submits the approved RTIP to NDOT for approval and to FHWA for concurrence in air quality determination. STIP Amendments and Modifications no longer accepted for previous year.
11. Draft STIP document released for 30 day public comment period.
12. By October 30, the NDOT's Board of Directors approves the NDOT portion of the STIP and accepts the MPOs RTIP found in the STIP.