

**STATE OF NEVADA
TRANSPORTATION PLANNING
NON-METROPOLITAN LOCAL OFFICIAL AND TRIBAL
CONSULTATION PROCESS
MARCH 2014**



Rural Highway, Caliente, Nevada

Nevada Department of Transportation

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Published by the Planning Division

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**TRANSPORTATION PLANNING
NON-METROPOLITAN LOCAL OFFICIAL 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 Non-Metropolitan Local Official 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 Non-Metropolitan Local Official 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 CFR 450.201(b) requires NDOT to have a documented process for consulting with non-metropolitan 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. 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 non-metropolitan local officials and other interested parties 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 non-metropolitan local officials and tribal government leaders.
- (2) NDOT, at its discretion, shall be responsible for determining whether to adopt any proposed changes. 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(es) that outlines 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 Non-Metropolitan Local Official 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.

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) 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.

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 transportation needs to NDOT and potentially secure Federal and State funding to address some of those needs. 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. 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. 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 anytime to discuss transportation issues. In the North, tribal governments can contact Rebecca Kapuler at (775) 888-7122 and in the South, they can contact Melvin McCallum at (702) 730-3303. 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) 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 Newsletters

NDOT produces “The Centerline” monthly and “NDOT News” three times a year. 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. Copies of the “Centerline” and “NDOT News” 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

Task Type*	Task Name	Duration	Start	Finish
County Tour	Call for Projects TAP Talk to MPO's/RTC's	3 months	January	March
WP/TSP	5 -Year Plan Review and put in STIP if needed Previous and Current Group Categories	3 months	January	March
WP	Pull current Work Program projects (example: FY 14) Check against last year County Tour, PTS Database, PSAMS Check projects with Districts, Safety, Project Managers Update for Front Office (FO) Brief and Tour	2 months	December	January
WP/TSP	Pull next FY-LRE reports (example: FY 15 - LRE) Check against last year County Tour, PTS Database, PSAMS Check projects with Districts, Safety, Project Managers Update FY 15 or Front Office Brief and Tour Add TAP (if available) Add Rec Trails Add HSIP Add Betterments Add 3R Add Safety	3 months	January January January January January January April 1st January January	April April April April April April April 15th April January
County Tour	Agenda/Schedule Research Meeting Days, Times, Contacts Propose Schedule Give Proposed tour schedule to FO for approval Give proposed tour schedule to NACO and FHWA Letters Write Letters for FO to sign Once schedule is confirmed invite FHWA, NACO, League of Cities, Districts Submit final schedule for Planning assignments Begin coordination with Flight Ops, submit schedule to them	3 months	December December January February February February February February February February February	February January February February February February February February February February February
County Tour	Contact Commission Get language for agenda (accept)	1 Month	February	February

Task Type*	Task Name	Duration	Start	Finish
	Ask for time certain Ask due dates for packet and how			
County Tour	Schedule Travel Invite Front Office, have them sign up for each meeting Invite FHWA Invite other NDOT personnel	3 months	February	April
County Tour	Talking points Submit last year's talking points to Front Office to seek new talking points Front Office to take the lead on Talking Points, staff to recommend items	2 months	March	April
WP	Maps Staff is working with Location to determine action.	2 months	March	April
County Tour	Put Packets together by County Send by deadline via e-mail follow-up via email that they got them follow-up a week before send electronic packets Give final packet to FO	4 months	April 3 weeks BF due date set by County week of meeting	July 2 weeks BF due date set by county
County Tour	Conduct County Tours (estimate) Nye Esmeralda Churchill Mineral Storey Pershing Humboldt Eureka Lander Lincoln Douglas Elko White Pine CAMPO Tahoe Lyon Washoe TAC Clark RTC EAC Washoe Board Clark RTC Board	4 Months	April	July
County Tour	Notes/follow-up/documentation of tour Follow-up on previous tours	1 Month	April	April April

Task Type*	Task Name	Duration	Start	Finish
	Thank you letters to commission chair for agendaizing WP & NDOT	As needed	April	August
TRIBE	Offer central meetings (for Fall)	3 Months	August	October
TSP	Complete Draft TSP	1 Month	August	August
Workshops	Schedule Workshops	2 Months	August	September
Workshops	Notify Counties, NACO, Tribal Governments and League of Cities – arrange travel	1 Month	September	September
Workshops	Develop the itinerary and conduct the workshops in selected counties – invite county, city officials, tribal governments and staff	2 Months	October	November
Workshops	Follow-up on Workshop Issues and notify counties	1 Month	December	December
WP/TSP	Submit updates/changes to the Transportation Board	As needed	January	December

*WP=Work Program

TSP=Transportation System Projects

Appendix B

Work Program Projects Determination

Project included in Work Program	Projects not included in Work Program
<p>Statewide Transit Projects (outside MPO's)</p> <ul style="list-style-type: none"> • Data source: NDOT Transit List <ul style="list-style-type: none"> ○ Database responsibility: WP Coordinator(s) 	<p>IRR Program (Indian Roads Reservation Program)</p> <p>Data Source: FHWA</p> <ul style="list-style-type: none"> • Project in STIP
<p>State Projects (projects with NDOT influence)</p> <ul style="list-style-type: none"> • Data source: STIP and 5 year Plan/STIP Coordinator <ul style="list-style-type: none"> ○ Database responsibility: TSP & STIP Coordinator(s) 	<p>Local MPO Transit/FTA Projects</p> <ul style="list-style-type: none"> • Project in STIP/TIP
<p>Projects with Federal Highway Funding (includes TAP Projects)</p> <ul style="list-style-type: none"> • Data source: STIP Coordinator in conjunction with Project Managers and TIP's from MPO/5-year Plan <ul style="list-style-type: none"> ○ Database responsibility: TSP & STIP Coordinator(s) • Data source (TAP Projects): TAP Coordinator <ul style="list-style-type: none"> ○ Database responsibility: TSP, STIP, and/or WP Coordinator(s) 	<p>Local Projects (local projects with local funding-no NDOT funding)</p> <ul style="list-style-type: none"> • Project in STIP/TIP
<p>3R Projects</p> <ul style="list-style-type: none"> • Data source: 3R Program List/5-year Plan <ul style="list-style-type: none"> ○ Database responsibility: WP Coordinator(s) 	<p>Recreation Trails Projects</p> <ul style="list-style-type: none"> • All Rec-Trails projects are reflected in the TAP but NOT in the Work Program
<p>Betterment Projects</p> <ul style="list-style-type: none"> • Data source: Betterment Program List <ul style="list-style-type: none"> ○ Database Responsibility: WP Coordinator(s) 	

<p>Safety Projects</p> <ul style="list-style-type: none"> • Data source: Safety Program List/5-year Plan 	
<p>Local Projects with NDOT Funding</p> <ul style="list-style-type: none"> • Data source: STIP Coordinator (TIP's) <i>(includes projects with State Gas Tax for non-MPO)</i> <ul style="list-style-type: none"> ○ Database responsibility: TSP & STIP Coordinator 	

NOTE: Turn Over For Acronyms Descriptions

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 C

Questionnaire/Check List

NDOT is planning on conducting county and tribal consultations in the near future. To help us prepare the consultations, we are asking you to take a few minutes and provide us with some information that will help us design an effective and productive consultation. It is recommended that you have a team complete the questionnaire that includes Public Works, Planning, and Maintenance.

If you have any questions pertaining to this questionnaire, please contact _____ or e-mail him/her at _____. Please e-mail your completed questionnaire to _____ by end of business on _____.

County: _____ Contact Name: _____
Address: _____
Phone Number: _____ Email Address: _____

Please list individuals who participated in the questionnaire and the department they work:

- 1.
- 2.
- 3.

As NDOT prepares to select projects for the next year, we would like to visit the counties and tribes. When is the best time for NDOT to do a county consultation?

Please numerically rank 1-5 with 1 being most preferred and 5 being least preferred –

____ September
____ October
____ November
____ January
____ February

What consultation format would be most desirable to you?

Please numerically rank 1-3 with 1 being most preferred and 3 being least preferred --

____ Workshop ____ Field Visit ____ Informal Office Meeting

Other (please explain):

What duration would you like the consultation?

Please numerically rank 1-3 with 1 being most preferred and 3 being least preferred –

____ ½ day in the morning ____ ½ day in the afternoon ____ Full day

Other (please explain):

What topics would you like information provided to you?

Please numerically rank 1-9 with 1 being most preferred topic to 9 being least preferred topic

- ____ Planning (Work Program; Statewide Transportation Improvement Program, STIP)
- ____ Transportation Alternatives Program (Safe Routes to School, Enhancement Projects, Scenic Byways)
- ____ Financing and Funding for projects (new web-based form-Project Initiation Form, PIF)
- ____ Safety
- ____ Bridge
- ____ Hydraulics (Storm water, water run-off)
- ____ Preservation/Maintenance
- ____ Landscape/aesthetics
- ____ Project Delivery
- ____ Other (please explain):

As NDOT plans for the county and tribe consultations, please tell us what are the most significant issues you would like to address with NDOT.

Appendix D

FFY 2014 County/Tribal Presenter and attendee Workshop Schedule				
<i>Italics = not confirmed</i> * = Carson Staff carpooling in van BOLD = CONFIRMED IN CARPOOL				
Date	Location/Transportation	Address	Time	Attending

Appendix E

Sample Invitation Letter

You are invited to attend a Nevada Department of Transportation (NDOT) Planning Workshop where we will discuss a wide range of topics. Our goal, which is common to all NDOT's public involvement programs, is to identify and address any concerns, comments and unique needs that you might have as they relate to proposed projects, studies and plans. These workshops allow you, transportation professionals, to provide input and get feedback into NDOT processes. Among the important items we will discuss are the Local Public Agency (LPA) process and the Highway Safety Improvement Program.

This forum is a great opportunity to learn about the new Project Initiation Form (PIF) that replaced the Project Submittal Process. With the passage of the new Federal Transportation Bill, we now have a new fund source called the Transportation Alternative Program that we will discuss along with the project evaluation and selection process. We will provide an update on funding for the program and obtain a progress report on current and past funded projects. In addition, we will have subject matter experts on hand to discuss the Betterment and 3R (repair, rehabilitation and reclamation) project evaluation and selection process and NDOT staff will be available to answer any questions you may have.

The workshops dates, location, and times are as follows:

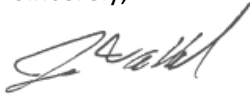
- **Wednesday, October 16, Nye/Esmeralda Counties** in Pahrump at the Board of Commission Chambers, 2100 Walt Williams Drive, video-conference to **Tonopah, Nevada**, Board of Commission Chambers, 101 Radar Road and **Beatty, Nevada**, Beatty Justice Court, 426 C Avenue South Main Street from **10:00 am**.
- **Tuesday, October 29, Carson City/Douglas/Lyon/Storey/Washoe Counties** in Reno at the NDOT District II Conference Room, 310 Galletti Way at **9:00 am**.
- **Tuesday, November 5, Carson City/Douglas/Lyon/Storey/Washoe Counties** in Carson City at the NDOT Headquarters 3rd Floor Conference Room, 1263 S. Stewart Street at **9:00 am**.
- **Thursday, November 7, Humboldt/Lander Counties** in Winnemucca at the NDOT District III Conference Room, 725 W. 4th Street at **11:00 am**.
- **Wednesday, November 13, Lincoln County** in Caliente at the Bureau of Land Management Office, 1400 Front Street at **10:00am**.
- **Tuesday, November 19, Elko/Eureka Counties** in Elko at the NDOT District III, Training Room, 1951 Idaho Street at **9:00 am**.

- **Wednesday, November 20, White Pine County** in Ely at the NDOT Maintenance Yard, 1401 East Aultman Street at **10:00 am**.
- **Wednesday, December 4, Lyon/Mineral Counties** in Yerington at the County Commission Office, 27 South Main Street at **9:00 am**.
- **Wednesday, December 4, Churchill/Lander/Pershing Counties** in Fallon, Nevada at the NDOT District II Maintenance Conference Room, 888 Harrigan Road at **2:00 pm**.
- **Tuesday, December 17, Clark County** in Las Vegas in the RTC Bldg. 600 S. Grand Central Parkway at **9:00 am, room 108**.

For more information, please call Rebecca Kapuler at (775) 888-7122 or e-mail: rkapuler@dot.state.nv.us for Northern Nevada and Cleveland Dudley at 702-730-3302 or e-mail: cdudley@dot.state.nv.us for Southern Nevada.

WE LOOK FORWARD TO SEEING YOU AT A WORKSHOP!!

Sincerely,



Jason Van Havel
Assistant Chief – Transportation Multimodal Planning

Appendix F

Example of a Follow-up Report

**FY 2014 County
Workshop Worksheet**

**Lincoln County
Date:**

A workshop regarding NDOT processes, procedures and Lincoln County questions/issues was conducted on November XX, 2013 at the Bureau of Land Management Building in Caliente, Nevada. A pre-workshop agenda had been issued by mail and email and the meeting was announced to the public. The following agenda was followed at the meeting:

PRESENTATION OF THE AGENDA:

Everyone present was introduced and the agenda in the order posted on the planned agenda was presented:

1. The Planning Process – 5 year plan/NDOT Contact List
2. Roadway Inventories, Highway Performance Monitoring System (HPMS) Federal Reporting/Map 21 changes
3. Transportation Alternative Program funding, evaluation and selection process
4. The LPA Process
5. Bridge maintenance, project evaluation and selection
6. Rural Transit
7. 3R Program and Betterments project evaluation and selection process
8. Highway Safety Improvement Program project evaluation and selection process
9. Project Initiation Form – PIF
10. County Issues – See “Questions and Comments” section below (this agenda item was completed throughout the meeting by the attendees from the county). Because the meeting was somewhat informal, there was a great deal of give-and-take discussion throughout the course of the meeting.
11. Future Workshop Agenda Items:

QUESTIONS & COMMENTS:

The attendees from the County and BLM offered numerous comments and brought a variety of issues and concerns to NDOT throughout the workshop. The following summarizes the major concerns and discussion that arose during the workshop:

Problem Statement: *(List the person speaking and the problem)* such as Commissioner XXXX asked for an update on status of a project on U.S. 93 at mile marker 106.

Action: *(state what action you plan to take or taken)* Project SPF-093-3(009)106 was programmed on November 14, 2013 for \$4,170,000.00 to “realign US 93 for approximately 5000’ using geo foam to avoid unsuitable soils.”

POC: *(List the person in NDOT responsible for taking action and their contact information for example, Mary Martini 385-6501)*

Status: *(any additional information or state if no further action is required)*