
WYOMING DEPARTMENT OF TRANSPORTATION

PUBLIC INVOLVEMENT HANDBOOK



2022 EDITION



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WYDOT's Commitment to Public Involvement

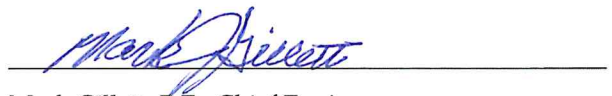
Wyoming Department of Transportation (WYDOT) employees understand that worthwhile, effective public involvement is one of the toughest challenges that state agency personnel face. We also recognize that public desire to share in the transportation decision-making process continues to grow. We welcome public involvement and accountability and offer this handbook as a means of facilitating increased participation and transparency.

WYDOT continually strives to improve public involvement in the plans we produce, the decisions we make, and the operations we undertake. We are committed to perfecting the interaction between the agency and its stakeholders. The issues facing the transportation sector cannot be solved without multiple disciplines working together to ensure our system remains economically, socially, and environmentally sustainable. We strive to provide public input opportunities to add value to our products and services. This handbook promotes, to the greatest extent possible, the achievement of WYDOT's goals of safety, efficiency, and customer service.

Successful communication is vital to WYDOT's public involvement process, ensuring that information flows not only from the agency to customers and the public in understandable formats but also from its constituents back to the agency. This handbook details a variety of methods that enhance our communication abilities and facilitate dialogue with the public.



Luke Reiner, Director

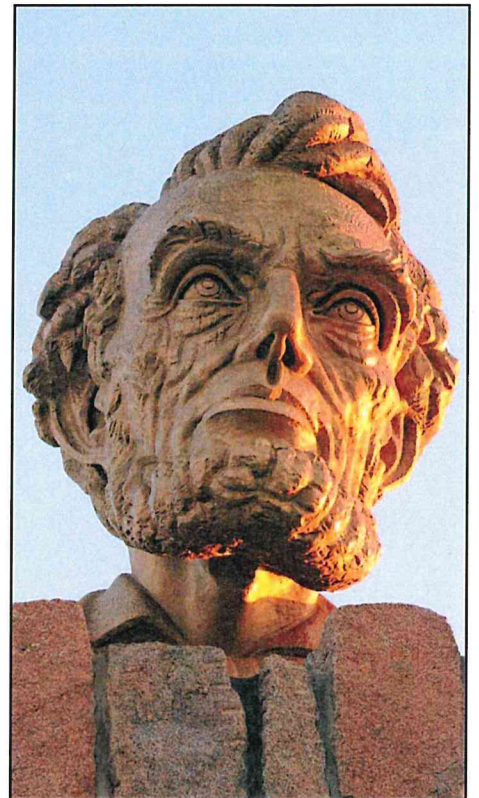


Mark Gillett, P.E., Chief Engineer

Effective January 10, 2022

Abbreviations Used in this Handbook

ADA	Americans with Disabilities Act
CEQ	Council on Environmental Quality
CFR	Code of Federal Regulations
the Department	Wyoming Department of Transportation
EA	Environmental Assessment
EIS	Environmental Impact Statement
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
L RTP	Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
STIP	State Transportation Improvement Program
USC	United States Code
WYDOT	Wyoming Department of Transportation



WYDOT's Public Involvement Philosophy

WYDOT welcomes and values public involvement. WYDOT believes that well-designed, proactive public involvement improves its planning and policy efforts and ultimately leads to better decisions, better projects, and maximized, long-term public benefits. Creating long-term, sustainable systems requires WYDOT to embrace outside skills and knowledge, including input from the public. Advantages of enhanced public involvement include:

- **Increased public collaboration.** Citizen collaboration on projects benefits WYDOT's processes and outcomes, promoting public participation and respectful, productive dialogue.
- **Decisions that better reflect diverse interests.** Consulting with all identifiable interests helps WYDOT better understand and reflect the full range of community values and livability standards.
- **Efficient transportation decision implementation.** Early public involvement fosters better decision-making and reduces costly project plan revisions and change orders.
- **Enhanced agency credibility.** Increased public involvement results in more meaningful and better interactions between Department personnel and customers. This interaction aids everyone. WYDOT better understands public concerns, and customers gain an appreciation of the Department and its responsibilities.



WYDOT proactively involves the public in addressing transportation issues. The agency communicates its mission and goals to the widest audience possible and considers feedback received from transportation stakeholders and the public.

The Department embraces several specific goals:

- Provide for open and continuous communication to incorporate public input into decision-making and inform the public of planning, program functions, project activities, designs, and construction.
- Implement a public involvement strategy to identify and use Department resources to inform the public of WYDOT's activities and receive public input. The strategy will establish levels (based on the nature and complexity of the activity) for communicating with transportation stakeholders and the public.
- Consult with local governments in identifying transportation needs, coordinating projects, and selecting viable solutions.
- Provide public input opportunities in developing the State Long Range Transportation Plan and the State Transportation Improvement Program.
- Respond quickly and transparently to concerns expressed about WYDOT activities and educate the public about transportation programs and issues.
- Review and update the public involvement strategy and process as needed, continuously evaluate public outreach activity effectiveness, and use the results to improve the program.
- Ensure minorities and low-income populations have opportunities to participate in the public involvement process.
- Foster internal communication and training to promote public involvement process understanding and implementation.

WYDOT periodically reviews its public involvement processes for effectiveness. Striving for continuous improvement, every five years WYDOT requests comments from county officials, the Wyoming Association of Municipalities, and tribal governments on its public involvement process.

Public Involvement Begins with Planning

Many WYDOT planning activities provide public input opportunities. Additionally, WYDOT welcomes comments even outside normal planning and construction activity cycles. Comments can be submitted electronically using the “contact” button on the WYDOT website, calling the appropriate phone number on page 13, or engaging with WYDOT on social media.

Social Media in the Public Involvement Process

Social media is an umbrella term that includes products like social networks, blogs, and online communities with a primary feature of allowing users to connect with the agency. Social media often provides a greater opportunity for discussion and feedback with a more active interaction than the passive nature of traditional methods. Sharing information through social media allows for more accessibility; however, some areas in places like Wyoming face connectivity and access issues. Given these issues, social media is used as an additional tool to traditional outreach methods, not as a replacement.

An important component of social media outreach is monitoring public input as close to continuously as possible. WYDOT’s audience expects real-time or near real-time feedback, very much like holding a face-to-face discussion. WYDOT will inform users about the “hours of operation” for its social media outlets. For example, when creating a Facebook page for a road project, the department will use the “About” section to inform the public of what to expect for response time, and whether the page will be monitored after-hours or over the weekend.

The immediate nature of social media also creates monitoring challenges regarding negative or inappropriate commentary and misinformation in posts from members of the public. WYDOT will use timely site management to ensure information is correct, and that misinformation is addressed as quickly as possible.

The most common social media tools used by WYDOT are Facebook and Twitter. These outlets are widely accepted in Wyoming, and the public expects to find such a site for projects in their communities. WYDOT will take advantage of these expectations by providing the public with an easily accessible location to stay informed about the project, weigh-in with concerns, and ask questions whenever practical.

The decision to create a social media site for WYDOT projects rests with district staff.

Long Range Transportation Plan and Corridor Vision

23 USC 135 requires each state to develop a statewide long-range transportation plan and a statewide transportation improvement program.

The Long Range Transportation Plan (LRTP) provides for the development, integrated management, and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that function as an intermodal transportation system for the state and make up an integral component of the United States intermodal transportation system. The LRTP is an ongoing effort to integrate highway asset needs with community and economic needs to ensure a holistic approach to the transportation network.

Wyoming’s LRTP allows for public input in shaping the 20- to 30-year transportation network outlook. WYDOT uses asset management techniques to indicate future asset conditions based on various funding scenarios. The plan outlines necessary actions to fulfill WYDOT’s mission of providing a safe, high quality, and efficient transportation system.

To understand project impacts, the WYDOT Planning Program studies road networks that make up transportation corridors. Because these are networks, all roads tying into the major roads receive consideration. These studies are documented in a Corridor Vision.

WYDOT updates the LRTP and Corridor Visions approximately every five years. During these updates, WYDOT evaluates the function and need of the transportation system and solicits input from a wide range of stakeholders. A Transportation Stakeholder Advisory Committee is formed, which may include:

- Wyoming Trucking Association,
- Metropolitan Planning Organizations,
- Wyoming County Commissioners Association,
- Wyoming Association of Municipalities,
- Tribes,
- Legislative liaisons,
- Economic development organizations, and
- Other groups as appropriate.

The committee reviews and comments on the draft LRTP, assists in the public review process, identifies key issues, and analyzes emerging trends. WYDOT also reviews the draft document with the public at large, using open houses, online media, and other methods to facilitate constructive dialogue.

Other plans supplement the LRTP, including the Statewide Rail Plan, the Statewide Freight Plan, and the Strategic Highway Safety Plan. Each plan includes a public involvement process similar to the LRTP.

Public Input Needed: As these plans seek to understand the societal and infrastructure needs of the future transportation system, public input is needed on a broad range of topics. Non-transportation issues in the LRTP include wildlife connectivity, historic preservation, and community place making.



Corridor Plan

Corridor Plans focus the ideas and goals documented in the long-range plans into a discrete road segment or area. The Corridor Vision describes the ultimate desired corridor condition; the Corridor Plan compares the desired condition against the present actual condition, resulting in a list of road needs for the corridor. The needs analysis includes projects suggested by WYDOT's management systems, including safety, pavement, and bridge. This document offers a comprehensive needed future project list.

A Planning and Environmental Linkage is a special type of corridor plan that obtains public input as if a project is imminent. This plan can shorten the design process.

Public Input Needed: These plans capture specific needs at specific locations. The public may provide input on mobility needs, environmental or social concerns, and future infrastructure needs at this stage. These documents also capture input from the State Transportation Improvement Program meetings.

State Transportation Improvement Program

Current federal regulations require all states to develop a fiscally constrained State Transportation Improvement Program (STIP). WYDOT uses a six-year STIP that is updated annually. STIP development matches high-priority needs, mostly from the Corridor Plan, to anticipated funding. The Department uses transportation management systems, geometric deficiency data, and the LRTP to help determine the scope for a particular project. WYDOT also considers public requests for projects.



The Metropolitan Planning Organizations (MPOs) in Casper and Cheyenne have their own public involvement processes for developing their transportation improvement program. These programs include a four-year project listing identified by the MPOs. WYDOT incorporates these plans into the STIP.

An urban area (population over 5,000 by the last census) may form an Urban Systems Advisory Committee, which partners with WYDOT to identify needed projects, facilitate public input, and involve diverse interests in STIP decision-making.

WYDOT compiles projects identified in the planning process into the proposed STIP, which is then released for public review and comment. WYDOT reviews the proposed STIP with each county in the spring and summer, often using open forums. After this initial input, WYDOT makes the draft STIP available for public comment, for at least 30 days, usually beginning in late July. The STIP is subject to change based on funding constraints during and after the comment period. The STIP and any comments are then presented to the Transportation Commission at its September meeting. Based on this public input, the Transportation Commission decides whether to approve the STIP and authorize project design.

The highway design and construction process is complex, and delays, cost changes, or unforeseen work may arise outside the normal STIP development cycle. A regionally significant project moving into the STIP outside of the normal time cycle will be reviewed with

the elected officials in the county or community affected and advertised for public comment by the Public Affairs Program for 30 days. The Commission then acts based on the comments received. A regionally significant project adds capacity to the National Highway System and impacts regional travel. Regionally non-significant projects (typically maintenance work such as chip seals, thin overlays, and bridge repairs), cost changes to existing projects, fiscal projections, or construction year changes are considered administrative changes to the STIP and will be handled by the Commission monthly and documented in a quarterly STIP amendment.

Environmental Justice

The WYDOT public involvement process must conform to the U.S. Department of Transportation (USDOT)/ (FHWA) Order 6640.23A (June 14, 2012) that establishes policies and procedures for complying with Executive Order 12898 (February 11, 1994) “*FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*”.

This directive requires WYDOT to identify and prevent discriminatory effects caused by a proposed action. The public process must:

- Obtain information on the population type a proposed action serves or affects.
- Identify and address disproportionately high and adverse environmental effects a proposed action will have on minority and low-income populations.
- Provide minorities and low-income populations opportunity to participate.
- Solicit input from affected minority and low-income populations when evaluating alternatives.
- Disseminate information in an easily accessible manner for minorities and low-income populations.



Public Input Needed: The STIP is the starting point of discussion for actual scheduled projects. Comments on the limits of the project, the initial scope, and the proposed year are critical. Comments on the level of

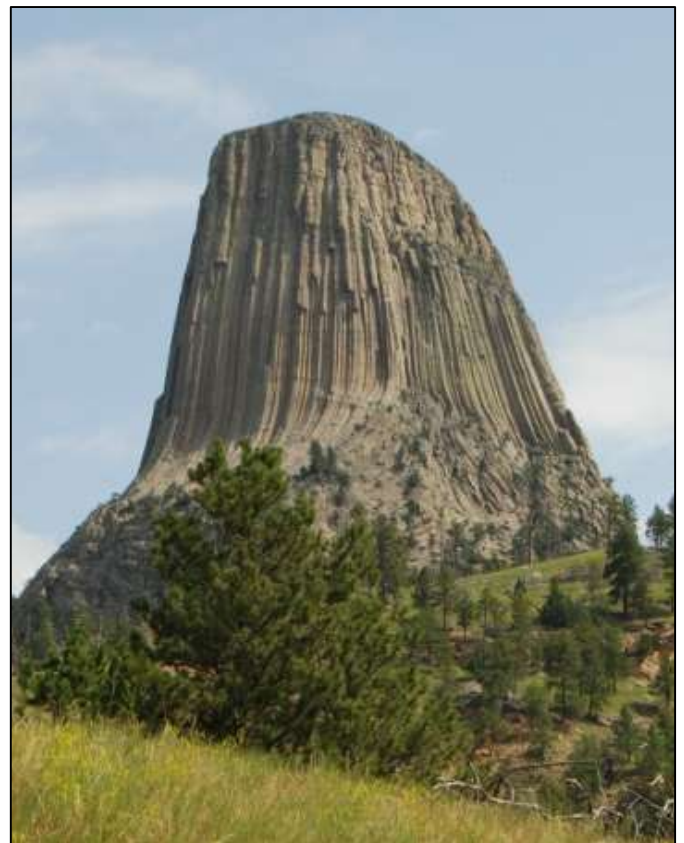
public involvement needed in project design are extremely useful.

National Environmental Policy Act

The National Environmental Policy Act (NEPA) requires federal agencies, such as the Federal Highway Administration, (FHWA) to encourage and facilitate public involvement in decisions affecting environmental quality. To avoid or minimize adverse environmental impacts, NEPA-related activities identify and assess reasonable alternatives to proposed actions, as outlined in 40 CFR 1500-1508.

23 CFR 771.111 describes specific public involvement activities for federally funded projects. These regulations require early and continual public participation opportunities to identify social, economic, and environmental project impacts. Public hearings are held for certain types of projects, including those requiring either an environmental assessment (EA) or an environmental impact statement (EIS), both of which require public review and comment. Additional details concerning NEPA and other federal regulations follow later in this handbook.

WYDOT’s Environmental Services Section undertakes, complies with, and documents all NEPA-related



activities.

Public Involvement for Construction Projects

Most WYDOT projects require a public involvement strategy.

Plan Development

The level of involvement is determined early in the plan development process by considering the project history, purpose, need, maintenance problems, landowner issues, area demographics, previous studies in the area, environmental issues and NEPA requirements, previous public comments, other governing body support, future project plans, traffic problems, previous publicity, previous internal discussions, and any other issues impacting the public process.

While public involvement meetings are not typically held during project plan development, a meeting may be held in this stage for urban projects or projects with right-of-way issues. The district public involvement specialist arranges these meetings (see page 10, *Public and Stakeholder Meetings*, for more information).

Four levels of involvement

Each project requires an appropriate public involvement level. The district engineer determines this level based on perceived significant impacts to the public, legally protected features (such as historic sites or Waters of the United States), or designated species. Public input during the STIP stage on the desired public involvement level is critical. Once determined, the public involvement level is recorded in the WYDOT Project Control System along with necessary public involvement activities for the project.

The strategy remains flexible. At any point during project development, additional outreach efforts or public involvement level changes may be needed to keep the public informed and involved.

This is not a fail-safe process. Some projects require changes and fine-tuning. Some projects may require higher levels of involvement than the simplicity of the project normally dictates, based on location, interest, and other factors. Some have unforeseen impacts to certain stakeholders that the district resolves during the construction phase.



When determining project level, "urban" means territory contiguous to and including any public street or highway built up with structures devoted to business, industry, or dwelling houses situated at intervals of less than 500 feet for a distance of a quarter of a mile or more. At the discretion of the district engineer, incorporated areas exceeding the 500-foot spacing may be included.

Level A

Level A projects include maintenance and rural surfacing. Level A public involvement typically requires:

- A news release explaining the project and including a WYDOT contact once the project is let to contract.

Level B

Level B projects include minor rural reconstruction. Level B public involvement typically requires:

- A news release explaining the project and including a WYDOT contact. Other media, such as radio, television, or internet may also be used;
- Contacts with local government officials, interest groups, and other organizations;
- Contacts with affected landowners explaining design and construction; and
- Public notification of construction schedules, detours, and so forth once the project is let to contract

Level C

Level C projects include minor urban projects, corridor improvements, projects with ADA requirements (see Appendix A), and minor realignment projects. Level C public involvement will typically require the following:

- A news release explaining the project and including a WYDOT contact. WYDOT will contact newspapers serving the area to develop a story and graphics that explain and illustrate the proposal. WYDOT may use other media, such as radio, television, or internet;
- Personal contacts with adjacent landowners as determined by the district engineer or designee;
- Contacts with local government officials, interest groups, and other organizations;
- A scoping meeting to present basic project information and to seek input early in the design process; and
- Public notification of construction schedules, detours, and so forth.

Level D

Level D projects include major realignments, new highway corridor projects, and major urban projects. Level D public involvement will typically require the following:

- A news release explaining the project and including a WYDOT contact. WYDOT will contact newspapers serving the area to develop a story and graphics that explain and illustrate the proposal. WYDOT may use other media, such as radio, television, or internet;
- A possible advisory committee formed from diverse project stakeholders. This committee may be maintained through construction to address unforeseen difficulties;
- A possible interdisciplinary team with project technical expertise;
- Personal adjacent landowner contacts;
- Contact with local government officials, interest groups, and civic organizations;
- Scoping meetings, normally including:
 - A public meeting to determine the scope of the issues;
 - A public meeting to identify possible alternatives; and
 - Public meetings on findings and significant issues.
- Contact with landowners, government officials, and interest groups during EIS preparation;
- Distribution of the draft environmental document and a news release about the public meeting;
- Use of applicable media before and during construction to disseminate information; and
- Additional public meetings as needed.

Construction Information Plan

Some projects (particularly urban or high-interest projects) require a construction notification and information plan. This helps mitigate construction effects on businesses, landowners, and residents. This plan may include:

- Regular meetings with affected businesses and landowners;
- Posters, brochures, or other handouts (including simple maps) distributed in the project area;
- Variable or dynamic message signs;
- Highway advisory radio—low wattage public information radio stations;
- Weekly (or other regular) news releases or paid

advertisements to newspaper, radio, and TV; and

- Appropriate new technologies and/or social media.

News Releases and News Coverage

WYDOT issues news releases for all public involvement levels and help communicate information to the public throughout project design and construction. The Public Affairs Program and the district public involvement specialists maintain a list of media outlets, including newspapers, radio stations, television stations, and trade journals. District public involvement specialists prepare most project-related news releases. The Public Affairs



Program prepares news releases for Transportation Commission proceedings.

Advisory Committees

WYDOT may form advisory committees on EIS projects or at its discretion as another means to facilitate communication. While not a decision-making body, the advisory committee can provide an important link between WYDOT and the public. Committee meetings provide an opportunity for open discussion with representatives from diverse interests and backgrounds, resulting in mutual understanding of difficult issues. Committee members can also relay comments they receive in the community.

The district engineer establishes advisory committees when necessary and outlines its role so that members understand their function.

Members should include local citizen volunteers representing stakeholders and constituent groups, and a manageable group size should be maintained.

Committees may include representatives of the following:

- City or county governing bodies;
- Area legislators;
- Planning groups (such as MPOs or urban advisory committees);
- Tribal governments;
- Landowners;
- Project opponents;
- Neighborhood councils or homeowners groups;
- Industry, chambers of commerce, and the Wyoming Business Council;
- Fish, wildlife, conservation, and sporting organizations;
- Environmental and land use organizations;
- Transportation user groups (such as trucking associations, bicycle groups, and tourism);
- Agricultural interests.

On projects with unique problems or circumstances, WYDOT invites local representatives of state and federal agencies to participate, such as Office of State Lands and Investments (SLIB), Bureau of Land Management (BLM), and the U.S. Forest Service (USFS). WYDOT should be aware of formal procedures for participation, scoping, or approvals to expedite proceedings.

The advisory committee should be balanced and represent all sides of anticipated issues to avoid hindering future endeavors and decisions.

Interdisciplinary teams

WYDOT uses a systematic interdisciplinary approach in planning, locating, and designing all transportation projects. This approach utilizes personnel trained in the appropriate natural, social, physical, environmental, and engineering sciences to study and evaluate the impact of proposed transportation improvements.

The interdisciplinary team for a project requiring an EIS plays a critical role in analyzing and proposing methods to address public concerns. This team is formed early in EIS development and may be continued after the Record of Decision (ROD) with similar representation.



Landowners

For level C, and D projects, the WYDOT district contacts all landowners in the project vicinity prior to project commencement. WYDOT acquires contact information from county real property records. Landowners concerned about receiving proper notifications should contact their counties to ensure records are current and accurate.

When right-of-way issues exist, WYDOT, through its Right-of-Way Program, initiates personal contacts with affected landowners as they begin the appraisal and acquisition process. WYDOT personnel will contact the landowner in writing to arrange a meeting to discuss plans, scheduling, and construction features. This meeting also includes a tour of the property where impacts are likely.

Local Government

WYDOT seeks to involve county and local governments in the planning, design, and construction process. This begins with STIP and LRTP planning through WYDOT's meetings with each county's board of commissioners. Other local government involvement occurs during public involvement activities for specific projects.

WYDOT has several grant programs that provide funds for planning and construction projects administered by the local government. These local governments set the public involvement strategy for these grant projects.

Environmental and Other Interest Groups

WYDOT reaches out to environmental and other interest groups that, in WYDOT's judgment, will be affected by the project. WYDOT's Civil Rights Program maintains a list of advocacy groups for the districts to contact. Advocacy groups are encouraged to contact Civil Rights for inclusion on the list.

Any person or entity may contact the appropriate district public involvement specialist to request information and discuss concerns about WYDOT activities. See page 13 for contact information.

Public and Stakeholder Meetings

Bringing the community together, public meetings can be positive and productive. They create a forum for WYDOT to convey information, discuss important issues, and seek input. Open communication lines reduce the risk of costly project delays and backtracking. Public meetings are held on high-impact projects. Simple, low-impact projects do not have public meetings.

Public meetings use both public announcements and individual invitations. The WYDOT district determines the need for, plans, and holds public meetings in coordination with other WYDOT programs as appropriate.

Public Meeting Announcements

WYDOT uses various methods to announce meeting dates and times to the public, including newspapers, radio, social media, and mailings. Planning studies and statewide projects prompt releases to all major media outlets. WYDOT maintains a Public Meeting Schedule on its News and Information website. WYDOT attempts to reach out to all stakeholders, including those who may not use traditional media.

Public Meeting Formats

Meetings fit into the following categories:

Traditional Format - This is a structured meeting with short, informative presentations followed by an open discussion time for the public to ask questions and give input.

Open House Style - The open format hearing promotes an informal climate and flexibility. A short, informative presentation may be given and/or project information displayed through various formats. Department staff is available for an extended time so people may attend at their convenience.

Virtual Format - The virtual format provides numerous benefits including enabling the public to view the meeting at their convenience, expanding public engagement, reducing travel for staff and the public, and providing a consistent message. Information can be displayed in a virtual room, which can display the same information as a typical public meeting as well as recorded videos or presentations. Contact information for WYDOT staff is posted in these virtual rooms and occasionally virtual live-streaming meetings with the staff are set up.

WYDOT prefers open house style meetings, but virtual meetings are becoming more accepted.

Depending on the project, combinations of any of the above meeting styles may be appropriate.

Public Meeting Types

Public Scoping Meetings are early informational meetings to explain the project's purpose and need and WYDOT's proposals to the public. These meetings happen before most design and environmental work. Scoping meetings allow the public to provide feedback and issues for WYDOT's consideration. Knowledgeable personnel will present the project, the scope of work and timeframe, and answer questions. Public comments are accepted at the scoping meeting and for a set time afterward.

Environmental Document Review Meetings occur after a draft EIS or final EA has been completed. WYDOT shares the findings of the NEPA analysis, including the preferred alternative and the project's environmental and social impacts. Public comments are accepted at this meeting and for a set time afterward.

Public Plan Review Meetings are occasionally held for WYDOT to share project design progress. These meetings may be combined with other public meetings. These meetings allow public input in the design process.

Construction Meetings are held after the project contract has been awarded. These meetings inform the public of upcoming construction schedules, road closures, and other construction-related impacts.



Public Meeting Records

Districts maintain written records of all public involvement meetings (including any public comments), with copies forwarded to Environmental Services for inclusion in the environmental document and to the state planning engineer for website posting. This documentation includes sign-in sheets for meeting attendees; including voluntary demographic information to ensure compliance with environmental justice requirements (refer to Appendix B, Meeting Sign-in Sheet for a standard sign-in template). All comments from public meetings must be accurately recorded for inclusion in the project file, except those deemed

unrelated or derogatory. The meeting coordinator documents a response to each comment.

Stakeholder Meetings

WYDOT also holds meetings with stakeholders, such as impacted businesses and industry or government associations. While open to the public, stakeholder meetings are usually set up by invitation and are not publicly advertised.

Stakeholder meetings also include one-on-one or small group meetings with interested parties. Participants in these meetings should still file comments through normal channels, as no meeting summaries are produced.



Public Involvement Activities for Environmental Assessments and Environmental Impact Statements

On projects requiring an Environmental Impact Statement (EIS), 23 CFR 771 and federal Council on Environmental Quality (CEQ) regulations require that a Notice of Intent be published in the Federal Register as soon as practicable after the decision is made to prepare an EIS. FHWA files the Notice of Intent. Technical Advisory T6640.8A provides information on preparing this notice.

Scoping

Scoping is a formal information exchange that is an essential process component on projects requiring an Environmental Assessment (EA) or EIS. Federal regulations require scoping to begin early and continue throughout the NEPA process. Scoping may also be used on any level of NEPA document to help gather public input. Scoping is described in 40 CFR Section 1501.9, 23 CFR 771, and CEQ Regulations.

Depending on project complexity, cooperating agency meetings and stakeholder or interested party meetings may take place.

Public scoping occurs during the preparation of the draft environmental document and consists of the following three parts.

- **Public comment on the scope of issues.** This involves the public and federal, state, local, and tribal governments. Scoping objectives include the following:
 - Initial draft environmental document planning,
 - Determining the scope of issues to be considered for specific project areas, and
 - Formulating the depth of analysis required in the environmental document.
- **Public comment on alternatives.** The public participates in identifying alternatives (the various ways the purpose and need for a project can be met). If a range of alternatives has already been identified, they are presented for public comment. Alternatives may include various alignments, options, and features, other transportation means and reducing project demand or need. All alternatives, except the 'no build,' must meet the project's purpose and need. The alternatives and screening criteria used to select a preferred alternative are presented to the public in an effective, unbiased, and concise way.
- **Public comment on findings and significant issues.** WYDOT gathers the public comments and seeks consensus on issues and alternatives that are significant enough to warrant full discussion or analysis in the environmental document. The results serve to focus analyses, including revising work as necessary, finding solutions to the most pressing problems, and/or identifying mitigating measures for unavoidable impacts.



Public Involvement Specific to Aeronautics

WYDOT's Aeronautics Division adheres to all WYDOT public involvement provisions as well as additional Federal Aviation Administration (FAA) requirements. The FAA actively encourages community involvement in its sponsored programs. A legal mandate for community involvement is found in Public Law 94-54, which states that, "[n]o airport development project may be approved... unless... fair consideration has been given to the interest of the communities in or near which the project is located."

Aeronautics' role in aviation system development differs from that of other WYDOT divisions involved in infrastructure improvement in that airports in the state are typically owned by the municipality or county, and those authorities—not WYDOT—supervise improvement work. However, Aeronautics participates in and facilitates public involvement in airport planning and development. Aeronautics also develops a state system plan and other documents requiring community involvement. Other activities are designed to promote the exchange of information with the public, including the following.

Joint Planning Conferences

Aeronautics routinely conducts joint planning conferences at general aviation airports to gather public input concerning upcoming airport improvements. Notices advertising these meetings are placed in local newspapers, with airport users and community leaders specifically targeted for participation. The meetings result in a revised Capital Improvement Program (CIP) for individual airports. The CIP is the primary input to federal and state funds programming, and through it, the public directly influences the airport improvement process.

Special Studies, Publications and Guides to Aviation Activities and News

On request, Aeronautics distributes publications regarding land use planning, airports, and aviation economic benefits. Aeronautics also distributes special planning studies to appropriate individuals and agencies, such as city and county planning groups, airport board members, city councils, and county commissions.

Public Meetings – Aeronautics Commission and Local Airport Planning

Aeronautics facilitates Wyoming Aeronautics Commission meetings and teleconferences. The Commission considers airport improvement grants, and Aeronautics staff members present information on pertinent topics to the aviation community. Additionally, Aeronautics publishes public meeting notices in regional newspapers.

Besides sponsoring its own public meetings, Aeronautics personnel also participate in local airport planning and construction meetings conducted by the local airports and the FAA.



Public Involvement Driver Services

Wyoming State Statute 31-7-114 requires that Driver Services provide examinations (services) at least once per month in each of the 23 counties. Currently there are 29 Driver Services locations throughout the state. In the event that WYDOT's Driver Services will increase or decrease the number of publicly accessed facilities and/or the services provided/activities conducted at certain publicly accessed facilities, WYDOT will evaluate the impacts to the public to determine what outreach may be necessary. WYDOT's Driver Services will ensure any changes to the services provided is communicated to the public.

The answers to this evaluation will then lead to the determination as to how extensive and intensive the outreach/ notice to the public will need to be. WYDOT will use the methods outlined in this handbook to communicate the changes in service to the public. If there is a decrease in services and adjacent areas cannot cover these changes, it may be necessary to do an intensive outreach, which may include:

- Identify stakeholders affected by the specific changes.
The stakeholder list must be sufficiently inclusive to ensure that the news of the proposed change(s) is communicated to the greatest number of customers.
- Publicize the proposed changes.
- Conduct public meeting(s) and gather public comments.
- Prepare a written report to capture all aspects of the outreach effort and submit to Federal Motor Carrier Safety Administration.
- Implement the proposed change(s).
- Monitor feedback and reevaluate/adjust the change(s) based on impacts to customers or the state.
- Notify the public of the Title VI Program Protection/Classifications and Title VI complaint process.



References

Code of Federal Regulations (CFR) 23 Part 771

Code of Federal Regulations (CFR) 40 Part 1500-1508

WYDOT Contact List

Contact the Public Affairs Program at (307) 777-4437 for additional contacts.

Headquarters

5300 Bishop Blvd
Cheyenne, WY 82009-3340

Chief Engineer	(307) 777-4484
Driver Services	(307) 777-4800
Engineering & Planning	(307) 777-4484
Environmental Services	(307) 777-4402
Planning	(307) 777-4412
Aeronautics	(307) 777-3952
Right-of-Way	(888) 570-9908
Civil Rights	(307) 777-4457

District 1

3411 S. 3rd St., Ste. 1
Laramie, WY 82070
(307) 745-2100

District 2

900 Bryan Stock Trail
Casper, WY 82601
(307) 473-3200

District 3

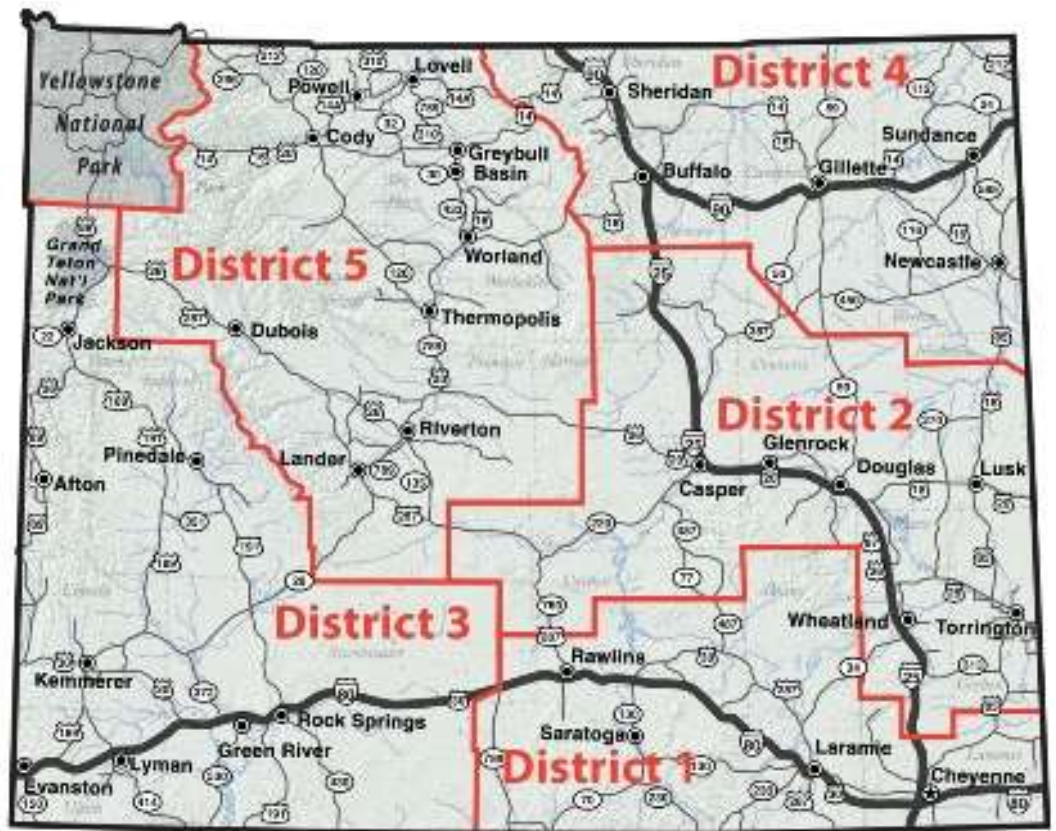
3200 Elk Street
Rock Springs, WY 82901
(307) 352-3000

District 4

10 East Brundage Lane
Sheridan, WY 82801
(307) 674-2300

District 5

218 West C, Box 461
Basin, WY 82410
(307) 568-340



Appendix A: Americans with Disabilities Act (ADA) and Limited English Proficiency Compliance

Meeting Notices

All public meeting notices must contain the following or similar language to comply with the Americans with Disabilities Act (ADA) and provide attendees with limited English proficiency the opportunity to participate.

For questions about accessibility or to request accommodations please contact (name of meeting contact) at (phone number) or (email address). Two weeks advance notice will allow us to provide seamless access.

I will need the following accommodations in order to participate:

ASL Interpreter

Note taker

Assistive listening device

Captioning

Large print

Braille

Disk. List format: _____

Wheelchair access

Orientation to facility

Diet Restrictions. List: _____ (only required if snacks/meals are provided)

An assistant will be accompanying me: Yes No

Please provide meeting materials in a language other than English: Yes No

Please specify language: _____

Other: _____

Project Requirements

Projects classified as alterations under ADA require additional construction to ensure ADA compliance, such as installing curb ramps at pedestrian crossings. These projects will, at a minimum, require Level C public involvement activities. Such projects include, but are not limited to:

- Plant mix overlay
- Reconstruction (Asphalt or Concrete)

- Concrete pavement rehabilitation (such as full slab replacement)
- Plant mix wearing course
- Microsurfacing and thin lift overlays
- Cape seals (slurry seal or microsurfacing over a new chip seal)
- In-place asphalt recycling

In such projects, all facilities used by pedestrians in corner areas at intersections must be designed according to ADA requirements. Facilities between intersections do not have to be upgraded to meet ADA requirements on preservation projects.

Surface treatments not considered alterations by ADA regulations include:

- Painting or striping (except parking stall delineations)
- Crack filling and sealing
- Surface sealing
- Chip seals
- Slurry seals
- Fog seals
- Scrub sealing
- Joint crack seals
- Dowel bar retrofits
- Spot high-friction treatments
- Diamond grinding
- Minor street repair/patching (less than 50% of pedestrian street crossing area) that does not include the turning space and curb ramps.
- Curb and gutter repair or patching outside the pedestrian street crossing.
- Filling potholes
- Traffic sign or signal installation (as long as it does not violate protruding objects or access requirements)
- Installing a bench, traffic receptacle, or other item as long as the installation does not reduce the sidewalk width below minimum requirements.

This is not an exhaustive list. Projects not listed may require ADA compliance activities, and listed projects may have lesser requirements due to technical feasibility. Contact the WYDOT Civil Rights Program if unsure.



