
PUBLIC PARTICIPATION PLAN FOR THE 2022 STATEWIDE MULTIMODAL TRANSPORTATION PLAN UPDATE

This document outlines how the Minnesota Department of Transportation plans to connect with the public, stakeholders and partners for the Statewide Multimodal Transportation Plan— Minnesota’s overarching transportation policy plan.

THE ASK

We want to hear from you about our proposed process for connecting with the public, stakeholders and partners for the Statewide Multimodal Transportation Plan. There will be other opportunities to connect with MnDOT on your priorities for transportation between now and early 2022. For this Public Participation Plan, provide comments via MinnesotaGO.org or by phone or email to:

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MnDOT will accept comments on the draft Public Participation Plan until 5:00 PM on December 18, 2020. Additional details about how to submit a comment are located in the How to Comment section at the end of this document.

PURPOSE OF THIS DOCUMENT

MnDOT is updating the Statewide Multimodal Transportation Plan, which provides policy guidance for all modes of travel and for all transportation partners. Public engagement is key to ensuring the final plan reflects Minnesotans’ transportation priorities. This document outlines how MnDOT plans to connect with the public, stakeholders and partners to update the SMTP. MDOT expects to adopt the final plan in early 2022.

WHY ENGAGEMENT MATTERS

People have a right and deserve to be involved in decisions that impact their lives. Transportation has a vast impact on people, the environment and the economy. MnDOT provides a variety of inclusive and meaningful ways for people to help deliver the best transportation system possible.

ENGAGEMENT IN OUR CURRENT CONTEXT

People making transportation decisions need to consider how their policies and actions will impact society. Processes should balance owning the complexity of our past, recognizing current conditions and aspiring for a future that honors people and place.

We acknowledge the place we now know as “Minnesota” is located on the homelands of tribal nations. It is important to recognize the long history and enduring relationship between Indigenous peoples’ connection to “Mni Sota” and the lasting impacts of policies detrimental to the balance of nature. Mutually respectful relations between Indigenous and non-Indigenous peoples are founded on long-term relationship-building, learning processes and developing solutions.

Not all people experience outcomes equitably. The global COVID-19 pandemic has disproportionately affected Black people, Indigenous people and people of color due to ongoing systemic health and social inequities. These inequities combined with the police killing of George Floyd have highlighted the need to focus on racial and social justice. We recognize that being involved in large, long-term studies such as the Statewide Multimodal Transportation Plan is not at the top of many Minnesotans’ minds.

The outsized impact of transportation on peoples’ lives has the potential for vast change. Challenges like colonialism, systemic racism and the pandemic combined with climate change are a significant threat to our people, communities, land and economy. Our goal is to have meaningful, inclusive, accessible and impactful interactions with Minnesotans while understanding demands from these overlapping public health crises.

Public engagement remains a high priority for MnDOT. We aim to ensure that we hear and reflect the voices of Black people, Indigenous people, people of color and other priority populations and under resourced communities in our work. In addition, we will specifically seek out the voices of people with disabilities, lower incomes, who do not own a vehicle, and youth and older adults. We will do this through the lenses of equity and empathy.

We recognize we are living in extraordinary times. However, our goal to engage Minnesotans meaningfully and authentically in this project remains. We will strive to create opportunities to connect with and hear from Minnesotans. Throughout this project, we are committed to evaluating our work, learning how we can improve and changing accordingly.

BACKGROUND

The Minnesota Department of Transportation is updating the Statewide Multimodal Transportation Plan that will lay out the state’s transportation objectives and strategies for the years 2022 to 2041. The SMTP combines with the Minnesota GO vision to provide policy direction to transportation partners and MnDOT’s other plans. The Minnesota GO vision outlines what Minnesotans desire from the state’s transportation system and identifies guiding principles for MnDOT to achieve. The SMTP shares objectives, performance measures and strategies for transportation decisions over the next two decades. Following the SMTP, updates to MnDOT’s plans for highways, rail, aviation, transit, freight and non-motorized transportation (walking, bicycling and rolling) answer what the Minnesota GO vision and SMTP mean for each type of transportation. Additionally, Metropolitan Planning Organizations throughout

Minnesota update their metropolitan transportation plans to provide more specific guidance to each metropolitan planning area of the state. These metropolitan transportation plans should align with the SMTP.

The SMTP final document will be a cohesive, short document providing direction for Minnesota's transportation system and guiding MnDOT and its partners to implement the Minnesota GO vision. The SMTP process will be an update rather than a restart of the plan. It will incorporate the findings and recommendations of other plans and studies and new perspectives from the public and stakeholders. It will provide more clarity and direction for MnDOT and its partners to implement the plan.

The 2022 SMTP will be the third of a trio of plans completed under the Minnesota GO vision. The update will provide MnDOT with deep understanding of key topics and trends shaping transportation in the state. Context from the updated SMTP will set the stage for a refresh of the Minnesota GO vision after the SMTP is adopted. Minnesota GO is an ongoing planning effort and MnDOT periodically revisits the vision to reflect Minnesotans' priorities for transportation.

GUIDING PRINCIPLES

MnDOT's Strategic Plan echoes the agency's commitment to strengthen relationships with our community members. We deliver this commitment through open decision-making that includes opportunities for the public to influence process such as helping to set policy direction through the SMTP. The principles guiding SMTP engagement are as follows:

- Identify clearly when stakeholders and the public can influence transportation decisions
- Implement an appropriate timeline and process for the public and stakeholders to engage based on capacity and time available
- Use a variety of methods and platforms
- Inform policies, strategies and investment direction (as applicable)
- Use easy to understand language and graphics and culturally responsive practices
- Comply with federal and state requirements

Our engagement approach will clearly identify when and how Minnesotans can influence decisions that are part of this plan update. We will be transparent about what level of influence a person has related to each decision. The level of influence will vary by audience and range from obtaining feedback on topics or decisions to collaborating with groups on final decisions with MnDOT's partners.

The intended outcome is that Minnesotans have actively participated in the project process and assisted MnDOT in updating the plan. A secondary outcome is that there is broad buy-in and ownership, internal and external to MnDOT, of the transportation policy direction set for Minnesota. More detail on engagement outcomes is included in the Evaluation section of this Public Participation Plan.

AUDIENCES

MnDOT understands that not every person shares the same ability, capacity and level of interest in the planning process. It is important to offer a variety of opportunities for different levels of involvement. The project team will work to connect with interested people in ways that are meaningful and accessible to them.

It is important to distinguish public, stakeholder, partner and internal input. All are important but the expectations and tactics for participation differ. Partners generally provide more detailed technical expertise than the public.

PUBLIC

The public is a key audience for this plan and the ultimate beneficiary of the outcomes. MnDOT will scale opportunities for Minnesotans to connect with this planning process to their interest and capacity to participate. All levels of interest will have the opportunity to learn about the plans and provide input. MnDOT will employ a variety of outreach techniques with the goal of reaching a broad and inclusive audience. Specific input tools and communication channels are included in the Engagement Phases section.

The project team will pay special attention to hearing from voices historically underrepresented in transportation decision-making, including Black people, Indigenous people, people of color, people with low-income, people with limited English proficiency and youth. The project team will design engagement strategies with these communities in mind and will identify specific strategies to hear and include these voices.

STAKEHOLDERS

A stakeholder is a person, group or organization with a specific interest in a project, but not necessarily in a decision-making role. The project team will develop a list of stakeholders for this plan update based on previous planning processes. MnDOT will identify an initial list organizations and groups to be involved. Additional stakeholders will continue to be included as the project evolves.

- Key interest groups (e.g., bicycle associations, environmental groups, freight committees, etc.)

PARTNERS

Minnesota has a range of partners working on transportation. Like MnDOT, there are agencies and organizations that play a key role in collaborating with MnDOT to advance transportation in Minnesota. These include Metropolitan Planning Organizations, non-metropolitan officials (e.g., townships, cities, counties, and transit agencies), and agencies responsible for tourism, land use management, natural resources, environmental protection, conservation and historic preservation. These groups are partners since they are decision makers, along with MnDOT, in planning and developing a strong transportation system for Minnesota. Partners are generally those identified in the consult and cooperate categories by federal regulations.

External partners include but are not limited to:

- Boards and councils such as:
 - Area Transportation Partnerships
 - Minnesota Council on Transportation Access
 - Minnesota Freight Advisory Committee
 - Regional Transportation Coordinating Councils
- Federal and state agencies
- Legislators
- Metropolitan Planning Organizations

- Public Transportation Operators
- Regional Development Organizations
- Townships, cities, and counties

TRIBAL GOVERNMENTS

Minnesota is home to 11 reservations and 12 federally recognized sovereign tribal nations. MnDOT recognizes the unique sovereign status of each tribe and their role and ownership in Minnesota's transportation system. MnDOT will engage with each tribal nation through a government-to-government process to as part of this SMTP update.

MNDOT

The SMTP is a plan for all modes of transportation for the state of Minnesota. In addition, the SMTP helps fulfill state and federal transportation planning requirements for MnDOT when combined with other MnDOT plans. As the state's transportation agency, MnDOT plays a critical role in implementing the planning direction. It is important that MnDOT employees engage in the planning process, so they have buy-in and support for the transportation policy and investment direction. They will be responsible for the ongoing implementation of the plan.

PROJECT DEVELOPMENT PROCESS

MnDOT will lead the SMTP update with input from the public, stakeholders and partners. The opportunities for input vary at each step in the plan update process. The following sections identify who leads and is involved at each step.

SCOPING

Project scoping determines the process by which MnDOT will update the SMTP. MnDOT leads this step with review and input from key partners. Scoping sets the parameters for the plan update process, including what policy topics and decisions are on the table for discussion.

PUBLIC PARTICIPATION PLAN

The Public Participation Plan identifies how MnDOT will include the public, stakeholders and partners in the SMTP update process. MnDOT develops the Public Participation Plan and posts it for public review and comment. The public review and comment period are an opportunity for Minnesotans to tell MnDOT how they would like to connect.

ENGAGEMENT

The engagement stage of the SMTP update is when MnDOT asks the public, stakeholder and partners for input to help set new policy direction. MnDOT collects input by asking questions and facilitating discussion with the public, stakeholders and partners. The specific questions that MnDOT will ask are included in the Engagement Phases section of this Public Participation Plan. The goal is to share information about the existing plan, ask what is missing, what has changed and what we should focus on next.

ENGAGEMENT SUMMARY

After the engagement stage, MnDOT will develop a report summarizing the input received through the engagement stage. MnDOT will share the summary with the public, stakeholders and partners for review and confirmation of the themes and takeaways.

STRATEGY DEVELOPMENT

This SMTP update is a revision, not a full re-write of the current plan. MnDOT will not update every topic within the plan. This plan update will focus on up to six topics that need revisiting or that need a deeper dive. MnDOT identified Climate Change and Equity as agency priorities. These will be two of the six topics of focus for this update. MnDOT will ultimately decide up to three or four more topics based on additional agency priorities and partner and stakeholder input. If partner and stakeholder input does not match MnDOT's priorities, the project team will choose at least one topic solely based on partner and stakeholder input. MnDOT will also consider the public input from the previous SMTP update process and early engagement for this project when making the decision. Work groups made up of staff from MnDOT, partners and potentially stakeholders will be responsible for developing new or updated strategies. MnDOT will organize and lead the work groups.

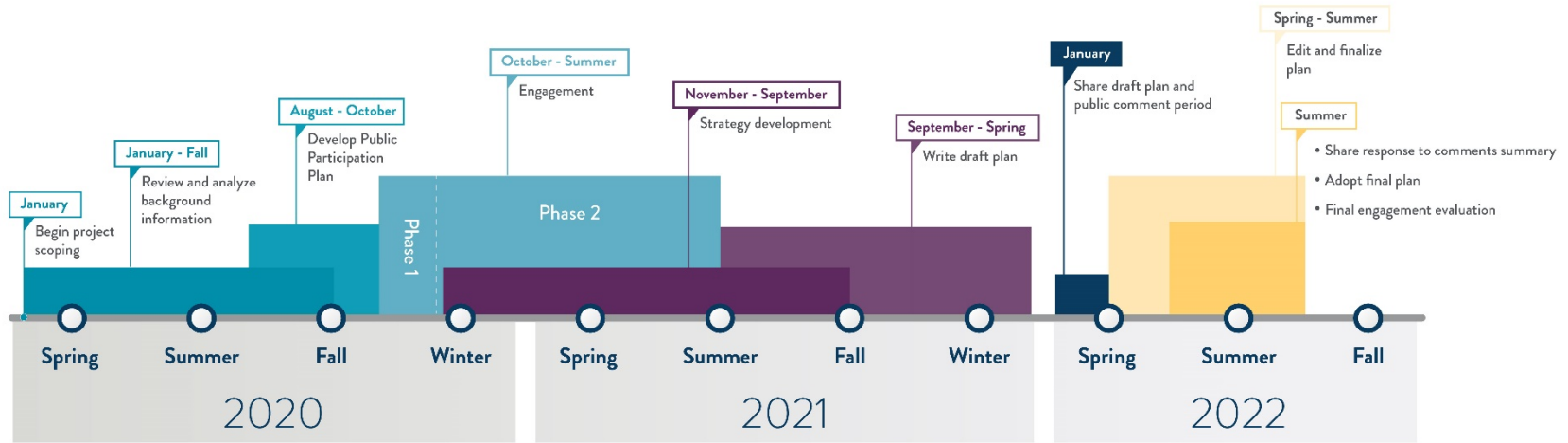
DRAFT DOCUMENTS

MnDOT will incorporate the new and updated strategies identified by the work groups into a draft updated SMTP document. Public input will inform the new and updated strategies as the work groups develop them in the strategy development stage. MnDOT will post the draft plan for public review and comment. The public review and comment period offer an opportunity for Minnesotans to tell MnDOT whether they feel the draft plan reflects their input.

FINAL DOCUMENTS

MnDOT will review and respond to all comments provided during the public comment period on the draft plan. MnDOT will determine the appropriate response to each comment, ranging from noting the comment without making changes to revising sections of the plan in response to the comment. MnDOT will post a formal response to comments so Minnesotans see how MnDOT addressed their comments. The Commissioner of Transportation will approve the final document. At that point, the updated SMTP will be final.

PROJECT SCHEDULE



ENGAGEMENT PHASES

Our engagement approach will be broken into two phases. The goal for Phase 1 is to pick the topics that will be the focus for this plan update. The goal for Phase 2 is to dive deep into each of the up to six focus areas. Additionally, we will have several ongoing activities focused on sharing information and collecting input at all stages in the plan update process. More information on each phase is included in the following sections.

PHASE 1 – IDENTIFYING THE TOPICS THAT WILL BE THE FOCUS FOR THIS PLAN UPDATE

Phase 1 of engagement will set the stage for the strategy development stage of the plan development process, including identifying the up to six topics that will be the focus of the plan update. Phase 1 will also include relationship building with the public, stakeholders and partners.

SCHEDULE

Phase 1 engagement will occur fall and winter 2020.

PUBLIC ENGAGEMENT

Public engagement will primarily focus on understanding Minnesotans' high-level transportation challenges and priorities. This information will provide insights that will inform MnDOT's selection of topics. Additionally, this phase will prioritize relationship building in order to create an audience and network to help facilitate Phase 2 engagement.

Key questions

Public engagement for Phase 1 will look to answer the following questions:

- What has changed for you in the last five years that affects when, how and why you travel? Think about changes before COVID-19 first then think about changes related to COVID-19.
- What has made getting around easier for you?
- What has made getting around more challenging for you?
- What else would you like to tell MnDOT?

Input tools and communications channels

The primary tools the project team will use to collect input from the public, and the communications channels the tools will be share through are included in the following sections.

Input tools – How will we collect input?

- Fill in the blank story activity to get input on the key questions, available online and in print in English, Spanish, Hmong and Somali
- General comment form available online at MinnesotaGO.org
- Individual phone conversations with people who leave comments, reach out or indicate an interest in further discussion

Communications channels – How will we inform people of the opportunity to provide input?

- Social media organic posting (i.e., MnDOT Facebook, Instagram and Twitter)
 - Ask: to complete the fill-in-the-blank story activity, to share within their personal networks, and direct people to MinnesotaGO.org for more project information
- Social media targeted advertising to priority populations (note: specific geographic and demographic groups to target will be identified at the mid-point of the survey period based on which voices are missing)
 - Ask: to complete the fill-in-the-blank story activity, to share within their personal networks, and direct people to MinnesotaGO.org for more project information
- Youth program connections (e.g., MnDOT science, technology, engineering and math education and outreach program, safe routes to school grantees, and Women’s Transportation Seminar Transportation YOU program)
 - Ask: to complete the fill-in-the-blank story activity
- Community organization distribution (e.g., template emails for distribution, newsletter content or Little Free Libraries)
 - Ask: to share the fill in the blank story activity within their networks, and direct people to MinnesotaGO.org for more project information
- Physical advertising in targeted communities (e.g., newspaper ads, yard signs, sidewalk stickers or posters)
 - Ask: direct people to MinnesotaGO.org to provide input and for more project information
- MinnesotaGO.org website
 - Ask: to complete the fill in the blank story activity, to share within their personal networks
- Project email list
 - Ask: to complete the fill in the blank story activity, to share within their personal networks, and direct people to MinnesotaGO.org for more project information
- Follow-up phone calls to people who leave comments, reach out or indicate an interest in further discussion
 - Ask: to provide share their thoughts through conversation
- Additional channels may be added as needed

MNDOT, PARTNER AND STAKEHOLDER ENGAGEMENT

Partner and stakeholder engagement will focus on understanding what about the current SMTP policy direction is working or not working for transportation partners and stakeholders. This input will help MnDOT identify the up to six topics that will be the focus for this plan update.

Key questions

MnDOT, partner and stakeholder engagement for Phase 1 will look to answer the following questions:

- What do you think is important to Minnesotans when it comes to transportation?
- Do you believe MnDOT’s work is critical for Minnesotans? Why or why not?
- What has changed in your work in the past five years?
- What should we focus on for the next five years?
- Where could you use more direction or guidance related to transportation priorities?
- Rate the following topics
 - Aging infrastructure
 - Availability of transportation options and choice of mode

- Changing demographics (aging, disability, geography, race etc.)
- Climate change
- Economy and employment
- Electric, connected and automated vehicles
- Environment (air and water quality, biodiversity)
- Equity
- Freight and logistics (delivery by air, land and water)
- Public health
- Safety
- Technology and web access (including teleworking)
- Other, please specify
- What is your number one priority? Why?

Input tools and communications channels

The primary tools the project team will use to collect input from MnDOT, partners and stakeholders, and the communications channels the tools will be share through are included in the following sections.

Input tools – How will we collect input?

- Online survey of the key questions
- Presentations by the MnDOT project team on the plan update process with input collected through discussion and notes
- Individual conversations with targeted stakeholders from priority populations (note: specific organizations to reach out to directly will be identified at the mid-point of the survey period based on which voices are missing)

Communications channels – How will we inform people of the opportunity to provide input?

- Direct emails to MnDOT staff
 - Ask: offer a presentation by MnDOT, ask to complete the online survey and direct people to MinnesotaGO.org for more project information
- Direct emails to partners
 - Ask: offer a presentation by MnDOT, ask to complete the online survey, ask to distribute the survey more broadly within their professional networks, ask to sign up for the project email newsletter and direct people to MinnesotaGO.org for more project information
- Direct emails to stakeholders
 - Ask: to complete the online survey, ask to distribute the survey more broadly within their professional networks, ask to sign up for the project email newsletter and direct people to MinnesotaGO.org for more project information
- Direct phone calls to targeted stakeholders from priority populations (note: specific organizations to reach out to directly will be identified at the mid-point of the survey period based on which voices are missing)
 - Ask: to complete the online survey, share their thoughts through conversation or both
- SMTP plan update email newsletter, sent to individuals who sign up to receive it
 - Ask: to complete the online survey, to distribute the survey more broadly within their professional networks and direct people to MinnesotaGO.org for more project information

PHASE 2 – DIVING DEEP ON EACH OF THE FOUR TOPICS

Phase 2 of engagement will generally focus on getting input from Minnesotans on the up to six topics identified in Phase 1. In order to be responsive to current events and incorporate lessons learned from Phase 1 engagement evaluation, the project team will develop a detailed plan for Phase 2 throughout fall 2020. We will update this Public Participation Plan and repost it for public review and comment at that time to allow for feedback on our proposed Phase 2 engagement approach.

ONGOING ACTIVITIES – SHARING INFORMATION AND COLLECTING INPUT THROUGHOUT THE PROCESS

In addition to the specific engagement activities included in Phase 1 and Phase 2, some activities will occur throughout the duration from the project. The following sections summarize ongoing activities.

POLICY ADVISORY COMMITTEE

The project team will establish a project advisory committee to guide the overall SMTP update process, including advising on engagement activities. PAC members will include advocacy organizations, boards, councils, stakeholders and partners who represent different perspectives and modes.

TECHNICAL ADVISORY COMMITTEE

The project team will establish a technical advisory committee to provide guidance on the plan update process, including input on engagement activities. The TAC will also help ensure the final policy strategies reflect the priorities and needs of MnDOT and partners. TAC members will include MnDOT staff and staff from partner organizations.

WORK GROUPS

The project team will create work groups related to the up to six topics identified in Phase 1 engagement – one for each topic. These groups will address technical issues and draft new or revised strategies to address transportation priorities for MnDOT and partners. Work group members will be determined after MnDOT selects the up to six topics. Members will include staff from MnDOT and partner agencies with subject matter expertise in each topic.

DISTRICT PUBLIC ENGAGEMENT COORDINATOR CONSULTATION

MnDOT employs a public engagement coordinator in each of the agency's eight districts. The project team will consult with each coordinator at times throughout the SMTP update process. The coordinators will provide input on how best to connect with communities within each district. The coordinators will also assist the project team in identifying the specific audiences in their region and providing recommendations for successful input tools or communication channels to use.

NEWSLETTER

The project team will develop and distribute a project-specific newsletter throughout the SMTP update process. The newsletter will provide regular project updates and share opportunities to connect. Interested individuals will be able to sign up to receive the project newsletter at MinnesotaGO.org.

BRIEFINGS

The project team will provide regular updates to groups within MnDOT and outside the agency including metropolitan planning organizations, regional development organizations, social groups and clubs, and other organizations. The focus of these briefings is to provide information and discuss the SMTP update. The project team will look for opportunities to use existing meetings of these groups as an opportunity to share information about the SMTP and to discuss transportation priorities with participants. However, the project team may ask for a project-specific meeting with groups if it does not work to connect at an existing meeting.

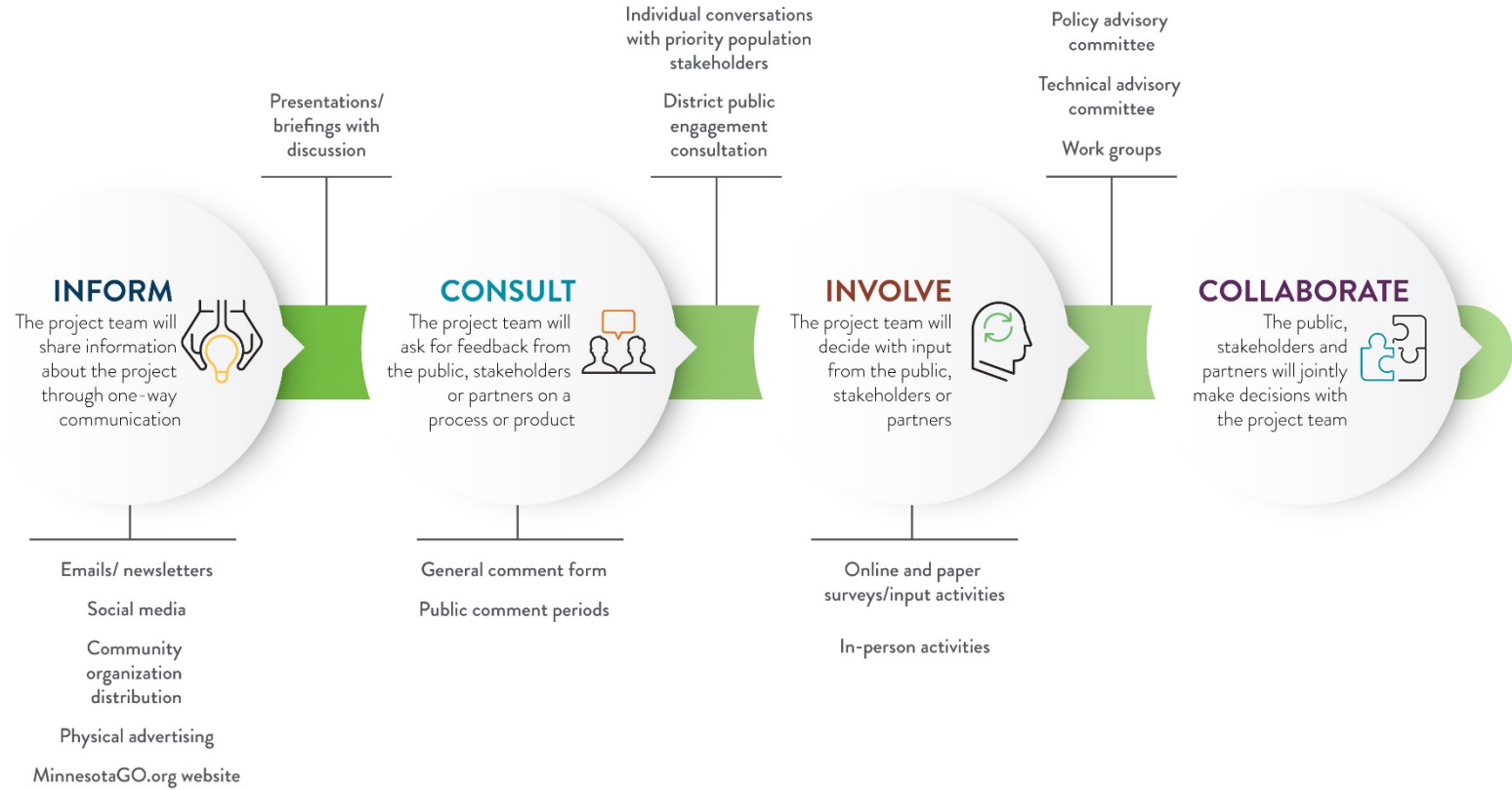
PROJECT WEBSITE

The project team will revise the MinnesotaGO.org website to serve as the online home for the SMTP update. The website will include general project information and highlight opportunities to provide input. Features of the site will include links to survey or other input activities, a calendar of events, links to key documents or background information, reports on overall project progress, and summaries of input.

PUBLIC COMMENT PERIODS

At specific points in the project, the project team will share draft documents for public review and comment. This includes sharing the draft Public Participation Plan before each phase of engagement and sharing the draft of the plan after the strategy development stage.

SUMMARY OF ACTIVITIES



EVALUATION

At the end of each engagement phase, MnDOT will summarize the inputs, outputs, outcomes and impact in an outreach summary document. Additionally, MnDOT will continually share updates on the SMTP plan update process and themes from engagement on MinnesotaGO.org and via presentations to partners and stakeholders. The project team will use cumulative results and trends to adjust project outreach and inform the planning and execution of future outreach at MnDOT. MnDOT will receive monthly reports that document the number of people that interact with the project via:

- Website
- Social media
- Surveys and other online tools
- In-person activities

When possible, the project team will summarize geographic and demographic results. If participation does not appropriately represent the geographic or demographic characteristics of Minnesota, the project team will adjust the engagement approach to target those populations. See the Evaluation Matrix in the appendix for more information on how MnDOT will monitor public participation in addition to answering the following questions after Phase 1, Phase 2 and plan adoption.

INPUTS

The project team will assess the following inputs as part of each engagement evaluation:

- What staff time and budget did it take to connect with MnDOT, the public, stakeholders and partners?

OUTPUTS

The project team will assess the following outputs as part of each engagement evaluation:

- How many place-based outreach meetings occurred? What was the attendance?
- How many stakeholder meetings, informational and advisory, have taken place? What was the attendance and by whom?
- How many people have signed up for project updates via email?
- How many hits were there on the project website? How many of these are repeat visitors?
- How many hits were there on engagement tools in-person, online and total?
- What was the percent of respondents who shared demographic data when requested?
- What kind of input resulted from the place-based outreach, stakeholder meetings and other opportunities?
- Did different modal interests participate?
- Did different geographies participate?

OUTCOMES

The project team will assess the following outcomes as part of each engagement evaluation:

- How did the project team use input to guide planning for future public engagement activities?
- To what extent did the engagement achieve the intended goal for meaningful engagement in the short, medium and long term?

- Which input tools or communications channels were most effective (i.e., provided more meaningful input for the staff time and budget needed)?
- How much of draft and final plans did partners and the public collaborate to develop?
- Were the changes substantive or minor?

IMPACT

The project will assess the following impacts as part of each engagement evaluation:

- How did public input inform agency decisions?
- Were activities seen as one-time opportunities for input, or are relationships more sustained for understanding stakeholder ideas and recommendations?

HOW TO COMMENT

MnDOT will post this draft Public Participation Plan for public review and comment for 45 days starting on November 2, 2020. The public comment period is an opportunity for Minnesotans to tell MnDOT if our plan for how we will include you meets your expectations.

MnDOT will post the draft Public Participation Plan on MinnesotaGO.org and make the document available in hard copy by request. You can provide comments via MinnesotaGO.org or by phone or email to:

Hally Turner

Project Manager

Hally.Turner@state.mn.us

651-366-3901

MnDOT will accept comments on the draft Public Participation Plan until 5:00 PM on December 18, 2020. After receiving all comments, MnDOT will formally respond to each comment via a Response to Comment Summary. You will be able to access the Response to Comment Summary via MinnesotaGO.org or as a hard copy upon request within 21 days of the end of the comment period.

APPENDIX

EVALUATION MATRIX

Input tool or communication channel	Performance measure	Evaluation criteria	Methods to meet guiding principles	Participation level
Minnesota GO website	Annual number of unique website visitors	Number of hits (monthly); increase annually	Use communications to increase awareness of website	Inform
Website calendar of events	Calendar on website	Calendar accurately reflects all known events scheduled	Update on website regularly	Inform
Newsletter	Open rate	Target of 20% of people reached	Update list based on undeliverable email	Inform
Direct emails	Reaches percent of intended audience	Target of 85% of persons contacted; geographic reach of communications	Monitor deliverable rate	Inform
Community organization distribution	Number of organizations participating	Percent of organizations responding to request to distribute information	Ask will be considerate of time and resources; relevant materials will be provided along with the request	Inform

Input tool or communication channel	Performance measure	Evaluation criteria	Methods to meet guiding principles	Participation level
Physical advertising (e.g., flyers, brochures, posters)	Materials readily available and distributed on request	Number of materials provided; website downloads	Materials available on website and available by request	Inform
Social media	Use MnDOT profiles to share project information and materials	Number of fans or followers; number of impressions	Provide information to Communications; Monitor accounts	Inform
General comment forms	Number of comments received	Timeliness of response by project team	Encourage responses through social media, newsletter, partner and stakeholder communications	Consult
Presentations/ briefings with discussion as requested by the public, stakeholders and partners	Number of meetings requested; number of participants	Meetings are held as requested	Staff will accommodate availability of the group making the request; materials, if necessary, will be shared with organizer as requested	Inform/Consult

Input tool or communication channel	Performance measure	Evaluation criteria	Methods to meet guiding principles	Participation level
Public comment period legal advertisements	Advertise all required public hearings 30 days in advance	All required public hearings advertised at least 30 days in advance	Ensure project processes account for lead time needed to advertise meetings accordingly	Consult
Individual conversations with priority population stakeholders	Number of conversations	Percent of stakeholders responding to request for conversation	Staff will identify priority populations based on which voices are missing	Consult/Involve
District public engagement coordinator consultation	Number of responses received	Percent of coordinators responding to requests	Ask for input on a reasonable timeframe; share relevant materials in advance	Consult/Involve
Online and paper surveys/ input activities	Number of responses received	Voluntary demographics match state demographics; geographic reach of communications	Encourage responses through social media, newsletter, partner and stakeholder communications	Involve

Input tool or communication channel	Performance measure	Evaluation criteria	Methods to meet guiding principles	Participation level
In-person input activities (e.g., public forums, meetings, hearings, open houses)	Meetings are held to maximize attendance	Number of participants	Schedule at convenient times and locations; hold multiple workshops to allow for options; use online and offline tools to increase awareness	Involve
Policy and technical advisory committees	Meetings are held to maximize member attendance	Percent participation by committee members	Schedule at convenient times; staff will prepare and share meeting materials at least one week in advance of the meeting	Involve/Collaborate
Work groups	Meetings are held to maximize member attendance	Percent participation by work group members	Schedule at convenient times; staff will prepare and share meeting materials at least one week in advance of the meeting	Involve/Collaborate