

## Draft 2027-2031 STIP Public Comment Procedures

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- ❑ Draft STIP presented at the May 6 MHTC meeting as non-action item.
- ❑ Draft STIP distributed and posted on MoDOT's web site, May 6.
  - Central Office Communications sends out news release following MHTC meeting. District Communications may send out district versions of news releases.
- ❑ 30-day public comment period (May 6 – June 5).
  
- ❑ In general, whoever the public comment correspondence is addressed to sends the response using the attached acknowledgement.
  - Districts provide responses for project specific questions and comments.
  - TP provides responses to general STIP questions and comments.
- ❑ TP will forward comments to District Planning and Communications Managers.
  - Districts share with [STIPcomments@modot.mo.gov](mailto:STIPcomments@modot.mo.gov) the project number if a comment is in regard to a STIP project (scoping or construction).
- ❑ Comments need to be responded to within **five working days** or within the district's required response time. All comments received on the draft STIP must be acknowledged and/or responded to.
- ❑ If unable to reply immediately with a solution, send customer an acknowledgement, informing the customer the question/comment is being researched and more information will be shared as soon as it is completed. See example acknowledgement.
- ❑ Involve your district Communications staff in this process and provide them the opportunity to review and comment on all responses.
- ❑ Send copies of all questions, comments, acknowledgements, and responses to [STIPcomments@modot.mo.gov](mailto:STIPcomments@modot.mo.gov) by June 6 to be included in the public comment summary provided to the Commission on July 1, 2026.
- ❑ Comments are received by online web comment, email, phone call or mail.
  - Acknowledgements and responses should be in the same format as comments are received. Examples: emails, respond by email; phone calls, respond by phone call; and written comments, respond by written formal response.
  - Online web comments receive an automated acknowledgement. TP will forward these comments to the district planner and CR manager. Response is only necessary when the comment includes a question(s).

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- Email comments receive an automated acknowledgement. TP will forward these comments to the district planner and CR manager. Response is only necessary when the comment includes a question(s). TP will inform the district if a response/acknowledgement is needed when forwarding comments to the district.
- Phone calls to any MoDOT customer service center or KC Scout, Gateway Guide or Ozarks Traffic – follow these procedures.
  - Thank customer for comments and ask customer if a response is needed and preference of response (by telephone, letter or email).
  - Document customer's full name, address, telephone number, email address (if available) and comment.
  - Inform customer his or her comment will be included in the public comment summary provided to the Commission on July 1, 2025.
  - Districts need to email [STIPcomments@modot.mo.gov](mailto:STIPcomments@modot.mo.gov) by June 5 with comment, date received, date responded to, full name, address, telephone number and email address.
- Written comments received by mail should be scanned and the pdf emailed to [STIPcomments@modot.mo.gov](mailto:STIPcomments@modot.mo.gov), district planner and CR manager. Using the standard acknowledgement send a written letter back to the commenter.

Note: [STIPcomments@modot.mo.gov](mailto:STIPcomments@modot.mo.gov) includes Taylor Brune, Jim Allison and Monica Duncan.

### **Standard Acknowledgement for all Draft 2027-2031 STIP Public Comments**

We appreciate hearing from you regarding MoDOT's draft 2027-2031 Statewide Transportation Improvement Program and your interest in improving Missouri's transportation system. A summary of all comments will be shared with the Missouri Highways and Transportation Commission at its July 1 meeting when we request approval of the Statewide Transportation Improvement Program.

Your comment requires research, and we will get back with you as soon as we can with a more detailed response. **(NOTE: Remove this statement if no research is required.)**

You'll find our Web site, [www.modot.org](http://www.modot.org), is a good source for additional information about Missouri's transportation program and MoDOT's activities. Please contact us if you have other questions or suggestions. Thank you again for your interest in improving transportation!

Sincerely,