



How MPOs Can Use This Email Template

This template is **intended to help MPOs educate congressional transportation staff** about how the BASICS Act relates to existing federal transportation planning requirements and regional delivery responsibilities. It is designed to be informational, educational, and easily tailored to local context.

Recommended use:

- Send to **US House and Senate transportation staff representing your region.**
- Adapt for **individual offices** rather than mass distribution.

Best practices:

- Keep the email to **one page**.
- Send from a **known MPO staff contact** (e.g., executive director, planning director, or federal liaison).
- **Copy AMPO Legislative Director, Katie Economou** (keconomou@ampo.org) on the email.
- Coordinate with AMPO if staff request broader national or legislative context.

Email Template

Subject: How the BASICS Act connects to transportation planning in [REGION]

Hello [NAME],

I hope you're doing well. I'm reaching out from [MPO NAME], the metropolitan planning organization for [REGION]. Our board of local elected officials and professional staff help direct about [\$\$\$] in annual federal transportation funding across [X] counties and [Y] cities to improve safety, reduce congestion, and support economic growth for [Z] residents.

I'm writing to flag the BASICS (Bridges And Safety Infrastructure for Community Success) Act. From a regional planning perspective, it would improve how core formula funds are distributed, how safety and bridge dollars are targeted to need, and how MPOs are resourced to carry out federal planning responsibilities.

For your reference, I've linked out to:

- [The BASICS Act Toolkit](#)
- [Congressional press release](#)
- [A section-by-section summary](#)
- [A one-pager](#)

These materials are provided for informational purposes to help connect the bill to existing federal planning requirements and the on-the-ground work of MPOs and local governments.



I've also copied Katie Economou, Legislative Director at the Association of Metropolitan Planning Organizations (AMPO) (keconomou@ampo.org), who can provide additional national context and answer any questions.

If helpful, our MPO is happy to serve as a resource on MPO roles, regional planning processes, or how transportation investments are coordinated in [REGION].

Thank you, and please don't hesitate to reach out if additional technical context would be useful.

Best regards,

[NAME]

[TITLE]

[METROPOLITAN PLANNING ORGANIZATION]

[CONTACT INFORMATION]